

OAK RIDGE LAND BANK CORPORATION (ORLBC)
Regular Meeting
MINUTES

DATE: June 21, 2016

LOCATION: Municipal Building Training Room (104)

PRESIDING: Chairman, Charlie Jernigan

PRESENT: Anne Dunthorn, Colin Anderson, Councilman Hensley, James Palmer

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

ABSENT: Melinda Hillman, Hugh Ward

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 (May 17, 2016)

a. Motion to approve by Anne Dunthorn; Seconded by James Palmer; No discussion; Motion passed unanimously

V. Treasurer's Report

Matt Widner (using the agenda) provided an updated financial report highlighting the recent deposit of City Funds. Colin Anderson questioned the status of ORLBC financial statement but no status could be reported. Mr. Widner supported the ongoing discussion to open accounts in TNBank to create new partners. Mr. Anderson confirmed deposits into a credit union would not be beneficial. On other finance business, Mr. Widner suggested a check endorsement issue that could create a Land Bank negative reputation of being a slow payer because current policy requires both chairman and treasurer to sign all checks. It becomes a problem when either one them is unavailable for signature due to vacations or other barriers. Mr. Widner suggested a possible solution to this problem would be to add a city staff member associated with the Land Bank to be an authorized back up signature if needed. After a brief discussion, it was agreed by the Board to authorize the City Attorney to be an authorized back up for either the Chairman or the Treasurer in the event one is unavailable to endorse a check that needs to be issued in a timely manner.

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

VII. Old Business

a. Discussion and possible approval: ORLBC Strategic Plan Meeting at the Chamber of Commerce on July 5, 2016 – Charlie Jernigan confirmed planning conversations with Stacey Meyers and requested \$1,500.00 for Mr. Meyers compensation for two session (\$750.00) each. First session will focus on mission statement creation and second session will focus on vision statement

- creation. Second session date is to be determined but expected to be during the August Work Session. Councilman Hensley expressed one goal of the meeting is to create a "who/what is the OR Land Bank" elevator speech. More discussion on second meeting schedule with no decision. Colin Anderson questioned motivation behind choosing Stacey Meyers among the other choices available followed by general support and past performance factors voiced among members of the board. Further discussion of possible attendees to invite concluded with a Motion to approve the costs associated with strategic plan meeting with Stacey Meyers by Anne Dunthorn; Seconded by James Palmer; No discussion; Motion passed unanimously.
- b. Discussion and possible approval: Lowest quote for landscaping and stabilization of 353 Vermont Ave – Matt Widner introduced the project and the general need to improve the property conditions to be more conducive for ongoing maintenance and marketability. Mr. Widner presented the lowest quote of \$2,500.00 for all needed work. Considering recent developments of citizen interest in purchasing the lot in an "as is" condition, Mr. Widner suggested the Board table the improvement decision until such time it becomes necessary in the future. Board discussion on purchase logistics and other property purchases and transfers concluded by the decision to table any improvement work.
 - c. Discussion and possible approval: Lowest quote for demolition of 118 Wade Ln. – Matt Widner introduced the project and provided four quotes received. Mr. Widner made recommendation to accept lowest quote from First Place Finish for the amount of \$9,800.00. Motion made by Councilman Hensley to award project to First Place Finish as quoted; Seconded by Anne Dunthorn; Discussion by James Palmer that there should be some effort to preserve these legacy structures. Mr. Widner and Councilman Hensley confirmed these discussions have already taken place with the Land Bank and it was decided to proceed with demolition. Mr. Palmer accepted the effort made; Motion passed unanimously. As a follow up process discussion, Mr. Widner reminded the Board this being the first ORLBC demolition project so he recommended to use the current city demo contracts as a template. Mr. Widner will create and share all needed documents such as the contract and notice to proceed forms to be used.

VIII. New Business

- a. Chairman's Report – Charlie Jernigan yielded the floor to Matt Widner to introduce the draft document for placing a reversionary clause and/or deed restrictions in all future property transfer sales. Clarification discussion regarding the difference between manufactured and modular homes. Tom Hanrahan working with Jimmy Normand on the specific language to be used agreed to take suggested edits back for modification. Mr. Widner asked Mr. Hanrahan and the board is there is an agreed legal fee for Mr. Normand's work on the matter and suggested the discussion and scope of work should be agreed upon before proceeding to avoid possible invoice for service surprises. Kathryn Baldwin suggested to include design criteria in deed restrictions to ensure architectural and aesthetic characteristics are being followed. Discussion concluded with no formal action being taken.
- b. First Place Finish proposal for property swap – Laurel Patrick proposed an opportunity to swap two properties they own via Anderson Co. tax sale (759 W. Outer Dr and Jonathan Ln.) with either 117 Houston Ave, 608 W. Outer or 223 Hillside Rd. Ken Krushenski explained the difficulties of obtaining title insurance on tax foreclosed properties. He continued that the Land Bank has no more power to quite title than a private citizen. Mrs. Patrick questioned legal risks of developing tax sale properties and quit claim deeds. Mrs. Baldwin suggested the properties could be deposited into the Land Bank for tax benefits. Discussion followed with other options available besides accepting the trade offer. Councilman Hensley encouraged the Board to continue working toward a solution. Mr. Krushenski requested Mrs. Patrick to submit a written offer to the Land Bank for consideration at the next available meeting.

- c. Discussion and possible action: Habitat for Humanity, Anderson County for 507 W. Outer Dr and 107 S. Walker – Charlotte Bowers requested the two Land Bank properties be donated to Habitat by July. Ms. Bowers indicated the properties will be developed using a Federal Grant and agreed to follow any deed restriction or claw back provision the Land Bank wishes to impose. Ms. Bowers offered the plan to build a single family dwelling on each property no sooner than November, 2016. Matt Widner reminded the Board that the Board had already agreed in a previous meeting to work with Habitat for this grant and suggested a motion to approve the donation to proceed. Anne Dunthorn made motion to donate 507 W. Outer and 107 S. Walker Ln to Habitat for Humanity, Anderson County as requested; Seconded by James Palmer; No discussion; Motion passed unanimously.
- d. TN Land Bank Consortium legislative meeting Nashville – Matt Widner introduced the upcoming meeting on June 24, 2016 in Nashville in an effort to get a participant list to forward to the meeting organizers. Logistics discussed and plans made without any formal action taken.

IX. Adjournment

Being no further business, meeting adjourned at 10:07 a.m.



Melinda Hillman
Secretary/Treasurer