

Kankakee Regional Land Bank Authority
August 15, 2023 meeting minutes
County Building 189 E. Court St., Kankakee, IL 60901

Agenda

1. Welcome – Meeting was called to order by Chairperson Lisa Sanford at 1:30 pm
2. Pledge of allegiance
3. Roll call
 - a. Joe Nugent – Present
 - b. Matt Olszewski – Present
 - c. Gaines Hall - Present
 - d. Lisa Sanford - Present
 - e. Barbara Brewer-Watson – Absent
 - f. Victor Nevarez - Present
 - g. Brent Denzin – Present via Zoom
 - h. Scott Goldstein - Present Via Zoom
 - i. Dr. Monteale Crawford - Present
4. Approval of electronic and telephonic participation – Victor Nevarez motioned to approve electronic and telephonic participation. Gaines Hall seconded the motion. All were in favor. Motion carried.
5. Public comment –There were no public comments.
6. Approval of Prior Meeting Minutes – Mr. Nugent noted a correction to the spelling of “Jaffe”, and questioned if the County actually has contacted the owner of the JJ Ruffles property as seemingly indicated in the minutes. It was noted that the minutes indicate that the County has “reached out” to the owner. Mr. Nugent motioned to approve the minutes from July as corrected. Mr. Hall seconded the motion. All were in favor. Motion carried.
7. Financial Review
 - a. Dr. Crawford presented the financial report as of June 30, 2023 generated by the Kankakee County Finance Department. The report was accepted as presented.
 - b. Dr. Crawford reviewed the invoice from Denzin Soltanzadeh LLC in the amount of \$413.00. Mr. Navarez motioned for approval and Mr. Hall seconded the motion. All were in favor. Motion carried.

8. Chairperson Update – Chairperson Lisa Sanford indicated she would defer her report to that of the Executive Director so as not to duplicate items.

9. Director’s Report

a. Dr. Crawford provided an update on the status of the KRLBA website. He indicated that he is in the process of having a site added to the County’s page. It would include forms for the public to download, an employee and director listing and a list of available properties. He requested each director forward a short biography and headshot to him for inclusion on the website.

b. Dr. Crawford reviewed a draft of the Property Bid Application. Mr. Navarez noted a typo on page two where it showed “SSLBDA” instead of “KRLBA”. Dr. Crawford indicated he took the form from the South Suburban Land Bank and missed that correction. He added that he collaborated with Brent Denzin and Scott Goldstein to update the form to meet the needs of the KRLBA. Mr. Denzin noted that the result is a more comprehensive form than what the SSLBA uses. He asked if the KRLBA intends to have deed restrictions. Dr. Crawford indicated that is the plan. Mr. Goldstein noted an error in paragraph 20 where “renter” should be “re-enter”. Mrs. Sanford asked when we present a property to the market, do we tell the reader what we are looking for from the buyer. Mr. Denzin responded that some land banks indicate what work needs to be done, but cautioned to stay away from anything unconstitutional. Mr. Goldstein noted that the Cuyahoga Land Bank has a contractor who completes an estimate of required improvements and makes that available to the bidders. He added that our bylaws provide reference to buyer selection criteria. Mr. Hall asked if the buyer’s occupancy intention noted in paragraph 13 should be in writing. A discussion ensued and Mr. Denzin stated that the applicant should be made to understand that there may be follow up after the fact to check compliance with their stated occupancy intention. If their occupancy was misrepresented, it may impact their future ability to purchase KRLBA properties.

c. Dr. Crawford provided an update on the property acquisition plan. He noted that the focus at this time is on how to spend as much of the Strong Communities Program (SCP) grant as possible prior to the looming deadline. He reported that he and Mr. Denzin have discussed a strategy to accomplish this. He presented two lists of properties that could be targeted for acquisition through abandonment process and the KRLBA could pre-pay for the legal services from Denzin to acquire a number of the properties. Mr. Denzin stated that other land banks have prepaid for eligible expenses, including acquisition expenses and demolition costs, and that has been acceptable to IHDA under the grant rules. He said we would front-load the cost on a flat fee per property basis. We don’t know how we would go about getting these properties initially. First step would be to create a list, develop the strategy to acquire and get IHDA approval. He suggested using a figure of \$5,000 per property upfront. He reiterated that this would require IHDA approval but it is consistent with past approvals for other land banks. Mr. Hall asked what actions would have to be completed to acquire properties on the approved

list. Mr. Denzin replied that would have to be developed based on the status of each targeted property. Mr. Goldstein asked for the privately-owned properties not on the tax list could an offer of \$5,000 be made to the owner. Dr. Crawford indicated that in talking to the County, that doesn't seem likely. Mr. Denzin added that the issue is spending the money before the grant deadline. He suggested we get the list to IHDA as soon as possible. Dr. Crawford presented a list of City properties being considered. He noted that some would be demolition candidates and some would be KRLBA acquisitions. Mr. Denzin said that for the tax sale properties, he thought the plan was to pull the properties off auction list and pay the minimum bid in an effort to also spend the grant money before the deadline. Mr. Goldstein added that for the City properties to be demolished, the demolition contract could be pre-paid and he noted that the City has a list of approved contractors with whom to do that. Dr. Crawford noted there is quite a long list. Mr. Goldstein summarized that we have three strategies to pursue; pre-pay legal fees to acquire properties from the County list, pay the minimum bid to the trustee for tax sale properties on the City list and pre-pay demo contract on the City-owned properties. Mr. Denzin added that the City can spend down the grant since it is their grant to spend. Mr. Goldstein stated that from IHDA's perspective, they cannot extend the grant but would like to see some funds spent on behalf of the KRLBA. Mr. Denzin stated that he can draft the agreement with blanks left for the property addresses and he can connect Dr. Crawford with IHDA to get approval. Mrs. Sanford asked if a motion was needed. Mr. Denzin replied not until we have a contract. Mr. Goldstein noted the deadline to spend the grant is September 18, 2023. Mr. Denzin noted that the bylaws give Chairperson Sanford authority to act or we could convene a special meeting to act. He added that since the agreement is not on the agenda, no action could be taken today. Mr. Nugent stated that this is a big enough deal that he felt a special meeting would be in order. Mr. Hall suggested we meet again on August 29th. Mrs. Sanford stated that the room is available and we can meet on August 29th at 1:30pm. Mr. Denzin stated that he will have the draft agreement prepared prior to that and disseminated to the board for review.

10. Old business

- a. Dr. Crawford stated that Barbi will have to report on the City Property Work at the next meeting.
- b. Mr. Denzin reported on the status of the acquisition of the property at 217 E. Court St (Jaffe Property). He stated that Attorney Tony Brasel who represents Jaffe has been out on medical leave. He expects an update tomorrow from an associate of Brasel. He added that the City should apply whatever pressure it can to move this situation forward. He noted that the next court date is set for August 30. Mrs. Sanford asked about the property at the corner of Court and Schuyler. Dr. Crawford noted that since it is not residential property, no SCP grant funds can be used. He added that the property is in litigation under a discrimination suit filed

by the property owner. That will have to run its course. Mr. Denzin again suggested that the City apply whatever pressure it can to keep moving forward.

c. Mr. Denzin reported on the status of the acquisition of 831 S. Washington Ave. He said that a deed in lieu of foreclosure has been prepared and has been reviewed by the owner's attorney. They have asked for a small change to the language regarding the existence of other property liens. He noted that he has reached out to Barbi to see if there is anything else owed. He added that we can agree to the change and then just hold the deed until we know for sure if there are any other liens to be paid. If there are, we can just return the deed to the owner. Mr. Hall asked if we could just pay the items if they are small enough. Mr. Denzin stated that, with IHDA approval, we could pay up to \$5,000. He suggested that we remove the provision to keep moving forward as we are protected. Mrs. Sanford suggested we set a deadline with the owner of August 29th to sign the deed and report at the special meeting.

d. Dr. Crawford gave an update on the status of liability insurance. He provided the board with a copy of our certificate of insurance. He noted that the agent has asked that we inform him anytime we acquire or dispose of properties. He added that we still need the amended intergovernmental agreement for our file.

11. New Business

a. Dr. Crawford noted that the County Abandoned List has been covered in the above agenda items.

b. Mrs. Sanford stated that on the agenda for the special meeting to be held August 29th will be agreement for prepaid legal services and approval of the deed in lieu on 831 S. Washington. Mr. Hall suggested that we add an update on the Jaffe property.

12. Adjournment – Mr. Hall motioned to adjourn and Mr. Nugent seconded. All in favor. Motion carried. Meeting ended at 3:06pm.

13. Next meeting is on August 29, 2023 (special meeting) and the next regular meeting will be September 19, both at 1:30pm in the County Board Room.

Minutes prepared by KRLBA Acting Secretary Matthew Olszewski