

Minutes



Quad Cities Land Bank Authority Board Meeting
May 19, 2025, 10:30 pm
Moline City Hall
CED Conference Room
619 16 Street
Moline, Illinois 61265

1. CALL TO ORDER

Chair Brainard called the meeting to order at 10:34 am.

2. ROLL CALL/ATTENDANCE

Board Members: Miles Brainard, Mark Rothert, Chris Mathias

Expert Directors: Brad Hauman

Program Staff: Mary Chappell

Others: Tim Wymes, Community Development Director, East Moline
KJ Whitley, Community Development Manager, Moline

3. PUBLIC COMMENT

N/A

4. APPROVAL OF MEETING MINUTES

T. Wymes noticed in the 6.1 Section that the word East was not included in the sentence. A motion was made by T. Wymes and seconded by C. Mathias to approve the April 21, 2025, meeting minutes as corrected. The motion passed.

5. FINANCIAL REPORT

5.1 Budget Tracking Review

In his absence, Treasurer M. Rothert provided the Budget Tracking Report dated 5/16/25, and sent the following highlights for board consideration.

- All revenues from cities are in, except Silvis, which will not be anticipated since they are no longer participating in the land bank.
- Future revenues for the remainder of the fiscal year will have to come from IHDA grant reimbursement or sale of property.
- Expenditure of \$56,307 for Personnel (Salary Reimbursement) was for Quarter 3 and Quarter 4 of last year. Quarter 1 2025 billing has yet to be received from Moline.
- The remaining fund cash balance is \$104,284.
- Quarter 1 2025 Reimbursement and other expenditures will draw this cash balance down unless other revenues are achieved in the coming months.

According to the bank statement the revenue earned from interest for the month was \$196.82. One check was processed to the City of Moline for \$56,307.41, covering payroll reimbursement for Quarters 3 and 4 of 2024. The ending balance for the period is \$104,284.39. Bank statements were attached to support the Budget Tracking Sheets.

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

5.2 Checks and Approval

M. Chappell referenced the provided invoice from Kymbyl Komplete Care for property maintenance totaling \$455.00. A motion was made by C. Mathias and seconded by T. Wymes to approve the payment. There was discussion on the Property Maintenance contract ending in July 2025. M. Bainard asked that an RFP be sent to gain new bids on property maintenance services. A motion was made by C. Mathias and seconded by T. Wymes to formally request this action.

6. LAND BANK PROGRAM MANAGER REPORT

6.1 Review of Monthly Report

M. Chappell briefly discussed the administrative items outlined in the report. Of note, was the monitoring the final demolition work on the five sites in Moline. Updates made to the QCLBA website which included the addition of the East Moline lots. Mentioned meetings with program attorney Riggs to discuss the IHDA grant properties, and with property insurance agent Hanzel regarding coverage for East Moline lots. Also met with Kaleigh Trammel, with Quad Cities Community Foundation staff regarding grants, and Dr. Victoria Livingston, who is managing the start of the Prairie Hills Land Bank program. Also mentioned was meeting with Brian Laufenberg, the President of IHMVCC.

QCLBA currently owns 6 properties, managing/marketing 7 Moline lots, and will soon add the 10 Rock Island sites for a total of 23 properties.

7. OLD BUSINESS

7.1 IHDA Grant Update

Item discussed during the Program Manager's Report.

7.2 Municipal Partners Update

No updates were provided. M. Chappell discussed the opportunity among members to move properties involved in Munices proceedings through the land bank for disposition.

8. NEW BUSINESS

8.1 Report on Property Applications

Board members discussed the applications received for three vacant lots in the City of Moline. She reminded members that the application asks what the property will be used for and how much the applicant is willing to pay for the property. M. Chappell suggested a process to determine a value for Each vacant lot, noting other land banks set a base price plus closing costs. Program attorney Riggs has established the closing costs for properties at \$283.00, which includes the cost to create a deed (\$200.00) and the cost to record (\$83.00).

Expert Director Pankey suggested using the Department of Revenue value determination as a baseline for property value. M. Chappell noted many of the vacant lots were acquired as part of a demolition project that took place in the past. As such, there may not be a value listed as the property has been held by the city in tax exempt status. Thankfully, the county's assessment page provides access to older assessment values.

Expert Director Irvine suggested that if a property was 2,500 sq. ft. or under, the cost for the lot should be based on the closing costs or \$283.00. Following discussion, a motion was made by C. Mathias and seconded by T. Wymes to approve this proposal. The motion passed.

Members returned to the three applications to consider purchase amounts.

- **520 21st St.:** Vacant lot is 4,000 sq. ft. and located just east of the new I-74 bridge. Property is flat with no developed access. Demolition funded by IHDA grant. Adjacent property owner S. Vogler made an application with offer to purchase at \$1,000. Based on discussion, the DOR value from 2019 is \$1,682 plus closing costs of \$283 = **\$1,975**. A motion was made by M. Brainard and seconded by C. Mathias to approve purchase. Motion passed.
- **2615 11th Ave. B:** Odd horizontal vacant lot is 2,400 sq. ft. and located in a quiet neighborhood. Demolition funded by IHDA grant. Adjacent property owner P. Fitzgerald has maintained property and made application to acquire. DOR value from 2018 = \$1,783. Offer to purchase based on based on closing costs or **\$283.00**. A motion was made by C. Mathias and seconded by M. Brainard to approve purchase. Motion passed.
- **1117 26th St.:** Vacant flat lot is 5,600 sq. ft. and located on quiet residential street. Demolition funded by IHDA grant. New adjacent property owner J. Arreola made an application with an offer to purchase of \$2,000. Based on discussion, the DOR value from 2021 is \$1,874 plus closing costs of \$283 = **\$2,157**.
NEED MOTION TO APPROVE

C. Mathias noted the next step in the process is to have the City Council declare the properties as surplus and to authorize the purchases. M. Chappell will review the process with Attorney Riggs to assist with the request. The goal is to complete this process by the end of June.

9. EXECUTIVE SESSION

N/A

10. ADJOURNMENT

With nothing further to discuss a motion was made by T. Wymes and seconded by C. Mathias to adjourn. Motion passed. The meeting adjourned at 11:57 am.

Submitted by Mary Chappell, Program Manager