

OAK RIDGE LAND BANK CORPORATION (ORLBC)
Regular Meeting
MINUTES

APPROVED

DATE: August 20, 2014

LOCATION: Municipal Building Training Room

PRESIDING: Charlie Jernigan

PRESENT: Charlie Jernigan, Colin Colverson, Colin Anderson, Hugh Ward, Melinda Hillman, Councilmember Hensley, Anne Dunthorn

PRESENT: City of Oak Ridge: Ken Krushenski, Kathryn Baldwin, Matt Widner and Sheryl Ely, Charlotte Bowers, Adam Allen, Susan Beavers, Trina Baughn, Tabrina Minol and Laurel Patrick

ABSENT: N/A

I. Call to Order - 8:00 a.m.

II. Roll Call

Kathryn Baldwin introduced Sheryl Ely as the new Senior Planner for Community Development.

III. Approval of the Agenda

Charlie Jernigan asked that Item VIII(b) Partnership Presentation (Coulter & Justice CPA) be moved up on the agenda. There were no objections to the change. Colin Anderson introduced the visitors and advised that they are the auditors for the City of Oak Ridge.

IV. Approval of Minutes of Previous Meeting

Colin Anderson moved to approve the July 16, 2014 minutes as written, seconded by Colin Colverson which passed unanimous vote.

V. Treasurer's Report

Colin Colverson advised that the board has checks and money in the bank. Melinda Hillman requested that the board not have use of debit card for the account. Colin Colverson advised that the board did not have the ability to have debit cards.

New Business (Item b) was moved forward on the agenda. See the information under the New Business section of the minutes.

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

- a. Policy and Procedure Resolution: The document was change to a policy resolution instead of a policy and procedure resolution. Board members stated possible changes such as, a repetitive statement found throughout the document, comments on Section 8 to make the policy as broad as possible to not restrict the board unnecessarily, 8.2(d) to possible change the language to allow contiguous lots not just one lot, It was discussed that the procedure resolution would be a flexible document with a packet of forms. Motion made by Melinda

Hillman to accept the resolution dated August 20, 2014 as written with procedures removed; seconded by Anne Dunthorn. Being no further discussion, motion passed unanimously.

- b. Partnership – contract with First Place Finish (175 Outer Dr.): Trina Baughn had several questions about the process for selecting the organization and contract information. Laurel Patrick advised that she wants to assist the board to make the house a sellable property. Contract was sent out late Monday for the boards review. The board discussed modifying several items in the contract such as Article 21 of the contract to require the house be owner occupied, for rental properties to work with agencies such as KCDC, Article 16 (Termination) to have a binding arbitration to forgo litigation, there should be a contract representative to help speed up the process, the board cannot indemnify due to it being above the board's financial capacity. There was a discussion of suggested changes to Section 7, for the financial arrangements. Hugh Ward to provide Colin Colverson with language to add to the contract. Colin Colverson will provide the contact modification to the board in a week. The board discussed setting up RFPs to seek partners in the future and developing a list of preferred prioritized contractors. Matt Widener will put the contract on the agenda for the work session and possible vote at the next regular meeting. The board also discussed the section on expenses, unallowable costs, the determination of payment for unacceptable work and possible cease and deace notices.
- c. Approve property maintenance quote (116 Jarrett Ln): Matt Widner advised that a tree on the property was damaged due to a storm event. The tree limbs reach over the adjacent property (120 Jarrett Ln) and a part of the tree has fallen. Matt provided a quote from Blanks Tree Works for \$1000. Matt recommended trimming the limbs and picking up and cutting up the fallen tree section from property as mentioned in the Blanks Tree Works quote. Colin Colverson made the motion to approve the tree trim and to add pitch tar sealant to the tree, which was seconded by Anne Dunthorn. The motion passed unanimously.
- d. Approve property maintenance quote (110 Walnut Ln): Matt Widner advised that he received two (2) bids from Blanks Tree Works and C& C Fence. Blanks Tree Works had a lower bid by \$200. Matt advised that large tree had fallen across the property, there is a real danger and that the tree needs to come down. He had a bid of \$1800 from C&C Fence. Blanks Tree Works Fence Service quote of \$1600 included the removal of the sick tree and another tree which is in the way, scrub brush removal and stump grinding. The quote for \$1600 includes \$800 for removal of one tree plus another \$800 to remove the sick tree and stump grinding. Melinda Hillman moved to use Blanks Tree Service, which was seconded by Anne Dunthorn and passed unanimously.

The board also discussed 120 Jarrett Lane to re-evaluated the historic designation, which could take approximately two (2) weeks, the lack of grant funding available to purchase the property and the court ordered auction of the property to be scheduled on or before September 30, 2014.

VII. Old Business

- a. Property disposition discussion possible work session to be scheduled: The board discussed the need to have several work sessions on property disposition. Work sessions are scheduled for August 27, 2014 at 5 pm to tour properties and September 6, 2014 from 9 am to 12 pm at Roane State in Room A108 to look at the lot and as suggested by Kathryn Baldwin to also look at the surrounding area.

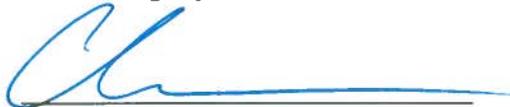
- b. Logo: Melinda Hillman provided the board with a copy of the letterhead. She advised that she would also make signs to be placed on properties owned by the Land Bank. Colin Colverson made a motion, seconded by Colin Anderson, which passed unanimously.

VIII. New Business

- a. Chairman's Report: Charlie Jernigan mentioned discussion with the auditors and the work sessions.
- b. Partnership Presentation – Coulter & Justice CPA: Adam Allen and Susan Beavers were present to discuss the audit process and items the board should be aware of such as; routine operations, cash receipts, bank reconciliation, cash management, dual signatures, creating a budget with monthly review to actual and a valid explanation of differences in budget, development of cash forecasting. They advised that there are three (3) suggestions for the board, such as (1) bank reconciliation, (2) budget or cash forecasting to understand expectations for the year, and (3) cash disbursements which would involve a detailed sub ledger for sold properties. It was discussed that the Board is a component of the City, but could potentially hire their own auditor. The board discussed having someone review the board's internal controls and a need to create a finance committee to do reviews and bring issues to the board. Ken Krushenski will check with the city's finance director to determine if the board should have a separate auditor for a "stand alone financial statement" or use the city's auditors. Adam advised that they would begin review of the City's audit beginning in October 2014. The board was advised that the bylaws were in order and to continue being aware of the bylaws.
- c. Other reports:
 - 1. Charlotte Bowers with Habitat for Humanity provide the board with a presentation that could be review at their work session.
 - 2. The board discussed the mailing /distribution list for the board and other means to get information out about the Land Bank. Kathryn advised of the city's policy about boards, the boards are notified of information and anything else is published on website and kept up to date, meeting calendars are printed and the agenda and minutes are placed on the website. The board discussed putting information on their website, pushing the link to the city and also discussed using social media to also provide information to the public.

IX. Adjournment

Being no further business, motion to adjourn by Colin Colverson; seconded by Colin Anderson; meeting adjourned at 9:48 a.m.



Colin Colverson
Secretary/Treasurer