

Agenda

Quad Cities Land Bank Authority - Board Meeting



Monday, September 26, 2022, 10:30 a.m.

Moline City Hall
Committee of the Whole

619 16 Street

Moline, Illinois 61265

<https://moline.il.us/Archive.aspx?AMID=101>

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENT**

4. **LAND BANK BOARD MINUTES**

4.1 Approval of the September 9, 2022, Land Bank Board Minutes

5. **FINANCIAL REPORT**

5.1 Funding Status

5.2 Checks and Approvals

5.3 Purchase of Quick Books

6. **LAND BANK PROGRAM MANAGER REPORT**

6.1 Municipal/County Meetings Update

6.2 Data Collection

6.3 Property Inspector Discussion

6.4 Land Bank Policies

7. **OLD BUSINESS**

7.1 Update on Financial Institution Account

7.2 RFP Update

7.3 Municipal Contribution Timeline/Plan

7.4 Update on Program Branding/Website

8. **NEW BUSINESS**

9. **OTHER MISCELLANEOUS BUSINESS**

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

11. **ADJOURN**

ATTENDANCE MEMBER	PRESENT	ABSENT
Brainard, Miles		
Whiting, Annaka		
Whitley, KJ		
Chappell, Mary		

*PUBLIC COMMENT - Members of the Public are permitted to speak after standing and stating their names. Anyone wishing to make public comment will need to sign in on the public comment sign-in sheet. Public comment will be limited to 3 minutes per person, per subject. Land Bank Board response to public comment is not required.

Comments may also be emailed until the day of the meeting, no later than 10:00 a.m., to mchappell@moline.il.us. Please type Public Comment in the subject line and these comments will be read at the Land Bank Board meeting.

Any person with disabilities who wishes to attend the meeting who requires a special accommodation in attending the meeting should notify Mary Chappell, 309-524-2043 mchappell@moline.il.us at least 24 hours prior to the scheduled meeting.

Quad Cities Land Bank Authority

Blackhawk Bank & Trust, Period Ending 08/31/2022

RECONCILIATION REPORT

Reconciled on: 09/15/2022

Reconciled by: awhiting@eastmoline.com

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	0.00
Interest earned	8.88
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	90,070.25
Statement ending balance	90,079.13

Register balance as of 08/31/2022 90,079.13

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2022	Receive Payment		City of Moline	90,070.25

Total 90,070.25

Minutes

Quad Cities Land Bank Authority Board Meeting

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

Monday, September 12, 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 10:37 am

ATTENDANCE MEMBER	PRESENT	ABSENT
Whitley, KJ	X	
Whiting, Annaka	X	
Brainard, Miles	X	

2. ROLL CALL/INTRODUCTIONS

Board Members: K. Whitley, A. Whiting, M. Brainard

Others present: B. Denzin (remote), S. Goldstein (remote), R. Hvitløk, M. Chappell

New Quad City Land Bank Authority Program Manager M. Chappell took a moment to provide a brief introduction. Technical Advisors B. Denzin and S. Goldstein shared their individual backgrounds and how together they have served as legal and operational advisors to the Quad Cities Land Bank program over the past two years through support from an IHDA grant.

3. PUBLIC COMMENT

N/A

4. LAND BANK BOARD MINUTES

K. Whitley offered two corrections to the August 8, 2022, meeting minutes. First was correction to the adjournment time from 11:59 a.m. to 11:13 a.m., and second to remove the extra Motion Passed 3-0 reference listed at bottom of page. Motion to approve with corrections by K. Whitley, seconded by A. Whitley. Motion passed 3-0.

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

5. LAND BANK PORGRAM MANAGER REPORT

M. Chappell thanked Board members for the thoughtful welcoming plant and card. Also thanked the Board for the opportunity to attend the Center for Community Progress' Reclaiming Vacant Properties conference help the previous week in Chicago. A brief discussion of the conference and seminar options followed.

5.1 Municipal Uses/Meetings

M. Chappell stated that she would like to set-up meetings with each municipality as soon as possible to review expectations and their specific land bank needs. Suggestion was made to send a separate request to each Board members to ask for availability.

5.2 Frequency of Meetings

There was agreement to hold Board meetings every two weeks, staying with Mondays at 10:30 a.m. M. Brainard requested that a reoccurring calendar meeting appointment be sent to secure day time. A. Whiting noted that she will be away on travel for the Oct. 10th meeting.

5.3 RFP/Policies

It was determined that RFPs for legal and maintenance services will be sent out after meeting with the municipal partners to determine property acquisition strategies. Suggestion was made by B. Denzin to also secure accounting services. Board member A. Whiting stated that she will work with T. Osborne, Grant Project Accountant with City of Moline, to provide accounting services.

5.4 Future Board Expansion/Technical Services

M. Chappell discussed adding technical experts to the board at a future date. This topic will be revisited following meetings with the three municipalities. Board members will be asked for suggestions.

A. Whiting suggested adding a financial report item to the agenda. Board members agreed. A financial report will be prepared and sent from A. Whiting prior to the meetings.

For future discussion, M. Brainard referenced his recent discussion with B. Denzin regarding the establishment of a state wide land bank association to formally advocate for additional funding from various state agencies. Efforts to date have not been very successful. Having such an association would assist with educating the legislative community and generally promoting the benefits of land banks.

B. Denzin agreed and stated the legislative community, including local and state representatives, do not understand how land banks work as a tool to reduce blight, crime, etc. He suggested setting up a meeting with local mayors who are familiar with land banking and local legislators. Suggestion was made to wait until after the November elections.

K. Whitley asked when the next conferenced would be held? D. Denzin noted the conference is held in various location across the country every two years. Typically held in cities where urban revitalization is taking place.

6. OLD BUSINESS

6.1 Land Bank Financial Institution Status

Following considerable discussion, K. Whitley presented the following motion regarding the process to approve ACH and check requests related to the program.

Motion: At least two Board signatures be required to approve ACH deposits and check requests. ACH access provided using a token from bank. Approve purchase of up to three tokens (at \$27.06 each). Approve the order of one box of checks that will be housed with A. Whiting. Motion was seconded by A. Whiting. Motion passed 3-0.

K. Whitley noted that the City's legal team will be developing an amendment and will complete the agreement to the satisfaction of Blackhawk Bank.

6.2 Land Bank Budget Review

S. Goldstein referenced the provided copy of the budget approved on August 8, 2022. He noted that the original budget was created two years ago. Changes were made to lower the percentage for sales as it will take a bit longer to ramp up the program. Also updated were the grant amounts on the revenue side. Minor change made under expenditures was to the personnel cost.

Budget shows that over time, more revenues will need to be identified, and to be cautious with expenditures. He noted that although Land Banks are viewed as very successful, it is hard to know that IHDA grants will become available in the future. The size of the problem is significant in Quad Cities Land Bank area. If more funds could be raised, more work could be undertaken.

B. Denzin thanked K. Whitley and M. Brainard for returning the IHDA requested service agreement between the City of Moline and the Quad City Land Bank. The agreement directed leftover Capacity Grant funds received by the City of Moline to be passed on the Land Bank for an eligible use which could be for operations or staging. The agreement confirms that leftover funds will be applied to cover staffing.

7. NEW BUSINESS

7.1 Land Bank Branding Discussion

As previously discussed, M. Chappell agreed that it will be important to develop program information that outlines basic details to assist in the promotion of the Land Bank program. To that end, a new logo has been developed. Board members agreed that holding a meeting with each city's community engagement/media staff would be important in the coming weeks.

7.2 Future Board Expansion/Technical Services – Item deleted due to repetition – see 5.4

8. OTHER MISCELLANEOUS BUSINESS

B. Denzin described an effort underway to develop a strategy for isolating the work to establish a land bank. Hiring an inspector who can complete property inspections to access conditions is being done by the other land banks. A form has been developed to use during the evaluation that can be used as needed as an affidavit in court.

He also noted that having access to property data early is becoming more important as the reliance on local code enforcement staff and other officials can often slow down the pace. Data resources referenced were the Chicago based firm, eProperty Innovations, a Kansas State University App., and information from a marketing clearing house company that offers a list of addresses where catalogs/mailings were undeliverable.

S. Goldstein noted that the goal is to find the "sweet spot" – to find those properties that have been abandoned and can be saved. Also need to check liens on properties including the grass cutting list. Cautioned about being intentional about what you purchase and consider the exit strategy following the purchase.

M. Brainard noted that Rock Island has a Foreclosed, Vacant & Abandoned property list, utilizing the software from a company called ProChamps. Mixed results. The list may offer properties in the "sweet spot" where the land bank can make the process work better.

A. Whiting noted the support available from the Rock Island County Delinquent Tax Clerk. She is also the City Clerk for the City of East Moline. This person has shared a list of properties that are available in East Moline.

S. Goldstein and B. Denzin left the meeting.

A. Whiting suggested keeping the municipal contributions timeline item on the agenda and to add checks and approvals to the financial report item. Also discussed was the process for reimbursements to the City of Moline for salary and other equipment expenses.

K. Whitley would like to add the discussion of the Strong Communities Property program grant to the next agenda. She plans to sit down with M. Chappell in the coming week to review the various grants available to support the program.

9. EXECUTIVE SESSION (IF NECESSARY)

N/A

10. ADJOURN

Motion made by K. Whitley, seconded by A. Whiting to adjourn at 11:39 a.m. Motion Passed 3-0

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