

Minutes

Quad Cities Land Bank Authority Board Meeting

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

Monday, August 8, 2022, 10:30 a.m.

Moline City Hall

Committee of the Whole

619 16 Street

Moline, Illinois 61265

1. CALL TO ORDER

Whitley called the meeting to order at 10:33am

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

2. ROLL CALL/INTRODUCTIONS

Board Members:

KJ Whitley

Annaka Whiting

Miles Brainard

Others present:

Scott Goldstein

Caitlyn Sharrow

Ryan Hvitlok

Tara Osborne

3. PUBLIC COMMENT

N/A

4. LAND BANK EXECUTIVE BOARD MINUTES

Motion made by Whiting, seconded by Brainard to approve and to keep minutes from the executive session on July 21, 2022 sealed/confidential. Roll call Vote:

Motion passed 3-0

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

5. OLD BUSINESS

5.1 Land Bank Program Manager Status

Brainard provided a brief update on the position, offer has been made and employee expected to start beginning of September

5.2 Land Bank Financial Institution

Whiting provided an update on the QCLBA bank account, account has been set up and established with Blackhawk Bank and Trust with additional signatures needed once available from BHB&T.

5.3 Transfer of the Illinois Housing Development Authority Land Bank Capacity Program Grant funds to the Quad Cities Land Bank Authority Board.

Whitley provided an update on the City of Moline issuing a check for \$90,070.25 from IHDA funds for salaries and benefits for the Land Bank Manager, this check was deposited into the new bank account.

6. NEW BUSINESS

6.1 Election of Officers

Chairperson

Whitley made a motion to appoint Brainard as Chairperson, seconded by Whiting. Appointment accepted by Brainard. Motion passes with abstention due to conflict of interest by Brainard.

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

Vice-Chairperson

Whiting made a motion to appoint Whitley as Vice-Chairperson, seconded by Brainard. Appointment accepted by Whitley. Motion passes with abstention due to conflict of interest by Whitley.

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

Secretary/Treasurer

Whitley made a motion to appoint Whiting as Secretary/Treasurer, seconded by Brainard. Appointment accepted by Whiting. Motion passes with abstention due to conflict of interest by Whiting.

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

Chairperson Brainard began facilitating the meeting.

6.2 Adoption of Robert Rules of Order

Whitley made a motion to adopt Robert Rules of Order, seconded by Whiting.

Motion passed 3-0

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

6.3 Land Bank Checks

Whiting discussed options for checks for the QCLBA to use, for \$22.00 personal checks can be ordered, or for over \$100 Business checks, BHB&T provided 14 checks to use for free, as such a decision to order checks at a later point in time was agreed upon.

6.4 Official Minutes

Discussion on housing of minutes and agenda took place. Minutes available on Moline's website until QCLBA website is up and running.

6.5 Budget Review

Discussion by Whitley on budgeting for Training and Vehicle, agreed that the budget would need to be updated to include, discussions about maintenance and mowing/snow removal also discussed. An RFP would need to be issues for these services. Since we can amend budget at any time, budget was approved as is – Motion made by Whitley, Seconded by Whiting.

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

6.6 Municipal Contributions Timeline

Tabled, but Whiting mentioned that East Moline wants to issue by 12/31. Additional conversation on pledged amount by bank for over \$250,000 would need to remain on the forefront as things move forward.

6.7 Municipal Uses/Goals of the Land Bank

Tabled for future discussion.

6.8 RFP – Legal Services

Tabled for future discussion.

6.9 RFP – Maintenance Services

Tabled for future discussion

6.10 Website

Discussed previously under 6.4.

7. OTHER MISCELLANEOUS BUSINESS

Motion made by Whitley to have the next meeting on 9/12, seconded by Whiting. Motion Passed 3-0

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

8. PUBLIC COMMENT

N/A

9. EXECUTIVE SESSION (IF NECESSARY)

N/A

10. ADJOURN

Motion made by Whiting, seconded by Whitley to adjourn at 10: 59 am. Motion Passed 3-0

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

Motion Passed 3-0