

Minutes of the Clayton County Land Bank Board

Regular Meeting of March 18, 2021

Meeting called to order at: 5:30p.m.

Board members present at the Meeting:

- Rebeka Wright
- Marti Tracy
- Greg Washington
- David Allen
- Mike Mead
- Deborah Lovelace
- Artie Jones
- James Shelby (early departure)
- Kenney Ruffin
- Latrice Mitchell
- Marie Grisby (late arrival)

Others Present:

- Allie Jett- Jett Law Group (Legal Counsel to the Land Bank)
- Patrick Jett – Jett Law Group
- Kenneth Thompson – Clayton County School District

Allie Jett asked if there are known or suspected possible conflicts of interest held by Board Members on any topics to be covered in meeting

- All Responded that there are none

Business Taken Up By The Board:

1. Approval of previous meetings minutes

David Allen (then Secretary) indicates that there were no known issues
Artie Jones moves that previous meeting minutes are adopted as presented
Seconded by Mike Meade
10 ayes; 0 nays

2. Adoption of Conflict of Interest policy

Artie Jones moves to accept documents as presented
Latrice Mitchell seconds motion
10 ayes; 0 nays

3. Election of officers

- Brief discussion on who will keep minutes, agreed by all that Jett Law Group keep minutes, James Shelby moves, Artie Jones seconds and all in favor
- Latrice Mitchell nominates herself as Chair, no other people put forward themselves
 - Mike Meade moves to close nomination for chair – Rebeka Wright seconds
 - 10 ayes; 0 nays
 - Latrice Mitchell is elected Chair

Marie Grigsby arrives

- Nomination for Vice Chair
 - Rebeka Wright nominates James Shelby Marti Tracy seconds
 - Latrice Mitchell nominates Artie Jones, Artie Jones declines nomination and moves to close nomination for Vice Chair Mike Meade seconds
 - 11 Ayes; 0 nays
 - James Shelby is elected Vice Chair
 - Nomination for Secretary
 - James Shelby nominates David Allen, Rebeka Wright Seconds
 - Mike Meade, moves to close nominations – Artie Jones Seconds
 - 11 ayes; 0 nays
 - David Allen is elected Secretary
 - Nomination for Treasurer- no nominations
 - Seat remains unfilled until a later date
 - Artie moves to close Marti Tracy seconds
 - 11 ayes; 0 nays
 - No Treasurer elected
- 4. Update from Legal Counsel – presented by Allie Jett**
- Discussion of contents of information contained on the Land Bank’s website
 - Artie Jones moves that Board member’s emails be removed, that Jett Law Group act as Land Bank staff and be listed as the point of contact on the website
 - David Allen seconds motion
 - 11 ayes; 0 nays
 - Discussion of inventory of properties
 - Inventory on website likely not accurate; efforts to obtain an accurate inventory are ongoing
 - Notation of naming discrepancy (CCLBA v. CCLB)
 - Discussion of how properties in the Land Bank inventory are maintained
 - Legal obligation of maintenance and possible delegation of responsibilities to member governments
 - Discussion of redemptions of properties, status of two or potentially three redemptions which had been tendered to Foster Foster & Smith, legal timeline for turning around redemption deeds, and how signatures on same are to be handled
 - Latrice Mitchell moves for Chair to be primary signatory, then Vice Chair if Chair is unavailable; if neither the Chair nor Vice Chair are available to sign and return within five days, then Counsel to have authority to sign as Authorized Representative for the Land Bank
 - Artie Jones seconds
 - 11 ayes; 0 nays
 - Rebeka Wright and James Shelby request that Counsel notify the Board when redemption funds are tendered

5. Discussion on By- laws and Administrative Policies and Procedures Update

- Board unanimously would like to update both documents
- Rebekah Wright requested that there be a google doc be created for input into potential revisions
- Counsel will collect all revisions and make recommendation for revisions at following meeting

James Shelby had to leave.

6. Discussion of Budget

- Counsel has been provided no previous accounting of properties transferred out of the Land Bank or funds received on behalf of Land Bank; counsel is working on obtaining that information.
- James Shelby asked about insurance of Board Members and participation of cities, Artie Jones requested that Counsel inquire as to the existence of any insurance covering the Land Bank through the County
- Discussion on how properties are maintained and requirements for funding for such maintenance
- Rebeka Wright would like to get every mayor of each city involved in understanding what the Land Bank does
- Artie Jones wants a meeting with Clayton County Board to take care of expenses in the mean time until the budget is resolved.
- At recommendation of Artie Jones, a sub committee was formed to discuss budget and funding matters
 - Rebecka Wright will head this subcommittee. Other members include Artie Jones, Marie Grisby, Deborah Lovelace and Greg Washington

7. Disposition of Land Bank Properties

- Discussion of bids approved at previous meetings
 - Counsel to review materials to identify properties and reach out to those bidders to confirm their continued interest and understanding of the terms of their winning bid and confirm whether any funds have been tendered.
 - No previously serving Board Member is aware of Purchase and Sale Contracts having been entered into or resolution of any issues pertaining to the extinguishment of taxes owed to the School District.
- Artie request that this be noted on the website that buyers be aware of what their responsibility after the bid is accepted.

Question from the public: Counsel explains how the Land Bank Board is comprised and how the Board members are selected.

8. Property Specific Matters

- Yorktown Subdivision Amendment Vote dealing with change on leasing restrictions and process for future amendments to the declarations.
 - Latrice Mitchell made Motion to take no action, no Second
 - Mike Meade would like to ensure that due to being time sensitive and should be voted on this meeting. There was a discussion and everyone read and understood what the vote is.
 - Marti Tracy makes a motion to vote nay on both requested amendments, Deborah Lovelace seconds motion
 - 10 Ayes; 0 nays
 - Latrice Mitchell moves for Counsel to sign on Board's behalf,
 - Marie Grisby Seconds
 - 10 Ayes; 0 Nays
- DOT road widening Projects
 - SR 42 – possible redemption of Parcel 81 discussed
 - Latrice Mitchell moves to table discussion pending Counsel obtaining more information to evaluate the DOT requests
 - Marie Grisby seconds Motion
 - 10 ayes; 0 nays
- 0 Mansura Place – temporary construction easement request from Clayton County Water and Sewer Authority for sewer line work
 - Marti Tracey moves to approve,
 - David Allen Seconds
 - 10 ayes; 0 nays
- 1375 Rock Cut Rd – permanent easement request from the Clayton County Water Authority
 - David Allen moves to approve,
 - Marti Tracey Seconds
 - 10 ayes; 0 nays
- 0 Childers Way – City of Morrow request for temporary construction easement for construction of a sidewalk
 - Maria Grisby moves to approve,
 - Greg Washington seconds
 - 10 ayes; 0 nays
- 0 Rock Crest Dr – Request from Georgia Power for easement to clear/trim trees next to power lines
 - Marti Tracey moves to approve,
 - Greg Washington seconds
 - 10 ayes; 0 nays
 - For funds received, Latrice Mitchell moves that Jett Law Group will hold any funds for CCLBA in its trust account until CCLBA has a budget and establishes its own banking account; JLG will provide regular deposit reports.
 - Marie Grisby seconds

- 10 ayes; 0 nays
- 0 Scott Blvd – Atlanta Gas Light requesting an easement
 - Marie Grisby moves to approve,
 - Rebekah Wright seconds
 - 10 ayes; 0 nays

Latrice Mitchell moves to adjourn, Marie Grisby seconds; 10 ayes; 0 nays

Meeting adjourned at: 7:55p.m.