

# Minutes



Quad Cities Land Bank Authority “Special” Board Meeting  
Wednesday, July 5, 2023, 1:30 p.m.  
Moline City Hall  
CED Conference Room  
619 16 Street  
Moline, Illinois 61265

## 1. CALL TO ORDER

Chair Brainard called the meeting to order at 1:30 p.m.

## 2. ROLL CALL

Board Members: Miles Brainard and KJ Whitley  
Other: Doug Maxeiner, East Moline City Administrator  
Program Staff: Mary Chappell

## 3. PUBLIC COMMENT

None

## 4. LAND BANK PROGRAM MANAGER GOALS/REPORTS

The attached memorandum was presented to M. Chappell regarding the Board of Directors Goals for the QCLBA Program Manager. The intent of the memorandum was to provide clear direction of expectations. The elements of the memorandum were reviewed and discussed by all in attendance. The below items will better serve with the transparency of this multi-jurisdictional program:

1. Monthly Activity Report
2. Bi-weekly Time Sheet Report
3. Marketing and Branding Plan
4. Property Acquisition Plan
5. 2023/2024 Land Bank Program Manager Benchmarks

K.Whitley asked M.Chappell to bring her suggested Benchmarks to the July 17, 2023 Board meeting for additional discussion.

## 5. BY-LAWS

In lieu of A.Whiting’s recent resignation, there were no objections voiced with K. Whitley, vice-chair, assuming the duties of the QCLBA secretary/secretary, until a permanent replacement is appointed by the City of East Moline. East Moline plans to move forward with a new appointment to the QCLBA. The secretary/treasurer will now prepare the minutes. The LBPM will continue to assemble the agenda packet. At this time, no changes to the By-Laws were recommended.

## 6. FINANCIAL ITEMS

M. Chappell provided two invoices for payment. One from Churchill & Churchill and the other for the envelopes. Inadvertently, sales tax was charged on the second invoice. M.Chappell will reach out to the vendor to request an adjusted invoice.

BOARD MEMBER	P	A
Brainard, Miles	X	
Whitley, KJ	X	
Maxeiner, Doug	X	
Whiting, Annaka		X
<b>EXPERT DIRECTORS</b>		
Hauman, Brad		X
Irvine, Jared		X
Pankey, Ashley		X
<b>PROGRAM STAFF</b>		
Chappell, Mary	X	

**7. EXECUTIVE SESSION (IF NECESSARY)**

NA

**8. ADJOURN**

A motion was made by K. Whitley and seconded by M. Brainard to adjourn at 2:31 p.m. Motion Passed 2-0

Respectfully submitted.

KJ Whitley

Vice-Chair

Interim Secretary/Treasurer



Board of Directors

July 5, 2023

Mrs. Mary Chappell  
Quad Cities Land Bank Authority  
Land Bank Program Manager  
619 16 Street  
Moline, IL 61265

**RE: Quad Cities Land Bank Authority (QCLBA) Program Manager Goals/Reports**

Dear Mrs. Chappell,

The Quad Cities Land Bank Authority Board of Directors believes very strongly that the success of our mission, to strategically acquire vacant, abandoned, tax delinquent properties, address title liabilities, and facilitate the revitalization of those properties to a productive use consistent with local government plans and priorities, is directly linked to the successful implementation of our adopted Strategic Plan and Work Plan.

The Land Bank Program Manager is responsible for achieving the goals and objectives of the QCLBA as set by the Board of Directors through the developed strategic and work plans. To assist you, as the Land Bank Program Manager, we are providing additional policies and goals that will assist with the implementation of this resource.

**Operations**– To better serve with the transparency of this multi-jurisdictional program, the following reports/plans shall be completed:

**Monthly Activity Report** – **Effective immediately**, please prepare a monthly activity report (template is attached). This report shall be posted monthly on the QCLBA website and placed in the monthly agenda packet.

**Bi-weekly Time Sheet Report** – **Effective immediately**, please complete the attached (sample) time sheet. The time sheet should be signed off by your day-to-day supervisor and turned into the land bank treasurer.

**Marketing and Branding Plan** – Please be prepared to share and report on any accomplishments at the **July 17, 2023** QCLBA Board of Directors meeting. Be sure to include community and outreach, website, social media, outreach presentations and marketing material.

**Property Acquisition Plan** – Please be prepared to share and report on the (working list) status acquisition of **ten** properties located throughout the active communities



Board of Directors

at the **July 17, 2023** QCLBA Board of Directors meeting. Please include pictures and ownership information in your report.

**QCLBA Audit** – Please research how the other Illinois land banks have met this requirement and be prepared to discuss this information at the **July 17, 2023** QCLBA Board of Directors meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Miles Brainard", is written over a horizontal line.

Miles Brainard

Chair

Quad Cities Land Bank Authority

3 Enclosures

<b>LBPM Benchmarks</b>		<b>7.5.23</b>				<b>DRAFT</b>			
<b>Quad Cities Land Bank Authority</b>		<b>2023</b>		<b>2024</b>		<b>2024</b>		<b>2024</b>	
<b>PERIOD</b>		<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>		
<b>ACTIVITY</b>	<b>Months</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>		
<b>Administrative</b>									
Fundraising/Grants		—————	—————	—————	—————	—————	—————		
Annual Audit		—————	—————	—————					
Annual Report		—————	—————	—————					
<b>Properties</b>									
Properties Acquired		10							
Properties Demolished		1	2						
Properties Sold		3	5						
Inventory (on hand)		6							
<b>Community Outreach</b>									
Presentations									
Website Activity Request									
Social Media Events									
Networking Events									
<b>Budget</b>									
Grants									
Fundraising									
Donations									

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# Land Bank Program Manager's Report June 2023



## Operational Update

- Administrative
- Properties Acquired/Disposition
- Properties Demolished
- Properties Sold
- Properties in Inventory
- Fundraising/Grants
- Trainings Attended
- Community Outreach
- Meetings/Networking
- Research
- Other

Reporting Period: 7/2/2023 Thru \_\_\_\_\_  
 Name: Mary Chappell  
 Title: Land Bank Program Manager

Activity/Project	Time Off	Funding Source			
		Land Bank Admin (15%)	Service Delivery (70%)	Other (15%)	
<b>Time off:</b>					
Sick					0.00
Personal					0.00
Vacation					0.00
Holiday					0.00
Other					0.00
<b>Admin Activities:</b>					
Phone Calls					0.00
Land Bank Property Inquiries					0.00
Timesheet					0.00
Meeting Minutes					0.00
Emails					0.00
<b>Service Delivery Act:</b>					0.00
					0.00
					0.00
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<b>Other:</b>					0.00
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					0.00
					0.00
					0.00
	0	0	0	0	0
					0
		#DIV/0!	#DIV/0!	#DIV/0!	0

Total Hours Worked  
 Benefits  
 Total

Employee's Signature \_\_\_\_\_

Date:

Supervisor's Signature \_\_\_\_\_

Date: