

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

DATE: May 2, 2011

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: Board Members: William Biloski, Louise Dunlap, Chris Johnson, David Mason, Buzz Patrick, Harold Trapp, David Wilson

ABSENT: Hal Osucha, Richard Chinn  
Executive Director: Kim Denton

ALSO PRESENT: Susan Fallon, City Staff; Cindy Franklin, City Staff; Ken Krushenski, City Attorney; Steve Jenkins, City Staff; Nikki Bradley, ORUD; Eugene Lackey and Jamie Burnham, Lackey and Associates; Kathy Barber and Elisabeth Brown, OREP; John Huotari, Oak Ridger; Parker Hardy, Chamber of Commerce; Gail Cook, CPA; Ron Asher, Ridge Realty

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 April 4, 2011. Mr. Mason seconded the motion. Motion carried with all in favor.

**Treasurer's Report**

Mr. Trapp reported the total balance of all accounts is \$1,582,202.52 with \$923,986.47 in CD's, \$500,000 in Money Market accounts, and \$161,216.05 in the checking account. Ms. Dunlap made a motion to accept the treasurer's report as submitted. Mr. Johnson seconded the motion. Motion carried with all in favor.

**Prospect Activity (Executive Director) Report****1. Prospect Update**

Ms. Brown reported that there was not much new prospect activity; however, the Partnership is continuing to work expansion and retention projects. The Sitel expansion project, with assistance from Kathy Barber, was a big win for Oak Ridge and includes 150 new positions.

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

Ms. Brown and Mr. Biloski reported that formal notification was received that the grant was approved by TNECD on April 7, 2011. The IDB has a contract with the East Tennessee Development District to perform various tasks and administration of the grant.

3. BWSC Sewer Design Update

A bid advertisement was included in the May 1, 2011, edition of the Knoxville News-Sentinel and placed on the City's and the Economic Partnership's IDB website on May 2, 2011. The bid deadline is June 2, 2011, at 4:00 pm.

**Attorney's Report**

1. Revision of IDB Member's Terms of Office

Mr. Krushenski reported that a revision of the IDB member's terms of office was needed in order to abide by the City's new policy on annual membership renewals. The change in bylaws can be accomplished by resolution by the IDB. A copy of the new terms was included in the agenda packet.

2. Restoration Services, Inc. Land Purchase Update

Mr. Krushenski reported that he notified Jim Normand and RSI plans to purchase the property, but is waiting on more concrete information on the dates for sewer service. Mr. Biloski stated that Ms. Denton had sent RSI a copy of the advertisement for bid and notice for the sewer project on Friday, April 29, 2011.

3. Approved PILOT Applications MOU Status

Mr. Krushenski reported that the MOUs were executed and signed. Mark Mamontov has them and is ready to initiate the PILOT Lease Agreements with the respective groups.

**Committee Reports**

Finance

Mr. Trapp reported that Gail Cook completed all of the accounting reports through March 31, 2011, and copies were distributed to members. A brief discussion was held. Mr. Johnson suggested allowing Ms. Cook's monthly reports to suffice as the treasurer's report.

Mr. Patrick made a motion to allow Ms. Cook's monthly accounting reports to suffice as the treasurer's report. Mr. Mason seconded the motion. Motion carried with all in favor.

Land Use

1. Mowing/Landscaping Services Contract for Horizon Center

Mr. Biloski distributed copies of a new Horizon Center map. Ms. Fallon distributed copies of the Abstract of Bids received on April 20, 2011. The Land Use Committee held a meeting on April 27, 2011, to review the bids and agreed to recommend for board approval the acceptance of the bid by Diversified Landscape Services, Inc. and to consummate a contract with them.

Ms. Dunlap made a motion to approve the Land Use Committee's recommendation. Mr. Patrick seconded the motion. Motion carried with all in favor. The initial contract will be for 18-months with four one-year extensions at the IDB's discretion with a CPI increase.

2. Ridge Realty Sales Agreement

Mr. Wilson made a motion to accept the sales agreement with Ridge Realty for the sale of Lot 30CA-1 and Lot 30BZ-1. Mr. Mason seconded the motion. Motion carried with all in favor.

3. Development Area #6 Land Clearing Project

Mr. Biloski reported that the Land Use Committee met on April 27, 2011, to discuss the options. The committee recommended for board approval the revised proposal submitted by Lackey and Associates. A copy of the revised proposal from Lackey and Associates was distributed to board members. Mr. Biloski summarized the contents of the proposal to the Board and a lengthy discussion was held. If approved, the re-bid would be released on April 23, submitted on June 20, reviewed at the July 5 meeting, and awarded by mid-August at the latest. A contractor should be in place on September 16, 2011.

Ms. Dunlap made a motion to accept the proposal by Lackey and Associates. Mr. Trapp seconded the motion. Motion carried 4-3 by roll call vote with Biloski, Dunlap, Johnson and Wilson voting in favor; Mason, Trapp and Patrick voting against.

4. Spec Building Project

Mr. Biloski reported that Mr. Young and CROET would like to endorse a partnership with the IDB as a preferred option; however, they need 60 days to explore other alternatives. The board agreed to wait 60 days to hear back from CROET.

5. Power Supply to Horizon Center

Mr. Biloski reported that he had met with Jack Suggs, who said that the DOE easement for the back portion of Horizon Center should be available this month. Mr. Suggs assured him that if a power user that needed 10MW purchased the property, he could have electric service there by the completion of the building. Mr. Suggs' recommendation is to wait for a bird-in-hand that could potentially leverage a state infrastructure grant. A brief discussion was held.

Special Projects Committee

No report.

**Old Business**

PILOT Annual Report Status

Ms. Fallon reported that all reports have been received. She distributed copies of the final report that Mr. Biloski will sign and send, along with a cover letter, to the City Manager and County Mayors/Trustees. The manager and mayors are responsible for reporting to Council and Commission.

**New Business**

No new business.

**Adjournment**

Mr. Wilson made a motion to adjourn the meeting. Mr. Mason seconded the motion. Motion carried and the meeting adjourned at 4:54 pm.

  
Harold Trapp  
Secretary/Treasurer