

AGENDA
Griffin-Spalding County Land Bank Authority
July 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 Regular Scheduled Meeting on May 27, 2026

Public Comments

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

Regular Agenda

1. Update the GSCLBA Board on the Third Amended and Restated Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority to be presented to the City of Griffin and Spalding County Boards of Commissioners (O'Neal)
2. Consider the acceptance of the GSCLBA and City of Griffin Interlocal Agreement for Services (Galloway, Blocker and O'Neal)
3. Consider the execution of the marketing agreement with Metro Southern Media in the amount of \$40,000.00 (Blocker)
4. Update the GSCLBA Board on the lien release request for 315 N. 6th St (Galloway, O'Neal and Blocker)
5. Consider the release of a Request for Proposal for the purchase and sale of 111 Pecan Pt, 113 Pecan Pt, 116 Pecan Pt and 118 Pecan Pt, Griffin, Spalding County (Blocker)
6. Update the GSCLBA Board on closings, contracts pending and properties to be redeemed (Blocker):
 - a. Contracts pending, closings and properties redeemed
 1. 818 Hallyburton St (SLP) (City)
 2. 1005 Meriwether St (City)
 3. 1009 Meriwether St (City)
 4. 1017 Meriwether St (City)
 5. 1102 Parkview Dr (City)
 6. 215 N 8th St (City)
 7. 309 N 17th St (City)
 8. 98 Callie Rd (County)
 - b. Properties foreclosed on July 15, 2026
 1. 321 Moreland Rd (County)
 2. 323 Moreland Rd (County)
 3. 1601 Moreland Rd-SLP (County)
 4. 621 Williams St (City)
 5. 815 Williams St (City)
 6. 134 Callie Rd (County)
 7. 135 Callie Rd (County)
 8. 0 Callie Rd (County)
 9. 168 Davidson Cir (County)

10. 178 Davidson Cir (County)
 11. 195 Davidson Cir (County)
 12. 199 Davidson Cir (County)
 13. 317 Eastbrook Ave (County)
 14. 319 Eastbrook Ave (County)
 15. 107 Valley Dr (County)
 16. 111 Valley Dr (County)
- c. Properties to be foreclosed on October 15, 2026
1. 808 Meriwether St (City)
 2. 911 Meriwether St (City)
 3. 1104 Lyndon Ave (City)
 4. 1124 Lyndon Ave (City)
 5. 610 Ellis St (City)
 6. 615 Ellis St (City)
 7. 633 Ellis St (City)
 8. 726 Ellis St (City)
 9. 825 Ellis St (City)
 10. 198 Bourbon St (County)
 11. 199 Bourbon St (County)
 12. 0 Bourbon St (County)
 13. 223 Ella Cir (County)
 14. 227 Ella Cir (County)
 15. 308 Ella Dr (County)
 16. 480 Ella Cir (County)
 17. 1230 N. 9th Ext St (County)
 18. 1315 N 9th Ext St (County)
 19. 1360 N 9th Ext St (County)
 20. 0 N 9th Ext St (County)
 21. 110 Valley Dr (County)
 22. 207 Eastbrook Ave (County)
- d. Properties to be foreclosed on January 15, 2027
1. 304 N. 13th St (City)
 2. 421 N 13th St (City)
 3. 425 N 13th St (City)
 4. 428 N 13th St (City)
 5. 436 N 13th St (City)
 6. 505 N 13th St (City)
 7. 507 N 13th St (City)
 8. 509 N 13th St (City)
 9. 609 Circus St (City)
 10. 4 Edwards St (County)
 11. 12 Edwards St (County)
 12. 822 Hammock St (County)
 13. 416 Meadow Lark Dr (County)
 14. 622 Northside Dr (County)
 15. 2760 Old Atlanta Rd (County)
 16. 2780 Old Atlanta Rd (County)
 17. 58 Pine St (County)
 18. 4 First St (County)

Report of Finances

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

2. Presentation of the City of Griffin FY 2027 Budget Balance as of July 2026

Authority Member Comments

Adjourn

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Approval of the Minutes for Regular Scheduled Meeting on May 27, 2026

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[GSCLBA-RSM Minutes-5.27.26.pdf](#)

REGULAR SCHEDULED MEETING-MINUTES

Griffin-Spalding County Land Bank Authority

May 27, 2026

One Griffin Center Municipal Courtroom 100 S. Hill St Griffin, GA 30223

4:00PM

Call to Order

Chairman Newton Galloway called the meeting to order at 4:00pm

Board members present were Bruce Ballard and Pamela Sutton. John O'Neal and Christopher Blocker (Land Bank Authority Manager) were also present. Michelle Haynes joined at 5:16 pm.

Approval of Agenda

Motion to approve the agenda made by B. Ballard

Second by P. Sutton

No further discussion and no objection, Motion passed 3-0.

Approval of Minutes

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

Motion to approve the Minutes for the Board Workshop scheduled on March 23, 2026 by P. Sutton

Second by B. Ballard.

No further discussion and no objection, Motion passed 3-0.

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

Motion to approve the Minutes for the Regular Scheduled Meeting on March 23, 2026 by P. Sutton

Second by B. Ballard

No further discussion and no objection, Motion passed 3-0.

Minutes prepared by Christopher Blocker

3. Approval of the Minutes for the Regular Scheduled Meeting on April 27, 2026

Motion to approve the Minutes for the Regular Scheduled Meeting on April 27, 2026.

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

John O'Neal presented the Interlocal Cooperation Agreement to the GSCLBA Board. Several statements in the agreement have been revised since the April meeting. In regards to Article XI, Funding and Expenditures there were concerns funding and how the funds would be transmitted to the authority. Additional concerns were in regards to the pro-rata share of the budget for the City of Griffin and Spalding County. The budget and funding shall take effect on the first day of the year and shall be received in 12 equal payments over the course of the budget year. The City of Griffin shall be responsible for the management of the funds for the GSCLBA and account reconciliations. The city shall have no authority over the expenditures. The funds shall be transferred via wire transfer instead of personal checks. The reports shall be available to either government body.

The GSCLBA is seeking the maximum taxable revenue allowed. The Land Bank Authority state statute of 75% property tax rate for a period of 5 years. This may allow for the GSCLBA to become self-sufficient and independent. Either government may request a lower taxable rate due to the GSCLBA.

These are significant changes since the GSCLBA was created. This appears to be a city-run operation and there are concerns about a focused effort in the City of Griffin rather than Spalding County. Currently, the accounting is done by the City of Griffin but has not questioned or declined any purchase requests. The appearance of a city focus was due to several contracts not closing successfully in Spalding and the identification of a target area. The emphasis on a target area is no longer in practice or consideration. Christopher will demonstrate to the board which properties will be foreclosed upon during the monthly meetings.

Minutes prepared by Christopher Blocker

Motion to approve the Second Amended and Restated Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority to be presented City of Griffin and Spalding County Boards of Commissioners by N. Galloway

Second by P. Sutton

No further discussion and no objection, Motion approve 3-0.

2. Consider the acceptance of the GSCLBA and City of Griffin Interlocal Agreement for Services (O'Neal and Carden)

There was a review and discussion Interlocal Agreement between City of Griffin and GSCLBA. The agreement is set to take place beginning July 1, 2026 and has a 3-year term. This services include accounting, human resources, information technology, open records requests etc. This agreement was presented to GSCLBA by City of Griffin. The City of Griffin will provide an estimate of services within 10 days of the new fiscal year. There appears to be conflict between the interlocal cooperation agreement and the agreement for services. The two agreements need to be consistent. John O'Neal is recommending approval with changes requested. The city should remit payment to the GSCLBA and reconcile any outstanding funds.

The land bank operations are currently different then how the operations and finances were done in the past. There are concerns about incurring fees from the city. The fees are not clear. The land bank was paying vendors directly. It is difficult and will be difficult for the GSCLBA to be sustainable. The changes are different since Christopher Blocker was hired. This document is formalizing the new operations. The City of Griffin Finance Director requested the Spalding County Finance Director to stop payment to the GSCLBA. The GSCLBA has not received a payment from Spalding County since March 2026. Spalding County is abiding by the current interlocal agreement. The City of Griffin should maintain an account that documents all expenses including IT, Equipment etc. The GSCLBA is not an enterprise fund because there are no revenues.

There needs to be a meeting with the GSCLBA, Spalding County, and City of Griffin to discuss finance operations. There is a June 30th deadline to execute the interlocal agreement. This agreement has not been negotiated. The land bank should request a 60-day extension of this agreement. The County is not a party to this agreement.

Minutes prepared by Christopher Blocker

Motion to seek a 60-day extension for the consideration of acceptance of the GSCLBA and City of Giffin Interlocal Agreement for Services and request to meet with the financial officers to discuss payment by N. Galloway

This would not have automatic renewal.

Motion to seek a 60-day extension for the consideration of acceptance of the GSCLBA and City of Giffin Interlocal Agreement for Services and request to meet with the financial officers to discuss payment by N. Galloway

Second by B. Ballard

No further discussion and no objection. Motion approved 3-0

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

EdTech Integrations was the RFP respondent that was determined to be the lowest bidder and most responsive. Their bid was in the amount of \$72,320.00. This agreement would not be inclusive of the Interlocal Agreement for Services by the City of Griffin. There are about 230 properties owned by the GSCLBA in the City of Griffin. The City earmarked properties which reduced the scope of work to approximately 180 properties due to budgetary constraints. The GSCLBA has received citizen complaints regarding maintenance. There was a discussion about the Foreclosure of the Right of Redemption.

There are concerns about the fee schedule, monthly invoicing and contract monitoring. The GSCLBA budgeted for \$100,000.00 for lawn maintenance services from the City of Griffin. There are concerns paying for the GSCLBA lawn maintenance services. The fee schedule and cost per cut per visit will be included as an addendum to the contract. The contractor will maintain a log of the lots that were cut and maintained. The City of Griffin should be a party to this agreement. This process is convoluted.

Motion to approve the notification of award for RFP 26-005: Lawn, Ground, Tree Maintenance and Debris Removal Services subject to contract revision and City of Griffin as a party to the agreement by B. Ballard.

Second by P. Sutton

No further discussion and no objection. Motion approved 3-0

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

The policies were reviewed during the Board Workshop.

Motion to approve the adoption of the Griffin-Spalding County Land Bank Authority Board Policies by N. Galloway

Second by P. Sutton

No further discussion and no objection. Motion approved 3-0

5. Consider the execution of a lien release request for 315 N 6th Street (Blocker)

Ben Elrod is seeking a lien release for 315 N. 6th St Griffin, GA in order to sell the property. Mr. Tracy Crowley and Ben Elrod have a business relationship that is dissolved. Mr. Crowley and Ben Elrod purchased this property from the GSCLBA in November 2016. Ben Elrod was not aware of the requirement to combine 315 N 6th St with 131 E Chappel St. This transaction pre-dates the GSCLBA Side Lot Program. There is a deed restriction placed on the deed. Mr. Crowley and Mr. Elrod were the former owners of 121 E. Chappell St. The GSCLBA sold 131 E. Chappell St to Tracy Crowley and Ben Elrod. Mr. Elrod did not present a copy of the sales agreement. The GSCLBA does not have a copy of the agreement in its files. This property is zoned Planned Commercial Development.

The minutes from GSCLBA Regular Scheduled Meeting January 12, 2023 were presented. The deed required the combination of the lots. The previous Executive Director drafted the deed restriction. The combination of the two would make an awkward shape lot. Mr. Elrod wants to sell 315 N 6th St. The entire block is Planned Commercial District. The neighboring block is Medium Density Residential.

Minutes prepared by Christopher Blocker

The potential purchaser, Bryan Davis Triple Southern Investment Group, was also present at the meeting and seeking to build affordable housing to be sold to an owner-occupant.

Motion to table the consideration the execution of lien release request for 315 N 6th Street

The GSCLBA Board would need to vote to release the deed restriction. The intention is for the lot to have residential use. The board is not ready to vote for a deed restriction release at this time. A home at this location would be the best decision. Ben Elrod renovated 131 E. Chappel. This property needs to be rezoned residential.

Second by P. Sutton

No further discussion and no objection. Motion approved 3-0

6. Consider the consolidation of 109 Princess Circle and 0 Princess Circle (PIN 268 02041)

Christopher Blocker is recommending the consolidation of 109 Princess Cir and 0 Princess Circle (PIN 268 02041). The consolidation would allow for a 2 acre lot to be made available, increase the sale value and eliminate a landlocked parcel. The two parcels rights of redemption have been foreclosed. Three quotes for the combination survey were presented to the GSCLBA Board. The lowest quote was \$1,500.00 from Legacy Surveying.

Motion to accept the staff recommendation for the consolidation of 109 Princess Circle and 0 Princess Circle and accept the quote from Legacy Surveying by N. Galloway.

Second by P. Sutton

No further discussion and no objection. Motion approved 3-0.

7. Consider the consolidation of 446 Belle St and 448 Belle St. (Blocker and Haynes)

Christopher Blocker is recommending the consolidation of 446 Belle Street and 448 Belle Street. The consolidation would allow for a 0.14 acre lot to be made available, increase the sale value and decrease the number of non conforming lots. The combination would require a zoning variance by the City of Griffin. The GSCLBA would be the applicant for the variance. The two parcels rights of redemption have been foreclosed. Three quotes for the combination survey were presented to the GSCLBA Board. The lowest quote was \$1,200.00 from Legacy Surveying.

Motion to accept the staff recommendation for the consolidation of 446 Belle St and 448 Belle St and accept the quote from Legacy Surveying by N. Galloway.

Second by Bruce Ballard

No further discussion and no objection. Motion approved 3-0.

8. Consider the reissuance of a Request for Proposal for the purchase and sale of 522 Meriwether St (N. Galloway)

Christopher, Newton Galloway and John O'Neal had a meeting with Georgia Trust for Historic Preservation. Georgia Trust would assist with the marketing of this property. The prospective developer for this building is involved with the development of Northside School. The GSCLBA was not successful with the owner occupancy waiver request to the Spalding County Board of Commissioners. The request and content would be same as what was issued in 2024. The deadline for the submissions would remain the same. Christopher Blocker would be responsible for showing the building to prospective bidders.

Motion to reissue the Request for Proposal for the purchase and sale of 522 Meriwether St. by N. Galloway

Second by B. Ballard

The Georgia Trust would assist with the marketing of the building and assistance with the easement on the property. The GSCLBA will be seeking support for the local historic society. The Georgia Trust would be willing to advocate for the project to the Spalding County and City of Griffin Boards of Commissioners.

No further discussion and no objection, Motion approved 3-0

9. Update the GSCLBA Board on Closings, contracts pending and properties to be redeemed
 - a. Contracts pending and closings
 1. 823 E. Solomon St (SLP)
 2. 818 Hallyburton St. (SLP)
 3. 1005 Meriwether St
 4. 1009 Meriwether St
 5. 1017 Meriwether St.
 6. 1102 Parkview Dr.
 - b. Properties to be foreclosed on July 15, 2026
 1. 321 Moreland Rd
 2. 323 Moreland Rd
 3. 1601 Moreland Rd
 4. 309 N 17th St
 5. 215 N 8th St
 6. 621 Williams St
 7. 815 Williams St
 8. 98 Callie Rd
 9. 134 Callie Rd
 10. 135 Callie Rd
 11. 0 Callie Rd
 12. 168 Davidson Cir
 13. 178 Davidson Cir
 14. 195 Davidson Cir
 15. 199 Davidson Cir
 16. 207 Eastbrook Ave
 17. 317 Eastbrook Ave
 18. 319 Eastbrook Ave
 19. 107 Valley Dr
 20. 110 Valley Dr
 21. 111 Valley Dr

Minutes prepared by Christopher Blocker

c. Properties to be foreclosed on October 15, 2026

1. 824 Westbrook St.
2. 751 Beck St
3. Beck St 046 09016A
4. Beck St 046 09016B
5. 746 Scales St
6. 501 Belle St
7. 838 Anne St
8. 808 Meriwether St.
9. 911 Meriwether St
10. 198 Bourbon St
11. 199 Bourbon St
12. 0 Bourbon St
13. 223 Ella Cir
14. 227 Ella Cir
15. 228 Ella Cir
16. 308 Ella Cir
17. 1230 Ext N 9th St
18. 1315 Ext N 9th St
19. 1104 Lyndon Ave
20. 1124 Lyndon Ave

Bryan Davis had a question to the GSCLBA Board regarding the properties on Meriwether St. Bryan Davis is developing Park West. Mr. Davis has an interest in 1005 Meriwether Street, 1009 Meriwether Street and 1017 Meriwether Street. The contracts were entered into with the prospective purchaser in 2021. Mr. Davis would like to acquire these properties to use as an entry to the new Park West apartment development. If the prospective purchaser does not meet the deadline, the properties would return to the GSCLBA inventory and potentially made available through a competitive process.

John Brunstad is currently building homes on Davidson Cir, Valley Dr, and Elizabeth Lane. The GSCLBA will continue to honor existing contracts that were outstanding and will not accept unsolicited proposals.

Report of Finances

1. Presentation of the April 2026 Financial Statements (Ballard)
2. Consider the remittance of payment to the City of Griffin for GSCLBA expenses incurred in April 2026 (Blocker)

The public funding checking account started and ended on April 2026 at \$17,994.01. The GSCLBA issued a check to the City of Griffin in the amount of \$144.98 and withdrawals from Quicken and Google accounts totaling \$96.80. The GSCLBA received deposits from the county and properties sold totaling \$12,500.00. The final balance as of April is \$83,173.76

The outstanding invoice from the City of Griffin was paid and will be reflected in the May 2026 statements. The GSCLBA Board received an invoice from the City of Griffin for \$15,730.06. Spalding County has ceased payment to the GSCLBA. Bruce will make a request to Spalding County. Dr Ledbetter recommended the GSCLBA receive direct deposits from Spalding County.

Motion to the accept the financial statements from April 2026 by N. Galloway.

Second by P. Sutton

No further discussion and no objection. Motion approved 3-0.

3. Presentation of the City of Griffin FY Budget 2026 as of May 2026

The budget balance remaining from the City of Griffin is \$128,500.65. The balances are mostly due legal, disposal, maintenance services remaining.

Authority Member Comments

No comments

Adjourn

Motion to adjourn by N. Galloway

Second by B. Ballard

No further discussion and no objection.

Meeting adjourned at 6:36 pm

Minutes prepared by Christopher Blocker

AGENDA ITEM SUMMARY

ITEM SUMMARY:

1. Update the GSCLBA Board on the Third Amended and Restated Interlocal Cooperation Agreement to Establish the Griffin-Spalding County Land Bank Authority to be presented to the City of Griffin and Spalding County Boards of Commissioners (O'Neal)

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Consider the acceptance of the GSCLBA and City of Griffin Interlocal Agreement for Services (Galloway, Blocker and O'Neal)

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[GSCLBA-IGA Services City and Authority-Draft 5.27.26.pdf](#)

[GSCLBA-City of Griffin IGA Memo.pdf](#)

**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 1st day of July, 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 3 years, commencing _____ and terminating on _____, unless sooner terminated based upon written notice given the other party not less than 90 days 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 it 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, along with any amendments or successive agreements thereto between the Parties for such services.
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. 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. City will provide an estimate for yearly services for the 12 months to the Land Bank Authority within ten (10) days from the effective date of this Agreement. City will also provide said estimate for yearly services to the County within ten (10) days, so that both the City and County may account for estimated service fees while budgeting for the City and County's respective funding amounts for the Land Bank Authority. The Land Bank Authority shall remit the estimated yearly amount for services to the City with ten (10) days of receipt of budgetary funds from the City and County for the fiscal year. The City shall monitor the costs of its services provided to the Land Bank Authority. Should the total amount of funds submitted to the City for the estimated cost of services exceed the amount of services performed, the City shall remit the remaining funds balance back to the Land Bank Authority within (ten) 10 days of the end of the fiscal year. Should the costs of services exceed the estimated amount submitted to the City, the City shall present an invoice within 10 (ten) days of end of the fiscal year.

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



City of Griffin

One Griffin Center | 100 S. Hill Street-P.O. Box T | Griffin, GA 30224

P 770.229.6400 W cityofgriffin.com

May 14, 2026

VIA EMAIL

Griffin-Spalding Land Bank Authority
C/O Christopher Blocker
100 S. Hill St.
Griffin, GA 30224
Cblocker@cityofgriffin.com

*Re: Response to April 27, 2026 GSLBA Meeting Discussion regarding Lot Maintenance
& Proposed Agreement for Services; Active Agreements and Historical Memos*

To Board Members & Representatives of the Griffin-Spalding Land Bank Authority:

I regret that I was not able to attend the Monday, April 27, 2026 Land Bank Authority meeting. I had not received feedback with regard to the Intergovernmental Agreement for Services that I proposed on behalf of the City at the March meeting. However, it seems my name came up in another discussion related to the RFP for Lawn Maintenance Services. There seems to be some confusion about my statements in a previous meeting with some LBA Board members regarding the handling of financials for LBA lots and maintenance of those lots prior to redemption. It is my understanding that this issue was resolved by Land Bank nearly four years ago, and while Bruce and Newton were on the Board at that time, I wanted to share the relevant LBA documents with others who may be unaware. Of course, the current LBA Board is free to dispose of these policies. Please advise if that is the Board's intent.

To clarify the current status quo of LBA and City relations as it relates to lawn maintenance, in April 2022, Land Bank was receiving code enforcement tickets from the City due to overgrown and ill maintained lots that were the subject of numerous complaints by members of the community. This issues was discussed at multiple Land Bank meetings, and an MOU was proposed whereby the City would, at its discretion, maintain the lawn care on LBA lots and be compensated for a portion of our labor/supply/equipment costs at the time of sale of that particular lot. This mirrored LBA's Nuisance Lien Policy (Adopted July 11, 2019) whereby the City demolished dilapidated, unsafe structures on LBA lots and foregoes payment until the sale of the LBA lot.

After this MOU was proposed, the trespass question was immediately asked: If LBA doesn't have marketable title until the right of redemption is foreclosed, can they authorize the City to cut the grass? In response, as the Solicitor for City Code Enforcement, I drafted the attached Memo Re: Legal Issues of the MOU for Property Maintenance prior to Barment of Right of Redemption (Dated May 12, 2022) addressed to the LBA Board. This was presented at a public meeting and outlines the Land Bank's statutory obligation to maintain properties, case law on the subject, and the alternative option—a nuisance action by the City to obtain order to maintain the properties and lien them for the City's maintenance costs. I specifically referenced a case (*See attached, Washington v. McKibbon Hotel Group*) regarding tax deeds ripening by prescription after four years. This case involved similar facts to our LBA lot situation. Stephanie Windham was LBA's attorney at the time and was also in attendance.

At the conclusion of the May 2022 LBA meeting, after review of the law and consultation with its attorney, the LBA Board voted to proceed with the MOU for Property Maintenance (Executed July 26, 2022). It is my understanding that a similar arrangement was sought with the County to deal with

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The City of Griffin shall be a model of excellence in local government; a safe, well-planned community with equal opportunity for all.

property maintenance complaints made at those same meetings related to County lots, but the County declined.

Importantly, per the Agreement, the City is only compensated at a rate of 75% of the sales proceeds from the nuisance demolition costs and the lawn maintenance costs if the sale proceeds are less than the invoices for the work we put into LBA lots. Perhaps more importantly, until recently, there were years in which no LBA lots were sold. This represents years of the City expending resources that were not returned at the rate that we had anticipated at the time those Agreements were executed. To my knowledge, the City has only received three checks related to lawn care maintenance in that time because many of the lots were sold via the Side Lot Program for \$0.00 and had no sales proceeds.

This year, our Public Works Department voice legitimate concerns about our ability to continue to maintain LBA's (approximately) 230 lots, along with their other duties, due to man power constraints and equipment wear and tear. The costs we have expended are not coming back to us at a rate that can keep up with the demand for services. For this reason, we informed Christopher that City Public Works could no longer continue this maintenance, and alternative arrangements should be made via a third-party contractor. While the City has the authority under the MOU to hire a contractor for LBA lot maintenance, this authority was given at a time when there no Executive Director for Land Bank. With that being said, in April, the City cut an LBA lot that was the subject of a citizen complaint simply in an effort to do the right thing by our citizens. This good faith effort was based on the understanding that Land Bank would be considering an alternative vendor soon.

If the Land Bank does not provide an alternative arrangement for lot maintenance, the City will have to proceed with nuisance actions against ill-maintained lots as noted in the May 2022 Memo and will have to place liens against the properties for the costs of those cases, as well as the costs of maintenance if ordered by the Court. Please advise.

With regard to the IGA for Services, I was under the impression that my role was to draft the IGA for Services for consideration by Land Bank. This draft was provided on April 9th. I noted in my email, as well as my presentation before Land Bank in March, that this is the same Agreement that we have with the Airport Authority and is intended to facilitate the service portion of our employee lease arrangement. I specifically noted that "If LBA decides not to proceed with the financial portion of this agreement, the City still encourages the LBA Board to consider the IGA for the 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." This includes accounting and reporting functions, financial policies and internal controls, procurement (i.e. RFP processes), other finance related support functions, and Information Technology support, other than those approved by the budget.

If LBA proceeds with the IGA for Services, it would work the same way as the Airport Authority: All LBA purchases would run through the City's purchasing and procurement process, and the accounting of said expenses, plus the costs associated with the Executive Director position and interdepartmental charges would be used to calculate the City and County's payment portions. Importantly, unlike every other department, LBA does not currently make any contributions to HR, IT, Finance, or Management Services support despite utilizing these services. The reference to an invoice in the IGA for Services is only so that it is clear who is paying for what and why, in accordance with the budget that the City and County fund. To date, I have received no additional feedback or questions related to the attached draft of the IGA for Services.

There are many issues that result from *not* having the IGA for Services, including but not limited to: (1) Michelle cannot enforce finance policy against Christopher, nor can he act confidently in his authority as

Growing TOGETHER

Executive Director, because LBA has no define financial purchasing or authorization requirements. The City can enforce our own policy, but only if this Agreement for Services is signed; and (2) the Financial Statements that LBA approves do not represent/depict *any* of the expenses made through the City (i.e. the majority). As I learned in March, the Board doesn't actually approve the Budget vs. Actuals accounts that represent expenses incurred by the City on LBA's behalf. There is no actual review, authorization, or book keeping on a comprehensive set of LBA records. While this method may have worked in years past, the LBA budget is significantly larger at this time, and in the City's opinion, requires financial controls that we can no longer provide under the current arrangement.

I was also directed to schedule a meeting between Bruce, the City Finance Director, Christopher, myself, and John as LBA's attorney. At that meeting, the matter of the outstanding checks was resolved as follows: Bruce would cash the outstanding checks from the County; the City would generate an invoice for what is owed to the City, since we are paying most of LBA's expenses; and we would continue in this manner until July 1st. If no IGA for Services is adopted by July 1st, the City will discontinue providing the additional services to LBA, including assistance with posting of procurement, processing of any LBA expenses other than those associated with Christopher's employment, and other accounting/finance related functions. Christopher would need to consult with Newton and/or Bruce to make all purchases, and LBA would be responsible for ensuring that its budget is maintained. This includes paying the County for any overpayment as the City would no longer track or advise on LBA debts other than those owed to the City. The City's role would be just as the County's, with the exception of Christopher's supervision per the Employee Lease: We will send funds and invoices only. LBA would need to develop a purchasing policy that can be referenced in the event that there is an allegation of employee misconduct by Christopher as it relates to purchasing.

The City needs an answer on whether LBA will be proceeding so that we can adjust our internal processes accordingly before starting a new fiscal year on July 1st. I hope this helps provide some context for the discussion at the April meeting.

Thank you,

Kelsey H. Carden

Assistant City Manager for Development Services
CITY OF GRIFFIN
kcarden@cityofgriffin.com

Enclosed:

MEMO – Land Bank MOU for Property Maintenance
Washington v. McKibbin Hotel Group Inc.
Agreement with City and LBA for Maintenance
Draft of IGA for Services between City and LBA
LBA Lease Agreement for Personnel

Cc: Newton Galloway, ngalloway@gallyn-law.com
Bruce Ballard, bruce.ballard@gscs.com
Charles Gilbert, Charles@mcleroyinc.com
Cora Flowers, clflowers_378@hotmail.com
Pam Sutton, Suttonp8@gmail.com
David Allen, dallen@spaldingcounty.com
John O'Neal, joneal@beckowen.com
Jessica O'Connor, joconnor@cityofgriffin.com
Michelle Haynes, mhaynes@cityofgriffin.com

MEMO

TO: Griffin-Spalding County Land Bank Authority

FROM: Kelsey H. Carden, Staff Attorney for City of Griffin

RE: Legal Issues Related to Proposed MOU Between City of Griffin & GSCLBA
and Property Maintenance Prior to Barment of Right of Redemption

DATE: May 12, 2022

Introduction

The Griffin-Spalding County Land Bank Authority (“Land Bank”) and City of Griffin (“City”) (collectively, “Parties”) entered into a Memorandum of Understanding with The Griffin Housing Authority (“Housing Authority”) in September 2020 providing for the cooperative efforts between the Parties and the Housing Authority whereby the City contracted with the Housing Authority to maintain vacant lots owned by the City and those lots owned by the Land Bank. Since that time, the aforementioned agreement for maintenance has expired. The Parties recognize that the lots within the City owned by the Land Bank will require more extensive property maintenance in summer months and that some of the lots may require use of heavy machinery to haul off debris or to remove overgrown foliage.

In an effort to come to an efficient and economical means of accomplishing the common goal of maintaining the properties within the City and preventing these lots from becoming public nuisances, the Parties have proposed a new MOU whereby the City, or a third-party contractor with the City, would complete property maintenance, including cutting grass, hauling away and disposing of debris/litter, removing natural overgrowth, and other work deemed necessary to bring said lots into compliance with Code of Griffin or to otherwise abate public nuisance. However, the Parties have posed concerns regarding the legality of the MOU as it relates to maintenance of properties which the Land Bank obtained through tax sale and which have not yet had the right of redemption barred in accordance with O.C.G.A. § 48-4-45 and 48-4-64.

The Memo outlined herein is intended to outline the legal issues related to the Parties contracting for property maintenance of lots for which the right of redemption has not been foreclosed and to make a recommendation for how to proceed.

Legal Concerns

- a. Land Bank has a statutory obligation to maintain properties, for which it holds an interest, in compliance with state and local laws.

O.C.G.A. § 48-4-63, applicable to all properties conveyed to Land Bank or tax delinquent properties acquired by Land Bank, imposes a duty on the Land Bank to, among other things, maintain all its properties in accordance with applicable laws and codes. Further, Subsection (b)(4) provides Land Bank with the power to manage, maintain, protect, rent, lease, and repair these

parcels. However, there is no case law (at the trial court or appellate level) providing how Land Bank can fulfill this duty or exercise the authority to maintain properties prior to the foreclosure of the right of redemption within the bounds of property law which protect the Defendant in FiFa's interests.

- b. Land Bank's interest in property purchased via tax sale is limited until the right of redemption has been foreclosed. As a result, there is a risk of liability for damages due to trespass if Land Bank, City of Griffin, or a third-party contractor enters the property to complete maintenance such as cutting the grass, but the measure of damages would likely be minimal to non-existent.

Title acquired by the Land Bank via tax deed is "not perfect fee simple title, but rather...defeasible title subject to the right of redemption."¹ Land Bank has "constructive possession," which means it has no more right to go upon and make use of the property than any stranger to the title would have.² Until the right of redemption is terminated, Land Bank has no right to possession, rents, or profits.³ More importantly for purposes of the proposed MOU, Land Bank's entry on the property would be a trespass, and the Defendant in FiFa may recover damages for said trespass.⁴ Put simply, until the right of redemption has been foreclosed, any entry upon the property opens Land Bank, and potentially any who contracted with Land Bank to cause the trespass (i.e. City of Griffin, Housing Authority, etc.)⁵, to possible liability.

While this may seem scary, the measure of damages for trespass on empty, freehold lots is "the difference between the value of the land before and its value after the injury."⁶ As the proposed MOU involves cutting grass, removing debris, and overall improving the condition of the properties, it is unlikely that there will be any damages arising from this trespass sufficient to justify a claim. Note that the risk would be substantially higher (and not advised) if the Land Bank were asking the City to demolish a structure, prior to foreclosing the right of redemption, without a Court order. Moreover, the fact that the majority of the properties at issue are heir properties further reduces the likelihood that a defendant in fifa will bring suit for maintenance of the property. However, the risk does exist, and the Parties must be aware of this fact before determining how we proceed.

¹ See Brown Inv. Group, LLC v. Mayor and Alderman of City of Savannah, 289 Ga. 67, 68 (2011), citing BX Corp v. Hickory Hill 1185, 285 Ga. 5, 7 (2009).

² See Brown Inv. Group, at 68; Elrod v. Groves, 116 Ga. 468, 470 (1902)

³ See Brown, at 68; Whitaker Acres, Inc. v. Schrenk, 170 Ga. App. 238 (1984).

⁴ Id.

⁵ See Whitaker, 170 Ga. App. at 239 (finding that if trespass results as a consequence of a conveyance to the actual trespasser, the maker of the instrument may be sued for trespass as they have counseled and directed the grantee or lessee to commit the trespass); but see, Groves v. City of Atlanta, 213 Ga. App. 455, 456 (1994) ("The general rule is that a contractor engaged in a public works project is not liable for damage to private property resulting from the work performed, unless the damage results from the contractor's negligence and willful tort....[E]mployer and not contractor must be held liable.")

⁶ Id.; see also, Empire Mills Co. v. Burrell Engineering Co., 18 Ga. App. 253, 256 (1916)

- c. City of Griffin does have the authority to issue citations or bring actions for public nuisance against Land Bank or the properties themselves (*in rem* action) in order to obtain a Court Order to maintain and lien the property. However, in light of how frequently these properties will need to be cut and the extensive time needed for Court, this method does not appear to be an efficient or effective alternative.

The Code of Griffin contains many code sections which would allow the City to issue citations or file *in rem* petitions in order to exercise self-help or to obtain a Court Order authorizing us to enter the properties for purposes of maintenance. These Code sections can also authorize the City to seek restitution from the property owner or to lien the property as a means to recover costs expended in bringing the property into compliance with City of Griffin Code.

However, these cases are not without expense, and they are time consuming. Without the presence of the Defendant in FiFa for each property, the City would not be able to enter into valid consent orders to avoid Court, so each case would have to go before the Judge, and title would likely have to be ordered as well, among other things. Additionally, it is possible that we would have to obtain a new court order for each lot *and for each time* that we needed to enter the premises to cut the grass. Although this solution is more ironclad from a legal perspective, the volume of properties at issue makes this solution inefficient and ineffective to serve the goals the Parties are trying to accomplish.

- d. Assuming that the Parties agreed to enter into an MOU that would allow the City of Griffin to maintain the property, despite the risk of trespass claims, Land Bank arguably does *not* have the authority to authorize the City to lien the properties for costs expended in maintaining the property.

The Proposed MOU provides that the City will create an invoice for any and all work or supplies used in the maintenance or clean up of a particular lot, including costs of machinery and labor. The Proposed MOU further provides that such invoices will be provided to the Land Bank, and in lieu of payment, the City will generate a lien for the charges stated and record them in the Deed Records, cross referencing the vesting deed by which the Land Bank obtained their interest (i.e. the Tax Deed).

However, the City is concerned that the Land Bank's interest in the properties is not sufficient to give them authority to encumber the property by authorizing the City to record a lien clouding title, at least for those properties where the right of redemption has not been foreclosed. While the risk of damages for trespass may be minimal, the damages associated with improperly clouding title are significantly more substantial. In situations where the City has put a lien on Land Bank properties in the past, such as with demolition liens, it has been by agreement and only after the right of redemption has been foreclosed, if needed, or via nuisance action prior to Land Bank obtaining the property. Outside of those scenarios, the only method by which the City would be legally authorized to lien the properties for costs of maintenance would be via Court Order authorizing that lien (see the section on court option above).

The goal of this provision in the Proposed MOU was to ensure that the City would be able to recoup its costs, namely by allowing Land Bank to satisfy the lien/debt to the City upon sale or

transfer of the property. But in the off chance these properties are redeemed, neither the City or Land Bank would be authorized to seek payment of the lien as part of the redemption and we would be at risk of suit for improperly clouding title if the lien was not cancelled.

For these reasons, if Land Bank decides to proceed with a MOU for the maintenance of the Property, the City would advise an alternative arrangement for payment of the costs expended by the City in maintaining these properties.

Options

- a. City of Griffin obtains a Court order for maintenance of each individual lot which would authorize the City to conduct maintenance to bring the property into compliance with applicable codes cited in Court and authorize the City to lien the properties for the costs associated with bringing the case and in bringing the property into compliance with Code.

As stated previously, this option is not the most efficient. The City could attempt to obtain an Order that would allow the City to continue maintenance in perpetuity, but there is no guarantee that the Court would agree or that such an order would be enforceable. Unfortunately, the City could not short-circuit the time it would take for such a case to proceed because any consent order related to these cases would require the signature of the Defendants in FiFa as well since the Land Bank does not have the authority to speak on behalf of any and all persons who may have an interest in the property, or to sign away those persons' appeal rights by consent order. The City would likely need to pull title and attempt service on the Defendant in FiFa, so the upshot of this method would be that Land Bank may be able to locate/contact the Defendant in FiFa and obtain quitclaim deeds, disposing of the need for notice foreclosing the right of redemption. However, there is no guarantee and each property would have to be taken to court individually.

- b. The Parties modify the Proposed MOU to correct certain jargon related to "ownership" and duties of Land Bank and to alter the method by which the City will seek recovery of expenses related to the maintenance of these properties.

Although the risk of an action for trespass by the defendants in fifa exists, for the reasons explained throughout this memo, I still believe that the most efficient method for dealing with this problem is an MOU between the Parties whereby the City would complete property maintenance. However, in order to limit exposure, I would recommend that the provision providing for a lien on the property be removed and replaced.

Ultimately, the question for Land Bank and the City comes down to how the City will be reimbursed for the costs associated with the maintenance.

- i. *Option #1: 75% of Sales Price at Time of Closing but NO Lien (Unsecured)*

One option for the City to recoup its costs would be to enter into a contract whereby Land Bank would agree to give the City 75% of the final contract price upon closing (these are the terms of a prior contract between the City and Land Bank). This is similar to the current proposed MOU suggests, but rather than encumber the property via lien, it would be a contractual obligation rather than a secured lien interest. The risk to the City is that it is unsecured, and distributions may not

account for the payment owed to the City until after the fact. This is something to discuss with Stephanie as I have not considered the ramifications of this from a real estate/closing perspective.

- ii. *Option #2: City reduces the amount of funding directly contributed to Land Bank as payment for the maintenance of the properties*

The second option would need more discussion to determine the estimated monetary value of property maintenance on all Land Bank lots within the City, but the main idea would be that the City would reduce its regular contribution to Land Bank and use that portion of its budget to fund public works' maintenance of the Land Bank properties.

Conclusion

At this point, my recommendation would be to proceed with an MOU, but the proposed MOU needs to be updated to account for these concerns. The City and Land Bank will need to come to an agreement as to how the City will recoup its costs (see part (b) above) so that the changes can be made to the Proposed MOU.

Note that this agreement is only for the properties held by Land Bank that are within the City. Any properties held by Land Bank within the County will need to be the subject of another agreement to which the City would not be a party.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

3. Consider the execution of the marketing agreement with Metro Southern Media in the amount of \$40,000.00 (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[GSCLBA-Metro Southern Media-7.1.26.pdf](#)



4922 Bill Gardner Pkwy, Suite 271
Locust Grove, GA 3024

Metro Southern Media x Griffin-Spalding County Land Bank Authority — Service Agreement

This Service Agreement (the “**Agreement**”) is entered into by and between **Griffin-Spalding County Land Bank Authority** (the “**Client**”) and **Metro Southern Media, LLC** (the “**Service Provider**”), effective **July 1, 2026** (the “**Effective Date**”).

1) Term

- **Start Date:** July 1, 2026

2) Engagement Summary

Client is engaging Service Provider for an annual services engagement intended to cover ongoing monthly support needs and additional creative services requests that arise during the Term, subject to:

- The **Annual Budget** in Section 4, and
- The pass-through/vendor cost and production deposit requirements in Sections 6 and 7.

3) Scope of Services

Service Provider will provide marketing, creative, and technical support services as requested by Client during the Term. Services may include, but are not limited to:

A. Website Maintenance (Current Scope)

- Website updates and security patches
- Uptime monitoring and issue resolution
- Basic performance and content updates
- General support and troubleshooting

B. Google Analytics Integration & Monthly Reporting

- Google Analytics integration with Client's website
- Monthly reporting with actionable insights (traffic, engagement, growth)

C. YouTube Channel Setup

- Channel creation
- Branding and optimization

D. CRM Services, Account Access & Management

- Dedicated CRM account
- Lead tracking and communication history
- Reporting and collaboration tools
- Client portal
- Ongoing CRM management
- **1:1 marketing strategy support** aligned to CRM usage and campaign goals

E. CRM Automation Setup (One-Time)

- Discovery and requirements gathering
- Workflow/automation build and configuration
- Testing and refinement
- Onboarding and handoff

F. Creative Services (Design)

- Flyers (design)
- Postcards (design)
- General marketing collateral design as requested
- Basic copy support as needed for deliverables

G. Video & Media (As Requested)

- Video planning support (concept, outline, shot list)
- Video editing and formatting for web/social
- Other media deliverables as requested

H. Applications / Digital Forms (As Requested)

- Application or intake form design and setup
- Workflow routing and notifications
- Updates and maintenance as requested

Notes:

- Specific deliverables, quantities, timelines, and acceptance criteria may be documented in writing (email or statement of work) prior to production.
- Client acknowledges that some requests may require third-party vendors and/or production deposits (see Sections 6 and 7).

4) Budget and Fees (All-Inclusive Annual Budget)

- Total budget for the Term: **\$40,000.00** (the “**Annual Budget**”).
- The Annual Budget is intended to be a **cap for all Service Provider services and fees** provided under this Agreement during the Term, including the service components described in Exhibit A.
- Service Provider will track work performed against the Annual Budget and will notify Client if requests are projected to exceed the Annual Budget.
- Any work that exceeds the Annual Budget will require written approval and may be billed separately.

5) Invoicing and Payment Terms (Net 30)

- Service Provider will invoice Client against the Annual Budget on a cadence agreed by the parties (monthly invoicing recommended).
- Client will pay Service Provider invoices **Net 30** from the invoice date.

6) Print, Promotional Items, and Other Vendor Pass-Through Costs (Upfront Requirement)

Client acknowledges that certain deliverables may require out-of-pocket costs paid to third parties (collectively, **"Pass-Through Costs"**), which may include, without limitation:

- Printing and production costs (flyers, postcards, signage, etc.)
- Postage and mailing services
- Custom marketing items or promotional products
- Paid media spend or placements

Upfront requirement:

- Service Provider is **not able to front Pass-Through Costs** for later reimbursement.
- Pass-Through Costs must be **pre-approved in writing** by Client and **paid in advance** (or paid directly by Client to the vendor) before Service Provider places orders or commits to vendor spend.

7) Video Production and Studio Booking (Partial Payment Requirement)

- Design and editing services may be invoiced under the Net 30 structure in Section 5.
- If Client requests production work that requires out-of-pocket expenses (including, without limitation, studio booking, location fees, crew, equipment rentals, or similar production costs), Client agrees that Service Provider may require a **partial payment/deposit** prior to booking or committing to those costs.
- Service Provider will provide an estimate for approval prior to incurring any such costs.

8) Client Responsibilities

Client will:

- Provide timely access to required systems, accounts, and stakeholders
- Provide brand assets, content, approvals, and feedback in a timely manner
- Assign a primary point of contact for approvals and coordination

9) Revisions and Change Requests

- Unless otherwise stated in writing for a specific deliverable, Service Provider includes **up to two (2) rounds of revisions** per deliverable.
- Additional revisions or scope changes may require additional fees and/or a revised timeline.

10) Timeline and Performance

- Service Provider will make commercially reasonable efforts to meet agreed timelines.
- Delays caused by Client approvals, late materials, or third-party vendors may extend timelines.

11) Ownership and License

- Upon full payment of applicable invoices, Client will own the final, delivered creative assets specifically created for Client under this Agreement, excluding:
- Service Provider's pre-existing templates, tools, processes, and know-how
- Third-party assets licensed to Client under separate terms
- Service Provider may display completed work in its portfolio unless Client requests confidentiality in writing.

12) Confidentiality

Each party agrees to keep confidential any non-public information received from the other party and to use such information solely for performing under this Agreement.

13) Termination

- Either party may terminate this Agreement with **30 days' written notice**.
- Client will pay for services performed and approved Pass-Through Costs incurred through the termination effective date.

14) Limitation of Liability

To the maximum extent permitted by law, Service Provider’s total liability under this Agreement will not exceed the amounts paid by Client to Service Provider under this Agreement in the **three (3) months** preceding the event giving rise to the claim.

15) Independent Contractor

Service Provider is an independent contractor and not an employee, partner, or joint venturer of Client.

16) Governing Law

This Agreement will be governed by the laws of the State of **Georgia**, unless Client requires a different governing law by policy, and the parties agree in writing.

17) Signatures

Client	Service Provider
Griffin-Spalding County	Metro Southern Media, LLC.
Land Bank Authority	
Name:	Name:
	James Maddox
Title:	Title:
	CEO

Christopher Blocker

 Signature

James Maddox

 Signature

Select date

Select date

Exhibit A — Pricing Reference (For Planning)

The following pricing reflects the parties' discussed service components and may be used as a planning reference within the Annual Budget.

Monthly Services (Net 30)

- Current website maintenance: **\$300.00/month**
- Google Analytics reporting: **\$175.00/month**
- CRM management + 1:1 marketing strategy support: **\$275.00/month**

Total monthly investment: \$750.00/month

One-Time Setup Fees

- CRM automation setup (discovery, build, testing, onboarding): **\$2,000.00**
- Google Analytics setup: **\$200.00**

Total one-time fees: \$2,200.00

Important: Pass-Through Costs (printing, postage, promotional items, paid placements) are not included in the Annual Budget unless expressly agreed in writing and are subject to the upfront payment requirement in Section 6.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

4. Update the GSCLBA Board on the lien release request for 315 N. 6th St (Galloway, O'Neal and Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[121 E Chappell -Q Public Report.pdf](#)

[131 E Chappell -Q Public Report.pdf](#)

[131 E Chappell St-Quiet Title Order.pdf](#)

[315 N 6th St-Q Public Report.pdf](#)

[315 N 6th St-Warranty Deed.pdf](#)

[Certificate of Title - Land Bank Authority - 315 N. 6th Street.pdf](#)

Spalding County, GA

Summary

Parcel Number 007 14010
 Account/Realkey 1174
 Location Address 121 E CHAPPELL ST
 Legal Description E CHAPPELL ST
 (Note: Not to be used on legal documents)
 Class R3-Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Tax District GRIFFIN-TAD#1 (District 05)
 Millage Rate 37.348
 Acres 0.36
 Homestead Exemption Yes (S1)
 Landlot/District 160 / 02

[View Map](#)



Owner

TIMMONS LISA M
 LESTER JAMES B
 121 E CHAPPELL STREET
 GRIFFIN, GA 30223

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	E Broadway/Chappell/Tinsley	Lot	15,750	75	210	0.36	1

Residential Improvement Information

Style One Family
 Heated Square Feet 2652
 Interior Walls Sheetrock
 Exterior Walls Wood Siding
 Foundation Masonry
 Attic Square Feet 48 - 100% Finished
 Basement Square Feet 938 Unfinished
 Year Built 1930
 Roof Type Shingles - Architectural
 Flooring Type Hardwood
 Heating Type Central AC (Heat/Cool)
 Number Of Rooms 13
 Number Of Bedrooms 5
 Number Of Full Bathrooms 3
 Number Of Half Bathrooms 0
 Number Of Plumbing Extras 10
 Value \$149,187
 Condition Average
 Fireplaces\Appliances Const 2 sty 1 Box 1

Style One Family
 Heated Square Feet 1008
 Interior Walls Pine
 Exterior Walls Concrete Block
 Foundation Slab
 Attic Square Feet 0
 Basement Square Feet 0
 Year Built 1960
 Roof Type Shingles - Asphalt
 Flooring Type Cement
 Heating Type No Heat
 Number Of Rooms 5
 Number Of Bedrooms 2
 Number Of Full Bathrooms 1
 Number Of Half Bathrooms 0
 Number Of Plumbing Extras 2
 Value \$40,604
 Condition Average

Permits

Permit Date	Permit Number	Type
02/27/2023	9018	ROOF
12/04/2020	5564	RENOVATIONS
10/26/2016	BR 16.0941	RENOVATIONS
12/21/2015	15.0974	GENERAL MAINT.
10/07/2015	15.0824	DEMOLITION
05/07/2014	14.0346	RENOVATIONS

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
11/18/2021	4870 236		\$285,000	NON FAIR MARKET VALUE	CROWLEY TRACY	TIMMONS LISA M & JAMES B LESTER
11/18/2021	4870 234	6 311	\$0	GIFT	ELROD BEN	CROWLEY TRACY
9/9/2016	4253 19		\$25,000	CORRECTED DEED	KUPRES OBRAD	CROWLEY TRACY JOHN ET AL
9/9/2016	4095 167	6 311	\$25,000	LEGAL	KUPRES OBRAD	CROWLEY TRACY JOHN ET AL
4/13/2016	4043 348	6 311	\$10,000	QUIT CLAIM	NEPTUNE BUILDERS LLC	KUPRES OBRAD
8/14/2015	3979 4		\$10,000	MULTI-FAMILY - FAIR MARKET	KL HOUSES LLC	NEPTUNE BUILDERS LLC
4/13/2010	3443 244		\$0	DEED UNDER POWER	WILLIS JAMES D	SOUTHEASTERN REAL ESTATE DEV LLC
3/29/2010	3441 279		\$0	QUIT CLAIM	IDA RHOE JOHNSON LLC	WILLIS JAMES D
11/24/2009	3408 327		\$0	NON FAIR MARKET VALUE	WILLIS JAMES D	IDA RHOE JOHNSON LLC
4/18/2001	1884 299		\$83,500	FAIR MARKET - IMPROVED	QUICK JAMES C	WILLIS JAMES D
8/4/1983	694 342		\$21,000	FAIR MARKET - IMPROVED	ANGLYN HUGH	QUICK JAMES C
9/22/1948	114 184		\$0	NON FAIR MARKET VALUE		ANGLYN HUGH

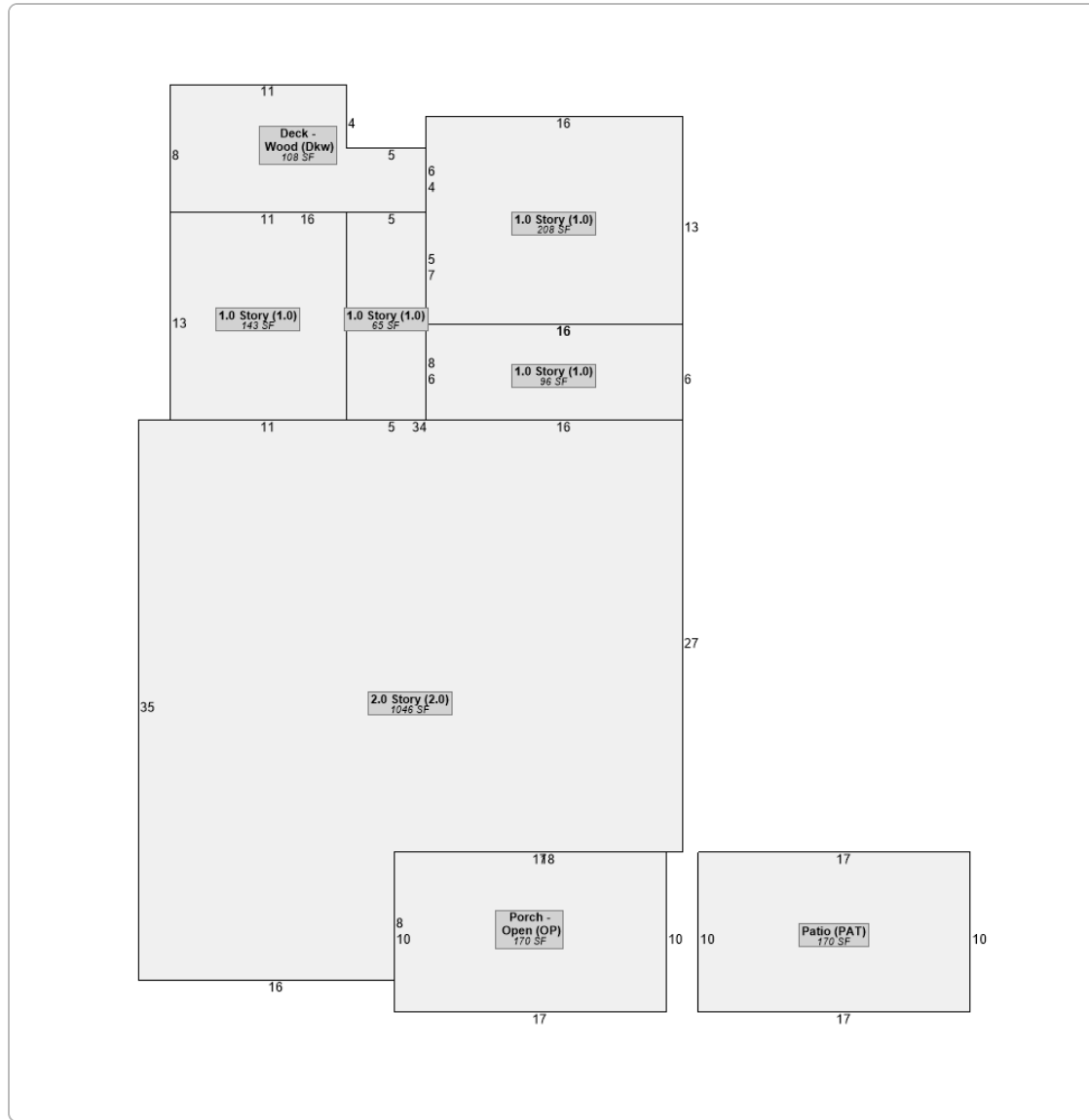
Valuation

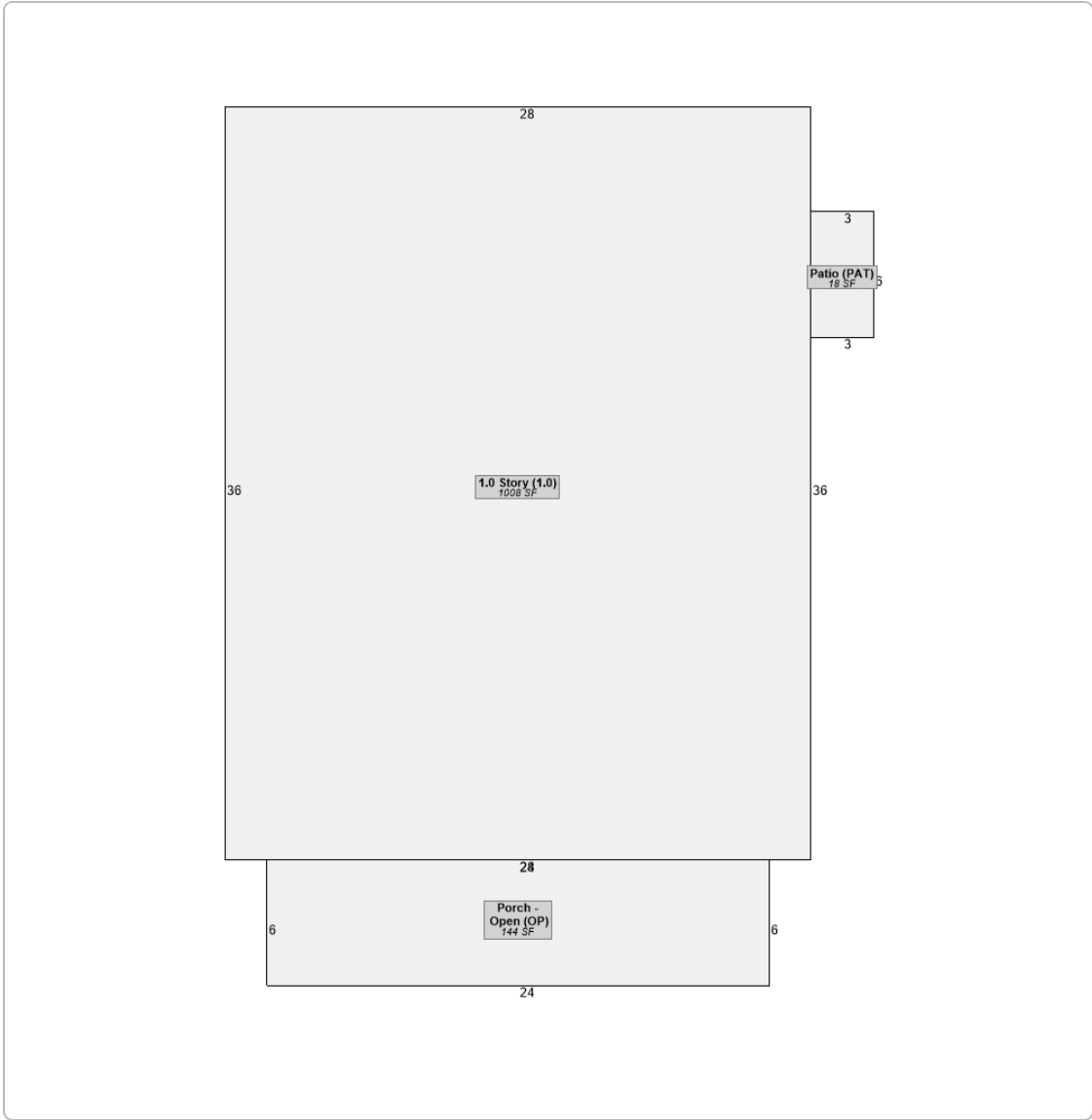
	2025	2024	2023	2022
Previous Value	\$204,791	\$205,246	\$164,395	\$44,469
Land Value	\$15,000	\$15,000	\$16,000	\$8,000
+ Improvement Value	\$189,791	\$189,791	\$189,246	\$156,395
+ Accessory Value	\$0	\$0	\$0	\$0
= Current Value	\$204,791	\$204,791	\$205,246	\$164,395

Photos



Sketches





No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
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Contact Us

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 **SCHNEIDER**
GEOSPATIAL

Spalding County, GA

Summary

Parcel Number 007 14008
Account/Realkey 1172
Location Address 131 E CHAPPELL ST
Legal Description E CHAPPELL ST
 (Note: Not to be used on legal documents)
Class R3-Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District GRIFFIN-TAD#1 (District 05)
Millage Rate 37.348
Acres 0.27
Homestead Exemption No (S0)
Landlot/District 160 / 02

[View Map](#)



Owner

HOOVER ZANE
 131 EAST CHAPPELL ST
 GRIFFIN, GA 30223

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	E Broadway/Chappell/Tinsley	Lot	11,550	75	154	0.27	1

Residential Improvement Information

Style One Family
Heated Square Feet 1803
Interior Walls Sheetrock
Exterior Walls Wood Siding
Foundation Masonry
Attic Square Feet 0
Basement Square Feet 0
Year Built 1960
Roof Type Shingles - Architectural
Flooring Type Carpet/Hdwd/Tile
Heating Type Central AC (Heat/Cool)
Number Of Rooms 6
Number Of Bedrooms 2
Number Of Full Bathrooms 2
Number Of Half Bathrooms 0
Number Of Plumbing Extras 5
Value \$129,234
Condition Average
House Address 131 E CHAPPELL ST

Permits

Permit Date	Permit Number	Type
07/18/2019	3210	RENOVATIONS
07/18/2017	BR-17.0049	RENOVATIONS

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
1/12/2023	5075 61		\$205,000	FAIR MARKET - IMPROVED	CROWLEY TRACY	HOOVER ZANE
5/2/2022	4963 138		\$0	DIVISION OF PROP	ELROD BEN	CROWLEY TRACY
10/31/2016	4106 342		\$5,500	GOVERNMENT	GRIFFIN SPALDING CO LAND BANK	ELROD BEN & TRACY CROWLEY
8/7/2012	3661 182		\$4,172	TAX SALE	TAX COMMISSIONER AND EX OFFICIO SHERIFF	GRIFFIN SPALDING CO LAND BANK AUTH
12/3/1990	1017 343		\$0	ESTATE	RUCKER THOMAS JOE	MATTHEWS QUEEN VICTORIA
1/9/1979	555 099		\$18,500	FAIR MARKET - IMPROVED	WALLER ANN MORRIS	RUCKER JOE THOMAS
6/6/1956			\$0	NON FAIR MARKET VALUE		WALLER ANN MORRIS

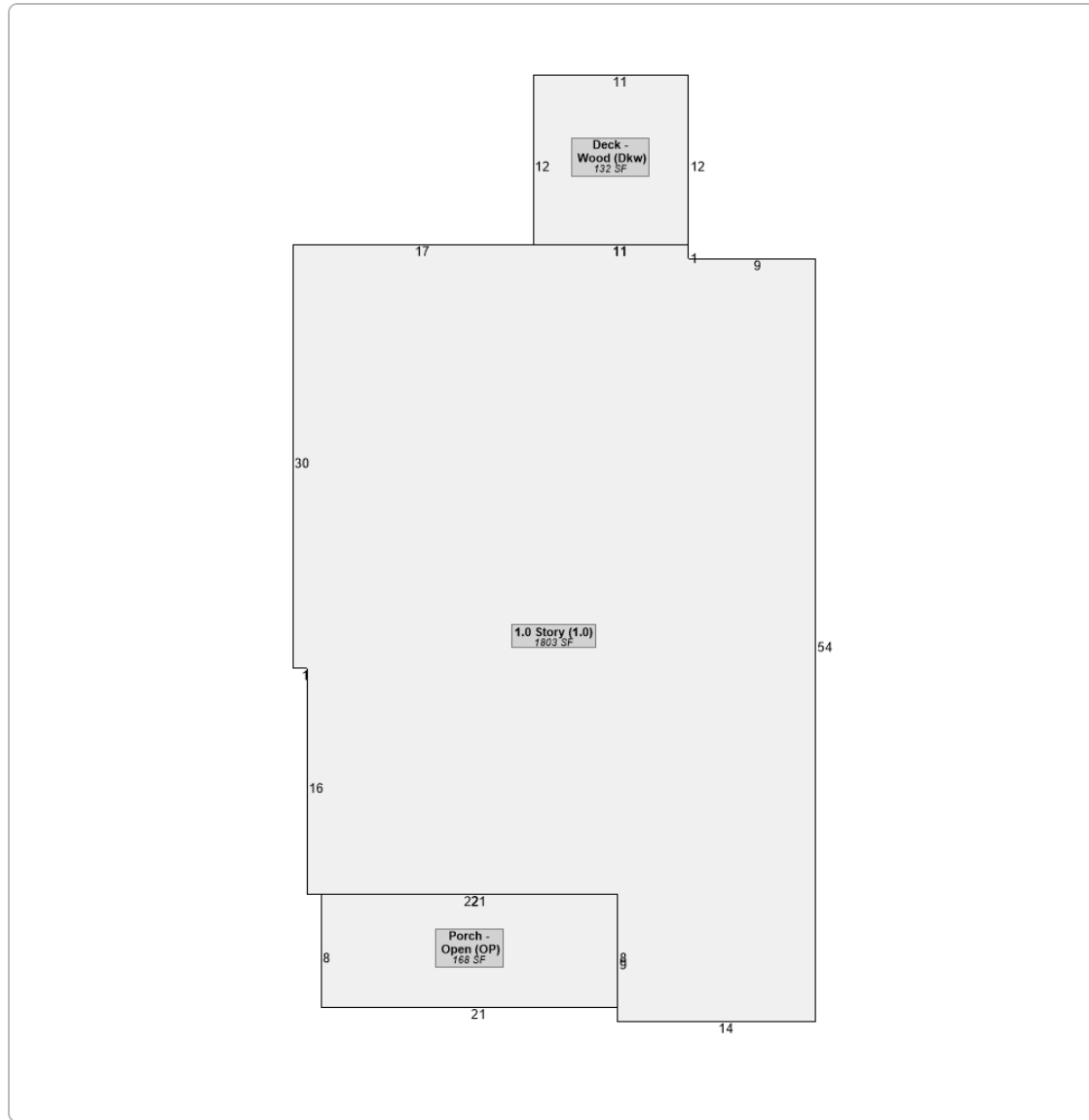
Valuation

	2025	2024	2023	2022
Previous Value	\$140,234	\$72,284	\$55,864	\$48,856
Land Value	\$11,000	\$11,000	\$14,400	\$7,200
+ Improvement Value	\$129,234	\$129,234	\$57,884	\$48,664
+ Accessory Value	\$0	\$0	\$0	\$0
= Current Value	\$140,234	\$140,234	\$72,284	\$55,864

Photos



Sketches



No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes.

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 GEOSPATIAL

BOOK 5063 PAGE 183

IN THE SUPERIOR COURT OF SPALDING COUNTY
STATE OF GEORGIA

TRACY CROWLEY,

Petitioner,

v.

IN RE:

ALL THAT TRACT OR PARCEL OF LAND
LYING AND BEING IN SPALDING COUNTY,
GEORGIA, AND BEING KNOWN AS 131 EAST
CHAPPELL STREET (TAX PARCEL ID 007
14008);

Respondent(s).

CIVIL ACTION
FILE NO. 22V-0412

FILED & RECORDED
CLERK, SUPERIOR COURT
SPALDING COUNTY, GA.
2022 DEC 14 A 10:20
DESSIE L. LINDSEY, CLERK

FINAL JUDGMENT AND ORDER

Upon this Court's consideration and review of the Special Master's Report, based upon the filings of record in the above referenced case, this Court enters the following Final Order and Decree.

1.

This Final Judgment and Order is entered pursuant to all provisions of O.C.G.A. §§ 23-3-60 *et seq.*, and this decree conclusively establishes the title of the real property which is the subject of this particular action, as set forth in this Order, as against all the world, subject only to the interests owned or held by the named Petitioner herein, or subject to any other interests, if any, as set forth in the Special Master's Report and/or Findings of Fact.

2.

Upon due consideration and review of the Special Master's Report, including Findings of Fact and Conclusions of Law, the referenced Special Master's Report is approved and expressly

adopted by this Court, and the same is hereby incorporated in this Final Order by reference thereto.

3.

The Court, therefore, holds and finds that Fee Simple title to 131 East Chappell Street, Griffin, Georgia 30223, known as Tax Parcel I.D. 007 14008 (hereinafter the "Subject Property" and more specifically described on Exhibit "A" attached hereto and incorporated herein by reference thereto) is vested in Petitioner, **Tracy Crowley**, and this Court holds further that there is no right, title, interest, or lien in or against the Subject Property found to be or vested in any of the individually named Respondents herein, nor any interest in any entity or party, whether known or unknown, except for: (a) unpaid real estate ad valorem taxes or other assessments, if any, owing to Spalding County, Georgia, and the State of Georgia which have come due and payable since the August 7, 2012, tax sale date; and (b) all easements, restrictions, covenants, and right-of-way agreements of record.

4.

The Court further expressly holds that any and all liens which predate the date of the August 7, 2012, tax sale date are, by operation of law, cut off by the tax sale and the subsequent barment proceeding to foreclose the equity of redemption.

5.

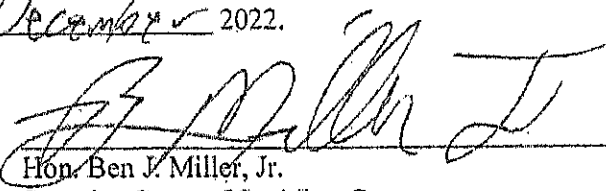
Accordingly, the Spalding County Clerk of Superior Court is expressly ordered to record this Final Judgment and Order in this civil action, along with the Special Master's Report, upon payment of the costs for the recording of such document(s), in the Public Deed Records in the Office of the Clerk of such Superior Court. A marginal reference to the recorded Final Order

shall be entered by the Clerk's Office upon the Tax Sale Deed recorded at Deed Book 3661, Page 182, Spalding County, Georgia, records.

7.

The Court awards and directs the payment of the Special Master's fees and costs, to be assessed and paid as follows: the Petitioner shall pay all such Special Master's fees and costs.

SO ORDERED, this 12 day of December 2022.


Hon. Ben J. Miller, Jr.
Superior Court of Spalding County

ORDER PRESENTED BY:

/s/ Joshua B. Adams

Bradley A. Hutchins
Georgia Bar No. 380682
Joshua B. Adams
Georgia Bar No. 751556
Attorneys for Petitioner

Weissman, PC
One Alliance Center, 4th Floor
3500 Lenox Road
Atlanta, GA 30326
(404) 926-4500
bradh@weissman.law
joshuaa@weissman.law

EXHIBIT "A"

All that tract or parcel of land, together with the buildings and improvements thereon, situate, lying and being in the City of Griffin, Spalding County, Georgia, being a portion of Lot 4 in Square 14 as shown on the original plan of said city and more particularly described as follows:

Beginning at a point on the North side of East Chappell Street approximately 73 feet West of the point of intersection of the North property line of East Chappell Street and the West property line of North Sixth Street, and running thence North 154 feet to property now or formerly owned by D. P. Berry; thence East 73 feet to the West side of North Sixth St.; thence South along the West side of North Sixth Street 154 feet; thence West 73 feet to the Point of Beginning.

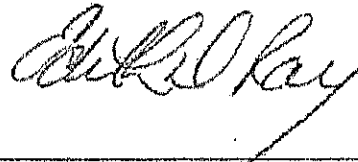
Said property is bounded as follows: North by property now or formerly of D. P. Berry; East by North Sixth Street; South by East Chappell Street; and West by property now or formerly of James A. Stewart.

The dwelling on said property is designated in the present plan of numbering in use in the city of Griffin as No. 131 East Chappell Street.

CERTIFICATE OF SERVICE

This is to certify that counsel of record in the foregoing matter has been served with the attached via statutory electronic service.

December 12, 2022



Edith D. Ray, Judicial Assistant
#565J20SC
Judge Ben J. Miller, Jr.,
Superior Court Griffin Judicial Circuit

132 E. Solomon St.
Griffin, Ga. 30223
770-467-4329
eray@spaldingcounty.com

IN THE SUPERIOR COURT OF SPALDING COUNTY

STATE OF GEORGIA

TRACY CROWLEY,	)	
	)	
Petitioner,	)	
	)	
v.	)	CIVIL ACTION
	)	FILE NO. 22V-0412
IN RE:	)	
	)	
ALL THAT TRACT OR PARCEL OF LAND	)	
LYING AND BEING IN SPALDING COUNTY,	)	
GEORGIA, AND BEING KNOWN AS 131 EAST	)	
CHAPPELL STREET (TAX PARCEL ID 007	)	
14008);	)	
	)	
Respondent(s).	)	

**SPECIAL MASTER'S REPORT, INCLUDING FINDINGS OF FACT
AND CONCLUSIONS OF LAW**

The above-styled and referenced matter came before the Special Master to ascertain and determine the validity, nature, or extent of Petitioner's title and all other interests in the real property which is the primary respondent and subject of this quiet title action, and for a report to the Court as to the Special Master's Findings of Fact. It appearing to the Special Master from the pleadings and evidence that the Petitioner is entitled to the relief requested and, accordingly, pursuant to O.C.G.A. § 23-3-66, the Special Master now makes a Report of the following Special Master's Findings of Fact and Conclusions of Law and submits a proposed Order to the Court.

FINDINGS OF FACT

THE SPECIAL MASTER FINDS AS A MATTER OF FACT AS FOLLOWS:

1.

The parcel of land for which this Petition to Quiet Title Against All the World has been brought has been identified as 131 East Chappell Street, Griffin, Georgia 30223 aka Tax Parcel

I.D. 007 14008 (hereinafter "Property"), as more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. The Special Master finds that this Court has proper jurisdiction of this Quiet Title action and that venue is proper.

2.

The Property was sold at a sheriff's sale ("Tax Sale"), pursuant to Writs of Fieri Facias issued, recorded, and levied upon for unpaid State and County ad valorem taxes by the Tax Commissioner and Ex-Officio Sheriff of Spalding County, Georgia, on August 7, 2012, to the Griffin Spalding County Land Bank Authority (hereinafter "Land Bank"). The Sheriff's Tax Deed evidencing the sale was recorded on September 12, 2012, at Deed Book 3661, Page 182, Spalding County, Georgia, records.

3.

The Land Bank foreclosed and forever barred the right of redemption of all interested parties as evidenced by the affidavit recorded on October 18, 2016, at Deed Book 4102, Pages 245-47, Spalding County, Georgia, records.

4.

After the right of redemption had been barred, the Land Bank then conveyed the Property to Ben Elrod and Tracy Crowley as evidenced by that certain Limited Warranty Deed recorded at Deed Book 4106, Pages 342-43, Spalding County, Georgia, records. Ben Elrod then conveyed his interest in the Property to Tracy Crowley (hereinafter "Petitioner") by virtue of a Limited Warranty Deed recorded at Deed Book 4963, Pages 138-39, Spalding County, Georgia, records.

5.

Petitioner now makes his claim to the Respondent Property by virtue of the aforementioned Tax Deed, barment of the statutory equity right of redemption, and subsequent conveyances.

6.

The Special Master finds that the Petitioner made all reasonable effort to identify, locate, and serve all interested parties, and further finds that Service of Process upon all parties entitled to notice as set forth in the Special Master's Determination of Entitlement to Notice and Order to Substitute Parties Entitled to Notice. Service was perfected either by personal service or by publication in The Griffin Daily News, the legal organ of Spalding County, Georgia, as required under Georgia law, as follows:

- a. Queen Victoria Matthews and/or Her Known and Unknown Heirs at Law was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;
- b. Ella W. Miller was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;
- c. Victoria Matthews was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;
- d. Frank R. Matthews was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;
- e. Aneatress D. Matthews was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;

- f. April Matthews was personally served by the Spalding County Sheriff on July 27, 2022, and failed to answer;
- g. Shirley Matthews was served by the Spalding County Sheriff on July 27, 2022, by leaving a copy of the petition and summons with April Stinson, and failed to answer;
- h. Jatazious Matthews was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;
- i. Michelle M. Matthews was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer;
- j. Spalding County, Georgia, was served by the Spalding County Sheriff on July 27, 2022, by leaving a copy of the petition and summons with Kathy Gibson, did not object to the relief requested, and entered into a consent order with Petitioner on September 28, 2022;
- k. City of Griffin, Georgia, was served by the Spalding County Sheriff on July 27, 2022, by leaving a copy of the petition and summons with Douglas S. Hollberg, and failed to answer;
- l. Georgia Department of Transportation was served on August 3, 2022, by leaving a copy of the petition and summons with Helen O'Leary, and failed to answer;
- m. Madebo Properties, LLC was served by the Spalding County Sheriff on July 27, 2022, by leaving a copy of the petition and summons with Laurie Kelley, and failed to answer;
- n. Ben Nathaniel Elrod was personally served by the Spalding County Sheriff on July 28, 2022, and failed to answer;

- o. Vanessa McCrary was personally served on September 1, 2022, and failed to answer;
- p. All Other Unknown Parties who have to claim any possessory or adverse right, title, or interest in the Respondent Property was served via publication pursuant to the Order for Service by Publication entered on September 28, 2022, as evidenced by the Publisher's Affidavit dated October 28, 2022, and filed on November 1, 2022, and failed to answer.

6.

The Special Master finds that Petitioner and/or Petitioner's counsel attempted to locate all parties identified in the Special Master's Determination of Service using computer research and skip trace tools.

7.

The Special Master finds that the proceeding to bar the equity of redemption from the tax sale was completed in due and proper substance and procedure against all parties entitled to notice of such "barment" proceeding, and that the statutory right to redeem the Property by any party in interest has been forever barred.

8.

BASED UPON SUCH FINDINGS OF FACTS, the Special Master enters the following Special Master's Conclusions of Law and moves the Court to adopt this report.

SPECIAL MASTER'S CONCLUSIONS OF LAW

9.

The Special Master finds and holds that Fee Simple title in and to the Subject Property is vested in Petitioner herein, Tracy Crowley, by virtue of the Tax Sale, foreclosure of the right of redemption as referenced in the Findings of Fact above, and subsequent conveyances from the Land Bank and Ben Elrod.

10.

The title into Petitioner is subject only, as may be applicable, to the following exceptions:

(a) Unpaid real estate ad valorem taxes or other assessments, if any, owing to Spalding County, Georgia and/or the State of Georgia which have become due and payable after the tax sale date; and (b) all easements, restrictions, covenants, and right-of-way agreements of record.

11.

The Special Master finds and holds that any and all liens which predate the date of the tax sale date are, by operation of law, cut off by the tax sale and the subsequent barment proceeding to foreclose the equity of redemption.

12.

The Special Master holds that the Clerk of the Superior Court of Spalding County should be expressly ordered, pursuant to O.C.G.A. § 23-3-67, to record the original of the referenced Final Judgment and Order in this civil action, as well as the Special Master's Findings of Fact, upon payment of the costs by Petitioner for recording such document(s), in the Public Deed Records in the Office of the Clerk of such Superior Court. The recording of the Final Order shall be cross-referenced by marginal reference to the Tax Sale Deed recorded at Deed Book 3661, Page 182, and Limited Warranty Deed recorded at Deed Book 4963, Pages 138-39, Spalding County, Georgia, records.

13.

The Special Master requests that the Court award all costs and the Special Master's fees to be assessed against the Petitioner.

This 8th day of December, 2022.


Janice M. Wallace, Esq.
Special Master
Georgia Bar No. 734002

Beck, Owen & Murray
100 S. Hill Street, Suite 600
Griffin, GA 30223
(770) 227-4000 ext. 1020
jwallace@beckowen.com

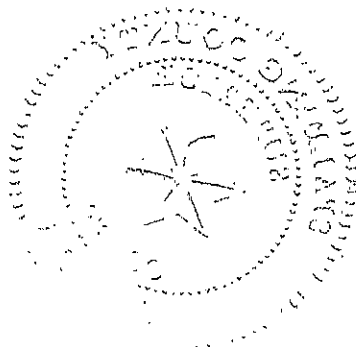
EXHIBIT "A"

All that tract or parcel of land, together with the buildings and improvements thereon, situate, lying and being in the City of Griffin, Spalding County, Georgia, being a portion of Lot 4 in Square 14 as shown on the original plan of said city and more particularly described as follows:

Beginning at a point on the North side of East Chappell Street approximately 73 feet West of the point of intersection of the North property line of East Chappell Street and the West property line of North Sixth Street, and running thence North 154 feet to property now or formerly owned by D. P. Berry; thence East 73 feet to the West side of North Sixth St.; thence South along the West side of North Sixth Street 154 feet; thence West 73 feet to the Point of Beginning.

Said property is bounded as follows: North by property now or formerly of D. P. Berry; East by North Sixth Street; South by East Chappell Street; and West by property now or formerly of James A. Stewart.

The dwelling on said property is designated in the present plan of numbering in use in the city of Griffin as No. 131 East Chappell Street.



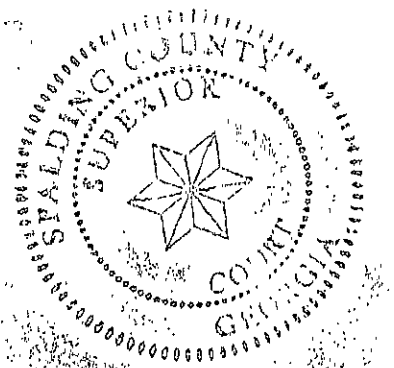
GEORGIA, SPALDING COUNTY

I, do certify that the within and foregoing is
a true and correct copy of the document as appears
by the original file and record in the office
of Clerk of Spalding Superior Court.

14th day of December 20 22

Sammy R Chapman

DEPUTY CLERK, SPALDING SUPERIOR COURT
DEBBIE L. BROOKS, CLERK OF SUPERIOR COURT
SPALDING COUNTY, GEORGIA



Spalding County, GA

Summary

Parcel Number 007 14007
Account/Realkey 1171
Location Address 315 N 6TH ST
Legal Description N 6TH ST
(Note: Not to be used on legal documents)
Class R3-Residential
(Note: This is for tax purposes only. Not to be used for zoning.)
Tax District GRIFFIN-TAD#1 (District 05)
Millage Rate 37.348
Acres 0.17
Homestead Exemption No (S0)
Landlot/District 160 / 02

[View Map](#)

Owner

ELROD BEN NATHANIAL
 CROWLEY TRACY JOHN
 1302 VAUGHN RD
 GRIFFIN, GA 30223

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	E Broadway/Chappell/Tinsley	Lot	7,560	56	135	0.17	1

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
11/7/2016	4185 250		\$250	GOVERNMENT	GRIFFIN SPALDING CO LAND BANK AUTH	ELROD BEN & TRACY CROWLEY
11/5/2015	4005 191		\$0	GOVERNMENT	GEORGIA RESIDENTIAL PARTNERS L	GRIFFIN SPALDING CO LAND BANK AUTH
12/18/2014	3912 61		\$300,000	MULTIPLE PARCELS	GRIFFEN QUADS LLC	GEORGIA RESIDENTIAL PARTNERS LLC
12/31/2013	3815 108		\$0	KIN	BUSH NEAL A	GRIFFEN QUADS LLC
12/31/1986	827 19		\$130,000	MULTIPLE PARCELS	BANKS L C & P N	BUSH NEAL A
1/1/1983	679 125		\$53,700	MULTIPLE PARCELS	FLOYD W TED	BANKS L C & P N
11/1/1982	675 102		\$0	NON FAIR MARKET VALUE	FLOYD W TED AND STACY JR SAMUEL V	FLOYD W TED
10/13/1981	646 290		\$80,000	MULTIPLE PARCELS	MCDONALD J S	FLOYD W TED & STACY SAMUEL V JR
2/7/1945	99 317		\$0	NON FAIR MARKET VALUE	MCDONALD J S	MCDONALD J S

Valuation

	2025	2024	2023	2022
Previous Value	\$10,000	\$8,000	\$4,000	\$4,000
Land Value	\$10,000	\$10,000	\$8,000	\$4,000
+ Improvement Value	\$0	\$0	\$0	\$0
+ Accessory Value	\$0	\$0	\$0	\$0
= Current Value	\$10,000	\$10,000	\$8,000	\$4,000

No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

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 **SCHNEIDER**
 GEOSPATIAL

Paid \$ 0 Real Estate Transfer Tax
Date 7-14-17
PT - 61 126- 2017-11633
Marcia L. Norris
Clerk of Superior Court, Spalding Co., Ga.

FILED & RECORDED
CLERK, SUPERIOR COURT
SPALDING COUNTY, GA

2017 JUL 14 A 10:37

BY TC
MARCIA L. NORRIS, CLERK

Griffin Spalding County Land Bank
217 North Hill Street
Griffin, GA 30223

LIMITED WARRANTY DEED

STATE OF GEORGIA, COUNTY OF SPALDING

THIS INDENTURE, Made the 7th day of November, in the year Two Thousand and Sixteen,
between

GRIFFIN SPALDING COUNTY LAND BANK AUTHORITY

of the County of Spalding, and State of Georgia, as party or parties of the first part, hereinafter called
Grantor, and

BEN ELROD and TRACY CROWLEY

as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to
include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Other valuable
consideration and One and no/100 (\$1.00) DOLLARS in hand paid at and before the sealing and delivery of
these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened,
conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto
the said Grantee,

All that tract or parcel of land situate, lying and being on the West side of North 6th Street
in the City of Griffin, Spalding County, Georgia, and being a portion of the north part of M.
F. Morris lot, and more fully described as follows: BEGINNING at the corner of North 6th
Street and Quilly Street and running South along the West side of North 6th Street Fifty-
six (56) feet; thence West One hundred thirty-five (135) feet to the lot formerly owned by
M. J. Janes; thence North Fifty-six (56) feet to Quilly Street; thence East along Quilly Street
One hundred thirty-five (135) feet to the Point of Beginning and bounded as follows: North
by East Quilly Street; East by North 6th Street; South by part of the lot formerly owned by
M. F. Morris; and West by lot formerly owned by M. J. Janes.

The aforesaid property is designated in the present plan of numbering in use in the City of
Griffin as No. 315 North 6th Street.

Grantees accept this property subject to a covenant running with the land providing that Grantees shall take such action as necessary to combine this parcel with Tax Map Parcel 007 14010 so as to remove this lot from record as a separate buildable lot.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever owning, holding or claiming by, through or under the Grantor.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

GRIFFIN SPALDING COUNTY LAND BANK
AUTHORITY

Signed, sealed and delivered in presence of

Megan Tatum
Unofficial Witness

By: [Signature] (SEAL)
John P. Joiner, Executive Director

Christine K. Mullikin
Notary Public

Christine K Mullikin
NOTARY PUBLIC
Jones County, GEORGIA
My Comm. Expires
08/09/2019



*Stephanie W. Windham
Janice M. Wallace
Karl P. Broder

*AV Preeminent®
Martindale-Hubbell®
Peer Review Rating™

BECK, OWEN & MURRAY

Attorneys at Law

www.beckowen.com

David E. Penland
Nathan R. Greene

John T. O'Neal
Admitted in GA & FL
Of Counsel

William M. Dallas III
Emeritus

CERTIFICATE OF TITLE TO THE PROPERTY OF BEN ELROD AND TRACY CROWLEY

To: GRIFFIN SPALDING COUNTY LAND BANK AUTHORITY
Re: TO-26-0237
315 N. 6th Street

After a careful examination of the pertinent records as correctly indexed in Spalding County, Georgia, affecting title to the property described on the attached Exhibit "A", we certify that record title is vested in

BEN ELROD AND TRACY CROWLEY

subject, however, to the exceptions and conditions hereinafter set out:

1. All unrecorded or incorrectly indexed facts, conditions and defects affecting the described property. All recorded facts, conditions or defects affecting captioned property not appearing of record in Spalding County, Georgia. We expressly do not certify the dimensions of the described property, not to the boundaries thereof, nor the existence or location of any improvements thereon, nor do we certify to the accuracy of any plat referred to in the caption description, nor to the absence of any easements, encroachments or physical conditions which could be discovered by an accurate survey or by physical inspection of said property. Any forgery in the chain of title and any errors made from improper indexing, filing and recording.
2. All rights, if any, of persons who may be in possession of all or any part of the captioned property under claims not appearing of record, or any defects not apparent of record.
3. Incapacities of any grantor or grantee in the chain of title not appearing of record.
4. Any lien for labor performed or materials furnished or architectural services rendered in the improvement of the captioned property within the past ninety days.
5. The operation and effect of all pertinent zoning ordinances or building restrictions in effect in Spalding County, Georgia, affecting said property.
6. Claims or interests acquired through bankruptcy proceedings and/or any defects in title arising out of bankruptcy proceedings, notice of which is unrecorded in the office of the Clerk of the Superior Court.
7. Applicable provisions of the Consumer Credit Protective Act, approved May 29, 1968, and regulations thereof.
8. All existing easements and right of ways.
9. Abstractor has been informed by the Tax Commissioner's office that State and County taxes have been paid through December 31, 2025, on the captioned property. We certify only that this information has been supplied to us by the Tax Commissioner of Spalding County, Georgia. We except to State and County taxes for the year 2026 and future years, which will be liens against this property. **(2025 county taxes were paid in the amount of \$151.83 for Map Ref. No. 007 14007). Base amount \$149.40**

One Griffin Center, Suite 600 — 100 South Hill Street — Griffin, Georgia 30223
Telephone & Text ♦ (770) 227-4000

10. Abstractor excepts to any claim arising out of any past, present or future violation of any federal, state or local environmental protection statutes or solid waste disposal statutes.
11. All matters of record subsequent to the date of this certificate.
12. Unrecorded statutory liens for the improvement of captioned property.
13. Street and sanitary liens not properly placed on record.
14. Matters respecting personal property situated or affixed to captioned property.
15. Title to that portion of the premises within the bounds of any public road.
16. The riparian rights of abutting landowners in and to the waters of any stream traversing captioned property.
17. Past due utility bills, which deter the municipal authority or utility company from transferring meters or service unit bills have been paid.
18. Filings related to personal property or fixtures not readily indexed in the deed records.

LOAN DEEDS AND OTHER MATTERS:

19. Title is currently vested in Ben Elrod and Tracy Crowley by virtue of Limited Warranty Deed recorded 07/14/2017 in Deed Book 4185, Page 250, Spalding County, Georgia records.

Title checked to the 9th day of June 2026 at 08:00 AM.

We agree to indemnify you to the full extent of any loss attributable to a breach of our duty to exercise reasonable care and skill in the examination of the title and the giving of this opinion.

BECK, OWEN & MURRAY
Attorneys at Law
By: Janice M. Wallace
June 22, 2026

EXHIBIT "A"

All that tract or parcel of land situate, lying and being on the West side of North 6th Street in the City of Griffin, Spalding County, and being a portion of the North part of M. F. Morris lot, and more fully described as follows: BEGINNING at the corner of North 6th Street and Quilly Street and running South along the West side of North 6th Street Fifty-six (56) feet; thence West one hundred thirty-five (135) feet to the lot formerly owned by M.J. Janes; thence North fifty-six (56) feet to Quilly Street; thence East along Quilly Street one hundred thirty-five (135) feet to the Point of Beginnings and bounded as follows: North by East Quilly Street; East by North 6th Street; South by part of the lot formerly owned by M.F. Morris; and West by lot formerly owned by M.J. Janes.

The aforesaid property is designated in the present plan of numbering in use in the City of Griffin as No. 315 North 6th Street.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

5. Consider the release of a Request for Proposal for the purchase and sale of 111 Pecan Pt, 113 Pecan Pt, 116 Pecar Pt and 118 Pecan Pt, Griffin, Spalding County (Blocker)

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[GSCLBA -REQUEST FOR PROPOSAL Draft.docx](#)



REQUEST FOR PROPOSAL 26-001

SALE OF REAL PROPERTY LOCATED AT:

111 PECAN PT, 113 PECAN PT, 116 PECAN PT, AND 118 PECAN PT

GRIFFIN, SPALDING COUNTY, GEORGIA

AUGUST 1, 2026

Introduction: 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.

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

Griffin-Spalding County Land Bank Authority, (hereinafter "GSCLBA") is seeking Requests for Proposals for the rehabilitation and disposition of real property, AS IS WHERE IS AND WITH NO WARRANTIES, for the property more particularly described as follows:

The Properties

ALL AND ONLY THAT PARCEL OF LAND DESIGNATED AS Tax Parcel 233-03015, in Land Lot 119 of the 2nd District, Spalding County, Georgia being Lot 6, The Orchards shown in Plat Book 24, 341, the description contained therein being incorporated herein by this reference, described in Deed Book 1908, Page 257, known as 111 Pecan Point

<https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=1697636704&KeyValue=233+03015>

And

All and only that parcel of land designated as Tax Parcel 233-03016, in Land Lot 119, of the 2nd District, Spalding County, Georgia, being Lot 7, The Orchards, shown in Plat Book 24, Page 341, the description contained therein being incorporated herein by this reference, described in Deed Book 1908, Page 257 known as 113 Pecan Point

<https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=648001367&KeyValue=233+03016>

And

All and only that parcel of land designated as Tax Parcel 233-03020, in Land Lot 119 of the 2nd Land District, Spalding County, Georgia being Lot 11, The Orchards, shown in Plat Book 24, Page 341, the description contained therein being incorporated herein by this reference, described in Deed Book 1908 Page 257, known as 116 Pecan Point.

<https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=1520223243&KeyValue=233+03020>

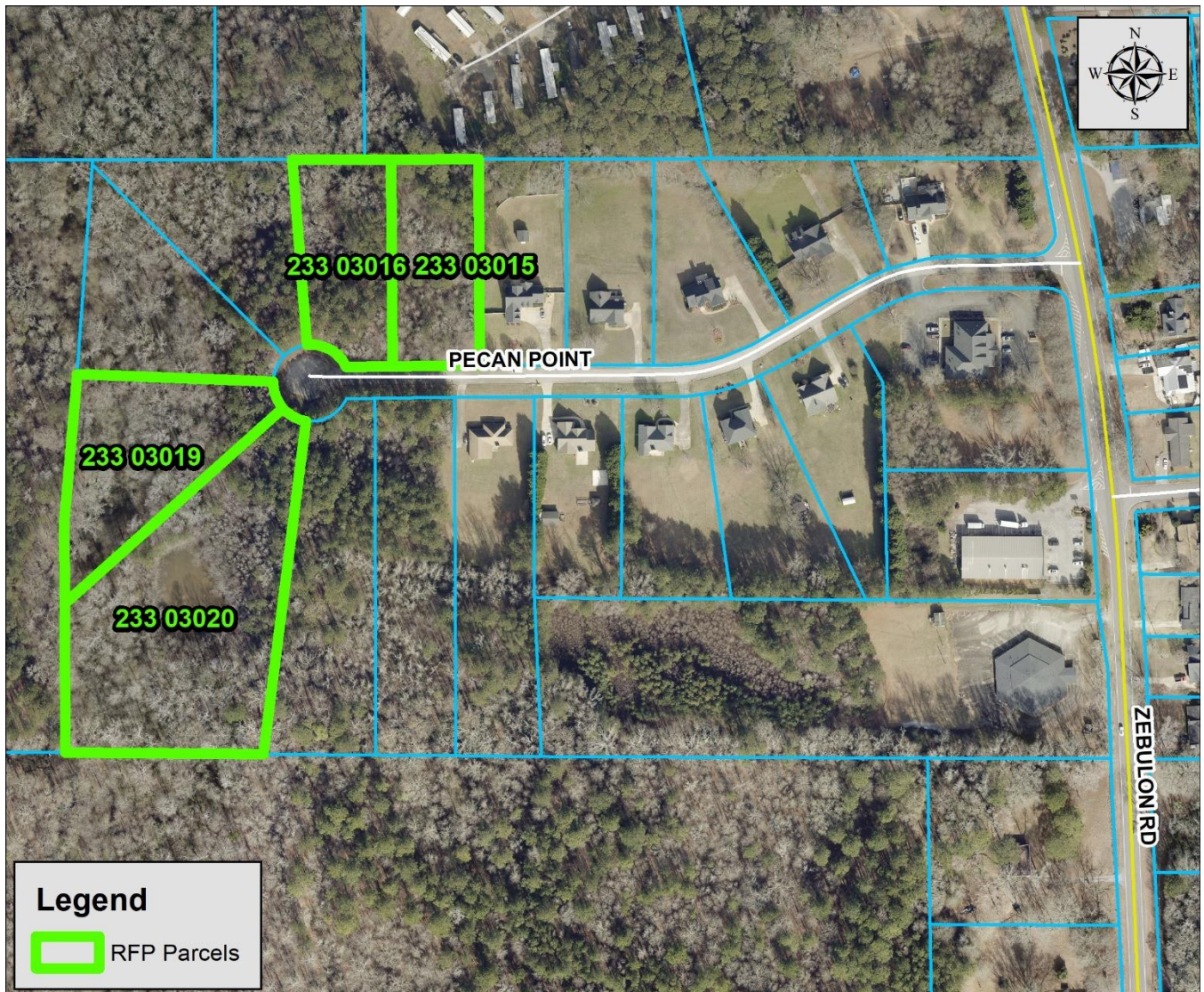
And

All and only that parcel of land designated as Tax Parcel 233-03019, lying and being in Land Lot 119 of the 2nd Land District, Spalding County, Georgia being Lot 10, The Orchards, shown in Plat Book 24, Page 341, the description contained therein being incorporated herein by this reference, described in Deed Book 1908, Page 257 known as 118 Pecan Point.

<https://qpublic.schneidercorp.com/Application.aspx?AppID=766&LayerID=11802&PageTypeID=4&PageID=5608&Q=173232073&KeyValue=233+03019>

"....returning land to an effective utilization to provide affordable housing for the citizens of the City and County"

Map



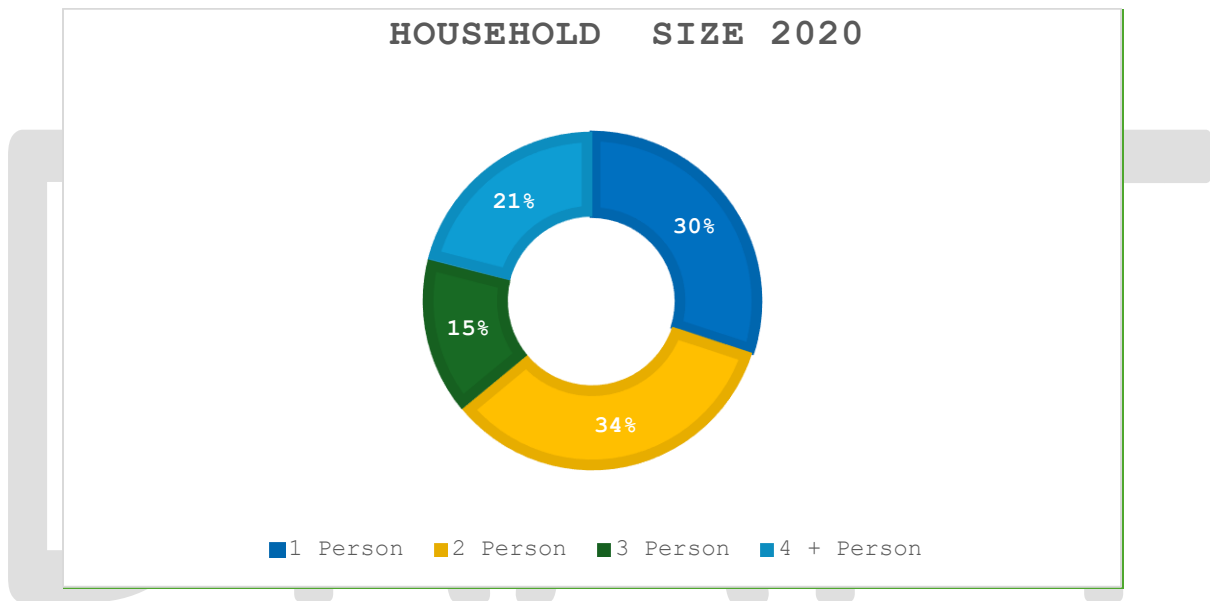
“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

About Griffin and Spalding County

Griffin-Spalding County Populations Projections, 2000-2050

	2000	2010	2020	2030	2040	2050
Griffin	23,436	23,643	23,478	24,251	25,248	26,209
Spalding County	58,417	64,073	67,306	71,390	76,325	81,359
Griffin as % of Spalding County	40%	37%	35%	34%	33%	32%

Source: Governor's Office of Planning and Budget, Population Projections



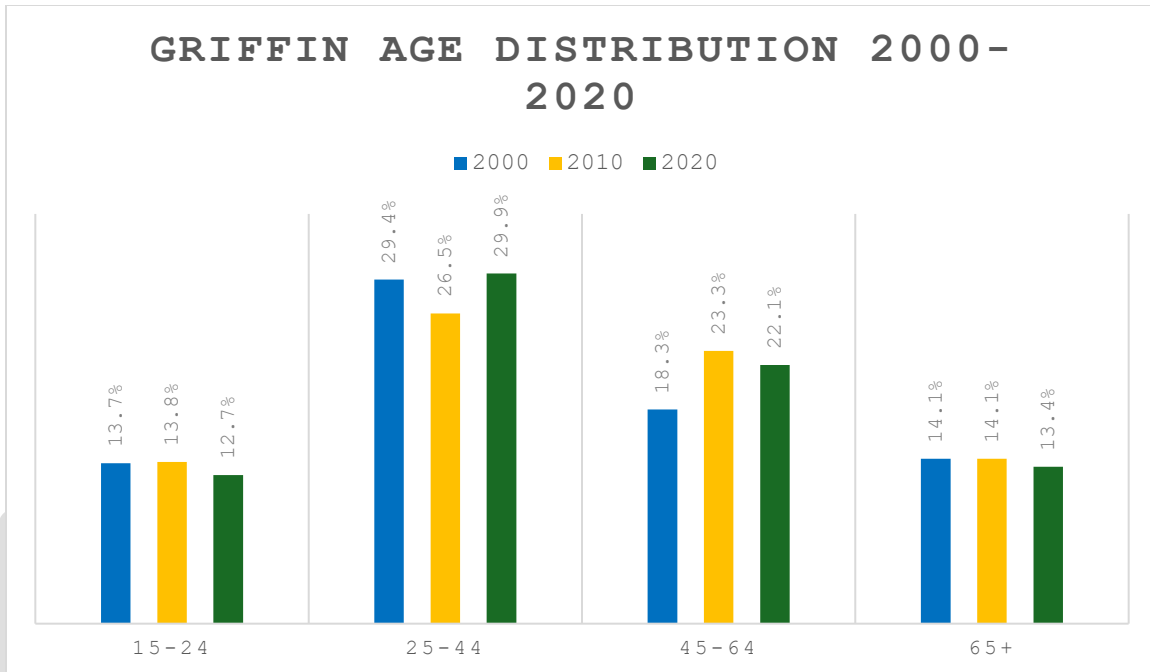
Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

Household Data 2000-2020

	2000		2020	
Total Housing Units	9,669		10,290	
Total Households	8,860		9,343	
Families	6,018	68%	5,822	62%
Families w/ Children	3,507	40%	2,638	34%
Families w/Older Adults	2,978	34%	2,783	30%
Non-Family	2,842	32%	3,521	38%
Average Household size	2.6		2.41	
Average Family size	3.16		3.03	

Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”



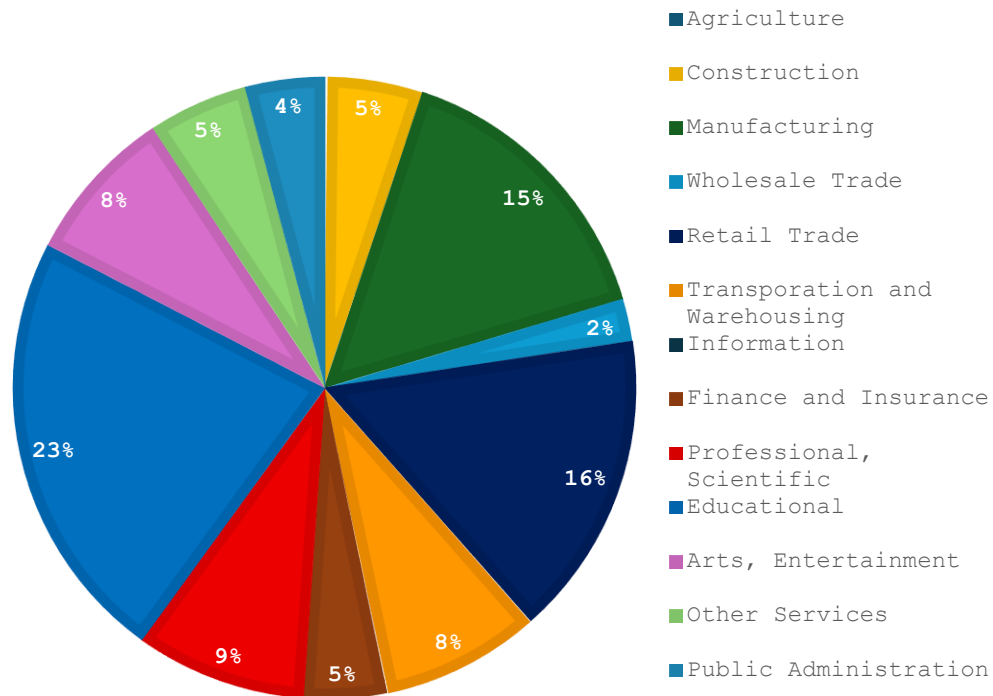
Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

Griffin Education Data

	2000	2010	2020
Less than 9 th grade	12.7%	10.1%	5%
9 th to 12 th grade no diploma	23.4%	18.4%	13%
High School graduate	29%	32%	38%
Some college, no degree	15.2%	17.7%	17%
Associate degree	3.2%	4.2%	7%
Bachelor's degree	11.2%	11.2%	11%
Graduate degree	5.2%	6.2%	9%
Less than High School diploma	36%	29.%	18%
High school diploma or higher	63.9%	71.5%	83%
Bachelor's degree or higher	16.4%	17.4%	20%
Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey			

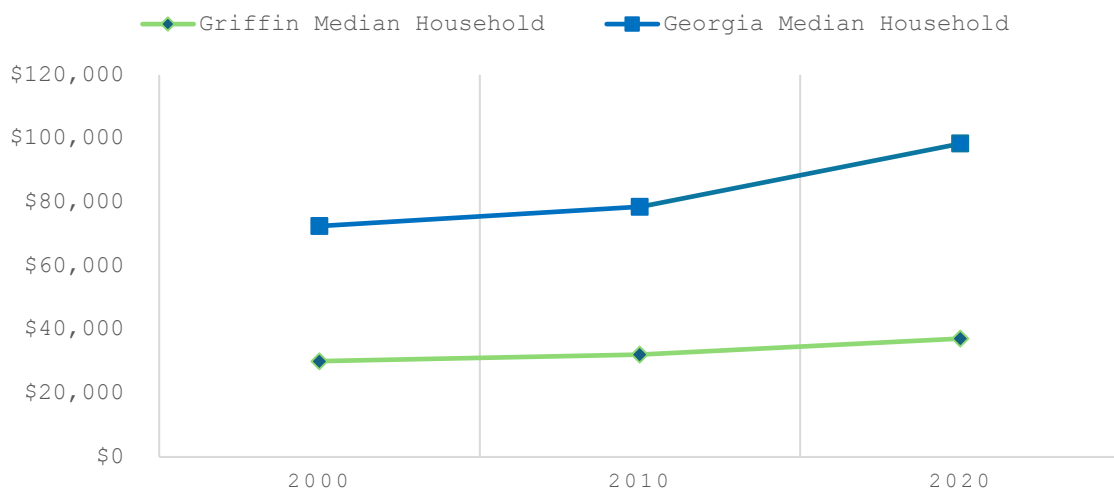
“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

EMPLOYMENT BY INDUSTRY 2020



Source: 2020 American Community Survey

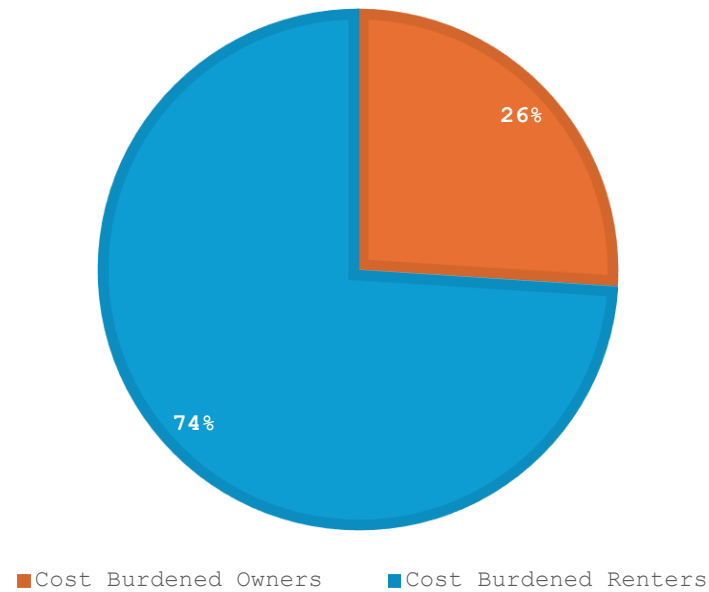
MEDIAN HOUSE INCOME, 2000-2020



Source: 2000 December Census, 2010 Decennial & 2020 Annual Community Survey

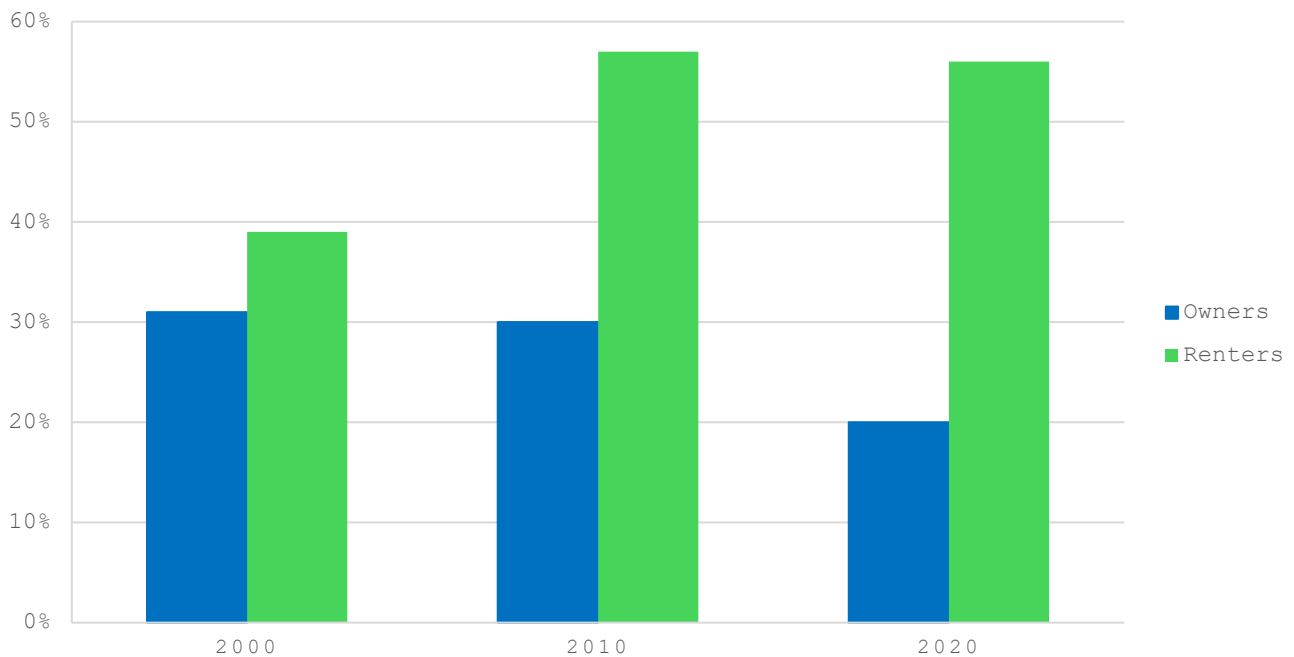
“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

COST BURDENED POPULATION 2020



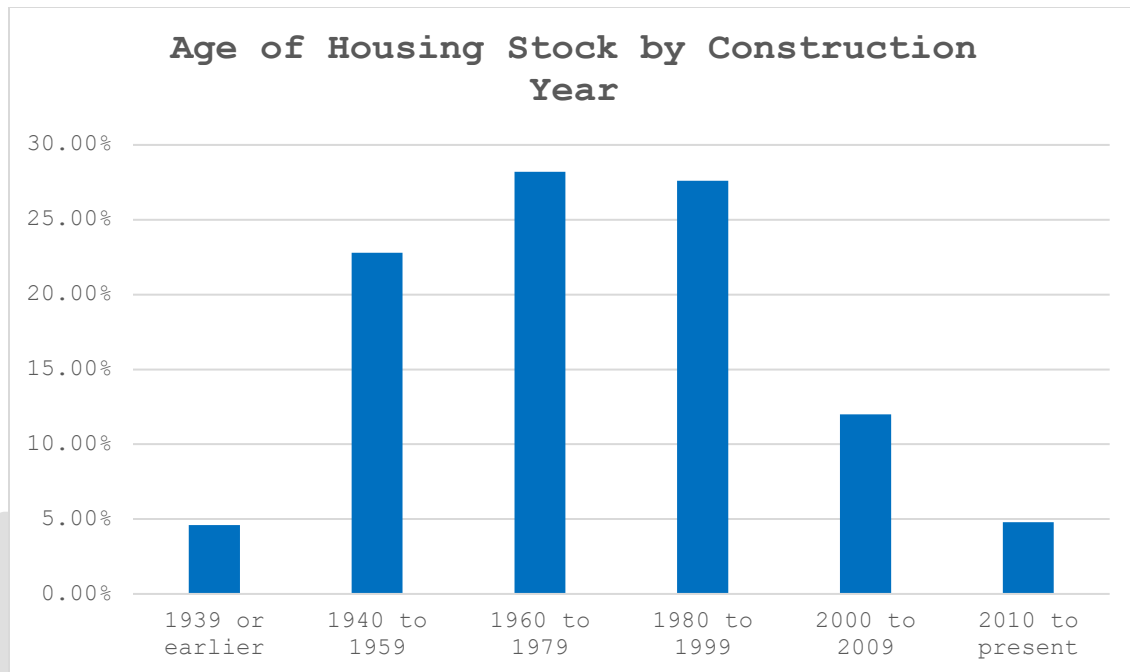
Source: 2020 American Community Survey

COST BURDENED POPULATION 2000-2020

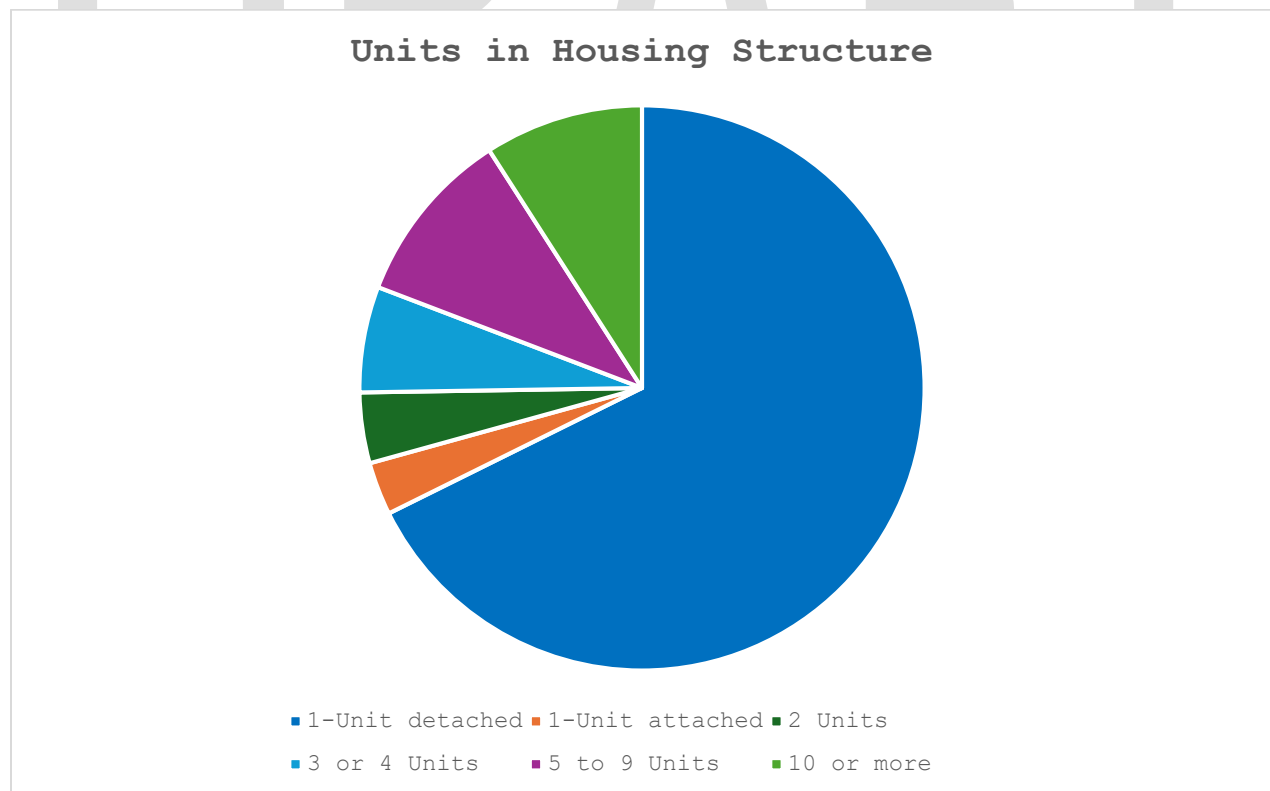


Source: 2000 Decennial Census, 2010 Decennial Census, 2020 Decennial Census

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”



Source: 2020 American Community Survey



Source: 2020 American Community Survey

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

Scope of Work

The selected entity, company or bidder shall build owner-occupied housing to help the Griffin Spalding County Land Bank with achieving its stated 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 of Griffin and Spalding County; and aligns that with the appropriate zoning and design standards of Griffin and Spalding County that may facilitate neighborhood redevelopment, private investment and reduce neighborhood blight.

The current zoning of the properties is:

Jurisdiction: Spalding County

Zoning: Residential-1

Spalding County Residential 1 Zoning Requirements:

Minimum Square Footage: 2,000 sf

Maximum Height: 35'

Minimum Lot Width: 125' w/ water; 100' water/wastewater /sewer

Minimum Frontage Width/Side/Rear setbacks: 100'; 25'; 25'

Spalding County Zoning Information

Development in unincorporated Spalding county is regulated by the zoning functions of the Department primarily through the Spalding County Unified Development Ordinance (UDO). The UDO contains the zoning districts allowed in the unincorporated area of the county. The Zoning District outlines the permitted and conditional uses that are allowed and the minimum dimensional requirements such as lot size and setbacks among other requirements. Applications for rezoning, variances, preliminary plats, final plats, and site plans are submitted to this Department. These applications are distributed throughout the other county departments for comments and scheduled for public hearings, if applicable.

- Spalding County Community Development:
 - (770) 467-4773
 - <https://www.spaldingcounty.com/departments-services/community-development>

Required Documents

- Cover Letter on Letterhead to include:

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

- Applicant Name
- Applicant background and experience
- Company background, structure and experience
- Intended use of the property
- Intention to rezone the property(if necessary)
- Construction Budget (Sample Below)
- Construction Timeline to include estimated date of completion and certificate of occupancy date
- Bid Price to Griffin-Spalding County Land Bank Authority
- State of Georgia General Contractor's License
- Business License
- Proof of Commercial Liability Insurance
- Photographs from previous projects
- Proposed Site plan
- Proposed Floor Plans
- Zoning verification from the City of Griffin or Spalding County
- Proof of Financing such as:
 - Most recent Bank Statements,
 - Letter of verification of available funds from Financial Institutions
 - Constructions Loan Commitment Letter from Financial Institution
 - Line of Credit Letter
- Construction Budget (Sample)
- IRS Determination Letter (if applicable)

Item	Budgeted Amount
Bid Amount for the property	\$
Construction Labor	\$
Site Work	\$
Building Materials	\$
Finishing Materials	\$
Permits and Fees	\$
Contingency	\$
Total	\$

Question and RFP Submission Deadlines

Questions must be submitted gsclda@cityofgriffin.org by August 31, 2026. The subject line of the email shall be: Proposal for GSCDLBA RFP 26-001 Question.

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

Proposals must be submitted by September 28, 2026 at 10am to gsclba@cityofgriffin.org as one PDF with the Subject line GSCLBA RFP: 26-001 Submission and 5 Hard Copies mailed to or delivered to:

Griffin-Spalding County Land Bank Authority
c/o Christopher Blocker
PO Box T
Griffin, GA 30224

Request for Proposal Timeline

Event	Date
Request for Proposal is Issued	August 1, 2026
Deadline for written questions	August 31, 2026
Responses to questions	September 4, 2026
Deadline for submission	September 28, 2026 AT 10:00 am
Public Opening for Bid Submission	September 28, 2026 AT 4:00PM
RFP Board Workshop	October 16, 2026
RFP Award Tentative Date	October 26, 2026

Closing Process

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.

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Permit and Construction Requirements

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

Convenants, 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

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

Rubric/Evaluation Criteria

Criteria	Maximum Score	Evaluation Score
Design and Materials	15	
Bid Price	10	
Proposed Use of the Property	5	
Estimated Construction Cost	10	
Proposed Sales Price to Owner-Occupant	10	
Construction Company Qualification and background	15	
Construction Timeline	10	
Financial Capability	15	
Proposed benefit to the Neighborhood	5	
Current Griffin or Spalding County Resident, Business Owner or Local builder	5	
Total Score	100	

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

Owner Occupancy Requirements

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.

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.

- a. **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.
- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **Hardship and Good Cause.** In rare cases, the Board may grant a waiver upon a showing

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

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.

Conclusion

The Griffin-Spalding County Land Bank Authority Board consists of 5-Member board who have been appointed by the City of Griffin and Spalding County Boards of Commissioners to serve the citizens of the City and County.

The purpose of the GSCLBA is 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.

Proposals must be submitted by September 28, 2026 at 10am to gsclba@cityofgriffin.org as one PDF with the Subject line GSCLBA RFP: 26-001 Submission and 5 Hard Copies mailed to or delivered to:

Griffin-Spalding County Land Bank Authority
c/o Christopher Blocker
PO Box T
Griffin, GA 30224

“....returning land to an effective utilization to provide affordable housing for the citizens of the City and County”

AGENDA ITEM SUMMARY

ITEM SUMMARY:

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

a. Contracts pending, closings and properties redeemed

1. 818 Hallyburton St (SLP) (City)
2. 1005 Meriwether St (City)
3. 1009 Meriwether St (City)
4. 1017 Meriwether St (City)
5. 1102 Parkview Dr (City)
6. 215 N 8th St (City)
7. 309 N 17th St (City)
8. 98 Callie Rd (County)

b. Properties foreclosed on July 15, 2026

1. 321 Moreland Rd (County)
2. 323 Moreland Rd (County)
3. 1601 Moreland Rd-SLP (County)
4. 621 Williams St (City)
5. 815 Williams St (City)
6. 134 Callie Rd (County)
7. 135 Callie Rd (County)
8. 0 Callie Rd (County)
9. 168 Davidson Cir (County)
10. 178 Davidson Cir (County)
11. 195 Davidson Cir (County)
12. 199 Davidson Cir (County)
13. 317 Eastbrook Ave (County)
14. 319 Eastbrook Ave (County)
15. 107 Valley Dr (County)
16. 111 Valley Dr (County)

c. Properties to be foreclosed on October 15, 2026

1. 808 Meriwether St (City)
2. 911 Meriwether St (City)
3. 1104 Lyndon Ave (City)
4. 1124 Lyndon Ave (City)
5. 610 Ellis St (City)
6. 615 Ellis St (City)
7. 633 Ellis St (City)
8. 726 Ellis St (City)
9. 825 Ellis St (City)
10. 198 Bourbon St (County)
11. 199 Bourbon St (County)
12. 0 Bourbon St (County)
13. 223 Ella Cir (County)
14. 227 Ella Cir (County)
15. 308 Ella Dr (County)
16. 480 Ella Cir (County)

17. 1230 N. 9th Ext St (County)
 18. 1315 N 9th Ext St (County)
 19. 1360 N 9th Ext St (County)
 20. 0 N 9th Ext St (County)
 21. 110 Valley Dr (County)
 22. 207 Eastbrook Ave (County)
- d. Properties to be foreclosed on January 15, 2027
1. 304 N. 13th St (City)
 2. 421 N 13th St (City)
 3. 425 N 13th St (City)
 4. 428 N 13th St (City)
 5. 436 N 13th St (City)
 6. 505 N 13th St (City)
 7. 507 N 13th St (City)
 8. 509 N 13th St (City)
 9. 609 Circus St (City)
 10. 4 Edwards St (County)
 11. 12 Edwards St (County)
 12. 822 Hammock St (County)
 13. 416 Meadow Lark Dr (County)
 14. 622 Northside Dr (County)
 15. 2760 Old Atlanta Rd (County)
 16. 2780 Old Atlanta Rd (County)
 17. 58 Pine St (County)
 18. 4 First St (County)

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

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

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[Op Ch 7096 Statement 20260630.pdf](#)

[7118 Statement 20260630.pdf](#)



999-99-99-99 10120 4 C 001 30 S 66 002
GRIFFIN SPALDING COUNTY LAND BANK AUTHOR
OPERATING ACCT
406 N HILL ST
GRIFFIN GA 30223-2568

Your account statement
For 06/30/2026

Contact us



Truist.com



(844) 4TRUIST or
(844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005241217096

Account summary

Your previous balance as of 05/29/2026	\$20,858.12
Checks	- 16,017.08
Other withdrawals, debits and service charges	- 96.80
Deposits, credits and interest	+ 0.00
Your new balance as of 06/30/2026	= \$4,744.24

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
06/01	2972	135.59	06/25	2974	15,730.06	06/30	2975	133.60
06/02	2973	17.83						
Total checks								= \$16,017.08

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
06/05	RECURRING INTERNET PAYMENT PURCHASE GOOGLE US004CD6C2	58.80
06/08	ACH CORP DEBIT QBooks Onl INTUIT * GRIFFIN SPALDING COUNTCUSTOMER ID 4239956	38.00
Total other withdrawals, debits and service charges		= \$96.80



Questions, comments or errors?

For general questions/comments or to report errors about your statement or account, please call us at 1-844-4TRUIST (1-844-487-8478) 24 hours a day, 7 days a week. Truist Care Center teammates are available to assist you from 8am – 8pm EST Monday-Friday and 8am – 5pm EST on Saturday. You may also contact your local Truist branch. To locate a Truist branch in your area, please visit [Truist.com](https://www.truist.com).

Electronic fund transfers (For Consumer Accounts Only. Commercial Accounts refer to the Commercial Bank Services Agreement.)

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, IMMEDIATELY call 1-844-487-8478 or write to:

Fraud Management
P.O. Box 1014
Charlotte, NC 28201

Tell us as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

- Tell us your name and deposit account number (if any)
- Describe the error or transfer you are unsure of, and explain as clearly as you can why you believe it is an error or why you need more information
- Tell us the dollar amount of the suspected error

If you tell us orally, we may require that you also send us your complaint or question in writing within ten (10) business days. We will tell you the results of our investigation within ten (10) business days after we hear from you, and we will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days to investigate your complaint or questions for ATM transactions made within the United States and up to ninety (90) days for new accounts, foreign initiated transactions and point-of-sale transactions. If we decide to do this, we will re-credit your account within ten (10) business days for the amount you think is in error, minus a maximum of \$50. If we ask you to put your complaint in writing, and we do not receive it within ten (10) business days, we may not re-credit your account and you will not have use of the money during the time it takes us to complete our investigation.

Tell us AT ONCE if you believe your access device has been lost or stolen, or someone may have electronically transferred money from your account without your permission, or someone has used information from a check to conduct an unauthorized electronic fund transfer. If you tell us within two (2) business days after you learn of the loss or theft of your access device or the unauthorized transaction, you can lose no more than \$50 if someone makes electronic transfers without your permission.

If you do NOT tell us within two (2) business days after you learn of the loss or theft of your access device or the unauthorized transaction, and we can prove we could have stopped someone from making electronic transfers without your permission if you had told us, you could lose as much as \$500. Also, if your periodic statement shows transfers you did not make, tell us at once. If you do not tell us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days if we can prove we could have stopped someone from taking the money if you had told us in time.

Important information about your Truist Ready Now Credit Line Account

Once advances are made from your Truist Ready Now Credit Line Account, an INTEREST CHARGE will automatically be imposed on the account's outstanding "Average daily balance." The INTEREST CHARGE is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid INTEREST CHARGE. This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

Billing Rights Summary

If you believe your **Truist Ready Now Credit Line statement** contains an error, please notify us in writing within sixty (60) days of the date the error FIRST appeared. Written correspondence must be sent to:

Truist Ready Now Credit Line Disputed Payments
PO Box 849
Wilson, NC 27894

You may contact us by phone; telephone inquiries do not obligate us to investigate and may result in your responsibility for the disputed amount.

Your written notice should include:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error and an explanation of why you believe it is incorrect

During our investigation process:

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- The change may remain on your statement and accrue interest; however, if an error is confirmed, you will not be liable for the amount in question or any interest or other fees related to that amount
- You are required to pay all other amounts not in dispute
- We can apply any unpaid amount against your credit limit

Mail-in deposits

Deposits can be made at a Truist ATM or using Truist Mobile Banking.

If you wish to mail a deposit, please send a deposit ticket and check to the following address (Please do not send cash):

Central Processing
MC:306-40-04-25
P.O. Box 27572
Richmond, VA 23261-7572

Change of address

If you need to change your address, please visit your local Truist branch or call Truist Care Center at 1-844-4TRUIST (1-844-487-8478).

How to Reconcile Your Account		Outstanding Checks and Other Debits (Section A)			
1. List the new balance of your account from your latest statement here:		Date/Check #	Amount	Date/Check #	Amount
2. Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:					
3. Subtract the amount in Line 2 above from the amount in Line 1 above and enter the total here:					
4. Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:					
5. Add the amount in Line 4 to the amount in Line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.					
		Outstanding Deposits and Other Credits (Section B)			
		Date/Type	Amount	Date/Type	Amount

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999-99-99-99 10120 0 C 001 30 S 66 002
GRIFFIN SPALDING COUNTY LAND BANK AUTHOR
PROJECT ACCT
406 N HILL ST
GRIFFIN GA 30223-2568

Your account statement
For 06/30/2026

Contact us



Truist.com



(844) 4TRUIST or
(844) 487-8478

■ BASIC PUBLIC FUND CHECKING 0005241217118

Account summary

Your previous balance as of 05/29/2026	\$17,994.01
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.00
Your new balance as of 06/30/2026	= \$17,994.01



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AGENDA ITEM SUMMARY

ITEM SUMMARY:

2. Presentation of the City of Griffin FY 2027 Budget Balance as of July 2026

Submitted By:

Christopher Blocker

Meeting Date:

27/07/2026

ATTACHMENTS:

[GSCLBA-Budget vs Actual Report-7.24.26.pdf](#)

Land Bank Authority Financial Statement Data

Land Bank Authority		101-7320	FISCAL YEAR		Target Percentage:	
			2027		8.33%	
Account Name	Account Number	Original Budget	Net Budget as Amended	Amount Used/Spent as of 7/24/2026	Budget Remaining	Percentage Used
Purchased & Contracted Services	52					
Professional	101-7320-52-1200	57,000.00	57,000.00	-	57,000.00	0.00%
Legal	101-7320-52-1210	70,000.00	70,000.00	-	70,000.00	0.00%
Technical	101-7320-52-1300	50,000.00	50,000.00	-	50,000.00	0.00%
Software Licensing and Services	101-7320-52-1301	-	-	-	-	0.00%
Disposal (E.G., Garbage Pickup)	101-7320-52-2110	30,000.00	30,000.00	-	30,000.00	0.00%
Lawn Care Services	101-7320-52-2140	100,000.00	100,000.00	-	100,000.00	0.00%
Repair & Maintenance Services	101-7320-52-2200	-	-	-	-	0.00%
Insurance, Other Than Employee Benefits	101-7320-52-3100	8,696.29	8,696.29	-	8,696.29	0.00%
Communications	101-7320-52-3200	4,115.00	4,115.00	-	4,115.00	0.00%
Advertising	101-7320-52-3300	6,000.00	6,000.00	-	6,000.00	0.00%
Printing & Binding	101-7320-52-3400	1,000.00	1,000.00	-	1,000.00	0.00%
Travel	101-7320-52-3500	5,295.00	5,295.00	-	5,295.00	0.00%
Dues & Fees	101-7320-52-3600	-	-	-	-	0.00%
Education & Training	101-7320-52-3700	3,795.00	3,795.00	-	3,795.00	0.00%
In-House Training	101-7320-52-3701	-	-	-	-	0.00%
Certifications & Licensing	101-7320-52-3800	-	-	-	-	0.00%
Total		335,901.29	335,901.29	0.00	335,901.29	0.00%
Supplies	53					
Office Supplies	101-7320-53-1110	750.00	750.00	-	750.00	0.00%
Operating Supplies	101-7320-53-1120	500.00	500.00	-	500.00	0.00%
Food	101-7320-53-1300	1,000.00	1,000.00	-	1,000.00	0.00%
Uniforms	101-7320-53-1710	200.00	200.00	-	200.00	0.00%
Total		2,450.00	2,450.00	0.00	2,450.00	0.00%
Capital	54					
Sites	101-7320-54-1100	-	-	-	-	0.00%
Total		0.00	0.00	0.00	0.00	0.00%

	55					
General	101-7320-55-1100	16,400.02	16,400.02	-	16,400.02	0.00%
Claims - Medical & RX - Active	101-7320-55-2210	-	-	-	-	0.00%
Total		16,400.02	16,400.02	0.00	16,400.02	0.00%
	57					
Payments to Land Bank Authority	101-7320-57-2007	-	-	-	-	0.00%
Payments to Griffin Spalding Co Housing Authority	101-7320-57-2013	-	-	-	-	0.00%
Total		0.00	0.00	0.00	0.00	0.00%
Total Budget		354,751.31	354,751.31	0.00	354,751.31	0.01%