



**METRO ATLANTA
LAND BANK**

Affordable Housing
Vibrant Communities
Economic Opportunities

General Monthly Meeting MALB Board of Directors Tuesday, March 23, 2021

NOTE: THIS WILL BE A ZOOM CONFERENCE CALL AND NOT IN-PERSON

<https://us02web.zoom.us/j/82507387534?pwd=NWdsdkt5WXZ3MDBQOUUpKVDB1VHdoUT09>

Meeting ID: 825 0738 7534

Passcode: 856787

One tap mobile

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+13017158592,,82507387534#,,,,*856787# US (Washington DC)

Start Time: 11:00 a.m. Target End Time: 1:00pm

AGENDA

Mission: The mission of the Metro Atlanta Land Bank is to facilitate the transformation of the City and County into a vibrant community by:

- Returning non-revenue generating, non-tax producing, or blighted property to an effective utilization status in order to provide market and affordable housing, public space, new industry and jobs for the citizens of the City and County.
- Extinguishing past due tax liens from property foreclosed upon by Fulton County and the City of Atlanta in their tax collection capacities.

Time	Item Description
11:00am	1. Welcome
11:02am	2. Adopt Agenda
11:04am	3. Introductions
11:08am	4. Ratify Minutes – February 23, 2021

Action Items

Time	Item Description
11:10am	5. Approve Conveyance of Sheriff/Marshal Deed Interest in 2300 Herring Road, Atlanta, GA 30311 (Parcel ID 14-0183-0004-004-8) to Lamoh Hicks

11:20am	6. Approve Engagement of OaksATL Community Development, Inc. for Demolition of 526 James P. Brawley Drive, Atlanta, GA 30314 (Parcel ID 14-0111-0002-070-8)
11:30am	7. Approve Conveyance of Sheriff/Marshal Deed Interest in 0 Lindsay St. (Parcel ID 14-0111-0001-013-9) to OaksATL Community Development, Inc.
11:40am	8. Approve Extension and Modification of Scope of Work for YourCrescendo
11:47am	9. Approve Release of Reverter Interest in: <ul style="list-style-type: none"> • 85 Bowen Ave. SE, Atlanta, GA 30318 (Parcel ID 14-0057-0010-005-0) • 57 Hardwick St. SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-004-3) • 0 Meldon Ave. SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-002-7) • 73 Bowen Ave. SE, Atlanta, GA 30318 (Parcel ID 14-0057-0010-009-2) • 1605 Crogman St. SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-029-0) Pursuant to Tax Extinguishment Action and Agreement for Sale & Disposition of Land for Charis Community Housing
11:57am	10. Approve Office Lease Proposal to Relocate to 229 Peachtree Street
12:05pm	11. Approve Issuance of Request for Proposal for Selection of Firm to Perform Annual Financial Audits

Information Items	
Time	Item Description
12:10pm	12. Review Draft of MALB By-Laws
12:30pm	13. Update re Permanent Affordability Pilot with Atlanta Land Trust
12:35pm	14. Lunch and Learn Webinar Series
12:40pm	15. Presentation to Clayton County Land Bank Authority – Land Bank Overview and Board Orientation; March 10, 2021
12:45pm	16. MALB Financial Update
12:50pm	17. Future Meeting Time and Dates
12:52pm	18. Public Comments (Two-minute limit per speaker)

Action Item	
1:00pm	19. Adjourn



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MINUTES
GENERAL MONTHLY MEETING
MALB BOARD OF DIRECTORS
Tuesday, March 23, 2021

Type of Meeting: Regular Monthly Meeting

Location: Zoom Conference Call

Board of Directors			
Name:	Title:	Attendance:	
		Present	Not Present
Janis Ware	MALB Board Chairperson	P	
Kate Little	MALB Board Vice-Chairperson	P	
Atty. Jane Bradshaw-Burnette	MALB Board Secretary		NP
Michelle Nelson	MALB Board Treasurer	P	
Petrina Howard	MALB Board Member	P	
Vacant	MALB Board Member		N/A
Vacant	MALB Board Member		N/A
Herb Joseph	Atlanta Public Schools Advisor	P	

Staff and Counsel			
Name:	Title:	Attendance:	
		Present	Not Present
Christopher Norman	Executive Director	P	
Elizabeth Roberts	Sr. Program Director		NP
Terica B. Bashir	Program Director	P	
Rhonda Corporal	Office Manager	P	
Atty. Rodney Strong	MALB General Counsel		NP
Atty. David Maher	MALB General Counsel	P	
Atty. Tres Dye	MALB Real Estate Counsel	P	
Atty. Jonathan Futrell	City of Atlanta Law Department	P	

Atty. Reginald McClendon	City of Atlanta Law Department		NP
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1. Call to Order: Chairperson Janis Ware - Called the meeting to order at 11:00 A.M.

2. Adopt Agenda:

Board Member Petrina Howard made a motion to:

Adopt Agenda with no changes.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

3. Welcome: Chairperson Janis Ware welcomed Board Members and attendees to the meeting.

4. Ratify Minutes:

Treasurer Michelle Nelson made a motion:

Ratify minutes as submitted for the meeting on February 23, 2021, with no changes.

Board Member Petrina Howard seconded the motion.

MOTION APPROVED UNANIMOUSLY.

Action Items:

5. Approve Conveyance of Sheriff/Marshal Deed Interest in 2300 Herring Road, Atlanta, GA 30311 (Parcel ID 14-0183-004-8) to Lamoh Hicks.

Mrs. Terica Bashir explained that the property located at 2300 Herring Road is a part of the 1998-2001 Sheriff/Marshal deed inventory conveyed to MALB from the City of Atlanta and Fulton County. The interest conveyed by the City and County were only lien interests. The City and County never foreclosed or barred the right of redemption on the original owners of the properties. Mr. Lamoh Hicks made a request to MALB to purchase the lien interest on the property located at 2300 Herring Road from the Sheriff/Marshal Deed inventory. Mr. Hicks' plan is to build a 2200 sq. ft. 2-story home for his personal residence, which will include an art studio and terrace utilizing a 48' shipping container that is in his possession. Construction will begin July 5, 2021 and end November 2021. Mrs. Bashir stated that Mr. Hicks is a minority business owner of his own architecture/interior & production design firm. His career spans over 20 years and he has experience in every aspect of construction from design to build.

Mr. Lamoh Hicks informed the Board that he has established relationships with various trade professionals who are supportive and ready to contribute their time and skills to his project. He also stated that he has worked on low-income housing for the city of Jackson, Mississippi as well as resorts in the Caribbean and Netherlands.

Treasurer Michelle Nelson made a motion to:

Approve Conveyance of Sheriff/Marshal Deed Interest in 2300 Herring Road, Atlanta, GA 30311 (Parcel ID 14-0183-004-8) to Lamoh Hicks.

Board Member Petrina Howard seconded the motion.

MOTION APPROVED UNANIMOUSLY.

6. Approve Engagement of oaksATL Community Development, Inc. for Demolition of 526 James P. Brawley Drive, Atlanta, GA 30314.

Mr. Norman explained to the Board that the property located at 526 James P Brawley Drive, Atlanta, GA 30314, is currently owned by the Metro Atlanta Land Bank (MALB). The property was conveyed in June 2018 via a donation from the Community Restoration Corporation.

Mrs. Bashir stated that the MALB has received several code violations for the property. She explained that the MALB wants to demolish the. Mrs. Bashir shared that the MALB requested that all property management vendors submit a proposal for the demolition services and presented a comparison chart of all submissions. Based on review, staff recommended to the Board to approve engaging oaksATL to manage the demolition

Mr. Matthew Maxwell, a representative from oaksATL, stated that they are a licensed General Contractor and that they also hire some of their employees from the community in which they are doing business.

Board Chairperson Janis Ware asked if the tasks notated on the chart that were required by the City but not checked off as a part of the demolition proposal would be completed. Mrs. Bashir stated that all City requirements would be met. She emphasized that a contract would be drawn up outlining all tasks that need to be completed from project management of the demolition to the actual demolition process. Mr. Maxwell committed to performing all duties outlined in the contract.

Board Member Petrina Howard made a motion to:

Approve Engagement of oaksATL Community Development, Inc. for Demolition of 526 James P. Brawley Drive, Atlanta, GA 30314.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

7. Approve Conveyance of Sheriff/Marshal Deed Interest in 0 Lindsay St (Parcel ID 14-0111-0001-013-9) to oaksATL Community Development, Inc.

Mrs. Bashir explained that 0 Lindsay Street is also a part of the 1998-2001 Sheriff/Marshal deed inventory conveyed to the MALB from the City of Atlanta and Fulton County. The interests that were conveyed by the City and County were only lien interests. The City and County never foreclosed or barred the right of redemption on the original owners of the properties. Matt Maxwell made a request on behalf of oaksATL, to purchase the lien interest on the property. The property is in the English Avenue neighborhood. The plan is to consolidate lots oaksATL already owns and to construct affordable townhomes with an accessory dwelling unit. Mr. Maxwell anticipates the project to be completed in 12 months.

Mr. Matthew Maxwell stated that oaksATL has been in business for over 4 years and has completed over 40 affordable housing units in the English Avenue and surrounding neighborhoods.

Board Member Petrina Howard made a motion to:

Approve Conveyance of Sheriff/Marshal Deed Interest in 0 Lindsay St (Parcel ID 14- 0111-0001-013-9) to oaksATL Community Development, Inc.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

8. Approve Extension and Modification of Scope of Work for YourCrescendo.

Mr. Norman reminded the Board that on June 6, 2018, YourCrescendo was engaged to assist the MALB with creating a 5-year Strategic Plan. The MALB also requested a proposal from YourCrescendo to expand the scope of their engagement to include two areas under Phase I of the Strategic Articulation Implementation: rebranding and increasing brand awareness. Mr. Norman stated that staff recommends that the engagement and scope of work of YourCrescendo be extended to include Phase III that will consist of:

- Continuation of brand building
- Limited assistance with website maintenance
- Execution of the social media strategy
- Engaging current and new stakeholder groups (webinars, group outreach, etc.)

The proposed cost to deliver these services will be a monthly retainer of \$2,500 for February through June for a total of \$12,500. Mr. Norman stated that in June, the engagement will be revisited to assess the need for potential further engagement.

Treasurer Michelle Nelson made a motion to:

Approve Extension and Modification of Scope of Work for Your Crescendo.

Board Member Petrina Howard seconded the motion.

MOTION APPROVED UNANIMOUSLY.

9. Approve Release of Reverter Interest in:

- **85 Bowen Ave. SE, Atlanta, GA 30318 (Parcel ID 14-0057-0010-005-0)**
- **57 Hardwick St. SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-004-3)**
- **0 Meldon Ave., SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-002-7)**
- **73 Bowen Ave., SE, Atlanta GA 30318 (Parcel ID 14-0057-0100-009-2)**
- **1605 Crogman St. SE, Atlanta GA 30315 (Parcel ID 14-0056-0010-029-0)**

Pursuant to Tax Extinguishment Action and Agreement for Sale & Disposition of Land for Charis Community Housing.

Mr. Norman stated that in 2003 and 2006, the MALB extinguished taxes for several properties held by Charis Community Housing, Inc, which is now merged into Focused Community Strategies, Inc. ("FCS"). Tax abatements were completed with the goal of assisting FCS with producing affordable housing. MALB and FCS entered into agreements that required the completion of the projects within 3 years from execution. The agreements allow MALB reversion of the title of the subject properties in the instance that FCS defaulted. Mr. Norman explained that FCS did default on the projects but the MALB allowed the properties to be held under a 2011-2015 Land Banking Depository Agreement. The properties were returned to FCS in 2015. Mr. Norman explained that FCS has now partnered with Pennrose to develop the properties. Pennrose was founded in 1971 and has developed over 265 projects of affordable housing. The current plan is to apply for a 9% tax credit to develop an 85-unit multifamily dwelling adjacent to Price Middle School. As part of their pre-development phase, FCS consolidated 5 properties into one single parcel. Mr. Norman informed the Board that for FCS to proceed with construction, the MALB will need to release FCS from the requirements of the Agreement. This has been a customary practice of the MALB over the years as counterparties satisfy their project requirements.

Board Member Petrina Howard made a motion to:

Approve Release of Reverter Interest in:

- **85 Bowen Ave. SE, Atlanta, GA 30318 (Parcel ID 14-0057-0010-005-0)**
- **57 Hardwick St. SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-004-3)**
- **0 Meldon Ave., SE, Atlanta, GA 30315 (Parcel ID 14-0057-0010-002-7)**
- **73 Bowen Ave., SE, Atlanta GA 30318 (Parcel ID 14-0057-0100-009-2)**
- **1605 Crogman St. SE, Atlanta GA 30315 (Parcel ID 14-0056-0010-029-0)**

Pursuant to Tax Extinguishment Action and Agreement for Sale & Disposition of Land for Charis Community Housing.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY

10. Approve Office Lease Proposal to Relocate to 229 Peachtree Street.

Mr. Norman reminded the Board that the MALB's current lease expires on June 30, 2021. It was extended for 12 months from the original expiration of June 20, 2020, due to COVID-19. The MALB engaged Kellogg Partners (Kellogg) to identify and negotiate lease space. Kellogg negotiated the current lease. After reviewing multiple options, which included the current office space, it was determined that vacating the current space and moving to a new location provided the best solution for the MALB.

Mr. James Pitts of Kellogg Partners explained to the Board that he was able to negotiate and obtain the following on behalf of the MALB:

- Rent - \$22.50/sf (an increase from current rent)
- Term – 65 months
- Turnkey Buildout – At landlord's sole cost and expense to include new paint, carpet, additional electrical outlets, refinished break room, etc. IT allowance of \$30.00/sf
- Free Rent – First 5 months
- Use of TI Allowance – Up to \$6.00/sf for tenant's cabling and relocation cost (Approx. \$15,000)
- Commencement – July 1, 2021

Mr. Pitts stated that the new location will provide the MALB with a significant upgrade relative to office conditions, amenities available to staff and guests, enhanced conference room, and gym.

Mr. Norman stated that this will provide the MALB with a more efficient office layout. Mr. Pitts will forward the draft of the lease to Mr. Norman and General Counsel upon Board approval.

Treasurer Michelle Nelson made a motion to:

Approve Office Lease Proposal to Relocate to 229 Peachtree Street.

Board Member Petrina Howard seconded the motion.

MOTION APPROVED UNANIMOUSLY

11. Approve Issuance of Request for Proposals for Selection of Firm to Perform Annual Financial Audits.

Mr. Norman stated the last financial audit of the financial records for MALB was for FY2016. MALB is requesting to issue a Request for Proposals (RFP) to identify an audit firm to complete the financial audits for FY17, FY18, FY19, and FY20. The completion of those financial audits will bring all required audits to a completed status. He stated that a draft RFP is currently being completed and finalized and will be issued after approval by the MALB Board. He also informed the Board that the MALB's current bookkeeper provided feedback on the draft of the Request for Proposals.

Board Member Petrina Howard made a motion to:

Approve Issuance of Request for Proposals for Selection of Firm to Perform Annual Financial Audits.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY

Information Items

12. Review of Draft of MALB By-Laws.

Attorney David Maher gave an update of the changes to the By-Laws. He stated that the changes had to tract with the new changes to the Interlocal Agreement that was completed in 2017. He proposes the following changes:

- Adoption of Certain Legislation and Documents section.
- (4) Directors from Atlanta, (3) Directors from Fulton County Board of Commissioners. Any additional municipality elected to become a member of the MALB shall appoint (2) Directors.
- Membership of the Board
- Meetings of the Board (include teleconference options in case of emergency)
- Quorum and Voting Requirements (no action taken unless)
 - Property located within Fulton County but outside the City of Atlanta unless the action is approved by at least two (2) Directors appointed by the County.
 - Property located within the City of Atlanta unless action is approved by at least two (2) Directors appointed by the City.
 - If one or more Fulton County municipalities become a member, no action shall be taken concerning property located within a member municipality unless approved by one (1) of the Directors appointed by that municipality.
- Records of Meetings
 - Shall be kept in accordance with the Georgia Corporations Code.
- Officer of the Board
 - By-Laws now include the position of Treasurer.
- Powers of the Corporation
 - Properties obtained and/or held by the Corporation, has detailed its policies and practices for acquisition and disposition of real property in its October 22,

2020 document entitled: "Fulton County/City of Atlanta Land Bank Authority Acquisition and Disposition of Real Property."

- Provisions for Staffing and Retention of Outside Services
 - Name changes of departments.
- Funding and Expenditures
 - Under the Georgia Land Bank Act, 75% of the real property taxes collected on real property shall be remitted to the Corporation.
- Cooperation and Interaction with other Fulton County/local municipality Land Bank Authority; additional Land Bank Members
 - Additional (each "New Land bank Member") municipalities may become a member under this Agreement by completing the following requirements.
 - Unanimous approval of the Board
 - Adoption of local law, ordinance, or resolution
 - Approve the New Land Bank Members becoming a Land Bank Member and authorizing ICA Amendment.
 - Execution by both the Board Chairperson and authorized representative.
- Amendment of By-Laws
 - By-Laws may be amended by two-thirds (2/3) majority vote at any regular meeting of the Directors.

Treasurer Michelle Nelson wanted clarification of what the 75% of the property taxes collected will mean for MALB?

Mr. Norman explained that the Georgia Land Bank Act states the Land Bank is entitled to 75% of the collected taxes, exclusive of any state or school district ad valorem taxes. He also explained that the amended By-Laws have to be published for 30 days in order for the public to review. A copy has also been given to Fulton County and the City of Atlanta for review.

13. Lunch and Learn Webinar.

Mr. Norman stated that the topic for the webinar this month was "Acquiring Land Bank Property" with a focus on the Sheriff/Marshal Deed Program. He informed the Board that all past webinars are now on the MALB's website.

14. Presentation to Clayton County Land Bank Authority – Land Bank Overview and Board Orientation; March 10, 2021.

Mr. Norman informed the Board that he, Attorney Sara Toering, and Attorney Allie Jett General Counsel – Clayton County Land Bank, gave a land banking programmatic overview and board orientation to the Clayton County Land Bank at the request of Chief Turner, Chairman - Clayton County Board of Commissioners.

15. MALB Financial Update.

Mr. Norman presented the MALB January Update to the Board. MALB is still on track with revenue and financial goals for the year. With the sale of property that was approved today and others that are in the process of being sold, MALB funding will reach \$600,000. He informed the Board that the request for MALB's \$112,000 a was submitted to Fulton County; however, the budget cycle to request additional funding from them has passed. MALB will be requesting additional funds in the amount of \$300,000 from the City of Atlanta for the financial cycle beginning July 1.

Chairperson Janis Ware questioned how many properties have been cited for code violations.

Mr. Norman replied we may have 3 or 4 properties that have code violations at this time.

Chairperson Janis Ware suggested that MALB staff identify the properties and report to the Board what condition they are in.

Treasurer Michelle Nelson questioned if the MALB's ability to generate revenue will create a disadvantage with partners seeking to provide additional funding.

Mr. Norman stated that land banks are not self-funded and traditionally can generate revenue.

Chairperson Janis Ware asked how many properties are in the MALB's inventory?

Mr. Norman answered at this time 170 properties with 110 under the MALB's control. He stated that once the Data Analyst is hired, they will track and report out the following: (1) number of properties in portfolio, (2) number of properties disposed, (3) value of properties in portfolio, (4) number of housing units created, and (5) amount of new incremental tax collected.

Vice-Chairperson Kate Little asked if the MALB will be working in conjunction with the City's plan for disposition of any property for affordable housing?

Mr. Norman stated that the MALB will be working in coordination with the Mayor's Office, Department of Planning, and the Office of Housing and Community Development.

16. Future Meeting Time and Dates

Mr. Norman confirmed that the Board of Directors meeting dates will continue to be the fourth Tuesday of every month at 11:00am.

17. Public Comments (Two-minutes limit per speaker). NONE

18. New Business. NONE

19. Update re Permanent Affordability Pilot with Atlanta Land Trust.

Mrs. Terica Bashir reported that 902 N. Eugenia was sold under the Permanent Affordability Housing Pilot Policy. They do not yet have a buyer for the house at this time; but, they are hosting an Open House event later this month. She stated that there are 14 properties included in this pilot with Atlanta Land Trust. The Land Trust is working with GROWTH who will be supplying the funding and overseeing the construction for the remaining 13 properties.

20. Adjourn

Adjourned Meeting at 12:56 pm.

J B Bultto
5-13-21