

**MINUTES OF THE
INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF OAK RIDGE**

July 2, 2012

A regular meeting of the Industrial Development Board of the City Oak Ridge, Tennessee, convened at 4:00 p.m. on July 2, 2012 in the Training Room of the Municipal Building. Chairman, William Biloski called the meeting to order.

I. ROLL CALL

The following members were present: William Biloski, Richard Chinn, Louise Dunlap, Chris Johnson, David Mason, Hal Osucha, Buzz Patrick, Harold Trapp, and David Wilson.

Also present were Sandy Sexton, Executive Administrative Assistant; Kathy Barber, Oak Ridge Economic Partnership; Kim Denton, Oak Ridge Economic Partnership; Sam Tate, NAI Knoxville;

II. APPROVAL OF AGENDA

Mr. Wilson made a motion to approve the agenda. Mr. Chinn seconded the motion. The motion carried unanimously.

III. APPROVAL OF MINUTES

Mr. Wilson made a motion to approve the minutes of the regular meeting held June 4, 2012. Mr. Chinn seconded the motion. The motion carried unanimously.

IV. TREASURER'S REPORT

Mr. Trapp presented the June Financial Report to the board. Mr. Trapp stated that everything has been paid up to date and the checking account balance is approximately \$102,155.18. There is a CD that is coming due on June 5th and it will be renewed at .90% for 13 months. Mr. Wilson made the motion to accept the Treasurer's Report as presented. Mr. Johnson seconded the motion. The motion carried unanimously.

V. PROSPECT ACTIVITY REPORT

- a. Prospect Update - Ms. Denton reported that prospect activity continues to be slow. She briefly reviewed several prospects that are currently being worked on.
- b. RSI FastTrack Grant Update – Mr. Biloski stated that he spoke with Phil and said that only one payment left and this will be completed.
- c. Babcock Services Update – Ms. Barber stated that the bid has been approved and they will be sending a check to IDB and that everything should be completed within 30 days.

VI. ATTORNEY'S REPORT

- a. RSI Property Closing – Mr. Krushenski reported that they are still in the process of selecting a closing date for this property. Mr. Biloski asked that the sales contract date be extended to August 7, 2012. Mr. Mason made the motion to extend the date. Ms. Dunlap seconded the motion. The motion carried unanimously. After further discussion, Mr. Mason asked to amend

the motion to extend the contract date to August 14, 2012. Ms. Dunlap seconded the motion. The motion carried unanimously.

VII. COMMITTEE REPORTS

a. Finance Committee

1. FY 2013 Budget - Mr. Trapp stated that some changes were made to the FY2013 Budget and that it will be distributed at the next meeting.
2. IDB Meeting Schedule/Financial Reports – Mr. Trapp after making several phone calls to change the date of the meeting, it appears that the second Monday would work. Mr. Krushenski stated that the City Council meetings are on the second Monday of each month and that would be a conflict for him. After a brief discussion, the board decided to keep the meetings as is, which is on the first Monday of each month.

b. Land Use Committee

1. Horizon Center Entrance Work/Landscaping – Mr. Osucha stated that work on trying to get the islands done is still going slow. However, he stated that Mr. Mason has been doing a remarkable job with the inspection program. Mr. Osucha stated that some work needed to be done on the irrigation system and they are planning to meet with several contractors later in July in hopes to award one of them a contract to replace some portions of the irrigation system.
2. NAI Marketing Report – Sam Tate, NAI, presented NAI's Monthly Marketing Report to the Board. He also stated that they were going to send out a mass mail out on the properties that are available to promote Oak Ridge community.

c. Special Projects Committee

1. Process for Awarding Future Grants - Mr. Mason presented a draft of the guidelines and process for awarding future grants. Mr. Mason clarified that anything outside the guidelines must be approved by the board unanimously. *Section II. Conflicts of Interest* Mr. Chinn asked why as a board member/associate he wouldn't have the ability to pass a grant for a family member. After a brief deliberation, Mr. Krushenski informed the board that the city ethics through the state law still applies to the conflict of interest on personal vote. Mr. Wilson made a motion to incorporate Mr. Krushenski's statement into the guidelines. Ms. Dunlap seconded the motion. The motion carried by Mr. Biloski, Ms. Dunlap, Mr. Johnson, Mr. Mason, Mr. Osucha, Mr. Patrick, Mr. Trapp, and Mr. Wilson voting "Aye". Mr. Chinn abstained. In *Section IV. Grant Amount, Grant Type, and Application of Evaluation Matrix* – Mr. Mason made a motion that anything outside the guidelines must be approved unanimously by the board members present. Ms. Dunlap seconded the motion. The motion carried unanimously. Mr. Wilson made a suggestion under the same section *Capital Investment, Location, and Residency of new employees and adding another heading as number 6. Community Support/Involvement* – Involvement in Communities projects by financial support. Mr. Wilson made a motion to approve the addition. Mr. Patrick seconded the motion. The motion carried unanimously. Mr. Johnson stated that this seems like a good idea but would like to look at it annually. Mr. Wilson withdrew the motion. *Section VI – Fees* - Mr. Biloski asked to remove the

statement "The Application fee is not refundable in the case of a Grant". Mr. Patrick made a motion to remove it. Mr. Mason seconded the motion. The motion carried unanimously.

d. Spec Building Committee

Mr. Wilson stated that would like to pull the committee together to gather more information to start studying. Mr. Chinn stated that he would like to see an RFP sent out to other qualified developers suggestion what the board wants. He stated that this board is not in the development position. Mr. Chinn made a motion. Mr. Osucha seconded the motion. The motion carried unanimously. Mr. Johnson asked that the committee work on an RFP and bring it back to the board for approval or discussion. Mr. Chinn then withdrew the motion to bring it back to the committee.

VIII. OLD BUSINESS

IDB Goals FY2012-2013 – Mr. Biloski presented new goals to the board. Mr. Wilson stated that he would like to see the board members promote new business and promote the City of Oak Ridge. The board accepted Mr. Wilson's comments unanimously.

IX. NEW BUSINESS

None

X. ADJOURN

Mr. Mason made a motion to adjourn the meeting. Mr. Wilson seconded the motion. The Motion carried unanimously and the meeting adjourned at 5:00 pm.

APPROVED BY INDUSTRIAL DEVELOPMENT BOARD
August 6, 2012


Harold Trapp
Secretary/Treasurer