

MINUTES
General Monthly Meeting
LBA Board of Directors
Thursday, April 25, 2019

Type of Meeting: Regular Monthly Meeting

Location: 34 Peachtree St. N.W., Atlanta, GA 30303, 19th floor Conference Room

Board of Directors	
Present:	Title:
Atty. Melanie Cook-McCant	LBA Board Chairperson
Nia Knowles	LBA Board Treasurer
Atty. Jane Bradshaw-Burnette	LBA Board Secretary
Michael Davis, Jr.	LBA Board Member
Kate Little	LBA Board Member
Janis Ware	LBA Board Member
Herb Joseph	Atlanta Public School Advisor
Absent:	
Michelle Nelson	LBA Board Vice Chairperson

Staff and Counsel	
Present:	Title:
Christopher Norman	Executive Director
Rhonda Corporal	Office Manager
Michael Nesbit	Program Manager
Jade Wiles	Asset Manager
Pamela Preston	Management Analyst
Atty. Rodney Strong	LBA General Counsel
Atty. David Maher	LBA General Counsel
Atty. Tres Dye	LBA Real Estate Counsel
Atty. Jonathan Futrell	City of Atlanta Law Department

Call to Order: Mrs. Cook-McCant, Chairperson called the meeting to order at 11:03 A.M.

1. **Welcome:**

Mrs. Cook-McCant welcomed the 3 new Board Members and everyone else to the meeting. She gave a brief personal background and mentioned that her Board term ends in August 2019. Each Board Member gave a detailed background of their involvement in the community and their credentials.

2. **Adopt Agenda:**

Mrs. Ware made motion to adopt Agenda as submitted. Ms. Little seconded motion. **MOTION APPROVED Unanimously.**

3. **Introductions:**

The Board Members, LBA staff and attendees introduced themselves. Mr. Norman explained the relationship of the LBA and Atlanta Public School System.

4. **Mission Statement:**

Mr. Michael Davis, Jr. read the LBA Mission Statement.

5. **Ratify Minutes:**

The minutes were ratified as submitted for the meetings on January 10, 2019, and January 31, 2019. Motion by Mrs. Ware . Kate Little seconded motion. **MOTION APPROVED Unanimously.**

Action Items

6. **Approve Conveyance of 115 McDonough Blvd. Atlanta, GA 30315 (Parcel# 14-0056-000-035-2) to 105 McDonough Blvd LLC.**

Mr. Michael Nesbit presented the Transaction Package for Board Action. Included background on Sheriff/Marshal deed inventory held by the LBA that were conveyed by the City of Atlanta and Fulton County between 1998-2001. He discussed the history of 105 McDonough Blvd. LLC and its affiliate FCS. He also discussed the transaction history, description of parties, proposed development plan, purchase offers, redemption offers, etc. The property will be used to create a for-profit restaurant. Staff recommendation is to approve the conveyance of the LBA's Sheriff/Marshal Deed lien interest in 115 McDonough Blvd. Atlanta, GA 30315 to 105 McDonough Blvd. LLC. For \$5,400.00. Staff also recommends that the conditional affordable housing restriction be waived so that this commercial project can proceed.

Mrs. Cook-McCant asked for information on the coffee shop operated by FCS located by Carver High School.

Mr. Jeff Delp with FCS provided background and additional info on the coffee shop, grocery store, and about establishing a sit-down restaurant in the community.

Mr. Delp expressed that they are seeking a for profit restaurant, but it will not be too expensive, and in line with the community.

Mrs. Ware made motion to approve Staff Recommendation:

Approve the conveyance of the LBA's Sheriff/Marshal Deed lien interest in 115 McDonough Blvd. Atlanta, GA 30315 to 105 McDonough Blvd LLC for \$5,400. Staff also recommends that the conditional affordable housing restriction be waived so that this commercial project can proceed.

Ms. Knowles seconded the motion. **MOTION APPROVED** Unanimously.

7. Approve 5-Year Land Banking Depository Agreement for Westside Future Fund, Inc.

Mr. Norman presented the Transaction Package for Board Action. He gave an overview about the Westside Future Fund, Inc. ("WFF") which is a non-profit organization with the mission is to reinvigorate the Westside neighborhoods of English Avenue, Ashview Heights, AUC, and Vine City which are the near the Mercedes Benz Stadium. WFF was established in December 2014 under the Mayor Reed administration. Part of their strategy is to create an acquisition fund to acquire certain properties in the targeted neighborhoods.

Ms. Cheryl Strickland, with WFF, spoke about the history of the target communities and the affordability since 1960's compared to the current affordability situation. WFF's goal is to offer sustainable transformation, long term affordability and supportive services for the community.

Mrs. Cook-McCant requested to add a required annual update report on the progress of the properties held within the 5-year Land Banking Depository Agreement. Mrs. Ware made motion to accept Staff Recommendation with additional stipulation from Mrs. Cook-McCant.

Approve 5-year Land Banking Agreement with the following conditions:

- *Restrict development of program property for individuals and families with incomes no greater than 100% of the AMI. Note that the majority will be targeted for individuals and families with incomes no greater than 60% AMI.*
- *Limit eligible property types to vacant residential lots, single family homes, and multi-family properties.*
- *Standard Promissory Notes and Deeds to Secure Debt shall apply.*
- *Require annual update report on the progress of the properties held.*

Mr. Davis seconded motioned. **MOTION APPROVED** Unanimously.

8. Approve Extinguishment of Delinquent Taxes for Various LBA Owned Parcels Donated by US Attorney, Community Restoration Corporation, and Former Private Owner via Westside Judicial in Rem Pilot Project.

Mr. Norman presented the Transaction Package for Board Action. The LBA is seeking to exercise its statutory authority to extinguish the delinquent taxes existing on the properties. The extinguishment action was anticipated when the properties were accepted as donations. The current amount of taxes that will be extinguished is approximately \$46,623.40. That figure could increase because of the interest that accrues on the past due delinquent tax amounts. LBA staff recommendation is to approve tax extinguishment of approximately \$46,623.40 for all 22 properties donated to LBA.

Ms. Knowles made a motion to accept Staff Recommendation.

Approve tax extinguishment of approximately \$46,623.40 for all 22 properties donated to the LBA.

Mrs. Ware seconded motion. **MOTION APPROVED Unanimously.**

9. Approved Issuance of Asset Maintenance Service Request for Qualifications.

Mr. Norman explained 2 to 3-year cycle of procurement for property maintenance services. It is time to solicit new vendors for Request of Qualifications (RFQ).

Mr. Jade Wiles presented a detailed RFQ for vendors to be considered to provide asset maintenance services for LBA's inventory of several parcels that include vacant lots, land and acreage, properties with unoccupied single-family houses and properties with unoccupied multi-family units. Once a firm has been qualified, they will remain qualified for a period of one (1) year, with an option, at the sole description of the LBA, to renew the asset management service agreement for one (1) additional year.

Mrs. Jane Burnette asked if the LBA reaches out to the vendors in the community that employ people coming out of incarceration? The LBA does not.

Mrs. Ware stated that eviction costs should also be passed on to clients.

Mrs. Cook-McCant requested that a copy of Business License, bonding, Certificate of Good Standing, financial capacity and assurance of no liens against the company. She also stated the need to see their lines of credit to determine if they have sufficient working capital.

This will make sure that the Sub-Contractors get paid for their work and protect the LBA.

Ms. Little made motion to accept Staff Recommendation.

Approve issuance of Asset Maintenance Services Request for Qualifications.

Mrs. Bradshaw-Burnette seconded motion. **MOTION APPROVED Unanimously.**

10. Approve Issuance of Financial Audit Request for Proposals.

Mr. Norman presented the Transaction Package for Board Action. Mr. Norman stated that the current auditor, Melissa Preston CPA, has been with LBA for a while and performed about 8 audits. The Firm might reapply, but it is time to do a new procurement. The type of audit may be an A133 single audit, or a standard audit. The auditor will determine the type. LBA currently needs audits for 2017 and 2018. The draft RFP document was reviewed. The historic cost was between \$23,000 to \$25,000 per audit.

Mrs. Ware made a motion to accept Staff Recommendation.

Approve issuance of Financial Audit Request for Proposals subject to final review by Executive Director, LBA Counsel, and one designated LBA Board Director.

Ms. Knowles seconded motion. **MOTION APPROVED Unanimously.**

Information Items

11. LBA Inventory – ePropertyPlus Demonstration.

Tabled until next meeting.

12. Conley Road Project Update

Mr. Norman reached out to Falcon Ga. Investments, LLC and requested: 1) a tour of the site for LBA staff and the community and 2) a meeting to discuss modifications in the scope of work. The goal is complete the tour by May 23, 2019.

13. Neighborhood Stabilization Program (“NSP”) Update

Mr. Norman stated there is no update from last report. There are 21 properties pending construction and the Qualified Developers are waiting on funding from the City of Atlanta. LBA and the Qualified Developers may have to find additional external dollars for the projects.

14. Annual Update to City of Atlanta City Council, Community Development Human Services Committee – February 26, 2019.

Mr. Norman presented the annual update to the CDHS Committee on February, 26, 2019. The presentation is included in the Board Meeting book.

15. Briefing – City of Atlanta Mayor and Cabinet, March 13, 2019

Mr. Norman briefed the members of the Mayor’s Cabinet on March 13, 2019. The Mayor was not present. The presentation is included in the Board Meeting book.

16. GA. Association of Land Bank Authorities (GALBA) – Monthly Roundtable Conference Call

GALBA has initiated a monthly virtual roundtable conference call once a month on the second Thursday for one (1) hour. The call is for Land Bank leaders, staff, and stakeholders to discuss and exchange ideas, programs, and tools for success. All interested parties are welcome to join.

17. NCRC Conference Panel Presentation – Washington, DC, March 12, 2019.

Mr. Norman attended the NCRC Conference in Washington, DC and presented on a panel titled: “Land Banks on Steroids: How to Disrupt Speculation in Your Community.” The presentation is included in the Board Meeting book.

18. GALBA Presentation – Cordele/Crisp County Town Hall, April 18, 2019

Mr. Norman presented at a town hall regarding the potential establishment of a land bank in Cordele/Crisp County. Excerpt from the local newspaper, Cordele Dispatch, included in the Board Meeting book.


19. Center for Community Progress – Vacant Abandoned Dilapidated Properties (VAD) Training Academy Presentation – Houston, TX, May 15, 2019

Mr. Norman will attend the upcoming VAD Academy in Houston, TX and present on a panel on “Land Banks and Land Banking Partnerships.”

20. Public Comments

No comments.

ADJOURN: The Board Meeting was adjourned at 1:04 PM.



Jane Bradshaw-Burnette, LBA Board Secretary

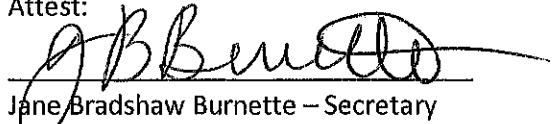


Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item:				
Agenda				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				<i>Absent</i>
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	.			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	<i>4</i>			
Approved	✓			

Attest:


Jane Bradshaw Burnette – Secretary

6-27-19
Date



Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item:				
Minutes				
January 10, 2019				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				Abseal
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	6			
Approved	✓			

Attest:

Jane Bradshaw Burnette
Jane Bradshaw Burnette – Secretary

6/27/19
Date

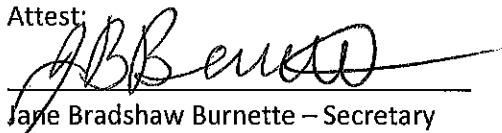


Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item: Minutes January 31, 2019				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson - Vice-Chair				Absent
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	9			
Approved	✓			

Attest:


Jane Bradshaw Burnette - Secretary

6-27-19
Date



Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item: 115 McDonough Blvd, Atlanta GA 30315 (Parcel#14-0056-000-35-2) to 105 McDonough Blvd LLC				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				<i>Absent</i>
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	6			
Approved	✓			

Attest:



Jane Bradshaw Burnette – Secretary

6-27-19

Date



Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item: 5-Years Land Banking Depository Agreement for WestSide Future Fund, Inc.				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				<i>Absent</i>
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	6			
Approved	✓			

Attest:

Jane Bradshaw Burnette

 Jane Bradshaw Burnette – Secretary

6-27-19

 Date



Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item: Extinguishment of Delinquent Taxes for Various LBA Owned Parcels Donated by US Attorney CRC, and Former Private Owner via Westside Judicial in Rem Pilot Project.				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				<i>Absent</i>
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	6			
Approved	✓			

Attest:

Jane Bradshaw Burnette
Jane Bradshaw Burnette – Secretary

6-27-19
Date




Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item: Approved Issuance of Asset Maintenance Service Request for Qualification.				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				<i>Absent</i>
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	6			
Approved	✓			

Attest:



Jane Bradshaw Burnette – Secretary

6-27-19

Date




Board Director Official Vote Record

Board Meeting Date: April 25, 2019

Action Item: Issuance of Financial Audit Request for Proposals.				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair				<i>Absent</i>
Nia Knowles - Treasurer	✓			
Janice Ware	✓			
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	6			
Approved	✓			

Attest:



Jane Bradshaw Burnette – Secretary

Date

6-27-19

14. **Public Comments (Two-minutes limit per speaker)**

Mr. Shola Olorunsola, Fulton County Tax Commissioner Office, gave thanks to the LBA for doing a good job.

EXECUTIVE SESSION

15. **Personnel Matters**

Action regarding personnel was taken by unanimous vote.

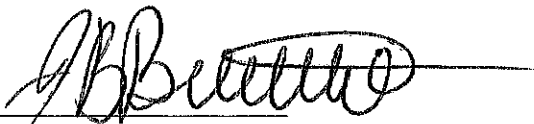
Ms. Michelle Nelson made motion:

Exit Executive Session.

Attorney Jane Bradshaw-Burnette seconded. **MOTION APPROVED UNANIMOUSLY.**

ACTION ITEM

16. **ADJOURN:** The Board Meeting was adjourned at 1:15 P.M.

A handwritten signature in black ink, appearing to read 'J. Bradshaw-Burnette', written over a horizontal line. The signature is stylized and cursive.

Jane Bradshaw-Burnette, LBA Board Secretary