

Minutes



Quad Cities Land Bank Authority Board Meeting

Monday, April 10, 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 10:30 a.m.

2. ROLL CALL

Board Members: Miles Brainard, KJ Whitley, Annaka Whiting
Others present: 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 March 27, 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 reports sent with the Agenda. She began with the Reconciliation Report that presented a starting balance of \$119,966.47. The \$200.00 payment to Augustana College and the \$15.27 interest earned amount brought the ending balance for the period to \$119,781.74. She moved through the cleared transaction detail and the Income/Expense Comparison for the current year. The Balance Sheet confirmed the ending balance of \$119,781.74. M. Brainard reported the City of Rock Island's contribution should be coming in the next month.

5.2 Checks and Approvals

There were no checks presented for approval.

6. LAND BANK PROGRAM MANAGER REPORT

6.1 Status of Website

M. Chappell confirmed work will begin next week on the website. The Web Guild contact has asked for site headings, estimate number of pages, and to share website examples. The Guild program director confirmed our main contact will be in town for the summer to support our site development work.

M. Chappell passed out an updated version of a fact sheet that will be placed on the website. The sheet was first shared with board members last fall and offers general information about land banks and the QCLBA. Similar documents can be found on other land bank websites.

In general reporting, M. Chappell mentioned the SAMS number has been secured for the QCLBA. She noted the origination date for the QCLBA was determined through the SAM’s process to be June 13, 2022, the date the City of East Moline council signed the agreement. She also mentioned the upcoming presentation to the City of Moline’s neighborhood representatives on Thursday, April 13. Also noted the development of the RFP for Property Maintenance and Nuisance Abatement services is underway.

7. OLD BUSINESS

7.1 Status of Insurance Services.

M. Chappell reported that agent N. Hansel has presented applications to five providers for insurance services. No update was received by today’s meeting time.

7.2 Strategic Planning Session/Work Plan

M. Brainard stated he is comfortable with sharing the Work Plan document and Proforma budget with his city council and administration. Both are understandable and straight forward, noting that the plan will be modified as the program moves forward. He asked members for their comments.

He also shared his response to the content of an email sent by K. Whitley to board members on Friday, April 7, that was not shared with the program manager. He agreed there was a need to move the program forward and to show action at the one-year point. He felt the board has completed the due diligence required. He also noted he is pleased with the slow and steady approach the board has taken to organize the land bank and is very comfortable with program status.

From the email he also confirmed that he is comfortable with moving to a monthly meeting schedule and to recruiting expert members. He again mentioned his desire to have Rock Island Building Official Jerad Irvine as an expert director.

As for the email’s transparency question he was fine with having a monthly or quarterly report created to share with the various city councils. Also in support with establishing internal goals for the program manager to manage expectation on all fronts.

K. Whitley also referenced the Friday email and provided comment. She discussed moving to monthly meetings starting in June. Following discussion, a motion was made by K. Whitley to move to QCLBA Board meetings to the second Monday meeting already scheduled starting in June 2023. The motion was seconded by A. Whiting and passed 3-0. The meeting date will fall on June 19, 2023.

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

She moved on to discuss having the program manager prepare a monthly report starting in June. M. Brainard asked for clarification regarding the content as it relates to the provided example. Following additional discussion, a motion was made by K. Whitley to have the program manager prepare a written monthly manager’s report starting in June 2023. Motion was seconded by A. Whiting and passed 3-0.

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

Next, she referenced another topic of the email that discussed the importance of establishing written goals for the program manager. She felt board members could develop a template that could be used. This topic would be discussed at the next meeting.

She agreed that members should develop a list of potential board experts to discuss at a future meeting.

K. Whitley had questions regarding the Proforma budget document in anticipation of her meeting with Moline leadership. She asked if we are calling it a budget or a Proforma. A. Whiting described the document as a Proforma that offers a look into the future. An annual budget document will be created to monitor day to day activities. She feels that the board should approve both documents.

K. Whitley referenced the \$200,000 loan from the City of Moline and asked for confirmation regarding the repayment time frame. The loan suggestion was presented by K. Whitley in December 2022 as an opportunity to infuse cash into the budget early in the development of the land bank. A. Whiting confirmed that she was conformable with how the repayment was shown in the Proforma. K. Whitley asked if the Proforma outlined revenue sources and activities.

A. Whiting stated that the Proforma reflects anticipated activities and revenue sources. It is a realistic budget compared to what was originally proposed. It was created based on the goals of the work plan. All agreed the Proforma has been a good working tool and a helpful exercise.

M. Brainard asked if Year 1 figures were based on actual expenses. A. Whiting stated yes, and confirmed the land bank is in its second year of the Proforma. She will present a year two budget at the next meeting retroactive to April 1, 2023. She also noted that planning for the next budget year would start in in January 2024.

M. Chappell reminded board members of the offer from IDHA Technical Advisor Scott Goldstein to review the final work plan document and offer suggestions on how it could be linked to IHDA’s 2022 Blueprint plan. A. Whiting expressed support of this idea as it may be helpful in the future when additional IHDA funds become available. Any changes to the work plan would be considered and voted on at a later date.

Approval and Adoption of Work Plan

A motion was made by K. Whitley to approve the adoption of the work plan as written. Motion was seconded by A. Whiting and passed 3-0.

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

Approval of 10-year Proforma

A motion to approve the 10-year Proforma document was made by A. Whiting and seconded by K. Whitley.

Discussion: All board members were in agreement that both documents may be modified after sharing with city leadership.

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

The motion to adopt the Proforma budget passed 3-0

M. Brainard asked that PDF versions of the two documents be sent out today. He plans to share both documents with city manager and city council and ask for feedback. He will also ask for names of expert directors to consider for the board. M. Chappell confirmed that the land bank board of directors can appoint up five non-voting expert members who serve a term of two years, with maximum of three additional terms.

K. Whitley asked if the work plan should be reviewed by the QCLBA attorney. There was consensus that it was not necessary to share with the attorney for comment.

8. New Business

8.1 Tax Auction Discussion

K. Whitley asked how the land bank would acquire properties on the tax auction list. She referenced a property on the auction list located at 3600 5th Ave. The property came to her attention from IHDA as the City of Moline and IHDA invested funds to make repairs. IDHA feels the city should gain ownership to recapture some of the investment. She wondered if the land bank should acquire property to rehab or sell to another investor. Specifically, she was asking 1) to discuss the purchase of 3600 5th Ave. and 2) the land bank needs to purchase inventory to move forward.

Following considerable discussion, each municipality will review the tax auction list with internal staff and determine purchases that could be easy wins for the program.

M. Chappell discussed applications and the process involved when the land bank acquires a property. There is typically an application the public uses when interested in a property or lot, and an application when someone wants to donate a property. K. Whitley asked for an application to complete when the land bank purchases a property. She will present an application for purchase the 5th Ave. at the next meeting.

9. EXECUTIVE SESSION (IF NECESSARY)

N/A

10. ADJOURN

Motion was made by K. Whitley and seconded by A. Whiting to adjourn at 11:20 a.m. Motion Passed 3-0

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