

OAK RIDGE LAND BANK CORPORATION (ORLBC)  
Regular Meeting  
MINUTES

**APPROVED**

DATE: January 21, 2015

LOCATION: Municipal Building Training Room

PRESIDING: Charlie Jernigan

PRESENT: Charlie Jernigan, Colin Anderson, Councilmember Hensley, Melinda Hillman, Anne Dunthorn and Hugh Ward

PRESENT: City of Oak Ridge: Ken Krushenski, Kathryn Baldwin, Matt Widner and Sheryl Ely

ABSENT: Colin Colverson

I. **Call to Order** - 8:03 a.m.

II. **Roll Call**

III. **Approval of the Agenda**

The board moved New Business Item e before Old Business on the agenda.

IV. **Approval of Minutes of Previous Meeting**

Anne Dunthorn moved to approve the December 17, 2014 minutes as written, seconded by Colin Anderson which passed by unanimous vote.

V. **Treasurer's Report**

The balances were provided to the board on the agenda. Matt Widner presented the balances for the Money Market and business checking accounts. It was discussed that a deposit from the City was made of \$20,000 and that the next installment should be received in either June or July. A scope of the problem would be required in order to ask the City for additional funding. The board discussed using rental registrations and the utility bills to determine vacancies in the city which could be used to determine a scope of the problem. The board discussed the need for updated maps such as rental properties, police calls, utility disconnects and property values. There was a request that a list be developed to determine properties that have a different billing address from property address. The staff will work with the IT department and the Utility Business Office to gather the information discussed above. The board discussed having staff contact Richland, Washington to get information on how they were able to remove the WWII housing in their city.

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

No actions were presented at the meeting.

**New Business**

**e. Partnerships –**

1. ADFAC provided a letter/proposal to swap several properties for ORLB properties. These are: 133 Johnson Road, 103 Jay Lane, 101 Decatur, 138 S. Purdue in exchange for 107 S. Walker and 507 W. Outer. They advised that through their grant requirements they would

have three (3) years to complete housing projects. They are proposing to start work on two (2) properties in 2015 and two (2) in 2016. The grant proposal is due in March 2015 with notification of grant approval in May 2015. There was a discussion of ADFACs commitment to building moderate income homes with an appraised value of \$83,000 - \$118,000 for an 1100 to 1300 square foot home. Kathryn Baldwin advised that the ORLB has to be sustainable and that the board needs to sell the properties. ADFAC representatives advised that the organization could negotiate a price with the board. ADFAC feels they can get money to build on property but not money to buy the property. The board suggested that there be a partnership similar to First Place Finish where both entities would get a portion of the selling price. The board advised that a proposal would be necessary that detailed that price, trade, a timeline outlining when they could build and a proposal similar to First Place Finish.

2. Habitat for Humanity – Habitat provided a proposal to trade 121 Goucher Circle and 212-214 S. Illinois for 118 Wade Lane. It was discussed that demolition would cost approximately \$6000 for 118 Wade Lane. Currently there are tenants at 118 Wade Lane that could be moved in the interim until they are placed in another house in June. The board wanted to know if Habitat could split the demolition cost for 118 Wade Lane. Charlotte Bowers advised that she would have to take the request to her board for approval. There were question of whether CDBG money could be used to demolish a donated house and or if the house could be taken to the State Historical Property Officer (SHPO)>

**VII. Old Business**

- a. 175 Outer Drive Update – Anne Dunthorn advised that the colors have been picked, budget presented to board, floors can be done, still on track for a mid-march completion date and then the house would be ready for sale. Linda Brown is helping with the appraisal. City has been asked to remove brush from the property. The board is requesting from First Place Finish a monthly inspection, cost sheet, and an update. The board would like to hold an open house after completion of the house.
- b. Property Disposition Discussion – Chairman Jernigan advised that the presentation to City Council went well. He would like to work on getting more funding for the board. There was a request that at the work session a plan, timeline for getting houses donated to the board be discussed as well as implementation. This would include the development of a letter of inquiry and meeting with property owners and other interested citizens

**VIII. New Business**

- a. Chairman's Report – To be placed on next month's agenda
- b. ORLBC Accounting Firm Discussion – To be placed on next month's agenda
- c. Legacy Housing Remodeling Success – To be placed on next month's agenda
- d. Performance Criteria for Non-Profit Partnerships - Kathryn Baldwin advised that there is a need to develop bullet points of items to include in a contract, such as monthly reports, ect. She requested that the board email ideas to the staff in order to create a draft document for their review.

**IX. Adjournment**

Being no further business, meeting adjourned at 9:52 a.m.



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Colin Colverson  
Secretary/Treasurer