

OAK RIDGE LAND BAND CORPORATION (ORLBC)
Regular Meeting
MINUTES

APPROVED

MEETING DATE: February 19, 2014

LOCATION: Municipal Building Training Room

PRESIDING: Charlie Jernigan

PRESENT: Colin Anderson, Colin Colverson, Councilmember L. Hensley, Melinda Hillman, Charlie Jernigan, Hugh Ward

ABSENT: Anne Dunthorn

OTHERS PRESENT: Matthew Widner, Kathryn Baldwin, Ken Krushenski, and Karl Kreis – City of Oak Ridge, Cindy Ross – Aid to Distressed Families of Appalachian Counties (ADFAC), Pat Fain – Habitat for Humanity

I. Call to Order

Chairman Jernigan called the meeting to order at 8:00 a.m.

II. Roll Call

III. Approval of the Agenda

Board Member Colin Colverson made a motion to approve the agenda as presented. It was seconded by Board Member Colin Anderson, and all voted in favor.

IV. Approval of Minutes of Previous Meeting (January 15, 2014):

Board Member Colin Anderson made a motion to approve the January 15, 2014 minutes with correction of typographical errors. Board Member Hugh Ward seconded, and all voted in favor.

V. Treasurer's Report

- a. Matthew Widner, updated the Corporation's 501c 3 status. He continued that an outstanding balance of \$1,474.50 needs to be paid. When asked, Mr. Widner confirmed properties will be transferred by the next regular meeting, and a budget will be available for review and approval.

VI. Action to be Taken and Voted on by Resolution of the Board

- a. None

VII. Old Business

- a. *Possible Work Session* – Chairman Jernigan introduced the challenges of Board members meeting outside regular meeting dates to comply with Tennessee Sunshine Laws. Discussion ensued. Many agreed if two or more board members met, it would have to be published. Some Board members and staff thought a regular monthly Work Session should be set. Councilman Hensley made a motion that a Work Session be set for the first Wednesdays of each month at 11:30 a.m. The motion failed due to not being seconded. Further discussion of dates brought another motion

by Councilman Hensley that Work Sessions be scheduled on the second Wednesday of each month at 11:30 a.m. Board Member Colverson seconded and all voted in favor.

- b. *Property Transfer Update/Tour* – Matt Widner suggested that the first Work Session (as agreed upon) could be a good opportunity to tour the properties. Board Member Colverson commented that each Work Session should focus on a single issue if at all possible. It was generally agreed that the March 12, 2014 Work Session would be the best date for a property tour. Further discussion continued that since Work Sessions are lunch time meetings, some consideration should be given to the convenience of food. After a discussion of options, it was generally agreed that (for now) nothing will be provided, and each member will be responsible for their own lunch. City Attorney Krushenski reported that the deed for 133 Johnson Road is ready to record.
- c. *Property Maintenance Costs Discussion* – Matt Widner provided typical property maintenance costs associated with the property transfer. He continued that it typically costs \$75 to \$80 per property. Community Development Director Kathryn Baldwin indicated that Public Works is currently contracted for maintaining the properties, including mowing. Discussion ensued as to options for property maintenance moving forward. Some thought the contract should be opened up for bid. Cindy Ross of ADFAC said they pay double what ORLBC is paying. Many concluded that due to limited budget and resources, this decision could wait until the end of City's fiscal year (June 2014).

VIII. New Business

Chairman Jernigan asked that a "Chairman's Report" be a standing topic under New Business of the ORLBC regular meetings. The Board generally agreed to grant Chairman Jernigan's request.

- a. *Chairman's Report* - Chairman Jernigan introduced and provided a Center for Community Progress "Request for Applications: Technical Assistance Scholarship Program" booklet, which is intended to help communities address their vacancy and abandoned property issues. Motion made by Councilman Hensley to work with the City's Community Development Department in applying for presented scholarship program. Board Member Anderson seconded, and all voted in favor. Board Member Hugh Ward inquired about the possibility of establishing a Board committee of one Board member plus any number of City staff members related to Board training. Director Baldwin stated there will be more training opportunities in the near future.

Charlie Jernigan introduced and provided "ORLB Next Steps" and "ORLB Events" schematic illustrations (flow charts) for consideration. He stated there are many partnerships/relationships, potential donations, infrastructure generation (like internet website), etc. for the Board to be thinking about. Discussion ensued. City Attorney Krushenski suggested continuing this discussion as an agenda item for the next regular meeting. No further action taken.

Chairman Jernigan reported on the many presentations that he has given at civic organizations and throughout the community promoting ORLBC.

- b. *Strategic Partnership Opportunity* — Director Baldwin introduced Cindy Ross, representing Aid to Distressed Families of Appalachian Counties (ADFAC), and provided background to the City's involvement with ADFAC and the Neighborhood Stabilization Program (NSP). Cindy Ross provided a presentation of their organization's mission, goals, and successes, which included before and after pictures of case studies. She stated that they have rehabbed 15 homes in the City of Oak Ridge. Ms. Ross offered ADFAC's willingness to partnership with ORLBC in completing up to three housing projects this year.

- c. *Possible Development of a Community Garden Project* – Board Member Colverson introduced an opportunity offered by the Anderson County Community Action Commission. He said they have a property in Highland View that would be available for a community garden if the ORLBC is interested. Discussion ensued with questions about the responsibility of maintenance and cost of such a project. City Attorney Krushenski stated they needed to get something in writing that spells out the project, and maybe this should be an item on next month's agenda. Board Member Colverson volunteered to provide more information at the next regular ORLBC meeting. Director Baldwin reported possibilities of creating community gardens in unused City park land.
- d. *Agenda Creation* – Matt Widner requested the Board provide agenda items for each regular meeting and Work Session. Board Member Ward commented that the now established Work Session would be a good opportunity to establish agenda items for the regular meeting. Mr. Widner asked that agenda items be provided at least one month before the meeting so there is enough time to produce sufficient background material. Chairman Jernigan offered his support to being proactive in identifying agenda items far enough in advance as required.
- e. *Other Discussion* – Director Baldwin introduced Karl Kreis as the new Senior Planner at the City of Oak Ridge, replacing Planner Kahla Gentry. Director Baldwin stated that he will be attending the ORLBC meetings and helping with the minutes. Board Member Melinda Hillman inquired about the City's Rental Registration Program and how to request information from the City. Director Baldwin provided an overview of the intent and current status of the project. She said the City has too many rental properties in poor condition, and issues of parking and property maintenance that are becoming increasing troublesome for neighborhoods. She continued that six neighborhoods, starting with Woodland, will have to register rental property, be inspected, and bring violations into compliance or be cited.

Discussion revisited information requests. Some members thought some evaluation was needed on this. Matt Widner suggested that any special request for information should be vetted by the Board and be made through the ORLBC Chairman if such request is going to involve multiple City departments or more in-depth data mining. Mr. Widner concluded that a simple request of existing information doesn't need to be as formal. Director Baldwin stated that staff will do what they can to accommodate Board information requests, but information may get be more difficult to obtain when dealing with other departments.

IX. Adjournment

Being no further business, a motion was made by Board Member Colverson and seconded by Board Member Ward to adjourn. All voted in favor. Meeting adjourned at 9:25 a.m.



Colin Colverson
Secretary/Treasurer

4/9/2014

Date of Approval