

Minutes-DRAFT



Quad Cities Land Bank Authority Board Meeting
Monday, September 18, 10:30 a.m.
Moline City Hall
CED Conference Room
619 16 Street
Moline, Illinois 61265

1. CALL TO ORDER

Chair Brainard called the meeting to order at 10:31 a.m.

2. ROLL CALL/ATTENDANCE

Board Members: Miles Brainard, KJ Whitley, Mark Rothert
Expert Directors: Jared Irvine, Ashley Pankey, Brad Hauman
Program Staff: Mary Chappell
Other: Chris Mathias, Moline Director of CED

3. PUBLIC COMMENT

None

4. APPROVAL OF MEETING MINUTES

August 21, 2023, Regular meeting minutes – A motion was made by K. Whitley to approve the August 21, 2023 regular meeting minutes. Seconded by M. Brainard. Motion passed as unanimously.

5. FINANCIAL REPORT

Funding Status – K. Whitley advised the current balance (as of 8.31.23) was \$195,242.74. A small amount of interest was earned, \$24.87, during the last month. Tara Osborne, City of Moline’s Grant Project Accountant, will update Quicken files for next month.

Checks and Approvals – A motion was made by K. Whitley to reimburse the City of Moline the second quarter land bank program manager’s salary, in the amount of \$30,312.94. Seconded by M. Brainard. Motion passed unanimously.

6. LAND BANK PROGRAM MANAGERS REPORT

M. Chappell reviewed the land bank program manager’s monthly activity report with the Board. The written report was also included in the September 18, 2023 Board agenda packet. M. Chappell advised the City of Rock Island was awarded a \$268,000 Illinois Housing Development Authority Strong Communities Properties (2) Grant. Their grant application also included the City of East Moline. The QCLBA will serve as the third party administrator for the City of Rock Island grant. This grant will be used to acquire and demolish residential properties in Rock Island and East Moline. Additionally, the City of Moline was awarded a (separate) \$417,000 Illinois Housing Development Authority Strong Communities Properties (2) Grant. The City of Moline will continue to administer their grant and use it in conjunction with their Urban Homestead Program. After general discussion, there were no other questions.

BOARD MEMBER	P	A
Brainard, Miles	X	
Whitley, KJ	X	
Rothert, Mark	X	
EXPERT DIRECTORS		
Hauman, Brad	X	
Irvine, Jared	X	
Pankey, Ashley	X	
PROGRAM STAFF		
Chappell, Mary	X	

7. OLD BUSINESS

Report: Website Update - M. Chappell reviewed the QCLBA “drafted” QCLBA website. The website is being built and maintained by Augustana Web Authors Guild (College). M. Brainard suggested if the core pages for the website are ready and can function, that it (website) should go live. The pages that aren’t fully developed can state they are under construction. M. Chappell advised the website would go live before the October 2023 QCLBA Board meeting.

Status of RFP for Audit Services - M. Chappell advised she’s working on the RFP for the 2022 auditing services. She’s waiting on feedback from one accountant but it should be out for bid prior to the end of the month for a period of two weeks. M. Chappell advised it should be completed by or before the next QCLBA Board meeting.

Review of Rock Island County Tax Auction Purchases – M. Chappell provided the Board with the most recent Rock Island county Auction (property) list. The list is a combination of the Illinois Housing Development Authority Strong Communities Properties (2) Grant locations. M. Chappell anticipated being able to advise the Board the frontage cost (purchase price) for each the auction property by today. Unfortunately, that information is not known yet. After general discussion, it was decided that once that information is known, the QCLBA will reconvene in a “special” meeting to finalize which properties to purchase.

Community Outreach: Marketing Event - Discussion continued on various ways to market the land bank to the public, contractors and realtors who might be interested in acquiring properties. M. Chappell along with expert director, A. Pankey, are planning a two-day QCLBA social breakfast event at River Front Grill, Rock Island, IL, in October. The room is free if their food is purchased. After general discussion, a motion was made by M. Brainard to direct the land bank program manager to organize the event as proposed. Seconded by M. Rothert. Motion passed unanimously. M. Chappell will explore the food prices and report back to the Board.

8. NEW BUSINESS

Cleveland Land Bank Conference – After general discussion, it was decided that the Board nor the land bank program manager would not attend this conference.

9. EXECUTIVE SESSION (IF NECESSARY)

After general discussion, it was decided to postpone the executive session meeting.

10. ADJOURN

A motion was made by K. Whitley and seconded by M. Rothert to adjourn at 11:53 a.m. Motion Passed 3-0

Respectfully submitted.

KJ Whitley
Vice-Chair