

Minutes



Quad Cities Land Bank Authority Board Meeting
Monday, February 13, 2023, 10:30 a.m.
Moline City Hall
Committee of the Whole Room
619 16 Street
Moline, Illinois 61265

1. CALL TO ORDER

M. Brainard called the meeting to order at 10:37 am

2. ROLL CALL

Board Members: Miles Brainard, KJ Whitley, Annaka Whiting
Others present: Ryan Hvitlok and Mary Chappell

BOARD MEMBER	Present	Absent
Brainard, Miles	X	
Whitley, KJ	X	
Whiting, Annaka	X	
Chappell, Mary	X	

3. PUBLIC COMMENT

N/A

4. LAND BANK BOARD MINUTES

Motion was made by A. Whiting and seconded by K. Whitley to approve the minutes of the January 30, 2023, meeting. Motion passed 3-0.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		

5. FINANCIAL REPORT

5.1 Funding Status

A. Whiting referenced the financial packet sent with the Agenda that included financial reports for December 2022 and January 2023. She moved through December's Balance Sheet, Income/Expense report, and the Transaction Reports. Last was a review of the December Reconciliation Summary that reflected a payment of \$116.24 for new financial software, a deposit of the City of East Moline's program contribution of \$21,065.00, and Interest Earned of \$12.40. The ending balance for the month was \$109,561.95.

A. Whiting moved on to the financial packet for January 2023 created with the new financial software. First referenced was a Balance Sheet for the program dated February 8, 2023. She moved through the Income/Expenses report for the period of August 8, 2022 – February 8, 2023. Following a review of the Transaction Detail reports, she moved to the Reconciliation Summary for January. The report noted the Salary and Benefits reimbursement check written last month which brought the program balance to \$77,591.71.

5.2 Checks and Approvals

There were no checks presented for approval.

6. LAND BANK PROGRAM MANAGER REPORT

M. Chappell reported the RFQ for Insurances Services was due at 4 p.m. today. Responses will be added to the next meeting agenda for consideration.

7. OLD BUSINESS

N/A

8. NEW BUSINESS

8.1 Ratification of Executive Session Action

M. Chappell reviewed the Board’s action taken following the January 30th Executive Session regarding Legal Services. After consulting with Moline City Clerk J. Hollembaek Parr, a new motion is required at today’s meeting to officially approve the selection of the Legal Services provider. A motion was made by K. Whitley to ratify the action at Executive Session and to begin negotiations for Legal Services with Churchill & Churchill, P.C. The motion was seconded by A. Whiting.

The motion passed 3-0 with a Roll Call vote.

Ayes: M. Brainard, K. Whitley, A. Whiting. Nays: None

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		

8.2 Strategic Planning Session

M. Brainard began the discussion by reminding members that the two meetings in February were set aside to develop a work plan and budget for the program. A. Whiting presented a new budget document on screen that identified program expenses to date.

M. Chappell referenced the two homework assignments determined by board members at the December 19, 2022, meeting. First assignment directed each board member to prepare a written statement that specifically identified how the Land Bank can assist their city to address vacant, abandoned, or tax delinquent properties. The second homework assignment was to provide feedback on any of the strategic plans and other documents sent in advance of the last two meetings.

• City of Moline

K. Whitley offered a power point presentation on the history of land banking activities in the City of Moline and the various grants and funding resources utilized to accomplish the various projects. The last page of the presentation listed seven options or activities where the land bank may assist the City. Highlighted in red were four areas: Affordable Housing, Neighborhood Revitalization, Grants, and Marketing. The remaining three activities included the Disposition of City owned property, Site Development, and Economic Development.

Additional items listed on the final page were the various partners involved with Moline land banking activities, established codes and resources, tasks for the land bank, and items that support the six tasks listed.

M. Brainard asked if there was a priority among the activities highlighted in red. K. Whitley replied that a conversation with current staff will be required to determine priorities especially related to Affordable Housing and Neighborhood Revitalization.

She also mentioned that given the numbers of grants awarded to support the current (or previous) activities, securing grants or other funding should be a priority. She commented on the need to promote land bank activities and to increase the program's social media presence.

M. Chappell asked if there was a particular number of Affordable Housing projects (rehab/resale) or Neighborhood Revitalization projects (rehab/repair) to use for budgeting purposes. Given Moline's current land bank-like program and existing repair programs, she also asked if new infill housing projects would be an activity for consideration.

- **East Moline**

A. Whiting emailed a statement on behalf of the City of East Moline:

The Quad Cities Land Bank Authority (QCLBA) will help the City of East Moline address vacant, abandoned, or tax delinquent properties through resources otherwise not available to the city. The QCLBA will utilize strategic property acquisition, disposition, and redevelopment mechanisms that align with both the City and the QCLBA's goals and objectives to assist in making the City of East Moline a desired place to live, work, and explore.

M. Chappell shared comments from two meetings with the City of East Moline's Property Maintenance Inspector and GIS Mapping/Engineer. A list of six properties was presented for possible QCLBA support. On the list were two larger redevelopment projects and four vacant or abandoned properties that require demolition.

- **Rock Island**

M. Brainard spoke about the City of Rock Island's priorities noting there are two or three areas where the QCLBA could be of assistance. One would be to partner on how to stop the cycle of abandonment in Rock Island. It could also be assisting with the Sale & Error Tax Deed process and/or assisting with clearing titles to properties.

He referenced a city-owned property on 32nd Street that it is currently being rehabbed to stabilize or stop the abandonment cycle. Project is being managed by the CED Department's Construction Officer. This project is an example of addressing the abandonment cycle.

M. Brainard also shared that the value of a home in Rock Island is on the decline. He referenced the Muncie, IN, Land Bank Strategic Plan that discusses how the long term patterns have been "feeding a cycle of vacancy and blight in neighborhoods for many years."

M. Chappell referenced the Muncie Plan's *Strategy Requirements in a Soft Market* list, found on p.13, which outlines how to manage the tall task of "catching up" when project costs outweigh available funds.

M. Brainard directed attention to the Land Bank Board of Trustees 2021 Annual Report from the Hutchinson, KS, Land Bank (HLB) provided as a reference by Moline's CED Director R. Hvitlok. In particular, he referenced the Strategy Plan grid found on pages 9 and 10 of the report.

R. Hvitlok was the Director of Planning & Development with the City of Hutchinson, KS, prior to coming to the City of Moline. His former department created 2021 Annual Report document for the HLB. The HLB is a city based land bank, supported by city staff. The HLB was originally funded with an allocation of \$35,000 from a city created Housing Trust Fund.

The HLB owns only vacant properties with many acquired through the county tax sale. During his time with the HLB, about 35% of the budget was spent on property maintenance costs. Lots were sold or disbursed as part of a side lot program, for new home construction, and community gardens.

Among the items listed under Actions in the HLB Strategic Plan was to explore agreements with the local County to gain the right of first refusal before a property goes to the County Tax Auction. Also highlighted was the Action item to develop an advertising plan for the program. Upgrading and maintaining the program’s website and location map for available properties was essential.

R. Hvitlok mentioned placing signs on properties, scheduling Open Houses, and using the local Multiple Listing Service (MLS) would be beneficial. Also noted and listed as an Action item was the importance of networking with various stakeholders and developers.

M. Brainard asked for comments regarding the work plans documents provided for review. In particular, he asked if the Omaha, NE, content and format would be one to consider.

Following considerable discussion a motion was made by A. Whiting and seconded by K. Whitley to utilize the content and format of the Omaha Land Bank Strategic Plan for the new QCLBA plan. The motion passed.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		

M. Chappell was directed to provide a revised and reformatted version of the Omaha plan to be used as a starting point for developing a new QCLBA work plan.

Board members discussed adding Technical Advisors to the QCLBA Board of Directions. In addition to having the new Legal Services provider present, members proposed adding a real estate professional, a bank or credit union representative, a grant writer/foundation officer, a neighborhood advocate, and a city council representative.

M. Brainard suggested having the Building Officials from each of the cities attend a future meeting to discuss the status of property conditions.

9. EXECUTIVE SESSION (IF NECESSARY)

N/A

10. ADJOURN

Motion made by K. Whitley and seconded by A. Whiting to adjourn at 12:59 p.m. Motion Passed 3-0

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		