

INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF OAK RIDGE
MINUTES

DATE: July 5, 2011

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: Board Members: William Biloski, Louise Dunlap, Chris Johnson, Hal Osucha, David Mason, Harold Trapp, David Wilson
Executive Director: Kim Denton

ABSENT: Richard Chinn, Buzz Patrick

ALSO PRESENT: Susan Fallon, City Staff; Ken Krushenski, City Attorney; Mark Watson, City Manager; David Mosby, City Council; Eugene Lackey, Lackey and Associates; Kathy Barber and Elisabeth Brown, OREP; Parker Hardy, Chamber of Commerce; Sarah and Lee Sharp, Horizon Const. Services; Bobby Leach, B&D Equipment; Sam Tate, NAI; Bob Fowler, Knox-News Sentinel

Mr. Biloski called the meeting to order at 4:00 p.m.

Approval of Agenda

Mr. Mason made a motion to approve the agenda as submitted. Ms. Dunlap seconded the motion. Motion carried with all in favor.

Approval of Minutes

Mr. Trapp made a motion to approve the minutes of the regular meeting held June 6, 2011. Ms. Dunlap seconded the motion. Motion carried with all in favor.

Mr. Biloski commented that in the Committee Reports Section, 2011-2012 Proposed Budget, it states that Mr. Wilson suggested discussion on creating a reserve account in the amount of \$70,000 during the workshop; however, he recalled it being in the amount of \$75,000. A brief discussion was held and it was decided to discuss during New Business.

Treasurer's Report

The total balance of all accounts included in the June 30, 2011 Balance Sheet is \$1,569,679 with \$945,228 in CDs, \$500,000 in Money Market accounts, and \$124,450 in the checking account. Mr. Trapp reported the balance of the accounts to date, which will be included in the July 31, 2011, Balance Sheet. Ms. Dunlap made a motion to accept the financial report as submitted. Mr. Osucha seconded the motion. Motion carried with all in favor.

Prospect Activity (Executive Director) Report

1. Prospect Update

Ms. Denton reported that the Partnership received two RFP's during the month, one of which is a hydraulic component company that would fit nicely in Oak Ridge. Several existing businesses are looking to expand including a couple of nuclear supply chain companies and a shared services firm. Parker Hardy presented an update on retail activity in Oak Ridge and a discussion was held.

2. FastTrack Infrastructure Development Program (FIDP) Grant Update.

Ms. Denton stated that the grant was formally approved as previously reported.

3. Sewer Line Extension Construction Bids

Ms. Denton reported that 10 bidders attended the pre-bid meeting. Bids are due on July 14, 2011.

4. Horizon Center Airport Geo-Tech Work

Ms. Denton reported that CROET has received a property disturbance agreement to present to the company contracted to complete the geo-tech work.

5. NAI Knoxville FY2011 Review

Sam Tate presented a six month marketing report to the board for the period of January through June 2011.

6. IDB/OREP Board Alliance Agreement Annual Review

Ms. Denton reported that an annual review between the IDB and the Partnership should be scheduled. Mr. Biloski suggested it be scheduled for September and the Board agreed to discuss at the August meeting.

Attorney's Report

1. Restoration Services Inc. Land Purchase Update

Mr. Krushenski reported that RSI remains in line to buy the property as soon as construction begins on the sewer project.

2. TIF Policy

Mr. Krushenski reported that the TIF Policy is under review as he understands. A brief discussion was held.

Committee Reports

Finance

1. FY 2011 Audit

Mr. Trapp reported the Finance Committee met on June 22, 2011 and is preparing for the audit. He anticipates the audit to move fairly quickly.

Land Use

1. HC Development Area #6 Land Clearing Project

Mr. Biloski reported that the bids were received on June 21, 2011, and briefly reviewed the bid results with the Board. The Land Use Committee will schedule a meeting to make a recommendation.

2. Horizon Center Electrical Infrastructure

Mr. Biloski reported that DOE has completed the environmental study for the easement and Mr. Suggs requested that the easement be transferred to the City. The City Electric Department is currently working on a revised cost estimate for bringing power in to the back side of Horizon Center.

3. Horizon Center CAM Invoices

Mr. Osucha reported that CAM invoices for approximately \$7,500 will be mailed out this month.

Special Projects Committee

1. Horizon Center Real Estate Agency Agreement

Mr. Mason reported that the agreement will terminate on September 30 and he expects the committee to have a recommendation at the August meeting.

Spec Building Committee

Mr. Wilson reported that the Spec Building Committee will meet during the next couple of weeks.

Old Business

None

New Business

1. FY2012 (7/1/11 through 6/30/12) Budget

Mr. Biloski presented the proposed FY2012 budget to the Board. The budget includes a reserve account to be set up for \$75,000, which was discussed during the work shop. A brief discussion was held. Mr. Wilson made a motion to adopt the revenues and operating expenses portion of the budget and hold off on any capital project approvals until a later date. Mr. Osucha seconded the motion. Motion carried with all in favor.

2. FY2012 (7/1/11 through 6/30/12) Goals

Mr. Biloski presented the results of the FY2011 goals to the Board. A brief discussion was held. Mr. Biloski asked the Board to develop and submit FY2012 goals and submit to Ms. Denton by July 19, 2011.

3. Finance Committee Charter

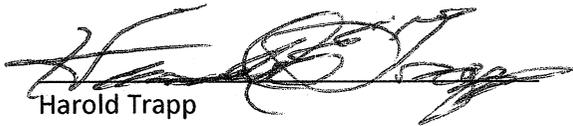
Mr. Biloski reported that each committee should develop a charter starting with the Finance Committee. Mr. Mason made a motion to approve the Finance Committee Charter. Mr. Osucha seconded the motion. Motion carried with all in favor.

4. PILOT Program Fee Refund Policy

Mr. Biloski deferred to the August meeting due to the absence of Mr. Chinn.

Adjournment

Mr. Wilson made a motion to adjourn the meeting. Mr. Trapp seconded the motion. Motion carried and the meeting adjourned at 5:02 pm.

A handwritten signature in black ink, appearing to read "Harold Trapp", written over a horizontal line.

Harold Trapp
Secretary/Treasurer