

Minutes



Quad Cities Land Bank Authority Board Meeting

Monday, May 22, 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 10:30 a.m.

2. ROLL CALL

Board Members: Miles Brainard, KJ Whitley, Annaka Whiting

Program Staff: Mary Chappell

Others Present: Jennifer Bizarri and Jerad Irvine

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

4.1 Approval of May 4, 2023, Minutes

M. Chappell noted that the minutes for the special did not make the agenda in time. Will be available at the June meeting.

4.2 Approval of May 8, 2023, Minutes

Motion was made by A. Whiting and seconded by K. Whitley to approve the minutes of the May 8, 2023, meeting. Motion passed.

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 began with the Balance Sheet that presented an ending balance of \$119,795.52 which matches the bank statement ending 4/28/23. She moved on to the Income/Expense Comparison for the current year followed by the Reconciliation Report. She noted the \$13.78 of interest earned that brought the ending balance for the period to \$119,795.52. There are no outstanding checks or other activity at this time.

M. Brainard asked if the City of Rock Island's check had been received as the internal process to request check had been completed. A. Whiting will check on this and report back.

5.2 Review of Budgets

A. Whiting reviewed her approach to developing the two budgets and had questions on a few entries. She referenced the new budget (blue color) and explained the two columns labeled 2023–Budget and 2023-Actual. She also noted that she is comfortable with the status of the 2023 budget to date.

She moved to the 10-year or Proforma and noted that she did not add the salary reimbursement amount for 2022 into the 2023 line. The 2022 payment was actually received in 2023. The new total for salary reimbursement in 2023 should be \$141, 334.64.

A. Whiting asked what number and revenue amount should be placed for the sale of properties donated by the cities. She mentioned the City of East Moline may have one or two properties to donate. M. Brainard confirmed the City of Rock Island does not own any properties with structures to donate and does not plan to acquire any in the future. Hope is to utilize the Land Bank to acquire any future properties.

A. Whiting asked K. Whitley about her previous comment regarding other non-profits or agencies that expressed interest in donating lots to the land bank. K. Whitley responded that at this time, we should not plan on it. She also noted that the City of Moline is still in discussion on how to utilize the land bank. Not sure of any properties that would be donated to the land bank.

K. Whitley mentioned that on the 10-year budget, a number was missing in the 2025 column for East Moline’s member contribution.

A. Whiting asked about adding income for grants on the budget. Following discussion, members felt comfortable adding \$200,000 in IHDA grant funds on an every other year cycle. K. Whitley asked about applying for grants from local foundations. M. Chappell relayed that depending on the foundation, funding cycles range from once or twice a year. She has spoken with some foundation staff members regarding the QCLBA program. Will move forward with a grant request once a final program narrative and specific ask can be determined.

5.3 Checks and Approvals

K. Whitley presented a request for repayment to the City of Moline for \$94.05 in program credit card charges. Items purchased were new name tags and a lunch for the board at March planning meeting. Motion was made by K. Whitley and seconded by A. Whiting to approve the expenses. Motion passed.

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

6. LAND BANK PROGRAM MANAGER REPORT

6.1 Revised Meeting Schedule

M. Chappell referenced the May 12 email sent to board members that asked for confirmation of a monthly meeting date. Following additional discussion, it was determined that board meetings would be moved to the third Monday of the month starting in June 2023. M. Chappell was asked to send board materials by Wednesday afternoon to allow more time to review materials.

6.2 Expert Director Attendance

M. Chappell reminded board members to return their expert director applications. There was discussion about the June meeting and the onboarding of the new expert directors. Decision was made to not complete a program review as a notebook will be presented to each director containing QCLBA program information.

7. OLD BUSINESS

7.1 Update on Meeting Attendance

M. Chappell referenced the May 17 response from Attorney Riggs regarding remote meeting attendance by the public after Friday, May 11, 2023. As noted in the response, remote rules only apply to the Board

members. It is fine to provide a zoom link to public or to the technical advisors to attend a meeting. It would also be fine to just send the technical advisors a zoom link as invitees to your meetings and not to the general public who can always attend in person. The process would be at the pleasure of the board. If you want to invite the public to attend remotely, publish a zoom link with your agenda. She did note that anyone who comes to the meeting should have the ability to see/hear the technical advisors if they do attend remotely.

Board members discussed the request from the IHDA technical advisors attend one meetings per quarter. Members were in agreement that they would prefer that they attend in person if possible. The final decision was to send a link to attend one meeting per quarter starting with the July 2023 meeting.

7.2 Update on Insurance Services

M. Chappell referenced the May 15 memo that shared the responses from each municipality regarding the extension of insurance coverage. She also referenced the response from M. Riggs. There was additional discussion regarding the premium. The total amount for the Officers and Directors coverage would be \$8,567 (\$6,992 coverage plus \$1,575 fees). Property insurance would fall at \$350-\$650 per property and paid on a per property basis.

Knowing that the program needs this coverage to move forward, a motion was made by K. Whitley and seconded by A. Whiting to purchase the Officers and Directors Insurance at \$8,567 (total) and move forward to process the payment.

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

Roll Call vote: A. Whiting – Yes K. Whitley – Yes M. Brainard – Yes
Motion passed.

7.3 Discussion of the IHDA Grant

A working budget for the grant based on the May 8 discussion was circulated. It showed the acquisition of 4 properties per community (total of 12) at 5,000 per for a total of \$60,000. Four demolitions at \$40,000 each, and abatement services for 12 properties. K. Whitley confirmed that \$35,000 would be a good number for demolition to cover the cost of asbestos abatement, demolition, and utility disconnects. The cost for abatement services for the 12 properties was based on 10 hours per property at \$65 per hour. Rock Island building official J. Irvine stated that some properties may take two or three days and two or three dumpsters to clear out. In the end, the number or cost may average out.

Those familiar with IHDA grants noted that once you gain approval for the activity and can reallocate funds to another activity as long as you work within the framework of the grant. In addition, with IHDA grants it is often better to apply for a larger amount as you will most likely receive a lower grant number. There was also a long conversation regarding capacity and keeping activities manageable.

The revised and tentative grant request would be based on the following:

- Property acquisition: 15 properties 15 @ \$5,000 each = \$75,000
- No Rehab
- Demolition: Of the 15 properties, 5 would be demolished 5 @ \$35,000 each = \$175,000
- Abatement: Trees/debris/grass 10 properties x 10 hrs at \$65/hr = \$6,500
- Administrative costs (10% of total grant amount) = \$25,650

Total (tentative) Grant Request: \$ 282,150

M. Chappell mentioned that she will be in contact with each city for updated numbers on vacant and abandoned properties.

A motion was made by K. Whitley and seconded by A. Whiting to approve the application n to the IHDA Strong Community Properties program not to exceed \$360, 000. The motion passed 3-0.

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

7.4 Status of Vegetation/Abatement Services

M. Chappell confirmed that he RFP for Vegetation and Abatement Services for the program has been published. Responses due on June 12, in time to review at the June meeting.

8. NEW BUSINESS

8.1 Report: City of Moline use of the Land Bank

K. Whitley reported that City staff has held solid discussions. She needs to place notes in writing and following an internal review of the content it will be presented. Hoping to do so at the next meeting.

9. EXECUTIVE SESSION (IF NECESSARY)

M. Chappell apologized for the clerical error related to not posting the Citation appropriately, which will delay the Executive Session.

10. ADJOURN

Motion was made by K. Whitley and seconded by A. Whiting to adjourn at 11:25 a.m. Motion Passed 3-0

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