



Northern Illinois Land Bank Authority

Meeting Minutes

Wednesday, January 29, 2020, 2:00 pm

Regional Design Center, 315 N Main St, Rockford, IL 61101

1) Call to Order

With a quorum present, the meeting was called to order by Michael Dunn at 2:00 pm.

2) Roll Call

Members Present: City of Rockford, Todd Cagnoni; City of Freeport, Lowell Crow; Village of Machesney Park, James Richter; Boone County, Sherry Giesecke; City of Belvidere, John Wolf; Winnebago County, Gary Anderson; City of Loves Park, Steve Thompson; City of South Beloit, Ted Rehl, arrived at 2:23 pm.

Members Absent: N/A

Others Present: Michael Dunn, Eric Setter, Megan Devine, RPC

3) Public Comment

None provided.

4) Approval of June 24, 2019 & October 15, 2019, Board of Trustees Meeting Minutes

Mr. Dunn entertained a motion to approve the June 24, 2019 & October 15, 2019 NILBA meeting minutes. First motion made to approve by Boone County, and seconded by the City of Rockford. Motion approved unanimously (7-0).

5) Approve a Resolution from Illinois Housing Development Authority to Accept Land Bank Capacity Program Funding in the Amount of \$225,000.

Mr. Setter provided a brief summary of funding and stated that a full budget and balance sheet will be provided at the budget meeting planned for late April, 2020. Mr. Dunn responded to questions regarding financial guidelines, explaining the Board's responsibility to set financial parameters, manage donations, etc. Mr. Dunn entertained a motion to approve the IDHA Land Bank Capacity Program funding in the amount of \$225,000. First motion made to approve by the City of Freeport, and seconded by Winnebago County. Motion approved unanimously (7-0).

6) Request for Proposals

a) Qualified Developers

Request for board to review the request for information, provide guidance for a "qualified developer" program. Mr. Dunn and Mr. Setter explained that qualified developers may be used for specific programs (i.e., employer campuses/incentives) in order to accelerate parcels through the system to the end user. This benefits the Land Bank as funds earned in this program are a sustainable source of revenue for redeployment.

b) Mowing

Mr. Setter communicated the status of RPC contracting for mowing services for the 600-800 parcels in the County Trustee program. The mowing RFP is scheduled for release in February 2020, with contractors being selected by March 2020. Mr. Setter provides a brief summary of property management system functionality. Board members with final comments on RFP are encouraged to contact Eric Setter.

7) Property Acquisition Approvals

Mr. Setter stated that the following properties appear to meet the abandonment criteria. If not, the acquisition procedure stops immediately, and the pursuit of this property ceases. If the following properties are approved by the board, the due diligence process begins. Mr. Setter entertains a motion to approve all property acquisitions. First motion made to approve by the City of Belvidere, and seconded by Boone County. Motion approved unanimously (8-0).

- a) 837 Blackhawk, South Beloit
- b) 215 S Moore, South Beloit
- c) 615 S Harlem, Freeport
- d) 603 W Pleasant, Freeport
- e) 404 W Moseley, Freeport
- f) 857 E Shawnee, Freeport
- g) 857 S Adams, Freeport
- h) 751 W Chestnut, Freeport

8) Staff Report

Mr. Setter reported that an annual report as required by the IGA will be presented in Q3, 2020.

9) New Business

Mr. Setter introduced the Land Bank's new sales system software. Links to the sales system will be distributed for feedback before the next board meeting. Mr. Dunn noted that additional meetings may be necessary as action items appear, and then advises Land Bank board members work together to celebrate successes and growth (ribbon cuttings, legislation trainings in Springfield, etc.).

10) Adjournment

Mr. Dunn entertained a motion to adjourn. First motion made to approve by the City of South Beloit, and seconded by Boone County. Motion approved unanimously (8-0). Meeting adjourned at 3:22 pm.

Prepared by Megan Devine

Minutes approved by action of the Committee: _____