

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

**August 21, 2013
SPECIAL CALLED MEETING**

A regular meeting of the Industrial Development Board of the City Oak Ridge, Tennessee, convened at 5:00 p.m. on August 21, 2013 in the Training Room of the Municipal Building. David Wilson, Chairman, called the meeting to order.

ROLL CALL

The following members were present: Louise Dunlap, Melissa Freiderich, David Mason, Hal Osucha, Buzz Patrick, Harold Trapp, and David Wilson. Richard Chinn and Chris Johnson were absent.

Also present were Kenneth R. Krushenski, City Attorney; Parker Hardy, President, Chamber of Commerce; Steve Jones and Sandy Sexton, City of Oak Ridge.

UPDATE ON MOU BETWEEN IDB AND CHAMBER OF COMMERCE

Mr. Wilson stated that the IDB was proposing that the Chamber provide IDB with an office in the Chamber building including a desk and 3 chairs, electrical service, including heat and air conditioning, cleaning service, mail distribution and internet access. They would also provide a telephone, which will only be used for inside communications and local calls and the Chamber would make available voicemail to the IDB. Mr. Wilson also stated that its board members would remain in good standing with the Chamber and be afforded the same benefits and privileges as all other members. These services would cost the IDB an annual fee of \$12,000 in installments of \$3,000 per quarter, with the first installment beginning on July 1, 2013, the next installment will be October 1, 2013; January 1, 2014 and April 1, 2014.

The second phase to this would be hiring an Administrative Assistant. This position would be as an Independent Contractor, working under a services agreement. Mr. Wilson stated he spoke with Roane State Community College for individuals in this field and there are several available.

After a brief discussion Mr. Mason made a motion to approve the agreement between the IDB and the Chamber. Ms. Dunlap seconded the motion. The motion carried unanimously.

PHASE II – DUTIES AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR

Mr. Patrick made a motion that the Chairman supply the IDB members with a job description of the proposed Executive Director at the next meeting in September. Ms. Freidrick seconded the motion. The motion carried unanimously.

APPROVAL OF CHANGES TO BUSH HOGGING WITH MILLSAPS LAWN CARE, LLC

Mr. Osucha made a motion to approve the bush hogging of 117 acres for \$5900. The contractor will provide the proper equipment and labor. After a brief discussion, Mr. Trapp seconded the motion. The motion carried unanimously.

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ADJOURN

The meeting adjourned at 5:26 p.m.

APPROVED BY INDUSTRIAL DEVELOPMENT BOARD

September 3, 2013



Harold Trapp
Secretary/Treasurer