

Minutes



Quad Cities Land Bank Authority
Board Meeting
March 18, 2024, 10:30 pm
Moline City Hall
Committee-of-the-Whole Meeting Room
619 16 Street
Moline, Illinois 61265

1. CALL TO ORDER

Chair Brainard called the meeting to order at 10:30 AM.

2. REMOTE PARTICIPATION

Chairman called for a vote to let Rothert participate remotely. Passed unanimously.

3. ROLL CALL/ATTENDANCE

Board Members: Miles Brainard, Chris Mathias, Mark Rothert
Expert Directors: N / A
Program Staff: Mary Chappell
Others: N / A

BOARD MEMBER	P	A
Brainard, Miles	X	
Chris Mathias	X	
Rothert, Mark	X	
EXPERT DIRECTORS		
Hauman, Brad		X
Irvine, Jerad		X
Pankey, Ashley		X
PROGRAM STAFF		
Chappell, Mary	X	

4. PUBLIC COMMENT

None

5. APPROVAL OF MEETING MINUTES

A motion was made and seconded to approve the February 21, 2024, meeting minutes. The motion passed unanimously.

6. FINANCIAL REPORT

6.1. Funding/Financial Status - Rothert reviewed the financial status of the QCLBA for period ending February 2024, ending with a fund balance of \$166,849.

6.2 Checks and Approval.

Invoice for Kymbly Complete Kare, Inc in the amount of \$12,730, approved unanimously for payment.

6.3 Budget Preparation. Rothert will work with Chappell on a draft budget for the next meeting.

6.4 Audit Services Update – Program Manager submitted engagement letter and is expecting a call to coordinate audit activities and provide them with information needed to start the audit.

7. LAND BANK PROGRAM MANAGER REPORT

6.1 Program Manager reviewed her written monthly report with the Board (attached).

8. OLD BUSINESS

- 8.1 IHDA Grant Update/Securing properties - The goal is to keep all the processes moving forward with properties identified in the IHDA grant. No action at this time.
- 8.2 Update on new QCLBA member: City of Silvis – City still interested to join QCLBA and will be sending check soon and need to determine formal approvals that need to be made to formally adopt the city into the QCLBA. No action at this time.

9. NEW BUSINESS

- 9.1 Center for Community Progress Conference - discussion around webinars evaluating code enforcement and upcoming conference in October in Saint Louis. No action at this time.

10. EXECUTIVE SESSION - The Board entered closed Executive Session citing 5 ILCS 120/2(c) and then, after discussion, exited the closed Executive Session at 11:05am, by unanimous vote.

11. ADJOURN

A motion was made and seconded to adjourn at 11:06 am. Motion passed unanimously.



Land Bank Program Manager's Report

February – March 2024

(February 21 – March 15)

Operational Update

- **Administrative**
 - Maintained working list of properties that includes IHDA grant options.
 - Contacted Insurance Provider to confirm coverage level.
 - Contacted Audit Services provider to confirm contract and next steps.
 - Received phone calls regarding property acquisition/donation opportunities.
 - Processed onboarding materials for City of Silvis. Meeting with City Administrator scheduled for next week to determine how QCLBA can assist with city goals.
 - Communicated with program attorney and East Moline Inspector to review status of IHDA properties.
 - Completed Quarterly IHDA Grant report.
 - Reviews Work Plan document with IHDA Technical Advisor Scott Goldstein. Photos/graphics to be added of use as a marketing tool.
 - Started SAMS Renewal process.
 - Monitored LinkedIn profile page. Currently have 47 followers.
- **Properties Acquired/Disposition**
 - Monitored removal and clean-up of 3321 7 ½ Ave. site. Posted flyers regarding blocked access to the narrow avenue. The water issue remains a mystery.
- **Properties Demolished**

N/A
- **Properties Sold**

N/A
- **Properties in Inventory**

1 property
- **Fundraising/Grants**

N/A

- **Trainings Attended**

- Webinar from Center for Community Progress on Reevaluating Code Enforcement
- Webinar from FIDLAR on new *Laredo Anywhere* software.

- **Meetings/Networking**

- City of Moline: Attended State of the City Address – good networking!
- City of Moline: Monthly meeting to review Vacant/Abandoned properties.
- City of Moline: When possible, attend Bi-monthly department staff meetings.
- City of Moline: Met with administration and department staff to review Eastgate TIF projects.
- City of Moline: Met with C. Mathias twice to review project involving Eastgate TIF property owner.
- City of East Moline: Attended State of the City Address – good networking!
- City of Rock Island: Met with M. Brainard, J. Irvine, S. Reinhart to discuss CCP's *Reevaluating Code Enforcement* document and scholarship opportunity.
- Met with contractor Marlon Ganaway to discuss program and collaboration options.

- **Research**

- Modified list of certified judgment properties from City of Rock Island. Researched taxes/county and ownership information. Made site visits to narrow down to 10-12 properties to acquire in support of the IHDA grant.

- **Other**