



Kingston City Land Bank (KCLB)
Board of Directors Meeting

Monday, July 27, 2021

6:30 PM-8:00 PM

Virtual Meeting with in-person option

<p><u>Computer: Video:</u> https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09</p> <p><u>Phone:</u> 312-626-6799</p> <p><u>Meeting ID:</u> 845 334 3953</p> <p><u>Password:</u> 878897</p> <p>OR</p> <p>Andy Murphy Community Center 467 Broadway, Kingston, NY 12401</p>	<p><u>Board attendees:</u></p> <p>Daniel Kanter, Bartek Starodaj, Robert Dennison, Anezka Sebek, Karin Roux, Ilana Berger, Steve Noble, Sarina Pepper</p> <p>Absent: Omari Washington</p>	<p><u>Staff attendees:</u></p> <p>Mike Gilliard, Owen O'Connor, Erica Lane</p> <p>Absent: N/A</p>	<p><u>Public:</u></p> <p>Jennifer Salvemini (Kingston Design Connection) Maryline Damour (Kingston Design Connection)</p>
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- **Call to order, time: 6:35 PM**
- **Announcements**

Kanter instructed all Board participants to reveal their physical location.

Daniel Kanter - 142 Clinton Avenue, Kingston, New York

Bob Dennison - New Hampshire (vacation travel)

Ilana Berger -146 Franklin St, Kingston, New York

Bartek Starodaj - 354 S Wall St, Kingston, New York

Anezka Sebek 259 Abeel St, Kingston, New York

Steve Noble, 101 Wilson Avenue, Kingston, New York

Karin Roux, 70 Stephan St., Kingston, New York

- **Vote I to approve meeting minutes from prior Board meeting: June 28, 2021**

Noble raised a motion to approve the June 28 Board meeting minutes, seconded by Dennison. Motion passed unanimously.

- **Public comments (10 minutes: 2 minutes each speaker)**

Maryline Damour from the Kingston Design Connection gave a short presentation on her work in Kingston and the upcoming design partnership on 174 Hasbrouck to be this year's Kingston Design Showhouse:

- The Kingston Design Showhouse is a mechanism to bring local vendors together and Damour explained that she sees it as an economic development tool. The Design Showhouse is an annual event that engages 150-200 different local participants, vendors and companies; this group takes over a house and executes on a design. She added that many of the materials are permanent and donated by the vendors.
- She described that they are about two weeks out from announcing the makers and vendors that will be involved in this year's Showhouse. This year's Showhouse is scheduled to be open October 8-24, 2021.

Jennifer Salvemini from the Kingston Design Connection described that they are exploring branding the weekend of October 8-10 as a "Kingston/Ulster County Design Weekend" and including the Showhouse within that. Further, Salvemini described that they are continually exploring creative ways to promote local makers and vendors and connect them to new economic avenues.

Noble said that he values the partnership with the Kingston Design Connection and appreciates the fact that it will increase the value of the home for the future homeowner. However, he asked if it was possible to also market the KCLB mission and activities as part of the marketing that the Design Connection will be doing for this effort. Damour noted that it is absolutely something they are planning on and cited an active conversation she is having with an editor from Elle Decor.

Kanter also noted that the KCLB is saving a significant sum of money on construction costs with this partnership and that he believes it will ultimately lead to new fundraising opportunities.

- **Update from the Chair, Daniel Kanter**

Kanter provided the following updates:

- Construction continues on the three Pilot I properties.
- Initial demolition work has started on 124 Franklin and 149 Greenkill and a local landscaping cooperative has been hired to clean out some of the recently acquired properties.
- An architect, Kristina Dousharm Architecture, has been selected for 124 Franklin and 149 Greenkill. The firm will be working on an hourly basis and has significantly discounted their rates for the KCLB.

- The NoVo Foundation has requested a proposed budget by August 15, 2021. Kanter also reported he is investigating a New York Legacy Cities Program, which could allow for a joint venture between the KCLB and another developer.
- Sebek and Roux are resigning from the Board at the end of 2021 due to work obligations outside of Kingston. Kanter said that recruitment to fill the two vacant positions will likely begin in October.

- **Executive Director's Report**

Gilliard provided the following updates:

- Predevelopment work has started for the recently acquired properties.
- A responsibility matrix has been included in the Board package. This matrix outlines the internal processes and responsibilities to complete our processes. Additional processes will be mapped on an ongoing basis..
- Gilliard is looking at new opportunities to show the three Pilot I properties to qualified homeowner applicants via an open house. The schedule remains for the Acquisition/Disposition Committee to make their selections in August and present them during the August Board meeting.
- A stimulus funding letter with like-minded groups will go out to the City of Kingston in August. This letter will encourage the City of Kingston to consider diverting some of the funding received to local housing and community development organizations.
- ABO guidance on Board training is in the board package. Kanter mentioned that ABO Board training has to be done every three years.

O'Connor added:

- The rehabilitation RFP for 124 Franklin and 149 Greenkill should go out by September 1.
- Substantial completion date is July 30 for 64 Van Buren and August 31 for 248 Main provided that material procurement delays do not continue.
- Construction on 174 Hasbrouck is back on track after significant delays with the contractor throughout the Spring and Summer.

- **Committee Reports**

- **Finance/Audit Committee (10 minutes)**

- Roux provided the following update from the Committee's June meeting:

- Roux reviewed the June financial narrative, including the profit & loss and balance sheet.
- Financial audit and Report to Management has been completed by EFPR group and was included in the July Board package.
- The Committee reviewed the 2022 budget and is scheduled to be submitted within the August Board package for approval. Roux noted that the personnel budget must be submitted by August 15 to the NoVo Foundation.

- **Communications & Community Engagement Committee (10 minutes)**

- Starodaj provided the following update from the Committee's June meeting:

- Approximately 250 submissions were received in the marketing phase that ended July 10 via the Home Purchase Program form on the website.
 - The Committee discussed sending an anonymous, digital survey to everyone that submitted this form to gauge feedback on the process. The timing of this survey will be September once homeowner selections have been made.
 - The Committee is finalizing a new graphic on the KCLB's Program Pathways.
- **Governance Committee (10 minutes)**
 - Sebek summarized the self-evaluations that have been received from the past few weeks:
 - Board members would like to continue serving.
 - Some Board members expressed concern about what is required by Board members and the amount of tasks relative to the size of the staff and the overall financial condition of the organization.
 - There is particular excitement over the impending sale of the first three Pilot I homes.
 - **VOTE I:** Noble introduced a motion to enact the Bylaw amendments introduced in June, seconded by Roux. Motion carried unanimously.
 - **Acquisition/Disposition Committee (10 minutes)**
 - Dennison added a few points about Kristina Dousharm Architecture:
 - KDA architecture is very enthusiastic about the project, has great local connections, and is a certified Women Business Enterprise.
 - Dennison provided the following updates from the Committee's June meeting:
 - The Committee discussed the applicant review process, which will be happening in the August meeting.
 - The Committee discussed 24 Hamilton. The Committee discussed that the Hamilton project will likely be sold as a Pathway II project to someone that can rehabilitate the property and put it back on the tax rolls.
 - Kanter clarified that for 24 Hamilton, there will likely still be an affordable housing component. Dennison agreed, saying the KCLB will not be looking for the "highest and best" offer within the RFP process.
 - Noble raised a motion, seconded by Sebek, to open discussion on 24 Hamilton.
 - Roux asked if the sale will include an affordability covenant. Dennison said that at this point the motion is just about accepting proposals via an open RFP.
 - Starodaj asked about the condition of the interior. Kanter said that the condition is poor but that the property is not a tear-down.
 - **VOTE II:** The resolution authorizing the Acquisition/Disposition Committee to issue an RFP for 24 Hamilton passed unanimously.
 - Finally, Dennison said the Committee reviewed two properties on Abbey and Stephan Streets that have clouded titles. He described that the KCLB could put that burden of the ambiguous title on a developer but not on a first time home buyer.

- **Fundraising Committee (10 minutes)**

- Roux provided the following update from the Committee's June meeting:

- Gift Gab subscription has been ordered.
- The Committee discussed a potential fundraising event the weekend of O+ (October 8-10) and how to take advantage of the Design Showhouse partnership.
 - Berger asked to make sure that we are aware of the optics of the partnership and to tread carefully as we try to take advantage of this fundraising opportunity.
- The Committee will have a long-range planning meeting this Wednesday, Jul 28.
- Roux said that recent individual donations have come from Kanter's personal promotions. Thus, it would be useful to diversify these donations.

New Business

Kanter said that the Board will be moving into executive session to discuss consultant compensation. However, Kanter also introduced a concept of creating a Compensation Committee to create and follow an actual process for setting compensation.

VOTE III: Dennison proposed a resolution to create a Compensation Committee that will formally set consultant compensation rates. Roux raised a motion, seconded by Sebek. Motion passed unanimously. Kanter said that appointees will be Starodaj, Dennison, Roux, and Kanter.

Motion to enter into Executive Session to discuss 2022 compensation for consultant compensation was raised by Noble, seconded by Roux. Motion passed unanimously and the Board entered Executive Session.

Motion to end Executive Session was raised by Roux, seconded by Starodaj. Motion passed unanimously.

Motion to adjourn the meeting was raised by Berger, seconded by Sebek. Motion passed unanimously.

- **Adjournment, time: 8:42 PM**

Resolution Votes, as tallied by Secretary

VOTE I - To accept June 28, 2021 KCLB Board Meeting minutes, as presented

VOTE II - To enact Bylaw Amendments, as introduced during the June Board meeting.

VOTE III - To authorize the Acquisition/Disposition Committee to issue an RFP for 24 Hamilton.

VOTE IV - To create a Compensation Committee.

<u>Initials</u>	<u>VOTE I</u>	<u>VOTE II</u>	<u>VOTE III</u>	<u>VOTE IV</u>
MSN	x	x	x	x
DK	x	x	x	x
IB	x	x	x	x
BS	x	x	x	x
OW	n/a	n/a	n/a	n/a
AS	x	x	x	x
KR	x	x	x	x
RD	x	x	x	x
SP	x	x	x	x

I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above.

Signed



Bartek Starodaj, Secretary, Kingston City Land Bank

July 26, 2021