

# Minutes



Quad Cities Land Bank Authority Board Meeting  
January 21, 2025, 10:30 pm  
Moline City Hall  
CED Conference Room  
619 16 Street  
Moline, Illinois 61265

## 1. CALL TO ORDER

Chair Brainard called the meeting to order at 10:50 am.

## 2. ROLL CALL/ATTENDANCE

Board Members: Miles Brainard, Mark Rothert, Chris Mathias

Expert Directors: Brad Hauman, Jerad Irvine, Ashley Pankey

Program Staff: Mary Chappell

Others: Tim Wymes, Community Development Director, East Moline  
KJ Whitley, Community Development Manager, Moline

## 3. PUBLIC COMMENT

None

## 4. APPROVAL OF MEETING MINUTES

A motion was made by M. Rothert and seconded by C. Mathias to approve the December 16, 2024, meeting minutes as presented. The motion passed.

## 5. FINANCIAL REPORT

### 5.1 Budget Tracking Review

M. Rothert referenced the Budget Tracking Report dated 12-11-2024 and bank statement dated December 31, 2024. From the bank statement he noted the amount of revenue earned from interest for the month was \$133.39. The ending balance for the period is \$65,593. Bank statements were attached to support the Budget Tracking Sheets. He noted that the personnel invoice for the third quarter has not been received from the City of Moline.

### 5.2 Checks and Approval

M. Chappell referenced two invoices for payment. First was a \$227.50 invoice from Kymbyl Komplete Kare for labor to open the five East Moline sites for the Asbestos testing contractor. Second invoice totaled \$1,067.00 and was the annual liability insurance premium for the Rock Island property at 3321 7 ½ Ave. A motion was made by J. Leibovitz, seconded by C. Mathias to approve the payments. The motion passed.

### 5.3 Review of 2025 Budget

M. Rothert referenced his insightful 2025 Budget Memo and proposed budget sheet sent to members on January 9, 2025. He noted the budget for 2025 will have a starting balance of \$39,291. He assumes revenues to remain flat at \$109,000 as member governments continue to pay their annual investment based on population. Annual operating expenses are approximately \$179,000, which includes personnel costs, property maintenance, legal and audit services, and miscellaneous expenses.

BOARD MEMBER	P	A
Brainard, Miles	X	
Chris Mathias	X	
Rothert, Mark	X	
Leibovitz, Jerry	X	
EXPERT DIRECTORS		
Hauman, Brad	X	
Irvine, Jerad		X
Pankey, Ashley		X
Lupinski, Tom		X
PROGRAM STAFF		
Chappell, Mary	X	

Looking ahead, he noted that two factors need to come into play to balance the 2025 budget.

- 1) Personnel costs partially shifted to IHDA Grant: A portion of the program manager's salary can be covered by the IHDA grant. He noted that 10% of the total grant award (\$26,800) will be used to cover administrative costs which will also include grant-related legal services. Based on expenses to date, the 10% will be split with \$21,255 for personnel and \$5,545 for legal costs.
- 2) Sale of QCLBA Property: Revenues from selling some of the 15 IHDA properties would need to meet or exceed \$40,384.

Based on these two factors, we can balance everything for 2025. He cautioned that we need to look ahead and plan now for how the program will continue into 2026.

The board decided the 15 properties acquired as part of the IHDA grant will be sold for a set price and not passed to an investor for expenses. The cost will be based on program disposition policies. This is a change in the grant disposition policy previously agreed to by the board.

Based on properties being donated and qualified estimates, there is the assumption there will be leftover IHDA grant funds. Based on grant guidelines the funds will need to be spent on eligible project costs in one of the three grant partner communities.

There was considerable discussion among the members regarding possible funding options. M. Brainard suggested that all members could consider passing properties to the land bank once they have been secured through the certified judgement process. He also noted that there is discussion about increasing permit fees to pass along to the land bank as part of a neighborhood stabilization focus. Reaching out to the office of local representatives to discuss grants available outside of the area was also suggested.

Following additional discussion, a motion was made by J. Leibovits and seconded by C. Mathias to adopt the 2025 budget. The motion passed. M. Rothert was thanked for his efforts to produce both documents.

## **6. LAND BANK PROGRAM MANAGER REPORT**

### **6.1 Monthly Report**

M. Chappell moved through the report starting with the status of the IHDA demolition sites in East Moline. Asbestos testing was completed on January 9. Now waiting on the report findings to include with the demolition RFP document when posted to member websites. Revisions were made to the Policies and Procedures manual and a Property Disposition Agreement had been developed with the City of Moline. Time also spent working on the content of the agenda for the March 19, 2025, Opportunity Workshop, scheduled 8:30 am – 10:30 am at the Riverfront Grille in Rock Island.

Also noted were two calls of interest in the Rock Island property at 3321 7 ½ Ave. First party stepped back. The second party visited site on January 16. Determined structure too far gone, and water in basement a red flag. A good contact, interested in the QCLBA program and upcoming workshop.

## **7. OLD BUSINESS**

### **7.1 IHDA Grant Update**

Item discussed during the Program Manager's Report.

## **7.2 Discussion of 3321 7 ½ Ave.**

Item discussed during the Program Manager's Report.

## **7.3 Review Property Disposition Policy**

Members were asked to review the revised Policy and Procedures update on Policies Governing the Disposition of Properties. There were no further comments or revisions suggested. A motion was made by C. Mathias and seconded by M. Rothert to approve the Policies and Procedures update.

Members also discussed the application created from board input by that will be used when an interested party applies to acquire a QCLBA property. The application will be posted on the QCLBA website.

Members were asked to review the Disposition of Properties Agreement between the QCLBA and the City of Moline. The agreement outlines the process of receiving a vacant lot or an abandoned structure on a property from the City of Moline. Following discussion, a motion was made by J. Leibovitz and seconded by C. Mathias to approve the agreement.

## **7.4 Opportunity Workshop Update**

A copy of the working agenda for the upcoming Opportunity Workshop was passed out to members. Based on comments from investors, bankers, and board members, the program will include an update on the QCLBA program, sharing a list of available QCLBA properties, insights into housing market trends, exploring new home designs, the importance of a property site plan, financing an infill project, and maintaining a rental property portfolio. The overall goal is to highlight the need for housing, opportunities available to investors, guidance on the process, and financing insights. Due to time, board members were asked to provide comment back to the program director on the topics or any other aspects of the program.

## **8. NEW BUSINESS**

### **8.1 Municipal Partner Initiatives for the Land Bank.**

This topic was added to the agenda to remind members to share relevant housing or property information occurring in their communities.

## **9. EXECUTIVE SESSION**

## **10. ADJOURNMENT**

With nothing further to discuss a motion was made by M. Rothert and seconded by C. Mathias to adjourn. Motion passed. The meeting adjourned at 12:01 pm.

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Submitted by Mary Chappell, Program Manager