

Minutes



Quad Cities Land Bank Authority Board Meeting
Monday, December 19, 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 10:30 am

2. ROLL CALL

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

Motion was made by K. Whitley and seconded by A. Whiting to approve of the minutes of the December 5, 2022, meeting.
Motion passed 3-0.

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

5. FINANCIAL REPORT

5.1 Change from QuickBooks to Quicken

A. Whiting discussed the advantages of changing financial management software from QuickBooks to Quicken, noting that Quicken will offer better reporting functions required to manage Land Bank financials. The cost for the new software is \$116.24 and paid annually. Following additional discussion, a motion was made by K. Whitley and seconded by M. Brainard to approve the transition and associated costs to purchase the new Quicken financial software, and to reimburse the City of East Moline for annual fee of \$116.24. Motion passed with A. Whiting abstaining from the vote.

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

5.2 Funding Status

A. Whiting referenced the financial packet sent with the Agenda that included financial reports from August 2022 – November 2022. The financial reports were presented again as they were generated by the new software. She reviewed the November reports noting there were no additional expenses for the month. She referenced the Reconciliation Summary report that reflected Monthly Interest Earned of \$10.93 which brought the ending balance for the month to \$88,682.62. A. Whiting also reported that she deposited the City of East Moline's \$21,065 program contribution, which will be reflected in next month's financials.

A. Whiting next referenced the hand out with M. Chappell’s salary estimate and noted this information will be placed in the financials quarterly as a liability. It was confirmed that the Land Bank would reimburse the City of Moline for M. Chappell’s salary on a quarterly basis.

5.3 Checks and Approvals

As previously noted, Board members approved reimbursing the City of East Moline the \$116.24 to cover the annual cost of the new Quicken Software. M. Chappell presented an invoice from Printer’s Mark totaling \$51.83 for the cost of new business cards. A motion was made by K. Whitley and seconded by M. Brainard to approve the Printer’s Mark invoice. Motion passed.

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

5.4 Establishment of Fiscal Year

Board members discussed the establishment of the Land Bank’s fiscal year. B. Denzin confirmed that the fiscal year is identified in the Inter-governmental Agreement (IGA) as January 1st - December 31st (Section 9.09). A. Whiting noted member contributions due April 1st. Given this date, member contributions will be paid a year behind. B. Denzin reminded members that the Board can always amend the bylaws to change the fiscal year and the date for member contributions.

6. LAND BANK PROGRAM MANAGER REPORT

6.1 Review of Donated Property Program

M. Chappell referenced the information sent prior to the meeting that described a property donation partnership between the City of Moline’s Nuisance Improvement Officer, Legal Assistant, and the Moline Community Development Corporation (MCDC). The overall goal of this partnership is to expand housing opportunities and return properties to active use. This information was shared as a process to consider in the future.

Discussion included questions regarding the deed in escrow where the land bank would hold the title until all renovation work has been completed. If project involves a public property there may be issues with prevailing wage. B. Denzin discussed the Deed in Escrow and Reverter options. Also reviewed the Deed in lieu of Foreclose and the use of a Performance Bond. Properties involved with the referenced program typically lead to the contractor selling the property when required work was completed.

7. OLD BUSINESS

7.1 Region 1 Site Visit Recap

Board members agreed that the trip to the Region 1 Planning Council office was beneficial. A. Whiting is looking forward to receiving a copy of their budget. M. Brainard was surprised at how many municipal members they have and how much of the work (currently) is done in Rockford.

The number of properties owned by the Region 1 Land Bank was discussed. At the time of the visit the number was at four. D. Denzin confirmed that they sell properties quickly. They purchase using abandonment process, with 10-15 properties going at one time. They quickly sell them off. City inspections department is a main partner in the process. City Inspector identifies properties, and provides reports/evidence to take to court.

Also noted was how they visualize or promote their work on their website, using a before photo and a post clean-up photo – not final improvement photo. There was discussion about their mapping program, noting that any mapping for the QCLBA could be accommodated in house.

7.2 Update on IGA Agreement/Budget/Proforma

K. Whitley took a moment to remind Board members of the City of Moline's \$130,000 donation of ARPA funds approved for the land bank, which carries the restriction for the funds to be expensed and repaid in three years or by 2026. In a previous meeting, A. Whiting expressed concern about the repayment deadline and wondered if a longer term of 10 years could be negotiated.

K. Whitley reported on a recent meeting with City of Moline leadership to review the repayment request and the option of using general funds and not ARPA funds to support the Land Bank. She also asked for the contribution amount to be raised from \$130,000 to \$200,000 as she does not feel the Land Bank has enough funds to move forward. City leaders responded with a request to see a 10-year proforma based on specific goals. A tentative meeting has been set for January to review the revised budget. She also shared that Moline City leaders want the Land Bank to succeed, and that it may be helpful to hold a meeting with all City leaders to discuss future funding for the Land Bank.

A. Whiting expressed concern about creating a proforma budget that is not a true reflection of what each municipality has determined to be a priority use for the Land Bank. The current budget was developed by others and modeled after another land bank. Categories and other line items do not reflect the sources and uses of the Quad Cities Land Bank Authority's (QCLBA) goals.

There was considerable discussion on the need to hold a working session to develop a strategic plan with a 10-year budget to determine the direction forward and the funding sources to support the plan. The scheduled January 16th meeting was determined as the date for the session, with the meeting end time extended to 1 p.m. Lunch will be provided.

M. Chappell was directed to research strategic plans from other land banks and to send examples to Board members. Board members were given two homework assignments in preparation of the January 16th session:

- 1) Provide a written statement that specifically identifies how the QCLBA can be used to help address their city's vacant, abandoned, and tax delinquent property concerns.
- 2) Review the strategic plans and other documents sent in advance of the meeting.

7.3 Program Branding/Website/LinkedIn

M. Chappell continues to work with Augustana Web Guild on the development of a website. There was discussion on the difference in costs between the Web Guild and the internal City's Civic Plus option. Still waiting on TAG Communications to provide their site development costs. With minor changes, the program's LinkedIn page is ready to launch. The deadline for the Legal Services RFQ is January 13th. Selection to be completed by January 30th. A review of the responses will be added to the January 16th agenda.

7.4 State Advocacy Efforts

B. Denzin reported on two items:

- 1) There is proposed legislation to help the county trustee program be more effective and intercept properties earlier in the deterioration cycle. Legislation would help to gain control of properties bouncing back and forth in the sales in error process, which will hopefully stop investors who are buying taxes with no intention of buying the property. Would stop the reset of the three year cycle as the properties would be returned to the county inventory.

2) Referenced the Chicago Metropolitan Agency for Planning’s (CMAP) report which studied land banks similar in size to those in Lake County region and to the QCLBA. Study reviewed land banks in Michigan, Pennsylvania, and Ohio to see how they are funded. Appears to be based on a one-third, one-third, one- third formula, with program income, contributions from counties/cities, and statewide grants as dedicated sources of revenue. The last two involve the county setting up a mechanism to take interest being paid on delinquent taxes (or other like program) to invest with land banks.

Next step is to educate local Illinois legislators about what land banks are doing and that there is a need for more support as there is currently no state wide funding available in Illinois. B. Denzin suggested that when our planning work is done we should share with local legislatures.

8. NEW BUSINESS

8.1 Strategic Planning

There was no additional discussion on this item.

8.2 Travel Policy

A sample policy will be presented for discussion at a later date.

9. EXECUTIVE SESSION (IF NECESSARY)

N/A

10. ADJOURN

Motion made by K. Whitley and seconded by A. Whiting, to adjourn at 11:42 a.m. Motion Passed 3-0

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