

**OAK RIDGE INDUSTRIAL DEVELOPMENT BOARD
MINUTES**

DATE: March 1, 2010

TIME: 4:00 pm

PLACE: Municipal Building Training Room

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

ABSENT: None

ALSO PRESENT: Susan Fallon, City Staff; Cindy Franklin, City Staff; Gary Cinder, Interim City Manager; Ken Krushenski, City Attorney; Steve Jenkins, Deputy City Manager; Charlie Hensley, City Councilman; John Chilton and Fenton White, Centennial Village Apts. LLC; Stan Mitchell, Oak Ridge Observer; Bob Fowler, Knoxville News-Sentinel; John Houtari, Oak Ridger; Ben Adams, Oak Ridge Resident; Parker Hardy, Chamber of Commerce; Kim Denton, David Bradshaw and Kathy Barber, Oak Ridge Economic Partnership; Jim Campbell, ETEC

Mr. Wilson called the meeting to order at 4:00 p.m. and asked John Chilton to speak to the Board with news on Centennial Village Apartments.

Mr. Chilton announced that Centennial Village Apts., LLC had closed on the lease agreement with the IDB. Mr. Chilton thanked the IDB for their help and presented a souvenir check to the IDB in the amount of \$192, 241.00. Mr. Chilton announced that the groundbreaking for the development would occur in approximately two weeks.

Elections

Mr. Wilson stated the IDB is required to elect a Chairman and Vice-Chairman due to the resignation of the former Chairman Doug Janney.

Chairman – Mr. Grady made a motion to nominate Mr. Wilson as Chairman. Mr. Trapp seconded the motion. Mr. Osucha made a motion to nominate Mr. Biloski as Chairman. Ms. Dunlap seconded the motion. Ballots were cast and Mr. Wilson was elected Chairman by a vote of 4-3, with Mr. Trapp, Mr. Wilson, Mr. Mason, and Mr. Grady voting for Mr. Wilson; and Mr. Osucha, Mr. Biloski and Ms. Dunlap voting for Mr. Biloski.

Vice Chairman – Mr. Trapp made a motion to elect Mr. Grady as Vice Chairman. Ms. Dunlap requested the vote to be by acclamation. Mr. Osucha seconded the motion. Motion carried.

Approval of Minutes

Mr. Trapp made a motion to approve the minutes of the regular meeting held January 4, 2010, as submitted. Mr. Mason seconded the motion. Motion carried.

Treasurer's Report

Mr. Trapp stated that a balance sheet was distributed to board members. The balance sheet shows the total balance of all accounts as \$599,416.07. The regular account balance (General Fund) is \$51,422.74, with \$355,767.33 in a CD. Ms. Dunlap made a motion to accept the treasurer's report as submitted. Mr. Grady seconded the motion. Motion carried.

Prospect Activity

Ms. Denton reported that prospect activity has picked up. Oak Ridge has been short listed on a customer contact center and a larger manufacturing project.

Attorney's Report

None

Committee Reports

Spec Building – Letter of extension to TVA

Mr. Wilson reported that TVA requested the IDB to apply for an extension of time for completion of the large 50,000 sq. ft. spec building. TVA is the IDB's partner on the low interest loan for permanent financing.

Old Business

Centennial Village

This item was moved to the beginning of the meeting.

Woodland Town Center

No news.

Holiday Inn Express

Mr. Wilson reported that Oak Ridge Hotel Partners is continuing to work on financing.

IDB/Horizon Center, LLC Agreement

Mr. Wilson stated that he had signed the agreement and the IDB is currently waiting on the Horizon Center to sign and return the agreement.

New IDB/Oak Ridge Economic Partnership Alliance

Mr. Wilson asked board members for their input on the draft version of the Strategic Alliance Agreement between the Oak Ridge IDB and the Oak Ridge Economic Partnership. A lengthy discussion was held. The following amendments were suggested:

1. Item 3. – Change the last sentence to read: That upon approval and implementation there shall be an annual review and evaluation, *held in June to coincide with the IDB's annual meeting*, of the OREP's ...
2. Item 4b. – Change the first sentence to read: Upon prior approval, the IDB shall reimburse the OREP for expenses, *exclusive of salaries*, it incurs in providing marketing services; ...
3. Item 4b. – Change the second sentence to read: Prior approval for reimbursement for expenses up to \$5,000 shall require authorization by both the IDB Chair and the IDB *Treasurer*; ...
4. Item 4b. – Change the third sentence to read: It is understood between the Parties that any authorization sought from the IDB Chair and the IDB *Treasurer* shall be...

5. Item 4b. – Change the last sentence to read: Further, it is understood and agreed that in the event that either IDB Chair or the IDB *Treasurer* should be unavailable for prior approval, then the IDB *Vice-Chair* may act in their stead for said approval.
6. Item 4c. – Change the second part of the sentence to read: therefore, should IDB funds not be available to pay the monthly fees when due, or to reimburse the OREP for marketing service fees, as they are rendered, then said fees shall accrue *without penalty* until such time as the IDB has available funds to pay for said services and expenses.
7. Item 4d. – Change the sentence to read: Based upon the performance *standards* to be...
8. Item 4e. – Change the first sentence to read: This agreement shall be terminated on *June 30, 2012* if at least one parcel, ...
9. Item 4e. – Add this sentence at the end: *Thereafter, this agreement shall be reviewed yearly at the annual IDB meeting for renewal.*
10. Item 8d – Change the sentence to read: OREP shall provide *assistance* to the IDB with its financial reporting, *at the request of the IDB Treasurer*, including...

Ms. Dunlap made a motion to approve the document as amended, subject to acceptance of the Horizon Center signed agreement, as both documents will be signed simultaneously. Mr. Mason seconded the motion. Motion passed unanimously.

New Business

Audit Committee

Mr. Wilson reported that the IDB needs an audit committee and they will need to hire an auditor. Mr. Trapp, Mr. Osucha and Mr. Grady volunteered to serve on the committee.

2009 PILOT Annual Reports

Ms. Fallon reported that all reports had been submitted and she is currently preparing a report summary that should be available at the next meeting.

Prospective Board Members

Ms. Fallon reported that the following nine people have submitted resumes for the two vacant board seats: Leonard Abbatiello, Ben Adams, Leslie Agron, Richard Chinn, Ballard Jackson, Chris Johnson, Mike Mahathy, Fred Stout and Glenn Zahn.

Adjournment:

Mr. Trapp made a motion to adjourn the meeting. Ms. Dunlap seconded the motion. Motion carried and the meeting adjourned at 4:55 pm.



Harold Trapp
Secretary/Treasurer