

# Minutes



**Quad Cities Land Bank Authority Board Meeting**  
**Monday, March 13, 2023, 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 10:31 am

## 2. ROLL CALL

Board Members: M. Brainard, KJ Whitley, Annaka Whiting  
Others present: Ryan Hvitlok, 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 A. Whiting and seconded by K. Whitley to approve the minutes of the February 27, 2023, meeting. Motion passed 2-0. M. Brainard abstained from the vote.

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

## 5. FINANCIAL REPORT

### 5.1 Funding Status

A. Whiting referenced the financial reports sent with the Agenda. She moved through the Balance Sheet, Income/Expense reports dated through March 7, 2023. Also referenced was the Uncleared Transaction detail, Reconciliation Summary, and bank statements for the month of February. The ending balance for the month was \$119,966.47. M. Brainard reported that the City of Rock Island program payment should arrive by end of April.

### 5.2 Checks and Approvals

There were no checks presented for approval.

## 6. LAND BANK PROGRAM MANAGER REPORT

### 6.1 Marketing Items

M. Chappell shared the cost of various marketing items for the program. Information was provided on yard signs, printing of flyers, envelopes, retractable banner, name tag and business cards. In addition to the two local providers, suggestion was made to consider Vista Print as an option. It was determined to add \$750.00 to the budget for annual marketing costs.

M. Chappell passed out information regarding how the other Illinois Land Banks utilize social media. All nine land banks have a website, two utilize or have a Facebook page, four have a LinkedIn page, one uses Twitter and one land bank has a YouTube channel.

**7. OLD BUSINESS**

7.1 Travel and Business Expense Policy

M. Chappell referenced the provided document and asked for comment. There was discussion on a few items including mileage determination, lodging, and expense allowance. A. Whiting suggested adding a Missing Receipt form to the packet.

A motion was made by M. Brainard and seconded by A. Whiting to approve the Travel Policy as amended. The motion passed.

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

7.2 Strategic Planning Session

Members turned to the discussion of the new work plan document for the program that was based on the City of Omaha’s Municipal Land Bank Strategic Plan document. Based on previous comments, the plan and accompanying budget were to be considered looking out over a ten year time frame. With a Mission Statement already in place, adding a Vision Statement was discussed.

As presented, the plan document identified six Goals with supporting Critical Actions listed under each goal. There were columns added for two year increments up to ten years, Estimated Costs, Funding Source, Key Performance Indicators (KPI), and Lead person.

There was considerable discussion as members moved through each goal. The plan as presented offers a higher level view of Goals and Critical Actions to support each goal. It was suggested that Action Steps may need to be added to identify specific tasks. It was mentioned that many of the Critical Action steps listed will need to be modified, edited, or possibly combined to better address the goal.

K. Whitley asked about modifying the logo now to remove the names of the cities to prevent the cost of rebranding later. Using a generic logo will be considered moving forward. M. Chappell was directed to make changes and modify the document as discussed. The revised draft will be reviewed at the next meeting.

7.3 Budget Review

A. Whiting presented the working budget document. She was able to complete several sections in advance of today’s meeting. Members worked through each section. The decision was made to use five properties as a base number to develop entries. Some of the costs added were based on known costs for similar services. The numbers for activities (demolition, acquisition) were set for each city. Adding two more cities to the land bank was also discussed. After considerable discussion, A. Whiting will establish a 10-year budget based on the activity of acquiring/selling houses.

**8. NEW BUSINESS**

N/A

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

N/A

**10. ADJOURN**

Motion was made by K. Whitley and seconded by A. Whiting to adjourn at 1:02 p.m. Motion Passed 3-0

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