

AGENDA
Griffin-Spalding County Land Bank Authority
April 27, 2026
ONE GRIFFIN CENTER MUNICIPAL COURTROOM 100 S. HILL ST GRIFFIN, GA 30223
4:00 PM

Call to Order

Approval of Agenda

Approval of Minutes

1. Approval of the Minutes for the Board Workshop on March 23, 2026.
2. Approval of the Minutes for the Regular Scheduled Meeting on March 23, 2026
3. Approval of the Minutes from the Board Workshop scheduled on April 20, 2026

Public Comments

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

Regular Agenda

1. Consider rescheduling the Regular Scheduled Meeting from Monday May 25, 2026 to Wednesday May 27th, 2026 at 4pm (Blocker)
2. Presentation of the Griffin-Spalding County Land Bank Authority Tax Sales Process Overview Marketing Video presented by Metro Southern Media (Blocker)
3. Consider the acceptance of the Second Amended and Restate Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority to be presented to City of Griffin and Spalding County Boards of Commissioners (O'Neal and Blocker)
4. Consider the acceptance of the City of Griffin and GSCLBA Interlocal Agreement (O'Neal and Blocker)
5. Consider the remittance of payment to the City of Griffin for GSCLBA expenses incurred in Fiscal Year 2026 and request to Spalding County Board of Commissioners for future payments. (Ballard and Blocker)
6. Consider a Notification of Award for RFP 26-005: Lawn, Ground, Tree Maintenance and Trash and Debris Removal Services (Blocker and O'Neal)
7. Consider the adoption of the Griffin-Spalding County Land Bank Authority Board Policies (O'Neal and Blocker)
8. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker)
 - a. Contracts Pending and Closings
 1. 108 Hillsborough Ct (County)
 2. 110 Davidson Cir (County)
 3. 808 Hallyburton St (City)
 - b. Properties that were successfully foreclosed and redeemed as of April 15, 2026
 1. 446 Belle St (City)
 2. 552 Belle St (City)
 3. 1005 Meriwether St (City)
 4. 1009 Meriwether St (City)
 5. 645 W. Quilly St (City)
 6. 0 Scales St (City)

7. 702 Scales St (City)
8. 822 Williams St (City)
9. 830 Williams St (City)
- c. Open Rights of Redemption with expected foreclosure and redemption on July 15, 2026
 1. 309 N. 17th St. (City)
 2. 215 N 8th St. (City)
 3. 621 Williams St (City)
 4. 98 Callie Rd (County)
 5. 134 Callie Rd (County)
 6. 135 Callie Rd (County)
 7. 0 Callie Rd-PIN: 114 04013 (County)
 8. 168 Davidson Cir (County)
 9. 178 Davidson Cir (County)
 10. 195 Davidson Cir (County)
 11. 199 Davidson Cir (County)
 12. 207 Eastbrook Ave (County)
 13. 317 Eastbrook Ave (County)
 14. 319 Eastbrook Ave (County)
 15. 1601 Moreland Rd (County)
 16. 107 Valley Dr (County)
 17. 110 Valley Dr (County)
 18. 111 Valley Dr (County)

Report of Finances

1. Presentation of the March 2026 Financial Statements (Ballard)
2. Presentation of City of Griffin FY 2026 Budget Balance (Blocker)

Authority Member Comments

Adjourn

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Approval of the Minutes for the Board Workshop on March 23, 2026.

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSCLBA-Board Workshop Minutes-3.23.26.docx](#)

Board Workshop Minutes
Griffin-Spalding County Land Bank Authority
March 23, 2026
One Griffin Center 100 S. Hill St Griffin, GA 30223
10:00 AM

Call to Order

Chairman Newton Galloway called the meeting to order at 10:15 am

Board members present were: Cora Flowers, Bruce Ballard, and Pamela Sutton. David Penland, David Allen, Michelle Haynes, Kelsey Carden, John O’Neal, and Christopher Blocker (Land Bank Authority Manager) were also present.

Public Comments

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

No public comments were given

Regular Agenda

1. Discussion regarding the GSCLBA Board Policies

The definition of affordable housing has not been changed. The definition of affordable housing included in the policy is reflective of the Georgia Department of Community Affairs definition. Section 4.7 has been revised substantially in regards to the Owner-Occupancy requirement. The owner occupancy requirement may be waived if the applicant meets the listed criteria listed in the Section 4.7. There were no comments on Section 1.

The affordable housing definition is in agreement with the Georgia Department of Community Affairs programs and policies. There were no significant changes or comments to Section 2.

There were comments to Section 3.

There was no enforcement language included in the policy in Section 4. The enforcement actions to be taken for an unsuccessful transaction would be difficult to include in a policy due to a variety of factors. The board should adopt an enforcement specific policy as an

addendum. The GSCLBA does not have the funding to enforce the contracts. There is a question about who is responsible for monitoring contract compliance.

Prior performance should be excluded from the waiver of owner-occupancy requirement. Commercial, industrial and other non-residential uses needs to be included in the owner-occupancy waiver requirement. Subjectivity needs to be removed from the owner-occupancy requirements. There are stipulations in the policy documents regarding when a permit needs to be issued.

No board action required or taken

Motion to adjourn by B. Ballard

Second by P. Sutton

Meeting adjourned at 4:04pm

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Approval of the Minutes for the Regular Scheduled Meeting on March 23, 2026

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSLBA-RSM Minutes-3.23.26.docx](#)

Regular Scheduled Meeting Minutes
Griffin-Spalding County Land Bank Authority
March 23, 2026
One Griffin Center Municipal Courtroom 100 S. Hill St Griffin, GA 30223
4:00 PM

Call to Order

Chairman Newton Galloway called the meeting to order at 4:09 pm

Board members present were: Cora Flowers, Bruce Ballard, Charles Gilbert and Pamela Sutton. David, Penland, David Allen, Michelle Haynes, Kelsey Carden, John O’Neal, Stephanie Windham and Christopher Blocker (Land Bank Authority Manager) were also present.

Approval of Agenda

Motion to the amend the agenda for Item #9 Consider Executive Session Pursuant, Pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved to be conducted after the conclusion of Public Comments by N. Galloway.

Second by B. Ballard

Motion approved 5-0

Approval of Minutes

1. Approval of the Minutes for the Board Workshop on February 23, 2026

Motion to approve the Minutes for the Board Workshop on February 23, 2026 by C. Flowers

Second by C. Gilbert

Motion approved 5-0

2. Approval of the Minutes for the Regular Scheduled Meeting on February 23, 2026

Motion to approve the Minutes for the Regular Scheduled Meeting on February 23, 2026 by C. Flowers.

Second by C. Gilbert

Motion approved 5-0

Public Comments

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

Erick Tinoco of Novvaterra addressed the GSCLBA board regarding the agenda being posted to the GSCLBA website. The notice, meeting agenda and packet was sent on Thursday March 19, 2026 to City Commission, staff, GSCLBA Board Members, Griffin Daily News, and the GSCLBA website provider. The notice was posted outside of the meeting location on Friday, March 20th. Christopher will work with the website provider to ensure the meeting agenda is available to the website. Mr. Tinoco addressed his desire to close on his outstanding contracts to acquire 215 N 8th St and Collier St Properties A, B and C. Per discussion with David Penland regarding the properties, 215 N 8th St has an outstanding title that has been ordered and the Collier St. properties have encroachments on those properties from the neighbors.

No further public comments were given.

Motion to enter into executive session pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved by N. Galloway

Second by B. Ballard.

No further discussion, no objection

Motion approved 5-0 at 4:20 pm.

Motion to adjourn executive session pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved by C. Flowers

Second by B. Ballard

No further discussion, no objection.

Motion approved 5-0 at 4:45pm

Report of Finances

1. Presentation of the GSCLBA FY 2023 and FY 2024 Audit Reports by Mauldin & Jenkins presented by Lucas Hand (Blocker)

Motion to table presentation of the GSCLBA FY 2023 and FY 2024 Audit Reports by Mauldin & Jenkins presented by Lucas Hand (Blocker) by C. Flowers

Second by N. Galloway

No further discussion, no objection

Motion approved 5-0

2. Discussion regarding Griffin-Spalding County Land Bank Authority Financial Management regarding payments from the Spalding County Board of Commissioners and City of Griffin (Blocker and Kelsey Carden)

Kelsey Carden, City of Griffin Staff Attorney and Assistant City Manager, addressed the GSCLBA Board regarding payments from Spalding County Board of Commissioner and City of Griffin. When the current interlocal agreement was written there was not an in-house staff person hired. The previous executive directors of the GSCLBA were external from the City of Griffin and Spalding County. Kelsey Carden provided a sample agreement between the airport authority and the City of Griffin that has specific services stated such as human resources, accounting, internal controls, information technology, fleet management and facilities maintenance.

The current interlocal agreement states Spalding County issues payment to the GSCLBA; the agreement is not clear how the budget will be apportioned. During the budget development in 2025, the equitable split would be based upon tax assessed values. The city would pay 53% of the GSCLBA budget and the county would be responsible for the other 46%. The county currently issues monthly checks to the Griffin-Spalding County Land Bank Authority. The budgeted amount does not agree with the actual amount. The county has issued 7 checks at this time. Three checks issued were deposited, three checks are outstanding and 1 check is missing. The City of Griffin has paid approximately \$62,000.00 in GSCLBA expenses. The land bank currently owes the city and county money for their expenses. There has been significant confusion regarding payments. The City of Griffin is proposing that the financial management is done in the same way as the other co-funded authorities in the city such as the Archives and Airport Authority.

The City of Griffin does a monthly or quarterly reporting and an annual invoice to the other authority boards. The recommendation is to request Spalding County to cancel the outstanding checks, convey funding that has been received by GSCLBA from the County to the City and the City of Griffin invoice Spalding County for any funding that is outstanding. The request of the county is to issue future GSCLBA payments directly to the city. The current interlocal agreement states Spalding County issues payment to the GSCLBA. The interlocal agreement needs to be updated. There is a recommendation to enter into a separate interlocal agreement for services between the GSCLBA and the City of Griffin to handle financial management. The outstanding checks will be deposited. There is potential for an incomplete audit. Bruce Ballard will meet with City of Griffin Finance Director to determine the funding the City is owed. Kelsey Carden will draft the interlocal agreement for services in preparation for the next meeting in April.

There is contrary opinion that there should be continuation of separation of the finances and the process should remain the same as written in the current interlocal agreement.

No board action required or taken

Motion to presentation of the GSCLBA FY 2023 and FY 2024 Audit Reports by Mauldin & Jenkins presented by Lucas Hand (Blocker) by C. Flowers

1. Presentation of the GSCLBA FY 2023 and FY 2024 Audit Reports by Mauldin & Jenkins presented by Lucas Hand.

Lucas Hand, Senior Manager Mauldin & Jenkins, presented to the GSCLBA Board. Mauldin & Jenkins issued a compliance report. Mauldin & Jenkins had a few repeated

findings such as a segregation of duties. The accounting accrual procedures were not properly accounted for. The sales and the redemptions listings were not maintained. The hiring of a new director will help resolve some of the managerial issues for the land bank. There was very little revenue earned due to absence of a director and not selling property. The City of Griffin and Spalding County were not giving funding to the GSCLBA. The authority has received a clean audit and management was cooperative during the audit.

No board action required or taken

3. Presentation of the February 2026 Financial Statements (Ballard)

Bruce Ballard reported in monthly account balances. The Public Fund Account has remained unchanged for the past year. The account balance is \$17,994.01. There was no revenue in February 2026. There were payments made to the Google account and Quickbooks account in the amounts of \$58.80 and \$38.00. Bruce will be depositing the outstanding checks that are payable to the GSCLBA from Spalding County.

Motion to approve February 2026 Financial Statements by P. Sutton

Second by C. Gilbert

No further discussion and no objection

Motion approved 5-0

4. Presentation of the City of Griffin FY 2026 Budget Balance

Christopher Blocker discussed and reviewed the City of Griffin FY 2026 budget balances. The total budget remaining is \$165,390.93 due to available funds in legal, disposal, insurance and lawn care services.

No board action required or taken

Regular Agenda

1. Update the Board on the request by GSCLBA to the City of Griffin and Spalding County Boards of Commissioners to amend the current interlocal agreement (Penland)

David Penland has presented proposed interlocal agreement. David has requested feedback from the City of Griffin and Spalding County legal counsel for feedback regarding the proposed agreement. The goal for this document is to be approved by the April 27, 2026 Regular Scheduled Meeting. Kelsey Carden has provided feedback thus far and David has not received any feedback from the County. David anticipates there will be significant revisions from both parties. Kelsey Carden is requesting the City, the County and GSCLBA be able to place covenants on the property as necessary. Kelsey is requesting changes for finance, administrative procedures and reporting.

No board action required or taken.

2. Consider the adoption of the Griffin-Spalding County Land Bank Authority Board Policies (Blocker and Penland)

No board action required or taken

3. Consider a Notification of Award for RFP 26-005: Lawn, Ground, Tree Maintenance, Trash and Debris Removal Services

In response to the discussion during the Griffin-Spalding County Land Bank Authority Meeting regarding RFP 26-005: Lawn, Ground, Tree Maintenance, Trash and Debris Removal Services, Christopher Blocker put out an addendum to the RFP 26-005. In the addendum, there was a reduction in the total number of lots to be maintained and a reduction in frequency of the maintenance from bi-weekly to monthly and on-call from November 1 through February 28. Upon review of the addendum responses and the scoring evaluations from the review committee, the lowest bidder is not the most responsive. The board should consider tabling this award until the budget from FY 2026 -2027 is approved by the City of Griffin. Christopher shall meet with legal counsel to discuss procurement guidelines.

Motion to table Notification of Award for RFP 26-005: Lawn, Ground, Tree Maintenance, Trash and Debris Removal Services by Newton Galloway.

Second by B. Ballard

No further discussion, no objection

Motion approved 5-0

4. Update the GSCLBA Board on request to Spalding County Board of Commissioners regarding owner-occupancy waiver request for the sale of 522 Meriwether St and security matters related to the property (Blocker and M. Haynes)

Christopher Blocker and Newton Galloway received the architectural design plans and rendering from the proposed developer for 522 Meriwether St. Christopher has made a request to Spalding County Board of Commissioners to request to be included on the agenda for the April Board Workshop on April 6 to request owner occupancy waiver.

The City of Griffin Code Enforcement and Police Department responded to a suspected animal cruelty case the week of March 9th. This property is heavily vandalized and there has been illegal entry into the building with squatters evident. The City of Griffin staff is requesting security cameras to be placed on site and the execution of a trespassing affidavit to allow for the City of Griffin Police Department to arrest trespassers. Code enforcement can install a camera at that location at no cost to the GSCLBA. There are no “No Trespassing” signs posted.

Motion to cooperate with the City of Griffin Code Enforcement Department to install a camera at 522 Meriwether St. and install No Trespassing Signs and execute the trespassing affidavit after a period of 7 days by N. Galloway.

Second by C. Flowers

No further discussion and no objection

Christopher Blocker should execute the affidavit.

Motion passed 5-0

5. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker and Penland)

Christopher Blocker presented an update to the Land Bank Authority Manager Workplan from 2025-2026. In the plan included properties with outstanding contracts and properties to be conveyed to the following entities: City of Griffin, Spalding County, City of Griffin Urban Redevelopment Agency, Griffin Area-Habitat for Humanity and private acquisition. The plan

shows which properties have completed the foreclosure of the right of redemption, outstanding contracts, title work status and disposal method.

No further discussion, no objection

Motion approved 5-0

6. Consider the extension of the moratorium for sales agreement for current properties in the Griffin-Spalding County Land Bank Authority inventory (Blocker)

Motion to consider the extension of the moratorium for sales agreement for current properties in the Griffin-Spalding County Land Bank Authority inventory by N, Galloway

Second by C. Flowers

Motion approved 5-0

7. Consider resolution to authorize Land Bank Authority Manager to execute Quitclaim Deeds from the Griffin-Spalding County Land Bank Authority to purchasers pursuant to contacts for the sale of real property. (Galloway)

It is difficult for the Chairman and Vice Chairwoman to execute the Quitclaim Deeds on behalf of the board. The sale of real property has been approved by the board , the board shall consider allowing the Land Bank Authority Manager to sign the Quitclaim Deeds.

Motion to authorize Land Bank Authority Manager to execute Quitclaim Deeds from the Griffin-Spalding County Land Bank Authority to purchasers pursuant to contacts for the sale of real property by N. Galloway.

Second by C. Flowers

Motion approved 5-0

8. Consider the execution of the representation agreement to retain service with Beck, Owen & Murray for David Penland to serve as legal counsel for the Griffin-Spalding County Land Bank Authority.

David Penland is stepping down as the Legal Counsel of the Griffin-Spalding County Land Bank Authority due to an evolving practice and dwindling availability. John O’Neal is an associate with Beck, Owen & Murray who has significant experience in municipal

representation with other authorities. Janice Wallace will be supporting as a real estate partner. David Penland believes it is not in the best interest of the GSCLBA or Beck, Owen & Murray to have a flat rate for title certificates/opinions. There can be an addendum included for the representation agreement to include the fee schedule.

There is a discrepancy on whether Beck, Owen and Murray was appointed as the GSCLBA legal counsel annually. There should be metrics included in the representation agreement. The Land Bank Manager should have more consistent access to legal counsel rather than an on-demand service.

Motion to consider the execution of the representation agreement to retain service with Beck, Owen & Murray for John O'Neal to serve as legal counsel for the Griffin-Spalding County Land Bank Authority by C. Flowers

Second by Newton Galloway

The minutes from the previous meeting shall be reviewed to determine if Beck, Owen & Murray was appointed to be the GSCLBA legal counsel.

Motion to table the consideration for the executive of the representation agreement to retain service with Beck, Owen & Murray for John O'Neal to serve as legal counsel for the Griffin-Spalding County Land Bank Authority by C. Gilbert.

Second by N. Galloway

Motion approved by 3-2

Motion to adjourn 6:20 pm

AGENDA ITEM SUMMARY

ITEM SUMMARY:

3. Approval of the Minutes from the Board Workshop scheduled on April 20, 2026

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSCLBA-Board Workshop Minutes-4.20.26.docx](#)

Board Workshop Minutes
Griffin-Spalding County Land Bank Authority
April 20, 2026
Historic City Hall 201 E. Solomon St Griffin, GA 30223
10:00 AM

Call to Order

Chairman Newton Galloway called the meeting to order at 10:15 am

Board members present were: Cora Flowers and Bruce Ballard. John O’Neal, Michelle Haynes and Christopher Blocker (Land Bank Authority Manager) were also present.

Public Comments

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

Regular Agenda

1. Discussion regarding the GSCLBA Board Policies

The policy discussion started with Section 6.4 and the RFP Timeline and Review. The review of the RFP and Application response should occur during a Board Workshop. Christopher Blocker will review the RFP submissions for completion. The vote to award a property would occur in a public meeting. GSCLBA Board members should be able to review the submissions in preparation for a board meeting or workshop. Grading metrics will be included in the RFP proposal. Incomplete responses to an RFP will not be accepted. GSCLBA Board Members should grade the proposal prior to a workshop. In regards to other public entities and authorities in Spalding County, feedback is given to RFP respondents within 30 days.

There was a discussion about whether the review of the RFP responses should occur in an open meeting or an executive session. Bids should be discussed in an executive session and will be voted on in an open meeting. There should be a schedule included in the RFP bid package and the board workshop should be held on the same day as the Regular Scheduled Meeting to ensure that there is a quorum. The goal should be to have an award decision made in 60 days during the Regular Scheduled Meeting. There is potential to not have any bid responses once the RFP is made available due to an owner-occupancy requirement. There have been about 430 inquires to the GSCLBA since October 2024.

In regards to the Section 7: there needs to be clarity on how a side lot is disposed or pricing structure. An applicant for a side lot will incur significant costs associated with the acquisition

such as survey, closing, and quiet title action costs. It should be in the best interest of the GSCLBA and the City to dispose of and eradicate the side lots in the inventory. There is nominal tax revenue to benefit the city or county for the side lot acquisition.

There is no mention of lot size included in the policy presented. The ability to be build a house should be considered when determining which properties are eligible for the side lot program. There needs to be size and cost stipulations included in the policy. Residential and commercial use needs to be included in the side lot program. The land value is affected by the neighborhood. If a lot is determined to not qualify as a side lot, it will be subject to the application or RFP process and pricing structure.

In regards to Section 8: there needs to be clarity about an alternative tax-generating use. There is a discussion about Section 8 regarding conduit transfer. A conduit transfer has not occurred during the tenure of our current board members with the exception of the Housing Authority. There is no certification process to determine whether or not a housing developer is building affordable housing. The Board needs to determine if the board wants to conduct conduit transfers and determine what the standards are to determine if the board should consider the conduit transfer and abate taxes. Section 8.3 should be removed from the draft policy. Conduit transfer needs to only be available for affordable housing and the potential home sales price needs to be considered.

In regards to Section 9: community improvement projects are intended for local government organizations and for properties that are determined to be unusable or unbuildable. Lots that may qualify for housing are not eligible for community improvement projects. The use of this policy and of these properties should be a last resort. The properties should have no potential for tax generating revenue.

Section 10 needs to be revised for the organization to be eligible for future funding and political concerns.

Motion to adjourn made by C. Flowers

Second B. Ballard

Meeting adjourned at 12.48pm

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Consider rescheduling the Regular Scheduled Meeting from Monday May 25, 2026 to Wednesday May 27th, 2026 at 4pm (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Presentation of the Griffin-Spalding County Land Bank Authority Tax Sales Process Overview Marketing Video presented by Metro Southern Media (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

3. Consider the acceptance of the Second Amended and Restate Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority to be presented to City of Griffin and Spalding County Boards of Commissioners (O'Neal and Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSCLBA Interlocal Agreement Draft 2026.docx](#)

STATE OF GEORGIA

SPALDING COUNTY

SECOND AMENDED AND RESTATED INTERLOCAL COOPERATION
AGREEMENT TO ESTABLISH AND MAINTAIN
THE GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

The Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority entered into the 17th day of November, 2008, and later amended on the 23rd day of February, 2021, is hereby AMENDED this ___ day of _____2026, by and between the CITY OF GRIFFIN (hereinafter “CITY”), a municipal corporation organized and existing under the laws of the State of Georgia and SPALDING COUNTY, GEORGIA (hereinafter “COUNTY”), a political subdivision of the State of Georgia (collectively “the PARTIES”).

WHEREAS, there are numerous properties in the CITY and COUNTY which are tax delinquent properties, nonrevenue-generating and non-tax producing;

WHEREAS, such properties contribute to blight and deterioration in the community and constitute an economic burden thereto;

WHEREAS, the Griffin-Spalding County Land Bank Authority (hereinafter “the AUTHORITY”) was created on the 17th day of November, 2008, pursuant to Section 48-4-61 of the Official Code of Georgia Annotated by that Interlocal Cooperation Agreement between the City and the County;

WHEREAS, Section 48-4-100 et seq. of the Official Code of Georgia Annotated (hereinafter the “Land Bank Act”) authorizes any Georgia Land Bank Authority created prior to July 1, 2012, to continue in existence in accordance with the provisions of the Land Bank Act upon the unanimous consent of the AUTHORITY’S Board of Directors;

WHEREAS, on the 25th day of August, 2025, in accordance with Section 48-4-104(j) of the Land Bank Act, the Board of Directors of the AUTHORITY unanimously resolved to continue in existence according to the provisions of the Land Bank Act;

WHEREAS, the AUTHORITY shall continue to exist pursuant to this Amended and Restated

Interlocal Cooperation Agreement; and

WHEREAS title to all assets and inventory held by the AUTHORITY prior to the date of this Interlocal Cooperation Agreement shall continue to be held by the AUTHORITY, and management and disposition of such inventory shall be subject to the provisions of the Land Bank Act and this Interlocal Cooperation Agreement, including the tax allocation program authorized in Section 48-4-110(c) of the Land Bank Act and Article XI, Section E of this Interlocal Cooperation Agreement.

NOW THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00) in hand paid and mutual promises contained herein, the CITY and COUNTY, as parties hereto, do hereby agree as follows:

ARTICLE I
ESTABLISHMENT AND PURPOSE

There is hereby established the GRIFFIN SPALDING COUNTY LAND BANK AUTHORITY (hereinafter “the AUTHORITY”) pursuant to O.C.G.A. §48-4-100 *et seq.*, the purpose of which is to acquire the tax delinquent properties situated in the CITY and COUNTY and any property located within the CITY and COUNTY otherwise deeded to the AUTHORITY in order to foster the public purpose of returning land which is in a nonrevenue-generating, nontax-producing status to an effective utilization status or of returning real property otherwise underutilized to such status in order to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the CITY and COUNTY. In carrying out this purpose the AUTHORITY shall, in accordance with applicable laws and codes, acquire title to certain tax delinquent properties, and any other properties deeded to it, which it will inventory, organize and classify on the basis of Suitability for Use, manage, maintain, protect, rent, lease, repair, insure, alter, sell, trade, exchange or otherwise dispose of under such terms and conditions as determined in the discretion of the AUTHORITY, pursuant to the terms of this Agreement. In further carrying out this purpose, the AUTHORITY may extinguish past due tax liens filed by the PARTIES in their tax collection capacities, in accordance with the guidelines contained herein.

ARTICLE II
DEFINITIONS

The following terms used or referred to in this Agreement shall have the respective meanings:

“Abatement Liens” shall mean liens filed by a public officer of the CITY or COUNTY against real property arising from enforcement actions brought against substandard houses and structures under ordinances adopted pursuant to O.C.G.A. §41-2-9(a)(7).

“Appraisal” shall mean a valuation or an estimation of value of property by the Spalding County Tax Assessor, as assessed in the most recent tax bill levied by the Spalding County Tax Commissioner.

“Assets” shall mean everything which can be made available for the payment of the AUTHORITY’S debts; for the purpose of this Agreement, assets shall include any monetary contributions made by each party, all personal and real property owned by the AUTHORITY, and all property sales proceeds that have been distributed to the account of the AUTHORITY;

“Board” shall mean the Board of Directors of the AUTHORITY.

“City Property” shall refer to any real property located within the corporate boundaries of the City, including any improvements thereon.

“Cost” shall mean any authorized expenditure more specifically described in Article XI, Section C of this Agreement.

“County Property” shall refer to any real property, including any improvements thereon, located within the jurisdictional boundaries of the County, but outside the City or any other incorporated area within the County.

“Expenditure” shall mean any authorized expenditure more specifically described in Article XI, Section C of this Agreement.

“Inventory” shall mean a detailed listing of properties owned by the AUTHORITY that shall include, but not be limited to, the address of the property, its appraised value and the requisite information to determine suitability of use.

“Person” shall mean an individual, partnership, corporation, joint venture, association, authority,

or other legal entity recognized by the laws of the State of Georgia.

“Personal Property” shall mean everything that is subject of ownership by the AUTHORITY, not coming under the denomination of real property.

“Property” shall mean real property, including any improvements thereon.

“Public Purpose” or “Public Use” shall mean a public purpose or public use that has for its objective the promotion of the public health, safety and general welfare; broad deference shall be granted the legislative determination of whether a public purpose or use exists or will be bestowed, the essential requisite being that a public purpose or use shall affect the County and/or the City as a whole and not merely provide primary benefit for private persons.

“Special Assessment” shall mean fees assigned against and levied upon property by the City or County for sanitary purposes; the clearance of weeds or vegetative overgrowth; the removal and disposal of solid wastes; curb, street, road and sidewalk construction and maintenance, and construction, installation and maintenance of sanitary sewer and storm water sewers and facilities.

“Suitability for Use” shall refer to the determination made by the AUTHORITY of the appropriate use for each property that it administers; said determination shall be based upon factors such as existing zoning, lot topography and configuration as it relates to the development regulations of the appropriate jurisdiction, access to transportation, public utilities and water and sewer facilities, surrounding land uses and the intensity of those uses and other accepted planning and development principals.

“Tax Deed” shall refer to the deed made by the Tax Commissioner or Tax Collector pursuant to a tax foreclosure sale conducted in accordance with Georgia Law.

“Tax Delinquent Property” shall mean any property on which the taxes levied and assessed by any party remain in whole or in part unpaid on the date due and payable. For the purposes of this Agreement, a property shall be considered tax delinquent if taxes remain unpaid as of January 1st of the year following the last outstanding tax bill.

“Tax Sale Cycle” shall mean the process prescribed by the laws of the State of Georgia to bring tax delinquent properties to foreclosure sale by the Spalding County Tax Commissioner.

ARTICLE III
BOARD TO GOVERN AUTHORITY; MEMBERS;
MEETINGS; ORGANIZATION; STAFF

A. Governing Board

The AUTHORITY shall be governed by the Griffin-Spalding County Land Bank Authority Board of Directors (hereinafter “the Board”). The Board shall be composed of five (5) members: two (2) members appointed by the Board of Commissioners of the City, two (2) members appointed by the Board of Commissioners of the County, and one member filled by jointly appointing a member of the Griffin-Spalding County Board of Education or an administrative employee of the Griffin-Spalding County School District nominated by the Griffin-Spalding County Board of Education. Each member shall serve at the pleasure of the respective appointing authority for a term of four (4) years and shall serve without compensation. The members shall be residents of the COUNTY and may be employees of the PARTIES. Any vacancy on the Board shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

B. Board Meetings

The Board shall meet from time to time as required, and the presence of three (3) members shall constitute a quorum. Unless meeting pursuant to an adopted regular meeting schedule, all meetings shall be called and noticed in accordance with the Georgia Open Meetings Law. Approval by a majority of the Board members then in office shall be necessary for any action to be taken by the AUTHORITY. All meetings of the Board shall be open to the public, except as otherwise provided by Chapter 14 of Title 50, and a written record shall be maintained of all meetings. A chairperson shall be elected annually at the first meeting of the Board from among its members.

C. Board Personnel

The AUTHORITY may employ its own staff or may utilize employees of the PARTIES, as

determined and agreed upon by the PARTIES and as set forth hereinafter. The Board shall appoint a Secretary who shall keep and record all Minutes and official records of Board actions and activities.

ARTICLE IV
POWERS OF THE AUTHORITY

The AUTHORITY shall be a public body corporate and politic with the power to sue and be sued, to accept and issue deeds to real property in its name, to institute quia timet actions and shall have any other powers necessary and incidental to carry out the powers granted by O.C.G.A. §48-4-100, *et seq.*, the Georgia Land Bank Authorities Act.

ARTICLE V
ACQUISITION OF PROPERTY

The AUTHORITY shall have the power to acquire property in any manner and by any method believed to foster the public purpose of the Act, including, but not limited to:

1. Acceptance of donations of property from the PARTIES or from Persons; such procedures may include the imposition of “processing fees” to cover the costs of title examinations or other related expenses;
2. Purchase from the PARTIES or from Persons upon such terms as the AUTHORITY deems to be in the best interest of the AUTHORITY and to be in furtherance of the purposes of this Agreement and the Act;
3. Acceptance of forfeited property pursuant to O.C.G.A. §16-13-49(u)(2.1)(D);
4. The AUTHORITY may negotiate acquisition of property directly from the PARTIES or from Persons upon such terms as the AUTHORITY deems to be in the best interest of the AUTHORITY and to be in furtherance of the purpose of this Agreement;
5. As to property which is tax delinquent but not yet foreclosed upon, the AUTHORITY may request the Spalding County Tax Commissioner to initiate judicial in rem tax foreclosure procedures and may enter into commitments to acquire property at such proceedings in accordance with state law. The PARTIES, together with the AUTHORITY, shall assist in the foreclosure of the tax

liens against these properties;

6. If either the CITY or the COUNTY obtains a judgment against a tax delinquent property within the COUNTY for taxes and, to satisfy the judgment, the property is ordered sold at a tax sale, the AUTHORITY may tender one bid at such sale and such bid shall comprise the AUTHORITY'S commitment to pay not more than all costs of the sale and its assumption of liability for all taxes, accrued interest thereon, and penalties, and, if there is no other bid, the Tax Commissioner shall accept the AUTHORITY'S bid and make a deed of the property to the AUTHORITY. In assuming liability for all taxes, accrued interest and penalties thereon, payment thereof shall be deferred until such time as the AUTHORITY determines disposition of the property in accordance with Article VII.

In accordance with the provisions of O.C.G.A. §48-4-106, the AUTHORITY shall have the right to foreclose the right to redeem property at any time after the twelve (12) month redemption period has expired pursuant to O.C.G.A. §48-4-65. Notwithstanding the foregoing provisions of this subsection, the right of redemption shall automatically terminate and expire upon failure to redeem in accordance with O.C.G.A. §48-4-81 where the tax sale was conducted pursuant to the provisions of O.C.G.A. §48-4-75 *et seq.* governing judicial in rem tax foreclosures.

ARTICLE VI ADMINISTRATION OF PROPERTIES

A. Title

The AUTHORITY shall hold in its own name, for the benefit of the CITY and COUNTY, all properties conveyed to it by the PARTIES, all tax delinquent properties acquired by it pursuant to O.C.G.A. §48-4-100 *et seq.*, all properties conveyed to it pursuant to O.C.G.A. §16-13-49(u)(2.1)(D), and all properties otherwise acquired.

B. Administration of Property

The AUTHORITY shall administer the properties acquired by it as follows:

1. All property acquired by the AUTHORITY shall be inventoried and appraised, and the

Inventory shall be maintained as a public record;

2. The AUTHORITY shall organize and classify the property on the basis of Suitability for Use;

3. The AUTHORITY shall maintain all property held by it in accordance with applicable laws and codes;

4. The AUTHORITY shall have the power to manage, maintain, protect, rent, lease, repair, insure, alter, sell, trade, exchange, or otherwise dispose of any property in its inventory on terms and conditions determined in the discretion of and subject to the policies and procedures of the AUTHORITY;

5. The AUTHORITY may assemble tracts or parcels of property for public parks, preservation of greenspace or open space, protection of the environment, or other public purposes and to that end may exchange parcels and otherwise effectuate the purposes set forth herein.

6. The acquisition or disposal of property by the AUTHORITY shall not be governed or controlled by any ordinance or regulation of the PARTIES, except applicable zoning, development regulations and utility policies, unless specifically provided herein or in a subsequent modification of this agreement, and transfers of property by the PARTIES shall be treated as transfers to a body politic as contemplated by subparagraph (a)(2)(A) of O.C.G.A. §36-9-3.

7. Notwithstanding the above, in the disposition and acquisition of property, the AUTHORITY shall consider and prioritize the development goals and objectives of the CITY and COUNTY to include, but not be limited to, the transfer of property to the CITY, COUNTY, or other public entities upon request by the same.

ARTICLE VII
DISPOSITION OF PROPERTY

A. Authority to Convey

Property held by the AUTHORITY may be sold, traded, exchanged, or otherwise disposed of by the AUTHORITY so long as the disposition is approved by the majority of the AUTHORITY membership

as required in Article III hereinabove and approved as follows:

1. If the property is located within the CITY, approved by both AUTHORITY members appointed by the Board of Commissioners of the City and one of the AUTHORITY members appointed by the Board of Commissioners of the County;
2. If the property is located within the COUNTY, but outside the CITY, approved by both AUTHORITY members appointed by the Board of Commissioners of the County and one of the AUTHORITY members appointed by the Board of Commissioners of the City.

B. Criteria for Conveyance

Property owned by the AUTHORITY shall be conveyed in accordance with the Land Bank Act and according to criteria determined by the Board and contained in the policies and procedures adopted by the Board. The Board may adopt policies and procedures that set forth priorities for a transferee's use of Real Property conveyed by the Land Bank, including, but not limited to, affordable housing and commercial development. Upon the adoption of policies and procedures by the Board, said policies and procedures shall be attached hereto as an Exhibit to this Agreement.

C. Establishing Sales Price

Pursuant to O.C.G.A. §48-4-109, the sales price of AUTHORITY property shall be set by the AUTHORITY.

D. Disbursement of Sales Proceeds:

The proceeds, if any, from the sale or transfer of Real Property by the AUTHORITY shall be retained, expended, or transferred by the AUTHORITY as determined by the Board in the best interests of the AUTHORITY and in accordance with the Land Bank Act.

E. Extinguishing Taxes

The AUTHORITY shall have the power at the time it sells or otherwise disposes of property to extinguish all CITY and COUNTY taxes pursuant to the provisions of O.C.G.A. § 48-4-112; provided, however, the AUTHORITY shall not extinguish any delinquent school district taxes then owed without

first obtaining the consent, by resolution, of the Griffin- Spalding County Board of Education. In determining whether or not to extinguish CITY and COUNTY taxes, the AUTHORITY shall consider the public benefit to be gained by tax forgiveness with primary consideration given to purchasers who intend to build or rehabilitate low-income housing. The decision by the AUTHORITY to extinguish taxes is subject to the vote requirements for dispositions of property as stated in subparagraph (A) above.

ARTICLE VIII
DEVELOPMENT OF PROPERTIES CONVEYED BY THE AUTHORITY

Pursuant to this Agreement and its policies and procedures, as applicable, the AUTHORITY may create and revise regulations for development of property conveyed by the AUTHORITY based on the property's current condition, zoning status, location and dimensions, consistent with the Comprehensive Plan and ordinances of the jurisdiction in which the property is located. The AUTHORITY may also create and impose covenants and/or deed restrictions which will govern the future use of each property for the purpose of furthering the objectives of the AUTHORITY, the CITY, and/or the COUNTY, as applicable.

ARTICLE IX
WAIVER OF SPECIAL ASSESSMENTS

Upon the request of the AUTHORITY and for the purposes of fostering the goals and objectives of the AUTHORITY, the CITY or the COUNTY, at its option and from time to time by resolution, may exempt the AUTHORITY and its successors in interest from the payment of Special Assessments and Abatement Liens levied by the CITY or the COUNTY, respectively, against properties owned by the AUTHORITY. Terms for waiver and release of abatements liens may require the owner entering into a contract with the CITY or COUNTY agreeing to rehabilitate the property, including improvements thereon, a timetable for completion of the rehabilitation and demonstration of financial means to accomplish such rehabilitation.

ARTICLE X
PROVISIONS FOR STAFFING AND RETENTION OF OUTSIDE SERVICES

A. Employment and Compensation of Staff

In accordance with Article III, Section C herein, The AUTHORITY may employ, or utilize the employees of the PARTIES, through contract or otherwise, any staff deemed necessary to carry out the duties and responsibilities of the AUTHORITY.

B. Contribution of Support Personnel

1. CITY and COUNTY personnel may provide additional staff resources to the AUTHORITY consistent with the terms and conditions of this Agreement and for the purpose of assisting the Board in the execution of its duties and responsibilities. In addition, the CITY and COUNTY shall cooperate fully with the AUTHORITY regarding access to records, the identification of properties for purchase at tax sale, joint foreclosure of redemption rights, maintenance of properties, preparation for AUTHORITY sales, closing on AUTHORITY properties and post-sale follow-up and monitoring.

2. Upon written request of the AUTHORITY, the County Tax Commissioner shall process tax delinquent properties located in either the COUNTY or the CITY and, in accordance with O.C.G.A. §48-4-75 *et seq.*, bring these properties to tax sale as soon as practical.

C. Retention of Outside Consultants

The Board, in its discretion and within the line-item approval set forth in the annual budgets approved by the CITY, COUNTY and AUTHORITY, shall be authorized to expend funds to obtain consulting, legal, accounting, engineering, and other services as needed to carry out its duties and responsibilities and to implement its plans, programs and activities.

**ARTICLE XI
FUNDING AND EXPENDITURES**

A. Establishment of Budget

1. The Board shall establish the AUTHORITY'S budget annually and submit this budget to the CITY and COUNTY as directed by the PARTIES. The budget documents submitted to the CITY and COUNTY shall provide line item detail of anticipated expenses to include the type and purpose of the expense, the dollar amount of expense, the name of the vendor (if known), and shall state the portion

requested from each Party, which shall be equitably apportioned pro rata based on the Appraisal of the properties owned by the AUTHORITY lying and being within the political boundaries of the CITY and COUNTY.

2. Any funds held by the AUTHORITY shall be applied to the fulfillment of the monetary obligations as identified as part of the Board's annual budget and shall be identified as such in any budget documents submitted to the CITY and COUNTY.

B. Management of Funds

The chief administrative officer of the AUTHORITY, or other person or entity designated by the AUTHORITY, shall be charged with the management of sales proceeds, monetary contributions made by the PARTIES, donations and other AUTHORITY funds. The person designated to manage the AUTHORITY'S funds shall work with the CITY'S Finance Department staff to maintain a set of books and records. The AUTHORITY shall provide monthly financial reports to the PARTIES that detail accounting activities during the period. In addition, the books and records of the AUTHORITY shall be independently audited annually.

C. Authorized Expenditures

The AUTHORITY shall, in its discretion and within the budgetary guidelines set forth in this Agreement, expend such funds as necessary in payment of legal fees, advertising fees, notification of lienholders, title searches, appraisals and other services and/or equipment that are required to fulfill the intent of the Act and the purposes of this Agreement.

D. Budget Contribution

1. Budget requests to the CITY and COUNTY shall include only costs that are not covered by other funds of the AUTHORITY.

2. The total COUNTY contribution for any given fiscal year shall be subject to the annual approval by the Spalding County Board of Commissioners.

3. The total CITY contribution for any given fiscal year contribution is subject to the annual

approval of the Board of Commissioners of the City of Griffin.

E. Tax Allocation

The CITY and COUNTY agree that in accordance with Section 48-4-110(c) of the Land Bank Act, [0%] of the Real Property taxes collected on Real Property, exclusive of any state or school district ad valorem tax, conveyed by the Land Bank after the Effective Date shall be remitted to the Land Bank commencing with the first taxable year following the date of conveyance and shall continue for a period of five years.

ARTICLE XII
DURATION AND TERMINATION OF AGREEMENT

A. Duration

The effective date of this Second Amended and Restated Interlocal Cooperation Agreement to Establish and Maintain the Griffin-Spalding County Land Bank Authority shall be _____, 2026. This Agreement shall remain in full force and effect for a period of one (1) year thereafter. At the anniversary date and each anniversary date thereafter, this Agreement shall be renewed automatically unless terminated in accordance with the provisions of this Agreement or by operation of law.

B. Unilateral Termination

Any Party may withdraw at the expiration of any one-year term by giving 90 days written notice to the other Party. Upon the effective withdrawal of any Party, the AUTHORITY shall be dissolved.

C. Dissolution and Distribution of Assets

In the event this Agreement is terminated by agreement of the PARTIES or dissolved pursuant to O.C.G.A. § 48-4-111(c), the AUTHORITY shall dissolve and conclude its affairs. All assets of the AUTHORITY shall be used to satisfy the then-existing legal obligations of the AUTHORITY. Pursuant to O.C.G.A. § 48-4-111(c)(3), after satisfaction of all legal obligations, any property or assets of the AUTHORITY located within the municipal limits of the CITY shall become the assets of the CITY, and all other property or assets shall become the assets of the COUNTY.

ARTICLE XIII
AMENDMENTS TO AGREEMENT

Any amendments to this Agreement shall be in writing and shall be signed by the COUNTY and CITY and shall be styled as an Amended and Restated Interlocal Agreement.

ARTICLE XIV
GOVERNING LAW

This Agreement shall be governed in all aspects, as to validity, construction, capacity, performance or otherwise, by the laws of the State of Georgia.

ARTICLE XV
RULES OF CONSTRUCTION

For the purposes of administration and enforcement of this Agreement, unless otherwise stated in the Agreement, the following rules of construction shall apply:

- A. The paragraph headings used in this Agreement are included solely for convenience and shall not affect, or be used in connection with, the interpretation of this Agreement.
- B. The word “shall” in this Agreement is always mandatory; the word “may” is always permissive.
- C. Words used in the present tense shall include the future and words used in the singular number shall include the plural and the singular, unless the context clearly indicates the contrary.

ARTICLE XVI
ENTIRE AGREEMENT

The Agreement constitutes the entire understanding and agreement between the PARTIES and supersedes any and all agreements, whether written or oral, that may exist between the PARTIES regarding the same. No amendment or modification to this Agreement or any waiver of any provisions hereof shall be effective unless in writing and signed by both PARTIES and complies with the provisions of this Agreement.

ARTICLE XVII
SEVERABILITY

In the event that any portion of this Agreement shall be declared null and void, the remaining portions of the Agreement shall remain in full force and effect.

WITNESS the signature of the PARTIES first above written.

CITY OF GRIFFIN

SPALDING COUNTY

By: _____
Douglas S. Hollberg, Mayor

By: _____
Clay Davis, Chairperson

Attest: _____
Jessica W. O'Connor, City Manager

Attest: _____
Dr. Steve Ledbetter, County Manager

Approved as to form:

Approved as to form:

Andrew J. Whalen, III, City Attorney

Stephanie W. Windham, County Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

4. Consider the acceptance of the City of Griffin and GSCLBA Interlocal Agreement (O'Neal and Blocker)

SPECIAL CONSIDERATIONS OR CONCERNS:

If LBA decides not to proceed with the financial portions of this agreement, the City still encourages the LBA Board to consider the IGA for other listed services. If an agreement is not in place, the City will cease provision of services outside of those covered by the lease arrangement starting July 1st.

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSCLBA-IGA Services City and Authority.docx](#)

**STATE OF GEORGIA
COUNTY OF SPALDING**

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF GRIFFIN, GEORGIA
AND THE GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY**

This Agreement made and entered as of ____ of _____, 2026, by and between the City of Griffin, Georgia (hereinafter, “City”) and the Griffin-Spalding County Land Bank Authority (hereinafter, “Authority”) for the purpose of defining the services the City will provide to the Authority and the fees the Authority hereby agrees to pay the City for such services. It is contemplated by the parties that all services, together with the cost thereof, shall be budgeted in the Authority’s approved annual budget, which will be jointly funded by the City and Spalding County, as provided in that certain Amended and Restated Interlocal Cooperation Agreement between the City and County, dated February 23, 2021.

This Agreement shall have a term of ____ years, commencing _____ and terminating on _____, unless sooner terminated based upon written notice given the other party not less than _____ prior to the stated effective date.

This writing (hereinafter referred to as the “Agreement” or “IGA”) shall constitute a binding, legal contract by and between the parties hereto, in accordance with the authority granted by Article IX, Section III, paragraph I of the 1983 Constitution of the State of Georgia Each of the parties herein covenant that is has the requisite legal authority to provide the services, perform the functions, construct, and operate the facilities and equipment, and otherwise do all things necessary, convenient, and expedient to carry out the obligations and responsibilities herein set forth, either expressly or by reasonable implication. Said parties further covenant that all conditions or acts required by law to authorize said agreement have been met or performed. This agreement shall constitute a valid, binding, and enforceable obligations of each party and all assertable immunities and defenses, if any, are hereby waived as to the opposing party. The parties covenant that they will uphold and defend the validity and enforceability of this agreement in any proceeding in which it may be challenged.

The City shall provide the following services to the Authority:

1. **Personnel:** The City will provide staffing through leased employees in accordance with the adopted budget and separate Lease Agreement for Personnel Services between the City and the Authority, dated September 1, 2023.
2. **Human Resources:** The City will provide Human Resources support functions for the purpose of benefits administration, retirement benefits, payroll processing, and insurance programs to include though not be limited to the health, dental, workers compensation, professional liability, property, casualty, short-term and long-term disability. Leased employees will remain employees of the City of Griffin and subject to City personnel rules and regulations.
3. **Accounting and Reporting:** The City will perform accounting and reporting functions as outlined herein. The Land Bank Authority will submit check requests and purchase orders, along with supporting documentation (i.e. an invoice packet) to the City of Griffin Finance Department. The Finance Department will review all Land Bank Authority invoice packets for compliance with current accounting guidelines and policies which may include, but not be limited to, the City of Griffin Ordinance, procurement policies, Generally Accepted Accounting Principles,

Governmental Accounting Standards Board, Government Finance Officers Association best practices, etc. Any invoice packet that is incomplete or contains errors will be returned to the Land Bank Authority Manager for correction. All invoice packets that are correct will be processed for payment within five business days of receipt. Monthly, the Finance Department will present a detailed budget vs actual expense statement to the Land Bank Authority, along with an invoice. Payment terms are net 30. As requested by the Land Bank Authority Manager, the Finance Department will research and report resolution to payment issues for vendors. The Finance Department will assist the Land Bank Authority with Open Records Requests that require financial research and data. The Finance Department will work with the Land Bank Authority Manager to ensure all Land Bank Authority Requests for Proposals/Quotes/Information/Qualified Contractors, etc. adhere to the same procurement policies and standards that all City Departments must follow. The Finance Department will post approved procurement solicitations (i.e. RFP, RFQ, ITB) and addenda on the City of Griffin website and Georgia Procurement Registry.

4. **Financial policies and internal controls:** The Authority will follow and adhere to City of Griffin internal controls, procurement guidelines, budget requirements, City ordinances, Generally Accepted Accounting Principles, Government Accounting Standards Board rules, and Government Finance Officers Association best practices.
5. **Information technology:** The City will provide for and support technology requirements for Authority operations as agreed by the parties during the budget adoption process.
6. **Inter-departmental charges:** The Authority will incur inter-departmental charges including facilities maintenance. These charges are determined during the City's budget adoption process. Charges are an allocation based on the number of employees city-wide, as a percent thereof. Allocated costs include, but are not limited to, Management Services, Information Technology, Administrative Services, etc.

Fees for Services: The amount owed by the City and Spalding County, respectively, shall be determined by calculating all revenue sources, deducting all expenditures and interdepartmental charges, adding back depreciation (as applicable), and deducting cost of capital net of any grant funding (as applicable), and multiplying by each entity's applicable funding ratio established at the time of budget adoption and in accordance with the Authority's bylaws.

Governing Law and Forum Selection. This Agreement shall be governed by laws of the State of Georgia. The parties agree that any action filed to enforce performance of this Agreement shall be filed in the Superior Court of Spalding County, Georgia.

Amendment and Notices. This Agreement may not be amended or modified, except in a subsequent writing spread upon the Minutes of each respective party, showing its approval and authorization for its execution by its designed officers.

Any notices required to be given to the parties by the Agreement shall be served, in person and by Certified Mail, Return Receipt Requested, addressed as follows:

CITY: CITY OF GRIFFIN, GEORGIA
Attn: City Manager
100 S. Hill Street, 3rd Floor
P.O. Box T
Griffin, Ga 30223
Joconnor@cityofgriffin.com

AUTHORITY: GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

Attn: Chairperson
100 S. Hill Street, 4th Floor

P.O. Box T

Griffin, Ga 30224

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals, the day and year above written.

CITY OF GRIFFIN

GRIFFIN-SPALDING LAND BANK
AUTHORITY

By: Douglas S. Hollberg, Mayor

By: Newton Galloway, Chairperson

Attest:

Jessica W. O'Connor, Secretary

Approved as to form:

Approved as to form:

Andrew J. Whalen, III, City Attorney

Authority Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

5. Consider the remittance of payment to the City of Griffin for GSCLBA expenses incurred in Fiscal Year 2026 and request to Spalding County Board of Commissioners for future payments. (Ballard and Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[City of Griffin Invoice March 2026.pdf](#)



DATE: April 3, 2026
 TO: Land Bank Authority
 FROM: Deborah Manning-Gilbert, Director of Finance
 RE: Invoice Land Bank Authority July 2025-March 2026

FY 2026 City Activity

Personnel Services	65,016.35
Purchased / Contracted Services	59,222.08
Supplies	766.74
Capital	-
Indirect Cost Allocation	18,054.00
Total Land Bank Authority Expenses	<u>143,059.17</u>
Land Bank Authority Revenue (as a result of indirect revenue allocation)	5,716.68
Land Bank Authority Net Expenses (City)	<u>137,342.49</u>
FY 2026 Expenses Paid by Land Bank Authority	2,007.63
Land Bank Authority Net Expenses (Total)	<u>139,350.12</u>
City Responsibility (53.91%)	75,123.65
County Responsibility (46.09%)	64,226.47
Total Amount paid by City of Griffin to date	137,342.49
Total Amount due to City of Griffin:	<u><u>62,218.84</u></u>

Please see attached spreadsheet for Land Bank Authority expenses by month and by account.

Make check payable to City of Griffin, ATTN: Deborah Manning-Gilbert

AGENDA ITEM SUMMARY

ITEM SUMMARY:

6. Consider a Notification of Award for RFP 26-005: Lawn, Ground, Tree Maintenance and Trash and Debris Removal Services (Blocker and O'Neal)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

7. Consider the adoption of the Griffin-Spalding County Land Bank Authority Board Policies (O'Neal and Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSCLBA-Board Policies-4.27.26.docx](#)



GRIFFIN-SPALDING COUNTY LAND BANK AUTHORITY

GSCLBA Board Policies

Adopted: March XX, 2026; Effective: _____ XX, 2026

Section 1: Mission and Purpose

The Griffin-Spalding County Land Bank Authority (the “GSCLBA” and occasionally the “Authority”) is a public authority authorized by Georgia law and created pursuant to an Interlocal Cooperation Agreement between Spalding County and the City of Griffin. It is governed by a Board of Directors (the “Board”) appointed by Spalding County (the “County”), City of Griffin (the “City”) and the Griffin-Spalding County Board of Education (“BOE”).

The purpose of the GSCLBA is to acquire tax delinquent properties and other property donated to the Authority located in the City of Griffin and Spalding County in order to foster the public purpose of returning land which is in nonrevenue-generating, nontax-producing status to an effective utilization status to provide affordable housing, new trade, commerce, industry and employment opportunities for the citizens of the City and County.

The goal(s) of the GSCLBA are as follows:

- a) Development of affordable housing for low-to-moderate income individuals;
- b) Increase home ownership and facilitate access to home-buyer education;
- c) Support development of neighborhood redevelopment;
- d) Support development of fair market-rate housing;
- e) Support development of community facilities such as parks and recreational facilities;
- f) Facilitate land acquisition for local government entities, development authorities, housing authority, public school district and private developers for public use, economic, community, transportation and infrastructure development;
- g) Facilitate the remediation of neighborhood blight and/or nuisance properties; and
- h) Eliminate substandard lots of record for single family housing.

Section 2 Definitions:

Affordable Housing: Housing where a household spends no more than 30% of their gross income on total housing costs, including utilities.

Banked Properties: Individual or groups of properties that have not been identified for disposition by the GSCLBA or properties that are being held at the request of the City, the County, the BOE, or any other local governmental entity. These properties may be included in a Land Banking Agreement.

Community Improvement Property: Property that is or will be developed into a non-revenue-generating, non-tax-producing use for community improvement or other public purposes, including but not limited to community gardens, parking for non-profit functions, or playgrounds, as further described in Section 9.

Conduit Transfer: Properties transferred to and from the Griffin-Spalding County Land Bank Authority to a grantee for the purpose of community and economic development where the GSCLBA would serve as an intermediary for the transaction and abate the outstanding taxes.

Land Banking Agreement: A written agreement between a grantor and the GSCLBA which identifies property to be held by the GSCLBA, the length of the banking term, the potential grantee(s), the range of permissible uses of the property following transfer by the GSCLBA, the permitted encumbrances on the property, the rights and duties of the parties, the responsibility of the grantor for the holding costs, the possible advance funding of holding costs, the forms of the instruments of conveyance, and such other matters as appropriate.

Mission Driven Non-Profit Organization: An organization that is recognized by the Internal Revenue Service as a non-profit organization whose mission is to construct or rehabilitate housing.

Neighborhood Redevelopment: A series of land parcels located on the same, adjacent, or interconnecting streets where the effect of redevelopment of one or more parcels could significantly impact the property values or perception of neighboring properties.

Nuisance: A dwelling, building, structure or lot unfit for habitation or commercial use and is in violation of applicable development codes of the City or County.

Owner-Occupied Property: Property with a primary dwelling that will be occupied by an owner with at least a 50 percent interest in the Property for six or more months of each calendar year as such person's principal residence.

Residential/Commercial Developer: An individual, licensed general contractor, corporation, or other legal entity that has at least 5 years of demonstrated experience constructing or rehabilitating residential or commercial structures.

Side Lot: A lot of record that may be non-conforming, non-compliant, and adjacent to an existing lot that does not meet the current design and development standards for the applicable zoning district of the City or County. A side lot may also be a landlocked parcel of land that does not have access to streets or public right-of-way.

Section 3: Acquisitions by the GSCLBA

3.1 Acquisition Methods. The GSCLBA may acquire properties in the following manner:

- a) Transfers from local governments.



- b) Acquisitions by the GSCLBA at Sheriff's Tax Sales and Judicial Tax Foreclosures.
- c) Donations from private entities.
- d) Market purchases.
- e) Conduit Transfers contemplating the simultaneous acquisition and disposition of property by the GSCLBA.
- f) Other transactions such as Land Banking Agreements.

3.2 Policies Governing the Acquisition of Properties. In determining which, if any properties shall be acquired by the GSCLBA, the Authority shall consider the following factors:

- a) Proposals and requests by governmental entities that identify specific properties for ultimate use and redevelopment.
- b) Proposals and requests by for-profit and non-profit entities that identify specific properties for ultimate acquisition and redevelopment pursuant to Section 8, below.
- c) Residential properties that are occupied or are available for immediate occupancy without need for substantial rehabilitation.
- d) Improved properties that are the subject of an existing order for demolition of the improvements and properties that meet the criteria for demolition of improvements.
- e) Vacant properties that could be placed in the Side Lot Disposition Program.
- f) Properties that would be in support of strategic neighborhood stabilization and revitalization plans.
- g) Properties that will generate operating resources for the functions of the GSCLBA.

3.3 Transaction Agreements. The acquisitions and dispositions of property by the GSCLBA shall be subject to a Transaction Agreement executed by the GSCLBA and the grantor/grantee of the property. In the case of a disposition pursuant to an application or RFP, such a Transaction Agreement shall generally be in the form of a Purchase and Sale Agreement. In the case of Conduit Transfers, such a Transaction Agreement will generally be in the form of an Acquisition and Disposition Agreement prepared in accordance with these Policies. In the case of a land banking transaction, such a Transaction Agreement will generally be in the form of a Land Banking Agreement prepared in accordance with these Policies. All Transaction Agreements shall be in form and content as deemed by the GSCLBA to be in the best interest of the GSCLBA and shall include to the extent feasible specification of all documents and instruments contemplated by the transaction as well as the rights, duties and obligations of the parties.

3.4 Title Assurance. In all acquisitions of property by the GSCLBA from private parties, the GSCLBA shall require a certificate of title based upon a full title examination and, in the case of Land Banking Agreement, a policy of title insurance insuring the GSCLBA, subject to such outstanding title exceptions as are acceptable to the Authority.

3.5 Environmental Concerns. The GSCLBA reserves the discretion to require in all Transaction Agreements satisfactory evidence be provided that the property is not subject to environmental contamination or within a flood zone as defined by federal or state law.

Section 4: Sales and Dispositions by the GSCLBA, Generally.

4.1 Property Identification. The disposition of properties within the GSCLBA inventory shall be subject to the discretion of the Authority, provided, however, that requests for property dispositions by the City, County, BOE, and other public entities shall be granted unless pre-existing contractual obligations prevent the same. In the sale and disposition of properties, GSCLBA staff will identify eligible properties



based on the priorities listed in Section 4.2 for the purpose of achieving the stated mission of the GSCLBA and the development priorities of the City and County. Unless identified as a property eligible for disposition, the property shall be considered banked and may only be disposed of upon motion of the Board or upon its determination as eligible by GSCLBA staff.

4.2 Priority Transferees. The priority of transferees shall be as follows:

1. Local government entities for public use.
2. Owner-occupant home buyers.
3. Residential and commercial real estate developers who have demonstrated experience in housing construction for low-to moderate income housing.
4. Residential and commercial real estate developers who have demonstrated experience in housing construction for market rate housing.
5. Mission Driven Non-Profit Organizations seeking to obtain property for the purpose of developing Affordable Housing.
6. Side Lots to existing, adjacent property owners.
7. Non-profit institutions such as academic institutions and religious organizations that are seeking to use the property for public use or residential development.

4.3 Properties Acquired via Sheriff's Tax Sale. Property acquired by the GSCLBA at Sheriff's Tax Sale shall not be disposed of until the tax debtor's right of redemption has been barred. The GSCLBA Board, staff, and legal counsel shall identify which properties will be eligible for debarment.

4.4 Disposition Considerations In all dispositions of property, the GSCLBA shall consider the following, as applicable:

- a) Zoning ordinances of the City and County.
- b) The intended use of the property, to include the necessity of a business license or other additional licensing for the intended use.
- c) The fair market value of the property as determined by the Spalding County Tax Assessor.
- d) The price offered for the property by the potential purchaser.
- e) The residency of the potential purchaser.
- f) Whether the property will be owner-occupied.
- g) Estimated construction costs of the intended use.
- h) Construction experience and construction licensure of the potential purchaser.
- i) Estimated construction timeline.
- j) Financial capability of the potential purchaser.

4.5 Covenants, Conditions and Restrictions. All conveyances by the GSCLBA to individuals or non-governmental entities shall include such covenants, conditions and restrictions as the GSCLBA deems necessary and appropriate to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the stated purpose and goals of the GSCLBA. Such requirements may take the form of a deed creating a defeasible fee, recorded restrictive covenants, subordinate financing being held by the GSCLBA, first rights of refusal, contractual development agreements, or any combination thereof. Examples of such restrictions include, but shall not be limited to:

- a. "Grantee accepts this Property subject to a covenant running with the land providing that any primary dwelling structure upon this Property must be owner-occupied; it is the intention of Grantor and Grantee that a primary dwelling located upon this Property will be occupied by an owner with at least a 50 percent interest in the Property, or a member of the owner's family within the third degree of consanguinity, for six or more months of each calendar year as such person's principal residence."



- b. "If a primary residence is to be built on this property, construction or rehabilitation of said primary residence must begin within one year of the date the property was transferred to the buyer herein. If no construction or rehabilitation has begun within that time, title will revert to the Griffin-Spalding County Land Bank Authority."

4.6 Deed Without Warranty. All conveyances from the GSCLBA to third parties shall be by quitclaim deed unless otherwise agreed to by the parties.

4.7 Owner-Occupancy Requirement.

- a) **Generally.** Unless explicitly waived by the Board pursuant to subsection (b) below and expressly set forth in the applicable Transaction Agreement, all property acquired from the GSCLBA shall be required to be Owner-Occupied Property. Owner-Occupancy shall be determined upon the completion of the renovation or development of the property, and the Owner-Occupant is expected to reside in the property and must pay all tax obligations that become due and payable on the property.
- b) **Waiver of Owner-Occupancy Requirement.** The Board may waive the Owner-Occupancy Requirement, in whole or in part, only upon a specific finding, reflected in the minutes, that the waiver is consistent with the stated mission and goals of the GSCLBA and that one or more of the criteria below are satisfied. Any waiver shall be expressly set forth in the applicable Transaction Agreement.
 - 1) **Affordable Housing and Neighborhood Redevelopment.** The proposed disposition will result in the development or preservation of Affordable Housing or will materially advance Neighborhood Redevelopment, including but not limited to mixed-income or multi-family projects, and the grantee agrees to record covenants, conditions and restrictions acceptable to the GSCLBA to ensure long-term compliance with such use.
 - 2) **Mission Driven Non-Profit Projects.** The transferee is a Mission Driven Non-Profit Organization acquiring the property for the purpose of developing Affordable Housing, community facilities, or other uses consistent with Section 1, and the project is subject to recorded affordability and use restrictions acceptable to the GSCLBA.
 - 3) **Community Improvement or Public Use.** The property will be used for Community Improvement Property or other public purposes as contemplated in Section 9, or is being transferred to a local government entity or other public entity for public use, and Owner-Occupancy is incompatible with the intended use.
 - 4) **Commercial Property.** The property identified for disposition is located in a commercial zoning district and the application of the Owner-Occupancy requirement would prevent the redevelopment of the property or otherwise hinder the redevelopment of the property.
 - 5) **Demonstrated Market or Financing Necessity.** Strict application of the Owner-Occupancy Requirement would prevent feasible financing or redevelopment of the property, the proposed project otherwise satisfies the disposition considerations in Section 4.4, and the Transaction Agreement imposes alternative protections (such as minimum holding periods, rent and tenant protections, or reverter rights) acceptable to the GSCLBA.
 - 6) **Hardship and Good Cause.** In rare cases, the Board may grant a waiver upon a showing of substantial hardship or other good cause, provided that: (i) the waiver will not materially undermine homeownership, stabilization, or anti-speculation goals; and (ii) the Board imposes such additional conditions as are necessary to protect the public interest, including but not



limited to limits on resale or leasing of the property.

- c) **Enforcement.** Failure to comply with the Owner-Occupancy Requirement, absent an approved waiver, shall constitute a default under the applicable Transaction Agreement and may result in the exercise of any remedies provided therein, including but not limited to reverter or repurchase by the GSCLBA.

4.8 Permit and Construction Requirement. Unless otherwise agreed to by the parties, the purchaser or grantee shall make timely application for a building permit for the renovation or construction of the subject property within 90 days and shall commence work under such permit within six (6) months of the date of the closing of the sale of this property from the GSCLBA. Should the purchaser fail to commence work within the specified time period, the GSCLBA shall have the option to re-purchase the subject property for the sales price set forth in the contract less legal and administrative fees involved in the transaction and repurchase.

Section 5: Sales and Dispositions by the GSCLBA – Disposition of Individual Parcels

5.1 Applicability. The disposition of individual properties by the GSCLBA shall be made pursuant to the policies and procedures set out in this Section 5.

5.2 Application. Requests from individuals for the disposition of property from the GSCLBA inventory shall be made via an application approved by the GSCLBA Board consisting of the following criteria:

- a) A statement of the intended use of the property.
- b) A bid price for the property.
- c) If the intended use of the property is for owner occupancy, identification of the name of the person(s) that will occupy the property.
- d) A detailed plan for the renovation and redevelopment of the property.
- e) Identification of the contractor or person that will supervise and be responsible for the renovation and redevelopment of the property.
- f) A timeline for completion of the renovation or development of the property. Such a timeline shall contemplate the issuance of a certificate of occupancy from the City or County and an estimated time when such certificate will be granted.
- g) Evidence of financing sufficient to complete renovation or redevelopment.
- h) A zoning verification or compliance letter from either the City or County.

5.3 Application Fee. All applications made under this policy shall be accompanied by a \$100, non-refundable, application fee. Such a fee is necessary to cover the costs of the application's review by GSCLBA staff and legal counsel.

5.4 Pricing. The recommended minimum bid for each parcel shall be equal to 30% of the current fair market value of the property as determined by the Spalding County Tax Assessor ("FMV"). Any purchaser submitting a bid below the recommended minimum bid must give an explanation justifying a lower bid.

5.5 Review of Applications; Reserved Discretion. In reviewing applications submitted by individuals, the GSCLBA shall consider application in light of the applicable factors provided for in Section 4.4, above. The GSCLBA further reserves the right to deny such applications based on the following:

- a) The proposed project or intended use does not meet current City or County Zoning Ordinances.
- b) The applicant is not able to demonstrate sufficient experience and capacity to perform in accordance with the requirements of the GSCLBA.
- c) Applicant's failure to perform in prior transactions with the GSCLBA.
- d) Applicant has exceeded the maximum number of properties allowed per this policy.



- e) The proposed project or intended use is not aligned with the City of Griffin and Spalding County Comprehensive Plans, Livable Cities Initiative or other economic development goals of the City or County.
- f) The bid price is determined to be insufficient.
- g) The proposed design, materials, renderings or photographs are unsatisfactory to the Board.
- h) Applicant is the current owner of tax delinquent properties.
- i) Applicant is barred from transactions with local government entities.
- j) Applicant is the owner of properties that have outstanding citations for the violation of local ordinances.

5.6 Maximum Number of Conveyances Allowed. Applicants seeking to purchase properties under this Section shall be limited to the initial purchase of two (2) parcels and no applicant may be awarded more than four (4) parcels per calendar year. Notwithstanding the above, an applicant may request a waiver of these limitations from the Board upon the showing of prior performance in redevelopment projects with the GSCLBA and, in no event shall these limitations be applicable to local government entities.

5.7 Closing. Upon the acceptance of an application and the award of property or properties to an applicant, the closing of the sale of the property shall be scheduled for a time mutually agreed upon by the parties within sixty (60) days after the execution of a Transaction Agreement at such time, date and location as is designated by the parties. This deadline may be extended in writing by mutual agreement of the parties. If the property is not closed within 60 days the contract will be void and the property shall be returned to the GSCLBA inventory and may be disposed of at the discretion of the GSCLBA.

Section 6: Sales and Dispositions by the GSCLBA – Sales Pursuant to Requests for Proposals

6.1 Disposition of Property via Request for Proposal. From time to time, the GSCLBA may issue Requests for Proposal (“RFPs”) for the disposition of certain identified properties within its inventory. Such RFPs are intended for the efficient disposition of three or more parcels identified for Neighborhood Redevelopment by the GSCLBA and other properties not suited for disposition by application pursuant to Section 5, above.

6.2 Proposal Requirements. Any person or entity desiring to submit a proposal in response to an RFP issued hereunder must comply with the Proposal Registration and Submission Requirements of the City and County, as applicable.

6.3 Documentation Requirements. The specific requirements of each RFP shall be set forth in the RFP documents at the time of issuance. Notwithstanding the above the following documents shall be required for all submissions:

- a) A zoning verification letter from the City or County.
- b) The organizational structure of the bidder.
- c) Estimated timeline of completion.
- d) Proof of commercial liability insurance.
- e) State of Georgia licensure, as applicable.
- f) In the case of a bidder being a non-profit organization, sufficient documentation showing non-profit status, including, but not limited to its IRS Determination Letter.
- g) Documentation of financial capability to complete the project, such as a bank statement or credit approval letter



- h) Proposed site plans, floor plans, architectural drawings, and renderings.
- i) Documentation of previous experience in commercial or residential development, as applicable.

6.4 RFP Timeline and Review. RFP's issued hereunder shall be advertised for no less than 30 days and no greater than 120 days. At the close of the RFP, GSCLBA Staff shall review each RFP response for completeness. Incomplete RFP responses will not be considered for approval. Complete RFP responses shall be reviewed and considered for approval by the GSCLBA Board. In its discretion, the GSCLBA Board may invite RFP respondents to present or discuss their proposal(s).

Section 7. Side Lot Disposition Program

7.1 Side Lot Transfers. Individual parcels of property identified as Side Lots may be acquired from the GSCLBA for nominal consideration in accordance with the following policies. The transfer of any given parcel of property in the Side Lot Disposition Program is subject to override by higher priorities as established by the GSCLBA.

7.2 Qualified Properties. Parcels of property eligible for inclusion in the Side Lot Disposition Program shall meet the following minimum criteria:

- a) The property shall be vacant and unimproved.
- b) The property shall be physically contiguous to adjacent residential property, with not less than a 50% common boundary line.
- c) No more than one lot may be transferred per contiguous lot.
- d) The resulting combination of the Side Lot and the adjacent residential property shall conform to the City or County zoning ordinance or has been approved for a variance, as applicable.

7.3 Side Lot Transferees.

- a) All Side Lot Transferees must own the property adjacent to the Side Lot. Priority shall be given to Side Lot Transferees who personally occupy the contiguous property. In a case where the property has multiple contiguous property owners, the GSCLBA will notify the property owners of the pending transfer to ensure equity in the acquisition.
- b) In the event that multiple adjacent property owners desire to acquire the same Side Lot, priority shall be given to the longest tenured adjacent property owner.
- c) The Side Lot Transferee must not own any real property that is currently tax delinquent or have owned real property that was the subject of tax foreclosure proceedings.
- d) The Side Lot Transferee must not own any real property that is currently tax delinquent or be have owned real property that was the subject of tax foreclosure proceedings.

7.4 Side Lot Transfer Closing. The closing of the sale of Side Lots shall be governed by the following policies:

- a) Prior to closing, the Side Lot Transferee must complete a redevelopment survey consolidating the Side Lot with Side Lot Transferee's current property. Said survey must be approved by the appropriate governing authority and be properly recorded in the records of Spalding County, Georgia.
- b) At closing, Side Lot Transferee shall execute a QCD to themselves using the consolidated legal description contained in the redevelopment survey.
- c) Purchaser shall pay all closing costs associated with the purchase of the Side Lot from the Land Bank and the consolidation of the lots.



Section 8. Collaboration with For-Profit and Non-Profit Entities

8.1 Transactions with For-Profit and Non-Profit Entities. The GSCLBA is willing to enter into Conduit Transfers with for-profit and non-profit entities for the purpose of the development of Affordable Housing as outlined in this Section. These entities would secure donations of or purchase tax delinquent properties from owners, transfer these properties to the GSCLBA for the abatement of delinquent taxes, and re-purchase these properties from the GSCLBA for use in the development of Affordable Housing and Neighborhood Redevelopment.

8.2 Documentation of Lot Purchase. The applicant must document the purchase process of the subject property extensively. This documentation should include, but is not limited to, the following information per parcel:

- a) The total purchase price for the property, including the net proceeds paid or payable to the seller;
- b) The total amount spent to acquire the property (e.g., legal counsel, administrative costs);
- c) The development costs impacting the final sale price;
- d) The total amount of delinquent ad valorem taxes, special assessments, and other liens and encumbrances against the property and the length of delinquency for each.
- e) The expected timeline of construction.

8.3 GSCLBA Discretion. Some properties may present unusual or extenuating circumstances to the developer due to lack of funding for housing production or related costs. The GSCLBA reserves the right to evaluate and consider these properties on a case-by-case basis.

Section 9. Property for Community Improvements

9.1 Community Improvement Property. The GSCLBA Board is willing to enter into Conduit Transfers with private and local governmental entities for the purpose of developing property into a non-revenue-generating, non-tax-producing use that is for community improvement or other public purposes. Such purposes shall include, but shall not be limited to community gardens, parking for non-profit functions such as a school or cultural center, or a playground for after-school or day care.

9.2 Eligibility. Parties seeking to acquire and develop community improvements under this Section must demonstrate to the Board that no tax-generating use is available for the property, and that the proposed community improvements are consistent with community revitalization and would otherwise not harm the character of the community. The GSCLBA reserves the right to evaluate and consider these properties on a case-by-case basis.

9.3 Transferee. The Transaction Agreement must identify and be signed by the ultimate transferee of the property from the GSCLBA. The transferee should be a governmental entity, a non-profit entity, or in rare cases a for-profit entity that is capable of holding and maintaining the property in the anticipated conditions and for the anticipated purposes.

9.4 Restrictive Covenants. The GSCLBA Board, in the conveyance of the property to the transferee, will impose covenants, conditions and restrictions as necessary to ensure that the property is used for community improvement or other public purposes.

Section 10. Fair Contracting, Consulting, and Property Procurement

Griffin-Spalding County Land Bank Authority recognizes the importance of creating and maintaining a fair contracting, consulting, and property procurement policy that is open to any and all applicants, regardless of age, color, ethnicity, family or marital status, race, sex, gender, language, national origin, physical or mental ability or disability, political affiliation, race, religion, sexual orientation, socio-economic status, or veteran status. This policy is an expression of the board to commit themselves to addressing any and all institutional barriers in business development as well as in the governmental bidding process.



Griffin-Spalding County Land Bank Authority (GSCLBA) utilizes local and regional government dollars that are used to pay for contracting, consulting, procurement, and staff employment. It is the belief of GSCLBA that our funding and revenue should benefit the community we serve, proportionate to the demographics in our communities, therefore we reserve the right to select contractors, consulting, and allow property procurement for Griffin-Spalding County residents first. We understand that benefiting the community we serve starts with hiring local contractors, consultants, and allowing property procurement to those that are rooted in Griffin and Spalding County.

It is the policy of GSCLBA to make a conscious effort when entering into contracting, consulting, hiring, and/or property procurement agreements to not discriminate, but to embrace; age, color, disability, ethnicity, family or marital status, gender, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our citizens and community unique.

DRAFT



AGENDA ITEM SUMMARY

ITEM SUMMARY:

8. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker)
 - a. Contracts Pending and Closings
 1. 108 Hillsborough Ct (County)
 2. 110 Davidson Cir (County)
 3. 808 Hallyburton St (City)
 - b. Properties that were successfully foreclosed and redeemed as of April 15, 2026
 1. 446 Belle St (City)
 2. 552 Belle St (City)
 3. 1005 Meriwether St (City)
 4. 1009 Meriwether St (City)
 5. 645 W. Quilly St (City)
 6. 0 Scales St (City)
 7. 702 Scales St (City)
 8. 822 Williams St (City)
 9. 830 Williams St (City)
 - c. Open Rights of Redemption with expected foreclosure and redemption on July 15, 2026
 1. 309 N. 17th St. (City)
 2. 215 N 8th St. (City)
 3. 621 Williams St (City)
 4. 98 Callie Rd (County)
 5. 134 Callie Rd (County)
 6. 135 Callie Rd (County)
 7. 0 Callie Rd-PIN: 114 04013 (County)
 8. 168 Davidson Cir (County)
 9. 178 Davidson Cir (County)
 10. 195 Davidson Cir (County)
 11. 199 Davidson Cir (County)
 12. 207 Eastbrook Ave (County)
 13. 317 Eastbrook Ave (County)
 14. 319 Eastbrook Ave (County)
 15. 1601 Moreland Rd (County)
 16. 107 Valley Dr (County)
 17. 110 Valley Dr (County)
 18. 111 Valley Dr (County)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Presentation of the March 2026 Financial Statements (Ballard)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Presentation of City of Griffin FY 2026 Budget Balance (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/04/2026

ATTACHMENTS:

[GSCLBA-Budget vs Actual Report-4.24.26.pdf](#)

Land Bank Authority Financial Statement Data

Land Bank Authority	101-7320	FISCAL YEAR 2026		Target Percentage:	83.33%
Account Name	Account Number	Original Budget	Amount Used/Spent as of 4/24/2026	Budget Remaining	Percentage Used
Purchased & Contracted Services					
	52				
Professional	101-7320-52-1200	40,740.00	39,640.00	1,100.00	97.30%
Legal	101-7320-52-1210	70,000.00	15,172.00	54,828.00	21.67%
Technical	101-7320-52-1300	-	-	-	0.00%
Disposal (E.G., Garbage Pickup)	101-7320-52-2110	30,000.00	2,351.97	27,648.03	7.84%
Lawn Care Services	101-7320-52-2140	60,000.00	-	60,000.00	0.00%
Repair & Maintenance Services	101-7320-52-2200	-	-	-	0.00%
Insurance, Other Than Employee Benefits	101-7320-52-3100	6,516.96	5,222.46	1,294.50	80.14%
Communications	101-7320-52-3200	3,042.79	3,996.57	(953.78)	Over Budget
Advertising	101-7320-52-3300	3,600.00	4,776.00	(1,176.00)	Over Budget
Printing & Binding	101-7320-52-3400	1,000.00	709.14	290.86	70.91%
Travel	101-7320-52-3500	3,708.00	1,714.74	1,993.26	46.24%
Dues & Fees	101-7320-52-3600	-	175.00	(175.00)	Over Budget
Education & Training	101-7320-52-3700	2,622.00	2,442.00	180.00	93.14%
In-House Training	101-7320-52-3701	-	-	-	0.00%
Certifications & Licensing	101-7320-52-3800	850.00	-	850.00	0.00%
Total		222,079.75	76,199.88	145,879.87	34.31%
Supplies					
	53				
Office Supplies	101-7320-53-1110	1,050.00	448.98	601.02	42.76%
Operating Supplies	101-7320-53-1120	750.00	-	750.00	0.00%
Food	101-7320-53-1300	1,000.00	118.10	881.90	11.81%
Uniforms	101-7320-53-1710	200.00	199.66	0.34	99.83%
Total		3,000.00	766.74	2,233.26	25.56%
Capital					
	54				
Sites	101-7320-54-1100	-	-	-	0.00%
Total		0.00	0.00	0.00	0.00%
Total		0.00	0.00	0.00	0.00%
Total Budget		341,010.95	168,376.52	174,818.47	49.06%