

REGULAR SCHEDULED MEETING MINUTES
Griffin-Spalding County Land Bank Authority
December 12, 2024
HISTORIC CITY HALL, 201 E. SOLOMON STREET
4:00 PM

Call to Order

Determination of Quorum

Chairman Newton Galloway presided, convening the meeting at 4:01 PM

Board Members attending including Patty Beckham (Vice Chair), Bruce Ballard (Treasurer), Cora Flowers and Charles Gilbert. Also present were Mayor Douglas Hollberg, Atty. David Penland , Michelle Haynes Thelma Wilke, Eva Morales, and Christopher Blocker.

Approval of Agenda

Call to Motion to approve agenda made by Newton Galloway

Motion to approve agenda made by Cora Flowers. Second by Patty Beckham. No further discussion and no objection. The motion was approved unanimously. *Motion approved 5-0*

Approval of Minutes

Approval of Minutes for the Regular Scheduled Meeting for November 14, 2024

Call to Motion to approve minutes for the Regular Scheduled Meeting for November 14, 2024.

Motion to approve accept minutes for the Regular Scheduled Meeting for November 14, 2024 by Patty Beckham. Second by Bruce Ballard. There was no further discussion and no objection. *Motion approved 5-0*

Report of Finances

Treasurer and Land Bank Authority Manager 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 current LBA Bank Statements for the month ending November 2024. The Land Bank Authority stated the month with \$8,103.67 The Land Bank incurred expenses including City of Griffin for \$87.22, Google for \$50.40 and Quickbooks \$35.00 with monthly expenses totaling \$1,850.62 bringing the balance to \$6,253.05. In the public fund checking account there was no change in that the monthly balance which started and ended at \$17,994.01. Motion to accept current financial statements by Charles Gilbert and second by Patty Beckham. There was no further discussion and no objection. *Motion approved 5-0.*

B. *Presentation of the City of Griffin FY 2025 (Blocker)*

Land Bank Authority Manager presented the city of Griffin Land Bank Authority budget from FY 2025.

Land Bank Authority Manager Christopher Blocker presented the City of Griffin Land Bank Authority Budget for Fiscal Year 2025 ending June 30, 2025. There was a question regarding whether this budget is

divided between the City of Griffin and Spalding County. Spalding County allocated \$100,000.00 to the City of Griffin for the Land Bank Authority. The City of Griffin prepared the Land Bank Authority Budget based on estimates that were given to the City by the Land Bank Authority. Christopher Blocker reviewed each budget line item with the Land Bank Authority to illustrate the budget available to the Land Bank. The remaining budget as of December 12, 2024 is \$141,668.43. The Land Bank Authority had discussion regarding the budget development.

No board action is taken.

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

Treasurer shared financial statements from Fiscal Year 2021 and Fiscal Year 2022. Treasurer Bruce Ballard spoke with David Irwin, Partner, Mauldin & Jenkins regarding 2022 audit. Mauldin & Jenkins would be willing to write off the remaining balance of \$5,900.00 if the Land Bank Authority would be willing to pay the outstanding \$6,000.00. The Land Bank has paid an invoice previously for the 2022 audit. David Penland will send Management Representation Agreement and engagement Letter to Mauldin & Jenkins regarding writing off third invoice.

Motion N. Galloway to secure payment for outstanding letter.

Second by Charles Gilbert.

Motion passed. 5-0.

1. 2023 and 2024 Audits (Blocker)

Discussion about Fiscal Year 2023 and Fiscal Year 2024 Audits led by Treasurer regarding the Land Bank Authority Board relationship with Mauldin & Jenkins. Mauldin & Jenkins provides audit services to the City of Griffin, Spalding County and the Griffin-Spalding Board of Education. Mauldin and Jenkins could complete the 2023 audit agreements by the end of March 2025. Due to the lack of transactions, there are not going to be significant changes to the audit. The Land Bank Authority is in need of a new Management Representation Agreement for 2023 and 2024 and an estimated fee schedule. Cora Flowers proposed obtaining estimates from new two or three firms for the audit. An audit costs approximately \$8,000.00 to complete at minimum. The Land Bank Authority is required to have an audit. The Land Bank Authority should competitively bid the audits from FY 2025 once the 2023 and 2024 audits are completed.

Motion by Newtown Galloway to get Management Representation Agreement from Mauldin & Jenkins and fee schedule for FY 2023 and FY 2024 audits.

The Land Bank Authority needs an audit to qualify for grants and financing from the state.

Second by Patty Beckham

No further discussion and no objection. Motion passed 5-0.

Regular Agenda

A. *New meeting date, time and place (Blocker)*

1. *Proposed Date, Time and Location: 4th Monday at 4PM at City Hall, Municipal Courtroom 100 S. Hill St Griffin*

LBA Manager proposed rescheduling the Regular Scheduled Meeting from the 2nd Thursday of the Month to the 4th Monday of the month. LBA Manager presented to the Board the monthly calendar for the Municipal Courtroom. Meeting.

The motion would take effect for the January Regular Scheduled Meeting on January 27, 2025 at 4PM.

Motion to move the Regular Scheduled Meeting to 4th Monday at 4PM by Charles Gilbert.

Second by Bruce Ballard

No further discussion, no objection. Motion passed 5-0

B. **Board Workshop (Blocker) Proposed location:** *UGA Griffin Campus or Southern Crescent Technical College*

1. *Proposed Date/Time: Monday, February 24th, 9am to 2pm.*
2. *Proposed Date/Time: Wednesday, February 26th, 9am to 2pm*
3. *Proposed Date/Time: Wednesday, March 6th 9am to 2pm*
4. *Proposed Date/Time: Monday, March 24th 9am to 2pm*

LBA Manager presented the proposal for the SJT Partners. LBA manager reviewed the scope, sample agenda and cost for \$6,000.00 for the Board Workshop led by Sara J. Toering. There was a discussion regarding the KB Advisory Group Land Bank Assessment Report. There will be training included in the workshop. The goal of the workshop is to learn about the authorities of the Land Bank and build consensus of the strategy going forward amongst the members going forward. Several members have not had formal land bank training or orientation since their board appointments. Sara Toering plans to review past agendas, minutes, policies, KB Advisory Report as well as conduct interviews prior to the workshop in February. This training would be helpful for new board members that may be appointed in January. The workshop would help mediate the conversation regarding strategy amongst the members. KB Advisory had not reviewed a land bank prior to their 2022 report. Sara Toering has significant experience working with Land Banks. The Land Bank would benefit for SJT Partners rather than KB Advisory Group. Christopher to provide the KB Land Bank Assessment.

Motion to accept the Board Workshop Proposal for SJT Partners on Monday, February 24, 2025 from 9am to 2pm by Cora Flowers.

Second by Patty Beckham

No further discussion. Motion passed 4-1. Charles Gilbert voted against the motion.

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

Discussion regarding the agreement presented by David Penland.

Motion to approve Purchase and Sale Agreement with 80% owner occupancy requirement amendment in Section G and delete 1B from the agreement presented.

Second by Bruce Ballard

No objection and no further discussion.

D. Land Bank Manager Activity Report (Blocker)

Discussion about day-to-day activity of the Land Bank Authority

No Board Action required or taken.

E. Report on Contracts/Closings (Penland and Blocker)

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

5778 Deerfield Trail will have a closing in January 2025.

F. Website and Marketing Package (Blocker and Ballard)

LBA Manager and Treasurer discuss the updates to the website.

No further discussion and no board action taken

G. Land Bank Authority Plans for 2025

Item G was not discussed during the meeting

Public Comments

At this time, the Chairman opens the floor to comments from public. Comments should relate to a specific agenda item. Comments related to property availability can be directed to Christopher Blocker, Land Bank Authority Manager at (678) 544-5292 and cblocker@cityofgriffin.com

Authority Member Comments

Chairman Newton Galloway will remain on the Board for a year if he is reappointed by Spalding County in January 2025 to assist with the transition of LBA Manager. There was a request to shift responsibility of the LBA Board from the Chairman to LBA Manager.

Request was made by Cora Flowers to move public comments and action items to the top of the agenda.

Adjourn

Motion to adjourn made by Newton Galloway

Second by Patty Beckham

No further discussion and no objection. Motion passed 5-0.

Meeting adjourned at 5:58PM