

INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF OAK RIDGE
MINUTES

DATE: March 7, 2011

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: Board Members: William Biloski, Richard Chinn, Chris Johnson, David Mason,
Hal Osucha, Harold Trapp, Buzz Patrick, David Wilson
Executive Director: Kim Denton

ABSENT: Louise Dunlap

ALSO PRESENT: Susan Fallon, City Staff; Cindy Franklin, City Staff; Ken Krushenski, City Attorney;
Steve Jenkins, Deputy City Manager; Kathryn Baldwin, City Staff; Eugene Lackey,
Lackey and Associates; Brian Strunk, BWSC; John Huotari, Oak Ridger; Kathy
Barber, OREP; Bob Fowler, Knox-News; Brian Mills, ACHW; Parker Hardy,
Chamber of Commerce; Gail Cook, Brogdon Cook CPA

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. Mr. Patrick 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 February 7, 2011. Mr. Mason seconded the motion. Motion carried with all in favor.

Mr. Trapp made a motion to approve the minutes of the special called meeting held February 17, 2011. Mr. Wilson seconded the motion. Motion carried with all in favor.

Treasurer's Report

Mr. Trapp reported the total balance of all accounts is \$1,226,304.63 with \$670,142.28 in CD's, \$500,000 in Money Market accounts, and \$56,162.35 in the checking account. Mr. Patrick made a motion to accept the treasurer's report as submitted. Mr. Chinn seconded the motion. Motion carried with all in favor.

Prospect Activity (Executive Director) Report

1. Prospect Update

Ms. Denton reported that there was not a lot of new prospect activity for the month; however, they are working with some existing companies looking to potentially expand. The purchase of the large spec building is expected to close on March 8, 2011.

Ms. Denton distributed copies of the marketing activity update email from Sam Tate, NAI Knoxville.

2. FastTrack Infrastructure Development Program (FIDP) Grant Update
 - a. BWSC Sewer Design Update

Ms. Denton distributed copies of a Gantt chart prepared by Brian Strunk, BWSC. Mr. Strunk reported that the first round of comments was received back from the City and they are in the process of preparing the new specifications for odor control, which should be incorporated into the document. The project is on schedule for completion in September.
3. Infrastructure Delineation Project Update

Mr. Biloski reported that Doug Janney is waiting on ATT to provide him the fiber and communication information.
4. Mowing/Landscape Services Contract Update

Ms. Denton reported that the draft RFP is in the process of being modified to reflect that part of the ROW mowing services will be provided by the City of Oak Ridge. A brief discussion was held.
5. Letter to CROET modifying CAM Covenant Clause Update

Mr. Osucha reported that the letter to CROET to modify the covenant was approved by Lawrence Young.

Attorney's Report

1. Restoration Services, Inc. Land Purchase Update

Mr. Krushenski reported that he will be meeting with Jimmy Normand on March 8 to answer any final questions on the contract.
2. IDB Bylaw Changes

Mr. Krushenski read aloud the resolution he prepared to add a third named board member such as a vice chairman as an additional authorized signature on checks and orders in the event that the Chairman or Treasurer is unavailable. Mr. Patrick made a motion to approve the resolution. Mr. Mason seconded the motion. Motion carried with all in favor.

Committee Reports

Finance

1. Introduce Gail Cook

Mr. Trapp introduced CPA Gail Cook to board members.
2. Draft IDB Budget

Ms. Cook distributed copies of the draft Budget for FY11, Balance Sheet dated 1/31/2011, schedules of Detail Revenues and Expenses-Historical and Budgeted for one month of January 2011, and the seven month period of July 1, 2010 through January 31, 2011. Mr. Trapp will provide Ms. Cook with more needed information to continue.

Land Use

1. Development Area #6 Land Clearing Project Status
 - a. BZA Meeting March 8, 2011 at 5:30

Mr. Biloski encouraged board members to attend.

b. Industrial Park Controlled Burning Precedent

Mr. Biloski reported that Tim Thompson will be attending the BZA meeting to offer an opinion on the burning.

2. New Spec Building Project

Mr. Biloski reported no new activity over this past month.

3. Power Supply to Horizon Center Update

Mr. Biloski reported that he and Ms. Denton had met with Jack Suggs and he believes an extra 10 megawatts could be added to the front of the park. Mr. Suggs will provide a formal cost estimate for that specific work.

Special Projects Committee

Mr. Mason made a motion to approve the Special Projects Committee recommendation for AUDIT FINDING 1: INADEQUATE SEPARATION OF DUTIES. Mr. Wilson seconded the motion. Motion carried with all in favor.

Mr. Mason made a motion to make the Special Projects Committee recommendation for AUDIT FINDING 4: INADEQUATE DOCUMENTATION OF INVESTMENT IN CERTIFICATE OF DEPOSITS a closed issue. Mr. Wilson seconded the motion. Motion carried with all in favor.

Old Business

Approved PILOT Applications MOU Status

Ms. Fallon reported that she prepared the draft MOUs for the two PILOT applications approved in January and submitted them to the clients for a pre-review. A second review for Omega Consultants has been issued after initial comments were made. The drafts for OR Tool and ATC Nuclear have been reviewed by the clients and they are satisfied with the draft. The documents will be finalized after a meeting with Mr. Biloski.

PILOT Report – Distribution of Updated Roster and Annual Report Status

Ms. Fallon reported that three companies have not turned in their annual reports and she drafted letters for Mr. Biloski to review and send to the companies. A brief discussion was held.

New Business

No new business.

Adjournment

Mr. Wilson made a motion to adjourn the meeting. Mr. Patrick seconded the motion. Motion carried and the meeting adjourned at 4:40 pm.



Harold Trapp
Secretary/Treasurer