

# Minutes



Quad Cities Land Bank Authority Board Meeting  
Wednesday, August 21, 10:30 a.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 10:31 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: Chris Mathias, Moline Director of CED

## 3. PUBLIC COMMENT

None

## 4. APPROVAL OF MEETING MINUTES

**May 4, 2023, Special meeting minutes** – A motion was made by K. Whitley to approve the May 4, 2023 Special meeting minutes. Seconded by M. Brainard. Motion passed as unanimously.

**July 17, 2023, Regular meeting minutes** - A motion was made by D. Maxeiner to approve the July 17, 2023 meeting minutes. Seconded by M. Brainard. Motion passed as unanimously.

## 5. FINANCIAL REPORT

**Funding Status** – M. Brainard advised he signed the Black Hawk Bank and Trust financial paperwork that removed former Board member Annaka Whiting from the QCLBA account. Whitley advised the Quad Cities Land Bank Authority available balance was roughly \$195,000. Currently, the only outstanding financial obligations are a check for Printer’s Mark, \$75.00, (hasn’t cleared) and the land bank program manager’s quarterly salary reimbursement to the City of Moline.

**Checks and Approvals** – A motion was made by K. Whitley to authorize the purchase of Microsoft 365 Business Premium, in the amount of \$264.00 (annual premium), for the exclusive use by the Quad City Lank Bank Authority. Seconded by D. Maxeiner. 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 August 21, 2023 Board agenda packet. After general discussion, there were no other questions.

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

## 7. OLD BUSINESS

**Report: City of Moline Use of the Land Bank** – K. Whitley advised she would like the land bank to assist Moline with commercial properties. This may include acquisition, maintenance, demolition, or holding while a buyer secures financing. Additionally, K. Whitley mentioned that the City of Moline has a good handle on its residential properties, with its seasoned staff and available resources. However, there may be an opportunity for the land bank to assist with an occasional property acquisition and disposition. The vacant Autumn Trails vacant lots were discussed as an example. These lots are currently available in the upcoming Rock Island County Action and have the infrastructure in place. After general discussion on what this may look like, the City of Moline staff will regroup and return with a list of various properties and possible service request at a future meeting. The land bank wants to acquire properties with an approved end use.

**Website Update** – M. Chappell reviewed the QCLBA Marketing Plan. Augustana College is building the website. M. Chappell advised once the domain is secured, the promotional marketing items would be purchased. The tentative website launch date was pushed back to September, 2023. The Microsoft 365 Business Premium will assist with establishing an independent (identity) account separate from the City of Moline. The land bank website domain will be attached to this new Microsoft 365 Business Premium account.

**Report on Securing Audit** – M. Chappell advised she's working on the RFP for the 2022 auditing services. The RFP example she was hoping to obtain fell through. She's in the process of creating a 2022 Audit RFP and will place it out for bid. The Board requested that the RFP to be advertised prior to the September Board meeting. Financial audits are required for many grant opportunities. This will be the first audit for the Quad Cities Land Bank Authority. **A motion was made by K. Whitley to advertise the RFP bid in the local newspaper (in addition to the website). Seconded by D. Maxeiner. After additional Board discussion, the Motion failed by a vote of 1-2.**

## 8. NEW BUSINESS

**RI County Tax Auction Purchases** – M. Chappell advised that available properties may be purchased outside of the Rock Island County Trustee Auction. The Quad Cities Land Bank Authority would be required to sign an indemnification document that removes the trustee from any attempt by a previous owner to secure funds from any sales proceeds. Or, the Quad City Land Bank Authority can wait until the October 20, 2023 Auction and would not be required to execute the indemnification document. The latter requires the submission of a sealed bid but properties would be owned free and clear. After general discussion it, the Board's consensus was to acquire (Board) approved properties outside the sale. Thereafter, an appraisal would be acquired to determine the value of the properties. M. Chappell will review the auction listed properties and provide the Board with a smaller list for acquisition consideration. Additionally, Rock Island asked M. Chappell to look at two residential properties near Augustana College, 3326 7<sup>th</sup> Avenue and 3332 7<sup>th</sup> Avenue for possible land bank activity.

**Review of Policy and Procedures** – After a general discussion, the Board agreed that no changes were necessary at this time.

**Adding New Land Bank Members** - M. Chappell advised she recent met with representatives of Rock Island County and as a result of those conversation, inquiries were made about participation in the land bank. Currently, participating municipalities pay based on population. Rock Island County has an unincorporated population of 1,200 people. The Board would need to explore how the fee structure would work for communities with smaller populations. Additionally, M. Chappell advised she recently spoke with the IHDA technical advisors regarding adding additional members. They advised that the Policies and Procedures would not necessarily have to changed but the Inter Government Agreement would need to be updated.

**Community Outreach: Meal & Learn-like event** - Discussion continued on various ways to market the land bank to the public, contractors and realtors who might be interested in acquiring properties. Available properties will be listed on the land bank website. M. Chappell along with expert director, A. Pankey, are planning a two-day QCLBA social breakfast event at River Front Grill, Rock Island, IL, in October. This would be an opportunity for interested members, partners, realtors, lenders, contractors, etc... to learn more about the land bank and ways it can assist the community.

**Other** – M. Brainard advised the City of Rock Island will host an Open House at their Homestead Pilot Project home, Thursday, August 31, 2023, 10:30 am – 1:30 pm. The house is listed for a \$130,000 and will be sold to a low to moderate income individual/family who has approved financing and puts in an offer. The City of Rock Island acquired this property at auction. The home was completely rehabbed by the City of Rock Island. The community development division served as the general contractor. IHDA’s Strong Communities Program Grant and Community Development Block Grant funds were utilized to fund the rehab. All are invited to stop by.

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

NA

**10. ADJOURN**

A motion was made by D. Maxeiner and seconded by K. Whitley to adjourn at 11:48 a.m. Motion Passed 3-0

Respectfully submitted.

KJ Whitley  
Vice-Chair