



**METRO ATLANTA
LAND BANK** | Affordable Housing
Vibrant Communities
Economic Opportunities

General Monthly Meeting MALB Board of Directors Tuesday, October 26, 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
+16468769923,,82507387534#,,,,*856787# US (New York)
+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
11:06am	4. Ratify Minutes – September 28, 2021 August 24, 2021

Action Items	
Time	Item Description
11:10am	5. Approve Easement for Georgia Power for 0 Polar Rock Terrace SW, Atlanta, GA 30315 (Parcel # 14 007000070488)

11:25am	6. Approve Resolution Designating Signature Authority for 934 Camilla Street Transaction
11:30am	7. Approve Finalist – Request for Proposals for Financial Audit Services
11:45am	8. Approve Issuance of Request for Qualifications for Asset Maintenance Services

Information Items	
Time	Item Description
12:00pm	9. MALB Board and Staff Retreat – November 15 th
12:05pm	10. New Employee – Internal General Counsel / Senior Program Director
12:10pm	11. Update re GA Association of Land Bank Authorities (GALBA) – Request for Statewide Allocation from Georgia ARPA Funds
12:15pm	12. MALB Partner Spotlight Webinar Series – Sept. 27 th , Oct. 25 th , Nov. 27 th
12:20pm	13. Guidance Regarding In-Person Board Meetings
12:25pm	14. Office Poster
12:28pm	15. Financial Update
12:30pm	16. Public Comments (Two-minute limit per speaker)
12:35pm	17. New Business

Executive Session	
12:37pm	18. Real Estate Transaction

Action Item	
1:00pm	19. Adjourn



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MINUTES
GENERAL MONTHLY MEETING
MALB BOARD OF DIRECTORS
Tuesday, October 26, 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	P	
Michelle Nelson	MALB Board Treasurer	P	
Petrina Howard	MALB Board Member	P	
Kyle Lamont	MALB Board Member	P	
Calvin Brock	MALB Board Member	P	
Herb Joseph	Atlanta Public Schools Advisor	P	

Staff and Counsel			
Name:	Title:	Attendance:	
		Present	Not Present
Christopher Norman	Executive Director	P	
Terica B. Bashir	Program Director	P	
Kimberly White	Vacant Property Manager	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		NP

Atty. Patrick O'Conner	Fulton County Law Department	P	
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1. **Call to Order:** Vice Chairperson Kate Little - Called the meeting to order at 11:03 A.M. Welcomed Board Members and attendees to the meeting.

2. **Adopt Agenda:**

Treasurer Michelle Nelson made a motion to:

Adopt Agenda with no changes.

Chairperson Janis Ware seconded the motion.

MOTION APPROVED UNANIMOUSLY.

3. **Introductions:**

New Board Member Calvin Brock, appointee from Fulton County Government, introduced himself to the Board and other attendees.

Ms. Kimberly White, MALB's new Vacant Property Manager, also introduced herself to the Board members and other attendees.

4. **Ratify Minutes:**

Treasurer Michelle Nelson made a motion to:

Ratify minutes as submitted for the meeting on August 24, 2021, with no changes.

Board Member Calvin Brock seconded the motion.

MOTION APPROVED UNANIMOUSLY.

Action Items:

5. **Approve Easement for Georgia Power for 0 Polar Rock Terrace SW, Atlanta, GA 30315.**

Mr. Norman explained that this request is from Georgia Power for their Overhead to Underground Distribution Line Project. The property is a part of our Sheriff/Marshal deed inventory that was conveyed by the City of Atlanta and Fulton County between 1998 and 2001. He stated that this property is a vacant lot located in the Polar Rock neighborhood within NPU Z. Georgia Power is seeking to acquire an underground easement on the property. The easement will enable Georgia Power to install its underground lines within

the road right of way that fronts the property at 0 Polar Rock Terrace SW. The easement will allow them to do this work and to install certain equipment necessary to operate the system and to continue to provide a more reliable electric service. Mr. Norman stated that this is considered a fairly routine request from Georgia Power and that in return for the approval of an easement Georgia Power is offering \$1,200.

Secretary Jane Bradshaw-Burnette made a motion to:

Approve Easement for Georgia Power for 0 Polar Rock Terrace SW, Atlanta, GA 30315.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

6. Approve Resolution Designating Signature Authority for 943 Camilla St. SW Atlanta, GA 30314

Mr. Norman reminded the Board that at the August 24, 2021, MALB Board meeting the Board approved the sale of 943 Camilla St. SW, Atlanta, GA 30314 for \$30,290 to Atlanta Housing. He stated that in order to facilitate the execution of the transaction documents, the Board needs to approve the execution of a Resolution that stipulates that the Executive Director has the authority to execute documents related to this transaction in addition to the Board Chair and Vice-Chairpersons.

Chairperson Janis Ware explained that it is of her belief that the person executing the documents should understand what is being presented to them for signature.

Mr. Norman clarified that this request is only for the 943 Camilla St. transaction. He stated that going forward once a transaction is approved, the Board will also need to approve a resolution for the Executive Director to sign the appropriate documents per each transaction.

Secretary Bradshaw-Burnette made a motion to:

Approve Resolution Designating Signature Authority to include Executive Director for 943 Camilla St.

Chairperson Janis Ware seconded the motion.

MOTION APPROVED UNANIMOUSLY.

7. Approve Finalist – Request for Financial Audit Services.

Mr. Norman informed the Board that the RFP for the MALB financial audit services was released on September 15, 2021. MALB was seeking a firm to perform audits for the fiscal

years 2017, 2018, 2019, and 2020. Two firms provided responses to the RFP. He stated that based on the scores, the MALB identified Preston CPA to provide the financial audit services.

Secretary Jane Bradshaw-Burnette asked if the MALB was satisfied with the work that Preston CPA provided with past audits. She stated that because staff and Board were familiar and if they satisfied that she would move to approve Preston CPA as the financial auditors.

Mr. Norman replied that there were no issues in the past with Preston CPA.

Board Member Petrina Howard made a motion to:

Approve Selection of Preston CPA Firm to Provide Financial Audit Services.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

8. Approve Issuance of Request for Qualification for Asset Maintenance Services.

Mr. Norman stated that the MALB plans to release a Request for Qualifications for the creation of a Qualified Vendor Pool to provide asset maintenance services for all MALB inventory. He informed the Board that Ms. Kimberly White was hired as the Vacant Property Manager and drafted the RFQ.

Ms. Kimberly White stated that she did not make many changes to the RFQ used in the previous solicitation. She highlighted several of the changes.

Mr. Norman stated that there will be a maximum limit on the amount the vendors can charge for services.

Secretary Jane Bradshaw-Burnette asked the following questions 1) How are the costs determined? 2) Are we competitive with the prices? 3) Will the two current vendors have to reapply or will they be grandfathered in? She also asked what happens in the event that a contracted vendor or their employees are not in compliance with e-Verify, would they immediately be terminated?

Ms. White stated that she reached out to several different Land Banks and reached out to a tire removal company to determine pricing. She clarified that the current vendors will have to reapply. She stated that once the contract is awarded, the vendor will be responsible for the work and e-Verifying their employees.

Board Member Calvin Brock asked if out of state vendors will be allowed to apply to the RFQ. If so, will they subcontract the work out with another vendor that is local. He also asked if Atlanta based contractors will be given advantage over out of state vendors.

Attorney David Maher stated that preferential treatment could be given to local/ home based vendors if “local firm” is properly defined in the RFQ.

Mr. Norman stated that the MALB will not enter into a contract with a vendor/contractor if they do have e-Verify.

Treasurer Michelle Nelson asked about the terms of termination.

Ms. White responded that the terms would be outlined in the agreement stating that quarterly reviews to grade and score performances would be mandatory. The contracts in the past have allowed for a 30-day notice to terminate and/or not assign a vendor any work.

Treasurer Michelle Nelson made a motion to:

Approve Issuance of Request for Qualifications for Asset Maintenance Services and the deferral to the Executive Director or Vacant Property Manager to include the language for local businesses

Board Member Calvin Brock seconded the motion.

MOTION APPROVED UNANIMOUSLY.

Information Items:

9. MALB Board and Staff Retreat – November 15th.

Mr. Norman reminded that the Board and Staff Retreat to recalibrate the Strategic Plan will be held on Monday, November 15th. The tentative location for the full day session is The Pittsburgh Yards. He stated that Chairperson Janis Ware suggested that the November Board meeting be held immediately after the retreat.

The entire Board agreed to consolidate the Board meeting and the retreat.

10. New Employee – Internal General Counsel / Senior Program Director

Mr. Norman informed the Board that Attorney Elizabeth Roberts will officially join the MALB on November 15th. Attorney. Roberts will have a dual role as Senior Program Director and Internal General Counsel. Attorney. Roberts will be handling the day-to-day contract and real estate transactions. He stated that HRKS is still working to fill the Analyst position which is the last job to fill.

11. Update re GA Association of Land Bank Authorities (GALBA) Request for Statewide Allocation from Georgia ARPA Funds.

Mr. Norman informed the Board that a joint application for \$8M is being submitted on behalf of all Georgia Land Banks. Each Land Bank may request up to \$250K under the newly created Georgia Land Bank Catalyst Program. The funds must be utilized within two years of receipt. A second round of funding may be available to each Land Bank if funds remain after the first round and will be made available for additional capacity building efforts. Mr. Norman explained that the Georgia Mountains Regional Commission will administer the funds and reporting on behalf of GALBA.

12. MALB Partner Spotlight Webinar Series – Sept. 27th, Oct. 25th, and Nov. 22nd.

Mr. Norman explained that the September 27th webinar guest was Joshua Humphries, Director of Office of Housing & Community Development at the City of Atlanta – Dept. of City Planning. The October discussion was with Amanda Rhein, Executive Director of the Atlanta Land Trust. He stated that the Nov. 22nd webinar will spotlight the partnership with the Atlanta Police Foundation.

13. Guidance Regarding In-Person Board Meetings.

Attorney David Maher informed the Board that the Mayor’s Executive Order directing City of Atlanta Boards, Authorities, Commissions, and Committees to continue meeting virtually in accordance with the Georgia Open Meetings Act is still in effect.

14. Office Poster.

Mr. Norman stated that the poster is a part of the brand building strategy. The vote among the three poster choices came out as a tie. Therefore, both poster style choices will be printed and distributed.

15. Financial Update:

Mr. Norman gave an update on the MALB’s finances. He informed the Board that the \$300,000 disbursement from the City of Atlanta was received.

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

17. New Business. NONE.

Board Member Kyle Lamont made a motion to:

Adjourn to Executive Session.

Secretary Jane Bradshaw-Burnette **seconded the motion.**
MOTION APPROVED UNANIMOUSLY.

18. Executive Session

Several Real Estate transactions were discussed in Executive Session.

Board Member Kyle Lamont made a motion to:

Adjourn Executive Session and convene to a regular meeting.

Secretary Jane Bradshaw-Burnette **seconded the motion.**
MOTION APPROVED UNANIMOUSLY.

Board Member Petrina Howard made a motion to:

Approve the land swap of a certain track of land between the MALB and Boltonville, LLC.

Board Member Calvin Brock seconded the motion.

Board Member Kylie Lamont abstained from the vote.
MOTION APPROVED.

19. Adjourn

Adjourned Meeting at 12:57 P.M.

J B Burnette
10-27-21