

DeKalb County Regional Land Bank Authority
Meeting Minutes, July 13 2023
2:00 pm to 4:00 p.m.

Type of Meeting: Zoom Meeting

ATTENDANCE:

DeKalb County Board of Directors

Brenda Cornelius
Irvin Johnson
Quinn Green
Inga Harmon

City of Lithonia Representative

Mr. Fred Reynolds

DeKalb County Community Development Department

Allen Mitchell, Director
Braunwin Camp, Planning Manager
Nicole Golden

- I. Meeting Called to order at 2:08 pm by Chair Brenda Corneilus
- II. ***May Meeting Meetings*** approved with corrections
- III. Previous Business
 - a. **Financials**
 - i. The meeting began with Mr. Green & Ms. Pressley providing an overview of financials. The bank balance of \$570,781.78. The transactions for this month totaled \$8,506: There is one outstanding invoice for marketing in the amount of \$300 for an advertisement.
 - ii. Mr. Johnson asked when the approved funds by the county be deposited into the land bank's account. Ms. Pressley will check with Mr. Mitchell.
 - iii. There is one outstanding check that must be signed by Ms. Cornelius for The Champion invoice.
 - iv. Mr. Green stated that the invoice from the attorney is still outstanding. The fees were

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not provided and the timeframe to complete assigned projects.

- v. Mr. Green mentioned his concern in the delay in receiving the invoice from the attorney. The invoice was dated from September 2022 until now, 9 months of accumulation.
- vi. Mr. Green mentioned that there are issues with online access with Citizens Trust Bank.
- vii. Mr. Johnson made a motion to approve the financial report provided by Mr. Green, Mr. Green seconded the motion. The motion passed.

b. Property Status

- i. Mr. Mitchell mentioned that Travis sent an update with the 5 properties he was working on. With the 25 properties that the County turned over to the Land Bank, it was recommended by the County that the Land Bank attorney processes the properties. A vote would be needed to determine if the Board will give the properties to the attorney to finalize the conveyance task to transfer the 25 properties to the Land Bank.
- ii. Mr. Johnson questioned the process on how the County gave the properties to the Land Bank. Mr. Green questioned the conveyance process. Inga – Do we want the County to clean the property deed up before giving them to land bank? Mr. Mitchell mentioned that conveyance can be done by the Attorney and in the past the County sold as is. The recommendation was to just focus on the 25 properties.
- iii. It was requested that Mr. Mitchell find out from the attorney how much it would take to get quick claim/title work done on each property.
- iv. The 5 properties have no further redemptions, and the quiet titles will be sent

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over from the attorney within a week after the meeting.

- v. Mr. Chris Bell is still working on getting the quit claim deeds for all 25 properties.
- vi. Ms. Pressley asked if the board wanted all of the no-bid properties transferred over to the land bank. Mr. Johnson stated, yes, but currently the attorney would potentially get overwhelmed.
- vii. Mr. Johnson stated there is a neighbor interested in purchasing one of the properties, currently owned by the land bank. Mr. Mitchell expressed the urgency of Mr. Bell to complete the quit claims and get 25 properties transferred to the land bank.

c. Website

- i. Mr. Johnson had the application added to the website so that interested parties can apply for land bank-owned properties.
- ii. The application will serve as a vehicle to provide information on interested parties so that the board members can evaluate applicants.
- iii. Mr. Johnson wants another list of the properties with the interested parties identified on it. The Board need a link for the properties for the website so that interested people can view them. Mr. Mitchell will check with GIS and get back to them on it. It was suggested by Mr. Green to table the link until we get the cost estimates on the 25 properties.
- iv. Mr. Johnson shared the email login information with both Ms. Pressley and Mr. Green for assistance in responding to emails and screening applicants.

d. Staffing

- i. Resumes were received for different positions. Mr. Green said that once they have settled on an Executive Director then they will

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- be responsible for the office and managing properties. Mr. Johnson stated that they just need to get a body in there to do the day-to-day administrative items. While they are doing that, they are still accepting applications.
- ii. It was voted to move forward with the HR strategy. It was agreed that by the 17th, they will rank the new candidates.

New Business

- a. Mr. Johnson named two supporting positions for the executive director. (property manager and office manager)
- b. Mr. Johnson, Ms. Cornelius, and Mr. Green all discussed the HR company needs and how to move forward with either the companies that submitted proposals or look at additional proposals. There is an immediate need for HR services. Possibly consider working with Decide Dekalb to make billing more cost-effective. If this is not possible, the board will hire an HR company.(ex. ADP)
- c. It was suggested that the Board will have to stay on top of the attorney to get invoices to them in a timely fashion. It was suggested that to write him a letter and let him know he works for the board since they are responsible to pay him. They want him to be more reliable.
- d. Application Process
 - i. Mr. Johnson received property applications. By August, a working group needs to be organized to work on applications, evaluating them, and etc.
- e. The Annual Training and meeting of community land banks is in October, in Columbus, Ohio. The registration is \$475 plus travel and hotel.

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- f. By the next meeting, Board will decide who will attend.
- g. Annual Report should be prepared and distributed to all interested parties. All board members should submit short bid and head shot by the 20th.

Next Meeting scheduled for August 10, 2023

Meeting Adjourned