

**CITY OF OAK RIDGE**

**BOARDS AND COMMISSIONS**

**Office of the City Clerk**

**2013**

Updated: 06/25/2013





# TABLE OF CONTENTS

	PAGE
<b>SECTION I</b> GOVERNMENTAL STRUCTURE.....	1
Governmental Structure .....	3
Organizational Chart .....	5
<b>SECTION II</b> CITIZEN BOARDS AND COMMISSIONS .....	7
<u>City Boards and Commissions</u> .....	9
Beer Permit Board.....	10
Board of Building and Housing Code Appeals .....	12
Board of Zoning Appeals.....	14
Convention and Visitors' Bureau .....	14
Environmental Quality Advisory Board.....	18
Health and Educational Facilities Board .....	20
Highland View Redevelopment Advisory Board.....	22
Oak Ridge Housing Authority.....	24
Industrial Development Board.....	26
Personnel Advisory Board.....	28
Oak Ridge Municipal Planning Commission .....	30
Oak Ridge Recreation and Parks Advisory Board .....	32
Senior Advisory Board .....	34
Trade Licensing Board .....	36
Traffic Safety Advisory Board.....	38
Youth Advisory Board .....	40
<u>Other Boards and Commissions</u> .....	42
Anderson County Board of Equalization .....	44
Anderson County Community Action Commission .....	44
Anderson County Development Corporation .....	45
Anderson County Economic Development Association .....	46
Anderson County Tourism Council .....	46
Oak Ridge Heritage Railroad Authority .....	47
Oak Ridge Utility District .....	47
<b>SECTION III</b> COMMITTEES AND OTHER CITIZEN GROUPS .....	49
Special Committees .....	51
Administrative Committees .....	51
Other Citizen Groups .....	51
<b>SECTION IV</b> APPOINTMENT CALENDAR.....	53
Appointment Calendar for Citizens Boards and Commissions - Calendar Year 2013 .....	55 - 56



**SECTION I**  
**GOVERNMENTAL STRUCTURE**  
**OF THE CITY OF OAK RIDGE**



## **GOVERNMENTAL STRUCTURE OF THE CITY OF OAK RIDGE**

The City Government of Oak Ridge is organized under the Modified City Manager-Council Charter. This Charter, originally drafted in 1952 as private act legislation for the incorporation of Oak Ridge, was rewritten and passed by the 1957 Tennessee Legislature as a general law. The Charter was adopted by a ratio of 14-1 by the citizens of Oak Ridge on May 5, 1959. The original Charter is in the Tennessee Code Annotated, Vol. 2B, Secs. 6-30-101 - 6-36-118.

The City of Oak Ridge adopted Home Rule in November 1962. Under Home Rule, the Charter can be changed by local referendum, and the Tennessee Legislature cannot pass private acts to affect Oak Ridge. The City is subject, of course, to the general laws of the State of Tennessee found in the Tennessee Code Annotated.

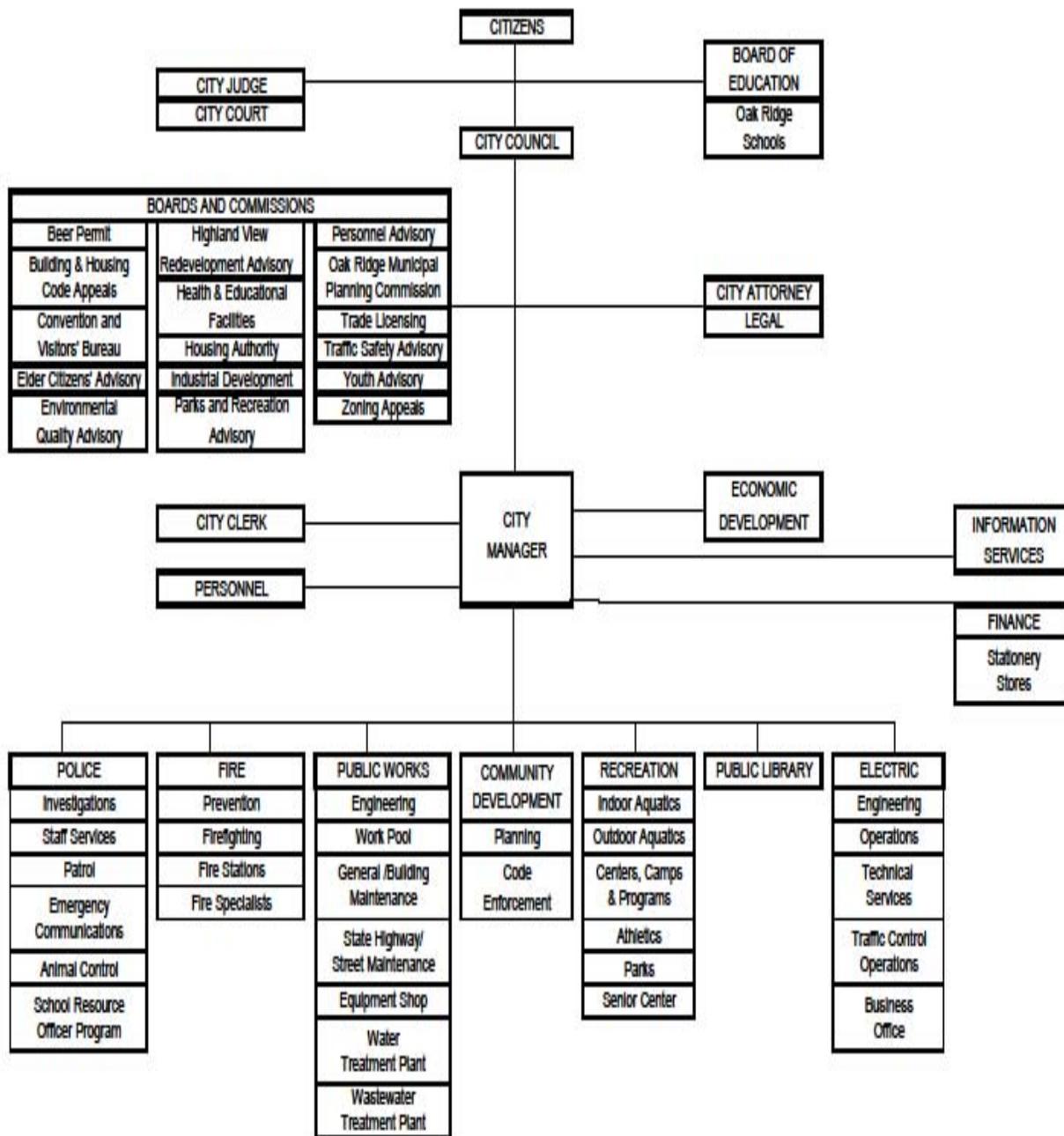
City Council, the governing body of the City, is vested with all the corporate, legislative, and other powers of the City. It currently consists of seven (7) members elected at large for staggered four-year terms of office. The Mayor and Mayor Pro Tem are selected by the other Council members for two-year terms of office. The Council holds a regular meeting at least once each month. Councilmembers receive a salary of \$150.00 per month, and the Mayor receives an additional \$150.00 per month.

The City Manager, appointed by the Council, is the chief administrative officer of the City. He serves at the pleasure of the Council and is responsible directly to the Council for carrying out its policies, administering city government, and supervising city personnel. The Council determines the City Manager's salary.



# ORGANIZATION CHART

## City of Oak Ridge, Tennessee





**SECTION II**  
**CITIZEN BOARDS AND COMMISSIONS**



## **CITY BOARDS AND COMMISSIONS**

### **GENERAL INFORMATION**

City of Oak Ridge Boards and Commissions are authorized by City Council. At present, there are sixteen (16) such boards and commissions in the City, but the Council can create other boards as it deems necessary. Oak Ridge residency is required for appointment to a City Board or Commission<sup>1</sup>, and the members serve without compensation.

A resident of the City desiring to be a candidate for Council appointments to a board or a commission must submit the required application to the City Clerk's Office in the Municipal Building by the deadline advertised. Additional information *may* be included as part of the application process, but will be decided each year by the City Clerk and the City Manager upon evaluation of needs and goals of Council. Afterwards, the application process will be posted on the City Clerk's Departmental website outlining said information. A city-wide recruitment process will take place prior to the deadline and will include ads, press releases, and various website posts on the City's website.

Elections will occur at a special meeting of City Council held in December with the agenda packet containing all information received from applicants during the recruitment, sample ballot(s) or ballots, as well as an attendance record of interested incumbents for their most recent term of office. Following the election, appropriate letters shall be sent to all applicants from the City Clerk informing them of the outcome of the special meeting of City Council.

<sup>1</sup> Except the Oak Ridge Convention and Visitors Bureau's Hotel/Motel Representation. Please see page 16 for details.

BEER PERMIT BOARD	
MEMBER ROSTER	
<u>Member</u>	<u>Term Expires</u>
William Barton Bailey	December 31, 2014
Colin Colverson	December 31, 2014
Pedro Otaduy	December 31, 2013
Theresa Scott	December 31, 2015
Debra K. Solmonson	December 31, 2013
William R. "Randy" Tedford	December 31, 2015
Wendy Williams	December 31, 2015

**CITY STAFF REPRESENTATIVE**

Tammy Dunn  
Senior Staff Attorney  
(865) 425-3530  
[tdunn@oakridgetn.gov](mailto:tdunn@oakridgetn.gov)

**BEER PERMIT BOARD**  
**STRUCTURE**

Established by Sec. 8-603 of the Code of Ordinances of Oak Ridge.

Composition: The Board consists of seven (7) members who are at least twenty-two years old and who have been residents of Oak Ridge for at least two years before their appointment to the Board. Members are appointed by the Council for three-year staggered terms that expire on December 31. Four (4) members constitute a quorum and the concurring vote of a majority of the members present at any meeting is necessary for the approval or revocation of any permit. The chairman and secretary are elected by the Board from its membership.

General Powers and Duties: The Board governs all procedures for granting, renewing, and revoking permits to sell beer within the City. Its procedures must conform to Tennessee law. Minutes of the Board's actions are available for public inspection in the Office of the City Clerk. The City Manager has full power to enforce the Board's regulations and can thereby use members of the Police Department or other City agencies for such enforcement.

Meetings: The Board meets on the second Monday of each month at the Municipal Building. Special meetings of the Board can be called upon the request of the chairman or any two members of the Board. Meetings are open to the public, and citizens have a reasonable opportunity to be heard.

Special Information: All applications for beer permits must be made on a form prescribed by the Board and filed with the City's Legal Department at least twelve (12) days before an application can be considered by the Board.

BOARD OF BUILDING AND HOUSING CODE APPEALS

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Joseph "Joe" Lee	December 31, 2015
Bruce LeForce	December 31, 2014
Philip Nipper	December 31, 2014
Amy Seiber	December 31, 2014
Hugh Ward	December 31, 2015
Aaron Wells	December 31, 2015

CITY STAFF REPRESENTATIVE

Matt Widner

Remediation Specialist

(865) 425-3532

[mwidner@oakridgetn.gov](mailto:mwidner@oakridgetn.gov)

## **BOARD OF BUILDING AND HOUSING CODE APPEALS**

### **STRUCTURE**

Established by Sec. 13-204 of the Code of Ordinances of Oak Ridge, pursuant to the adoption of Ordinance No. 14-91 on June 3, 1991.

Composition: The Board is composed of seven (7) members consisting of the following: one physician or person from a health-related field, one architect or engineer, one building related contractor or building supply dealer, one realtor, and three members from the public at large. However, if no individuals meeting these criteria apply for appointment, the Council may appoint persons who do not possess such qualifications. Members are appointed by City Council for staggered three-year terms of office and may be removed by City Council for good cause. Four (4) members constitute a quorum and the affirmative vote of four (4) members is required to take any action, except to continue a meeting where no quorum is present.

General Powers and Duties: The Board hears appeals from interpretations of the Electrical Inspector, Plumbing Inspector, or Code Enforcement Administrator on interpretations of the Electrical Code, Plumbing Code, and Building Code. In so doing, the Board can vary the application of any provision of the Electrical, Plumbing, and Building Codes when, in its opinion, enforcement of a provision would be unjust and would be contrary to the spirit of those codes or to public interest. Thus, it can modify or reverse an inspector's interpretation.

The Board also hears appeals from notices and orders of the City Manager or his designee to repair vacate or demolish a building deemed unsafe for residential occupancy pursuant to the Oak Ridge Housing Code. The Board may dismiss the notice and order of the City Manager or his designee or modify such notice and order to the extent the Board determines the order was improper, and/or it may grant or deny additional time for compliance with the Housing Code, or grant or deny a waiver from specific requirements.

Meetings: The Board meets as required at the Municipal Building.

BOARD OF ZONING APPEALS	
MEMBER ROSTER	
<u>Member</u>	<u>Term Expires</u>
Syd Ball	December 31, 2017
Keith E. Craft	December 31, 2013
Susan I. Donnelly	December 31, 2015
David R. Gengozian	December 31, 2016
Judith L. Mason	December 31, 2014

CITY STAFF REPRESENTATIVE
Monica Austin Carroll
Planner, Community Development
(865) 425-3581
<a href="mailto:maustin@oakridgetn.gov">maustin@oakridgetn.gov</a>

**BOARD OF ZONING APPEALS**  
**STRUCTURE**

Established by Sec. 16-07 of the Zoning Ordinance of Oak Ridge.

Composition: The board is composed of five (5) members appointed by the Council for five-year staggered terms. Three (3) members constitute a quorum. The chairman is elected by the Board.

General Powers and Duties: The Board acts on matters where the Code (Zoning Ordinance) provides for administrative review, interpretation, exception, or special permit. Decisions are not subject to review by another city governmental body, but they can be appealed through the courts. The records of action by the Board are available for public examination at the office of the Code Enforcement Administrator, Division of Community Development. The Board does not have the power to change the zoning classification of any property or to make any changes in the provisions of the Zoning Ordinance.

Meetings: The Board meets on the second Tuesday of each month at the Municipal Building. The chairman can call special meetings at such times as the Board determines.

CONVENTION AND VISITORS' BUREAU	
BOARD OF DIRECTORS	
<u>Member</u>	<u>Term Expires</u>
Frank P. Chmielewicz	December 31, 2014
Mary Anne Damos	December 31, 2015
J. Mark Harvey	December 31, 2015
Patti Loch Shelton	December 31, 2014
Carol Smallridge	December 31, 2014
Hugh Ward	December 31, 2015
Aaron Wells	December 31, 2015
<u>Hotel/Motel Members</u>	
Gretchen A. Julius	December 31, 2013
Misty Williams	December 31, 2013
Adrian Zarczynski	December 31, 2013

#### EXECUTIVE DIRECTOR

Katy Brown  
 102 Robertsville Road  
 (865) 482-7821  
[katy@oakridgevisitor.com](mailto:katy@oakridgevisitor.com)

## **CONVENTION AND VISITORS' BUREAU**

### **STRUCTURE**

Established by Resolution Number 6-43-81, as amended, under the authority granted by Article III, Section 5, of the City Charter. The Certificate of Incorporation for the Oak Ridge Convention and Visitors Bureau was issued by the Secretary of State on November 18, 1981.

**Composition:** The Convention and Visitors Bureau Board of Directors is composed of ten members appointed by City Council as follows: seven (7) members shall be residents at-large, two (2) members shall be the general managers of the top local hotel/motel establishments based upon actual hotel/motel occupancy collections, and one (1) member shall be the general manager of one of the remaining local hotel/motel establishments. The terms of the at-large board members shall be for a three-year staggered terms and the terms of the local hotel/motel establishments' general managers shall be one-year terms of office, with all terms beginning on January 1. All at-large board members shall be residents of the City of Oak Ridge. The local hotel/motel establishments' general manager board members are not required to be residents of the City of Oak Ridge, but may not serve in an officer capacity unless they are a resident of the City of Oak Ridge. Officers of the Board are elected annually by the membership at their January meeting and consist of a chairperson, vice-chairperson, and treasurer. The presence of a majority of the Board members (six) at a duly convened meeting of the Board constitutes a quorum, and no action may be taken by the Board without a majority vote of the members present at any such meeting.

**General Powers and Duties:** The functions of the Bureau include general tourism promotion tourism product development, recreational tourism (sports, waterfront, etc.), heritage tourism, and sustainable tourism initiatives. The purpose and objectives shall be to promote the visitor and convention industry and encourage the development of tourism activities in Oak Ridge and vicinity. The Board has the power to engage professional assistance as necessary, and is empowered to employ an Executive Director to carry out the functions, operations and purposes of the Bureau. The Board of Directors reports to City Council on Bureau performance and accomplishments on at least an annual basis.

**Meetings:** The Board meets at regular intervals as it designates.

ENVIRONMENTAL QUALITY ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Patricia M. Fain	December 31, 2013
Patricia S. Imperato	December 31, 2014
Robert G. Kennedy, III	December 31, 2014
Stephen Todd Kenworthy	December 31, 2013
Slyvia Milanez	December 31, 2014
James Placke, Jr.	December 31, 2013
Paige Russell	December 31, 2015
Aditya Savara	December 31, 2015
Ellen Smith	December 31, 2015

PLANNING COMMISSION REPRESENTATIVE

Chuck Agle	December 31, 2014
------------	-------------------

OAK RIDGE HIGH SCHOOL STUDENT REPRESENTATIVES

Aditya Chourey	May 31, 2015
Stephanie Paul	May 31, 2014

CITY STAFF REPRESENTATIVE

Athanasia Senecal Lewis Community Development Specialist (865) 425-3587 <a href="mailto:asenecal@oakridgetn.gov">asenecal@oakridgetn.gov</a>
---

**ENVIRONMENTAL QUALITY ADVISORY BOARD**  
**STRUCTURE**

Established by Section 2-202, of the Code of Ordinances of Oak Ridge.

Composition: The board is composed of ten (10) members who are appointed by City Council for three-year staggered terms of office and two (2) Oak Ridge High School student members who are appointed for two-year staggered terms. One (1) member is nominated by the Oak Ridge Regional Planning Commission from the membership of the commission. Officers of the Board are elected annually and consist of a chairman, vice-chairman, and secretary. A majority of the board constitutes a quorum for the transaction of business, and all actions require the concurring vote of a majority of the members present.

General Powers and Duties: The function of the board is to serve as an advisory body to City Council. When requested by City Council, the board gives advice and assistance in matters contributing to a quality environment. Further, upon request, the board advises the City Manager and the Oak Ridge Regional Planning Commission on specific environmental matters. The board is required to prepare a written report of its activities and recommendations and a proposed program of work for the ensuing year for submission to City Council by September 30 of each year.

Meetings: The board holds regular meetings at the Municipal Building on the first Thursday of each month.

HEALTH AND EDUCATIONAL FACILITIES BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
William J. Biloski	December 31, 2013
Louise B. Dunlap	December 31, 2015
Bruce Ryan LeForce, M.D.	December 31, 2015
William S. Lenihan, III	December 31, 2017
Sue Ann Lewis	December 31, 2015
Fay Maureen Martin	December 31, 2017
David L. Mason	December 31, 2017
H.D. Osucha	December 31, 2013
David E. Wilson	December 31, 2013

CITY STAFF REPRESENTATIVE

Kenneth R. Krushenski

City Attorney

(865) 425-3530

[kkrushenski@oakridgetn.gov](mailto:kkrushenski@oakridgetn.gov)

**HEALTH AND EDUCATIONAL FACILITIES BOARD**  
**STRUCTURE**

Established by Resolution Number 4-42-77 in accordance with Sec. 48-1901 of the Tennessee Code Annotated. Authorization for the creation of the Board was granted by City Council April 18, 1977.

Composition: The Board of Directors consists of nine (9) members appointed by the City Council for six-year overlapping terms, three (3) members being elected every two (2) years. Officers of the board are elected annually from among the directors and consist of a chairman, vice-chairman, treasurer and secretary. Five (5) directors constitute a quorum.

General Powers and Duties: The powers and duties of the Board are prescribed by the Health and Educational Facility Corporations Act of Tennessee. These powers enable the Board to finance, acquire, own, lease and/or dispose of properties to the end that the health and higher education of the people will be promoted. Bonds can be issued by the Board.

Meetings: Meetings are held as necessary.

HIGHLAND VIEW REDEVELOPMENT ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Tom Beehan, Mayor	Concurrent with the Mayor's Term
Gerald G. Cooksey	December 31, 2013
Sharon M. Crane	December 31, 2014
Karen Crutchfield	December 31, 2015
Ida Farrar	December 31, 2015
Rosa M. Korpi	December 31, 2013
J. W. Moore, Jr.	December 31, 2014
Laurel Patrick	December 31, 2013

PLANNING COMMISSION REPRESENTATIVE

Claudia S. Lever	December 31, 2013
------------------	-------------------

CITY STAFF REPRESENTATIVE

Kahla Gentry
Community Development Planner
(865) 425-3587
<a href="mailto:kgentry@oakridgetn.gov">kgentry@oakridgetn.gov</a>

## **HIGHLAND VIEW REDEVELOPMENT ADVISORY BOARD**

### **STRUCTURE**

Established by Resolution Number 2-17-05 under the authority granted in Tennessee Code Annotated § 13-20-208.

**Composition:** The Highland View Redevelopment Advisory Board is composed of nine (9) members consisting of the Mayor or the Mayor's City Council designee, a member of the Oak Ridge Municipal Planning Commission who shall be designated by the Mayor and confirmed by City Council, and seven (7) members from the community at large with at least three (3) of those members being residents of the Highland View neighborhood. The members from the public at large shall include a social service representative, a contractor with renovation and/or remodeling experience, a realtor, an attorney, a home inspector, a banker or individual with similar financial expertise, and an individual with a background in public relations; however, if no individuals meeting these criteria apply for appointment, the Council may appoint persons who do not possess such qualifications. The term of office for the Mayor or his/her designee shall be concurrent with the Mayor's term of office and the term for the representative of the Planning Commission shall be three (3) years or until termination of his/her membership on the Planning Commission, whichever occurs first. The remaining members serve three-year (3) terms of office and all terms commence on December 31. The Mayor or his/her designee serves as Chair.

**General Powers and Duties:** By Resolution 5-74-04, City Council adopted the *Highland View Redevelopment and Urban Renewal Plan*, dated May 2004. The Highland View Redevelopment Advisory Board was established subsequently to assist in coordinating the redevelopment project. The Board conducts its business in accordance with State law and the *Highland View Redevelopment and Urban Renewal Plan*. The Board adopts bylaws and may adopt any rules and procedures it feels advisable for the discharge of its duties; however, all are subject to the approval of City Council. The Board is required to submit written reports on its performance and accomplishments to City Council on at least an annual basis.

**Meetings:** The Board meets on the second Tuesday of each month in the Municipal Building Training Room.

OAK RIDGE HOUSING AUTHORITY

BOARD OF COMMISSIONERS

<u>Member</u>	<u>Term Expires</u>
Karen A. Buckley	December 31, 2014
Carol G. Cox	December 31, 2013
Dorothy T. Hightower	December 31, 2015
Charlie Jernigan	December 31, 2016
Judith L. Osucha	December 31, 2017

EXECUTIVE DIRECTOR

James A. Carson  
10 Van Hicks Lane  
Oak Ridge, TN 37830  
(865) 482-1006  
[jacarson@orha.net](mailto:jacarson@orha.net)

## **OAK RIDGE HOUSING AUTHORITY (“Housing Authority”)**

### **STRUCTURE**

Established by Resolution No. 8-90-69 in accordance with Sec. 13-20-101 et seq. of the Tennessee Code Annotated. Authorization for the creation of the authority was granted by City Council on August 18, 1969.

Composition: The Oak Ridge Housing Authority consists of five (5) commissioners appointed by City Council for five-year terms. Three commissioners constitute a quorum. The first chairman was appointed by the Mayor and the succeeding chairmen elected by the Commissioners.

General Powers and Duties: The Housing Authority is empowered to investigate housing conditions within the community and means for improving the same. It determines where unsafe or insanitary housing conditions exist; prepares and carries out the plans for housing projects and operates the same; and does all things necessary and convenient to carry out the purposes and provisions of the Housing Authorities Law (Tennessee Code Annotated).

Meetings: The Board of Commissioners usually meets at the Housing Authority Office on the first Thursday of each month, with an annual meeting to be held in July. The date of regular meetings can be changed from time to time by resolution of the commissioners. Special meetings can be called by the chairman when deemed expedient or upon written request of two commissioners.

INDUSTRIAL DEVELOPMENT BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Richard G. Chinn	December 31, 2016
Louise B. Dunlap	December 31, 2014
Melissa Freiderich	December 31, 2018
Chris Johnson	December 31, 2016
David L. Mason	December 31, 2018
H. D. Osucha	December 31, 2018
Buzz Patrick	December 31, 2016
Harold E. Trapp	December 31, 2014
David E. Wilson	December 31, 2014

CITY STAFF REPRESENTATIVE

Sandy Sexton  
City Clerk's Office  
(865) 425-3411  
[ssexton@oakridgetn.gov](mailto:ssexton@oakridgetn.gov)

**INDUSTRIAL DEVELOPMENT BOARD**  
**STRUCTURE**

Established and incorporated under the provisions of Sections 7-53-101 – 7-53-311 of the Tennessee Code Annotated.

Composition: The Board of Directors consists of nine (9) members appointed by the City Council for six-year overlapping terms, three (3) members being elected every two (2) years. Officers of the Board are elected annually from among the directors and consist of a chairman, vice-chairman, secretary and treasurer. Five (5) directors constitute a quorum.

General Powers and Duties: The powers and duties of the Board are prescribed by the Industrial Development Corporation Act of Tennessee. These powers enable the Board to acquire, own, lease, and dispose of properties to promote industry and to develop trade by attracting manufacturing, industrial, and commercial enterprises to Oak Ridge. Bonds can be issued by the Board. On December 12, 1988, City Council delegated to the Industrial Development Board the authority to sell certain City-owned industrial properties.

Meetings: Meetings are held as required.

PERSONNEL ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Ella H. DuBose	December 31, 2015
Jonathan Forstrom	December 31, 2013
William R. Tedford	December 31, 2013
Mary Frances Tolliver	December 31, 2014
Martha Wallus	December 31, 2014

CITY STAFF REPRESENTATIVE

Penelope Sissom

Personnel Director

(865) 425-3564

[psissom@oakridgetn.gov](mailto:psissom@oakridgetn.gov)

**PERSONNEL ADVISORY BOARD**  
**STRUCTURE**

Authorized by Article III, Sec. 5, of the City Charter and created by Sections 4-201– 4-205 of the Code of Ordinances of Oak Ridge.

Composition: The Personnel Advisory Board is composed of five (5) members appointed by the Council for three-year staggered terms. Three (3) members constitute a quorum. The chairman is elected by the Board.

General Powers and Duties: The Personnel Advisory Board reviews the City Manager's comprehensive pay plan, the merit system, and personnel rules setting forth employment conditions, and submits them to the Council with recommendations for adoption. It investigates complaints made in writing by any officer or City employee who is covered by the merit system and who is suspended or removed from his position or otherwise adversely affected by a personnel action. If, in the opinion of the Board, the procedures established for such personnel action were not complied with, the Board can make decisions that will be binding on the City Manager. In all other cases, the Board makes recommendations to the City Manager in an advisory capacity only, and the decision of the Manager is final. The Board can make recommendations to the Council and the City Manager on improvements in conditions of municipal employment and can investigate violations of sound personnel administration. It can assist the City Manager in other personnel matters as set forth by ordinance.

Meetings: The Personnel Advisory Board meets as necessary with special meetings called by the chairman fifteen days after a grievance has been filed.

OAK RIDGE MUNICIPAL PLANNING COMMISSION

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Chuck Agle	December 31, 2014
Lauren R. Biloski	December 31, 2013
Kelly S. Callison	December 31, 2015
Terry C. Domm	December 2014 <sup>1</sup>
Sheldon Green	December 31, 2015
Councilman Charlie Hensley	December 2014 <sup>2</sup>
Austin E. Lance	December 31, 2014
Claudia Lever	December 31, 2013
Patrick E. McMillan	December 31, 2016
Jane L. Shelton	December 31, 2016

CITY STAFF REPRESENTATIVE

Kahla Gentry  
Community Development Planner  
(865) 425-3587  
[kgentry@oakridgetn.gov](mailto:kgentry@oakridgetn.gov)

<sup>1</sup> Serves as Mayor's designee concurrent with his term as Mayor.

<sup>2</sup> Serves for two years or at the expiration of his term as a member of City Council, whichever occurs first.

**OAK RIDGE MUNICIPAL PLANNING COMMISSION (“Planning Commission”)**

**STRUCTURE**

Established by Ordinance No. 6-04, pursuant to the provisions of Tennessee Code Annotated Section 13-4-101, as a successor to the Oak Ridge Regional Planning Commission.

Composition: The Oak Ridge Municipal Planning Commission consists of ten (10) members, as follows: the Mayor or the Mayor’s designee, one (1) member of the Oak Ridge City Council who is selected by a majority vote of the Council, and eight (8) members appointed by the Mayor after receiving a recommendation from City Council. The term of the Mayor or the Mayor’s designee runs concurrently with the Mayor’s term of office. The term of the City Council member is two (2) years, or at the expiration of the member’s City Council term of office, whichever occurs first. The eight (8) members appointed by the Mayor on recommendation of City Council serve four-year, staggered terms so that the terms of two (2) members expire each year. The Commission elects from its membership a chairperson, a vice-chairperson, and a secretary who serve for one (1) year with eligibility for reelection. A majority of the Commission constitutes a quorum for the transaction of business, and all actions require the concurring vote of a majority of the members present.

General Powers and Duties: The powers, duties and functions of the Oak Ridge Municipal Planning Commission are as prescribed by State law for municipal planning commissions, located in Title 13, Chapter 4 of the Tennessee Code Annotated. In addition, the Commission submits to City Council, in accordance with the City Charter, a long-term capital improvement program with recommendations as to the priority of individual projects and the methods of financing them.

Meetings: The Planning Commission holds regular meetings at the Municipal Building on the third Thursday of each month.

OAK RIDGE RECREATION AND PARKS ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Frank Chmielewicz	December 31, 2014
Sherith E. Colverson	December 31, 2013
Bridgette K. Ellis	December 31, 2015
William Allen Eubanks	December 31, 2015
Gerry Palau	December 31, 2013
Laurel Patrick	December 31, 2013
G. Daniel Robbins	December 31, 2014
Alan Tatum	December 31, 2015
Catherine Toth	December 31, 2014

CITY STAFF REPRESENTATIVE

Joshua Collins, Recreation and Parks Director

Director of Recreation and Parks

(865) 425-3450

[jcollins@oakridgetn.gov](mailto:jcollins@oakridgetn.gov)

**OAK RIDGE RECREATION AND PARKS ADVISORY BOARD (“Rec & Parks Board”)**

**STRUCTURE**

Purpose: The purpose of the Recreation and Parks Advisory Board is to advise City Council and City Staff as to the recreation and park needs of the City as well as provide advice on future rules, planning, usage, land acquisition, and facility needs of all City-owned properties used for recreational, athletic or land conservation purposes. Operation and management of the Recreation and Parks Department of the City of Oak Ridge, as well as its facilities, shall be conducted by City Staff under the City Manager pursuant to the Charter of the City of Oak Ridge.

Composition: The Recreation and Parks Advisory Board is comprised of nine (9) members. Members are elected by Council for three-year staggered terms of office. Five (5) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required for board action.

Meetings: The board meets as required.

SENIOR ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Elizabeth Batchelor	December 31, 2013
Lynne Burchell	December 31, 2014
Gene Dunaway	December 31, 2013
James T. Gillespie, Sr.	December 31, 2014
Lee Roy Gilliam	December 31, 2015
Margaret E. Gottshall	December 31, 2013
Barbara Gunn	December 31, 2014
David L. McCoy	December 31, 2014
William A. Pryor	December 31, 2015
Alfred Skyberg	December 31, 2014
Robert Smallridge	December 31, 2015

CITY STAFF REPRESENTATIVE

Linda McGhee

Recreation Specialist

(865) 425-3999

[lmcghee@oakridgetn.gov](mailto:lmcghee@oakridgetn.gov)

**SENIOR ADVISORY BOARD**  
**STRUCTURE**

Established by Resolution Number 7-75-77, as amended, under the authority granted in Article III, Section 5, of the City Charter.

Composition: The Senior Advisory Board is composed of eleven (11) members appointed by City Council for three-year staggered terms of office. The Board includes one (1) representative each from the American Association of Retired Persons, National Association of Retired Federal Employees, Retired Teachers Association, Senior Citizens Club, The 43 Club, the Anderson County Council on Aging, the Anderson County Adult Safety Coalition and ElderWatch, and the Anderson County ADA Oversight Committee. The remaining three (3) members are elected from the public at large. Officers of the Board are elected annually and consist of a chairman, a vice-chairman, and secretary.

General Powers and Duties: The purpose of the Board is to advise and assist Council in the continual development and reassessment of the program of Senior Activities and Services. In the performance of its functions, the Board may conduct studies or reviews it deems worthwhile regarding development and maintenance of a program of activities and services which meet the needs and wishes of senior citizens in Oak Ridge. Cooperate with any group or organization in any way that it judges will aid in fulfilling its functions. Make recommendations regarding a policy for (1) use of the Senior Center by non-senior citizens and (2) the reserving of certain hours for exclusive use by senior citizens. Adopt any rules and procedures it feels advisable for the conduct of its meetings. Act as a sounding board for senior citizens in the community who seek new or altered opportunities for activities, education, policies, and services. Support the use of the Senior Center as a source of education and programming for senior health, nutrition, and safety.

Meetings: The Board meets on the first Monday of each month at the Senior Center unless the first Monday falls on a holiday, the Board shall meet on the second Monday.

TRADE LICENSING BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
F. Wayne Garber	December 31, 2013
Brian T. Hayden	December 31, 2014
Jeff C. Lewis	December 31, 2014
Mike Maddux	December 31, 2013
Joe McCarty	December 31, 2013
Philip W. Nipper	December 31, 2013
Jerry Seiber	December 31, 2014

CITY STAFF REPRESENTATIVES

Jake Martin	Arnold Blackwell
Code Enforcement Inspector	Code Enforcement Inspector
(865) 425-3532	(865) 425-3532
<a href="mailto:jmartin@oakridgetn.gov">jmartin@oakridgetn.gov</a>	<a href="mailto:ablackwell@oakridgetn.gov">ablackwell@oakridgetn.gov</a>

**TRADE LICENSING BOARD**  
**STRUCTURE**

Composition: There is hereby established in the City a Trade Licensing Board, which shall consist of seven (7) members. Effective January 1, 2013, such board shall be composed of two (2) members holding a current and valid Class I or II electrical license from the City of Oak Ridge, two (2) members holding a current and valid plumber's license from the City of Oak Ridge, two (2) members holding a current and valid mechanical license from the City of Oak Ridge, if such qualified applicants are available, and the remaining member from the public at large, including persons who possess current and valid electrical, plumbing, and mechanical licenses.

General Powers and Duties: The board shall set standards and procedures for the qualification, examination, and licensing of Class I Electrical Contractors, Class II Residential Electrical Contractors, Master Electrician Certifications, Master Plumbers, and Journeyman Certifications under the provisions of the electrical and plumbing codes of the City of Oak Ridge. Such standards and procedures shall be approved by City Council. The board shall exercise the powers and perform the duties provided for in the electrical and plumbing codes of the City of Oak Ridge and shall have such other duties and powers as are necessary to carry out the intent and provisions of the electrical and plumbing codes of the City of Oak Ridge.

Meetings: The board shall meet at regular intervals at the call of the chairperson of the board or the City Manager.

TRAFFIC SAFETY ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
William A. Davis	December 31, 2014
Gene Dunaway	December 31, 2015
Jason C. Elliott	December 31, 2014
Jana F. Humphrey	December 31, 2015
Sharon Kohler	December 31, 2013
Richard Raridon	December 31, 2013
Ben Redmond	December 31, 2013
Aditya Savara	December 31, 2015

PLANNING COMMISSION REPRESENTATIVE

Jane L. Shelton	December 31, 2013
-----------------	-------------------

ORHS STUDENT REPRESENTATIVE

Emeline Brown	May 31, 2014
---------------	--------------

CITY STAFF REPRESENTATIVE

Steven R. Byrd

City Engineer

(865) 425-1875

[sbyrd@oakridgetn.gov](mailto:sbyrd@oakridgetn.gov)

**TRAFFIC SAFETY ADVISORY BOARD**  
**STRUCTURE**

Established by Resolution Number 8-112-85 as amended by Resolution Number 11-149-88.

Composition: The Traffic Safety Advisory Board is composed of ten (10) members appointed by City Council, all of whom serve three-year staggered terms except the Oak Ridge High School student. One (1) member is nominated from the membership of the Oak Ridge Regional Planning Commission and one (1) member is an Oak Ridge High School (ORHS) student. The ORHS student serves a one-year term of office. Officers are elected by the board from its membership and include a chairman, vice-chairman and secretary. A majority of the board constitutes a quorum for the transaction of business, and all actions require the concurring vote of a majority of those present.

General Powers and Duties: The function of the board is to serve as an advisory body to City Council. In the performance of this function, it reviews any traffic safety issue requiring Council approval. Upon request, it also gives advice and assistance in other matters concerning traffic safety to City Council, the City Manager, the Planning Commission, or other bodies. The board is required to submit an annual report of its activities and recommendations to City Council, along with a recommended program of work for the ensuing year.

Meetings: The board meets on the third Tuesday of each month at the Municipal Building.

YOUTH ADVISORY BOARD

MEMBER ROSTER

<u>Member</u>	<u>Term Expires</u>
Caroline Bradshaw	July 31, 2013
Shelby Chambers	July 31, 2013
Aaron Chasan	July 31, 2013
Lauren Collier	July 31, 2013
Hannah Craig	July 31, 2013
Lara de Almeida	July 31, 2013
Richard Goyette	July 31, 2013
Shane Harris	July 31, 2013
Ross Landenberger	July 31, 2013
Hannah Magill	July 31, 2013
Peter Magill	July 31, 2013
Monil Mehta	July 31, 2013
Laura Skipper	July 31, 2013
Kelsey Warmbrod	July 31, 2013
Dalyssa Webb	July 31, 2013
Patrick Williams	July 31, 2013

CITY STAFF REPRESENTATIVE

Matt Reedy, Recreation Specialist  
Recreation and Parks Department  
(865) 425-3450  
[mreedy@oakridgetn.gov](mailto:mreedy@oakridgetn.gov)

## YOUTH ADVISORY BOARD STRUCTURE

Established by Resolution No. 6-54-08 which rescinded Resolution No. 12-159-91, as amended.

Composition: The Youth Advisory Board (YAB) is composed of sixteen (16) members, all of whom shall be students in the eighth (8<sup>th</sup>) through twelfth (12<sup>th</sup>) grade levels and residents of the City of Oak Ridge. The members are appointed by City Council upon recommendation by a YAB Screening Panel which shall be composed of one member of City Council, one member of the faculty of the Oak Ridge Schools, and the City staff member assigned to work with the Board. Contingent upon the availability of applicants, the Screening Panel shall strive to recommend at least two (2) students each from the 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade levels. The term of office for each member is one (1) year, commencing August 1 and ending July 31 of the following year. Whenever a vacancy occurs prior to the expiration of a term of office, the Screening Panel shall recommend a replacement for consideration of appointment by City Council to serve the remainder of the term. No later than September 1 of each year, the Board elects from its members a Chair, Vice-Chair, Secretary, and Treasurer whose terms shall end on July 31 of the following year.

General Powers and Duties: The Youth Advisory Board serves as a liaison between City Council and the youth of the community on issues affecting youth. The Board's function is to encourage the positive growth and development of youth by involving them in social, cultural, recreational, and other activities. In the performance of its function, the Board is authorized to (a) make recommendations to City Council and the City Manager on policy matters affecting the youth of the community; (b) plan, organize, coordinate, and carry out drug- and alcohol-free activities for the youth of the community; (c) establish guidelines, rules and procedures for participation in such activities; and (d) enter into agreements with entertainers, concessionaires, and other third parties as may be deemed desirable by the Board within available funds and in accordance with applicable State and City laws and procedures.

The Board is required to adopt bylaws which are subject to the approval of City Council. By September 30 of each year, the Board must submit to City Council an annual plan of work for its ensuing term. It also is required to submit a written report of its activities at the conclusion of its term, preferably by July 1.

Meetings: The Board holds meetings at least monthly at times and places it may designate.

### **OTHER BOARDS AND COMMISSIONS**

In addition to the Boards and Commissions authorized by City Council, there are other boards and commissions in the area on which seats are reserved for Oak Ridge City Council appointees. At present, there are seven (7) such boards and commissions, including the Anderson County Board of Equalization, the Anderson County Community Action Commission Board of Directors, the Anderson County Development Corporation, the Anderson County Economic Development Association Board of Directors, the Anderson Tourism Council, the Oak Ridge Heritage Railroad Authority, and Oak Ridge Utility District Board of Commissioners.

-

**ANDERSON COUNTY BOARD OF EQUALIZATION**

By authority of State law, TCA 67-1-401, the Oak Ridge City Council appoints one (1) of the five members of the Anderson County Board of Equalization. In addition to being an Oak Ridge resident, the appointee is required to be a "freeholder and taxpayer." The term of office is two (2) years.

OAK RIDGE BOARD MEMBER	Term Expires
Leonard A. Abbatiello	December 31, 2013

**ANDERSON COUNTY COMMUNITY ACTION COMMISSION**

The Anderson County Community Action Commission is required by the State of Tennessee, from whom it receives funding, to maintain a Board of Directors composed of 18 public and private agency representatives. One (1) seat on that Board is reserved for a representative of the City of Oak Ridge. The representative may be any citizen of Oak Ridge, including a member of City Council, and the appointment is made by the Council for a one-year term of office.

OAK RIDGE BOARD MEMBER	Term Expires
Benjamin J. Stephens	December 31, 2013

**ANDERSON COUNTY DEVELOPMENT CORPORATION**

The Anderson County Development Corporation was incorporated in October of 1997 to enhance, promote, and stimulate economic and community development within Anderson County, including all political subdivisions located therein. The property, affairs and business of the Corporation are managed by a board of directors composed of nine (9) members, including the County Executive of Anderson County, the Mayors of Oak Ridge and Clinton, the chairpersons of the Oak Ridge Chamber of Commerce and the Anderson County Economic Development Association, four citizens or residents of Anderson County, two appointees of the Anderson County Commission, and two appointees of the Mayor of Oak Ridge subject to the approval of the Oak Ridge City Council.

Board Members Appointed by the Mayor with City Council Approval	<u>Term of Office</u>
Councilman Charlie Hensley	Coextensive with Mayor's term
Louise B. Dunlap	Coextensive with Mayor's term

The Corporation also has an Operating Committee composed of seven (7) members including two designees (the Presidents of the Oak Ridge Chamber of Commerce and Anderson County Economic Development Association) and five appointees, three of whom shall be executives of Anderson County's commercial banking and financial institution community and two of whom shall have industrial and/or commercial development experience. Of the five appointees, two are selected by the Anderson County Executive, two by the Mayor of Oak Ridge, and one by the Mayor of Clinton.

APPOINTED BY THE MAYOR OF OAK RIDGE	<u>Term Expires</u>
Richard Chinn, R & R Properties	December 31, 2013
Thomas Tuck, President TN Bank of Oak Ridge	December 31, 2013

**ANDERSON COUNTY ECONOMIC DEVELOPMENT ASSOCIATION**

By virtue of its membership in the Anderson County Economic Development Association and based upon its level of funding, the City of Oak Ridge is allocated four (4) of the 25 seats on the Board of Directors of the Association. Resolution Number 6-113-01, adopted by City Council on June 25, 2001, designated one of those seats for the Mayor of the City of Oak Ridge and provided that the others may be filled by members of City Council or from the public at large. The Mayor's term is coextensive with his term as Mayor and the term for the undesignated seats is four years. There are no special qualifications for the undesignated seats beyond Oak Ridge residency.

OAK RIDGE MEMBERS	<u>Term Expires</u>
Mayor Thomas L. Beehan	Coextensive with term as Mayor
Leonard A. Abbatiello	December 31, 2015
Karen Crutchfield	December 31, 2016
Dominic R. Giuliano	December 31, 2013

**ANDERSON COUNTY TOURISM COUNCIL**

The bylaws of the Anderson County Tourism Council require that its Advisory Board include a representative of the municipalities within the county, including the cities of Clinton, Lake City, Oak Ridge, Norris, and Oliver Springs. The bylaws further provide that this representative shall be either the Mayor, the City Manager, or an appointee decided upon by the Mayor or City Manager. The term of office is one (1) year.

OAK RIDGE CITY COUNCIL APPOINTEE	
Members	<u>Term Expires</u>
Councilwoman Anne Garcia Garland	December 31, 2013

**OAK RIDGE HERITAGE RAILROAD AUTHORITY**

T.C.A. § 7-56-203 of the Rail Service Act provides that the Railroad Authority will be governed by a Board of Directors which Board will consist of one (1) Director who will be the Mayor or the Mayor’s designee, and one (1) Director who shall be selected by the governing body of the municipality, which in this case is the City Council of Oak Ridge. T.C.A. § 7-56-203 further provides that the term of Directors shall be prescribed by City Council and that the Director-at-Large shall be at least twenty-five (25) years of age and shall have resided for one (1) year preceding appointment in the boundaries of the municipality, and the county wherein the Railroad Authority is located, which is Roane County.

MEMBERS APPOINTED BY MAYOR AND CITY COUNCIL	
<u>Members</u>	<u>Term Expires</u>
Dr. Pete Craven, Director	October 9, 2015
Gordon Fee, Director-at-Large	October 9, 2013

## OAK RIDGE UTILITY DISTRICT

By authority of State law, Private Acts 1951, Chapter 503, the Board of Commissioners of the Oak Ridge Utility District (ORUD) is composed of five (5) commissioners appointed by City Council to administer and operate the District. The Oak Ridge Utility District was created for the purpose of acquiring, constructing, reconstructing, improving, bettering, extending, repairing, maintaining, and operating a gas system within the city of Oak Ridge. Members of the Board are appointed in the following manner: Thirty days prior to expiration of the term of office of any commissioner, the City Manager meets with the Board of Commissioners of the ORUD, exclusive of the outgoing commissioner, and together they nominate by a majority vote a commissioner as a successor. The nominee is submitted to the Oak Ridge City Council for approval of his/her appointment to the Board of Commissioners. Only residents of Oak Ridge may serve, including one (1) member of City Council, and the term of office is five years.

<u>Members</u>	<u>Term Expires</u>
Jim Charles	July 1, 2013
Thomas L. Clary	July 1, 2015
Alan L. Liby	July 1, 2014
James E. Rushton	July 1, 2016
Nancy B. Stanley	July 1, 2017



**SECTION III**  
**COMMITTEES AND OTHER CITIZEN GROUPS**



### **SPECIAL COMMITTEES**

In addition to the official boards and commissions created by ordinance or resolution, the Council can by motion and approval by a majority create advisory committees for a specific and usually a short-term function. Both citizens and council members serve on these committees and upon completion of their duties the committees are dissolved.

### **ADMINISTRATIVE COMMITTEES**

The City Manager can appoint administrative committees as deemed necessary to carry on the business of the City. These committees are composed of members of the staff and municipal employees qualified to study and advise on specific problems.

### **OTHER CITIZEN GROUPS**

Oak Ridge has a board base of citizen interest and because of this many independent organizations have been formed with specific concern for municipal problems. In addition, many civic and cultural organizations closely the work of the City Government and have formed groups within their organizations to study different problems. These organizations have no official status in city government, but are welcomed because of the information they provide and the interest they stimulate. An example of one such group is the *Friends of the Library*. This group is concerned with the facilities and services available at the Oak Ridge Public Library and works to assist the staff. It also expresses its views to the Council on budget matters affecting the library and works toward the improvement of the facilities.



**SECTION IV**  
**APPOINTMENT CALENDAR**



**CITY OF OAK RIDGE, TENNESSEE**  
**SCHEDULE OF ELECTIONS & APPOINTMENTS – BOARDS AND COMMISSIONS**

**BELOW IS A LIST OF BOARD MEMBERS WHOSE TERM ENDS 2013:**

BOARD OR COMMISSION	INCUMBENTS
Anderson County Community Action Commission	Benjamin J. Stephens
Anderson County Development Corporation	Richard Chinn Thomas Tuck
Anderson County Economic Development Association	Dominic Giuliano
Anderson County Tourism Council	Councilwoman Anne Garcia Garland (Mayor's Appointment)
Beer Permit Board	Pedro Otaduy Debra Solmonson
Board of Building and Housing Code Appeals	Bruce LeForce John Russell
Board of Zoning Appeals	Keith Craft
Convention and Visitors Bureau	(Hotel/Motel Members) Gretchen A. Julius (DoubleTree) Misty Williams (Staybridge Suites) Adrian Zarczynski (Comfort Inn)
Elder Citizens Advisory Board	Elizabeth Batchelor Gene Dunaway Margaret Gottshall
Environmental Quality Advisory Board	Patricia Fain Stephen Kenworthy James Placke
Health and Educational Facilities Board	William Biloski Harold Osucha David Wilson
Highland View Redevelopment	Gerald Cooksey Rosa Korpi Claudia Lever Laurel Patrick

Oak Ridge Heritage Railroad Authority	Gordon Fee
Oak Ridge Housing Authority	Carol Cox
Oak Ridge Utility District	James Charles
Oak Ridge Municipal Planning Commission	Lauren Biloski Claudia Lever
Personnel Advisory Board	Jonathan Forstrom William Tedford
Recreation and Parks Advisory Board	Sherith Colverson Gerry Palau Lauren Patrick
Trade Licensing Board	Mike Maddux Joe McCarty Philip Nipper Jerry Seiber
Traffic Safety Advisory Board	Sharon Kohler Richard Raridon Ben Redmond Jane Shelton
Youth Advisory Board	Caroline Bradshaw Shelby Chambers Aaron Chasan Lauren Collier Hannah Craig Lara de Almedia Richard Goyette Shane Harris Ross Landenberger Hannah Magill Peter Magill Monil Mehta Laura Skipper Kelsey Warmbrod Dalyssa Webb Patrick Williams

NOTE: Please see the qualifications, term expirations, and nomination procedures for each of these boards in the description sections for the Boards and Commissions located on the previous pages.