

Kankakee Regional Land Bank Authority  
May 21, 2024 Meeting Minutes  
County Building 189 E. Court St., Kankakee, IL 60901

1. Welcome – Meeting was called to order by Chairperson Lisa Sanford at 1:32 pm
2. Pledge of allegiance
3. Roll call
  - a. Joe Nugent – Absent
  - b. Matt Olszewski - Present
  - c. Lisa Sanford - Present
  - d. Barbara Brewer-Watson – Absent
  - e. Victor Nevarez - Present
  - f. Norman Gaskin - Present
  - g. Dr. Montele Crawford - Present
  - h. Scott Goldstein - Present via Zoom
  - i. Brent Denzin - Present via Zoom
  - j. Brian White - Present
4. Approval of electronic and telephonic participation – Victor Nevarez motioned to approve electronic and telephonic participation. Norman Gaskin seconded the motion. All were in favor. Motion carried.
5. Public comment – There were no public comments.
6. Approval of April 16, 2024 Meeting Minutes – Norman Gaskin motioned to approve the minutes and Victor Nevarez seconded the motion. All were in favor. Motion carried.
7. Financial Review
  - a. Dr. Crawford presented the bills for \$361.43 for Denzin Soltanzadeh LLC. Victor Nevarez motioned to approve the bills and Norman Gaskin seconded the motion. All were in favor. Motion Carried.

- b. Dr. Crawford presented the financial report starting with the April 2024 checking account statement from First Trust Bank. He noted the ending balance of \$53,046.97 included a deposit of \$16,000 received from IHDA for reimbursement of prior expenses.
- c. Dr. Crawford presented the Statement of Revenues and Expenditures prepared by the Kankakee County Finance Department covering the period from 12/1/23 through 4/30/24 showing a balance of \$95,039.81. Also included were GL detail reports for salaries and professional fees. Dr. Crawford noted that the detail was requested by County Board Chairman Wheeler.

#### 8. Chairperson's Report

- a. Chairperson Sanford reported that with the resignation of Gaines Hall, the Board needs to appoint someone to serve as Vice-Chairperson. Norman Gaskin made a motion to appoint Matt Olszewski as Vice-Chairperson. Victor Nevarez seconded the motion. Chairperson Sanford called for a roll call vote:
  - Victor Nevarez: yes
  - Norm Gaskin: yes
  - Lisa Sanford: yes
  - Matt Olszewski: yes

Motion carried. Chairperson Sanford added that she had separately discussed the appointment with Barbi Brewer-Watson and Joe Nugent and they voiced their support.

#### 9. Executive Director's Report

- a. Dr. Crawford gave an update on the Acquisition via Abandonment action. He noted that it continues to be a slow process with the County working faster than the City. He noted that two properties in the County have posted notice on the properties of the pending action. Brent Denzin noted that he is moving to prove-up on those properties and is waiting for the property package from Code Enforcement on the City properties. Dr. Crawford stated that he does not yet have a timeline for receipt of the package from the City but provided

additional information to the City on the requirements.

Chairperson Sanford noted that a property on the 200 block of S. Chicago Ave. is very overgrown.

- b. Dr. Crawford reported that as a follow up to the KRLBA request for additional funds from the City, he addressed the City of Kankakee Economic Development Committee. He outlined what the KRLBA has done, explained the acquisition process and why the KRLBA is requesting additional financial support. He stated that his presentation seemed to go well and noted that Victor Nevarez was also present as part of the committee. Mr. Nevarez stated that the presentation was very well received by the Committee and he felt there would be no problem with the request. Dr. Crawford reported that he will address the County Board on June 11 at 9:00am. Chairperson volunteered to also attend to provide additional support.

#### 10. Old Business

- a. 217 E. Court St. Update: Dr. Crawford prayed that the deed-in-lieu had been received. Mr. Denzin replied that Dr. Crawford's prayers have been unanswered as no deed has been received. He noted that Jaffe has until May 23 to answer the suit but has yet to do so. He noted that if no deed is received, he will pursue a default judgment which he expects to take approximately 30 days and then follow the path for an involuntary foreclosure.
- b. KRLBA Website: Dr. Crawford reported that the website is in the building out phase and he expects it to be ready by June 11.

#### 11. New Business -

- a. Dr. Crawford reminded the Board of its prior discussion under the strategic plan to acquire and manage properties. As part of that plan, the KRLBA needs to be able to identify and track properties. He added that Teska is helping with that discussion and it has become clear to him that more tools are needed in order for one person, him or an eventual successor, to manage. eProperties Innovations has software to help; however, it seems to be cost prohibitive. Dr. Crawford asked Brian White of eProperties to help us with the cost issue and to understand the data management. Dr. Crawford added that he now recognizes the monumental task of grant reporting requirements and

property tracking. Mr. Denzin added an additional element of the 22 properties identified for possible acquisition and the data gathering and analysis necessary to accomplish that. Brian White presented a demonstration of the software eProperties Plus. He noted that the software was designed to allow users to sift through the large quantity of data to get down to a list of targeted properties. The software allows users to easily collect and share property level data and manage the tasks associated with the properties. He stated that he is often asked how many properties are necessary to justify the cost of the software to which he suggested the time to acquire the software is before you have any properties so the Land Bank can manage the data. Mr. White noted that the software allows users to manage the entire property life cycle from pre-acquisition to post-disposition. He highlighted that the software can manage costs incurred by property for reporting purposes. The software includes a public site to allow for marketing of properties and potential buyers to apply for purchase. He noted that this is a business process management tool. He observed that land bank executive directors are inundated with information and with contacts which uses up valuable time. The software gives time back to EDs and demonstrates to stakeholders operational efficiency. He added that eProperties Plus lays the foundation to allow a land bank to grow. To address the cost issue, Mr. White reported that they have developed a program for new land banks to use the software free for the 1st year under three conditions: 1) commit to use the software; 2) let eProperties show how to use the software; and 3) let eProperties tell the Land Bank's story to others. Mr. Denzin stated that this is a crucial time to have property analysis available and this software provides that. Scott Goldstein stated that because there are so many properties, having a data management tool would greatly benefit the land bank. Dr. Crawford noted that he can already see the benefit of having a data management tool. He added that he won't be here forever and this software would set a strong foundation for a future transition. Mr. White stated that the software is available for \$12,750 per year as a licensing fee which would allow three users. This price includes configuration and set-up. He added that they currently have 38 clients using the software with Cook County Land Bank as the

largest along with the Northern Illinois Land Bank. Chairperson Sanford thanked Mr. White for the software demonstration. No action was taken.

12. Adjournment – Victor Nevarez motioned to adjourn and Norm Gaskin seconded. All in favor. Motion carried and the meeting was adjourned at 2:43pm.

13. Next meeting is June 18, 2024 at 1:30pm in the County Board Room. Chairperson Sanford noted that she would not be able to attend.

*Minutes prepared by KRLBA Acting Secretary Matthew Olszewski*