APPROVED

INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF OAK RIDGE
MINUTES

DATE: January 3, 2011

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: Board Members: William Biloski, Richard Chinn, Louise Dunlap, Chris Johnson, David Mason, Hal Osucha, Harold Trapp, Buzz Patrick, David Wilson
Executive Director: Kim Denton

ABSENT: None

ALSO PRESENT: Susan Fallon, City Staff; Cindy Franklin, City Staff; Ken Krushenski, City Attorney; Steve Jenkins, Deputy City Manager; Kathryn Baldwin, City Staff; Charlie Hensley, Oak Ridge Councilman; Betsy Prine, ATC-Nuclear; Gary Gilmartin, ATC-Nuclear; Terry Mullins, ORT-E; Robert Lane, ATC-Nuclear; David Bradshaw, Citizen; Eugene Lackey, Lackey and Associates; Keith Craft, BWSC; Marty Grogan, Omega; Stan Mitchell, Oak Ridge Observer; John Huotari, Oak Ridger; Kathy Barber, OREP; Bob Fowler, Knox-News

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

Approval of Agenda
Mr. Mason made a motion to approve the agenda. Ms. Dunlap seconded the motion. Mr. Trapp made a motion to amend the agenda by moving New Business items to follow the Approval of Agenda. Mr. Osucha seconded the motion. Motion carried with all in favor.

New Business
Oak Ridge Tool-Engineering, Inc. and ATC-Nuclear PILOT Application
Mr. Trapp made a motion to approve the PILOT application. Mr. Wilson seconded the motion. Motion carried with all in favor.

Omega Technical Services, Inc. and 100 Heritage Center LLC PILOT Application
Mr. Patrick recused himself from discussion and voting. Mr. Wilson made a motion to approve the PILOT application. Ms. Dunlap seconded the motion. Motion carried 8-0 with Mr. Patrick abstaining from the vote.

Approval of Minutes
Mr. Wilson made a motion to approve the minutes of the regular meeting held December 6, 2010. Mr. Patrick seconded the motion. A discussion was held in relation to an omitted vote in favor of issuing an RFP to the IDB A&E Services preferred firms by close of business on December 10, 2010. Mr. Trapp recalled making the motion with Mr. Chinn seconding the motion. All board members agreed that the motion carried with all in favor to approve issuing the RFP. Motion carried to approve the amended minutes of the regular meeting held December 6, 2010 with all in favor.

Mr. Wilson made a motion to approve the minutes of the special called meeting held December 16. Mr. Mason seconded the motion. Motion carried with all in favor.

Treasurer's Report
Mr. Trapp reported the total balance of all accounts is $1,123,465.30 with $535,149.76 in CD's, $500,000 in Money Market accounts, and $88,315.54 in the checking account. A copy of the Financial Summary was distributed to board members. A brief discussion was held. Mr. Wilson made a motion to accept the treasurer's report as submitted. Ms. Dunlap seconded the motion. Motion carried.

Prospect Activity (Executive Director) Report

1. Prospect Update
   Ms. Denton reported that prospect activity is not as robust as it has been. December is not typically a busy month for prospect activity, but should pick up over the next couple of months. A brief discussion was held.

2. Spec Building Update
   Ms. Denton suggested that the land use committee look at locations to build a new large spec building. A brief discussion was held.

3. FastTrack Infrastructure Development Program (FIDP) Grant Update
   Ms. Denton reported that all information has been submitted to Phil Layman with the exception of the preliminary engineering drawing by BWSC scheduled to be complete by January 7, 2011, and a description of the company scheduled to be complete by January 31, 2011.

4. Infrastructure Delineation Project
   Ms. Denton reported that CH2MHill is in the process of preparing the overlay document containing all current infrastructure and capacities at Horizon Center. The document is scheduled to be complete by the February meeting.

5. Financial Management
   Ms. Denton reported that a proposal letter from Gail Cook was received for the IDB's financial management services with an estimated amount of $500 per month. A lengthy discussion was held. Mr. Johnson suggested and board members agreed that the item be deferred to the Finance Committee for deliberation.

Attorney's Report

1. Restoration Services, Inc. Land Purchase Update
   Mr. Krushenski reported that the sales contract should be ready for approval at the February meeting.

2. RRP, LLC Land Purchase
   Mr. Krushenski reported that the contract was signed and complete with the closing date to be scheduled.

Committee Reports

Finance

1. 2010 – 2011 Audit Contract
   Mr. Trapp reported that the PSA with Mr. Isabell is complete and in place. The Finance Committee will meet before the February meeting.

Land Use

1. Development Area #6 Engineering Contract/BZA Application
   Mr. Biloski reported that the application was submitted to the BZA on December 20, a project definition letter was submitted on December 27 and the PSA with Eugene Lackey is complete and in place. The BZA meeting is scheduled for 5:30 on January 11 at the Municipal Building Courtroom. The boundary survey is complete for development area #6 and the committee is working on the next portion. A meeting will be scheduled to discuss the new spec building.

Special Projects
Mr. Mason reported that a meeting will be scheduled for the committee.

Old Business
None

Adjournment
Prior to adjournment of the meeting, Mr. Biloski thanked Charlie Hensley for the nice comments he made in an article published in the Oak Ridge Observer on the IDB's progress over the last two years.

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

Harold Trapp
Secretary/Treasurer