

Minutes

Quad Cities Land Bank Authority Board Meeting

City of Moline, City of Rock Island and City of East Moline

Monday, October 24, 2022, 10:30 a.m.

Moline City Hall

Committee of the Whole Room

619 16 Street

Moline, Illinois 61265

1. CALL TO ORDER

M. Brainard called the meeting to order at 10:35 am

2. ROLL CALL

Board Members: Miles Brainard, KJ Whitley, Annaka Whiting
Others present: Brent Denzin (remote), Mary Chappell

BOARD MEMBER	Present	Absent
Brainard, Miles	X	
Whitley, KJ	X	
Whiting, Annaka	X	
Chappell, Mary	X	

3. PUBLIC COMMENT

N/A

4. LAND BANK BOARD MINUTES

K. Whitley noted a correction to be made as A. Whiting was listed as present at the last meeting when she was absent. Motion was made by K. Whitley to approve of the minutes of the October 12, 2022, meeting as corrected. Motion seconded by M. Brainard and passed 3-0.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		

5. FINANCIAL REPORT

5.1 Funding Status

Treasurer A. Whiting reviewed the three financial reports provided in advance starting with the Reconciliation Report. The report indicates a beginning balance of \$90,079.13. Lists interest earned of \$11.11 and the expense for new checks at \$28.00. These transactions update the balance to \$90,062.24. An uncleared transaction (reimbursement check) totaling \$1,332.74 creates the ending account balance as of 9/30/22 to \$88,729.50.

Treasurer A. Whiting moved on to the Profit and Loss statement dated January 1 – October 19, 2022. The report provides a summary of all transactions by category as referenced in the Reconciliation Report. The final report discussed was the Transaction Report, which lists just the transactions or expenses during September 19 – October 9, 2022. Listed is the conference reimbursement to M. Chappell, and the cost to purchase new checks. The “R” by the item indicates the expense has cleared the account.

Following discussion, a motion was made by K. Whitley and seconded by A. Whiting to approve the Financial Reports all at one time. The motion passed.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		

5.2 Checks and Approvals

Treasurer A. Whiting discussed the reimbursement to the City of East Moline for the cost of using QuickBooks to manage program financials. At this time, the monthly cost at a promotional rate is \$15.00. She noted that the monthly cost will most likely increase up to \$30.00 following the promotional period. Moving forward, she will prepare the reimbursement check and ask the other Board members to sign the reimbursement check. Requests for QuickBooks reimbursement will be presented quarterly.

A motion was made by K. Whitley and seconded by M. Brainard to approve the \$15.00 reimbursement check to the City of East Moline for the monthly cost of QuickBooks. The motion passed with A. Whiting abstaining from the vote.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka			X

Treasurer A. Whiting asked how the City of Moline would like to be reimbursed for M. Chappell's salary. K. Whitley stated she will follow-up with Moline's Finance Director C. Barnes later today to gain direction.

6. LAND BANK PROGRAM MANAGER REPORT

6.1 Review of Policies and Procedures Draft

M. Chappell referenced the draft of the Policies and Procedure's document included with the meeting packet. She confirmed that the draft came from Technical Advisor B. Denzin and is a combination or blend of what other Land Banks in Illinois have used. She noted that some Land Banks do not have a specific Policies and Procedures Manual, but instead split up their policies into various documents, such as acquisitions, donations, and pricing policies.

Board members reviewed the six page draft document and discussed various policies. M. Chappell noted that although the policies provide direction, no activity or acquisition will take place without the review and approval of the Board of Directors. B. Denzin reminded Board Members that the Policies and Procedures are merely guidelines to follow and can be amended anytime. Board members made modifications to the draft and removed a few sections. M. Chappell was directed to send a revised draft with today's changes to Board members for their review and comment.

7. OLD BUSINESS

7.1 Data Collection

M. Chappell reported that she has now received GIS Mapping data from all three municipalities.

7.2 RFP Update

M. Chappell confirmed the RFP document for legal and property maintenance services will be ready for review at the next meeting.

7.3 Update on Program Branding/Website

M. Chappell noted that items that relate to the overall branding of the Land Bank are coming together. Region 1 Land Bank Coordinator Eric Setter was able to provide the graphic to assist with the development of one of the two handouts. The final draft of the program logo will be finalized by the next meeting. Website development meetings will be scheduled in the next few weeks.

7.4 State Advocacy Efforts

Before today's meeting, B. Denzin sent Board members a 2017 publication created in partnership with the State of New York's Land Bank Association and the Center for Community Progress. The publication provides background on the state association's history and program impact to date.

Regarding a State of Illinois association, B. Denzin suggests that communication between all of the existing land banks be established so meetings can be held on a consistent basis to discuss common concerns and advocacy efforts. He noted a property tax reform effort centered on the Sale and Error with the Trustee system that will effect Land Banks that is underway. This is being worked on by the Center for Community Progress and several Illinois cities. In addition, a Land Banking Bill that was in play before the Quad Cities Land Bank was established is coming back up for review. These two items would be good focal points for a state association to consider.

7.5 Municipal Contribution Timeline

This item remains on the agenda as a reminder to the Board members.

8. NEW BUSINESS

8.1 Land Bank Site Visits

M. Chappell reported that Region 1 would be happy to host a site visit to tour the Region 1 operation. Suggestion was made to send a Doodle poll to determine best date options.

8.2 Land Bank Business Cards

M. Chappell noted that in an effort to separate the Land Bank from the City of Moline, new business cards with the new logo will be required. M. Brainard would like to see the logo before voting on the purchase. After considerable discussion, a motion was made by K. Whitley to allow for the purchase of new business cards with a modified logo not to exceed \$100.00. A. Whiting seconded the motion. Motion passed 2-1.

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles		X	
Whitley, KJ	X		
Whiting, Annaka	X		

9. OTHER MISCELLANEOUS BUSINESS

B. Denzin referenced a new data list that comes from a mailing clearing house. The list identifies addresses for vacant residential structures. These properties are considered as vacant as companies stop sending catalogs. Considered a helpful resource as the data comes from US Postal service and identifies early on when to stop sending catalogs or mail. This data combined with the tax delinquency data provides another helpful tool in the Land Bank tool box.

10. EXECUTIVE SESSION (IF NECESSARY)

N/A

11. ADJOURN

Motion made by A. Whiting, seconded by M. Brainard, to adjourn at 11:46 a.m. Motion Passed 3-0

BOARD MEMBER	Aye	Nay	Abstain
Brainard, Miles	X		
Whitley, KJ	X		
Whiting, Annaka	X		