

Minutes: Central Illinois Land Bank Authority

July 22, 2020 at 5:30

Zoom link: <https://zoom.us/j/93210002652?pwd=NVBSSThON1JFcHE0N3pWc2tJSHVqUT09>

Conference call details: 1-312-626-6799, Meeting ID: 932 1000 2652, Password: 895203#

Agenda Item 1 - Call to order: The meeting was called to order at 5:34 PM by Chairman Bieritz with a quorum present via Zoom or by proxy. Those in attendance: Bieritz, Boyd, Baughn, Duncan, Williams, Stone, Nichols, McLain,, Mason, Augustus, Queen, Hughes, Kloeppe, Esry, Milliken, Turner, Fruhling-Voges, Kindseth, Crowe, Shade-Spain, Troglia, Hall. Also present: Executive Director Michael Davis. Those absent: R. Williams, Morrison, Brown, Albers, Lowe, Bates, Finley, Barrett, Parr, Bailey, Morris, Trigg.

Agenda Item 2 - Welcome/Introductions

Agenda Item 3 - Approval of Agenda: A motion was made by Shade-Spain, seconded by Stone to approve the Agenda as presented. A voice vote approved the agenda with all voting in favor.

Agenda Item 4 - Approval of Minutes from the April 30, 2020 meeting: A motion was made by Hughes, seconded by Turner to approve the April 30, 2020 meeting minutes as presented. A voice vote approved the agenda for all voting in favor.

Agenda Item 5 – Public Expression: No public expressions were made. Chairman Bieritz stated that the press was alerted to this meeting and it does qualify as an Open Meeting per current OMA guidelines.

Agenda Item 6 - Executive Director's Report –

- a) Director Davis gave the board an overview on County Trustee acquisition opportunities and will try to acquire up to 10-15 properties from the County Trustee in the next few weeks. When properties are obtained by CILBA, the local member will be asked to complete an agreement to clarify roles/responsibilities.
- b) Updated materials:
 - MOU for marketing properties for members: we are going to market properties on behalf of Tilton and Decatur. MOUs have been sent for their approval so roles/responsibilities are clear.
 - Property application when CILBA marketing member land: CILBA's intern Emma Walters worked with consultant Brian White to finalize a property application for CILBA owned property or when we're marketing properties on behalf of members. They looked at numerous examples of other land bank applications, some of which are 10 pages, and we finalized a 2-page application.
 - MOU for demolition projects: as mentioned above, Mike is asking all Members to sign an MOU clarifying roles/responsibilities when CILBA is doing demolition work in the community. If CILBA takes title to property and lines up funding for demolitions, then Member agrees to help with maintenance

of lot. If we can sell to adjacent owner then we'll split up to 50% of sales proceeds, and if we can't sell within year after demolition then we'd transfer title of vacant property to member. The South Suburban Land Bank Authority worked out a similar arrangement with their members to ensure that if land bank took lead on driving resources for demolitions, then they wouldn't be stuck with land they couldn't sell across numerous Member communities.

- c) Website: CILBA in finalizing website with AWEBCO. Once everything is close to final, Mike would like up to five Board volunteers to proof and ensure there are no egregious errors. We can make minor edits/tweaks to ensure content is accurate, but in near-term Mike does not want to ask for significant changes from AWEBCO
- d) eProperty: This platform will be utilized to market properties. Four properties from Tilton and close to 90 from Decatur have been uploaded. The CILBA website will be linked to eProperty and a downloadable PDF form will be provided for interested property buyers. As we begin doing pilot projects (demolitions, rehabs, etc), critical path items can also be tracked in the system to help frame project management responsibilities.
- e) Accounting- not discussed.
- f) CILBA Insurance: Currently CILBA only has a crime/theft policy required for IHDA grants. Mike is working to obtain quotes for Directors & Officers, Errors & Omissions, and individual properties. While we may be able to get more than one quote for D&O and E&O, the real challenge is finding more than one company that can provide insurance for our vacant or abandoned properties because it's a very niche field. The South Suburban Land Bank Authority referred Mike to Dave Rasmussen – a broker that provides them with organizational and property insurance. The D&O quote was \$7393 and E&O close to \$3000. We're still awaiting property level quotes from Rasmussen Insurance. We're awaiting quotes from Travis Mains and another local firm has been unresponsive. Our existing carrier, Dimond Bros, will not be able to insure properties so eventually we'll move to bundling all policies with one carrier.
- g) Demolition bids due 7/24 for 1022 E Chandler, Danville: CILBA intern Emma Walters referenced several demolition bid documents (primarily Danville and City of Champaign) and working with consultant Brian White and Brent Denzin then finalized a good boilerplate that we can utilize for all demolition projects going forward. We advertised in the Commercial News and contacted Danville's list of approved demolition contractors. We've received interest from at least three companies and bids will be opened at 10am on 7/24 by Mike and Wes Bieritz at the Vermilion County Administration Building. CILBA has \$3k remaining in IHDA's APP demolition funds. The demolition will spend down the remainder of that APP grant and rest of demolition costs will be covered by our Land Bank Capacity Program grant.

Agenda Item 7 – New Business:

a) A motion was made by Kloeppe, seconded by Kindseth to approve the updated Policies and Procedures for CILBA.

Aye: Bieritz, Boyd, Baughn, Duncan, Williams, Stone, Nichols, McLain, Parr, Bailey, Mason, Augustus, Queen, Hughes, Kloeppe, Esry, Milliken, Turner, Fruhling-Voges, Kindseth, Crowe, Shade-Spain, Morris, Troglia.

Nay: Hall

b) A motion was made by Kindseth, seconded by Kloeppe to approve utilization of the line of credit to bridge quarterly salary payment to Vermilion County until CILBA is reimbursed by IHDA.

Aye: Bieritz, Boyd, Baughn, Duncan, Williams, Stone, Nichols, McLain, Parr, Bailey, Mason, Augustus, Queen, Hughes, Kloeppe, Esry, Milliken, Turner, Fruhling-Voges, Kindseth, Crowe, Shade-Spain, Morris, Troglia.

Nay: none

Agenda Item 8 – Brent Denzin

a) Brent Denzin gave an informative presentation of the Abandonment Program under 65 ILCS 5/11-31-1-(d). Denzin walked the board through the steps and requirements of abandonment under the state statute and presented a CILBA Response Decision Tree to help the members navigate their way through to see if properties qualify.

Agenda Item 10 – Adjournment: After having satisfied the agenda and by acclamation of Chairman Bieritz the meeting was adjourned at 6:58 PM.

Respectfully submitted,

Shelley McLain