

Oak Ridge Land Bank Corporation (ORLBC)
Municipal Building – Training Room

AGENDA

November 18, 2015 - 8:00 a.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of the Agenda**
- IV. **Approval of Minutes of Previous Meeting:** (October 21, 2015)
- V. **Treasurer's Report as of: 1 November 2015**
 - a. Money Market Account: Ending Balance = \$77,164.94
 - b. Business Checking Account: Ending Balance = \$5,326.19
Withdrawal: \$32.00 – Anderson Co. Register of Deeds
\$200.00 – Joyce Meredith Flintcroft Norman
 - c. IRS Form 990 Return of Organization Exempt From Income Tax filed - 15 November 2015 by WLC.
- VI. **Actions to be Taken and Voted on by Resolution of the Board**
- VII. **Old Business**
 - a. Housing Strategy Partnership Work Session review - NEXT STEPS
 - b. Task List
- VIII. **New Business**
 - a. Chairman's Report
- IX. **Adjournment**

**CITY OF OAK RIDGE, TENNESSEE
ATTENDANCE RECORD FOR CITY BOARDS AND COMMISSIONS**

Name of Board or Commission: **OAK RIDGE LAND BANK CORPORATION** (ORLBC)

NAME OF MEMBER	PRESENT	ABSENT
Mr. Colin Anderson		
Vacant		
Mrs. Anne Dunthorn (Vice-Chairman)		
Councilmember L. Hensley		
Mrs. Melinda Hillman (Sec/Tres)		
Mr. Charlie Jernigan (Chairman)		
Mr. Hugh Ward		

Date of Regular Meeting: 18 Nov 2015

Signature: _____
Secretary / Treasurer

OAK RIDGE LAND BANK CORPORATION (ORLBC)
Regular Meeting
MINUTES

DATE: October 21, 2015

LOCATION: City Manager's Conference Room

PRESIDING: Chairman Charlie Jernigan

PRESENT: Vice Chairman Anne Dunthorn, Councilmember L. Hensley, Colin Anderson, Sec/Treasurer Melinda Hillman and Hugh Ward

PRESENT: City of Oak Ridge: Matt Widner, Kathryn Baldwin, Sherith Colverson and Ken Krushenski

ABSENT:

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

II. Roll Call

III. Approval of the Agenda

Matt Widner offered an agenda modification to renew contract terms with the Realty Center. Colin Anderson made motion to approve an extension to current Realty Center contract; seconded by Anne Dunthorn; discussion of past performance and value of service; motion passed unanimously.

IV. Approval of Minutes of Previous Meeting

Motion to approve the September 16, 2015 minutes with no changes by Melinda Hillman; seconded Councilmember L. Hensley; no discussion; motion passed unanimously.

V. Treasurer's Report

Secretary/Treasurer Melinda Hillman reported the balances as reflected on the September 30, 2015 ORLBC bank statement. Matt Widner requested checks to cover C.P.A. expenses and Anderson Co. Register of Deeds filing for City transferred properties. Ken Krushenski advised Charlie Jernigan to draft letter to City Manager requesting continued funding.

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

VII. Old Business

- a. Strategy Work Session #2 – Matt Widner provided an update on all preparation efforts to date. Kathryn Baldwin encouraged everyone to continue advertising the work session and suggested an additional small group for Residents be created. Discussion about the training aids needed to support the meeting and how these materials will be used.
- b. Anderson County tax foreclosed properties – Melinda Hillman provided a status update and shared communication from Anderson Co. Mayor Terry Frank supporting the transfer. Ken Krushenski advised a title opinion be performed on all properties under consideration. Matt Widner provided a characteristic summary of each property.

VIII. New Business

a. Chairman's Report – Charlie Jernigan indicated he wanted ORLBC Board member terms be redefined. Further discussion on possible terms. Ken Krushenski advised Charlie Jernigan to draft a letter to the Mayor proposing change that will require Council ordinance change approval. Melinda Hillman made a motion to change current terms from two years to three. Terms to be staggered so that two positions are up for reappointment every year; seconded by Colin Anderson; discussion that the Councilmember seat is not term limited like other board members and should be an exception to the proposed three year term; motion passed unanimously.

Charlie Jernigan offered another point that the Land Bank should start working on the 3 year report as required by the State. He also indicated the need to create a budget to start taking maintenance responsibility for properties owned. He further suggested the Land Bank could pay the City for services rendered as a reimbursement. Colin Anderson indicated ORLBC needs to get an audited financial statements to establish a balance sheet and income statement that can be used in future budgets. Matt Widner will get with David Carr C.P.A. to get a budget template set up.

Councilmember L. Hensley advised the annual report is becoming due to Council. Charlie Jernigan indicated his awareness of the pending report to both Council and the State. Further discussion with no action taken.

b. Attendance – no specific attendance issues discussed

IX. Adjournment

Being no further business, meeting adjourned at 9:25 a.m.

Melinda Hillman
Secretary / Treasurer

Oak Ridge Land Bank Corporation

ORLB Action Agenda						
	Last Updated 8/19/15					
Responsible						
Item	Date Assigned	Responsible Party	Due Date	Status	Date Complete	
15-1	Identify blighted property using rental registrations, address differences for owner versus property	Kathryn Baldwin	2/15/2015	Spoken to Adam Fiscor about working on this		
15-2	Develop Scope of work for property purchase	ORLB & staff	2/5/2015			
15-4	Timeline development for property donations	ORLBC	2/18/2015			
15-5	Implementaion of property donation program	ORLBC	ongoing project			
15-6	Develop bullet points for partnership proposals	ORLBC	2/5/2015			
15-7	Contact Richland, WA on their process for removal of WWII homes	Kathryn Baldwin	2/5/2015			
15-8	Update of map: 1- Rental properties, 2- Police calls, 3- Utility disconnects, 4 - Property Values	Kathryn Baldwin	ongoing project	Adam Fiscor is working on updating the maps		
15-9	Competive bids for financial advising company	Ken Krushenski & Colin Colverson	2/18/2015	Should be completed by the May meeting		
15-10	Contract or RFP - including recording and scope of work	Ken Krushenski & Colin Colverson	2/18/2015	Should be completed by the May meeting		
15-22	Copy Michael Baker Sheets and Tax maps for potential Anderson County properties	4/7/2015 Matt and Sheryl	4/15/2015			
15-23	Talk to Terry Frank about vacant Anderson Co. properties	4/7/2015 Melinda Hillman and Kathryn Baldwin	4/15/2015	Contact made, meeting date to be determined		
15-48	Create a press release for the 175 W. Outer property via Candice	6/2/2015 Kathryn Baldwin	6/17/2015			

Oak Ridge Land Bank Corporation

ORLB Action Agenda						
	Last Updated 8/19/15					
Responsible						
Item	Date Assigned	Party	Due Date	Status	Date Complete	
15-50	Develop a set of strategy statement or goals to guide housing decision	6/2/2015	ORLBC	6/17/2015		
15-51	Develop a list of skills of partners to determine needed skills	6/2/2015	ORLBC	6/17/2015		
15-52	Develop work session around specific topics to attract different partners to the meetings.	6/2/2015	ORLBC	6/17/2015		
15-53	Develop ideas to modify state law for land banks	6/2/2015	ORLBC	6/17/2015	Disc meeting with the representative from Chattanooga	
15-58	Continue discussion with local banks on collaborations with ORLBC	6/17/2015	Colin Anderson	7/15/2015		
15-63	Sidelot transfers of certain properties	7/7/2015	Matt Widner	7/15/2015		
15-67	Continue to flesh out partnership list categories, such as <i>city/gov't agencies, real estate, not for profits, financial which could include financial planners, builders and attorneys</i>	7/7/2015	ORLBC	7/15/2015		
15-72	Consider how a residential contractor clearinghouse can assist the board	7/15/2015	ORLBC	8/19/2015		
15-74	Create a proposal for partnership document	7/15/2015	Hugh Ward	8/19/2015		
15-75	Determine alternate meeting times for worksessions	7/15/2015	ORLBC	8/19/2015		
15-76	Provide map for the ORLBC owned or newly transferred properties	8/4/2015	Staff	8/19/2015		
15-78	Develop a fact sheet explaining the benefits of working with the ORLBC	8/4/2015	ORLBC	9/1/2015		
15-79	Set up a tour of Clayton Homes modular homes for September Worksession	8/4/2015	Staff	8/19/2015		

Oak Ridge Land Bank Corporation

ORLB Action Agenda						
	Last Updated 8/19/15					
Responsible						
Item	Date Assigned	Party	Due Date	Status	Date Complete	
15-81	Work to have properties in Item #1 of the August 4th work session agenda and 2 vacant, burned properties transferred or under contract to the ORLBC	8/4/2015	Matt Widner	10/6/2015		
15-83	Contact Mark Derosé to worksession to discuss Explore Oak Ridge	8/4/2015	Kathryn Baldwin	8/19/2015		
15-84	Send list of attendees from 1st housing summit	8/19/2015	Staff	9/16/2015		
15-85	Send Save the date for 2nd Housing Summit	8/19/2015	Staff	9/16/2015		
15-86	Send donation proposal letters to the entire vacancy list in mid September	8/19/2015	Staff	9/16/2015		
15-87	Work with Ken Krushinski to determine the how donations are typically handled ie, paying for closing costs and appraisals	8/19/2015	Staff	9/16/2015		

