

**OAK RIDGE INDUSTRIAL DEVELOPMENT BOARD
MINUTES**

DATE: June 1, 2009

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: William Biloski, Louise Dunlap, Stephen Grady, Doug Janney, Alan Liby, David Mason, Hal Osucha, Harold Trapp, David Wilson

ABSENT: None

ALSO PRESENT: James O'Connor, City Manager; Ken Krushenski, City Attorney; Susan Fallon, City Staff; Parker Hardy and Kim Denton, Chamber/Partnership; Amy Waddell, ORUD; John Huotari, Oak Ridger; Bob Fowler, Knoxville News Sentinel

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

Mr. Janney welcomed and introduced David Mason as the new IDB board member. He also gave a brief description of his background and related work experience.

Mr. Janney also welcomed Cindy Franklin from the City's Public Works staff to her first meeting in replacing Mary Mason as an administrative assistant to the IDB.

Annual Meeting – Election of Officers

Ms. Dunlap made a motion to re-elect the current slate of officers – Mr. Janney, Chairman; Mr. Wilson, Vice Chairman; and Mr. Trapp, Secretary/Treasurer, by acclimation for another term. Mr. Grady seconded the motion. Motion carried, with all in favor.

Approval of Agenda

Mr. Janney requested an amendment to the agenda to add the Bethel Valley Industrial Park Real Estate Listing Agreement under Committee Reports. Mr. Mason made a motion to approve the agenda as amended. Mr. Wilson seconded the motion. Motion carried.

Approval of Minutes

Mr. Wilson made a motion to approve the minutes of the regular meeting held May 4, 2009, as submitted. Mr. Trapp seconded the motion. Motion carried.

Treasurer's Report

Mr. Trapp reported no change to the treasurer's report and noted that the IDB funding remains available for disbursement to the Heritage Center Spec Building project upon start of construction. Mr. Wilson moved to accept the Treasurer's report as submitted. Mr. Liby seconded the motion. Motion carried.

Prospect Activity

Ms. Denton said that activity has picked up recently with a large RFP received last week. Ms. Denton requested information to be provided so that a marketing “cut sheets” could be developed for the Heritage Center spec buildings.

Attorney’s Report

Annual Reports – Abatement Recipients

Mr. Krushenski reported that the information has been received for the annual report to be finalized. The report will be distributed to the parties designated in the Policy.

Committee Reports

Spec Building

Mr. Janney reported that the project construction documents were submitted to the city and the site review meeting was held on June 1, 2009. Dirt will start being moved once a grading permit has been issued. Mr Janney reported that the Economic Development Administration (EDA) has requested that East Tennessee Development District (ETDD) make application for an EDA grant in the amount of \$500,000 for infrastructure at the ED5 site, with the City of Oak Ridge as co-applicant. In addition, information concerning the status of the ECD Fast-Track grant should be known upon approval of the Tennessee state budget anticipated in June or July.

Bethel Valley Industrial Park

Mr. Biloski and Mr. Osucha discussed the need to get the marketing activity underway for the two corner vacant lots at BVIP – Lot 30BZ-1 and Lot 30CA-1. They have met with Garrett B. Asher of Ridge Realty and recommended accepting a proposed 365-day Listing Agreement with Ridge Realty for the two Lots. Mr. Wilson noted his opinion that the terms and conditions of the proposed agreement appeared fair and reasonable based on his experience in commercial real estate. Mr. Wilson moved to accept the listing contract with Ridge Realty and authorizing the Chairman to sign the contract. Mr. Trapp seconded the motion. Motion carried.

Old Business

Best Western Proposed Application

Mr. Hardy reported there is no news on this item and the status is pending. Mr. Janney suggested this item be removed from the agenda until there is news to report.

Answer Financial (InsLogic)

Mr. Janney reported that Answer Financial has decided to continue the lease of the network switch. He reported that the telephone and computer equipment is outdated and not being used by them and they have agreed to allow the City of Oak Ridge to examine the equipment prior to disposal. Mr. Krushenski reported that he and Steve Jenkins were researching the tax payment history of Answer Financial.

New Business

Centennial Village MOU

Mr. Janney reported that Susan Fallon would be completing the MOU draft for Centennial Village, LLC. He requested that upon completion of the draft, to forward copies to Mr. Osucha and Mr. Biloski for review and comments in regard to consistency with the Application. When finalized the MOU should be issued to Centennial Village for

signature and then returned to the IDB for signature. The document will then become the basis for preparation of the Lease between the IDB and Centennial Village.

IDB Bylaws

Mr. Janney stated the IDB Bylaws are still indicating the regular IDB meetings are to be held on the third Monday of each month and need to be updated. In November 2006 the IDB voted to move the meeting to the first Monday of each month, which was approved by City Council in December of 2006. The board adjusted the meeting schedule, but the IDB members never signed the amendment to the bylaws document. Mr. Krushenski provided the amendment document and the board members each signed. Copies of the amendment will be distributed to IDB members with the July meeting agenda.

Adjournment:

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


Harold Trapp
Secretary/Treasurer