

**OAK RIDGE INDUSTRIAL DEVELOPMENT BOARD  
MINUTES**

DATE: November 1, 2010

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: Board Members: William Biloski, Richard Chinn, Hal Osucha, Chris Johnson, David Mason, 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; Keith Craft, BWSC; Gene Lackey, Lackey and Associates; John Huotari, Oak Ridger; Kathy Barber, OREP; Sam Tate, NAI; Parker Hardy, Chamber of Commerce; Leon Lawson, ACHW

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

**Approval of Agenda**

Mr. Wilson made a motion to approve the agenda as submitted. Mr. Mason seconded the motion. Motion carried.

**Approval of Minutes**

Mr. Trapp made a motion to approve the minutes of the regular meeting held October 4, 2010. Ms. Mason seconded the motion.

Mr. Wilson requested that "Motion carried" be added to the second paragraph under Approval of Minutes. Motion carried to approve the minutes as amended.

**Treasurer's Report**

Mr. Trapp reported the total balance of all accounts is \$1,116,829.13 with \$530,149.76 in CD's, \$500,000 in Money Market accounts, and \$86,679.37 in the checking account. A copy of the Financial Summary was distributed to board members. Mr. Wilson made a motion to accept the treasurer's report as submitted. Mr. Mason seconded the motion. Motion carried.

**Prospect Activity (Executive Director) Report**

Prospect Update

Ms. Denton reported that prospect activity is steady. A significant number of additional RFP's have been received in the past month or so including several automotive manufacturers, a fuel cell manufacturer, an isotope manufacturer, a solar project, a nuclear supply chain and a building supply manufacturer. A copy of the NAI report for October 2010 was distributed to board members. A brief discussion was held.

### Large Spec Building Update

Ms. Denton reported the Letter of Intent (LOI) submitted by Lexington Simmons LLC expired and is not being renewed. A brief discussion was held.

### Restoration Services, Inc. Update

Ms. Denton reported that she had spoken with representatives from the State and was told the request for the sewer line extension upgrade at the Horizon Center is being considered in Nashville and a decision will be made in the next couple of weeks.

### **Attorney's Report**

#### Bristol Park Apartments Closing

Mr. Krushenski reported that he received confirmation of the closing and a check for the closing fee in the amount of \$5,000 will be mailed to the IDB.

### **Committee Reports**

#### Finance

1. 10/20/10 Committee Meeting Report

Ms. Denton reported that the audit report from Dale Isabell should be complete mid-November. A meeting with Tracy Larabee is scheduled for next week to get his input and guidance on budgeting, QuickBooks setup, etc.

2. Proposed Work Tasks

Ms. Denton reported that a discussion on monthly work tasks that need to be accomplished included cd's and investments, bank reconciliation, QuickBooks setup, check writing, deposits, monthly data entry, and preparation of the finance report.

#### Land Use

1. Bethel Valley Properties

Mr. Biloski reported that the potential client for Lot 30CA-1 requested a return of the earnest money. The due diligence closing date for Lot 30BZ-1 is November 19, 2010. Mr. Krushenski suggested that the client for Lot 30CA-1 submit a letter for a refund request of the earnest money. Mr. Biloski will ask Mr. Asher to obtain the letter from the client.

2. Horizon Center Work Session

Mr. Biloski reported that a work session on the Horizon Center will follow the regular meeting.

#### Special Projects

Mr. Mason reported that the five firms chosen for A&E Services Agreements are Lackey and Associates, ACHW, BWSC, CH2MHill, and Michael Brady Inc. No work to date has been done.

#### PILOT Reauthorization

Mr. Osucha reported that the PILOT was formally approved by City Council and copies of the resolution and the approved PILOT documents were distributed to board members.

### **Old Business**

None

**New Business**

None

**Adjournment:**

Mr. Mason made a motion to adjourn the meeting. Mr. Johnson seconded the motion. Motion carried and the meeting adjourned at 4:30 pm.

A handwritten signature in black ink, appearing to read "Harold Trapp", written over a horizontal line.

Harold Trapp  
Secretary/Treasurer