

**OAK RIDGE CITY COUNCIL
SPECIAL MEETING**
Municipal Building Courtroom

December 13, 2016
6:00 p.m.

AGENDA

- I. ROLL CALL
- II. A RESOLUTION APPROVING THE CITY MANAGER'S NEGOTIATIONS WITH THE U. S. DEPARTMENT OF ENERGY (DOE) AND TN OAK RIDGE ILLINOIS, LLC, PURSUANT TO RESOLUTION NO. 6-32-2016 TO SECURE APPROXIMATELY 17.12 ACRES OF DOE OWNED PROPERTY UPON WHICH THE AMERICAN MUSEUM OF SCIENCE AND ENERGY IS LOCATED AND ADJACENT UNDEVELOPED LAND, AND AUTHORIZING THE APPROPRIATE LEGAL INSTRUMENTS TO ACCOMPLISH THE SAME.
- III. A SPECIAL REPORT BY MIKE BROWN OF THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, TO DISCUSS THE DIRECTIONS AND PROGRESS OF THE ORGANIZATION.
- IV. A RESOLUTION AUTHORIZING AN EXPENDITURE OF UP TO \$50,000.00 TO THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, A 501(C)(3) NON-PROFIT ORGANIZATION, FOR CERTAIN EXPENSES ASSOCIATED WITH THE 2017 FESTIVAL/CELEBRATION.
- V. ADJOURNMENT

CITY CLERK MEMORANDUM
16-32

DATE: December 9, 2016
TO: Honorable Mayor and Members of City Council
FROM: Mary Beth Hickman, City Clerk
SUBJECT: SPECIAL MEETING OF CITY COUNCIL

At the request of City Manager Mark Watson, and in accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, Tennessee, a special meeting of City Council is hereby called for **Tuesday, December 13, 2016 at 6:00 p.m.** in the Municipal Building Courtroom, 200 South Tulane Avenue, for consideration of the following:

- a. A RESOLUTION APPROVING THE CITY MANAGER'S NEGOTIATIONS WITH THE U. S. DEPARTMENT OF ENERGY (DOE) AND TN OAK RIDGE ILLINOIS, LLC, PURSUANT TO RESOLUTION NO. 6-32-2016 TO SECURE APPROXIMATELY 17.12 ACRES OF DOE OWNED PROPERTY UPON WHICH THE AMERICAN MUSEUM OF SCIENCE AND ENERGY IS LOCATED AND ADJACENT UNDEVELOPED LAND, AND AUTHORIZING THE APPROPRIATE LEGAL INSTRUMENTS TO ACCOMPLISH THE SAME.
- b. A SPECIAL REPORT BY MIKE BROWN OF THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, TO DISCUSS THE DIRECTIONS AND PROGRESS OF THE ORGANIZATION.
- c. A RESOLUTION AUTHORIZING AN EXPENDITURE OF UP TO \$50,000.00 TO THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, A 501(C)(3) NON-PROFIT ORGANIZATION, FOR CERTAIN EXPENSES ASSOCIATED WITH THE 2017 FESTIVAL/CELEBRATION.

In accordance with the City Charter, matters transacted at this special meeting shall be limited to the subjects recited in the notice of the meeting.



Mary Beth Hickman

cc: Mark S. Watson, City Manager
Kenneth R. Krushenski, City Attorney
Department Directors
The Oak Ridger
Oak Ridge Today
The Knoxville News Sentinel
BBB Communications

ADMINISTRATIVE MEMORANDUM
16-23

DATE: December 9, 2016
TO: Mary Beth Hickman, City Clerk
FROM: Mark S. Watson, City Manager
SUBJECT: SPECIAL CITY COUNCIL MEETING

In accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, you are hereby requested to call a special meeting of the Oak Ridge City Council for Tuesday, December 13, 2016, at 6:00 p.m. in the Municipal Building Courtroom, 200 South Tulane Avenue, for consideration of the following:

- A RESOLUTION APPROVING THE CITY MANAGER'S NEGOTIATIONS WITH THE U. S. DEPARTMENT OF ENERGY (DOE) AND TN OAK RIDGE ILLINOIS, LLC, PURSUANT TO RESOLUTION NO. 6-32-2016 TO SECURE APPROXIMATELY 17.12 ACRES OF DOE OWNED PROPERTY UPON WHICH THE AMERICAN MUSEUM OF SCIENCE AND ENERGY IS LOCATED AND ADJACENT UNDEVELOPED LAND, AND AUTHORIZING THE APPROPRIATE LEGAL INSTRUMENTS TO ACCOMPLISH THE SAME.
- A SPECIAL REPORT BY MIKE BROWN OF THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, TO DISCUSS THE DIRECTIONS AND PROGRESS OF THE ORGANIZATION.
- A RESOLUTION AUTHORIZING AN EXPENDITURE OF UP TO \$50,000.00 TO THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, A 501(C)(3) NON-PROFIT ORGANIZATION, FOR CERTAIN EXPENSES ASSOCIATED WITH THE 2017 FESTIVAL/CELEBRATION.



Mark S. Watson

CITY COUNCIL MEMORANDUM
16-39

DATE: December 9, 2016
TO: Honorable Mayor and Members of City Council
FROM: Mark S. Watson, City Manager
SUBJECT: TRANSFER OF DOE-OWNED PROPERTY PURSUANT TO NEGOTIATIONS
AUTHORIZED BY RESOLUTION NO. 6-32-2016

Introduction

An item for the agenda is a resolution approving the City Manager's negotiations with the U. S. Department of Energy (DOE) and TN Oak Ridge Illinois, LLC, pursuant to Resolution No. 6-32-2016 to secure approximately 17.12 acres of DOE-owned property upon which the American Museum of Science and Energy is located and adjacent undeveloped land, and authorizing the appropriate legal instruments to accomplish the same.

Financial Impacts

The proposed administrative actions will be accomplished with NO financial transaction costs and ensure the continued operations of DOE's public outreach and educational missions by agreement between DOE, the City, and TN Oak Ridge Illinois, LLC.

Background

As authorized by Resolution 6-32-2016 of the Oak Ridge City Council, the City Manager was approved to enter into negotiations with the DOE and RealtyLink (or an affiliate company—TN Oak Ridge Illinois, LLC) to secure the current site of the American Museum of Science and Energy and surrounding lands for the purpose of continued economic viability in the downtown area of Oak Ridge. In coordination with the projected \$92 million in private investment for the Oak Ridge Main Street project by RealtyLink of Greenville, South Carolina, an opportunity arose to create a "win-win-win" arrangement for the improvement of DOE facilities while further enhancing the economic development of Oak Ridge.

The transfer of proposed DOE property to the City will allow the City to commit to providing 15 years of approximately 18,000 square feet of rent-free space for the United States government. The land transfer will allow the City to work with the TN Oak Ridge Illinois, LLC, to ensure development of property along Illinois Avenue that has been in discussion phases of transfer for nearly twenty years to no avail. The property has also been discussed as surplus for General Services Administration liquidation, eliminating the ability of the City of Oak Ridge to control economic development along the Illinois Corridor. With the potential needs of space for the new National Park centers, this transfer provides new options for DOE.

In September, the City Manager requested the proposed transfer through the Oak Ridge Site Manager's office led by Kenneth Tarcza, who initially coordinated with the Department of Science Site Manager Johnny Moore. In cooperation with the City, the request has been fully reviewed by the senior officials in Washington, D.C. through the Secretary of Energy and the Congressional Review officials. We have been notified that our proposal and terms have been concurred with. To finalize this project, City Council must pass a resolution to enable the transfer to occur from DOE **and** to authorize the necessary agreements between the City of Oak Ridge and TN Oak Ridge Illinois, LLC, including transfers of City owned rights-of-way and road abandonments to create a developable tracts for economic purposes.

As City Manager, I recommend the approval of this resolution for the further enhancements of the City of Oak Ridge. I believe this cooperative effort between the City and DOE provides an example of the way local government and federal government can work together as partners in furthering a strong local community to serve a strong federal mission. As a "game changer" for the City of Oak Ridge, it addresses a long-standing matter and puts our eye on the future, while recognizing our past.

Recommendation

Approval of the attached resolution is recommended.


Mark S. Watson

Attachments



Department of Energy

ORNL Site Office
P.O. Box 2008
Oak Ridge, Tennessee 37831-6269

December 9, 2016

Mr. Mark S. Watson, City Manager
City of Oak Ridge
Post Office Box 1
Oak Ridge, Tennessee 37831-0001

Dear Mr. Watson:

Reference: Letter from Mark S. Watson to Kenneth R. Tarcza, dated August 29, 2016

I am in receipt of your proposal for the land transfer of 17.42 +/- acres of Department of Energy property. We have received approval to proceed with the conveyance of Parcels 482 and 483 to the City of Oak Ridge, Tennessee, in exchange for equitable consideration consistent with our discussions and draft agreements.

I look forward to working through our local processes to execute these agreements.

If there are any questions or additional information is required, please contact me at (865) 576-3536.

Sincerely,

A handwritten signature in black ink, appearing to read "Johnny O. Moore", is written over a horizontal line.

Johnny O. Moore, Manager
ORNL Site Office

cc:
Cindy Finn, SC-OR
Michele G. Branton, SC-OSO

RESOLUTION

A RESOLUTION APPROVING THE CITY MANAGER'S NEGOTIATIONS WITH THE U.S. DEPARTMENT OF ENERGY AND TN OAK RIDGE ILLINOIS, LLC, PURSUANT TO RESOLUTION 6-32-2016 TO SECURE APPROXIMATELY 17.12 ACRES OF DOE-OWNED PROPERTY UPON WHICH THE AMERICAN MUSEUM OF SCIENCE AND ENERGY IS LOCATED AND ADJACENT UNDEVELOPED LAND, AND AUTHORIZING THE APPROPRIATE LEGAL INSTRUMENTS TO ACCOMPLISH THE SAME.

WHEREAS, by Resolution 6-32-2016, City Council authorized the City Manager to enter into negotiations in accordance with certain stipulations with RealtyLink, LLC, (or a related entity for closing purposes) and the United States Department of Energy (DOE) for the acquisition of approximately 17.12 acres of land upon which the American Museum of Science and Energy is located and adjacent undeveloped land, previously known as Parcels 482 and 483 and now known as Parcels 002.00 and 003.00, Anderson County Control Map 099N, Group B, (the "Property"), which resolution is attached hereto as Attachment 1; and

WHEREAS, on August 29, 2016, the City Manager initiated the process by letter to Kenneth Tarcza, Manager of DOE's Oak Ridge Office, requesting the transfer of the Property; and

WHEREAS, DOE has agreed to transfer the Property to the City as a conveyance in exchange for the City providing leased space of approximately 18,000 square feet to DOE to execute a Public Education and Outreach mission and provide space for a temporary visitor center in support of the Manhattan Project National Historical Park at no cost (no rent, maintenance, taxes, or utilities) for fifteen years; and

WHEREAS, the City has agreed to sign an occupancy agreement with DOE allowing DOE's current activities to remain on site while the leased space is constructed, which leased space must be provided for occupancy within 365 days of the quit claim deed for the Property; and

WHEREAS, TN Oak Ridge Illinois, LLC, has agreed to provide the City with approximately 18,000 square feet of space at Main Street Oak Ridge at no cost (no rent, maintenance, taxes, or utilities) for fifteen years and has consented to the City's sublease of said space to DOE for its Public Education and Outreach mission; and

WHEREAS, the City has agreed to transfer the Property to TN Oak Ridge Illinois, LLC, in two phases which will allow development of the southern portion to occur prior to the relocation of DOE's current activities; and

WHEREAS, in exchange for TN Oak Ridge Illinois, LLC, providing community oriented amenities such as bicycle/pedestrian ways and enhanced landscaping on the Property, the City has agreed to include approximately 1.87 acres of city-owned land adjacent to the Property to increase the developable land area of the Property, with this acreage consisting of Tulane Place roadway, certain right-of-way along Badger Road, and a triangular parcel between the Municipal Building and the Property; and

WHEREAS, TN Oak Ridge Illinois, LLC, has agreed to be responsible for relocation of any and all utilities that are necessary in order to maximize the development of the Property; and

WHEREAS, this overall project package is at no monetary cost to the City as no monetary compensation will be transferred either to DOE or TN Oak Ridge Illinois, LLC, as part of the transactions outlined above; and

WHEREAS, the City Manager requests City Council's approval of the overall project package as outlined above and the associated legal instruments to accomplish the same.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That in, accordance with Resolution 6-32-2016 attached hereto as Attachment 1, the City Manager conducted negotiations with the U.S. Department of Energy (DOE) to secure approximately 17.12 acres of DOE-owned land.

BE IT FURTHER RESOLVED that, simultaneously, the City Manager conducted negotiations with TN Oak Ridge Illinois, LLC, (a related entity of RealtyLink, LLC, for closing purposes) for the ultimate transfer of said DOE-owned land to TN Oak Ridge Illinois, LLC.

BE IT FURTHER RESOLVED that City Council hereby approves the City Manager's negotiations as set forth above and approves the overall project package consisting of the following:

- Acceptance by the City of a quit claim deed from DOE for the acquisition of approximately 17.12 acres of land formerly known as Parcels 482 and 483 and now known as Parcels 002.00 and 003.00, Anderson County Control Map 099N, Group B (the "Property").
- Authorization for the City to enter into an Occupancy Agreement with DOE to allow DOE to remain on the Property to continue current activities for up to 365 days from the transfer of the Property to the City.
- Authorization for the City to enter into a no-cost sublease with TN Oak Ridge Illinois, Inc., for an approximate 18,000 square foot premises (the "Premises") located at Main Street Oak Ridge for a period of fifteen (15) years from the date of occupancy.
- Authorization for the City to enter into a sublease with DOE for the Premises under the same terms and conditions, thereby allowing DOE to continue the Public Education and Outreach mission activities.
- Authorization for the City to enter into an Agreement for Transfer of Real Property with TN Oak Ridge Illinois, LLC, to set forth the plan for transfer of the Property in two phases, with the transfer of Phase I (southern portion) anticipated to be late 2016 / early 2017 and the transfer of Phase II (northern portion) occurring once DOE takes occupancy of the Premises, which phases are shown on Attachment 2.
- Authorization for the City to transfer the Property in two phases to TN Oak Ridge Illinois, LLC, by quit claim deed as set forth in the Agreement for Transfer of Real Property.
- Abandonment of Tulane Place and an approximate 12.5-foot wide strip of right-of-way along the eastern side of Badger Avenue (retaining any necessary easements for the adjacent power poles), with said land being incorporated into the land transferred by the City to TN Oak Ridge Illinois, LLC, as part of the Property in exchange for TN Oak Ridge Illinois, LLC, constructing certain community oriented amenities on the Property.
- Abandonment of any City-owned utilities and associated easements that are no longer needed on the Property and acceptance of the new (future) City-owned utilities on the Property and easements for the same.

BE IT FURTHER RESOLVED that City Council hereby approves any other documents that are necessary to accomplish the overall project as described herein.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 13th day of December 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

Attachments: Attachment 1 – Resolution 6-32-2016
Attachment 2 – Drawing Depicting Phase I and Phase II

ATTACHMENT 1

NUMBER 6-32-2016

RESOLUTION

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO NEGOTIATIONS WITH REALTYLINK, LLC, AND THE UNITED STATES DEPARTMENT OF ENERGY (DOE) THROUGH ITS AGENT THE GENERAL SERVICES ADMINISTRATION (GSA) TO SECURE THE AMERICAN MUSEUM OF SCIENCE AND ENERGY (AMSE) PROPERTY AS SHOWN ON EXHIBIT A ATTACHED HERETO.

WHEREAS, Congress and the President have authorized the establishment of the Manhattan Project National Historical Park (MPNHP) in which Oak Ridge plays a major role; and

WHEREAS, the MPNHP was established on November 10, 2015 by the joint actions of the Department of Energy (DOE) and the National Park Service (NPS); and

WHEREAS, DOE, NPS and the City are working in a collaborative effort to determine the best manner in which the preserving and interpreting of the history of the Manhattan Project and the DOE mission of public outreach and education can best be achieved; and

WHEREAS, the 17.12 acres of property owned by DOE along with a portion of the adjacent City owned land was included in the Economic Impact Area as associated with the Economic Impact Plan for the redevelopment of the Oak Ridge Mall; and

WHEREAS, that plan was adopted by the City of Oak Ridge Industrial Development Board, the Oak Ridge City Council and the Anderson County Commission; and

WHEREAS, property tax revenues from the future development of that property is anticipated by the lenders as a part of the repayment for a tax increment financing (TIF) loan; and

WHEREAS, toward those objectives, the City has a desire to begin discussions and negotiations with DOE through its agent GSA for the transfer of approximately 17.12 acres of property owned by DOE on which the American Museum of Science and Energy (AMSE) is located to either the City or the developer of the adjacent 60-acre Main Street Oak Ridge project, RealtyLink, LLC; and

WHEREAS, as part of the above-described transfer, the City believes it is in the City's best interests to include an approximate 1.87 acre tract of adjacent city-owned land for an approximate total of 18.99 acres of developable land as shown on Exhibit A attached hereto; and

WHEREAS, should GSA elect to negotiate directly with RealtyLink, LLC, the City will support that effort; and

WHEREAS, should GSA elect to negotiate directly with the City, the City will do so in accordance with the stipulations set forth below; and

WHEREAS, the City Manager requests authorization to enter negotiations with RealtyLink, LLC, and GSA for the acquisition of the AMSE property.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the City Manager is hereby authorized to enter into negotiations with RealtyLink, LLC, or a related entity for closing purposes (hereinafter collectively referred to as "RealtyLink, LLC") and the General Services Administration (GSA) for the acquisition of the American Museum of Science and Energy (AMSE) property as shown on Exhibit A attached hereto.

BE IT FURTHER RESOLVED that the following stipulations shall apply to the negotiations:

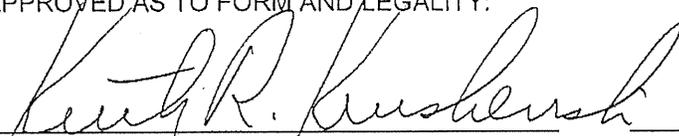
- If GSA chooses to negotiate with RealtyLink, LLC, in return for considerations that enhance the DOE mission of public outreach and education, as well as that of the NPS,

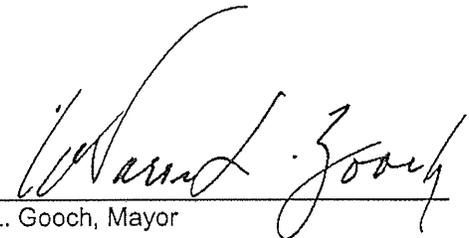
the City will use commercially reasonable efforts to assist in the transfer or sale and the local approval processes.

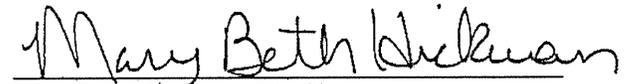
- If GSA chooses to negotiate only with the City and the City is successful in that negotiation, the City will give RealtyLink, LLC, a right of first option to purchase the 17.12 acres at a price of \$200,000.00 per acre (or the value of the "consideration" divided by 17.12, whichever is greater). RealtyLink, LLC, will have one hundred eighty (180) days after a fully executed Purchase Agreement for due diligence and forty-five (45) days thereafter to close on the property. RealtyLink, LLC, will agree to develop the property in a manner mutually agreeable to both parties; however, development that maximizes sales tax revenues will be a primary focus of both City and RealtyLink, LLC.
- In consideration of the TIF loan repayment and in order to set a development timeline, RealtyLink, LLC, will agree to develop the property in a manner that will generate at least \$140,000.00 per year in new property taxes by Tax Year 2021 and at least an additional \$150,000.00 by Tax Year 2024.
- The AMSE property and adjacent city-owned property represent an important segment of central Oak Ridge adjacent to Oak Ridge Associated Universities, as well as the City's Municipal Building, Civic Center Complex, and A.K. Bissell Park. The City will agree to donate its approximate 1.87 acres as shown on Exhibit A attached hereto to RealtyLink, LLC, assuming RealtyLink, LLC (or the City on behalf of RealtyLink, LLC) is successful in its negotiations with GSA. For that donation RealtyLink, LLC, will agree to include in the overall development at least two (2) acres of community oriented amenities such as, but not limited to, bicycle and pedestrian ways without any other consideration other than the City's donation of the land. RealtyLink, LLC's, expenses regarding those amenities shall not be required by the City to exceed \$374,000.00.

This the 13th day of June 2016.

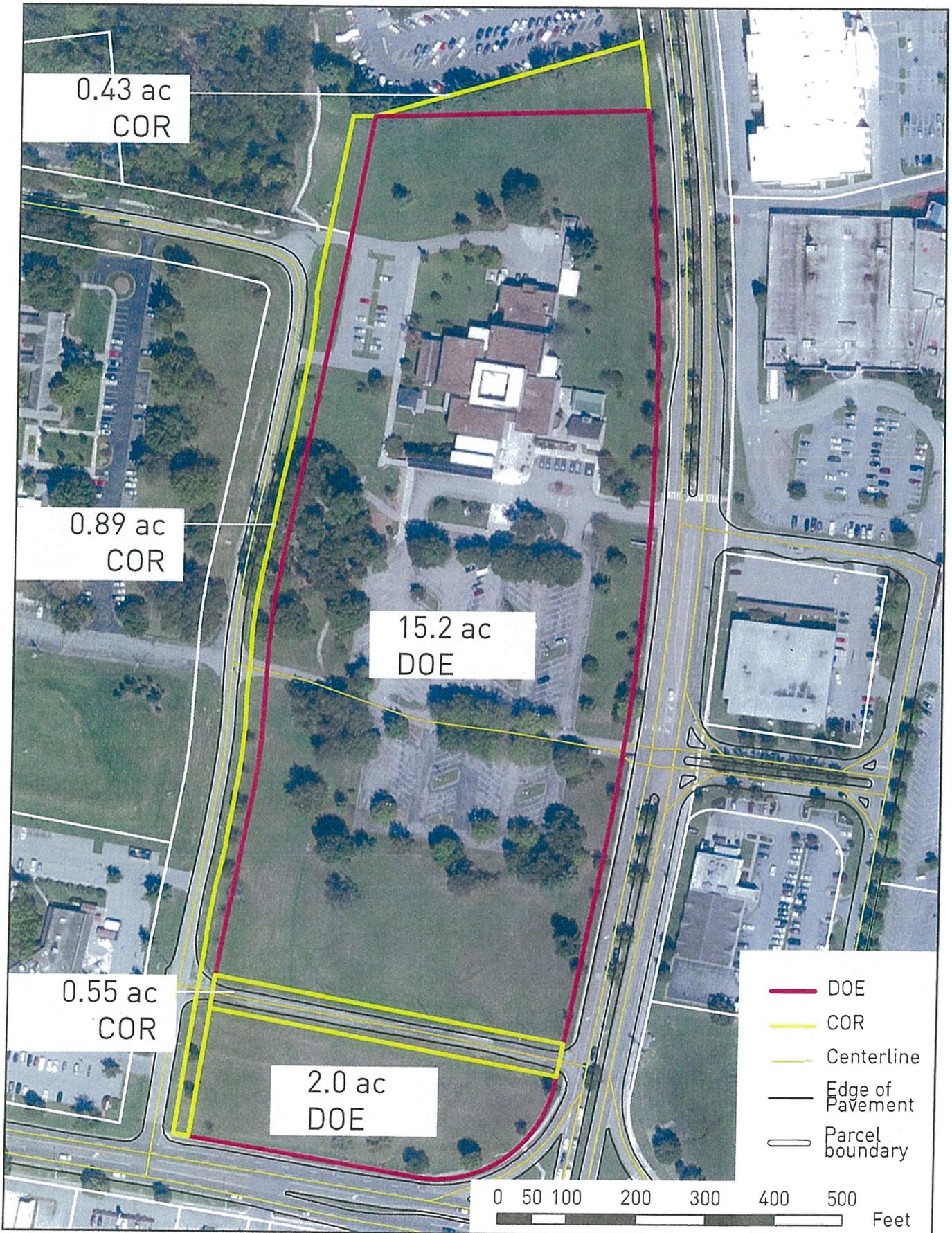
APPROVED AS TO FORM AND LEGALITY:


Kenneth R. Krushenski, City Attorney


Warren L. Gooch, Mayor


Mary Beth Hickman, City Clerk

**ATTACHMENT 1
EXHIBIT A**



CITY MANAGER MEMORANDUM
16-38

DATE: December 9, 2016

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager

SUBJECT: AUTHORIZATION TO EXPEND UP TO \$50,000.00 TO THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, A 501(C)(3) NON-PROFIT ORGANIZATION, FOR CERTAIN EXPENSES ASSOCIATED WITH THE 2017 FESTIVAL/CELEBRATION

Introduction

An item for the agenda is a resolution authorizing an expenditure of up to \$50,000.00 to the Secret City Festival of Oak Ridge, Tennessee, a 501(c)(3) non-profit, for certain expenses associated with the 2017 festival/celebration.

Funding

Funding is available in the budget as it has been in years past.

Background

By Resolution 9-96-2015, City Council appointed the inaugural board of directors for the 501(c)(3) non-profit organization whose purpose is to assume the responsibility of implementing the Secret City Festival/Celebration. The organization has now obtained its 501(c)(3) non-profit status and is known as Secret City Festival of Oak Ridge, Tennessee.

The organization has requested funding from the City Manager, which request is in excess of the City Manager's spending authority of \$25,000.00. Since it is the City's desire for the festival/celebration to be successful and to continue to showcase community pride and the diversity of Oak Ridge as it has in years past, a contribution toward this event would be of public benefit.

The City Manager is requesting authorization to expend up to \$50,000.00, with said funding designated for expenses associated with the festival/celebration for 2017 excluding management services. In exchange for the contribution, the City should be listed as an event sponsor.

Recommendation

Approval of the attached resolution is recommended.



Mark S. Watson

Attachments

SECRET CITY FESTIVAL OF OAK RIDGE, TN
Board Meeting Minutes
August 17, 2016

Held at The Comfort Inn, Oak Ridge, TN.

1) Call to order

The meeting commenced at 5:12 pm.

Present were:

Andrew Howe, Cynthia Beatty, Jim Dodson, Bill Lawrence, Emilee Smith, John Stone, Ben Arnold, Ray Smith, Judi Gray, Kate Groover, Mike Brown

Absent were:

Don Hughes, Jeff Thurston, Michelle Ward

2) Approval of minutes

Minutes from the August 3, 2016 meeting were approved unanimously.
Motion made by Ray and seconded by Emilee.

3) Communications

Mike spoke with Emily Jernigan re: licensing the logo. We need to fill out an application. There is a \$500 attorney fee – set up to ensure only serious orgs will get the logo. Ray supports us paying only the cost incurred to acquire the license. Breakfast Rotary wants recognition for their work.

Ray motioned to accept the offer of the Rotary club but pay only the cost amount. It was seconded by Jim and passed.

Kate stated she prefers to simply use another logo, so we have our own identity.

4) Committee Reports

Fundraising

Bill spoke with people regarding what we can offer and to whom in return for sponsorship. Mike and Bill will exchange ideas and spreadsheets.

Visioning

Jim reported that Calhouns wouldn't give us the event center for our Sept 8/10 meetings and will tell them "thanks, but no thanks".

Kate found a caterer for the event. She also spoke with Calhoun's marketing person, whom she and Mike will meet with. Kate said Calhouns likes the idea of events on the peninsula.

Joy Montgomery will attend our Sept 10 work-session, as will a few members of ORHPA.

5) Officer Reports

Treasurer:

Hugh Ward feels we are about 45 days from getting our full 501c3 status. The bank account is finalized, and Ray began the paperwork for our DBA name (Celebrate Oak Ridge). Andy and Mike need to also sign the paperwork to finalize this.

6) Old Business

Kate wants budget data. Mike hasn't gotten any data from Jon Hetrick, but in general has learned 2015's budget was around \$1.1 M.

Previous Action Items:

05_04_2016

Ray – open a bank account in our org's name.

Done

Item closed.

05_18_2016

Kate & Andy – submit application and check for TN Presenters.

No money yet to do so.

Item left open.

06_01_2016

Andy – get bills from Hugh Ward that he has sent to COR for his work.

We've gotten some paperwork and a rough idea of what he billed the city. I can keep beating my head against this stone for such an un-important bit of data to satisfy our curiosity.

Item closed.

06_15_2016

Mike – create newspaper article explaining that the SC Fest is still on (with Mark Watson)

Mike's PR firm is working this him, prepping him for media interactions.

Item left open.

07_06_2016

Andy – set up meetings with Joy Montgomery and David (Exec Dir of Arts Council) for data dissemination.

Jim will meet with Joy. Andy will meet with David.

Item left open.

07_20_2016

Andy – get check from Mark Watson for insurance quote

Nothing's arrived yet, although our invoice request is being processed by the COR. If the city is on a 30 or 60 cycle, it could take just as long to get a check.

Item left open, but altered to include Mike.

08_03_2016

Mike – get Pinnacle the DBA document needed to cash checks made out to "Celebrate Oak Ridge"

Ray started the paperwork and Andy signed it. It now needs Mike's signature.

Item left open but altered.

7) New Business

Morale, energy and drive – where are we?

Andy stated his concern we are growing stagnant and our moral is low. He suggested a get-together and said his band was playing at Swifty's on the 27th and might be a good place for socializing.

Andy suggested we put together an SCF Event committee instead of discussing the details in regular board meetings. Mike asks people interested on being on the committee to email him.

Party in the Park request

Emilee motioned that: Celebrate Oak Ridge allow the Oak Ridge Neighborhood Watch Program to utilize Celebrate Oak Ridge's 501(c)3 number/EIN number so they are able to receive in-kind donations for Party in the Park, which is taking place on October 29, 2016. Jim seconded the motion and it passed.

Checks will need to be made out to our org and then we can pass it all along.

Judi mentioned that Keep And Cnty Beautiful may need to do the same thing with us. Marlene will contact us.

8) Current Action Item List

05_18_2016

Kate & Andy – submit application and check for TN Presenters.

06_15_2016

Mike – create newspaper article explaining that the SC Fest is still on (with Mark Watson)

07_06_2016

Andy – set up meetings with Joy Montgomery and David (Exec Dir of Arts Council) for data dissemination.

07_20_2016

Andy/Mike – get check from Mark Watson for insurance quote

08_03_2016

Mike – sign Pinnacle DBA document needed to cash checks made out to “Celebrate Oak Ridge”

9) Adjournment

The meeting was adjourned at 5:50 pm. Motion made by Kate and seconded by Andy.

Our next meeting will be at 5:00 pm on September 7, 2016 at The Comfort Inn.

Andrew Howe
SCFB Secretary

SECRET CITY FESTIVAL OF OAK RIDGE, TN

Board Meeting Minutes

October 5, 2016

Held at The Comfort Inn, Oak Ridge, TN.

1) Call to order

The meeting commenced at 5:00 pm.

Present were:

Andrew Howe, Bill Lawrence, John Stone, Ben Arnold, Ray Smith, Judi Gray, Kate Groover

Absent were:

Jeff Thurston, Cynthia Beatty, Jim Dodson, Don Hughes, Emilee Smith, Michelle Ward, Mike Brown

1) Approval of minutes

Minutes from the Sept 21, 2016 meeting were not voted upon. With Don resigning, we were not sure if the seven members present represented a quorum or not.

2) Communications

Ben has been communicating with the coordinator of the Linden, TN "Remembering WWII" event. Putting on the successful event took the man and two others months of working 12 hour days sometimes six days a week. However, it's an award winner festival and should be examined at "www.facebook.com/RememberingWWII"

3) Committee Reports

Finance Comm

Met with Mark Watson and informed him of our progress. They presented him with a memo (the one distributed to our org via email) requesting The City sponsor the SCFest for \$250K - \$150K in finances and \$100K in in-kind donations (city worker time and labor). Mark said he has allocated money for us, but gave no firm commitment of how much or when.

Since we need funding (\$50K) to get started with Attack Monkey (now tasked with pretty much handling the minutia and leg work of putting on the SCFest), it was noted that we should and would present The City with a formal letter requesting the \$50K and a monthly amount following to cover the additional \$35K need to secure Attack Monkey's services.

Attack Monkey is fairly all-encompassing and will handle most of the details of putting on the SCFest, including fund-raising.

The committee recommends we put off hiring an Exec Dir for a year and see well we work with Attack Monkey.

Kate stressed we formalize how we help other orgs and that we should abstain from making promises outside a formal process. She ran through the attached documents with us which formalizes how another org can obtain our cooperation.

Kate has found a graphic designer willing to work with us for free.

4) Officer Reports

Treasurer

Kate picked up a check from the city for about \$1440. Andy will deposit the check and get us some check printed so we may pay people.

5) Old Business

Previous Action Items:

05_18_2016

Kate & Andy – submit application and check for TN Presenters.

Since we got a check from the city we can now go ahead with this. It was confirmed that we still want to despite working with Attack Monkey.

Item left open

07_06_2016

Jim – set up meetings with Joy Montgomery (specifically but not limited to gathering sponsors names)

Item left open

07_20_2016

Mike – get check from Mark Watson for insurance quote

Done.

Item closed.

08_03_2016

Mike – sign Pinnacle DBA document needed to cash checks made out to “Celebrate Oak Ridge”

Item left open

09_21_2016

SCF COMM - John and Ben - determine final budget and activities of re-enactment

Although Ben indicated he'd created one, we didn't discuss it.

Item left open

6) New Business

Judy referred us to Jeff Kile as a possible candidate for this board (jnkile@gmail.com). It was unclear who should approach Mr. Kile.

Members expressed a desire to have a website and email addresses. Kate indicated that Mike informed her that although a web designer was approached and a sample site was submitted, they were not in favor of the design. She also informed us that Mike is working on creating an email infrastructure.

7) Current Action Item List

05_18_2016

Kate & Andy – submit application and check for TN Presenters.

07_06_2016

Jim – set up meetings with Joy Montgomery (specifically but not limited to gathering sponsors names)

08_03_2016

Mike – sign Pinnacle DBA document needed to cash checks made out to “Celebrate Oak Ridge”

09_21_2016

SCF COMM - John and Ben - determine final budget and activities of re-enactment

10_05_2016

UNASSIGNED – Approach Jeff Kile about joining our board.

Andy – deposit check from the city and get us some checks printed.

Finance Comm – send a formal request to The City to cover the expenses of Attack Monkey

8) Adjournment

The meeting was adjourned at 5:52 pm. Motion made by Ray and seconded by Ben.

Our next meeting will be at 5:00 pm on October 19, 2016 at The Comfort Inn.

Andrew Howe
SCFB Secretary

APPLICATION FOR SUPPORT FROM CELEBRATE OAK RIDGE

Organization requesting Support _____

We are a 501(c)(3)

We are NOT a 501(c)(3)

Name of Event _____

- This event has been in Oak Ridge since _____
- The event has _____ spectators/participants
- To date the event has operated on the support of

cash donations from [please list supporters]

- _____
- _____
- _____

In-kind donations from [please list supporters]

- _____
- _____
- _____

Donations are raised under _____

Net profits are distributed to _____

We have never had a budget

The event is Managed by _____

Our previous advertising/marketing has included

- _____
- _____
- _____

Our request to COR is to

- _____
- _____
- _____

We would like to title our event

Supported by Celebrate Oak Ridge

Celebrate Oak Ridge Guidelines for Event Participation

Celebrate Oak Ridge is a 501[c][3] Non-Profit organization designed to support the Annual Secret City Festival, create and promote new events that showcase Oak Ridge and to support new and existing events for other organizations in Oak Ridge.

Assistance and Support to other organizations can include:

- Fundraising Support
- Production Support
- Advertising/Marketing

To qualify for assistance from Celebrate Oak Ridge the following will apply

EXISTING 501[C][3] NON-PROFIT ORGANIZATIONS

If you are an existing **501[c][3] Non-Profit Organization**, our support can be as simple as adding your event to our website or as much as assisting in Fundraising.

Required Documents

- A letter requesting the support of Celebrate Oak Ridge outlining the type of support requested
- A completed application
- A copy of your letter from the IRS confirming your 501[c][3] Status
- A copy of your existing budget along with your current assets
- A copy of the past 3 years Event Budget with Profit and Loss statement
 - An explanation of how the profits are distributed
- A list of your supporting Sponsors
- 3 years of your marketing/advertising history
- An overview of your successes and failures during the past 3 years
-

EXISTING ORGANIZATIONS WITH-OUT 501[C][3] NON-PROFIT STATUS

For organizations without **501[c][3] Non-Profit Status** you will have the ability to

- Independently fundraise using the **501[c][3] Non-Profit Status of Celebrate Oak Ridge**
- Request the assistance of fundraising by Celebrate Oak Ridge [a fee is charged]
- Request the assistance of Marketing/Advertising [a fee is charged]

Required Documents

- A letter requesting the support of Celebrate Oak Ridge outlining the type of support requested
- A completed application
- A copy of your existing budget along with your current assets
- A copy of your past 3 years Event Budget with Profit and Loss
 - An explanation of how the profits are distributed
- A list of your supporting Sponsors
- 3 years of your marketing/advertising history
- An overview of your successes and failures during the past 3 years

APPLICATION FOR SUPPORT FROM CELEBRATE OAK RIDGE

Organization requesting Support _____

We are a 501(c)(3)

We are NOT a 501(c)(3)

Name of Event _____

- This event has been in Oak Ridge since _____
- The event has _____ spectators/participants
- To date the event has operated on the support of

cash donations from [please list supporters]

- _____
- _____
- _____
- _____

In-kind donations from [please list supporters]

- _____
- _____
- _____

Donations are raised under _____

Net profits are distributed to _____

We have never had a budget

The event is Managed by _____

Our previous advertising/marketing has included

- _____
- _____
- _____

Our request to COR is to

- _____
- _____
- _____

We would like to title our event

Supported by Celebrate Oak Ridge

RESOLUTION

A RESOLUTION AUTHORIZING AN EXPENDITURE OF UP TO \$50,000.00 TO THE SECRET CITY FESTIVAL OF OAK RIDGE, TENNESSEE, A 501(C)(3) NON-PROFIT ORGANIZATION, FOR CERTAIN EXPENSES ASSOCIATED WITH THE 2017 FESTIVAL/CELEBRATION.

WHEREAS, by Resolution 9-96-2015, City Council appointed the inaugural board of directors for the 501(c)(3) non-profit organization whose purpose is to assume the responsibility of implementing the Secret City Festival/Celebration; and

WHEREAS, said organization, the Secret City Festival of Oak Ridge, Tennessee, has requested funding from the City Manager toward implementation of the festival/celebration for 2017, which request exceeds the City Manager's spending authority; and

WHEREAS, the City desires for the festival/celebration to continue to showcase community pride and the diversity of Oak Ridge as it has in years past and, therefore, a contribution toward the event is of public benefit; and

WHEREAS, the City Manager requests authorization to exceed his \$25,000.00 spending authority to contribute funding to the organization for the event up to a maximum of \$50,000.00.

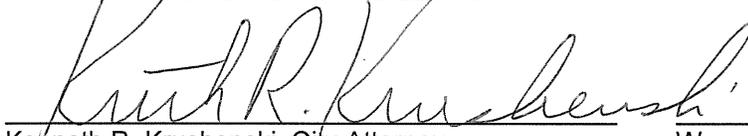
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the request of the City Manager is approved and the City Manager is hereby authorized to contribute up to \$50,000.00 to the Secret City Festival of Oak Ridge, Tennessee, a 501(c)(3) non-profit organization, with said funding designated for expenses associated with the festival/celebration for 2017 excluding management services.

BE IT FURTHER RESOLVED that, in exchange for said contribution, the City shall be listed as a sponsor of the event.

This the 13th day of December 2016.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk