

Minutes-DRAFT



Quad Cities Land Bank Authority Board Meeting
Wednesday, July 17, 10:30 a.m.
Moline City Hall
CED Conference Room
619 16 Street
Moline, Illinois 61265

1. CALL TO ORDER

Vice-Chair Whitley called the meeting to order at 10:31 a.m.
The meeting was turned over to Chair Brainard upon his arrival, 10:32 a.m.

2. ROLL CALL/ATTENDANCE

Board Members: Miles Brainard and KJ Whitley
Expert Directors: Jared Irvine and Ashley Pankey
Program Staff: Mary Chappell
Other: Doug Maxeiner, East Moline City Administrator
Jennifer Bizarri, Moline Assistant Director of CED

BOARD MEMBER	P	A
Brainard, Miles	X	
Whitley, KJ	X	
EXPERT DIRECTORS		
Hauman, Brad		X
Irvine, Jared	X	
Pankey, Ashley	X	
PROGRAM STAFF		
Chappell, Mary	X	

3. PUBLIC COMMENT

None

4. APPROVAL OF MEETING MINUTES

May 4, 2023, Special Meeting – K. Whitley requested the approval for these minutes be placed on the next agenda. No objections were stated.

June 19, 2023 Regular Meeting Minutes - A motion was made by K. Whitley to approve the June 19, 2023 minutes. Seconded by M. Brainard. Motion passed as unanimously.

June 26, 2023, Special Meeting Minutes - A motion was made by K. Whitley to approve the June 26, 2023 Special minutes. Seconded by M. Brainard. Motion passed as unanimously.

July 5, 2023, Special Meeting Minutes - A motion was made by K. Whitley to approve the July 5, 2023 Special minutes. Seconded by M. Brainard. Motion passed as unanimously.

5. FINANCIAL REPORT

Funding Status - Whitley advised she signed the Black Hawk Bank and Trust financial paperwork that removed former Board member Annaka Whiting from the QCLBA account. M. Brainard advised he will stop by the bank and sign the paperwork also. Additionally, Whitley advised a financial report will be available at the August meeting.

Checks and Approvals – A motion was made by Whitley to pay the May 31, 2023 Churchill & Churchill invoice for \$375.00 QCLBA legal services. Seconded by Brainard. Motion passed as unanimously.

A motion was made by Whitley to pay the June 26, 2023 Printer's Mark invoice, as amended (removal of sales tax) for \$75.00 QCLBA envelopes. Seconded by Brainard. Motion passed unanimously.

6. LAND BANK PROGRAM MANAGERS REPORT

M. Chappell reviewed the land bank program manager's monthly activity report with the Board. The written report was also included in the July 17, 2023 Board packet.

7. OLD BUSINESS

City of Moline Use of the Land Bank – Whitley advised this item is part of an on-going discussion with staff. The new CED director begins August 7, 2023. She hopes to have additional information at the next meeting.

Status of Marketing Plan – M. Chappell reviewed the third quarter (July – September) QCLBA Marketing Plan timeline. Augustana College is building the website. M. Chappell advised once the domain is secured, the promotional marketing items would be purchased. She reminded the Board that approval to purchase of these items was previously approved at the March 2023 Board meeting.

The Board discussed various ways to market the land bank to the public, contractors and realtors who might be interested in acquiring properties. M. Chappell anticipates the new website to be launched August 1, 2023. Available QCLBA properties will be listed on the website for others to acquire. Additionally, A. Pankey suggested that the QCLBA host a "Lunch and Learn" event and invite the local contractors and realtors. M. Brainard stated each city could provide a list of registered contractors. A. Pankey advised she could provide a list of realtors. As discussed, these list would serve as an initial guest list of who to invite.

8. NEW BUSINESS

Review of Property List – M. Chappell provided the Board with a QCLBA "Working" Property List for review and consideration. The list contained the following: **5**-East Moline Demolition Addresses; **15**-Rock Island Auction addresses and **10**-Rock Island I"HDA"pipeline addresses. The IHDA addresses were also included in Rock Island's June IHDA Strong Communities Program 2 Grant application. The initial property list does not contain any addresses in the City of Moline. The Action Property List is expected to be updated on July 21, 2023. Thereafter, Rock Island County will publish the list that the tax agent will apply for deed.

Electronic pictures of various addresses were reviewed by the Board. D. Maxeiner inquired about the QCLBA assisting with the sale vacant lots in East Moline. The Board discussed this option to provide this service without the QCLBA owning the properties. This service is not currently permitted by the QCLBA Policy and Procedures. K. Whitley requested the Policy and Procedures be added to next month's agenda to address this service item. M. Brainard requested that a property analysis be prepared for each listed property and the recommendations for the next action step.

The Board discussed moving forward with the East Moline demolition locations. A motion was made by Whitley to for the land bank to accept property donation from East Moline. Seconded by Brainard. Motion passed as unanimously.

Report on Securing Audit – Members of the Board requested an RFP Audit be placed out for bid prior to the August QCLBA meeting.

Update from IHDA Technical Advisors Quarterly Attendance – Due to a scheduling conflict, the IHDA Technical Advisors, Brent Denzin and Scott Goldstein, were not able to attend today's meeting.

9. EXECUTIVE SESSION (IF NECESSARY)

NA

10. ADJOURN

A motion was made by K. Whitley and seconded by M. Brainard to adjourn at 12:03 p.m. Motion Passed
2-0

Respectfully submitted.

KJ Whitley
Vice-Chair