

OAK RIDGE LAND BANK CORPORATION (ORLBC)  
Regular Meeting  
MINUTES

**APPROVED**

DATE: June 17, 2015  
LOCATION: Municipal Building Training Room  
PRESIDING: Chairman Charlie Jernigan  
PRESENT: Colin Anderson, Councilmember Hensley, Melinda Hillman, Anne Dunthorn and Hugh Ward  
PRESENT: City of Oak Ridge: Kathryn Baldwin, Ken Krushenski, Matt Widner and Sheryl Ely  
ABSENT: Colin Colverson

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

II. **Roll Call**

III. **Approval of the Agenda**  
The agenda was approved by consensus

IV. **Approval of Minutes of Previous Meeting**  
Anne Dunthorn moved to approve the May 20, 2015 regular meeting minutes as written, seconded by Melinda Hillman which passed by unanimous vote.

V. **Treasurer's Report**  
The balances were provided to the board on the agenda. It was stated that tax payments will be made. *preparation*

VI. **Actions to be Taken and Voted on by Resolution of the Board**  
There were not actions to be taken or voted on by the Board.

VII. **Old Business**

- a. Donation Letter: Melinda Hillman drafted a letter for the boards review. The board discussed identifying vacant property from the rental registration lists. It was stated that the names of property owners that have an out of state address with only one (1) property in the City should also be identified from the rental registration list. Kathryn Baldwin advised that the Phase 4 letters for the rental registration process will be sent on July 1, 2015. It was requested that first three (3) phases of the rental registration lists be provided to Chair and Melinda Hillman. They will in turn develop a mail merge to send donation letters to those property owners identified on the rental registration lists.
- b. 175 Outer: Laurel Patrick advised that a full price offer (\$81,500) was received for the sale of the house at 175 Outer Drive. After commission, taxes, fees and closing costs it is estimated that \$72,000 net was made on the sale of the house. Approximately \$20,000 will be received

- by the ORLBC. Laurel provided an invoice for the remaining repairs and payments required from the house. Councilman Hensley moved to approve the invoice, seconded by Colin Anderson which passed unanimously. The closing is set for June 24, 2015 which requires that the Chair attend the meeting. It was discussed that a news story should be developed after the closing.
- c. Habitat for Humanity, Anderson County MOU: The board discussed modifications to the MOU exchanging the ORLBC property (212-214 N. Illinois) for the Habitat property (118 Wade Lane). It was discussed that the MOU Section 2B be changed from 30 days to 180 days and the removal of Section 4 C and 4D in reference to the reversionary clause due to the property being exchanged for another property. The last discussion was to demolish the property at 118 Wade Lane for approximately \$7,000. Melinda Hillman moved to approve the MOU with listed changes noted on the contract and mentioned by Ken Krushenski, seconded by Colin Anderson, which passed unanimously.
  - d. 101 Decatur Road: The property was marketed by Peggy Sells (Hanrahan's contract). Property has a contract for \$14,000, asking price was \$19,000. Colin Anderson moved to approve the contract, seconded by Councilman Hensley, which passed unanimously. Chair will be required to attend the closing.
  - e. Task List – Task list was updated at the meeting (see updated list attached). All items in relation to the housing summit were marked as complete. It was requested that a separate list of completed items be developed and maintained. Items 49 through 52 would be discussed at the August Work session.

**VIII. New Business**

- a. Chairman's Report – Chairman advised that he is meeting with local banks to get feedback on how they view what the ORLBC can do, obstacles, how the banks can work with the ORLBC and to get ideas on how to move forward.
- b. Attendance Policy: Matt provided the group with the City attendance policy for board attendance. He advised that attendance must be addressed on a monthly basis, the need for an excusal process that shows up in the minutes. The board decided that attendance updates will be put in the "new business" section of the agenda and that after approvals will be provided by the board for excused members at the next monthly meeting, each member would be required an approval for absences from the regular meeting and work sessions. At the July meeting absences from January 2015 to July 2015 will require approvals. Matt will create a fillable pdf absence form. Melinda Hillman will create a database to keep track of absences. All absences will be provided to Melinda in order for her to update the database.
- c. Signage on ORLBC properties: Tom Harahan advised that new signage will be placed on the ORLBC properties, which references the ORLBC but listed by their company.
- d. Announcement: Colin Colverson sent an email that advised that the RFP for a financial management company should promote full disclosure.

**IX. Adjournment**

Being no further business, meeting adjourned at 9:27 a.m.



Melinda Hillman  
Secretary/Treasurer