

Minutes



Quad Cities Land Bank Authority Board Meeting

Monday, June 19, 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 10:39 a.m.

2. ROLL CALL

Board Members: Miles Brainard and KJ Whitley

Program Staff: Mary Chappell

Expert Directors: Ashley Pankey and Jerad Irvine

BOARD MEMBER	Present	Absent
Brainard, Miles	X	
Whitley, KJ	X	
East Moline		X
Chappell, Mary	X	

M. Brainard welcomed the new Expert Directors to the meeting and asked them to provide a brief introduction.

- Ashley Pankey began by stating she has been practicing residential real estate for nine years with Ruhl & Ruhl in Moline, IL. She is a Quad Cities native. Serves on the board of the East Moline School District (EMD-37) and is a graduate of Western Illinois University.
- Jared Irvine is also a Quad Cities native, born and raised in Moline. He has 25 years of experience in all sectors of the construction industry. Started in industrial, then residential, followed by commercial before coming to the City of Rock Island where he is currently the Building Official. He also has 17 years of experience in real estate. He is not currently investing, downsizing his holdings.

3. PUBLIC COMMENT

N/A

4. LAND BANK BOARD MINUTES

4.1 Approval of May 22, 2023, Minutes

K. Whitley noted a typo in the date on the agenda. The date should be May 22, not May 23. There were no corrections to the minutes as presented. K. Whitley made the motion to approve the minutes, seconded by M. Brainard. The Motion passed.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
East Moline			

K. Whitley asked about the status of the minutes from the May 4, 2023, Special meeting. With apologies, M. Chappell stated that due to technical issues, the minutes had to be re-written. They will be included in the July meeting packet.

5. FINANCIAL REPORT

5.1 Funding Status

M. Brainard mentioned that due to the departure of our East Moline representative no financial report is available to review today.

5.2 Checks and Approvals

There was discussion regarding the reimbursement to the City of Moline for the program manager's salary. A motion was made by K. Whitley and seconded by M. Brainard to reimburse the City of Moline in the amount of \$25,332.32 for the program manager's first quarter salary expense. The motion passed with a roll call vote.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
East Moline			

5.3 Review of Budget

M. Brainard referenced the budget found on page 11 of the meeting packet. K. Whitley asked the expert directors their opinion on what would be a fair asking price when selling properties. M. Brainard explained to new attendees that as a new organization the board members have been careful to structure the budget to be sustainable, based on all known expenses. He referenced other land banks and how many were organized on different financial footings, with some building an inventory of properties without considering all the related holding costs.

J. Irvine asked if the approach to purchasing properties would be based on what can be saved to address abandonment or what is in good condition. M. Brainard stated that the land bank would take a balanced approach with the goal of being budget sensitive while also considering neighborhood stabilization.

M. Brainard asked A. Pankey to describe how she determines the value of a home when working with a client. A. Pankey outlined her process stating that after meeting with a client, she gathers as much information as she can from tax and township records. She creates a house data sheet and then reviews the home to gather additional information. f

Once the data has been gathered, she will then pull comps and use the appraiser approach, adjusting up or down to get as close to a property's value and come up with a number. She creates a value range with a number in mind. M. Brainard asked if this process could be used for the land bank. Her response was yes.

K. Whitley asked if the budget was based on the fiscal or calendar year as the number of acquisitions may be too high given the time of year. It was determined the budget is based on a calendar year. Following additional discussion, M. Brainard stated he was comfortable with the budgeted acquisition number as listed, feeling that seven properties could be acquired by the end of the year.

Following additional discussion, M. Brainard made a motion to approve the 2023 Budget. The motion was seconded by K. Whitley and passed with a roll call vote.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
East Moline			

5.4 Interim Assignment of Treasurer Responsibilities

K. Whitley discussed the need to establish a plan as the program transitions to a new treasurer. She offered the support of Tara Osborne, the Grant and Project Accountant for the City of Moline, to provide bookkeeping assistance. She is familiar with Quick Books and was involved with the development of the original program budget. She will not have any authority to sign for any financial transactions. M. Brainard was in support of the idea. A meeting will be scheduled with Ms. Osborne to pass along the checkbook and other documents.

6. LAND BANK PROGRAM MANAGER REPORT

6.1 Draft – Program Managers Report

M. Chappell referenced the draft copy of the Program Managers report that included a cover sheet for monthly reporting and a revised version of the work plan to support the various activities. She asked for feedback and/or confirmation of the format to move the document forward. M. Brainard stated he was fine with the format. He mentioned that this report may need to be modified in the future as it will be shared with city council members. K. Whitley stated that the basic format was fine. She will pass along other comments following today's Executive Session.

7. OLD BUSINESS

7.1 Selection of Vegetation/Abatement Contractor

M. Chappell referred to the bid award report that provided details on the two responding contractors. There was discussion regarding their rates and experience. A motion was made by K. Whitley and seconded by M. Brainard to approve the contract award to Kymbyl Komplete Kare at the rate of \$65.00 an hour for both Vegetation and Abatement services. The motion passed.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
East Moline			

7.2 Website Update

M. Chappell stated there had been movement on the development of the website. She briefly shared with new members that the Augustana Web Guild was secured as the website developer for the program. Over the past few months, information on the land bank program has been forwarded to the Web Guild to use as they create and code the new site. This included background on the development of the QCLBA, graphics, and a list of land bank websites to review for inspiration. The receipt of five front page options is exciting as it has been a while since there has been any movement. Next step is to review the options and return a final mock-up page of preferences. Guild members will return a final draft for comment.

7.3 Discussion of IHDA SCP Grant

M. Chappell began by thanking Rock Island partners Nichole Mata and Jerad Irvine for working together with East Moline partners to complete the grant application. For context, she shared the original plan was for the land bank to be the lead applicant for the Strong Community Partners grant. However, one of the requirements to apply is that you must have an audit report completed. Given the newness of the land bank program, no audit has been completed. The revised option or plan had the City of Rock Island serving as the lead applicant, and partnering with the City of East Moline and the land bank on the request.

The revised grant proposal was based on the following:

- Property acquisition: 15 properties 15 @ \$5,000 each = \$75,000
- Demolition: of the 15 properties, 5 would be demolished 5 @ \$35,000 each = \$175,000
- Abatement: Trees/debris/grass 10 properties x 10 hrs at \$65/hr = \$6,500
- Administrative costs (10% of total grant amount) = \$25,650

Total for Grant Request: \$ 282,150

7.4 Report: City of Moline's use of the Land Bank

M. Brainard provided context on this topic describing what each city is asking the land bank to assist with in their communities. K. Whitley stated she was looking forward to presenting this information with Expert Director B. Hauman at the July meeting. One of the items under consideration is having the land bank assist with the development of new housing options.

8. NEW BUSINESS

8.1 Open Meeting Act Training

M. Brainard took a moment to discuss the requirement of completing Open Meeting Act training. As a member of a public body all members are asked to complete this training, offered by the state attorney general’s office, and provide a copy of the certificate to M. Chappell to keep on file.

8.2 Audit Requirement

K. Whitley asked if an audit had been scheduled for the program. M. Brainard suggested that this topic be raised during the upcoming meeting with the previous program treasurer.

9. EXECUTIVE SESSION (IF NECESSARY)

A motion was made by K. Whitley to enter into Executive Session based on section 5 ILCS 120/2(C)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees. The motion was seconded by M. Brainard and passed with no objection.

M. Brainard reconvened the regular meeting.

10. ADJOURN

A motion was made by K. Whitley and seconded by M. Brainard to adjourn at 12:27 p.m. Motion Passed 2-0

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
East Moline			