

OAK RIDGE LAND BANK CORPORATION (ORLBC)  
Regular Meeting  
MINUTES

**APPROVED**

DATE: August 16, 2016

LOCATION: Municipal Building Training Room (104)

PRESIDING: Chairman, Charlie Jernigan

PRESENT: Melinda Hillman, James Palmer, Councilman Hensley, Anne Dunthorn

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

ABSENT: Hugh Ward, Colin Anderson

I. **Call to Order - 8:30 a.m.**

II. **Roll Call**

III. **Approval of the Agenda**  
a. Approved by consensus.

IV. **Approval of Minutes of Previous Meeting (June 21, 2016 & July 19, 2016)**  
a. Minutes approved by consensus

V. **Treasurer's Report (as of: 29 July 2016)**  
a. & b. & d. Melinda Hillman provided an updated financial report. Reviewed the proposed budget and financial statement spreadsheet. Mrs. Hillman explained the new accounts with TNBank and terms of CD.  
c. Proposed Annual Budget 7/16- 6/17 – Anne Dunthorn made motion to approve proposed budget; seconded by Councilman Hensley; No discussion; Motion passed unanimously.

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

- a. Conflict of Interest Policy – Matt Widner introduced the draft policy with explanation. Anne Dunthorn suggested the policy include travel. Ken Krushenski indicated a travel policy should be adopted separately. Mrs. Dunthorn made motion to accept the Conflict of Interest Policy as written; seconded by Councilman Hensley; Mr. Krushenski confirmed the policy met all applicable laws; Motion passed unanimously.
- b. Resolution to participate in the HHF Blight Elimination Program – Matt Widner explained the reason for needing a Resolution by the Board to participate in order to meet application requirements. Councilman Hensley made motion to accept the Resolution as written; seconded by Anne Dunthorn; No discussion; motion passed unanimously.
- c. Mission Statement and Vision Statement – Matt Widner introduced the draft Resolution stating both the mission and vision statement. Mr. Jernigan commented this resolution was only part of the overall strategic plan. Anne Dunthorn made Motion to adopt resolution as written; seconded by James Palmer; No discussion; Motion passed unanimously.

**VII. Old Business**

- a. Partnership Strategy – Matt Widner distributed copies of the meeting outcome from of the 2<sup>nd</sup> Housing Strategy Work Session (Nov 6, 2015). Using this partnership document, Mr. Widner suggested the document be incorporated into the strategic management plan and used for THDA's BEP application. Discussion between Charlie Jernigan and Kathryn Baldwin on how best to piece together previous work products to create the Strategic Plan. Councilman Hensley made a motion to combine the Mission & Vision Statement, Partnership Strategy Document and Property Disposition Triage matrix to submit as the official ORLBC Strategic Plan; Seconded by Anne Dunthorn; No discussion; Motion passed unanimously.
- b. Discussion: THDA Blight Elimination Application – Matt Widner covered the remaining tax and financial structures needed to complete the application. Melinda Hillman and TN Bank's Leslie England discussed the best approach to set up new escrow accounts. General discussion about the program. No action by the Board required.
- c. Strategic Management Plan – This was discussed and acted on in item VII a. Matt Widner provided a property acquisition status map for the use of the Board.

**VIII. New Business**

- a. Chairman's Report – Charlie Jernigan distributed information being discussed by the TN Land Bank Consortium. Mr. Jernigan highlighted the group is looking to address Zombie Properties and Quiet Title actions at the state level. He continued with other issues associated with properties owned by absentee LLC's. Kathryn Baldwin suggested the City's MDO map updates be placed in the TN Land Bank Consortium's shared site "Base Camp". Further related discussion followed regarding specific areas of the city that could be target areas of focus.
- b. First Place Finish purchase offer for 223 Hillside Rd – Laurel Patrick distributed the written purchase proposal and house plans for discussion. Mrs. Patrick proposed to construct a moderate income house on the property and delay the purchase of the land until the completed house (spring of 2017) sales. Should the house not sale within 2 years, Mrs. Patrick would pay the agreed upon purchase price of \$14,000.00. Councilman Hensley made motion to proceed with delayed purchase agreement to allow construction of single family dwelling; Seconded by Anne Dunthorn; No discussion; Motion passed unanimously.
- c. Proposed City property transfer to ORLBC (September, 2016) – Matt Widner distributed a list of the 4<sup>th</sup> set of properties to be transferred and provided a background on each. Answering questions with other discussion Mr. Widner yielded the floor to the prospective buyer of 353 Vermont Ave (Andy Marathe). Anne Dunthorn made motion to authorize Chairman Charlie Jernigan to negotiate the final sale price as needed; Seconded by Councilman Hensley; No discussion; Motion passed unanimously. Next action on topic, Councilman Hensley made motion that ORLBC accepts the 4<sup>th</sup> round City property transfer if approved by City Council; Seconded by Melinda Hillman; No discussion; Motion passed unanimously.
- d. TN Land Bank Consortium legislative meeting – Nashville – 19Aug2016 coordination – Matt Widner shared the meeting agenda and inquired who planned to attend. Kathryn Baldwin emphasized the importance to staying involved in the consortium and encouraged strong showing from Oak Ridge. No action taken.

**IX. Adjournment**

Being no further business, meeting adjourned at 10:00 a.m.



Melinda Hillman  
Secretary/Treasurer