

# **GRIFFIN SPALDING COUNTY LAND BANK AUTHORITY**

**406 North Hill Street, Griffin Georgia 30223**

## **BOARD OF DIRECTORS**

Newton Galloway

Patty Beckham

Shirley Gardner

Jim Smith

## **EXECUTIVE DIRECTOR, interim**

Virginia S. Church

## **MINUTES OF REGULARLY SCHEDULED MEETING**

**JULY 12, 2018 4:00 p.m.**

**406 North Hill Street, Griffin Georgia 30223**

The regularly scheduled meeting of the Griffin Spalding County Land Bank Authority was held on Thursday, July 12, 2018 at 4:00 p.m. at 406 North Hill Street, Griffin, Georgia with the following members present: Patty Beckham, Newton Galloway, Shirley Gardner, and Jim Smith. Chairman Newton Galloway presided over the meeting.

### **A. Determination of Quorum**

It was determined that a quorum of the Authority members was present. The meeting was called to order and conducted pursuant to the agenda distributed to the Authority members, posted at the meeting site, and provided to local media in compliance with O.C.G.A. § 50-15-1(d).

Jim Smith made a motion to amend the agenda to add item G.5., authorizing new signature cards for both of the Authority checking accounts, which was seconded by Ms. Beckham. There being no discussion on the motion, it was approved unanimously.

### **B. Approval of minutes**

#### **1. June 14, 2018**

Mr. Galloway stated that no minutes had been received from the previous Executive Director, so those minutes were being reconstructed and would be available for the next regular meeting.

#### **2. Special Called Meeting July 2, 2018**

Patty Beckham made a motion to approve the minutes of the Special Called Meeting of July 2, 2018, which was seconded by Ms. Gardner. There being no discussion on the motion, it was approved unanimously.

### **C. Announcement/Introduction of Interim Executive Director**

Mr. Galloway introduced Virginia S. Church to the other attendees of the meeting and stated that she had been appointed as interim executive director at the July 2, 2018 meeting. She

was instructed at that meeting to draft an employment agreement for the period of July 1, 2018 through December 31, 2018, which is an item for discussion later on the agenda.

D. Financial information

1. Recent bank statements; review of checks written

Mr. Galloway informed the Board that he had requested different financial information from Ms. Church. Ms. Church stated that there were copies of bank statements for the Authority's two checking accounts (operating and project) for the past two months included in their packets. The most recent of these showed the current balances in each account. Mr. Galloway requested that copies of all checks written also be presented going forward.

2. Payables list

Ms. Church went over a list of the current payables and Mr. Galloway informed the Board that he wanted to have such a list presented at each meeting for the Board to vote on. The Board voted to pay the two outstanding invoices to Kidei Landscaping, and to pay the invoice to Mauldin & Jenkins after discussion with Meredith Lipson regarding the status of her work on the audit. The remaining invoices for stormwater received from the City will be discussed in a meeting to be scheduled with Jessica O'Conner and City representatives. Mr. Smith expressed a concern that Ms. Church would have to obtain board approval for all expenditures. After discussion, it was agreed that Ms. Church can make regular recurring payments, such as her salary, and expenditures less than \$500 as they occur.

3. Report on sales from transactions

Mr. Galloway stated that there were none.

4. Status of audit

Ms. Church has spoken with Ms. Lipson, and Ms. Church will search Mr. Galloway's closed files to determine if the documents necessary for a full audit to be completed are there.

E. Old business – from June agenda

Mr. Galloway informed that Board that he had asked Ms. Church to include all properties which had been discussed at the June meeting on this agenda.

1. 632 Meriwether Street - report on progress

Status remains the same.

2. 1718 Carrington - report on progress

Status remains the same.

3. 1002 Kilgore Road - report on progress

Status remains the same.

4. Request for donation of property to Griffin Area Land Trust

Cynthia Sherrod and Aaron Roquemore from the Land Trust were present. They explained that the request for donation had been changed to a request to purchase. Ms. Sherrod had delivered a sales agreement and a check to Mr. Galloway's office. Ms. Church will locate those documents and put the item on a future agenda.

5. 429 Lakeview Street

Ms. Church will inform the County that this property is ready for demolition.

For items E. 6-13, Ms. Church will determine the status and any items necessary for demolition on or sale of each.

6. 623 Wright Street
7. Purchase offer from Bill Murray
8. 74 Pickens Drive
9. 113 Quail Lane
10. 505 Northside Drive
11. 4038 West McIntosh Road
12. 732 East Chappell Street
13. 212 Tyler Trace

F. Tax sale property

For items F. 1-4, Ms. Church will determine the status of any foreclosure or other items necessary for demolition on or sale of each.

1. 401 North 16<sup>th</sup> Street
2. 114 & 116 Pecan Point
3. 519 Lucile Street
4. 323 North 1<sup>st</sup> Street
5. 86 Hillcrest Avenue

Ms. Church received a call indicating interest on this property. She will speak with the caller and inform him of the necessary process to purchase.

6. 1309 Ridgeview Drive  
Foreclosure has begun, and a lender has requested a payoff.

G. New business

1. Presentation of list of all LBA properties

Ms. Church presented two lists, one with tax sale properties and one listing donations. Mr. Galloway stated that these are works in progress, as Ms. Church determines what property is held by the Authority and the status of each.

2. Meeting w/City on maintenance issues

A meeting will be scheduled as soon as all schedules allow, and preferably within the next week.

3. Approval of contract w/Interim Executive Director

The Board approved the contract, which calls for Ms. Church to receive the same salary as Mr. Joiner and for her to devote a minimum of 30 hours per week to the Authority.

4. Office arrangements for LBA/Interim Executive Director

Mr. Galloway is providing office space to the LBA free of charge. The Authority will have its own telephone and internet service and will reimburse Galloway & Lyndall for use of the copier and any other office-related expenses incurred.

H. Executive session pursuant to O.C.G.A. § 50-14-3, if required.

None necessary.

I. Adjourn

Prepared by:

Approved:

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Virginia S. Church  
Executive Director, interim

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Newton M. Galloway  
Chairman