

OAK RIDGE CITY COUNCIL
WORK SESSION

Central Services Complex Multi-Purpose Room

Tuesday, October 18, 2016

Immediately following the City Council Special Meeting

AGENDA

1. Review and discussion of the water treatment plant evaluation – Bob Frear, Jacobs Engineering Project Manager and Shira McWaters, Public Works Director
2. Discussion of vacancies on City Boards and Commissions
3. Discussion of draft federal and state legislative agenda for the coming year
4. General updates by City Manager Mark Watson

CITY COUNCIL MEMORANDUM
16-31

DATE: October 14, 2016
TO: Honorable Mayor and Members of City Council
FROM: Mark S. Watson, City Manager
SUBJECT: BOARDS AND COMMISSION RECRUITMENTS

During the next two months, the City Clerk's office will be coordinating the recruitment and application process for vacancies on City Boards and Commissions. The City Clerk has provided a listing of the upcoming vacancies, particularly those where a quorum is necessary with the turnover, some possible impacts by the City elections with positions held, and anticipated needs for certain skills in the year ahead.

As City Manager, I have placed this item on the agenda to have a general discussion on upcoming projected needs for the boards to enhance our recruiting efforts for desired traits/skills/demographics on the boards. Engagement of new members to the community and Millennials would be a good focus to our boards. Additionally, our Youth Advisory Board could assist in some community efforts and planning.

Anderson County Tourism Council will be involved this next year and will need to coordinate with Explore Oak Ridge. The synergy of both agencies working together will be helpful. Knowledge of promotion and marketing will be a key component of a Mayoral recommendation to the City Council.

Oak Ridge Planning Commission will be seeing a change with a need for a new Council liaison for Charlie Hensley. Several positions will open. With the work of the Commission for a new vision statement, goals and objectives, the new members would be excellent if they have been involved with planning, housing knowledge, or policy knowledge. For the coming year, the Commission will be dealing with complimentary codes that are business friendly, yet preserving quality of life in the community.

The Recreation and Parks Board will continue to be involved with the Friendship Bell and coordinating "rails to trails" activities. The awareness of amenities for attracting new residents would be positive, suggesting that we should encourage younger members of the community to participate on this board. Leadership Oak Ridge and Leadership Anderson County participants might be a good source of candidates for the board.

Housing is the most major issue that we can address. Replacements to the Land Bank and the annual appointment to the Housing Authority Board becomes very important. With the retirement of Jim Carson, our new appointee will be involved with the selection of a new person to their board which is critical for a partnership in addressing housing. ORNL has expressed interest in assisting, so there are potential applicants there with background on energy efficiency and material sciences.

These are a few examples of needs for the coming board members and commission members. Generally, members should be ready to learn backgrounds of their various board areas and willing to work in developing a positive, inclusive image for the City. As the Mayor has recently said, it is important that all Oak Ridgers be advocates for the community and do great things. With us all pushing in the same direction there is no telling what can be accomplished by our Boards and Commissions.



Mark S. Watson

Anderson County Board of Equalization

NumVacancies 1 Total # of Members 1

Composition

In accordance with T.C.A. 67-1-401 (3):

In counties having one (1) or more cities with a population of not less than ten thousand (10,000) nor more than sixty thousand (60,000), one (1) member of the board shall be appointed by the city council or governing body of each of the two (2) largest cities with a population in excess of ten thousand (10,000), within the county.

In addition to being an Oak Ridge resident, the appointee is required to be a "freeholder and taxpayer."

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Leonard Abbatiello		12/31/2016

1 of 1 members

Anderson County Community Action Commission

NumVacancies 1 Total # of Members 1

Composition

Anderson County Community Action (ACCAC) was founded in 1965 to fight the “war on poverty” ACCAC provides The Board of Directors is 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.

Current Members

Anderson County Development Corporation

Staff Liason

Title

Email

Phone

Board Composition: The Board of Directors is comprised of nine (9) members, including two (2) members appointed by Council who are Oak Ridge residents. The term of office coincides with the Mayor's term of office. The Corporation's Operating Committee is comprised of seven (7) members, including two (2) members appointed by the Mayor.

Member Details

Member/Address	Residence	Mobile	Office	Title	Term Expires
Mr. Richard Chinn Richard Chinn Properties 100 Oak Ridge Turnpike, Suite 200 Oak Ridge, 37830 richardc@rpproperties.com Industrial and/or commercial development experience	[REDACTED]	[REDACTED]	[REDACTED]		12/31/2017
Mr. Thomas Tuck 101 S. Illinois Avenue Oak Ridge, 37830 An executive of Anderson County's commercial and financial institution community					12/31/2017

Anderson County Economic Development Association

NumVacancies 2 Total # of Members 4

Composition

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 twenty-five (25) seats on the Board of Directors of the Association. Resolution No. 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 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. The undesignated seats allocated to the City of Oak Ridge may be filled by members of City Council or from the community at large. Members appointed from the community at large shall be required to have no special qualifications beyond Oak Ridge residency.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Leonard Abbatiello		12/31/2019
Ms. Karen Goforth Crutchfield		12/31/2016
Mr. Terry McGhee		12/31/2017

3 of 4 members

Anderson County Tourism Council

NumVacancies 1 Total # of Members 1

Composition

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.

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Trina Baughn		12/31/2016

1 of 1 members

Beer Permit Board

NumVacancies 2 Total # of Members 7

Composition

There is hereby created a beer permit board which shall consist of seven (7) citizens of at least twenty-two (22) years of age who have resided within the corporate limits of the city for a period of at least two (2) years immediately preceding their election by the city council, who shall hold office for a period of three (3) years each, and whose respective terms shall expire on the first Thursday of January of their respective terms. Members of the city council and city employees shall not be eligible to serve on the board. The board shall organize by the election of a chairperson and a secretary. Four (4) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required to approve, suspend or revoke a beer permit or manager approval.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. William Barton Bailey		12/31/2017
Ms. Wende Doolittle		12/31/2018
Mr. David Mosby		12/31/2017
Mr. Darren Osborne		12/31/2016
Ms. Theresa Scott		12/31/2018
Ms. Debra K. Solmonson		12/31/2016
Mr. Danny Whitson		12/31/2018

7 of 7 members

Board of Building and Housing Code Appeals

NumVacancies 2 Total # of Members 7

Composition

There is hereby created a board of building and housing code appeals consisting of seven (7) members, which shall be residents of the City of Oak Ridge and shall consist 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; provided that, if no individuals meeting these criteria apply for appointment, city council may appoint persons who do not possess such qualifications.

Appointment to the board shall be for staggered three (3) year terms, provided the terms of members of the initial board shall be as follows:

- (i) Three members from the public at large, 3 years
- (ii) Physician or other member from health related field and architect or engineer, 2 years
- (iii) Realtor and building-related contractor or building supply dealer, 1 year

Members of the board may be removed by city council for good cause shown.

Vacancies on the board shall be filled by city council for the unexpired term of such vacancy.

The members of the board shall serve without compensation.

As soon as practical after appointment, the members of the board shall meet and organize by electing a chairperson, vice-chairperson Change 3, December 23, 2010 13-6 and secretary. Thereafter, officers of the board shall be elected by the

members at the first annual meeting of the board. Four (4) members shall constitute a quorum and the affirmative vote of at least four (4) members shall be required to take any action, except to continue a meeting where no quorum is present. A member shall not act in a case in which such member or his or her family member or his or her employer has a personal or financial interest. The board shall establish such other written rules and regulations for its own procedure not inconsistent with the provisions of the Oak Ridge Property Maintenance Code and a copy shall be kept on file with the city clerk.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Joseph E. Lee	Building-related contractor or Building supply dealer (Construction Superintendent)	12/31/2018
Dr. Bruce Ryan LeForce	Physician (Neurologist)	12/31/2016
Mr. Michael Marsh		12/31/2018
Mr. Philip W. Nipper		12/31/2017
Ms. Amy L. Seiber		12/31/2017
Mr. Leonard Vaughen	An architect or engineer	12/31/2018
Mr. Phillip Yager	public-at-large	12/31/2016

7 of 7 members

Board of Zoning Appeals

NumVacancies 1 Total # of Members 5

Composition

The Board is comprised of five (5) members. Members are elected by Council for five-year staggered terms of office. Three (3) members constitute a quorum and the concurring vote of three (3) members is required for any board action.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Syd Ball		12/31/2017
Mr. Keith Craft		12/31/2018
Ms. Susan Donnelly		12/31/2020
Mr. David R. Gengozian		12/31/2016
Mrs. Judith L. Mason		12/31/2019

5 of 5 members

Environmental Quality Advisory Board

NumVacancies 3 Total # of Members 12

Composition

The Board is comprised of twelve (12) members, two (2) of whom shall be Oak Ridge High School (ORHS) students. Members are elected by Council for three-year staggered terms, except the ORHS students who serve staggered two-year terms of office. Six (6) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required for any board action. The student representatives share in one vote.

Current Members

Member Name	Special Qualifications	Term Expires
Mrs. Rhonda Bogard		12/31/2017
Mr. Tripp Chinn		5/31/2017
Mr. Bryan Crable		12/31/2018
Dr. William Dean		12/31/2017
Mr. Anthony Flores		12/31/2018
Mrs. Patricia Imperato		12/31/2017
Mr. Robert G Kennedy III, PE		12/31/2017
Mr. Stephen Todd Kenworthy		12/31/2016
Ms. Kaela O'Dell		12/31/2018
Mr. Adithyan Sujithkumar		5/31/2018
Mr. Joseph Wood		12/31/2016

11 of 12 members

Industrial Development Board

NumVacancies 3 Total # of Members 9

Composition

The Board is comprised of nine (9) members. Members are elected by Council for six-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.

All applicants shall be duly qualified electors of and taxpayers of the City of Oak Ridge.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Richard G Chinn Sr.		12/31/2016
Ms. Louise B. Dunlap		12/31/2018
Mr. Chris Johnson		12/31/2016
Mr. David L. Mason		12/31/2018
Mr. Harold D. Osucha		12/31/2018
Mr. Buzz Patrick		12/31/2016
Mr. Harold Trapp		12/31/2020
Mr. David E. Wilson		12/31/2020
Mr. Phillip Yager		12/31/2020

9 of 9 members

Oak Ridge Heritage Railroad Authority

NumVacancies 1 Total # of Members 2

Composition

The State of Tennessee has adopted the Municipal and County Rail Service Act set out in Tennessee Code Annotated (TCA) §7-56-203 et. Seq. which allows municipalities to establish a railroad authority to provide for the continuation of rail service within the area of the municipality. Resolution No. 8-160-01, approved by City Council, approved the establishment of the Oak Ridge Heritage Railroad Authority. TCA §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. 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 year preceding appointment in the boundaries of the municipality, and the county wherein the Railroad Authority is located, which is Roane County.

Per Resolution No. 1-5-04, all members of the Board of Directors of the Oak Ridge-Heritage Railroad Authority shall be appointed for three-year, staggered terms of office from the expiration date of the terms of the current members.

Current Members

Member Name	Special Qualifications	Term Expires
Dr. Pete Craven	Mayor or the Mayor's Designee	10/9/2018

1 of 2 members

Oak Ridge Housing Authority

NumVacancies 1 Total # of Members 5

Composition

The Housing Authority is comprised of five (5) commissioners. Commissioners are elected by Council for five-year staggered terms of office. Three (3) commissioners constitute a quorum.

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Sharon Crane		12/31/2018
Mr. Charlie W. Jernigan		12/31/2016
Mrs. Jean Lantrip		12/31/2019
Ms. Judith L. Osucha		12/31/2017
Mr. James Palmer		12/31/2020
		5 of 5 members

Oak Ridge Land Bank Corporation Board of Directors

NumVacancies 4 Total # of Members 7

Composition

The Oak Ridge Land Bank Corporation will consist of a seven (7) member Board of Directors who are electors and taxpayers in the City of Oak Ridge. One (1) members shall be a member of the City Council and preference may be given for persons with expertise in the fields of banking (including financing and property acquisitions); real estate (including marketing, appraisals, and assessments); and law (especially those with an interest in property law). If persons with such fields of expertise are not available, consideration should be given to persons with experience in residential construction, renovation, and/or rehabilitation; knowledge of the historic neighborhood stock, individual neighborhoods and community assets; knowledge in land bank functions; and experience in non-profit organizations; or if no individuals meet the aforementioned criteria, Council may appoint persons with the best attributable qualifications.

The terms of office are for two (2) years beginning in January.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Colin Anderson	Chief Financial Officer (expertise in the field of banking)	12/31/2016
Mrs. Anne Dunthorn		12/31/2017
Councilmember L. Charles Hensley	City Council Representative	11/30/2016
Mrs. Melinda K. Hillman		12/31/2017
Mr. Charlie W. Jernigan		12/31/2017
Mr. James Palmer		12/31/2016
Mr. Hugh B. Ward Jr.	Law	12/31/2016

7 of 7 members

Oak Ridge Municipal Planning Commission

NumVacancies 4 Total # of Members 10

Composition

The Board is comprised of ten (10) members as follows: the Mayor or the Mayor's designee, a member of Council, and the remaining eight (8) members are at large. The Mayor or the Mayor's designee serves concurrent with the Mayor's term of office, and the Council member serves for two (2) years or until his or her term on Council expires, whichever occurs first. The remaining eight (8) members serve for four-term staggered terms. Six (6) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required for any board action

Current Members

Member Name	Special Qualifications	Term Expires
Councilmember L. Charles Hensley	City Council Representative	12/31/2016
Ms. Sharon Kohler		12/31/2019
Ms. Claudia S Lever		12/31/2017
Mr. Patrick McMillan		12/31/2016
Ms. Zabrina R. Minor		12/31/2018
Ms. Jane Shelton		12/31/2016
Mr. Hans Vogel		12/31/2019
Mr. H. Stephen Stephen Whitson		12/31/2017
Mr. Todd Wilson	Mayoral Appointment	12/31/2016

9 of 10 members

Personnel Advisory Board

NumVacancies 1 Total # of Members 5

Composition

The Board is comprised of five (5) members. Members are elected by Council for three-year staggered terms of office. Three (3) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required for any Board action.

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Lisa Bollinger		12/31/2018
Mrs. Anne Garcia Garland		12/31/2018
Ms. Bonnie Hebert		12/31/2017
Mr. Bill Henry		12/31/2016
Ms. Martha Wallus		12/31/2017

5 of 5 members

Recreation and Parks Advisory Board

NumVacancies 4 Total # of Members 9

Composition

The 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.

Current Members

Member Name	Special Qualifications	Term Expires
Mrs. Naomi Asher		12/31/2016
Mr. Steven Dittner		12/31/2016
Mr. Ray Garrett		12/31/2016
Dr. Kevin Hoyt		12/31/2018
Mr. David Kitzmiller		12/31/2017
Dr. Fay M. Martin Ph.D.		12/31/2016
Mr. Daniel Robbins		12/31/2017
Mr. Ken Rueter		12/31/2017
Mr. B. Alan Tatum		12/31/2018

9 of 9 members

Senior Advisory Board

NumVacancies 4 Total # of Members 11

Composition

The Board is comprised of eleven (11) members representing the public-at-large. Preference may be given to residents who reflect a variety of ages as well as knowledge and background in senior interests such as health, safety, recreational activities, and transportation. Members are elected by Council for three-year staggered terms. Six (6) members constitute a quorum.

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Martha Adler-Jasny		12/31/2017
Ms. Susan Asbury		12/31/2017
Ms. Elizabeth Batchelor		12/31/2016
Mr. Gene R Dunaway		12/31/2016
Ms. Patricia Gengozian		12/31/2018
Ms. Delores Moyer		12/31/2017
Mr. Harold W. Schmitt		12/31/2017
Mr. Alfred Skyberg		12/31/2017
Mr. Robert Smallridge		12/31/2018

9 of 11 members

Trade Licensing Board

NumVacancies 5 Total # of Members 7

Composition

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. Four (4) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required for board action.

Current Members

Member Name	Special Qualifications	Term Expires
Mr. F. Wayne Garber		12/31/2018
Mr. Jeff Lewis	Member holds a current and valid Class I or II electrical license from the City of Oak Ridge.	12/31/2017
Mr. Michael Maddux	Mechanical License (Heating and Air)	12/31/2016
Mr. Joe McCarty	Current and valid Class I or II Electrical License (Electrical Contractor)	12/31/2016
Mr. Danny Scott	Plumber position	12/31/2016
Mr. Jerry Seiber	(Electrical Contractor; however, currently serving the at-large position)	12/31/2016

6 of 7 members

Traffic Safety Advisory Board

NumVacancies 4 Total # of Members 10

Composition

The Board is comprised of ten (10) members, one of whom shall be nominated from the membership of the Oak Ridge Municipal Planning Commission and one of whom shall be an Oak Ridge High School (ORHS) student. Members are elected by Council for three-year staggered terms, except the ORHS student who serves a one-year term of office. Six (6) members constitute a quorum and the concurring vote of a majority of those members present at a meeting is required for any board action.

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Martha Adler-Jasny		12/31/2017
Mr. Andrew Howe		12/31/2016
Mr. Halfen (Hal) Hoyt		12/31/2018
Ms. Jana F. Humphrey		12/31/2018
Ms. Iona Kaczocha		12/31/2018
Ms. Melissa McMahan		12/31/2017
Ms. Hannah Oran		5/31/2017
Mr. William Polfus		12/31/2016
Mr. Ben Redmond		12/31/2016
Ms. Jane Shelton	Oak Ridge Municipal Planning Commission Representative	12/31/2016

10 of 10 members