

**MINUTES OF THE  
INDUTRIAL DEVELOPMENT BOARD  
OF THE CITY OF OAK RIDGE**

**July 21, 2014**

A call meeting of the Industrial Development Board of the City of Oak Ridge, Tennessee, convened at 3:00 p.m. on July 21, 2014 in the West Conference Room of the Chamber of Commerce. David Wilson, Chairman, called the meeting to order.

**ROLL CALL**

The following members were present: Lou Dunlap, David Mason, Hal Osucha, Harold Trapp, Melissa Frederick, Chris Johnson, and David Wilson.

The following members were absent: Richard Chinn and Buzz Patrick.

Also present were: Jennifer Johnson; Administrative Assistant to the IDB.

**APPROVAL OF THE AGENDA**

Mr. Mason made a motion to approve the agenda. Mr. Osucha second the motion. The motion carried unanimously.

**IDB Website**

Mr. Wilson asked the Board if it wishes to pursue the website development for the IDB. Mr. Mason moved to enter into an agreement with Knoxville Internet for the IDB website. Mr. Osucha second the motion.

Mr. Johnson also commented that the IDB is tied into the City's Economic Development Initiative community and there are available funds that could be used for this project and development of the website.

Mr. Mason amended his motion to enter into a contract with Knoxville Internet at a cost not to exceed \$3,970 plus \$95 monthly fee for maintenance. Mr. Osucha second the motion. Vote was made (6) voted Yes and (1) voted No. Motion passed.

**Executive Administrative Assistant to the IDB**

After some discussion on the item of Executive Administrative Assistant to the IDB and bonding, a motion was made and second to approve a new services contract for Jennifer Johnson. Her new title will be Executive Administrative Assistant to the Oak Ridge Industrial Development Board and will be required to adhere to the Scope of Services within the New Service Agreement. The Executive

Administrative Assistant will receive an annual compensation of \$30,000. There will be an annual review one year from the date of the contract.

Motion was made to approve the new service contract for Jennifer Johnson. The motion was second. Vote was made (6) voted Yes and (1) voted no. Motion passed.

Motion was made to secure Dishonest Employee bonding for \$370 annually and Notary bonding for \$50 for 4 years for Jennifer Johnson, motion second. Motion passed.

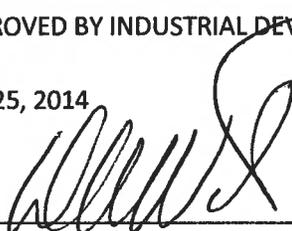
**ADJOURN**

Mrs. Dunlap made a motion to adjourn the meeting. Mr. Mason second the motion. The motion carried unanimously.

The meeting adjourned at 4:45 p.m.

APPROVED BY INDUSTRIAL DEVELOPMENT BOARD

July 25, 2014

  
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David Wilson  
Chairman