

Minutes



Quad Cities Land Bank Authority Board Meeting

Monday, April 24, 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, and Chris Day

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 April 10, 2023, meeting. K. Whitley corrected the start date for the June meeting. It will be held on the previously scheduled second Monday meeting of the month. Motion passed with correction 3-0.

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

5. FINANCIAL REPORT

5.1 Funding Status

A full report is currently provided the second meeting of the month.

5.2 Checks and Approvals

There were no checks presented for approval.

6. LAND BANK PROGRAM MANAGER REPORT

6.1 RFP for Vegetation/Nuisance Abatement Services

M. Chappell reported on the development of the RFP, noting that due to the involvement of three municipalities and other questions, she engaged attorney M. Riggs to review the working draft of the document. She also reached out to E. Setter, from the Region 1 Land bank, to determine just how much they clean out a property and learned that their abatement contractors are required to remove any non-anchored/attached items. They leave the basement "as-is" as it can be too expensive. Their agreement requires a "broom clean" of the floors, so no deep cleaning is completed.

E. Setter also shared they ask contractor to only clear a walkway path to the front door. Will hire another contractor if a tree needs to be removed. They also have the same contractor who mows the auction properties to mow land bank properties.

7. OLD BUSINESS

7.1 Status of Website

Items are being pulled together per the request of the Web Guild. In addition to general information, also includes fillable forms, such as applications to purchase and forms to use to donate property. The goal is to develop these forms once – to make them available on the site and via email.

7.2 Status of Insurance Services.

M. Chappell reported that of the six applications presented to possible providers - four have been declined to date. Most providers are concerned with the source of income and confused over the “quasi-governmental” description of the land bank. Spoke with TA’s Goldstein and Denzin and asked for names of direct contacts at the other land banks to contact for providers. Apparently land banks attached to organizations/municipalities have no issues. Land banks that are separate “authorities” have problems.

A. Whiting offered to reach out to the pool of municipal providers she works with to see if any company names can be shared. M. Chappell will provide information to share with another contact. All were in agreement that no properties should be purchased without insurance coverage in place.

7.3 Strategic Planning Session/Work Plan

M. Chappell referenced the work plan sent with the agenda mailing that included suggestions from S. Goldstein and support or relate to IHDA’s Blueprint strategic plan document. A. Whiting and M. Brainard stated they are comfortable as the suggested comments are generic and purposeful.

Motion was made by A. Whiting and seconded by K. Whitey to adopt the changes to the work plan. Motion passed 3-0.

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

7.4 Budget Review

K. Whitley confirmed the meeting date and time with City of Moline Administrator B. Vitas has been set for Thursday, May 4, 2023.at 1:30 p.m. A special meeting notice and agenda will be sent. Agenda topics will cover a review of the program budget/proforma and a discussion of the intergovernmental agreement and bylaws.

She clarified that B. Vitas is not opposed to the \$200,000 loan and the 10 year repayment. He would like to propose a line in the budget for each city for revenue reinvestment. His thought is the land bank needs money to get going. He believes that contributions from the cities should be used for salary and administrative costs.

As an example, she described if the City of Moline were to give or donate a property valued at \$765,000, the land bank could sell the property and reinvest the funds in the City of Moline. The proceeds from the sale would be placed on a line-item for City of Moline reinvestment. There would be nothing for the land bank to clean-up. Could pass property along to a non-profit to develop into housing. If another city needed funds for a project, they could borrow against another city’s line-item balance with a payback required.

M. Chappell asked why would the land bank need to be involved? City already owns the property and could work directly with the non-profit (based on example). The QCLBA purchase policies only allows the land bank to hold a property with an established end use. To receive such a large property would also be expensive to maintain.

A. Whiting and M. Brainard voiced their concern about the proposal and were not in favor. The land bank was established to be one fund to benefit all the partners. Both confirmed that their elected officials would not agree to the proposal. K. Whitley stated that she did relay to B. Vitas that the proposal would not be well received. This concern generated the need to meet and discuss the proposal.

M. Brainard expressed concern about a mission drift from the original concept for the land bank and not what was discussed and approved by all three councils. What is being proposed is not what the land bank was created to address. The land bank can assist a city with a project – but as a partner. He looks forward to the meeting and conversation.

A. Whiting noted that the type of activity described would be outside the scope of duties or responsibilities of the land bank treasurer. The addition of loans, etc., would require the need to hire someone to manage. Might be possible in five years or so when the land bank has grown.

M. Brainard stressed that the land bank is not meant to be a highly complex entity. Rock Island's focus will be on breaking the cycle of abandonment, similar to the Region I land bank model. A. Whiting stated that the City of East Moline may donate vacant properties to the land bank to sell. Not sure of location – to be discussed. With Moline and Rock Island as home rule communities they can focus on the cycle of abandonment and do not need help with demolition. East Moline, as a non-home rule community, will need help with abandonment but also the occasional demolition.

Additional discussion followed with board members anticipating a meaningful discussion with B. Vitas at the May 4, meeting.

M. Brainard referenced the recent email communication between board members. He does not believe that it is appropriate for a board member to send an email in mass to other board members. Feels all communications should be sent through the program manager. Manager would then BCC to the board members. He also stated that in general, the program manager should be included on all land bank communications.

K. Whitley noted that Moline has no issues with OMA compliance as they follow guidance from city clerk and city attorneys. A. Whiting suggested that we consult land bank legal counsel M. Riggs to provide guidance on this topic.

7.5 Tax Auction Purchase

M. Chappell referenced the draft application sent with the agenda and created in response to K. Whitley's mention of a property that the City of Moline would like to convey to the land bank. The application is simply an intake form for cities to use. Developed based on the policy and procedures manual and a spreadsheet used by the Hutchinson, KS Land bank.

M. Brainard commented that he likes the standardized, simple format. A. Whiting asked to move the contact information to the top of the application. K. Whitley asked to make the form fillable form. Goal is to develop a process to receive and track land bank purchases. No tax auction properties were presented for consideration.

7.6 Program Manager Report

M. Chappell commented that the report referenced or provided as a guide is familiar. Moving forward, she felt the report should be tied to the adopted work plan.

8. New Business

8.1 Upcoming Municipal Leadership Meeting

Meeting was previously discussed.

8.2 OMA and FOIA Training

A. Whiting discussed the need for board members to maintain QMA and FOIA training. It was determined that the land bank manager would keep board certificates on file.

8.3 Discussion of Expert Directors

Members discussed the addition of expert directors to the board. It was confirmed that five expert members can be added with the approval of the board of directors. Members will present candidates at the next meeting.

9. EXECUTIVE SESSION (IF NECESSARY)

N/A

10. ADJOURN

Motion was made by A. Whiting and seconded by K. Whitley to adjourn at 11:26 a.m. Motion Passed 3-0

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