

OAK RIDGE LAND BANK CORPORATION (ORLBC)
Regular Meeting
MINUTES

APPROVED

DATE: September 17, 2014

LOCATION: Municipal Building Training Room

PRESIDING: Charlie Jernigan

PRESENT: Charlie Jernigan, Colin Colverson, Colin Anderson, Councilmember Hensley and Anne Dunthorn

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

ABSENT: Hugh Ward and Melinda Hillman

I. **Call to Order - 8:00 a.m.**

II. **Roll Call**

III. **Approval of the Agenda**

Councilman Hensley asked to add niche marketing to the property disposition agenda item. There were no objections to the change.

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

Anne Dunthorn moved to approve the August 20, 2014 minutes as written, seconded by Colin Colverson, which passed unanimous vote. The Board discussed several items mentioned in the minutes, such as the creation of a Finance Committee made up of three (3) members and follow-up on budget updates.

V. **Treasurer's Report**

An oral Treasurer's Report was provided to the Board. Colin Colverson advised that a Treasurer's Report would be presented at each meeting. He advised that there is approximately \$15,600 in the account with approximately \$725 in outstanding invoices with additional invoices to follow from the CPA firm contracted by the City. The Board also appointed Colin Anderson, Colin Colverson and Melinda Hillman to the newly created Finance Committee. There was a discussion about filing an audit and requesting additional funds from the City. Ken Krushenski advised that the Board is approved as a charitable entity, that the Secretary will file the annual report. He advised that an annual report should be completed before requesting additional funds. Colin Colverson advised that due to an issue with the Blanks Tree Service invoice, there is a need to add a City staff person as an inquirer on the Board's account at the bank. Colin advised that a small amount of money is kept in the checking account, which he thought was tied to the money market account to cover any overages. A mistake in the account setup led to an overdraft on the checking account. A motion was made to add Matt Widner as an inquirer on the bank account by Colin Colverson; seconded by Anne Dunthorn, which passed unanimously.

Councilman Hensley made a motion to pay the CPA for services rendered; seconded by Anne Dunthorn and approved unanimously.

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

VII. Old Business

- a. Niche marketing – Charlie Hensley advised that City Council discussed the lack of niche marketing, that there are real estate agencies but no central person to market to people that would want homes in the City. Kathryn Baldwin advised that there is a real estate organization that meets monthly that could be a resource to the Board, and she could provide contact information for the chairperson. It was discussed that there is a need to establish a person, either a Board member or someone that could come up with a market scheme. Kathryn Baldwin advised that the Chamber and real estate agencies are collaborating, so the Board may need a list of real estate agents. There was a discussion that the Rotary Club is doing an app that provides a tour of City and contact resources in Oak Ridge, which could help people get in touch with realtors. It was discussed that the City should market to outdoor enthusiasts such as mountain bikers, hikers and post-doctoral students from the University of Tennessee. The Board discussed the need for realtors to sell the region including Oak Ridge. The Board discussed the need for a simple brochure that would be provided to realtors to give to potential customers. The Board wanted to invite the chamber and several realtors to the next Work Session to talk about niche marketing. Kathryn Baldwin invited the group to join the Placemaking Training Session scheduled for Thursday, September 18th at 6 p.m. Ken suggested talking to the Young Professionals Association about niche marketing.
- b. Procedures – It was discussed that the Board wanted to set up standard forms for policy implementation, which Melinda Hillman has complete for the Board. It was stated that the Board would continue to focus on certain forms from other entities to review for use by the Board. Charlie Jarnigan advised that the Board would dispose of property in two ways, by either selling or side lotting. It was discussed that a generic individual form geared to the individual was needed to sell the property and that a form for the individual and a form for the developer would be needed for side lotting property. The Board wondered if the City would work with them in regard to the costs and fees for items such as building permits. Kathryn Baldwin advised that the Board could use the same process in place for right-of-way abandonments, but due to the nominal fee, the Board should pay for the survey for donated property.
- c. Property Disposition – Laurel Patrick from First Place Finish stated that the contract look good. She advised there were several items that she felt should be changed in the contract, such as the cost of altering unforeseen items, removing the sentence, “and shall not be considered work or services rendered.” She advised that the issue with these items is that she could not invoice, but the Board could feel the work is covered by the contract and that these items could impact the amount gained to the Board. Laurel also stated possible issues with Article 15, 2nd paragraph. It was determined that Colin Colverson would work with Laurel on the contract issues and provide copies to Ken Krushenski. Councilman Hensley made a motion that subject to changes, the chair is authorized the sign the contract; seconded by Anne Dunthorn, which passed unanimously. Laurel asked for the name of her Board contract representative. Motion was made by Chairman Jarnigan to appoint Anne Dunthorn as the contract representative with Colin Colverson as an alternate. There was a discussion about requirements for proof of insurance. Ken Krushenski advised that insurance is required by the

City, and the builder has to bear the risk. Laurel advised that she would provide the City and the Board, as well as placing the Board, as an additional insurer. The Board discussed the proposed land swap proposal from Habitat for Humanity for 18 Wade Lane for properties on Goucher and Illinois. The proposal was provided in a letter dated August 20, 2014. According to Charlotte Bowers, Habitat is building the current occupants of 18 Wade Lane a home and would be out of the property around January. There was a discussion of using EDI funds to help pay for the demolition homes if it is approved for \$6000, especially if there is a historic designation. The Board did not take an action on the proposal but wanted it added to October's Work Session and Regular Meeting agenda. There was also a discussion of inviting ADFAC to the next Work Session to discuss property disposition. The Board wanted to make sure that they are being open about invitations to submit proposals to the Board in regard to property dispositions. There was a suggestion that the Board should geographically look at their current properties to determine the current location, how to dispose or the layout of the property in areas of the City. This could help the Board determine focus areas or neighborhoods of the City.

- d. Logo - The Board reviewed the logo created by Melinda Hillman. It was suggested to place a QR code that would take a person to the Board's website. There was a discussion of talking to sign companies to get quotes on signs. Kathryn said that the Community Development staff has relationships with sign companies in the area and could possibly get quotes. Charlie Jernigan made a motion to get the signs quotes; seconded by Colin Colverson, which passed unanimously.

VIII. New Business

- a. Chairman's Report: Charlie Jernigan stated that he had met with the Neighborhood Watch and discussed their interest in working with the Board.
- b. Other Reports – Kathryn Baldwin advised that Officer Brandon Sharp, the Police Liaison Officer, and two (2) members of the Neighborhood Watch will review CDBG expenditures. She advised there is a CBDG committee that can be used for different recommendations within the City. There was a discussion about the City Council meeting and their discussion about social media and getting information out to the public. Matt Widner stated that a policy is needed on social media. It was stated that someone should monitor and oversee comments placed on the websites. Charlie Jernigan stated that he would have policy information on social media to present at the Work Session. Kathryn provided information and invited the Board to training sessions, one being on Placemaking (September 18th) and Private Property Rights (October 9th).

IX. Adjournment

Being no further business, motion to adjourn by Colin Colverson; seconded by Colin Anderson; meeting adjourned at 9:47 a.m.



Colin Colverson
Secretary/Treasurer