

**THE INDUSTRIAL DEVELOPMENT BOARD  
OF  
THE CITY OF BRISTOL TENNESSEE  
REGULAR MEETING  
AGENDA**

**MONDAY OCTOBER 22, 2018 – 12 NOON  
MUNICIPAL ANNEX CONFERENCE ROOM**

1. Call to order
2. Roll Call
3. Approval of minutes – Annual Meeting September 24, 2018
4. Financial Report
5. Board training – Danielle Kiser
6. Other Business
  - October 18<sup>th</sup> Hiring Expo
7. Adjourn

**MINTUTES OF THE INDUSTRIAL DEVELOPMENT BOARD  
OF THE CITY OF BRISTOL TENNESSEE  
SEPTEMBER 24, 2018  
CITY HALL ANNEX CONFERENCE ROOM  
ANNUAL MEETING**

**Board Members Present:**

David Wagner – Chair  
Nancy Cook  
Dirk Crandell – Vice Chair  
Rob Nicar – Secretary/Treasurer  
Logan McCabe  
Raj Venkataraman  
Jeff Jones  
Ex- officio Chad Keen – Council Liaison

**Staff:**

Tom Anderson – Director  
Danielle Kiser – City Attorney  
Jon Luttrell – Business Development Specialist  
Stephen Fair – Finance

**Also Present:**

April Eads – BTES  
Don Hurst – TNECD  
Michael Parker – NETWORKS  
Leif Greiss – Bristol Herald Courier

**Call to order:** Chairman David Wagner opened the September 24, 2018 Industrial Development Board Annual Meeting at 12:03 p.m. Roll call was made and Chairman Wagner declared a quorum present. Chairman Wagner welcomed new IDB Member Jeff Jones.

**Election of Officers:** Chairman Wagner opened the floor to nominations of officers. Rob Nicar nominated David Wagner for Chair, David Wagner nominated Dirk Crandell for Vice-Chair, Dirk Crandell nominated Rob Nicar for Secretary/Treasurer, and David Wagner nominated Logan McCabe for Vice-Secretary/treasurer. Chairman Wagner stated the officers serve as signatories, as well as staff liaison (Tom Anderson).

**Slate of officers:**

David Wagner – Chair  
Dirk Crandell – Vice-Chair  
Rob Nicar – Secretary/Treasurer  
Logan McCabe – Vice-Secretary/Treasurer

**Signatories:**

David Wagner  
Dirk Crandell  
Rob Nicar  
Tom Anderson

Nominations ceased. The slate was approved by acclamation.

**Approval of the minutes of:** August 27, 2018 Regular Meeting – Chairman Wagner asked if there were any additions or deletions to the minutes, other than one recognized typo and a misspelled name. A motion to approve was made by Mr. Nicar and seconded by Mr. Venkataraman. Motion passed unanimously.

September 11, 2018 Called Meeting – Chairman Wagner asked if there were any additions or deletions to the minutes. A motion to approve was made by Ms. Cook and seconded by Mr. Nicar. Motion passed unanimously.

**Financial Report:** Chairman Wagner asked for the financial report. Tom Anderson advised the Board that the IDB account as of 8/31/2018 had a balance of \$1,147,287.31. A deposit of \$50,000 was the City's annual contribution for FY 2019. While \$6,310.49 had been disbursed in the month of August. Royal Building Products ED Grant funds represent \$975,693.10 of the \$1,147,287.31 leaving \$171,594.21 as IDB funds in the account. Additionally, there is a \$100,000 CD with the First Tennessee Bank that will mature on November 15, 2018 with 1.33% interest. A motion to accept the financial report was made by Mr. McCabe and seconded by Ms. Cook. Motion passed unanimously.

**Adjournment:** There being no further business Chairman Wagner adjourned the meeting at 12:45 p.m.

Approved October 22, 2018

\_\_\_\_\_  
David Wagner, Chairman

Attest:

\_\_\_\_\_  
Rob Nicar, Secretary/Treasurer

Attachments:

1. Agenda

Industrial Development Board of the City of Bristol, Tennessee  
September 30, 2018

Items Affecting Cash

Beginning Balance 9/1/2018 \$ 1,147,287.31

Deposits

Total Deposits -

Disbursements

Check 1234 Sinclair Broadcast Group, INC - Hiring Expo 1,605.00  
Check 1235 Speedpro Imaging of the Tri-Cities - Hiring Expo 222.00  
Check 1237 Sinclair Broadcast Group, INC - Hiring Expo 395.00

Total Disbursements 2,222.00

Ending Balance 9/30/2018 \$ 1,145,065.31

Industrial Development Board of the City of Bristol, Tennessee  
Certificate of Deposit

Certificate of Deposit \$ 100,000.00

CD will mature on 11/15/2018 with 1.33% interest.

**Bristol Industrial Development Board of the City of Bristol, Tennessee  
July 2018 - September 2018**

Items Affecting Cash

<b>Beginning Balance 7/1/2018</b>		\$ 1,126,594.87
<b>Deposits</b>		
City Annual Contribution for FY 19	50,000.00	
	<b>Total Operating Deposits</b>	<u>50,000.00</u>
<b>Border Region Deposits</b>		
	<b>Total Border Region Deposits</b>	<u>-</u>
<b>Total Deposits for July 2018 - September 2018</b>		<u><b>\$ 50,000.00</b></u>
<b>Disbursements</b>		
<b>92347100 - Administration</b>		
Check 1229 Chick-fil-A - IDB Lunch	222.05	
	<b>Total Disbursements from 92347100</b>	<u>222.05</u>
<b>92347220 - Industrial Development</b>		
Check 1216 American Express - Facebook Ads Hiring Expo	280.10	
Check 1217 Lamar Companies - Communications and Media Hiring Expo	640.00	
Check 1218 Blackbird Bakery - Coffee Hiring Expo	59.47	
Check 1219 Bristol Broadcasting - Communications and Media Hiring Expo	4,112.00	
Check 1220 Viamedia, INC. - Communications and Media Hiring Expo	988.50	
Check 1221 Sam's Club - Hiring Expo	262.74	
Check 1222 Charter Communications - Communications and Media Hiring Expo	1,000.00	
Check 1223 Tri-Cities Southwest Virginia - Media Hiring Expo	3,168.14	
Check 1224 American Express - Ads Hiring Expo	219.90	
Check 1225 Bristol TN City Schools - AP Exams	7,342.33	
Check 1226 City of Bristol TN - Reimbursement	2,238.91	
Check 1227 Domino's Pizza - Hiring Expo	140.49	
Check 1228 Premier Printing - Downtown Merchant Input Session	52.00	
Check 1230 Bright Services - Workers Hiring Expo	574.93	
Check 1231 Kingsport Publishing Corp - Communications and Media Hiring Expo	1,836.00	
Check 1232 Holston Valley Broadcasting 98.5 - Hiring Expo	2,030.00	
Check 1233 The Walker Collaborative - Downtown Bristol Strategy	3,930.00	
Check 1234 Sinclair Broadcast Group, INC - Hiring Expo	1,605.00	
Check 1235 Speedpro Imaging of the Tri-Cities - Hiring Expo	222.00	
Check 1236 Kingsport Publishing Corp. - Hiring Expo	210.00	
Check 1237 Sinclair Broadcast Group, INC - Hiring Expo	395.00	
	<b>Total Disbursements from 92347220</b>	<u>31,307.51</u>
<b>Border Region Related Disbursements</b>		
	<b>Total Border Region Related Disbursements</b>	<u>-</u>
	<b>Total Disbursements</b>	<u>31,529.56</u>
<b>Ending Balance 9/30/2018</b>		<u><b>\$ 1,145,065.31</b></u>
<b>Composition of Bank Balance by Purpose:</b>		
Royal Moulding Grant Funds	IE 117-023	\$ 975,693.10
Operating Funds		<u>169,372.21</u>
<b>Total Bank Funds</b>		<u><b>\$ 1,145,065.31</b></u>
<b>Industrial Development Board of the City of Bristol, Tennessee Certificate of Deposit</b>		
<b>Certificate of Deposit</b>		<u><b>\$ 100,000.00</b></u>
CD will mature on 11/15/2018 with 1.33% interest.		