

Regular Scheduled Meeting Minutes
Griffin-Spalding County Land Bank Authority
November 14, 2024
HISTORIC CITY HALL
201 E. SOLOMON ST
GRIFFIN, GA 30223
4:00 PM

Call to Order

Determination of Quorum

Chairman Newton Galloway presided, convening the meeting at 4:02 PM

Board Members attending included Patty Beckham (Vice Chair), Bruce Ballard (Treasurer) and Charles Gilbert. Board Member Cora Flowers arrived later in the meeting. Also present were Mayor Douglas Hollberg, David Penland, Michelle Haynes, Thelma Wilke, David Irwin, Eva Morales and Christopher Blocker (Land Bank Authority Manager).

Approval of Agenda

Motion to approve Agenda made by Newton Galloway

Motion to approve agenda made by Patty Beckham. Second by Bruce Ballard. No further discussion and no objection. The motion was approved unanimously.

Approval of Minutes:

A. Regular Meeting: Thursday, October 10, 2024

Motion to approve by Newton Galloway: Minutes from Regular Scheduled Meeting on October 10th.

Motion to approve minutes made to approve minutes for Regular Scheduled Meeting October 10th by Patty Beckham, Second by Bruce Ballard. No further discussion and no objection. The motion was approved unanimously.

B. Special Called Meeting: Thursday, October 31, 2024

Motion to approve by Newton Galloway: Minutes from Special Called Meeting on October 31st

Motion to approve minutes made to approve minutes for Special Called Meeting October 31st by Patty Beckham, Second by Bruce Ballard. No further discussion and no objection. The motion was approved unanimously.

Regular Agenda

A. Welcome to Christopher Blocker, Land Bank Authority Manager

Welcome to new Land Bank Authority Manager (Christopher Blocker)

Christopher Blocker has been with the Land Bank Authority for 30 days. Christopher Blocker has an economic development background having worked in Clayton County prior to working in Griffin. Christopher is excited to serve with the City of Griffin Planning & Zoning Team, and serve the County.

Motion to agenda item A1 to after Public Comments by Newton Galloway

Second by Patty Beckham.

1. Transition plans and goals for 2025
- B. New meeting date, time and place (Blocker)

Objection to Wednesdays by Charles Gilbert

Per Direction from the City Manager, Jessica O'Connell, the Griffin-Spalding Land Bank Authority will need to meet in the Municipal Courtroom located at 100. S Hill St. Griffin, GA. The purpose of relocating from the Historic Courthouse to the Municipal Courtroom is to add increased separation between Authority Board Members and the public. Christopher presented the options of 1st, 2nd or 4th Mondays and any Wednesday as an option. Tuesdays and Thursdays are not an option for the Land Bank Authority due to courtroom being used for court. Discussion about individual availability ensued amongst the Board. Charles Gilbert objected to Wednesdays.

Charles Gilbert, Motion to move Regular Scheduled Meeting to 4th Monday of the month at 4PM, assuming no conflict with other Boards and Authorities meeting times.

Second by Cora Flowers

No further discussion, no objection

Motion approved

Subject to review at December Meeting.

- C. Land Bank Manager Activity Report (Blocker)

No action needed for Board Workshop in 2025. Christopher Blocker authorized to proceed with planning a workshop in 2025 after Board Appointments.

- D. Report on Contracts/Closings (Penland/Blocker)

1. Update the Board on closings, redeemed property, right of redemption foreclosure status, contracts pending, request for properties awarded but not under contract.

No updates for the Board provided by Penland and Blocker

- E. Consider a contract with Builder's Inc to purchase and redevelop the former Haisten Hospital located at 522 Meriwether St (Penland)

Agenda Amended for item after Public Comment

F. Annual Immigration Reporting Requirements for 2024

David Penland presented to the Board about the Georgia Annual Immigration Report Requirements that the Board will need to comply with. This is a requirement by Georgia Department of Audits to verify personnel David will work with Christopher to ensure that Immigration Reporting Requirements are met by the December 31, 2024 deadline.

No action needed.

Report of Finances

Treasurer will update the Board on expenses, monies received and any other pertinent financial information..

A. Presentation of current financial statements (Ballard)

Treasurer, Bruce Ballard presented the financial statements from ending October 2024. The Land Bank Authority started the month with \$9,340.07. The Land Bank incurred a few expenses for \$1,151.00. Debits included Quicken and Google for \$85.40. The Land Bank has a current balance of \$8,103.67. In the public fund checking account there was no change in that, the balance started and ended \$17,994.01

Motion to approve current financial statements by Charles Gilbert

Second by Patty Beckham

No further discussion and no objection

Motion is approved

B. 2022 Audit Update (Mauldin & Jenkins) and LBA Deficiency under Local Government Registration Act, O.C.G.A. § 36-80P-16, et seq.; Relationship to Mauldin & Jenkins Audit

Treasurer Bruce Ballard presented to the Board about the 2022 Land Bank Audit seeking clarification from Mauldin & Jenkins regarding the invoices. David Irwin (Mauldin & Jenkins) presented to the board regarding the audit. Mauldin & Jenkins is a large regional CPA firm that audits state and local governments. David Irwin spoke with David Penland in September 2024 regarding the audit. The audit is complete and has been complete since July 2024. The final part of the audit process is to get a signed Management Representation Agreement. The letter certifies that the Land Bank Authority has provided Mauldin & Jenkins with all of the necessary documents needed for the audit. Per David Irwin, a Management Representation Letter must be signed before the audit can be issued. Mauldin & Jenkins submitted the Management Representation Letter in July 2024 and that is what Mauldin & Jenkins is waiting for so that Mauldin & Jenkins can send audited financial statements.

Mauldin & Jenkins and David Penland corresponded via email that David Penland was surprised that there were additional invoices outside of the original payment of \$4,000.00 dated May 31, 2023 which was a progress bill and not the final bill. There were additional invoices to follow because the audit was not yet complete. The audit was substantially longer than expected and some of the delays were to absence of the Executive Director during the audit period. There was a lot of email and phone correspondence between Mauldin & Jenkins and Bruce Ballard so that the

audit could be completed. Per David Irwin several documents needed such as a detailed general ledger, accounts payable and accounts receivable were not provided. The cash reconciliations were not correct. The audit required a lot of adjustments which took a lot of time which increased the fees.

An invoice was sent in May 2024 for \$6,0000.00 The final invoice was sent in August 2024 was \$5,900.00. The Land Bank Authority owes \$11,900.00. The audit was started before the engagement letter was signed. Mauldin & Jenkins is willing to negotiate the fee.

Motion: Cora Flowers called for Motion to sign Management Representation Letter

Second by Patty Beckham

Motion is approved

Public Comments

At this time, the Chairman opens the floor to comments from public. Comments should relate to a specific agenda item

Theo House addressed the Board regarding 817 Ray St in reference to a closing.

Authority Member Comments

E. Consider a contract with Builder's Inc to purchase and redevelop the former Haisten Hospital located at 522 Meriwether St (Penland)

Discussion regarding 522 Meriwether St contract

Purchase and Sale Agreement is needed to get city approval for zoning

Contract on hold until December 12th Regular Scheduled Meeting

Motion to table contract by Cora Flora

Second by Patty Beckham

A1: Transition plans and goals for 2025

No further discussion by the Board

Executive session pursuant to OCGA 50-14-2 and 3 (if needed)

No executive session necessary

Adjourn

Motion to adjourn Newton Galloway

Second by Patty Beckham

Meeting adjourned at 5:51 PM