



**OAK RIDGE CITY COUNCIL
REGULAR MEETING**

Central Services Complex Courtroom
100 Woodbury Lane

August 11, 2025 - 7:00 PM

AGENDA

I. INVOCATION

- a. Reverend Dr. Rory Naeve, First Baptist Church of Oak Ridge

II. PLEDGE OF ALLEGIANCE

- a. Robertsville Middle School 8th Grade Students Lilah Chittendon, Avery Fischer, Susanna Naeve, and Ellie McKee, National Technology Student Association Winners

III. ROLL CALL

IV. PROCLAMATIONS AND PUBLIC RECOGNITIONS

- a. Recognition of 8th Grade Technology Student Association Winners from Robertsville Middle School
- b. Recognition of Robertsville Middle School Teacher Todd Livesay for Receipt of the Lifetime Achievement Award from the Technology Student Association
- c. A Proclamation Recognizing Cooperative Agreement of Labor and Management (C.A.L.M.)
[CALM Proclamation.docx](#)
- d. A Proclamation Paying Tribute to William J. "Bill" Wilcox, Jr. in Celebration of the Opening of the William J. Wilcox K-25 Interpretive Center
[William Wilcox Proclamation.docx](#)

V. SPECIAL REPORTS

VI. CONSENT AGENDA

- a. Approval of July 14, 2025 Regular Meeting Minutes
[July 14, 2025 Regular_Meeting_Minutes.docx](#)
- b. A Resolution to Authorize the Purchase of Annual Ordering for Personal Protective Equipment
[Resolution - Annual Order - Personal Protective Equipment for Fire Dept.docx](#)
- c. A Resolution to Authorize the Purchase of Annual Ordering for Uniforms

Resolution - Fire Dept - Uniforms.docx

- d. A Resolution to Authorize the Purchase of Six (6) Self-Contained Breathing Apparatus (SCBA) w/ Extra Cylinders
SCBA 1 Page.pdf
Resolution - Purchase of Self-Contained Breathing Apparatus.docx
- e. Employee Basic Term Life, Employee Basic Accidental Death and Dismemberment (ADD), Basic Dependent Life, Supplemental Life, Accident Insurance, Critical Illness, Hospital Indemnity and Long-Term Disability Policies Renewal with The Hartford for Fiscal Years 2026 and 2027.
City Of Oak Ridge - Hartford Lfe Renewal FY26.pdf
FY26 Projections.pdf
Resolution - Hartford Insurance.docx
- f. A Resolution Authorizing the Purchase of Library Books from Various Vendors in Keeping with the City's Competitive Bidding Process
Resolution - Library Books.docx

VII. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

- a. Land Use Plan Map Amendment: Inn Lane (Parcel Numbers 105D A 008.00, 009.00, 010.00, and 012.00), B - General Business to R - Residential
Land Use Plan - Inn Lane
Ordinance - Land Use Plan Amd - Parcels at Inn Lane.docx
- b. Rezoning Request: Inn Lane (Parcels 105D A 008.00, 009.00, 010.00, and 012.00) B-2 General Business District to R-4 Multiple Family Residential District
Inn Lane Rezoning Application Materials
Inn Lane Parcel Map
Inn Lane Rezoning Map
R-4 Zoning Regulations
Ordinance - Rezoning Parcels on Inn Lane.docx
- c. Rezoning Request: Renovare Boulevard Parcel 021 002.04 from IND-2 Industrial District to IND-3 Industrial District
Horzion Center Area 5 Zoning Map
Applicant Rezoning Letter
IND-3 Zoning Regulations
Ordinance - Rezoning Parcel 021 002.04 - Development Area 5 Horizon Center - Renovare Blvd.docx

VIII. FINAL ADOPTION OF ORDINANCES

IX. RESOLUTIONS

- a. A Resolution Authorizing the Donation of a 1994 Rescue Truck to Morgan County Rescue Squad
R390 Pict.pdf
Resolution - Donation of Rescue Truck to Morgan County Rescue Squad.docx
- b. Underground Water Storage Reservoir Repair
3525_001.pdf
Resolution - CTI Engineers - Water Reservoir Maintenance.docx
- c. A Resolution Authorizing the Purchase of AMI Base Stations and Associated Hardware

Resolution 4-37-2021 Advanced Metering Infrastructure.pdf
Oak Ridge Quote - 2396 - Base station.pdf
Resolution - AMI Base Station Purchase.docx

- d. A Resolution Waiving Competitive Bids and Authorizing the City to Expend an Amount not to Exceed \$52,000 with Flock Safety, Atlanta, Georgia, for the Renewal of the Police Department's Lease for License Plate Readers
Resolution - Flock Safety - License Plate Readers.docx
- e. Authorization for the Police Department to Apply for and Receive the FY2026 Statewide School Resource Officer (SRO) Program Grant
Resolution - Police Dept - School Resource Officer Grant Application.docx
- f. Renaming the North Ridge Trail to Honor Liane and Bill Russell
Renaming Application NRT-GD.Robbins.2025.pdf
Resolution - Rename North Ridge Trail.docx
- g. ETHRA Transit Service Provider Contract
2025.07.29 ORT Contract Negotiations Memo.pdf
Resolution 5-56-2025 - Authorizing Negotiations with ETHRA.pdf
Resolution - Approval of ETHRA Transit Contract.docx
FY2026-001 - ETHRA - Transit Contract - Final with Attachment A.pdf
- h. A Resolution to Approving a Memorandum of Understanding for the Wilson Street Redevelopment Project
Resolution - Wilson Street MOU.docx
MOU - JME LLC and M&P Land LLC - Wilson Street - Signed by M&P.pdf
FY2026-079 - EXHIBIT A.pdf

X. APPEARANCE OF CITIZENS
ALL CITIZENS ARE GIVEN 3 MINUTES

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

- a. Election of Two Student Representatives to the Environmental Quality Advisory Board
EQAB Student Representative Applications Redacted.pdf

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

XIII. SUMMARY OF CURRENT EVENTS

- a. CITY MANAGER'S REPORT
- b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

PROCLAMATION

WHEREAS, Cooperative Agreement of Labor and Management (C.A.L.M.) was founded in 1987 by representatives from Labor and Management at the Oak Ridge Reservation as a partnership between members of the Knoxville Building and Construction Trades Council and their signatory employers to develop and maintain skill-of-crafts; and

WHEREAS, the mission of CALM includes activities to promote positive labor-management initiatives, as well as development of increased construction employee apprenticeship training, advanced skills training, construction technical education, and safety education; and

WHEREAS, as current and future projects in the Oak Ridge area demand a larger workforce in the skilled craft areas, CALM started the East Tennessee Apprenticeship Readiness Program (E.T.A.R.P.) eight years ago, which is 100% free; and

WHEREAS, apprenticeships offer the opportunity of immediate employment – allowing participants learn while they earn; and

WHEREAS, the program includes a three-week construction readiness class at Roane State Community College which consists of construction math, Occupational Safety and Health and Green Construction certifications, along with CPR and First Aid; and

WHEREAS, the program also allows face-to-face meetings with union representatives from all sixteen Building Trade unions, and after graduation, CALM assists participants into full apprenticeships; and

WHEREAS, the East Tennessee Apprenticeship Readiness Program has a ninety percent job placement rate and just graduated its 200th student.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE, that the city hereby recognizes

COOPERATIVE AGREEMENT OF LABOR AND MANAGEMENT (C.A.L.M.)

for its vital contributions to the Oak Ridge community and its vital role in the economic growth of Oak Ridge and the surrounding areas.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 11th day of August in the year 2025.

WARREN L. GOOCH, MAYOR

PROCLAMATION

WHEREAS, William Jenkins “Bill” Wilcox, Jr., came to Oak Ridge in May, 1943 to work on the Manhattan Project and was assigned to the Chemistry Division of Y-12 supporting the electromagnetic separation of Uranium 235 that was used to create the “*Little Boy*” atomic bomb, thereby helping to end World War II; and

WHEREAS, Mr. Wilcox served in various technical and management positions at Y-12 and K-25, including technical assistant to three Presidents, before retiring from Martin Marietta in 1986, after retirement, he served as a management consultant specializing in strategic planning and executive leadership development for local and Washington, D.C. facilities and the Oak Ridge Schools; and

WHEREAS, Mr. Wilcox, who passed away on September 2, 2013, was a popular speaker on the history of the Manhattan Project, the Cold War, and the history of Oak Ridge, and, in recognition of his knowledge of Oak Ridge’s history and his keen interest in preserving that history for future generations, he was designated as the Oak Ridge City Historian in 2006; and

WHEREAS, as a member of the Oak Ridge Rotary Club, Mr. Wilcox initiated the concept of the *Secret City Commemorative Walk*, a monument built in 2005 which enshrines the names of Oak Ridge Manhattan Project workers and tells the history of Oak Ridge from 1942-1949 and dedicated enormous personal time and energy to preservation of the history of the K-25 Gaseous Diffusion Plant; and

WHEREAS, On August 23, 2025, the William J. Wilcox K-25 Interpretive Center will open to the public, honoring Mr. Wilcox’s memory and legacy, recognizing not only his career and service to Oak Ridge, but also his early and determined efforts to preserve the historic K-25 site for future generations; and

WHEREAS, Mr. Wilcox’s work laid the foundation for the new K-25 Interpretive Center and the fulfilling of its mission; and

WHEREAS, Mr. Wilcox will always be remembered as a passionate advocate for preserving Oak Ridge’s history, for his compassionate storytelling, and, of course, his signature bow ties, which are immortalized in the Bill Wilcox Bow Award presented annually by Aid to Families of Appalachian Counties (ADFAC).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE, that the city hereby pays tribute to

WILLIAM J. “BILL” WILCOX, JR.

and recognize him for his dedication to Oak Ridge history and his unceasing desire to share it with the world..

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 11th day of August in the year 2025.

WARREN L. GOOCH, MAYOR

OAK RIDGE CITY COUNCIL MEETING
Central Services Complex Courtroom
100 Woodbury Lane

July 14, 2025

Minutes

The regular meeting of the City Council of the City of Oak Ridge, Tennessee convened at 7:00 p.m. on July 14, 2025 with Mayor Warren Gooch presiding.

INVOCATION

The invocation was given by Pastor Robert May, Oak Ridge Family Bible Church.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the Sister City Middle School Student Exchange Program participants.

ROLL CALL

Upon roll call the following Councilmembers were present: Mayor Pro Tem Jim Dodson; Mayor Warren Gooch; Councilmember Derrick Hammond; Councilmember Charlie Hensley; Councilmember Charles J. Hope, Jr., and Councilmember Ellen Smith. Councilmember Gleason was absent.

Also present were Randy Hemann, City Manager; Tammy Rackard, City Attorney; and Mary Beth Hickman, City Clerk.

PROCLAMATIONS/PUBLIC RECOGNITIONS

City Council recognized the participants in the Sister City Middle School Student Exchange Program.

City Clerk Beth Hickman recognized Deputy City Clerk Valarie Luethge for achieving her state Municipal Clerk certification.

Lauren Gray recognized the 2025 City of Oak Ridge Summer Interns.

SPECIAL REPORTS

(NONE)

ELECTIONS/APPOINTMENTS

Janelle Bouknight was elected to the Beer Permit Board for a three-year term.

Sean Taylor was elected to the Disability Advisory Board for a three-year term.

Jessica Butler and David Brady were elected to the Environmental Quality Advisory Board for three-year terms.

Elected Karla Magnuson to the Recreation and Parks Advisory Board for a three-year term.

Mayoral Appointments to Anderson County Development Corporation Board of Directors and Oak Ridge Heritage Railroad Authority

Councilmember Smith moved to confirm the re-appointment of Richard Chinn, Sr. and Terri Daugherty to the Anderson County Development Corporation Board of Directors and Mike Magill to the Oak Ridge

Heritage Railroad Authority. Councilmember Hope seconded, and the motion was approved unanimously by voice vote with Councilmember Gleason being absent.

CONSENT AGENDA

The following item was removed from the Consent Agenda for discussion:

A RESOLUTION AMENDING RESOLUTION 2-22-2023 REGARDING CONTRACT FY2023-084-A WITH LAWSON LAWN CARE SERVICE, OAK RIDGE, TENNESSEE, TO INCREASE THE SCOPE OF WORK FOR THE ADDITION OF NEW STREETS TO BE MOWED AND FOR TEMPORARY INCREASED WORK DUE TO ROAD CONSTRUCTION AND UTILITY WORK, AND TO INCREASE THE COMPENSATION AMOUNT TO A TOTAL BASE AMOUNT NOT TO EXCEED \$367,464.29

Councilmember Hope moved for approval of the Consent Agenda as amended, and Councilmember Smith seconded. The motion was approved unanimously by voice vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch, and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Approval of the June 2 and June 9, 2025 City Council regular meeting minutes and the June 17, 2025 special meeting minutes

Resolution No. 7-82-2025

A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH NIXON POWER SERVICES TO REPAIR THE STANDBY GENERATOR AT THE TURTLE PARK WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$63,936.17.

Resolution No. 7-83-2025

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO MANSFIELD OIL COMPANY, GAINESVILLE, GEORGIA, FOR FURNISHING UNLEADED AND DIESEL FUEL FOR FISCAL YEAR 2026 IN THE ESTIMATED AMOUNT OF \$550,000.00.

Resolution No. 7-84-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH ENSAFE INC., KNOXVILLE, TENNESSEE, FOR ENVIRONMENTAL SITE ASSESSMENT AND SUPPORT SERVICES FOR BROWNFIELD SITE INVESTIGATION ON CITY-OWNED PROPERTY LOCATED AT 120 UNION VALLEY ROAD IN AN AMOUNT NOT TO EXCEED \$95,000.00.

Resolution No. 7-85-2025

A RESOLUTION AUTHORIZING BIDS IN AN AMOUNT NOT TO EXCEED \$5,989,650.00 FOR THE ANNUAL ORDER OF VARIOUS MATERIALS AS REQUIRED BY THE CITY DURING FISCAL YEAR 2026.

Resolution No. 7-86-2025

A RESOLUTION AUTHORIZING A CONSULTING SERVICES AGREEMENT WITH WINDROW PHILLIPS GROUP, NASHVILLE, TENNESSEE, FOR CONSULTING SERVICES IN THE AREA OF RELATIONS WITH THE STATE LEGISLATORS, AGENCIES, AND OFFICIALS FOR AGREED UPON PRIORITIES FOR THE CITY IN THE AMOUNT OF \$51,000.00 WITH AN ALLOWANCE OF UP TO \$600.00 FOR EXPENSES RELATED TO REGISTRATION WITH THE TENNESSEE ETHICS COMMISSION.

Resolution No. 7-87-2025

A RESOLUTION ADOPTING AMENDED BYLAWS AND AMENDED RULES AND PROCEDURES FOR THE TRADE LICENSING BOARD.

PUBLIC HEARING AND FIRST READING OF ORDINANCES

(NONE)

FINAL ADOPTION OF ORDINANCES

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED “THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE,” BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF DEVELOPMENT AREA 5 IN HORIZON CENTER INDUSTRIAL PARK OFF RENOVARE BOULEVARD (ROANE COUNTY CONTROL MAP 021 PARCEL 002.4), CONTAINING APPROXIMATELY 96.5 ACRES, FROM IND-2, INDUSTRIAL, TO IND-3, INDUSTRIAL.

Mayor Pro Tem Dodson moved for approval of the ordinance, and Councilmember Hammond seconded. Interim Planning and Development Director Jennifer Williams provided an overview of the ordinance and answered questions from Council.

Mayor Pro Tem Dodson moved to open the public hearing, and Councilmember Smith seconded. The motion was approved unanimously by voice vote with Councilmember Gleason being absent.

Doug Colclasure, 103 Monticello Road, spoke in opposition to the rezoning.

Ken Givens with BWX Technologies, 102 Mitchell Road, spoke in favor of the ordinance.

Councilmember Hensley moved to close the public hearing, and Councilmember Smith seconded. The motion was approved unanimously by voice vote with Councilmember Gleason being absent.

The ordinance failed by board vote with Councilmembers Hope, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmembers Smith, Hammond and Hensley voted “No,” and Councilmember Gleason was absent.

Ordinance No. 20-2025

AN ORDINANCE TO AMEND THE COMPREHENSIVE PLAN’S LAND USE PLAN FOR PARCELS 048.00, 049.00, 050.00, 051.00, 052.00, 053.00, 054.00, 055.00, and 056.00 ANDERSON COUNTY TAX MAP 106A GROUP B, LOCATED AT THE CORNER OF LAFAYETTE DRIVE AND SOUTH ILLINOIS AVENUE FROM R, RESIDENTIAL TO B, GENERAL BUSINESS.

Mayor Pro Tem Dodson moved for approval of the ordinance, and Councilmember Hensley seconded. Interim Planning and Development Director Jennifer Williams provided an overview of the ordinance and answered questions from Council.

Mayor Pro Tem Dodson moved to open the public hearing, and Councilmember Hope seconded. The motion was approved unanimously by voice vote with Councilmember Gleason being absent.

Doug Colclasure, 103 Monticello Road, spoke in opposition to the ordinance.

Rick Chinn, 101 Stonebridge Way, who is owner of the property, spoke in favor of the ordinance.

The ordinance was approved by Board vote with Councilmembers Hensley, Hope, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmembers Hammond and Smith voted “No,” and Councilmember Gleason was absent.

Ordinance No. 21-2025

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED “THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE,” BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF PARCELS 048.00, 049.00, 050.00, 051.00, 052.00, 053.00, 054.00, 055.00, AND 056.00 ANDERSON COUNTY TAX MAP 106A GROUP B, CONTAINING APPROXIMATELY 3.79 ACRES, FROM R-1-C/MDO, SINGLE FAMILY RESIDENTIAL DISTRICT, IN THE MANHATTAN DISTRICT OVERLAY, TO UB-1/PUD, UNIFIED GENERAL BUSINESS DISTRICT WITH A PLANNED UNIT DEVELOPMENT OVERLAY, AND APPROVING THE ASSOCIATED PLANNED UNIT DEVELOPMENT PRELIMINARY MASTER PLAN PROVIDED CERTAIN CONDITIONS

ARE MET; SAID PARCELS BEING LOCATED AT THE CORNER OF LAFAYETTE DRIVE AND SOUTH ILLINOIS AVENUE.

Mayor Pro Tem Dodson moved for approval of the ordinance, and Councilmember Hensley seconded. Interim Planning and Development Director Jennifer Williams provided an overview of the resolution and answered questions from Council.

Councilmember Hammond moved to open the public hearing. Councilmember Hope seconded, and the motion was approved unanimously by voice vote with Councilmember Gleason being absent.

Joy Henderson, 103 Paris Lane, spoke in opposition to the ordinance.

Rick Chinn, 101 Stonebridge Way, and owner of the property, spoke in favor of the ordinance and stated that he was in agreement with the recommendations made by Planning Commission and the Traffic Safety Advisory Board.

Mayor Gooch moved to call up the substitute ordinance, which incorporates the recommendations made by the Planning Commission and the Traffic Safety Advisory Board, and Mayor Pro Tem Dodson seconded. The motion was approved unanimously by voice vote with Councilmember Gleason being absent.

The ordinance was approved by board vote with Councilmembers Hensley, Hope, Mayor Gooch and Mayor Pro Tem Dodson voting "Aye." Councilmember Hammond and Councilmember Smith voted "No," and Councilmember Gleason was absent.

Ordinance No. 22-2025

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE, TITLE 1, TITLED "GENERAL ADMINISTRATION," CHAPTER 2, TITLED "MISCELLANEOUS," TO DELETE SECTION 1-201, TITLED "ADMINISTRATIVE ORGANIZATION OF THE CITY," AND REPLACE IT WITH A NEW SECTION 1-201, TITLED "ADMINISTRATIVE ORGANIZATION OF THE CITY," TO CHANGE THE NAME OF THE COMMUNITY DEVELOPMENT DEPARTMENT TO THE PLANNING AND DEVELOPMENT DEPARTMENT, TO CHANGE THE NAME OF THE PERSONNEL DEPARTMENT TO THE HUMAN RESOURCES DEPARTMENT, TO IDENTIFY WHICH DEPARTMENTS ARE SUPERVISED BY THE DEPUTY CITY MANAGER, AND TO CLARIFY THE PLACEMENT OF CITY COURT AND THE LEGAL DEPARTMENT WITHIN THE ORGANIZATION.

Mayor Pro Tem Dodson moved for approval of the ordinance, and Councilmember Smith seconded. City Manager Randy Hemann provided an overview of the ordinance and answered questions from Council.

The ordinance was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting "Aye." Councilmember Gleason was absent.

RESOLUTIONS

Resolution No. 7-88-2025

A RESOLUTION AMENDING RESOLUTION 2-22-2023 REGARDING CONTRACT FY2023-084-A WITH LAWSON LAWN CARE SERVICE, OAK RIDGE, TENNESSEE, TO INCREASE THE SCOPE OF WORK FOR THE ADDITION OF NEW STREETS TO BE MOWED AND FOR TEMPORARY INCREASED WORK DUE TO ROAD CONSTRUCTION AND UTILITY WORK, AND TO INCREASE THE COMPENSATION AMOUNT TO A TOTAL BASE AMOUNT NOT TO EXCEED \$367,464.29

Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Hope seconded. Interim Public Works Director Roger Flynn provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by voice vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting "Aye." Councilmember Gleason was absent.

Resolution No. 7-89-2025

A RESOLUTION AUTHORIZING THE TRANSFER OF TAX EQUIVALENTS FROM THE ELECTRIC FUND TO THE GENERAL FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2025, AND TO AUTHORIZE DISTRIBUTION OF THE ELECTRIC FUNDS BETWEEN THE CITY OF OAK RIDGE AND ANDERSON AND ROANE COUNTIES IN ACCORDANCE WITH STATE LAW.

Councilmember Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Hensley seconded. Finance Director Kari Bates provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-90-2025

A RESOLUTION TO AMEND THE FY2026 BUDGET AS PERMITTED BY STATE LAW TO MEET A CONDITION FOR APPROVAL OF THE ANNUAL BUDGET BY THE TENNESSEE COMPTROLLER OF THE TREASURY, SAID AMENDMENT TO INCREASE THE PROJECTED EXPENSES FOR THE WATERWORKS FUND TO ACCOUNT FOR INCREASES IN THE OPERATING REVENUES AND GRANT REVENUES FOR A NEW PROJECTED EXPENSES AMOUNT OF \$25,908,404.00.

Councilmember Hammond moved for approval of the resolution, and Councilmember Smith seconded. Finance Director Kari Bates provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-91-2025

A RESOLUTION CONCURRING WITH THE STATE'S CALCULATION OF THE EQUALIZED PROPERTY TAX RATE (\$1.3784) FOR THE CITY OF OAK RIDGE FOR BOTH THE ANDERSON COUNTY PORTION AND THE ROANE COUNTY PORTION FOR TAX YEAR 2025 AS DETERMINED BY THE TENNESSEE COMPTROLLER OF THE TREASURY.

Councilmember Hensley moved for approval of the resolution, and Councilmember Smith seconded. Finance Director Kari Bates provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by voice vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution 7-92-2025

A RESOLUTION AUTHORIZING PAYMENT TO THE OAK RIDGE SCHOOLS FOR LIGHTING IMPROVEMENTS TO KEVIN CALIA FIELD IN THE AMOUNT OF \$245,500.00

Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Smith seconded. Finance Director Kari Bates provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by Board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-93-2025

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH BARBERMcMURRY ARCHITECTS, KNOXVILLE, TENNESSEE, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE REPLACEMENT OF FIRE STATION #2 IN AN AMOUNT NOT TO EXCEED \$335,000.00.

Councilmember Smith moved for approval of the resolution, and Councilmember Hammond seconded. Fire Chief Travis Solomon provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-94-2025

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH BARBERMcMURRY ARCHITECTS, KNOXVILLE, TENNESSEE, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR A NEW ANIMAL SHELTER IN AN AMOUNT NOT TO EXCEED \$315,000.00.

Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Smith seconded. Police Chief Robin Smith provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-95-2025

A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN FOR PROGRAM YEAR 2025 (PY2025) AND THE PROPOSED ALLOCATIONS OF CDBG FUNDS ESTIMATED AT \$211,245.00, AND AUTHORIZING THE APPROVAL OF CDBG SUBSTANTIAL AMENDMENTS TO THE CITY’S THREE-YEAR CONSOLIDATED PLAN FOR 2023-2025 AND THE ANNUAL ACTION PLAN FOR PROGRAM YEAR 2024 (PY2024).

Councilmember Smith moved for approval of the resolution, and Councilmember Hammond seconded. Interim Planning and Development Director Jennifer Williams provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-96-2025

A RESOLUTION AUTHORIZING THE TRANSFER OF THE RESIDENTIAL PROPERTY LOCATED AT 204 WALTHAM PLACE, OAK RIDGE, TENNESSEE, TO THE OAK RIDGE LAND BANK CORPORATION FOR DISPOSITION AS SET FORTH IN RESOLUTION 11-108-2013.

Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Hensley seconded. Interim Planning and Development Director Jennifer Williams provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-97-2025

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH PATTERSON AND DEWAR ENGINEERS, INC., OF GALLATIN, TENNESSEE, FOR CONSULTING SERVICES AND SUPPORT RELATED TO THE STUDY, DESIGN, AND IMPLEMENTATION OF THE CITY’S ELECTRIC GRID MODERNIZATION, IMPROVEMENT, AND EXPANSION PROJECTS OVER THE NEXT TWO (2) FISCAL YEARS (THROUGH JUNE 30, 2027) IN AN AMOUNT NOT TO EXCEED \$1,675,000.00.

Mayor Gooch moved for approval of the resolution, and Councilmember Smith seconded. Electric Director Dave Cross provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-98-2025

A RESOLUTION TO AMEND RESOLUTIONS 2-19-2021 AND 9-103-2022 TO INCREASE COMPENSATION TO THE PROFESSIONAL SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP (FY2023-039) FOR CONSTRUCTION ADMINISTRATION AND RESIDENT OBSERVATION DURING CONSTRUCTION OF THE NEW WATER TREATMENT PLANT AND TRANSMISSION MAIN BY \$1,654,500.00 FOR A NEW NOT TO EXCEED AMOUNT OF \$4,388,400.00, AND TO EXTEND THE PROFESSIONAL SERVICES AGREEMENT TERM TO RUN CONCURRENTLY WITH CONSTRUCTION AND UNTIL ALL SERVICES UNDER THE SCOPE ARE COMPLETE.

Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Smith seconded. Interim Public Works Director Roger Flynn provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-99-2025

A RESOLUTION APPROVING A CONTRACT WITH BACKFLOW SPECIALTY COMPANY, INC., POWELL, TENNESSEE, FOR BACKFLOW PREVENTER TESTING SERVICES IN THE AMOUNT OF \$77,875.00.

Councilmember Smith moved for approval of the resolution, and Councilmember Hammond seconded. Interim Public Works Director Roger Flynn provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-100-2025

A RESOLUTION APPROVING AN AGREEMENT WITH RAY EVANS FOR ECONOMIC DEVELOPMENT SERVICES IN THE AMOUNT OF \$55,080.00 FOR FISCAL YEAR 2026.

Councilmember Hensley moved for approval of the resolution, and Councilmember Smith seconded. City Manager Randy Hemann provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

Resolution No. 7-101-2025

A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY AND THE OAK RIDGE CONVENTION AND VISITORS BUREAU (CVB) FOR THE PROVISION OF SERVICES AND MATERIALS TO PROMOTE TOURISM IN OAK RIDGE FOR FISCAL YEAR 2026 IN AN AMOUNT NOT TO EXCEED \$592,275.00.

Mayor Pro Tem Dodson moved for approval of the resolution, and Councilmember Smith seconded. City Manager Randy Hemann provided an overview of the resolution and answered questions from Council.

The resolution was approved unanimously by board vote with Councilmembers Hammond, Hensley, Hope, Smith, Mayor Gooch and Mayor Pro Tem Dodson voting “Aye.” Councilmember Gleason was absent.

APPEARANCE OF CITIZENS

Marian Wildgruber, 122 Connors Drive, requested an update from City Council on the status of the multi-modal contract. She also thanked the City for its participation along with United Way in the All Abilities Fair to be held on October 18th.

ANNOUNCEMENTS AND SCHEDULING

The City Council work session originally scheduled for July 22nd has been postponed to July 29th.

COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

Councilmember Smith requested clarification that Fairbanks Road will retain its name. She also requested on behalf of some residents that the LED lights in the street lights be a little less blue.

Councilmember Hensley requested information on how the name of East Fork Road can be changed to East Fork Greenway and also what uses are being proposed for the former Bull Run site.

SUMMARY OF CURRENT EVENTS

(NONE)

CITY MANAGER'S REPORT

City Manager Randy Hemann provided a presentation to City Council outlining the status of current projects and recognizing new employees.

CITY ATTORNEY'S REPORT

(NONE)

ADJOURNMENT: 9:13 p.m.

Mary Beth Hickman, City Clerk

APPROVED BY CITY COUNCIL
August 9, 2025

Warren L. Gooch, Mayor

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Travis Solomon , Fire Chief

SUBJECT: A Resolution to Authorize the Purchase of Annual Ordering for Personal Protective Equipment

Introduction

An item for City Council's consideration is a resolution authorizing the Fire Department to purchase personal protective equipment (Fire Bunker Gear and miscellaneous fire equipment from Municipal Emergency Services (MES), Inc., located in Charlotte, North Carolina. The total estimated cost will not exceed \$130,000.

Funding

Part of the funds for this purchase will come from Anderson County Government and the remainder from the City's FY26 Fire Department Budget. Anderson County Government approved \$50,000 to be provided to every fire department in the county, which included the municipal fire departments.

Background

The Fire Department provides personal protective equipment (PPE), which includes all the firefighting protective equipment in accordance with the recommendation of the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA). In order to meet the standards, the department must purchase 12 to 16 sets of PPE (bunker pants, coats, hoods, gloves, and boots) each year.

The Protective equipment (Bunker Gear) is being purchased from a qualified Government Purchasing Organization (GPO) bid package in accordance with state and local purchasing requirements. The City desires to utilize their membership in Fire Rescue GPO/NPPGov for this purchase (Membership Approved by Resolution: 3-30-2023).

Recommendation

Staff recommends approval of the attached resolution.

Attachments:

[Resolution - Annual Order - Personal Protective Equipment for Fire Dept.docx](#)

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING AN AWARD TO MUNICIPAL EMERGENCY SERVICES, INC., CHARLOTTE, NORTH CAROLINA, THROUGH THE NPPGOV PURCHASING COOPERATIVE, FOR FURNISHING PERSONAL PROTECTIVE EQUIPMENT AND UNIFORMS FOR FIRE DEPARTMENT STATION-BASED EMPLOYEES FOR FISCAL YEAR 2026 IN AN AMOUNT NOT TO EXCEED \$130,000.00.

WHEREAS, Tennessee Code Annotated § 12-3-1205(b) provides that local governments may participate in cooperative purchasing agreements by adopting a resolution accepting the terms of the master agreement; and

WHEREAS, by Resolution 3-30-2023, City Council authorized the City's participation in is the NPPGov purchasing cooperative; and

WHEREAS, the City desires to purchase personal protective equipment (fire bunker gear) and uniforms for Fire Department station-based employees for Fiscal Year 2026 from Municipal Emergency Services, Inc., Charlotte, North Carolina, through the NPPGov purchasing cooperative; and

WHEREAS, for compliance with National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) recommendations, the Fire Department will need to purchase twelve (12) to sixteen (16) sets of personal protective equipment and uniforms each year; and

WHEREAS, the City Manager recommends award be made to Municipal Emergency Services; Inc., Charlotte, North Carolina, through the NPPGov purchasing cooperative.

NOW, THEREFORE, BE RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to purchase personal protective equipment and uniforms for Fire Department station-based employees for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) from Municipal Emergency Services, Inc., Charlotte, North Carolina, through the NPPGov purchasing cooperative, in an amount not to exceed \$130,000.00.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Travis Solomon , Fire Chief

SUBJECT: A Resolution to Authorize the Purchase of Annual Ordering for Uniforms

Introduction

An item for City Council's consideration is a resolution authorizing the Fire Department to purchase uniforms for the employees from various vendors, which include but not limited to Municipal Emergency Services (MES), Inc., located in Charlotte, North Carolina, Summitt Uniforms located in Knoxville, TN, 5.11 Store located in Knoxville, TN, and Simply Unique located in Wartburg, TN. The total estimated cost for all vendors will not exceed \$60,000.

Funding

The funds required to accomplish the equipment purchases are currently available in the FY26 Fire Department Budget.

Background

The Fire Department requires personnel to wear uniforms for daily operations in accordance with the departmental policy. Most of these uniforms are purchased through Municipal Emergency Services (MES); however, there are times when the purchase of specific pieces of uniforms must be purchased at other vendors because of better pricing and availability.

Uniforms purchased through MES are from a qualified Government Purchasing Organization (GPO) bid package in accordance with state and local purchasing requirements. The City desires to utilize their membership in Fire Rescue GPO/NPPGov for this purchase (Membership Approved by Resolution: 3-30-2023).

Recommendation

Staff recommends approval of the attached resolution.

Attachments:

[Resolution - Fire Dept - Uniforms.docx](#)

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING THE FIRE DEPARTMENT TO PURCHASE UNIFORM ITEMS FOR FISCAL YEAR 2026 FROM MUNICIPAL EMERGENCY SERVICES INC., SUMMIT UNIFORMS, 5.11, SIMPLY UNIQUE, AND OTHER QUALIFIED VENDORS IN AN AMOUNT NOT TO EXCEED \$60,000.00.

WHEREAS, the Fire Department requires the purchase of uniform items during Fiscal Year 2026 (July 1, 2025 through June 30, 2026) that, in aggregate, will exceed the City Manager's purchasing authority; and

WHEREAS, the Fire Department requests City Council's approval to expend the budgeted amount of \$60,000.00 for Fiscal Year 2026 from various vendors after utilizing the City's competitive bidding process; and

WHEREAS, most of the Fire Department's uniform items are purchased through Municipal Emergency Services Inc., utilizing the NPPGov purchasing cooperative of which the City is a member as authorized by Resolution 3-30-2023; and

WHEREAS, there are times when the purchase of specific uniform items is better suited from local vendors due to better pricing and availability, or when purchases are needed outside of a normal bulk order such as for new hires; and

WHEREAS, in Fiscal Year 2025, the Fire Department purchased uniform items from Municipal Emergency Services Inc., Summit Uniforms in Knoxville, the 5.11 store in Knoxville, and Simply Unique in Wartburg; and

WHEREAS, the City Manager recommends authorization to purchase uniforms for the Fire Department from these and other qualified vendors after utilization of competitive bidding process throughout Fiscal Year 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to purchase uniforms for the Fire Department from Municipal Emergency Services Inc., Summit Uniforms, 5.11, Simply Unique, and other qualified vendors after utilization of the City's competitive bidding process throughout Fiscal Year 2026 (July 1, 2025 through June 30, 2026) in an amount not to exceed \$60,000.00.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Travis Solomon , Fire Chief

SUBJECT: A Resolution to Authorize the Purchase of Six (6) Self-Contained Breathing Apparatus (SCBA) w/ Extra Cylinders

Introduction

An item for City Council's consideration is a resolution authorizing the City to purchase six (6) Self-Contained Breathing Apparatus (SCBA) and extra cylinders in an amount not to exceed \$68,934 from Municipal Emergency Services utilizing Sourcewell Purchasing Cooperative that was previously approved by City Council by resolution 3-21-2018, with name change to Sourcewell being reported through resolution 10-113-2019. (Membership ID#: 129685).

Funding

Funding for this item will come from the equipment replacement fund.

Background

The six sets of Self-Contained Breathing Apparatus (SCBA) continues the replacement program of our current sets. In accordance with NFPA, OSHA, and NIOSH, these devices are required and are utilized to protect the respiratory system during hazardous operations, such as fire suppression and hazmat incidents. This personal protective equipment is crucial to the safety of our personnel. In order to save on cost, the City will be placing the order along with other departments in the region.

Recommendation

Approval of the attached resolution is recommended.

Attachments:

[SCBA 1 Page.pdf](#)

[Resolution - Purchase of Self-Contained Breathing Apparatus.docx](#)

Built to last. Engineered to perform.

Integrated Drag Rescue Loop

provides a horizontal pull strength of 1,000 lbs. to assist with rescuing a downed firefighter.

Low-profile SCBA

designed to help minimize snag points when working in tight spaces.

Rugged Wireformed Backframe

maintains a low-profile design and is engineered for improved usability, durability, and serviceability.

Redundant Safety Features

including the dual-redundant pressure reducer are designed to help the SCBA perform, while also providing firefighters peace of mind.

“Buddy” Lights

help enable a 360° view of the firefighter’s air pressure and PASS status.

NUMBER _____

RESOLUTION

A RESOLUTION TO APPROVE THE PURCHASE OF SIX (6) SELF-CONTAINED BREATHING APPARATUS (SCBA) AND EXTRA CYLINDERS FROM MUNICIPAL EMERGENCY SERVICES, INC., CHARLOTTE, NORTH CAROLINA, THROUGH THE SOURCEWELL PURCHASING COOPERATIVE IN AN AMOUNT NOT TO EXCEED \$68,934.00.

WHEREAS, Tennessee Code Annotated § 12-3-1205(b) provides that local governments may participate in cooperative purchasing agreements by adopting a resolution accepting the terms of the master agreement; and

WHEREAS, by Resolution 3-21-2018, the City became a participating member in the National Joint Powers Alliance (NJPA) purchasing cooperative, whose name has now changed to Sourcewell (which name change was noted by Resolution 10-113-2019); and

WHEREAS, the City desires to purchase technical rescue equipment for the Fire Department, which includes six (6) Self-Contained Breathing Apparatus (SCBA) and extra cylinders for Fiscal Year 2026 from Municipal Emergency Services, Inc., Charlotte, North Carolina, through the Sourcewell purchasing cooperative, which equipment is crucial to the safety of Fire Department personnel; and

WHEREAS, the City Manager recommends an award be made to Municipal Energy Services, Inc., of Charlotte, North Carolina, through the Sourcewell purchasing cooperative.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to purchase six (6) Self-Contained Breathing Apparatus (SCBA) and extra cylinders pack from Municipal Emergency Services, 6701-C Northpark Boulevard, Charlotte, North Carolina 28216, through the Sourcewell purchasing cooperative, in amount not to exceed \$68,934.00.

BE IT FURTHER RESOLVED that the City Manager and/or Mayor are authorized to enter into the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Elizabeth Smith , HR Benefits Administrator

THROUGH: Eric Ault, Personnel Director

SUBJECT: Employee Basic Term Life, Employee Basic Accidental Death and Dismemberment (ADD), Basic Dependent Life, Supplemental Life, Accident Insurance, Critical Illness, Hospital Indemnity and Long-Term Disability Policies Renewal with The Hartford for Fiscal Years 2026 and 2027.

Introduction

An item for City Council's consideration is the approval of the attached resolution for renewal of Employee Basic Term Life, Employee Basic Accidental Death and Dismemberment, Basic Dependent Life, Supplemental Life, Accident Insurance, Critical Illness, Hospital Indemnity, and Long-Term Disability policies with The Hartford for Fiscal Year 2026 and optional renewal for Fiscal Year 2027, in an estimated total amount not to exceed \$140,000 annually.

Funding

Funding for this is provided for in the FY2026 budget.

Background

The City of Oak Ridge has provided Employee Basic Term Life, Employee Basic Accidental Death and Dismemberment (ADD), Basic Dependent Life, Supplemental Life, and Long-Term Disability policies as fringe benefits since at least 1990. The City of Oak Ridge has been contracted with The Hartford since 2014 to provide these services. During the last renewal, Resolution 5-53-2023 authorized an increase in Basic Life and Basic ADD from \$30,000 to \$50,000 and Dependent Life from \$12,000 to \$20,000. This Resolution also introduced four new products available to employees: Supplemental ADD, Accident Insurance, Critical Illness, and Hospital Indemnity.

The total estimated cost per year is \$290,000. The City-paid portion of this total is \$140,000 and the employee-paid portion is \$150,000. These projections are based on a current enrollment of 420 Regular Full-Time employees. There is no rate increase for any of the aforementioned policies for FY26, however, City-paid cost can be subject to increase due to increases in regular full-time employees and/or increases in base salary.

Staff is requesting approval to continue these services with the Hartford for FY2026 as well as

an optional 1-year extension for FY2027.

Recommendation

Approval of the attached resolution is recommended.

Attachments:

[City Of Oak Ridge - Hartford Life Renewal FY26.pdf](#)

[FY26 Projections.pdf](#)

[Resolution - Hartford Insurance.docx](#)



May 2, 2025

City Of Oak Ridge
200 South Tulane
Oak Ridge, TN 37830

Re: July 1, 2025 Renewal Information for Your Group Insurance Benefits with The Hartford¹

Dear Janice M Harris:

For more than 200 years, companies like yours have trusted us to help them protect and grow their businesses. We are committed to delivering an industry-leading Group Benefits experience – with solutions that meet your insurance challenges and employee benefits that help make your company an attractive and motivating place to work.

Thank you for giving The Hartford the opportunity to provide benefits to the employees of City Of Oak Ridge. We are committed to enhancing your employees' financial security and helping you provide attractive benefits. We look forward to renewing the Life, Disability and Voluntary at this time.

To determine the renewal rate, The Hartford analyzes a variety of factors to ensure that you receive excellent benefits and valuable service at a competitive and affordable price. A careful review is conducted of your demographic information, industry classifications, experience results, and overall benefit package.

We have completed a comprehensive review of your benefit plan in order to determine the appropriate funding level for the upcoming new policy period, beginning July 1, 2025. The chart below summarizes the detailed renewal rate information. These renewal rates require that all coverage lines are renewed as a package.

Coverage and Policy Number	Volume	Current Rate	* Current Monthly Premium	Renewal Rate as of 07/01/2025	* Renewal Monthly Premium	Monthly Premium Change	Rate Guaranteed Until
Basic Life - 874624G	18,400,000	\$ 0.13 per 1000	\$ 2,392	No Change	No Change	\$ 0	07/01/2027
Basic Dep. Life - 874624G	278	\$ 4.95 per unit	\$ 948	No Change	No Change	\$ 0	07/01/2027
Supp. Life - 874624G	18,620,000	No Change to Step Rates	\$ 7,340	No Change	No Change	\$ 0	07/01/2027
Basic ADD - 874624G	18,400,000	\$ 0.028 per 1000	\$ 515	No Change	No Change	\$ 0	07/01/2027
Supp. ADD - 874624G	18,620,000	\$ 0.03 per 1000	\$ 559	No Change	No Change	\$ 0	07/01/2027
LTD - 874624G	1,689,095	\$ 0.372 per 100	\$ 6,283	No Change	No Change	\$ 0	07/01/2027
ACC - 874624G	75	No Change to Step Rates	\$ 1,298	No Change	No Change	\$ 0	07/01/2027
HI - 874624G	78	No Change to Step Rates	\$ 927	No Change	No Change	\$ 0	07/01/2027
CI - 874624G	65	No Change to Step Rates	\$ 1,683	No Change	No Change	\$ 0	07/01/2027

We appreciate your business and look forward to being your group benefits carrier of choice for many years to come.



Sincerely,

Mark Anthony
Account Executive, Group Benefits
The Hartford
810 Crescent Center Drive
Suite 200
Franklin, TN 37067
Phone: 866-371-1554

* For policies that are list-billed by The Hartford, premium and volumes are based on the most recent list bill. For policies that are self-administered, premiums and volumes are based on the most recent census information that we have on file.

With this rate structure the employer may be electing to partially support employer paid coverages with the rate for the employee paid coverages. This means that premiums paid for one coverage may cover the cost of another coverage under the Plan. When we quote rates with such partial support between the employee paid and employer paid coverages we do so with the understanding that the employer and employee coverages are part of a single ERISA plan sponsored by the employer and that the employer has determined that the rate structure is consistent with information provided to employees and with its ERISA obligations. For those cases that are not governed by ERISA, we are quoting the rates with the understanding that the employer has determined the rate structure is consistent with the information provided to employees. If our understanding is not accurate, please contact us.

Services are offered through vendors which are not affiliated with The Hartford and these services are not insurance. The Hartford is not responsible and assumes no liability for the goods and services described in this material and reserves the right to discontinue any of these services at any time. Services may vary and may not be available in all states. Visit <http://www.TheHartford.com/employee-benefits/value-added-services> for more information.

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This renewal includes one or more products, which are issued on the following forms: Accident Form Series includes GBD-2000, GBD-2300, or state equivalent. Accidental Death and Dismemberment Form Series GBD-1000 and GBD-1300, or state equivalent. Critical Illness Form Series includes GBD-2600, GBD-2700, or state equivalent. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. Life Form Series includes GBD-1000, GBD-1100, Z-PORT, or state equivalent. Hospital Indemnity Form Series includes GBD-2800, GBD-2900, or state equivalent. Group Retiree Health Form Series includes GBD-2400, GBD-2500, or state equivalent. In NY, Statutory Disability Form Series includes GBD-1850, or state equivalent and Statutory Family Leave Form Series includes GBD-1851, or state equivalent. For HI and NJ Temporary Disability Form Series includes GBD-1850, or state equivalent. Blanket Accident Form Series Includes BTA-1000, BTA-1300, BSR-1000, BSR-1200, or state equivalent.

FY26 Estimated Annual Total Cost - 420 Employees

Life Policies	Employer Paid	Employee Paid
Employee Basic Life	\$ 36,000.00	\$ -
Employee ADD	\$ 7,200.00	\$ -
Long Term Disability	\$ 96,000.00	\$ -
Basic Dependent Life	\$ -	\$ 9,600.00
Supplemental Life	\$ -	\$ 72,000.00
Supplemental ADD	\$ -	\$ 10,800.00
Accident Insurance	\$ -	\$ 18,000.00
Critical Illness	\$ -	\$ 24,000.00
Hospital Indemnity	\$ -	\$ 10,800.00
Life	\$ 43,200.00	\$ -
Long Term Disability	\$ 96,000.00	\$ -
Employee Life	\$ -	\$ 92,400.00
Suppe Life	\$ -	\$ 52,800.00
	\$ 139,200.00	\$ 145,200.00
Estimated Annual Total Cost	\$	284,400.00

Basic Life/ADD per Employee:	\$ 102.86	Annual Average
LTD per Employee:	\$ 228.57	

For Accounts Payable:

Life & LTD Invoice	\$ 231,600.00
Suppe Life Invoice	\$ 52,800.00
	\$ 284,400.00

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND MAKING AN AWARD TO THE HARTFORD FOR EMPLOYEE BASIC LIFE INSURANCE, EMPLOYEE BASIC ACCIDENTAL DEATH AND DISMEMBERMENT, BASIC DEPENDENT LIFE INSURANCE, SUPPLEMENTAL LIFE INSURANCE, ACCIDENT INSURANCE, CRITICAL ILLNESS, HOSPITAL INDEMNITY, AND LONG TERM DISABILITY INSURANCE FOR FISCAL YEAR 2026 AND FISCAL YEAR 2027 IN THE ESTIMATED AMOUNT OF \$140,000.00 PER YEAR.

WHEREAS, the City of Oak Ridge has a need for certain routine materials, equipment, and services during Fiscal Year 2026 (July 1, 2025 through June 30, 2026) that do not lend themselves to the normal competitive bidding procedure; and

WHEREAS, The Hartford has been the City's provider for life, dependent life, accidental, supplemental life, and long-term disability insurance for City employees since 2014 providing competitive and favorable rates; and

WHEREAS, by Resolution 5-53-2023, City Council authorized an award to The Hartford for Fiscal Year 2024, with a renewal for Fiscal Year 2025, at an estimated amount of \$120,000.00 annually and added four more benefit options; and

WHEREAS, the total estimated cost per year is \$290,000.00, which is made up of the City-paid portion estimated at \$140,000.00 and the employee-paid portion estimated at \$150,000.00, with said estimations based on a current enrollment of 420 regular full-time City employees; and

WHEREAS, there is no rate increase for any of the policies for Fiscal Year 2026, however, the City-paid cost can increase due to increases in regular full-time employees and/or increases in base salaries; and

WHEREAS, the City Manager recommends that competitive bids be waived, and the award be made to The Hartford for Fiscal Year 2026 with an optional one-year renewal for Fiscal Year 2027.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager that competitive bids be waived is approved and award is hereby made to The Hartford for employee basic term life insurance, employee basic accidental death and dismemberment insurance, basic dependent life insurance, supplemental life insurance, accident insurance, critical illness, hospital indemnity, and long-term disability insurance for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) in the estimated amount of \$140,000.00.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to exercise the one-year renewal option at the same rates for Fiscal Year 2027 (July 1, 2026 through June 30, 2027) should services be satisfactory and sufficient funds are budgeted.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Julie Forkner , Library Director

THROUGH: Tom Pessemier, Deputy City Manager

SUBJECT: A Resolution Authorizing the Purchase of Library Books from Various Vendors in Keeping with the City's Competitive Bidding Process

Introduction

Due to supply chain issues in the publishing industry, many of the materials needed at the library are not readily available from our contracted vendor, Baker and Taylor. Oak Ridge Public Library needs permission to purchase books, DVDs, and CD-Books from whichever vendor can supply the needed items when they are first available at the most competitive price.

Funding

All funding for this item is covered in the FY 2026 budget for Oak Ridge Public Library Books and Educational Materials.

Background

Baker and Taylor is currently the contracted vendor for library materials in an amount up to \$65,000. However, since Baker and Taylor is not currently able to provide the materials we need when we need them, the library needs permission to purchase from the various vendors, also competitively priced, in order to provide materials in a timely manner. The amount per vendor will not exceed \$50,000 and the total amount spent on library materials will not exceed the authorized budget.

Recommendation

Staff recommends approving the attached resolution.

Attachments:

[Resolution - Library Books.docx](#)

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING THE LIBRARY TO PURCHASE BOOKS, DVDS, AND CD-BOOKS, FOR FISCAL YEAR 2026 FROM BAKER AND TAYLOR, INGRAM, MCNAUGHTON, THORNDIKE, AND OTHER QUALIFIED VENDORS IN AN AMOUNT NOT TO EXCEED \$78,000.00.

WHEREAS, the Library purchases books, DVDs, and CD-books on an annual basis; and

WHEREAS, by Resolution 6-51-2020, City Council authorized the Library to purchase up to \$65,000.00 annually from Baker and Taylor, which company was selected after a competitive bidding process; and

WHEREAS, Resolution 6-51-2020 authorized said purchases for Fiscal Year 2021 with up to nine (9) renewal options; and

WHEREAS, the Library has been utilizing Baker and Taylor for library material purchases since Fiscal Year 2021, however, roughly fifty-to-sixty percent (50-60%) of the Library's monthly materials orders have been cancelled due to unavailability from this vendor and other vendors must be used such as Ingram, McNaughton, and Thorndike which vendors are selected after following the City's competitive bidding requirements; and

WHEREAS, while no one vendor is anticipated to exceed the City Manager's purchasing authority during Fiscal Year 2026, it is possible the other vendors may collectively exceed the City Manager's purchasing authority as it is unknown what materials will and will not be available from Baker and Taylor; and

WHEREAS, the Library is seeking authorization to utilize the competitive bidding process throughout Fiscal Year 2026 when needed to purchase library materials from other vendors and will collectively not exceed \$78,000.00 including purchases made from Baker and Taylor; and

WHEREAS, the City Manager recommends authorization to purchase materials for the Library from qualified vendors after utilization of competitive bidding process throughout Fiscal Year 2026 in an amount not to exceed \$78,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to purchase books, DVDs, and CD-books for the Library from Ingram, McNaughton, Thorndike, and other qualified vendors after utilization of the City's competitive bidding process throughout Fiscal Year 2026 (July 1, 2025 through June 30, 2026), in addition to Baker and Taylor who is authorized by Resolution 6-51-2020; said amount to collectively not exceed \$78,000.00.

BE IT FURTHER RESOLVED that the total expenditure of funds authorized by this resolution includes the authorized funding granted by Resolution 6-51-2020 to Baker and Taylor.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Jennifer Williams , Interim Planning and Development Director

SUBJECT: Land Use Plan Map Amendment: Inn Lane (Parcel Numbers 105D A 008.00, 009.00, 010.00, and 012.00), B - General Business to R - Residential

Introduction

An item for City Council's consideration is an ordinance to amend the Land Use Plan map for Parcels 105D A 008.00, 009.00, 010.00, and 012.00 from their current designation of B - General Business to R - Residential.

Funding

There is no funding associated with this item.

Background

This Land Use Plan map amendment coincides with a rezoning request for four properties on Inn Lane. The request is to rezone the property from B-2 General Business District to R-4 High Density Residential District, and is covered in a separate agenda item/ordinance. The City's Land Use Plan identifies this area as 'B' General Business, congruous with the B-2 zoning designation. However, three of the lots contain multifamily buildings that were constructed in the 1960s and 1980s. The fourth is vacant. All four properties were recently purchased by a new owner, who wishes to develop the vacant lot into additional multifamily development.

Additional analysis of the site can be found in the staff memo for the rezoning request. At their July 17, 2025 business meeting the Planning Commission voted 9-0 to recommend approval of the Land Use Plan map amendment.

Recommendation

Approval of the attached ordinance is recommended.

Attachments:

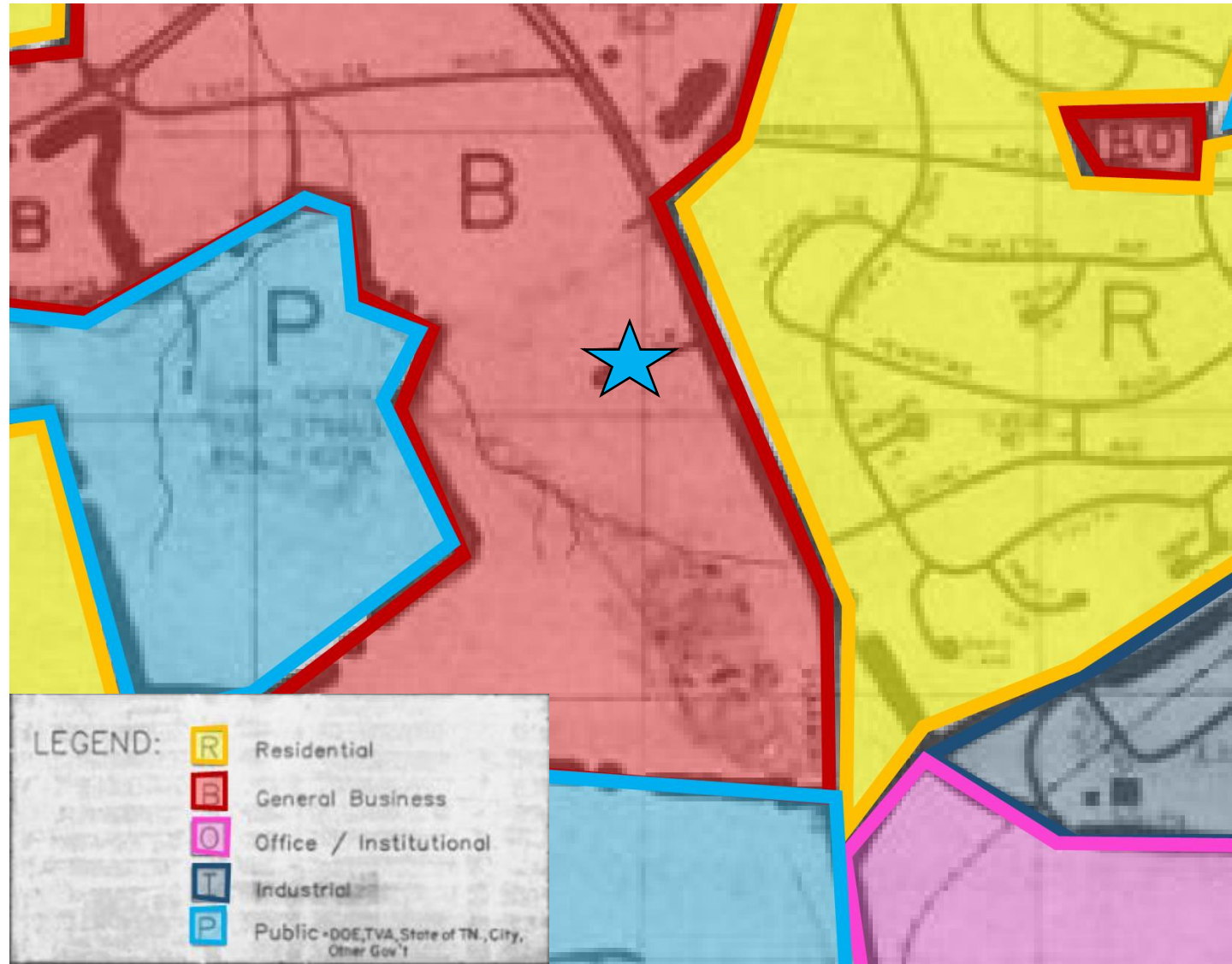
[Land Use Plan - Inn Lane](#)

[Ordinance - Land Use Plan Amd - Parcels at Inn Lane.docx](#)

Comprehensive Plan – Land Use Plan

106D A – 008.00, 009.00, 010.00, and 012.00

B - General Business to R - Residential



TITLE

AN ORDINANCE TO AMEND THE COMPREHENSIVE PLAN'S LAND USE PLAN FOR PARCELS 008.00, 009.00, 010.00, AND 012.00 ANDERSON COUNTY TAX MAP 105D GROUP A, LOCATED ON INN LANE FROM B, GENERAL BUSINESS TO R, RESIDENTIAL.

WHEREAS, the following change has been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same; and

WHEREAS, a public hearing thereon has been held as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE TENNESSEE:

Section 1. The Comprehensive Plan's Land Use Plan is hereby amended as follows:

<u>Property Description</u>	<u>Location</u>	<u>Present Land Use Plan Description</u>	<u>New Land Use Plan Description</u>
Parcels 008.00, 009.00, 010.00, and 012.00 Anderson County Tax Map 105D, Group A	Inn Lane	B, General Business	R, Residential

Section 2. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

Publication Date: _____
First Reading: _____
Public Hearing: _____
Publication Date: _____
Second Reading: _____

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Jennifer Williams , Interim Planning and Development Director

SUBJECT: Rezoning Request: Inn Lane (Parcels 105D A 008.00, 009.00, 010.00, and 012.00) B-2 General Business District to R-4 Multiple Family Residential District

Introduction

An item for City Council's consideration is a rezoning request for 4 properties off Inn Lane from B-2 General Business District to R-4 High Density Residential District.

Funding

There is no funding associated with this item.

Background

The 4 Inn Lane parcels in question are located off S Illinois Avenue, located in between DOE's NOAA facility on one side and Outback Steakhouse and Staybridge Suites Hotel on the other. One of the four properties is vacant. The other three contain multifamily buildings that were constructed in the 1960s and 1980s. All four properties were recently purchased by a new owner, who wishes to develop the vacant lot into additional multifamily development. All four lots are currently zoned B-2, which is of interest because multifamily dwellings are not allowed in the modern-day B-2 zone unless they are part of a mixed-use development.

Historical zoning maps and ordinances reveal that these properties appear to have been zoned B-2 since 1959, and a 1970's copy of the zoning ordinance reveals that at that time "apartment hotels" were allowed in the B-2 district. If the existing buildings were identified as "apartment hotels" when they were constructed, then the three multifamily buildings are legally nonconforming. However, the new owner is not permitted to construct additional multifamily units on the vacant lot without a zoning change. Therefore, the owner has requested all four lots be zoned R-4 High Density Residential District.

Six other lots which border Inn Lane are not included in this rezoning request and would continue to be zoned B-2.

Analysis

The following criteria were used to evaluate the rezoning request:

1. **Is the proposed zoning district consistent with the City's Comprehensive Plan?**
The City's Land Use Map defines this area as 'B' Business, meaning a change to 'R' Residential will be required.
2. **Are there substantial changes in the character of development in or near the area under consideration that support the proposed rezoning?** The character of this area already closely matches the R-4 zoning district. In addition to multifamily development, the R-4 district allowed offices, hotels, medical facilities, and government uses.
3. **Is the character of the area suitable for the uses permitted in the proposed zoning district and is the proposed zoning district compatible with surrounding zoning and uses?** Yes, as noted above, not only does the R-4 zoning district allow for the proposed multifamily residential use, it also allows for other uses very similar in character to those already present in the surrounding area.
4. **Will the proposed rezoning create an isolated district unrelated to adjacent and nearby districts?** No. The district will be ~7.9 acres, and therefore expansive enough to warrant a zoning designation that differs from adjacent districts.
5. **Are public facilities and services adequate to accommodate the proposed zoning district?** Yes. Public facilities already serve the existing multifamily buildings and are available to serve the vacant lot.
6. **Would the requested rezoning have environmental impacts?** For the vacant property, environmental impacts will be thoroughly studied during the Site Plan phase of the project. Any development would be required to comply with the City's Stormwater Ordinance, Flood Ordinance, and all requirements of the Tennessee Department of Environment and Conservation.

At their July 17, 2025 business meeting the Planning Commission voted 9-0 to recommend approval of the rezoning request.

Recommendation

Approval of the attached ordinance is recommended.

Attachments:

[Inn Lane Rezoning Application Materials](#)

[Inn Lane Parcel Map](#)

[Inn Lane Rezoning Map](#)

[R-4 Zoning Regulations](#)

[Ordinance - Rezoning Parcels on Inn Lane.docx](#)

July 3rd, 2025

To whom it may concern,

We are writing on behalf of the owner of parcels 104-107 Inn Lane to request a zoning map amendment to rezone lots:

- 104 Inn Lane
 - tax ID: 105D-A-8
 - existing residential, 8 units
- 105 Inn Lane
 - tax ID: 105D-A-12
 - existing residential, 12 units
- 106 Inn Lane
 - tax ID: 105D-A-9
 - existing residential, 24 units
- 107 Inn Lane
 - tax ID: 105D-A-10
 - existing empty lot, future multi-family

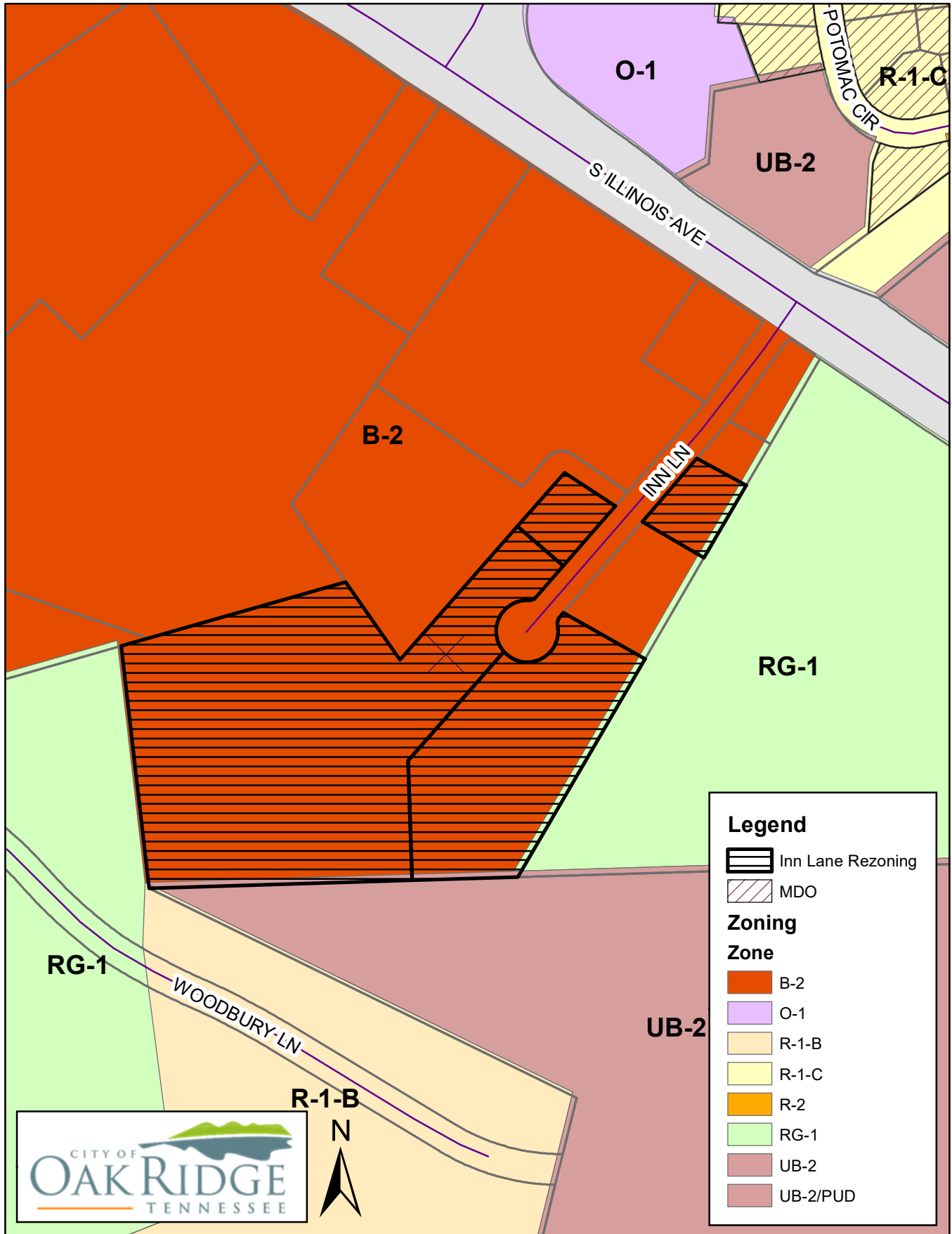
from RN-1 to RN-4. This would allow for future multifamily development as well as bring the existing buildings into compliance. Lots 111 (tax ID 105D-A-11) and 103 (tax ID: 105D-A-13) Inn Lane are excluded from this request as they are under different ownership than the lots listed above. Please note that lot 107 is owned by Paragon development, and lots 104-106 are owned by Secret City Holdings, a subsidiary of Paragon Development.

Sincerely,
Amy Sherrill, RA
President, Benefield Richters Company, Inc.



 **Parcels**

Rezoning Request - Inn Lane B-2 to R-4



Date: 7/7/2025

Sec. 5.06 R-4, High Density Residential Districts

The High Density Residential zone classification is a residential district established to provide areas for apartments developments up to 24 units per acre where it is determined high densities of populations can be accommodated. Quality of building materials and design, and efficiency of land is encouraged by providing for adequate light, air, and open space for apartments and condominiums found within this district.

The following regulations shall apply in R-4 High Density Districts.

(a) Permitted Principal Uses:

1. Multiple-family dwelling.
2. Assisted-care living facilities, independent living facilities, nursing homes and retirement centers.
3. Public, non-profit and community facilities; recreation areas and uses and ancillary structures such as, but not limited to, picnic grounds, playgrounds, stadiums, swimming pools, tennis courts and baseball fields including stands and fences; community centers; libraries and museums.
4. Hotel or motel.
5. Business and professional offices.
6. Hospital, clinic, mental health clinic, and related medical office uses.
7. Animal hospitals/clinics.
8. Buildings and meeting rooms which are associated with charitable, philanthropic, civic, or professional clubs.
9. Local government, state or federal uses, public utility building, telephone exchange, transformer station, and electrical transmission towers.
10. Religious institutions.
11. Private and public educational institutions.
12. Bed and Breakfast- Inn.

(b) Permitted Accessory Uses:

1. Any use customarily incidental to the above permitted principal use such as but not limited to garages, greenhouses, swimming pools and appurtenances, play houses and accessory buildings. In case a question arises as to the degree of incidentalness, the Board of Zoning Appeals shall rule.
2. Home occupations as defined in Article II and meets the requirements of Section 3.11.

(c) Special Exceptions Requiring Board of Zoning Appeals Approval:

1. Family day care home, group day care homes, and adult day care facility.
2. Permanent and transient group care facilities.

(d) Area, Height, Bulk, and Placement Regulations:

Maximum Usable Floor Area (footprint of the building) to Lot Area 50%.

Minimum Size of Lot per Principal Building: 1,850 square feet per dwelling unit and not to exceed 24 units per acre.

Minimum Required Setback Dimensions in Feet: Front - 25 feet; Side - 12 feet + 5 feet on each side per floor over 2 stories with a maximum of 50 feet; and Rear- 12 feet + 10 feet per floor over 2 stories with a maximum of 50 feet.

Maximum Height in Feet: No Limit.

NOTE: See Articles XIII and XVI of this ordinance for applicable site plan review regulations.

(e) Access to Major Streets:

Areas zoned R-4 shall have direct access by road to a major thoroughfare or collector street shown on the official Major Thoroughfare Plan without traversing existing streets in areas zoned R-1 or R-2.

NOTE: See Articles XIII and XVI of this ordinance for applicable site plan review regulations.

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF FOUR (4) PARCELS LOCATED AT 104, 105, 106, AND 111 INN LANE (ANDERSON COUNTY CONTROL MAP 105D GROUP A PARCELS 008.00, 009.00, 010.00, AND 012.00), CONTAINING APPROXIMATELY 7.76 TOTAL ACRES, FROM B-2, GENERAL BUSINESS DISTRICT, TO R-4, HIGH DENSITY RESIDENTIAL WITH A PLANNED UNIT DEVELOPMENT OVERLAY.

WHEREAS, the following change has been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same at their July 17, 2025, meeting; and

WHEREAS, a public hearing thereon has been held as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE TENNESSEE:

Section 1. The district boundaries of the zoning map attached to and made a part of Ordinance No. 2, as amended, are revised in the following:

<u>Parcel</u>	<u>Property Descriptionⁱ</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
Anderson County Control Map 105D Group A, Parcel 008.00, ± 0.24 acres	104 Inn Lane	B-2, General Business District	R-4, High Density Residential with a Planned Unit Development Overlay
Anderson County Control Map 105D Group A, Parcel 009.00, ± 5.15 acres	106 Inn Lane	B-2, General Business District	R-4, High Density Residential with a Planned Unit Development Overlay
Anderson County Control Map 105D Group A, Parcel 010.00, ± 2.06 acres	111 Inn Lane	B-2, General Business District	R-4, High Density Residential with a Planned Unit Development Overlay
Anderson County Control Map 105D Group A, Parcel 012.00, ± 0.31 acres	105 Inn Lane	B-2, General Business District	R-4, High Density Residential with a Planned Unit Development Overlay

Section 2. The changes shall be imposed upon said map and shall be as much a part of Ordinance No. 2 as if fully described therein.

Section 3. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

Public Hearing: _____
First Reading: _____
Publication Date: _____
Second Reading: _____
Publication Date: _____
Effective Date: _____

ⁱ Note: There is a discrepancy between the State's GIS data and the City's GIS data for the property address for Parcel 105D A 010.00. The property address for each parcel is from the City's GIS data and is informational as it is the parcel that is being rezoned. The acreage for each parcel was obtained from the State of Tennessee's GIS data.

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Jennifer Williams , Interim Planning and Development Director

SUBJECT: Rezoning Request: Renovare Boulevard Parcel 021 002.04 from IND-2 Industrial District to IND-3 Industrial District

Introduction

An item for City Council's consideration is a rezoning request for an ~96.5 acre property on Renovare Boulevard in the Horizon Center Industrial Park, also known as development area 5. The request is to rezone the property from IND-2 Industrial District to IND-3 Industrial District.

Funding

There is no funding associated with this item.

Background

Earlier this year, BWX Technologies, Inc., also known as BWXT, purchased Horizon Center development area 5 from the Industrial Development Board. BWXT is a nuclear company with plans to establish a facility for the manufacturing of centrifuge assemblies in Oak Ridge. According to the letter submitted with the application by consulting firm Edgewater Technical Associates, "The Phase 1 building will fall under the Industrial 2 Zoning Requirements; however, future manufacturing buildings will cross into the Industrial 3 requirements specifically pertaining to radioactive materials." This includes the enrichment of uranium, NACIS code 325180, which requires a rezoning to IND-3 under the current zoning code.

City Council voted to approve this request on first reading in June. At their July 14, 2025 meeting a motion to approve the rezoning request failed on second reading by a vote of 3-3. Those voting against the request cited support for the project, but a desire to amend the IND-2 zoning district to allow 'uranium enrichment' as a permitted use instead of rezoning the property. Staff was directed to explore a zoning ordinance text amendment. After reviewing options for zoning and discussing the item at their July 29th work session, Council has requested the rezoning be placed back on the agenda for consideration.

Recommendation

At their May 15th meeting, the Planning Commission voted 8-0 to recommend approval of the rezoning request. Approval of the attached ordinance is recommended.

Attachments:

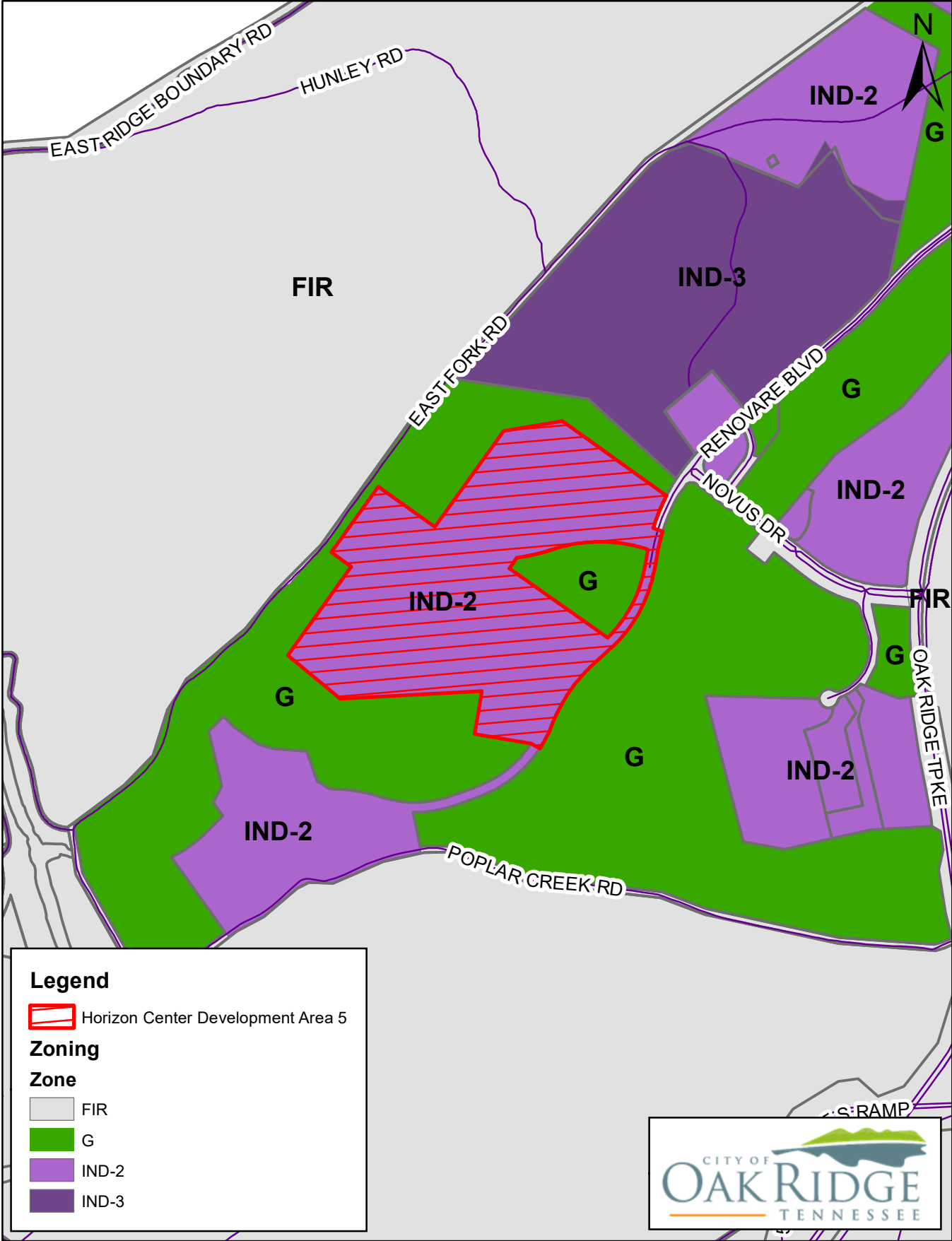
[Horzion Center Area 5 Zoning Map](#)

[Applicant Rezoning Letter](#)

[IND-3 Zoning Regulations](#)

[Ordinance - Rezoning Parcel 021 002.04 - Development Area 5 Horizon Center - Renovare Blvd.docx](#)

Rezoning Request - Parcel 021 002.04
IND-2 to IND-3





Edgewater Technical Associates, LLC

132 Mitchell Rd.
Oak Ridge, TN 37830
(865) 272-3718

April 3, 2025
Re-Zoning Horizon Center Lot 5 Parcel 002.04
Letter No. 4300160544-LTR-0023

City of Oak Ridge
200 S Tulane Ave
Oak Ridge, TN 37830

RE: Planning Application Submittal – Rezoning Horizon Center Lot 5 from Industrial 2 to Industrial 3

To Whom it May Concern,

Edgewater is requesting Horizon Center Lot 5 Parcel ID 002.04 be rezoned from Industrial 2 to Industrial 3. Our client is currently in the process of purchasing Lot 5 and has plans to construct multiple buildings that will perform advanced manufacturing activities related to the Nuclear Industry. The Phase 1 building will fall under the Industrial 2 Zoning Requirements; however, future manufacturing buildings will cross into the Industrial 3 requirements specifically pertaining to radioactive materials.

Our goal is to mitigate any future zoning impacts with the phase construction approach and will coordinate with the city on any requirements that will need to be filled in the planning, execution, and commission stages of these buildings. The current details regarding the processes that will be conducted in these facilities are classified but can be explained in an unclassified environment by foregoing specific details on the manufacturing process once our client publicly announces the project.

We are extremely excited to bring this project to the City of Oak Ridge and look forward to working closely together as we go through the planning phase. If there are any questions, please feel free to contact me.

Sincerely,
Andrew Houston
Andrew Houston
Project Manager
865-895-7900
Andrew.Houston@edgewatertech.net
Edgewater Technical Associates, LLC

Section 8.03 IND-3, Industrial Districts

(a) General Description:

The IND-3, heavy industrial district is established in order to provide sites for activities which involve major transportation terminals, and manufacturing facilities that have a greater impact on the surrounding area than industries found in the IND-2 District. Manufacturing or other enterprises with significant external effects, or which pose significant risks due to the involvement of explosives, radioactive materials, poisons, pesticides, herbicides, or other hazardous materials in the manufacturing or other process. It is the intent of this district to provide an environment for industries that are unencumbered by nearby residential, institutional or commercial development.

(b) Permitted Principal Uses:

1. All permitted principal uses within the IND-2 District (Section 8.02(b))
(Ord. No. 21-2022 Added Effective 11/24/2022)
2. Manufacturing, heavy (NAICS Major Groups 31-33 and 562), excluding slaughtering plants (3116), paper or pulp mills (3221) and uses in Section 8.03(d) that require BZA approval.
3. Warehousing and wholesaling facilities, including truck and rail service terminals. (NAICS #'s 42, 482, 483, 484, 485, 4882 and 493)
4. Heliports.

(Ord. No. 19-99 Revised Effective 8/26/99)
5. Public utility facilities with or without storage yards. (NAICS #'s 22112, 2212, and 2213).
6. Broadcasting and telecommunications towers.
7. Research and development with or without outside storage or operations.
8. Airports
(Ord. No. 13-2017 Revised Effective 10/19/17)
9. Data Centers, but not High-Intensity Data Centers
(Ord. No. 21-2022 Added Effective 11/24/2022)

(c) Permitted Accessory Uses:

1. Any use customarily incidental to the permitted principal uses.
2. Signs (see Article XIV)
3. Automobile parking (see Section 11.02)

- (d) Special Exception Requiring Board of Zoning Appeals Approval: (Ord. 5-2014 Revised Effective 6/12/2014)

The judgment of the Board of Appeals will be guided by a desire to encourage industrial development in order to improve the basic economy. Such interest will include the promotion of orderly industrial districts containing industries compatible with each other. Judged against this interest will be considerations of the effect of the industry on the environs and the general character of the entire community. Before issuing a permit, consideration will be given to probabilities that the proposed industrial use may violate the regulations of Article XII and Article XIII Sections 13.01 through 13.06; but the issuance of a zoning compliance permit or a certificate of occupancy shall not waive the subsequent enforcement of Article XII and Article XIII Sections 13.01 through 13.06. The Environmental Quality Advisory Board and Fire Department will be consulted in such reviews as needed.

At the discretion of the Board of Zoning Appeals or City staff, an applicant may be asked for additional information or studies if the proposed use has the potential to have significant external impacts or may violate the provisions of Article XII. If required, such studies must provide thorough measurements and analysis of potential emissions such as noise or light, recommendations for the mitigation of negative impacts, and demonstrate that the uses can achieve compliance with applicable local, state, and/or federal requirements.

(Ord. No. 21-2022 Added Effective 11/24/2022)

The following use or similar and no more objectionable use may be permitted:

1. Nonhazardous waste recycling centers. (NAICS # 562920)
2. Hazardous and nuclear material collection, recycling, treatment or disposal and storage areas. (NAICS #'s 562112 and 562211)

When allowed, these facilities shall be subject to the following requirements:

- a. The use shall comply with all federal regulations and state regulations including the Tennessee Solid Waste Management Act for design, siting, construction materials, treating, and monitoring.
- b. The use shall be located at least 1,500 feet from any residential property.

(Ord. No. 19-99 Revised Effective 8/26/99)

- c. The area shall be enclosed by a fence or wall at least six (6) feet high. Entrance and exit shall be through a gate, which shall be locked during non-business hours. A landscape screen shall be provided in conformance with Article XIII.
- d. Maps and engineering drawings shall be provided showing proposed drainage, proposed sewer system design, the depth of

the water table, soil composition, all existing surface water, and all existing uses within 1/4 mile of the property line.

- e. The Board of Zoning Appeals may deny the permit when the use would be materially detrimental to adjacent properties or may add any conditions or safeguards to the permit it feels necessary in order to protect the health and welfare of citizens.

- 3. Incinerators. (NAICS #562213)
- 4. Landfills. (NAICS #562212)
- 5. Tank storage of bulk oil and gasoline and the mixture or bulk storage of natural gas, subject to the proper precautions as to location and otherwise, to prevent fire and explosion hazards.
- 6. Power plants.
- 7. A single dwelling unit as quarters for a watchman, caretaker, or custodian on the premises.
- 8. High-Intensity Data Centers
(Ord. No. 21-2022 Added Effective 11/24/2022)

(e) Area, Height, Bulk and Placement Regulations:

Maximum Usable Floor Area to Lot Area: 60%

Minimum Required Setback Dimensions in Feet: Front - 30 ft., Side - 25 ft., Rear - 25 ft.

Maximum height in feet: None

Maximum height in stories: None

(f) Sampling Port Requirements:

Adequate sampling locations and access facilities shall be provided for sampling at every stack or other conduit discharging waste products into the air.

NOTE: See Articles XIII and XVI of this ordinance for applicable site plan review regulations.

(Ord. No. 19-99 Revised Effective 8/26/99)

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE," BY AMENDING THE ZONING MAP WHICH IS MADE A PART OF THE ORDINANCE BY CHANGING THE ZONING DISTRICT OF DEVELOPMENT AREA 5 IN HORIZON CENTER INDUSTRIAL PARK OFF RENOVARE BOULEVARD (ROANE COUNTY CONTROL MAP 021 PARCEL 002.04), CONTAINING APPROXIMATELY 96.5 ACRES, FROM IND-2, INDUSTRIAL, TO IND-3, INDUSTRIAL.

WHEREAS, the following change has been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same at their May 15, 2025 meeting; and

WHEREAS, a public hearing thereon has been held as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE TENNESSEE:

Section 1. The district boundaries of the zoning map attached to and made a part of Ordinance No. 2, as amended, are revised in the following:

<u>Parcel</u>	<u>Property Address</u>	<u>Present Zoning District</u>	<u>New Zoning District</u>
Roane County Control Map 021 Parcel 002.04, ± 96.5 acres	Renovare Boulevard Development Area 5 Horizon Center Industrial Park	IND-2, Industrial	IND-3, Industrial

Section 2. The changes shall be imposed upon said map and shall be as much a part of Ordinance No. 2 as if fully described therein.

Section 3. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

First Reading:	<u>06/09/2025</u>
Publication Date:	<u>06/10/2025</u>
Official Public Hearing:	<u>07/14/2025</u>
Publication Date for Hearing:	<u>06/26/2025</u>
Second Reading (failed):	<u>07/14/2025</u>
First Reading (repeated):	<u>08/11/2025</u>
Publication Date:	_____
Public Hearing:	<u>08/19/2025</u>
Publication Date for Hearing:	_____
Second Reading:	<u>08/19/2025</u>
Publication Date:	_____
Effective Date:	_____

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Travis Solomon , Fire Chief

SUBJECT: A Resolution Authorizing the Donation of a 1994 Rescue Truck to Morgan County Rescue Squad

Introduction

An item for City Council's consideration is a resolution to approve the donation of a 1994 Model Navistar 4900 Rescue Truck to Morgan County Rescue Squad.

Funding

There is no funding associated with this item.

Background

This 1994 Navistar 4900 Rescue Truck has been in the reserve pool for years and has reach it's life expectancy for the city. Morgan County Rescue Squad has requested that they would be interested in the vehicle. In order to assist a neighboring department, it is recommended this vehicle be donated to them for their use.

Recommendation

Approval of the attached resolution is recommended.

Attachments:

[R390 Pict.pdf](#)

[Resolution - Donation of Rescue Truck to Morgan County Rescue Squad.docx](#)





NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING THE TRANSFER OF A SURPLUS 1994 RESCUE TRUCK (#390) TO MORGAN COUNTY RESCUE SQUAD, INC., MORGAN COUNTY, TENNESSEE, AT NO COST FOR THEIR USE.

WHEREAS, the City has a 1994 Navistar 4900 Rescue truck, which has reached its life expectancy with the City; and

WHEREAS, Morgan County Rescue Squad, Inc., Morgan County, Tennessee, has requested and is willing to accept the rescue truck in its current condition; and

WHEREAS, the City Manager recommends the transfer of the rescue truck to Morgan County Rescue Squad, Inc., at no cost for their use.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the donation of a surplus 1994 Navistar 4900 Rescue Truck (#390) to Morgan County Rescue Squad, Inc., Morgan County, Tennessee, at no cost is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager is hereby authorized to executed the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Roger Flynn , Public Works City Engineer

SUBJECT: Underground Water Storage Reservoir Repair

Introduction

An item for the August 11, 2025 City Council to consider is the recommendation for approval of a resolution authorizing a contract with CTI Engineers, Knoxville, TN for professional engineering services in connection to repairs to the Louisiana and Orchard LN water reservoirs. The contract is in a not to exceed amount of \$106,600.

Background

The City of Oak Ridge produces potable water for drinking and fire suppression at its water treatment plant on Bear Creek RD. This water is distributed throughout Oak Ridge by pumping stations that fill two large underground storage reservoirs.

Water storage in most communities is above ground and Tennessee Department of Environment and Conversation (TDEC) has regulations stating when inspections and cleaning must be done. Oak Ridge's underground reservoirs are exempt. Underground storage requires much less maintenance than elevated tanks but Public Works still inspects them. The only major work required on these reservoirs was replacement of the entire tops on both reservoirs in 1997 and repair of a wall leak at the Orchard reservoir approximately 20 years ago.

Water crew personnel have begun observing water standing and running off the back side of hill where the Orchard reservoir is located. This is new and there is no known underground spring here. The water tests positive for chlorine levels consistent with potable water. There is no underground piping nearby. Inspection of the Louisiana reservoir shows evidence of ground water leaking in high on one wall near above the normal storage level.

Preliminary inspection can be done via robot. Both of these reservoirs have interior baffle walls meaning portions of the reservoir can be drained to allow entry without taking the reservoir completely out of service. When the actual repair contract is let for bid Public Works will drain and clean the reservoirs. It is anticipated both repairs can be accomplished by drilling and grout injections.

Public Works routinely uses CTI Engineers to manage its water tank maintenance. This contract contains line items for inspection and design, bidding and administrative services and resident observation during construction.

Recommendation

Public Works recommends approval of the accompanying resolution.

Attachments:

[3525_001.pdf](#)

[Resolution - CTI Engineers - Water Reservoir Maintenance.docx](#)



112 Durwood Road
Suite A
Knoxville, TN 37922
865-246-2750
www.ctiengr.com

December 31, 2024

Mr. Roger Flynn, PE
City Engineer, Public Works Department
City of Oak Ridge
P.O. Box 1
Oak Ridge, TN 37821-0001

Re: Proposal for Professional Services
Louisiana and Orchard Lane Reservoir Repairs
CTI Proposal No. KP24009

Dear Patrick:

In response to your request, we propose to provide professional services in connection with repairs to the Louisiana and Orchard Lane Reservoirs. Enclosed is our Appendix A - Scope of Services and Appendix B - Compensation.

We propose to perform these services for the following fees:

<u>Service</u>	<u>Fee Basis</u>	<u>Fee</u>
Design Services	Lump Sum	\$ 30,400
Bidding and Construction Administration Services	Cost Plus	34,000
Construction Observation Services	Cost Plus	<u>42,200</u>
Total (Not-to-Exceed)		\$ 106,600

If this proposal is acceptable to you, please prepare an agreement for execution. Items 4 through 18 of our latest agreement dated April 24, 2024, for the Water Valve Replacement Project at the Water Treatment Plant (FY2024-136) are acceptable. Our tax ID number is 62-1466165.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions or desire any changes in the proposed scope of services, please do not hesitate to contact us.

Sincerely,


John Gahring, P.E.
Vice President


John L. King, P.E., PCS
Senior Project Manager

Enclosures

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CTI ENGINEERS, INC., KNOXVILLE, TENNESSEE, FOR ENGINEERING SERVICES IN CONNECTION WITH REPAIRS TO THE LOUISIANA AND ORCHARD LANE WATER RESERVOIRS IN AN AMOUNT NOT TO EXCEED \$106,600.00.

WHEREAS, the Public Works Department has noted water leaking at the underground water storage reservoirs at Louisiana and Orchard indicating a need for repair; and

WHEREAS, the only major repair work required on these reservoirs was replacement of the tops on both in 1997 and a repair of a wall leak at Orchard approximately twenty (20) years ago; and

WHEREAS, the City routinely uses CTI Engineers, Inc., Knoxville, Tennessee, for its water tank maintenance; and

WHEREAS, CTI Engineers, Inc., has submitted a proposal for inspection and design, bidding and administrative services, and resident observation during construction/repair (which work will be let for bid and awarded to a contractor); and

WHEREAS, it is anticipated both repairs can be accomplished by drilling and grout injections after draining portions of the reservoirs to allow entry for repairs without taking the reservoirs completely out of service; and

WHEREAS, the City Manager recommends approval of a contract with CTI Engineers, Inc., for these services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and a contract with CTI Engineers, Inc., Knoxville, Tennessee, is hereby approved for engineering services in connection with repairs to the Louisiana and Orchard Lane water reservoirs in an amount not to exceed \$106,600.00.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Keith Atkins , Electric Engineering Manager

THROUGH: William Cross, Electric Department Director

SUBJECT: A Resolution Authorizing the Purchase of AMI Base Stations and Associated Hardware

Introduction

An item for City Council's consideration is a Resolution to authorize the purchase of (4) AMI base stations, associated hardware, and installation fees from Sensus USA, Inc. in the amount of \$136,728.34.

Funding

Funding is budgeted and available through the Electric Fund, and the base station purchase was discussed at the July 31st Budget and Finance meeting.

Background

The Electric Department is currently installing meters in the pilot area for the AMI project. These meters communicate using base stations strategically placed throughout the city to ensure all meters can reliably report electric load information. There will be a total of 11 base stations once the project is complete.

There are currently 2 base stations installed to capture information from the pilot area meters. We are seeking approval to purchase 4 additional base stations, along with associated hardware and installation fees, to be installed on the West end of the system.

Due to a misunderstanding, the base stations and hardware have already been purchased. Resolution 4-37-2021 was presented to City Council on April 12, 2021. At that time, it was noted that \$212,000 in additional funding would be required for networking equipment to support the full deployment. We incorrectly thought we had approval of that funding, but it has yet to be formally approved by City Council.

Installation for the new base stations will take place at the Preserve, Substation 900 (Blair Road), the water tower at the top of Louisiana Avenue, and the water tower off Wisconsin Avenue. Based on the coverage area of these base stations, we expect them to capture data from all the new meters that will be installed through June 30, 2026.

Once we have completed the meter installation for these areas, we will return to City Council for approval to move forward and purchase the additional base stations that will be needed to complete the AMI project.

Recommendation

Staff recommends approval of the attached Resolution

Attachments:

[Resolution 4-37-2021 Advanced Metering Infrastructure.pdf](#)

[Oak Ridge Quote - 2396 - Base station.pdf](#)

[Resolution - AMI Base Station Purchase.docx](#)

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: April 12, 2021

TO: Honorable Mayor and City Council

FROM: Jack Suggs , Deputy City Manager

SUBJECT: Advanced Metering Infrastructure Pilot Project Contracts Authorization

NUMBER: 4-37-2021

Introduction

A resolution approving contracts necessary for the Advanced Metering Infrastructure Pilot Project, being specifically, to Sensus USA Corporation in the amount of \$683,000 for the supply of an Advanced Meter Infrastructure system, to Smartworks, a division of Harris Utilities Group for the deployment of the Compass Meter Data Management System in the amount of \$249,000 and to N. Harris Computer Corporation ("Cayenta") in the amount of \$152,900 for integration services.

Funding

Funding will be divided among the Electric Fund and the Water Fund. Each fund will be responsible for the purchase of meters as well as their installation. Other costs, related to software, and backbone communications will be divided between the two funds.

Background

For several months, staff has been working to identify and procure an Advanced Metering Infrastructure (AMI) system with associated software in Oak Ridge. The implementation of the AMI program will be a significant effort by City staff and represents a significant investment by the ratepayers of the City. Completing the process will require several Council actions required over the course of several years.

There are three major components to the program. First is the design and deployment of an overall AMI system, consisting of the meters themselves and communication systems required to transmit data to a hosted computer center where the data will reside. Second, is a sophisticated database system which takes the raw data and performs detailed analysis on it.

This Meter Data Management (MDM) program is also the system that will communicate with our existing Customer Information Software (CIS) system. Third, there will be a number of programs that use the data from the MDM to offer more services to our customers, communicate with our operations and engineering functions, and perform other work that is not possible without the system overall.

Two elements of the overall program are being presented in the attached resolution for City Council consideration: the AMI system and the MDM system. Authorization is also sought for expenditures to our CIS software system vendor, Cayenta, for implementation costs.

The City contracted with the firm of Patterson and Dewar Engineers (P&D), headquartered in Norcross, Georgia to help us select and implement technologies for these and other projects.

P&D helped us through an exhaustive evaluation of available services and products using both their technological expertise and their firsthand experience from their formidable client base. The specific steps in the process were outlined to Council in the work session of January 19, 2021.

All proposals and all steps in the process were carefully reviewed by a staff committee that included representatives from the Electric Department, Public Works Department, Utility Business Office, and Information Services Department. Although each proposal reviewed had specific strongpoints, the recommendations made were unanimous by the committee. The staff recommendations are also supported in full by P&D as evidenced by the attached letter.

Staff recommends that the City enter into an agreement with Sensus USA, Inc., for the AMI system and Smartworks, a division of Harris Computer for their "Compass" MDM system.

Implementation will consist of two phases, a pilot deployment which will take place as soon as possible and full deployment to take place after the systems have proven to have operated within expectations. Staff is requesting authority to enter into a contract with Sensus for the pilot phases and with Smartworks Compass for full integration of the MDM system.

Assuming the pilot project is successful, staff will approach the City Council for a second award for the full deployment.

The expected cost of the AMI installation are estimated as follows:

	Pilot	Full Deploy	Ongoing Maintenance
Electric Meters	\$197,000	\$1,808,000	
Water Meters, Pit lids	\$233,000	\$2,856,000	
Network Equipment	\$63,000	\$212,000	
Hosting (SaaS) fees	\$19,000	\$43,000	\$44,100
Project Delivery Services	\$126,000	\$185,000	
<u>AMI vendor subtotal</u>	<u>\$638,000</u>	<u>\$5,104,000</u>	<u>\$44,100</u>
Contingency Cost 7%	\$45,000	\$358,000	
Recommended Award	\$683,000		

This cost is comparable with all other vendors. In the case of the primary competitor for the project, the estimate is slightly higher for the Pilot Project, but slightly lower for the Full Deployment. That said, staff and the engineer believe the technological advantages of the selected vendor are significant and represent a stronger selection criterion than the anticipated cost differential.

Council may wish to know that Sensus is the AMI system selected by the Knoxville Utility Board, Harriman Utility Board and has over 1,100 installations operating currently in the United States, including 10 in Tennessee. Sensus produces its own lines of meters (which are proposed), but also produces modules to adapt meters of other manufacturers to their system. The Sensus communication network also enables future "Smart City" uses such as distribution system automation and future street light management.

Sensus is a known leader in the water industry and in the electric industry. They also have a

strong natural gas capability should we be able to partner with ORUD in the future.

Staff recommends an award to Sensus in the amount of \$683,000 for the Pilot project.

In examining an MDM system to take data from the Sensus system and make it available to the CIS system and other future systems, staff and the engineer recommend the Smartworks Compass system. This system has many technological advantages and a large deployment base. It is a product of the Harris Utilities Group, the parent company of Cayenta, from which our CIS system was acquired. It is the belief of staff that these factors will combine to ensure a more streamline integration process, but also help “futureproof” the system against upgrades to either the CIS or MDM system, where changes might disrupt third party integrations and result in costly re-work.

The cost of the Smartworks Compass system is estimated as follows:

	Phase 1	Phase 2	Recurring
Subscription/SaaS Fees	\$20,073	\$56,059	\$86,900
Professional Services	\$217,000	\$46,000	
MDM vendor subtotal	\$237,073	\$102,059	\$86,900
5% contingency	\$12,000	\$5,100	
Recommended Award:	\$249,000		

Council should note that there will be other cost associated with the implementation of the AMI system. These will include the integration costs with the CIS system, contracted installation of the meters themselves, installation of specific radio communication equipment, purchase of selected adapters for some of our meters, and others.

Cayenta has estimated \$152,900 as required to integrate the phase one MDM and AMI system into the existing CIS system. For that reason, staff is requesting authorization to execute an agreement up to that amount to allow the systems to be fully integrated. Additional cost may be increased in phase two. These costs are currently estimated at \$45,000.

There will be other cost associated with project implementation. In cases where the cost of the individual project components exceed the City Manager’s spending authority staff will approach Council for authority to proceed.

Staff is currently evaluating the best methods for several aspects of the work, for example, to what extent will City employees perform meter change out duties, versus the need and efficiency of contracting this work out. Good estimates of the total cost can be made, however, by examining contracted costs in other, similar jurisdictions.

Based on available information, the following estimates of additional costs not included in this award are made:

	Pilot Project	Full Deployment
Electric Meter Installation	\$23,500	\$352,500
Water Meter Installation	\$23,760	\$300,000
Meter Base Hardware Adapters	\$2,500	\$66,000

Communicating Equipment Installation	\$21,000	\$34,200
Contingency (7%)	\$5,000	\$53,000
Totals:	\$75,860	\$805,700

Just as the CIS system opened the future of AMI and MDM systems to the City and its customers, so these systems will open the future for more technologies.

Within the next few months, staff will bring other items to Council. Items such as utility prepay options and the availability of near real time billing data will be very beneficial to our customers. Leak detection, system analysis, interfacing with an outage management system, along with system models will help us streamline and improve both our electric and water/ wastewater operations. Much of the data from these systems will become available in near real time to our customers.

We are currently analyzing responses to proposals received for the Prepay system and hope to have this available for Council consideration in the fall of 2021.

Not included in the above cost will be a continuing service agreement with Patterson and Dewar. Staff intends to recommend continuing our ongoing relationship with P&D as we move forward in the implementation of the technology road map. This will include significant contributions to the AMI project management and implementation.

Recommendation

Adoption of the attached resolution paves the way for more accurate customer billing, greater billing and rate options for our customers, improved system reliability with lower losses and more economical operation and a host of services specific to our customers, from notification of leaks to the availability of pre-pay utilities.

Staff believes that these technologies have reached maturity and will be beneficial to the citizens of Oak Ridge and therefore recommend approval of the attached resolution.

Attachments:

[CORED AMI-MDM-Prepaid recommendation MThesing 2021-02-18.pdf](#)

[Resolution - AMI Pilot Project.docx](#)

February 18, 2021

Jack Suggs, Director
Chris Harris, Operations Technology Specialist

City of Oak Ridge Electric Dept.
100 Woodbury Lane
Oak Ridge, TN 37830



850 Center Way
Norcross, GA 30071

(770) 453-1410
pdengineers.com

Re: AMI, MDM, and prepaid system recommendations

Jack and Chris:

On October 20, 2020, the City of Oak Ridge sent out requests for proposals to advanced metering infrastructure (AMI), meter data management (MDM), and prepaid utility service companies. The AMI vendors were selected by a pre-qualification process conducted earlier in the year. Responses were received on December 3, 2020. P&D provided a detailed evaluation and scoring of the responses to an Oak Ridge team consisting of members in the electric, water, customer service, and IT groups. Subsequent meetings of the team narrowed the selection down to two finalists, Sensus and Eaton, who were invited to present their solutions in-person. Ensuing follow-up questions and discussions enabled members of the team to further develop an assessment of the offerings.

For the AMI system, Sensus ranked the highest in the original scoring and was responsive to the team with regard to modifications and clarifications to their proposal. All of the references I called provided strong endorsement of the communication technology, electric and water meters, and the company. I recommend that the City of Oak Ridge enter into contract negotiations with the intent to purchase the Sensus AMI system for the phase 1 pilot.

For the MDM system, SmartWorks Compass/MeterSense is the software module from Harris Utilities/Cayenta, Oak Ridge's present customer information system (CIS) and billing provider. An MDM system will provide important functions such as meter reading validation, long-term storage, process automation, and future data analytics. Our evaluation proved this to be an excellent, mature product that should integrate well with other modules from Cayenta. I recommend that the City of Oak Ridge enter into contract negotiations with SmartWorks using their RFP response as the basis.

For prepaid utility service, the Oak Ridge team is still considering the options. Exceleron, Accelerated Innovations, and Cayenta have made presentations to date. None of the offerings are a perfect fit, however I believe the installed base and maturity of the Exceleron solution makes it the system most likely to deliver success.

Don't hesitate to call me if you have any questions about my recommendations. I look forward to assisting you with the next steps.

Kind regards,

A handwritten signature in blue ink, reading "Michael Thesing".

Michael Thesing, P.E.
Patterson & Dewar Engineers, Inc.

cc: Patrick Berge, Margaret Elgin, Marlene Bannon, Adam Fiscor, Rachelle Clowers, Anthony Hanson

RESOLUTION

A RESOLUTION APPROVING THREE CONTRACTS NECESSARY FOR THE ADVANCED METERING INFRASTRUCTURE (AMI) PILOT PROJECT IN THE TOTAL NOT TO EXCEED AMOUNT OF \$1,084,900.00.

WHEREAS, implementation of the Advanced Metering Infrastructure (AMI) program will be a significant effort by City staff and represent a substantial investment by the ratepayers of the City; and,

WHEREAS, there are three major components to the AMI program: (1) the design and deployment of an overall AMI system consisting of the meters themselves and communications systems required to transmit data to a hosted computer center where the data will reside; (2) a sophisticated Meter Data Management (MDM) database system which takes the raw data and performs detailed analysis on it; and (3) a number of programs that use the data from the MDM system to offer more services to the City's customers; and,

WHEREAS, the City wishes to procure software, hardware and integration programming to initiate a pilot AMI program, with additional efforts understood to be required to complete both the pilot project and future full deployment and integration efforts; and

WHEREAS, the City issued a Request for Proposals in October 2020 and utilized the technological expertise and experience of Patterson & Dewar to assist in the review of proposals for the AMI system and the MDM system; and

WHEREAS, Sensus USA Corporation, Morrisville, North Carolina, is the recommended vendor to provide the AMI system pilot program; and,

WHEREAS, Smartworks, a division of Harris Utilities Group, Ottawa, Ontario Canada, is the recommended vendor to provide the Compass MDM system; and,

WHEREAS, a contract is also needed with N. Harris Computer Corporation (also called "Cayenta"), Ottawa, Ontario Canada, to integrate the AMI and MDM into the City's existing Customer Information Software (CIS) system; and,

WHEREAS, the City Manager recommends the City execute contracts with Sensus USA Corporation, Smartworks, and Cayenta to implement the AMI pilot program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to execute the following contracts for an Advanced Metering Infrastructure (AMI) pilot program in a combined not to exceed amount of \$1,084,900.00:

- Sensus USA Corporation, Morrisville, North Carolina, to provide the AMI system pilot program in an amount not to exceed \$683,000.00;

- Smartworks, a division of Harris Utilities Group, Ottawa, Ontario Canada, to provide the Compass Meter Data Management (MDM) database system in an amount not to exceed \$249,000.00; and
- N. Harris Computer Corporation ("Cayenta"), Ottawa, Ontario Canada, to integrate the AMI and MDM into the City's existing Customer Information Software (CIS) system in an amount not to exceed \$152,900.00.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 12th day of April 2021.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Dunn, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk



Quotation

8601 Six Forks Road - Suite 700
Raleigh, NC 27615
Phone: (919) 845-4000

DATE 5/23/2025
Quotation # 2396
Customer ID OAK RIDGE

Quotation For:
Philip Stokinger
City of Oak Ridge
100 Woodbury Ln
Oak Ridge, TN 37830 USA
Phone: (865) 425-1839

Quotation valid until: 8/21/2025
Prepared by: Toby Smith

Comments or Special Instructions: None

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
4	Part Number: 5396353704357 - Base Station M420B PCS Wall Mount W/ SPM-900	\$16,339.68	NA	\$ 65,358.72
4	Sensus M420B Base Station - Antenna, Coax & Certification	\$ 6,500.00	NA	\$ 26,000.00
4	Tariff for Base Station M420B PCS Wall Mount W/ SPM-900	\$ 2,258.00	NA	\$ 9,032.00
1	USB FlexNet Microtransceiver	\$ 337.62	NA	\$ 337.62
2	Basestation installation	\$18,000.00	NA	\$ 36,000.00

Note: A \$50 charge per manufacturer for setup and administration will apply on orders of less than one pallet of meters per manufacturer.

FOB – Shipping Point
Full Freight for over \$60,000.00

SUBTOTAL	\$ 136,728.34
TAX RATE	
SALES TAX	\$ -
OTHER	\$ -
TOTAL	\$ 136,728.34

If you have any questions concerning this quotation please contact me:
Toby Smith -- (803) 271-6550 -- toby.smith@xylem.com

THANK YOU FOR YOUR BUSINESS!

NUMBER _____

RESOLUTION

A RESOLUTION AUTHORIZING THE PURCHASE OF AMI (ADVANCED METERING INFRASTRUCTURE) BASE STATIONS AND ASSOCIATED HARDWARE FROM SENSUS USA INC. IN THE AMOUNT OF \$136,728.34.

WHEREAS, by Resolution 4-37-2021, City Council authorized and approved three contracts necessary for the advanced metering infrastructure (AMI) pilot project; and

WHEREAS, Sensus USA Inc., North Carolina, was the selected vendor to provide the AMI system pilot program; and

WHEREAS, at the time the AMI pilot project was presented to City Council in 2021, it was noted additional funding would be necessary for network equipment to support the full deployment of the pilot project; and

WHEREAS, due to a misunderstanding, four (4) base stations and associated hardware in the amount of \$136,728.34 have already been ordered from Sensus USA, Inc., for this project, however, this funding has yet to be approved by City Council; and

WHEREAS, this error was noted and brought to the attention of the Budget and Finance Committee at their July 31, 2025 meeting; and

WHEREAS, the City Manager recommends retroactive approval of this purchase.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to purchase four (4) base stations and associated hardware for the advanced metering infrastructure (AMI) pilot project from Sensus USA, Inc., 8601 Six Forks Road Suite 700, Raleigh, North Carolina 27615, in the amount of \$136,728.24.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Matthew Tedford , Police Captain

THROUGH: Robin Smith, Police Chief

SUBJECT: A Resolution Waiving Competitive Bids and Authorizing the City to Expend an Amount not to Exceed \$52,000 with Flock Safety, Atlanta, Georgia, for the Renewal of the Police Department's Lease for License Plate Readers

Introduction

An item for the agenda is a resolution waiving competitive bids and authorizing the City to expend an amount not to exceed \$52,000 with Flock Safety, Atlanta, Georgia, for the renewal of the Police Department's lease for license plate readers (LPRs).

Funding

Funding for this item is available in the Police Department's FY2026 General Fund budget.

Background

Since 2020, the Police Department has contracted with Flock Safety to provide LPRs. Since implementing Flock Safety's LPR technology, it has proven to be an instrumental tool for police investigations, including recovering stolen vehicles, identifying wanted persons, and locating abducted, runaway, and lost persons. The Police Department currently has 16 LPRs installed at various locations within the city limits.

The DOE Police Response Enhancement Grant funded the cost of the LPRs in Fiscal Years 2021-2024. In FY2025, approximately half of the cost of the LPRs was absorbed by the Police Department's General Fund budget, while the DOE Police Response Enhancement Grant funded the remaining cost. In FY2026, the full cost of the LPRs was included in the Police Department's approved General Fund budget. The total cost to renew the Police Department's one-year lease for LPRs is \$52,000.

Recommendation

Approval of the attached resolution is recommended.

Attachments:

[Resolution - Flock Safety - License Plate Readers.docx](#)

NUMBER _____

RESOLUTION

A RESOLUTION WAIVING COMPETITIVE BIDS AND AUTHORIZING THE CITY TO RENEW THE LEASE WITH FLOCK GROUP, INC., ATLANTA, GEORGIA, FOR LICENSE PLATE READERS FOR THE POLICE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$52,000.00.

WHEREAS, license plate readers have been used by the Police Department for investigations including recovery of stolen vehicles, identifying wanted persons, and locating abducted, runaway, and lost persons; and

WHEREAS, the City has been leasing license plate readers from Flock Safety / Flock Group Inc., Atlanta, Georgia, since 2020; and

WHEREAS, the Police Department requests a bid waiver and authorization to renew the lease agreement with Flock Safety for the use of sixteen (16) license plate readers for one year at a total cost of \$52,000.00, which request the City Manager recommends be approved.

NOW, THEREFORE, BE RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager to waive competitive bids is approved, and the City is hereby authorized to renew the lease with Flock Group, Inc., Atlanta, Georgia, for one year for the use of sixteen (16) license plate readers in an amount not to exceed \$52,000.00.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Matthew Tedford , Police Captain

THROUGH: Robin Smith, Police Chief

SUBJECT: Authorization for the Police Department to Apply for and Receive the FY2026 Statewide School Resource Officer (SRO) Program Grant

Introduction

An item for City Council's consideration is a resolution authorizing the Police Department to apply for and receive, if awarded, the FY2026 Statewide School Resource Officer (SRO) Program Grant from the Tennessee Department of Safety and Homeland Security.

Funding

No local funding match is required.

Background

The State of Tennessee has once again made grant funding available to local law enforcement agencies to place one full-time, certified SRO (certified by the Tennessee Peace Officer Standards and Training Commission) at each K-12 public and public charter school through the FY2026 Statewide SRO Program Grant. Additionally, this year, the State has made funding available to place one full-time, certified SRO at each alternative school. Local law enforcement agencies are eligible for funding not to exceed \$75,000 per year, per SRO, per school for which they are responsible for providing SRO services. Funding shall not be awarded for more than one SRO per K-12 public school, public charter school, or alternative school. Funding may only be used for expenses directly related to placing an SRO in a school (i.e., salary, benefits, training, and equipment).

With the State making funding available for SROs for alternative schools this fiscal year, the Police Department intends to apply for funding for eight SROs. These grant-funded SROs would be for each of the city's seven K-12 public schools – Glenwood Elementary, Linden Elementary, Willow Brook Elementary, Woodland Elementary, Jefferson Middle, Robertsville Middle, and Oak Ridge High School – and the alternative school, Secret City Academy. The Police Department expects to receive the maximum award of \$75,000 per school, \$600,000 in

total, in FY2026.

The State did not establish an application deadline for the Statewide SRO Program Grant; however, the State recommends applying for the grant as soon as possible. Regardless of when the City receives the grant funding in FY2026, the grant funding will retroactively cover all allowable expenses from July 1, 2025, and onward.

Furthermore, the Police Department has four existing positions in the School Services Unit funded in the Police Department's FY2026 General Fund Budget in Activity 917 (SRO Program). These positions include a Police Lieutenant and a Police Sergeant, who perform supervisory duties of the unit, and two additional Police Officers, one of whom is assigned as the SRO at the Preschool and one as a floating SRO.

Recommendation

Approval of the attached resolution is recommended.

Attachments:

[Resolution - Police Dept - School Resource Officer Grant Application.docx](#)

RESOLUTION

A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR, AND ACCEPT IF AWARDED, A SCHOOL RESOURCE OFFICER (SRO) PROGRAM GRANT FROM THE STATE OF TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY TO FUND THE COST OF PLACING AN SRO IN EIGHT (8) SCHOOLS IN OAK RIDGE.

WHEREAS, grant funds are available from the State of Tennessee Department of Safety and Homeland Security to place a full-time School Resource Officer (SRO) at each K-12 public and public charter school, as well as each alternative school, through the SRO Program Grant; and

WHEREAS, local law enforcement agencies are eligible to apply for SRO Program Grant funding not to exceed \$75,000.00 per year per school, and such funding may only be used for expenses directly related to placing an SRO in a school, such as salary, benefits, training, and equipment; and

WHEREAS, the City intends to apply for funding for eight (8) schools – Glenwood Elementary, Linden Elementary, Willow Brook Elementary, Woodland Elementary, Jefferson Middle, Robertsville Middle, Oak Ridge High, and the Secret City Academy; and

WHEREAS, outside of grant-funded positions, the Police Department has four existing positions in the School Services Unit funded by the Police Department's General Fund Budget including a Police Lieutenant, a Police Sergeant, and two additional Police Officers, one of whom is assigned as the SRO to the preschool and one designated as a floating SRO; and

WHEREAS, the City Manager recommends City Council authorize the Police Department to apply for this grant and for the City to accept if awarded.

NOW, THEREFORE, BE RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved, and the City is hereby authorized to apply for, and accept if awarded, grant funds from State of Tennessee Department of Safety and Homeland Security to place a full-time School Resource Officer (SRO) in eight (8) eligible schools in Oak Ridge through the State's SRO Program Grant.

BE IT FURTHER RESOLVED that the SRO Program Grant provides a maximum of \$75,000.00 per year per school to fund expenses directly related to placing an SRO in each school.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Jon Hetrick , Recreation & Parks Director

SUBJECT: Renaming the North Ridge Trail to Honor Liane and Bill Russell

Introduction

An item for City Council's consideration is a resolution to rename the North Ridge Trail as the Liane and Bill Russell North Ridge Trail.

Funding

No funding is associated with this item.

Background

Dr. Dan Robbins, 41 Riverview Dr., Oak Ridge, TN has requested that the North Ridge Trail be renamed to honor Liane and Bill Russell. The Russell's were distinguished genetics researchers at the Oak Ridge National Laboratory, first moving to Oak Ridge in 1947 to begin their work at the Lab. They produced ground-breaking research into the function of X and Y chromosomes and the development of international standards for x-ray exposure in humans. Liane also served as an adjunct professor at the University of Tennessee for many years.

The Russell's were also prominent environmental activists, collaborating on the creation of Tennessee Citizens for Wilderness Planning (TCWP) in the mid-1960's. Working through TCWP, they lobbied Congress to enact the Wild and Scenic Rivers Act in 1968. They went on to help designate the Big South Fork National River & Recreation Area in 1974 and the Obed Wild & Scenic River in 1976. They also led the effort to preserve the greenbelt on the northern border of Oak Ridge, including the creation of the North Ridge Trail. This trail was one of the first trails designated as a National Recreational Trail under the National Trails Act of 1971.

In honor of their many contributions, which have been impactful not only to Oak Ridge and East Tennessee but throughout the United States and the international community, Dr. Robbins requests that the North Ridge Trail be renamed the Liane and Bill Russell North Ridge Trail. The Recreation & Parks Advisory Board has endorsed the proposed name change as well.

Recommendation

Staff recommend approval of the attached resolution.

Attachments:

[Renaming Application NRT-GD.Robbins.2025.pdf](#)

[Resolution - Rename North Ridge Trail.docx](#)



Application for the Naming of City-Owned Facilities

STATEMENT OF POLICY AND GUIDELINES:

This application form is used in conjunction with the City-Owned Facility Naming Policy, which can be found here: [put link to policy here]

REQUESTOR INFORMATION

First Name Dan

Last Name Robbins

Address 41 Riverview Dr

Oak Ridge, TN 37830

Phone Number 865-250-9177

Email

Address gdobbins@aol.com

REQUEST TYPE (CHOOSE ONE)

Naming of a newly constructed facility ☐

Naming of an existing facility previously unnamed ☐

Naming of a portion of an existing facility ☐

Renaming of an existing facility This one ☒

FACILITY TYPE (CHOOSE ONE)

Park, Playground, Trail or Recreation Space ☒

Building, Facility, or a Portion Thereof ☐

Other Public Facility

☐

Please explain. _____

Current Facility Name _Northridge Trail _____

Proposed Name ___ LeAnne and Bill Russell Northridge Trail _____

Property Address or Location Description of the Facility to be Named/Renamed

___ Greenway Trail in Greenbelt on north side of Oak Ridge _____

Specific area or room within the facility (if appropriate) _____

HONOREE INFORMATION

Is the proposed naming for an:

Individual ☒

Group ☐

Organization/Club ☐

Name _LeAnn and Bill Russell _____

Total Years of Residency _?? _____

Date of Death _____ ?? _____

Reason for Nomination* _Founders of Tennessee Citizens for Wilderness Planning and creation of the first nationwide protection law for scenic rivers

This renaming was approved by the Parks and Recreation Advisory Board without any negative votes.

Describe how the individual(s), group or organization/club made a significant and substantial contribution to the city of Oak Ridge as a whole, or to a greater area that resulted in national or international renown. (Attach additional pages if necessary)

____ Founders of Tennessee Citizens for Wilderness Planning and creation of the first nationwide protection law for scenic rivers

This renaming was approved by the Parks and Recreation Advisory Board without any negative votes.

The Russells created this first greenway for Oak Ridge. TCWP requested Tthis Northridge Trail be incorporated as part of the Greenways Oak Ridge system when that organization was established

Describe any relevant accomplishments, civic involvement, or biographical information of the individual(s), group or organization/club that should be considered with this request. (Attach additional pages if necessary)

FUNDING

Will you be soliciting and/or providing contributions or private donations toward the cost of signage, monuments, or plaques?

Yes ☐

No ☒

ADDITIONAL INFORMATION

Please upload or attach any additional information to be considered in the evaluation of the naming request.

Choose File

¹⁵⁰²
Dan Robbins the Recreation and Parks Advisory Board
July 29th, 2025

Signature of Requestor

Dan Robbins

7-29-25
Date of Submission

*A printed copy of this application may be submitted via email to Beth Hickman at
bhickman@oakridgetn.gov or via mail to City of Oak Ridge, Attn: City Clerk, P.O. Box 1, Oak
Ridge, TN 37831.*

RESOLUTION

A RESOLUTION RENAMING THE NORTH RIDGE TRAIL TO HONOR LIANE AND BILL RUSSELL.

WHEREAS, by Resolution 4-35-2025, City Council approved City Policy E-200, "City-Owned Facility Naming Policy," establishing a set of guidelines for the naming of City-owned facilities in the memory of distinguished individuals who made significant and substantial contributions to the Oak Ridge community or to the greater area resulting in national or international renown; and

WHEREAS, Dr. Dan Robbins has requested the North Ridge Trail be renamed to honor Liane and Bill Russell, and has submitted an application for the same; and

WHEREAS, Liane and Bill Russell were distinguished genetics researchers at the Oak Ridge National Laboratory (ORNL) and established the ORNL Mouse House which was used to accomplish their research on how radiation affects the body; and

WHEREAS, they produced ground-breaking research into the function of X and Y chromosomes and the development of international standards for x-ray exposure in humans; and

WHEREAS, they were also prominent environmental activists, collaborating on the creation of the Tennessee Citizens for Wilderness Planning (TCWP) in the mid-1960's and working through TCWP they lobbied Congress to enact the Wild and Scenic Rivers Act in 1968; and

WHEREAS, they went on to help designate the Big South Fork National River & Recreation Area in 1974 and the Obed Wild & Scenic River in 1976; and

WHEREAS, they also led the effort to preserve the greenbelt on the northern border of Oak Ridge, including the creation of the North Ridge Trail which was one of the first trails designated as a National Recreational Trail under the National Trails Act of 1971; and

WHEREAS, to honor their many contributions, which have been impactful not only to Oak Ridge and East Tennessee but throughout the United States and the international community, Dr. Robbins has requested the North Ridge Trail be renamed the Liane and Bill Russell North Ridge Trail; and

WHEREAS, the Recreation and Parks Advisory Board has endorsed the proposed name change; and

WHEREAS, the City Manager recommends renaming the North Ridge Trail as the Liane and Bill Russell North Ridge Trail.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the North Ridge Trail is hereby renamed to be the Liane and Bill Russell North Ridge Trail.

BE IT FURTHER RESOLVED that, in accordance with City Policy E-200, "City-Owned Facility Naming Policy," this resolution requires a majority vote of the members of City Council then in office as opposed to a majority vote of the members of City Council present at the meeting.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Kendahl Moore

SUBJECT: ETHRA Transit Service Provider Contract

SUPPORTING DEPARTMENT: City Manager

Introduction

An item for City Council's consideration is a resolution authorizing the City of Oak Ridge enter into contract with East Tennessee Human Resources Agency (ETHRA) for operation and management of the City's public transit system an amount not to exceed \$230,000.

Funding

Historically, Tennessee Department of Transportation (TDOT) has provided an annual allocation of Critical Trips (CRIT) funds. The Critical Trips program provides operating assistance for demand response transit service in Tennessee urban fringe areas. We anticipate the same funding levels and match share per email correspondence with TDOT. The City's allocation has been \$170,500 with \$42,625 local match for a total of \$213,125. The reimbursement amount will be 80% of allowable expenditures for the grant period. The City's local match of \$42,625 will be funded primarily from restricted use state-shared special petroleum products tax proceeds. The Contract with the service provider will be contingent upon the award of State funding.

Background

The City's Demand Responsive System was created in 1993 to provide transportation service to all persons within the corporate limits of Oak Ridge. The City has received a grant since 1993 for these services. By Resolution 8-76-2013, City Council authorized the City to enter into a contract with the East Tennessee Human Resources Agency (ETHRA) for management of the City's transit system. The contract with ETHRA expires June 30, 2025.

A new Request for Proposals (RFP) was published on February 12, 2025. The City Manager's Transit Study Group, an ad hoc group composed of Oak Ridge citizens, which includes members from the Disability Advisory Board and the Senior Advisory Board, has been involved in the process of providing feedback about current transit services and the RFP. Participants from this group organized public meetings which were well attended wherein City staff, City Council, and County Commissioners were able to learn more about user experiences with the current transit program. This feedback was used to inform the drafting of the RFP.

The City received two responses to the RFP. The evaluation committee was comprised of two staff and one Council member. ETHRA demonstrates superior alignment with operational requirements and fiscal constraints and thus the committee recommends awarding the contract to East Tennessee Human Resources Agency (ETHRA). Following the selection of the proposer and City Council's adoption of Resolution 5-56-2025 in May—authorizing the City Manager to negotiate a contract with the East Tennessee Human Resource Agency (ETHRA) for the management and operation of the City's transit program for Fiscal Year 2026, with up to nine (9) renewal options—the City began contract negotiations with ETHRA to ensure the resulting agreement would best serve the needs of Oak Ridge citizens, subject to budgeted funds and the City's receipt of an Operating Assistance Grant from the Tennessee Department of Transportation (TDOT). A summary of the contract negotiation progress is attached to this memo.

ETHRA provides fully ADA-compliant and wheelchair lift equipped buses for this program. Passengers will be picked up and transported anywhere within the city limits. Riders can utilize disabled-accessible minibuses provided by ETHRA to travel to their medical appointments, places of employment, shopping centers and social venues within Oak Ridge city limits.

Under the contract, ETHRA is responsible for maintenance of the vehicles in accordance with manufacturers and state maintenance standards and also provides fuel for operation of the vehicles.

In fiscal 2025, there were 9,885 trips with 29.11% of the passenger trips for individuals in wheelchairs. This is an increase of 2,354 trips from fiscal 2024.

Recommendation

Staff recommends approval of the attached resolution which allows the City to enter into contract with East Tennessee Human Resources Agency (ETHRA) to operate and manage the demand responsive transit system.

Attachments:

[2025.07.29 ORT Contract Negotiations Memo.pdf](#)

[Resolution 5-56-2025 - Authorizing Negotiations with ETHRA.pdf](#)

[Resolution - Approval of ETHRA Transit Contract.docx](#)

[FY2026-001 - ETHRA - Transit Contract - Final with Attachment A.pdf](#)

MEMORANDUM

DATE: July 29, 2025

TO: Randall Hemann, City Manager

FROM: Kendahl Moore, Acting Purchasing Manager

SUBJECT: Oak Ridge Transit (ORT) Program – ETHRA Contract Negotiations Update

This memo provides an update on the recent contract negotiations and ongoing progress related to the operation and management of the Oak Ridge Transit (ORT) program in partnership with the East Tennessee Human Resource Agency (ETHRA).

Summary of Key Achievements

Through the recent RFP process and contract negotiations, we have successfully implemented several enhancements to the ORT program:

- Extended service hours and new Saturday service
- Improved monthly reporting with software-generated ridership data
- Quarterly performance evaluation meetings with City staff and ETHRA
- Annual review process tied to performance and rider feedback
- Launch of a mobile application for riders
- Reduced advance scheduling requirement
- Increased carry-on item allowance

Customer Feedback Mechanism

To prioritize rider satisfaction, we are working with ETHRA to implement an online feedback form. This form will allow riders to submit comments directly to both ETHRA and the City without any alteration or filtering, ensuring transparency and responsiveness.

Monthly System Data Reports with Invoicing

ETHRA will continue to provide monthly ridership data alongside invoicing. These reports will now be generated through Ecolane software, enhancing accuracy and consistency.

Data Reporting and Performance Assessment

ETHRA utilizes Ecolane software, which:

- Comes at no cost to the City
- Provides on-time performance metrics
- Includes route optimization features

Quarterly Performance Evaluation Meetings

We will hold quarterly meetings with ETHRA and City staff to review performance, address concerns, and identify opportunities for improvement.

Annual Review Process

An annual review will be conducted prior to contract renewal. This review will consider ridership data (on-time performance, ride denials, etc.) and rider feedback.

While performance incentives were discussed during negotiations, they are not allowable under current guidelines.

Wheelchair Accessibility and Service Requirements

All ETHRA-operated ORT buses are wheelchair accessible. ETHRA will continue to provide curb-to-curb service, with ADA-compliant assistance for non-ambulatory riders.

Mobile Application

The new ORT app is now available and has been tested by a group including: Lynna Nicholas (Chair, Disability Advisory Board), Marian Wildgruber, myself, and a sample of other riders.

- The app allows users to:
- Schedule and cancel rides
- Pay fares
- Track drivers in real-time
- Receive push notifications

Public Communication and Marketing

ETHRA is developing a new ORT website, which will undergo public feedback and accessibility testing before launch.

Scheduling and Service Enhancements

Advance scheduling has been reduced to 24 hours or by 3 PM the day before, whichever is less.

Carry-on item limit increased from 3 to 4 bags, balancing rider needs with vehicle capacity.

ETHRA has proposed eliminating fares for ORT riders in light of the bag limitations.

Riders will be limited to one additional stop per round trip to maintain efficiency.

RESOLUTION

A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH EAST TENNESSEE HUMAN RESOURCES AGENCY (ETHRA) FOR OPERATION AND MANAGEMENT OF THE CITY'S PUBLIC TRANSIT SYSTEM IN AN AMOUNT NOT TO EXCEED \$230,000.00, WHICH IS CONTINGENT UPON THE CITY'S RECEIPT OF GRANT FUNDING FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR PARTIAL FUNDING OF THE CITY'S OPERATING EXPENSES FOR THE TRANSIT PROGRAM, AND TO BRING THE NEGOTIATED CONTRACT BACK TO CITY COUNCIL FOR APPROVAL; AND FURTHER, AUTHORIZING THE EXTENSION OF THE CURRENT TRANSIT CONTRACT WITH ETHRA FOR UP TO NINETY (90) ADDITIONAL DAYS AS NEEDED.

WHEREAS, the City implemented a demand-responsive system in 1993 to provide public transportation service to all persons within the corporate limits of Oak Ridge; and

WHEREAS, this program is partially funded by an Operating Assistance Grant from the Tennessee Department of Transportation (TDOT); and

WHEREAS, the current contract for management and operation of this program expires on June 30, 2025; and

WHEREAS, the City issued a Request for Proposals (RFP) on February 12, 2025, for operation and management of this program for FY2026 with up to nine (9) additional one-year renewal options upon mutual consent, contingent upon the City's receipt of grant funds from TDOT for partial funding of the program; and

WHEREAS, the RFP was developed with public input that was gathered from feedback received about current transit services from the City Manager's Transit Study Group and public meetings on the program; and

WHEREAS, proposals were received and evaluated by a committee consisting of staff and one councilmember; and

WHEREAS, the evaluation committee recommended East Tennessee Human Resources Agency (ETHRA), which recommendation is supported by the City Manager; and

WHEREAS, the City Manager recommends acceptance of ETHRA's proposal and entering into a contract for management and operation of the City's transit program for Fiscal Year 2026, with up to nine (9) additional one-year renewal options, with said contract and renewals being contingent upon the City's receipt of grant funding from TDOT for partial funding of the City's operating expenses for the transit program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized a contract with East Tennessee Human Resources Agency (ETHRA) for management and operation of the City's transit program effective July 1, 2025, in the amount

not to exceed \$230,000.00, contingent upon the City's receipt of grant funding from the Tennessee Department of Transportation (TDOT).

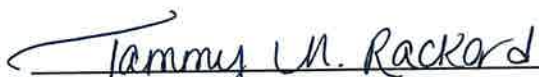
BE IT FURTHER RESOLVED that the contract shall be for an initial one-year term (July 1, 2025 – June 30, 2026) with up to nine (9) additional one-year renewal options upon mutual consent, with the City Manager authorized to exercise the renewal options upon satisfactory services, budgeted funds available, and the City's receipt of continued grant funding from TDOT during the renewal terms.

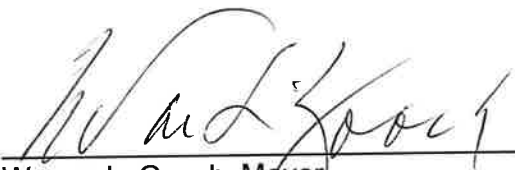
BE IT FURTHER RESOLVED that the City Manager is authorized to negotiate additional terms to the contract with ETHRA based upon input received from City Council and the public, if any, made during the public meeting and shall bring the contract back to City Council for approval; and the current contract with ETHRA is hereby authorized to be extended for up to ninety (90) days as needed.

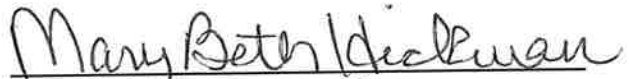
BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 12th day of May 2025.

APPROVED AS TO FORM AND LEGALITY:


Tammy M. Rackard, City Attorney


Warren L. Gooch, Mayor


Mary Beth Hickman, City Clerk

NUMBER _____

RESOLUTION

A RESOLUTION THE CITY TO ENTER INTO THE ATTACHED CONTRACT WITH EAST TENNESSEE HUMAN RESOURCES AGENCY (ETHRA) FOR OPERATION AND MANAGEMENT OF THE CITY'S PUBLIC TRANSIT SYSTEM IN AN AMOUNT NOT TO EXCEED \$230,000.00, WHICH CONTRACT IS CONTINGENT UPON THE CITY'S RECEIPT OF GRANT FUNDING FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR PARTIAL FUNDING OF THE CITY'S OPERATING EXPENSES FOR THE TRANSIT PROGRAM.

WHEREAS, by Resolution 5-56-2025 City Council authorized the City Manager to negotiate a contract with the East Tennessee Human Resources Agency (ETHRA) for the management and operation of the City's transit program for Fiscal Year 2026 with up to nine (9) renewal options, subject to budgeted funds and the City's receipt of an Operating Assistance Grant from the State of Tennessee Department of Transportation (TDOT) for this program; and

WHEREAS, the current contract for management and operation of this program expires on September 30, 2025, as it was extended by Resolution 5-56-2025 to allow for contract negotiations; and

WHEREAS, the City Manager has negotiated the contract with ETHRA and recommends approval of the contract by City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City is hereby authorized to enter into the attached contract with East Tennessee Human Resources Agency (ETHRA) for management and operation of the City's transit program in an amount not to exceed \$230,000.00; said contract with an initial term through June 30, 2026, and up to nine (9) additional fiscal-year renewal options upon mutual consent.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to exercise the renewal options upon satisfactory services if budgeted funds are available and subject to the City's receipt of continued grant funding from TDOT during the renewal terms.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

CONTRACT
(Operation and Management of the City's Public Transit Program)

This Contract entered into this _____ day of _____ 2025, by and between the City of Oak Ridge, Tennessee, P.O. Box 1, Oak Ridge, Tennessee 37831, hereinafter referred to as the "City," and the East Tennessee Human Resources Agency, Inc., 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee 37923, hereinafter referred to as "ETHRA."

WITNESSETH:

WHEREAS, the City issued a Request for Proposals, dated February 12, 2025, for the Operation and Management of the City's Public Transit Services; and

WHEREAS, ETHRA responded to the City's Request for Proposals; and

WHEREAS, an evaluation committee reviewed all proposals received and recommended ETHRA to provide the requested services, which recommendation was supported by the City Manager; and

WHEREAS, ETHRA has provided similar services to the City in the past under a previous contract; and

WHEREAS, by Resolution 5-56-2025, City Council authorized the City Manager to enter into negotiations with ETHRA for said services and to bring the negotiated contract back to City Council for approval; and

WHEREAS, this Contract was negotiated between the City and ETHRA, and subsequently approved by City Council.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the City and ETHRA hereby agree and covenant as follows:

1. Scope of Service

A. Scope

ETHRA shall provide certain public transportation services as hereinafter described and as specified in the following documents which are attached hereto and incorporated herein by reference: Attachment A – Operational Policies; Attachment B – ETHRA's Proposal dated April 3, 2025; and Attachment C - City's Request for Proposals, dated February 12, 2025.

ETHRA shall provide both 24-hour in advance call curb-to-curb and standing trip service, depending on available space. The City may reduce the amount of service to be rendered if, in the City's determination, the monthly ridership does not warrant operation of all vehicles during all service hours. In such instance, the City will provide thirty (30) days advanced notification to ETHRA. If inactive, the other vehicles shall be used as spares during maintenance and repair of the other vehicle.

B. Software Enhancements

ETHRA has implemented new software (Ecolane) to manage, monitor, and access system and employee performance of the City's public transit program in real-time. This software allows for automatic scheduling, trip reminders for clients via calls/texts, Where's My Ride messaging to riders for riders to have information on the driver and vehicle location, Customer Complaint Tracking through text and other platforms, Trip Portal for requesting rides through the software program, Trip Pass to allow for an EPass ticketing option, and MicroTransit.

ETHRA shall utilize the software program capabilities to enhance the City's public transit program.

2. Term and Renewal

A. Term

This Contract is for an initial term commencing October 1, 2025, and ending June 30, 2026.

B. Renewal

Conditioned upon grant funding being received by the City from the Tennessee Department of Transportation (TDOT) for these services, this Contract may be renewed upon mutual option of both parties for up to nine (9) additional fiscal-year terms (July 1 – June 30). The City Manager may authorize the renewal for the City provided services have been satisfactory and budgeted funds are available. In the event ETHRA is not interested in a renewal, ETHRA shall notify the City at least six (6) months prior to the expiration date of the then-current term.

3. Compensation

A. Amount

The City shall pay ETHRA the amount of \$29.16 per one way trip for the operation of up to three (3) vehicles. In no event shall the maximum compensation under this Contract exceed \$230,000.00 without the advance written authorization of the City. Per Attachment A, Operational Policies, the monthly invoice for service provided will be reduced by the total dollar value of fares which should have been collected by ETHRA. No fare shall be charged during the first year of the contract, which shall serve as a trial period. This fare policy is subject to review and may be modified in subsequent contract years.

B. Invoices

ETHRA shall submit a detailed invoice to the City on a monthly basis, unless an alternate schedule is mutually agreed upon. ETHRA's bill shall be based upon the number of trips provided during the preceding month.

C. Payment

Contingent upon preliminary verification of the invoice, the City will pay ETHRA within twenty (20) days from the date of submission. The City may, at any time, conduct an audit of any and/or all records kept by ETHRA for this service. Any overpayment uncovered in such an audit may be charged against ETHRA's future invoices. The City may withhold payment for services which fail to meet the terms and conditions of this Contract.

D. Operating Services Prior to Grant Approval

ETHRA acknowledges that transit services may commence prior to the formal approval of state grant funding. In such instances, ETHRA shall operate services without immediate compensation until the grant is approved and funds are disbursed to the City. The period of services is referred to as the "Interim Period."

1. Service Continuity. ETHRA shall ensure uninterrupted transit services during the Interim Period maintaining the quality and safety standards outlined in ETHRA's proposal.

2. Financing Planning. ETHRA must demonstrate the financial capacity to sustain operations during this Interim Period without reimbursement, including sufficient reserves or alternative funding mechanisms.

3. Reporting and Documentation. ETHRA shall maintain detailed records of all operating expenses incurred during this period. These records will be required for reimbursement once grant funding is approved.

4. Personnel

- A. Generally

ETHRA shall be solely responsible for the provision and satisfactory work performance of all employees. ETHRA shall be solely responsible for payment of all employee and/or subcontractor wages and benefits. Without any additional expense to the City, ETHRA shall comply with the requirements of employee liability, Worker's Compensation, employment insurance, Social Security, wage regulations, and all other applicable laws. ETHRA must have a process for hiring that includes background checks.

The City shall have the right to request removal from the project, for reasonable cause, any personnel furnished by ETHRA and ETHRA shall not unreasonably deny such a request. ETHRA shall not, absent prior written notice to the City, remove or re-assign the key management personnel identified in its proposal (e.g. Project Manager) at any time prior to or after execution of the Contract. ETHRA shall obtain the City's written consent prior to entering any subcontract affecting the service.

- B. Project Manager

ETHRA's Project Manager for this Contract is Brent Gagley, Assistant Transportation Director. The Project Manager shall oversee the day-to-day operation of the service.

The City plans to hold meetings as needed for the purpose of discussing service problems and proposed solutions and to maintain open and frequent communications. Unless otherwise notified, the Project Manager or other employee with decision-making authority will be required to attend all meetings.

- C. Office Staff

ETHRA shall supply a sufficient number of employees to provide the services required. ETHRA will be responsible for training these employees and making sure that all program policies and procedures are understood, and that personnel are familiar with the street system in Oak Ridge. Personnel with dispatch capabilities and equipment will be available at the ETHRA office Monday through Friday, from 7:00 AM to 6:00 PM, during all proposed service hours. On Saturdays, an afterhours staff member will be on call to handle dispatch functions. Inbound calls to the dispatch center are routed to this individual, who is equipped with an ETHRA-issued laptop and cell phone to manage dispatching responsibilities while on call. Additionally, there will always be at least one trained staff member available to monitor calls and perform dispatching duties during all service hours and times when vehicles are on the road for this program.

5. Drivers

- A. Drivers

ETHRA shall supply a sufficient number of properly qualified personnel to operate the vehicles and to provide the services required. Each of the ETHRA employees shall, at all times while on duty in the performance of the services required herein, be neatly and cleanly dressed and maintain a courteous and cooperative attitude in their contacts with the public. ETHRA is responsible for ensuring that each driver is properly acquainted with the

requirements of the program and his/her responsibilities as a driver.

B. Driver Training

The City recommends that ETHRA have all drivers (and proposed drivers) complete the following training: defensive driver training; sensitivity training; emergency evacuation training; transporting special passenger (elderly and/or disabled) training; vehicle maintenance training; Americans With Disabilities Act training; Red Cross first aid training (including CPR); infectious diseases (Aids, Tuberculosis, and Hepatitis) training; and geographic familiarity.

Driver training will be an ongoing process and refresher training is recommended for all drivers on an annual basis or as required for continued certification. All costs associated with employee training will be the responsibility of ETHRA.

C. Minimum Driver Standards

All drivers must possess a valid drivers' license issued by the Tennessee Department of Safety and Homeland Security for operation of the class of vehicle provided for the transit program and be at least twenty-one (21) years of age. A written record from the Tennessee Department of Safety and Homeland Security must be submitted annually to the City for each driver. Under no condition will an applicant be accepted as a driver for this program if he/she has been convicted of a felony; convicted of any drug, alcohol, or sex offense; or any offense involving dishonesty.

Drivers will meet the following criteria: no moving violations during the last three (3) years; no suspended licenses within the last three (3) years; no revoked licenses within the last five (5) years; and no DUI or DWI offenses.

D. Display of Driver I.D.

Each approved driver shall be issued a numbered photo identification card by ETHRA. Driver identification must be prominently displayed in the vehicles at all times while in service in such a manner as to be visible to riders.

E. Drug and Alcohol Testing

ETHRA shall have a policy in place for pre-employment, random, and suspicion-based drug and alcohol screenings. Additionally, ETHRA shall have a policy on drug and alcohol testing when drivers are involved in an accident.

6. Vehicles

A. Vehicles

ETHRA shall provide three (3) 10+2 ADA cutaway buses for operations of this program. All vehicles shall be fully ADA-compliant and wheelchair lift equipped. A minimum of two (2) vehicles shall be in service at all times during service hours.

B. Cleanliness

Drivers will be responsible for cleaning and washing vehicles both inside and out daily. Vehicles will be inspected on a regular announced and unannounced basis at least weekly. Passenger comment cards will also be available, which will include a "van cleanliness" check question.

C. Vehicle Markings

All vehicle markings shall be approved by the City. No exterior or interior advertisements (e.g. displays, bumper stickers, etc.) shall be permitted, without the express written consent of the City.

D. Maintenance

ETHRA shall, at its expense, maintain all vehicles used for this program at a minimum in accordance with the manufacturer's specifications for routine repair and preventive maintenance and/or in accordance with the State's vehicle maintenance standards. Where different standards exist, ETHRA shall be required to maintain vehicles in accordance with the stricter standards. Service records must be kept for all vehicles and must be available for City inspection during normal office hours.

ETHRA will provide a daily vehicle inspection before the vehicle goes into service to include all fluids, belts, hoses, tires, lights, battery, brakes, and mirrors. A visual "walk-around" inspection will also be completed daily. A vehicle failing the daily inspection will not be used in service until the reason for failure is corrected.

If any maintenance or mechanical problems are found, the driver or maintenance provider will notify the ETHRA Transportation Manager for work approval. All maintenance records and inspection forms are to be reviewed each month. In addition, all maintenance bills and work orders are to be thoroughly checked.

When not in use the vehicles shall be stored at ETHRA's Oak Ridge facility.

E. Safety & Inspections

ETHRA shall perform daily safety inspections of each vehicle prior to beginning each day's service. A vehicle failing the daily inspection will not be used in service until the reason for failure is corrected. The City reserves the right to insure that vehicles are being maintained properly and are in safe operating condition. If a vehicle fails inspection, it will be barred from service until the problem(s) are corrected. For passenger comfort, the heating and air-conditioning units must be kept in proper working order. The City may inspect vehicles at any reasonable time and may bar a vehicle from service until problem(s) are corrected.

F. Fuels and Materials

All fuel, lubricants, parts, materials, servicing, etc. required for the performance of the program shall be supplied by ETHRA at no additional cost to the City.

G. Facilities

ETHRA shall provide suitable office facilities with which to operate the service. All furnishings, equipment and supplies are the responsibility of ETHRA. The vehicles will be stored at ETHRA's Oak Ridge facilities.

H. Damage

All physical damage to vehicles shall be repaired in a high quality manner within sixty (60) days of occurrence, regardless of cause, or replaced with the designated spare vehicle until such time as the repairs can be completed.

I. Spare Vehicles

ETHRA must have, at its immediate disposal, at least one (1) vehicle to backfill in the event an Oak Ridge Transit bus is out of service. This spare ETHRA vehicle will be maintained to the previously stated standards. It is ETHRA's responsibility to ensure that sufficient fleet vehicles are available to meet service requirements.

J. Removal of Vehicles

The City can order either verbally or in writing the immediate removal from service any vehicle that the City believes does not meet the City's vehicle specifications, is unsafe, or not in compliance with any federal, state, or local laws, inspections or regulations.

K. Exceptions

Exceptions to any of these requirements shall require prior approval of the City. Use of any vehicle not specifically defined herein in the program also requires approval of the City. No exceptions that adversely affect safety will be made.

7. Records and Reports

A. ETHRA shall be responsible for properly maintaining separate accounts and records for this service as deemed necessary by the City. The following types of information are required to be kept:

1. Daily Software Report, including actual pick-up and drop-off times
2. Immediate Report – Complete explanation of all accidents with personal injury or property damage of \$500 or more to be submitted immediately or as soon as practical following the event to the City contact on this contract.
3. Monthly Report (to be submitted with monthly invoice) – must include performance metrics via software generated report with monthly invoice
 - a. Number of service hours scheduled
 - b. Number of hours during which service was provided
 - c. Number of passengers served
 - d. Number of denied/cancelled trips
 - e. Number of one-way trips
 - f. Number and Percentage of on-time performance
 - g. Number and Percentage of in-vehicle passenger trips under thirty (30) minutes
 - h. Odometer reading for each vehicle
3. Maintenance Records (Vehicle number, date, type of service, etc.)
4. TDOT Applications and Reports (Submitted as required in a timely manner)
5. Upon Request – Upon request by the City, ETHRA shall provide service and maintenance activities, and condition of each vehicle.
6. The City shall have access to ETHRA's customer complaint tracking system, with visibility into complaints equivalent to ETHRA's own access. A summary of all complaints shall be submitted monthly, or more frequently upon the City's request. Upon request, ETHRA shall also provide more detailed information regarding any specific complaint.

- B. ETHRA shall provide the City the information necessary to prepare the annual TDOT operating assistance application and annual TDOT reportings which will include, at a minimum, passenger counts, number of days of operation, and any service deletions, reductions or additions.
- C. The City, State and the United States Department of Transportation, or their designees may at any time perform audits of the financial books, records and accounts of ETHRA. ETHRA agrees to preserve and to cause any subcontractor to preserve and make available, for a period of six (6) years after the completion of this Contract, any and all financial, operations, administrative and maintenance records pertaining to this Contract.

8. Performance Reviews

ETHRA will participate in quarterly performance review meetings with City staff to discuss performance metrics (as outlined in Records and Reports A.3.), receive feedback, and address any service-related issues. The annual performance review will take place before a renewal term commences.

9. Insurance

A. Coverage.

ETHRA shall maintain in full force and effect Comprehensive General Liability, Workers' Compensation and Property Damage Insurance in the amounts set forth below and naming the City of Oak Ridge, Tennessee as an additional insured.

1. Comprehensive General Liability and Personal Injury Liability:

Bodily Injury or Personal Injury	\$300,000 per person as limited by the GTLA
	\$700,000 per occurrence as limited by the GTLA
Property Damage	\$100,000 each occurrence as limited by the GTLA
Each Other Loss	\$2,000,000 per occurrence

2. Workers' Compensation and Employer's Liability as provided for in applicable Tennessee statutes.

3. Comprehensive Automobile Liability (Including all owned, non-owned and hired vehicles)

Bodily Injury or Personal Injury	\$300,000 per person as limited by the GTLA
	\$700,000 per occurrence as limited by the GTLA
Property Damage	\$100,000 each occurrence as limited by the GTLA
Each Other Loss	\$2,000,000 per occurrence

ETHRA shall maintain policies providing the following insurance protection, each policy containing a requirement that, in the event of change or cancellation, thirty (30) days' prior written notice be sent by mail to the City.

ETHRA may purchase at its own expense such additional or other insurance protection as it may deem necessary. Maintenance of the required minimum insurance protection does not relieve ETHRA of responsibility for any losses not covered by the above-required policies.

Before commencement of work hereunder, ETHRA agrees to furnish to the City of Oak Ridge (Legal Department, P.O. Box 1, Oak Ridge, Tennessee 37831-0001) a Certificate of Insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force.

All deductible payments are the responsibility of ETHRA. All accidents must be immediately reported to the City.

B. Claims

If, as a result of any operation performed under this Contract, a claim is made against the City or ETHRA, ETHRA must verbally notify the City immediately, with a complete and accurate description of the incident, within twenty-four (24) hours. A written verification of such claim must be submitted to the City within thirty-six (36) hours. The City shall notify ETHRA of any claims reported directly to the City with forty-eight (48) hours of receipt of the claim.

C. Accidents

All passenger and vehicle related accidents involving any property damage over \$500.00 or personal injury resulting from service provided under this Contract must be verbally reported, immediately, and verified, in writing, to the City with a complete report on the incident, including any forms provided by the City for that purpose, within twenty four (24) hours of the occurrence. The City shall notify ETHRA of any accident reported directly to the City within twenty-four (24) hours of the accident.

10. Inspection of Work

- A. All work (which term through this clause includes services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services) shall be subject to inspection and testing by the City to the extent practicable at all times and places during the term(s) of this Contract. All inspections by the City shall be made in such a manner as not to unduly delay the work. The City shall have the right to enter ETHRA's premises for the purpose of inspecting and auditing all data and records which pertain to ETHRA's performance under this Contract. The City shall also have the right to enter ETHRA's premises for the purpose of inspecting vehicles owned by ETHRA that are used to provide service under this Contract.
- B. If any work performed hereunder is not in conformity with the requirements of this Contract, the City shall have the right to (1) send ETHRA written notice detailing the nonconforming action(s) along with a demand that ETHRA immediately take all necessary steps to ensure future performance of the work in conformity with the requirements of the Contract; and (2) if, after fifteen (15) days from the notice date ("15-Day Cure Period"), ETHRA has not taken the necessary steps to ensure future conformity with the Contract requirements, then the City may reduce the Contract price by an amount demonstrably commensurate with the the reduced value of the work performed. In the event ETHRA fails to cure contractual performance deficiencies within the 15-Day Cure Period, the City shall have the right to terminate this Contract for default as provided in the clause of this Contract entitled "Termination."

11. Designated Representatives and Notice

The parties hereby designate the following individuals as their respective representatives pertaining to the services to be performed or furnished by ETHRA and the responsibilities of the City under this Contract. Such individuals have the authority to transmit instructions and receive information relative to this Contract on behalf of the parties. The designated representatives for the parties are as follows:

City:
Kendahl Moore
Assistant to the City Manager
City of Oak Ridge
P.O. Box 1
Oak Ridge, Tennessee 37831

ETHRA:
Brent Gagley,
Assistant Transportation Director
ETHRA
9111 Cross Park Drive Suite D-100
Knoxville, Tennessee 37923

All notices and communications under this Contract must be in writing and delivered by (1) personal delivery, (ii) certified or registered mail (in each case, return receipt requested, postage prepaid), or (iii) electronic mail (email) to the addresses or email addresses of the Designated Representatives listed above, unless and until either party is otherwise notified in writing of a new Designated Representative's name and contact information. Any notices and communications required to be given in writing by one party to the other shall be considered as having been given to the addressee: (i) if personally delivered, upon receipt by the receiving party, (ii) if mailed, three (3) business days after mailing, and (iii) if sent by email, when delivery confirmation is received from the recipient's email system or the recipient has acknowledged receipt of the email.

12. Miscellaneous Provisions

A. Regulatory Requirements

ETHRA shall comply with all Federal, State, and local licensing and/or regulatory requirements (including permits) for the provision of transit services.

B. Equal Opportunity

ETHRA will at all times abide by the equal opportunity provisions of the Civil Rights Act of 1964 as amended, Executive Order 11375 and as supplemented in Department of Labor Regulations 41 CFR Part 60 and of the rules, regulations, and relevant orders of the Secretary of Labor.

C. Conservation

ETHRA shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC Section 6321 et seq.)

D. Environmental Violations

For all contracts and subcontracts in excess of \$ 100,000, ETHRA agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 a)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR Part 15) which prohibit the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. ETHRA shall report violations to the Federal Transit Administration and to the United States Environmental Protection Agency Assistant Administrator for Enforcement (EN0329).

E. Safety Policy

ETHRA shall at all times abide by ETHRA's written safety policy. All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, state and/or local safety or environmental codes. ETHRA further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

F. Interest of Members of or Delegates to Congress

No member of or delegate to the Congress of the United States shall be admitted to any share or part of the Contract or to any benefit arising therefrom.

G. Cargo Preference

Requirements under 46 USC. 1241(b)(1) and 46 CFR Part 381 imposing cargo preference requirements on the shipment of foreign made goods, therein apply to this Contract.

H. Contract Work Hours and Safety Standards Act

ETHRA shall comply with the provisions under the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

I. Public Notice

All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the City or ETHRA shall include the Statement, "This project is funded under a grant contract with the State of Tennessee." All such notices shall be approved by the State.

J. Lobbying

ETHRA certifies, to the best of its knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the ETHRA, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, ETHRA shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. ETHRA shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was entered into and is a prerequisite for entering into this transaction imposed by 31 U.S.C. §1352.

K. Public Accountability

If ETHRA is subject to Tennessee Code Annotated §8-4-401 et seq. or if this Contract involves the provision of services to citizens by ETHRA on behalf of the State, ETHRA agrees to establish a system through which recipients of services may present grievances about the operation of the service program. ETHRA shall also display in a prominent place, located near the passageway through which the public enters in order to receive grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE

AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

This sign shall be on the form prescribed by the Comptroller of the Treasury. Upon request from ETHRA, the City will provide ETHRA with any necessary signs.

L. Licensure

ETHRA and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

M. Records

ETHRA (and any approved subcontractor) shall maintain documentation for all charges under this Contract. The books, records, and documents of ETHRA (and any approved subcontractor), insofar as they relate to work performed or money received under this Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. ETHRA's records shall be subject to audit at any reasonable time and upon reasonable notice by the grantor state agency (TDOT), the Comptroller of the Treasury, or duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with the City's purchasing policies and procedures and purchasing procedures for local governments authorized under Tennessee law.

ETHRA shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

ETHRA shall establish a system of internal controls that utilize the COSO Internal Control-Integrated Framework model as the basic foundation for the internal control system. ETHRA shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the grantor state agency (TDOT), the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

N. Environmental Tobacco Smoke

Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," ETHRA shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. ETHRA shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the

hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines.

Vaping is similarly prohibited on the vehicles during all hours of operation.

O. Debarment and Suspension

ETHRA certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
2. Have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section 2. of this certification; and
4. Have not within a three (3) year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

ETHRA shall provide immediate written notice to the City if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

P. Other Assistance

ETHRA will assist and advise the City in managing the transportation services including, but not limited to procurement of vehicles, safety, accident investigation, agency liaison, general administration, and cost allocation.

13. Assignment

ETHRA shall not assign, sublet, delegate or transfer in whole or in part any of ETHRA's rights, duties, obligations, or responsibilities under this Contract without the prior written permission of the City and the State.

If any subcontracting of this Contract is approved by the City and the State, no such consent shall be construed as making the City or State a party to such subcontract, or subjecting the City or State to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve ETHRA of its liability and obligation under this Contract, and all transactions with the City must be through the City Manager. The City reserves the right to require certain clauses be placed in any subcontracting agreements affecting the service provided under this Contract.

14. Indemnification

To the level allowed by law, ETHRA agrees to protect, defend, and hold the City, its officers, employees, and agents free and harmless from and against any and all losses, penalties, and liabilities arising out of or relating to or arising out of this Contract and/or ETHRA's performance thereof. To the level allowed by law, ETHRA agrees to indemnify the City, its officers, employees,

and agents from and against any and all losses, penalties, and liabilities relating to or arising out of this Contract and/or the performance thereof, but only to the extent caused by ETHRA. The following shall be included in the indemnity hereunder: damages, settlements, fees, and litigation expenses. ETHRA's indemnification of the City shall exclude acts or omissions of the City and any party other than ETHRA whether such liability is sole, contributory, or comparative in nature. ETHRA further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false, or fraudulent, up to the level allowed by law.

The City will not hold harmless or indemnify ETHRA for any liability whatsoever.

15. Independent Contractor

It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. ETHRA agrees to be solely responsible for all matters relating to payment of employees, including compliance with social security, all payroll taxes and withholdings, unemployment compensation, and all other regulations governing such matters. ETHRA agrees to be responsible for its own acts and those of its subordinates, employees and any and all subcontractors, if any, during the life of this Contract.

16. Anti-Discrimination

ETHRA hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of ETHRA on the grounds of race, color, creed, national origin, age, sex, sexual orientation, religion, disability, or any other classification protected by federal law, Tennessee state constitutional or statutory law, or local law. ETHRA shall, upon request, show proof of such nondiscrimination. ETHRA shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

ETHRA shall inform any of its vendors and subcontractors that are used in conjunction with this project of this provision and shall ensure compliance therewith.

17. Termination

The City has no obligation to ETHRA, of any kind, after the date of termination. ETHRA shall deliver all records, equipment, and materials to the City within ten (10) days of the date of termination.

A. Termination for Convenience

The City may terminate this Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the City. The City shall give ETHRA at least thirty (30) days' written notice before the effective termination date. ETHRA shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the City be liable to ETHRA for compensation for any service which has not been rendered. The final decision as to the amount, for which the City is liable, shall be determined by the City. Should the City exercise this provision, ETHRA shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

B. Termination for Cause

Either party may terminate this Contract for cause in the event of a material breach by the other party. The non-breaching party shall provide the defaulting party with written notice

specifying the nature of the breach. The defaulting party shall have thirty (30) days from receipt of such notice to cure the breach to the reasonable satisfaction of the non-defaulting party (the "Cure Period"). If the defaulting party fails to cure the default within the Cure Period, the non-defaulting party may terminate this Contract by providing written notice of termination specifying the effective date of termination which may be immediate upon delivery. ETHRA may not terminate this Contract for the City's failure to pay during the Interim Period as defined in Section 3.D. Termination under this subsection shall be without prejudice to any other rights or remedies available to the non-defaulting party under this Contract or at law or in equity.

18. Compliance with Laws, Ordinances, Statutes and Regulations

ETHRA shall comply with all applicable existing and future federal, state, county and local laws, ordinances, statutes, rules, regulations, and orders of any public authority bearing on the performance of this Contract, including, but not limited to, the laws referred to in these provisions of this Contract and the other Contract documents. If the Contract documents are at variance therewith in any respect, any necessary changes shall be incorporated by appropriate modification. Upon request, ETHRA shall furnish to the City certificates of compliance with all such laws, orders, and regulations.

19. Licenses, Permits, and Taxes

ETHRA shall be appropriately licensed for the work required as a result of this Contract. The cost for any required licenses or permits shall be the responsibility of ETHRA. ETHRA is liable for any and all taxes due as a result of this Contract.

20. Waiver of Terms and Conditions

The failure of the City or ETHRA in any one or more instances to enforce one or more of the terms or conditions of the Contract documents or to exercise any of its rights or privileges, or the waiver of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.

21. Interpretation, Jurisdiction and Venue

This Contract and other contract documents shall be construed and interpreted in accordance with the laws of the State of Tennessee. ETHRA hereby consents and submits to the jurisdiction of the appropriate courts of Tennessee for adjudication of any suit, right or cause of action arising under or in connection with the contract documents.

22. Conflicts of Interest

ETHRA warrants that no part of the total contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, sub-grantee, or consultant to ETHRA in connection with any work contemplated or performed relative to this Contract.

23. Amendment

This Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

24. Lack of Funds Clause

The City may cancel or reduce the amount of service to be rendered if such action is, in the City's determination, in the City's best interests, or if there is a lack of funding available for the service. In such event, the City will notify ETHRA in writing thirty (30) days in advance of the date such actions are to be implemented.

25. Severability

In the event any provision of the Contract is declared or determined to be unlawful, invalid or unconstitutional, such declaration shall not affect, in any manner, the legality of the remaining provisions of the contract and each provision of the contract will be and is deemed to be separate and severable from each other provision.

26. Controlling and Conflicting Provisions

In the event of any inconsistencies or conflicts between the provisions of this Contract and the Attachments, the documents shall govern and control and be final and binding upon the parties in this order: the Contract, Attachment A, Attachment C, and Attachment B.

27. Mandatory Non-Boycott of Israel

ETHRA acknowledges that this Contract will be terminated and void, and payment withheld, if this certification is inaccurate:

Pursuant to Tennessee law (Tennessee Code Annotated §12-4-119), the Contractor certifies that it is not currently engaged in, and will not be engaged in, a boycott of the State of Israel and Israeli-controlled territories for the duration of the term(s) of this Agreement.

This provision is not applicable to contracts with a total potential value of less than \$250,000.00 or to contractors with less than ten (10) employees.

28. Iran Divestment

ETHRA acknowledges that this Contract will be void at initio, and payment withheld, if this certification is inaccurate:

Pursuant to Tennessee law (Tennessee Code Annotated §12-12-101 et. seq, known as the Iran Divestment Act), the Contractor certifies that it is not on the list of persons engaging in investment activities in Iran as described in Tennessee's Iran Divestment Act and, therefore, ineligible to contract with the State of Tennessee. Further, the Contractor certifies that it will not utilize the services of any subcontractor for services under this Agreement that are identified by the State of Tennessee as engaging in investment activities in Iran in violation of the Iran Divestment Act.

29. Entire Agreement

This Contract, including all attachments attached and incorporated by reference, embodies the complete and whole agreement of the parties. There are no prior oral or written representations, terms, conditions, promises, or agreements between the parties relating to matters herein, except as otherwise provided herein.

30. Venue

The parties to this Contract agree and covenant that this Contract will be enforceable in Oak Ridge, Tennessee, and that if legal action is necessary to enforce this Contract, exclusive venue will lie in

Anderson County, Tennessee, or in the United States District Court for the Eastern District of Tennessee, Knoxville Division.

31. Governing Law

This Contract is entered into subject to the City of Oak Ridge's City Charter and City Code, as the same may be amended from time to time, and is subject to and is to be construed, governed, and enforced under all applicable State of Tennessee and federal laws. ETHRA will make any and all reports required per federal, state, or local law. Situs of this Contract is agreed upon by the parties to be Anderson County, Tennessee, for all purposes, including performance and execution.

IN WITNESS WHEREOF, the City and ETHRA have caused this Contract to be executed as of the date first written above.

APPROVED AS TO FORM AND LEGALITY:

CITY OF OAK RIDGE, TENNESSEE

Tammy M. Rackard, City Attorney

Randall W. Hemann, City Manager

EAST TENNESSEE HUMAN RESOURCES
AGENCY, INC.

Executive Director

Attachments: Attachment A – Operational Policies
Attachment B – ETHRA's Proposal dated April 3, 2025
Attachment C – City's Request for Proposals, dated February 12, 2025

Approved by Resolution _____

ATTACHMENT A OPERATIONAL POLICIES

Service

The City's Public Transit Service is within the City Limits of Oak Ridge, Tennessee. Wheelchair-accessible transportation must be provided for curb-to-curb service within the City Limits. This is a demand-responsive program and reservations shall be accepted when made at least twenty-four (24) hours before the requested pick-up time.

ETHRA will provide service during all times scheduled as determined from information provided in the monthly report. Provision of service shall be defined as having a City-approved vehicle, driver, and dispatcher available for service.

Clientele

The transit service is available to all residents of Oak Ridge. All children age twelve (12) and under must be accompanied by an older responsible individual.

Service Days and Hours

Service will be provided Monday through Saturday from 7:00 a.m. to 6:00 p.m., with the first reservation normally being no earlier than 7:15 a.m. and the last pick-up usually being no later than 5:30 p.m. The City reserves the right to change the hours of service upon thirty (30) days written notice.

ETHRA shall provide service during at least ninety percent (90%) of the scheduled service hours, as determined from information provided in the monthly report. Provision of service shall be defined as having an operable City-approved vehicle available for service.

Holidays

Holidays with no service required to be provided are New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (4th Thursday in November), and Christmas Day (December 25).

In-Service Training Days

ETHRA will provide service at all times specified, including in-service training days, except as may otherwise be authorized by the City.

On-Time Performance

Trips will be considered "on-time" as long as they are served within a window of ten (10) minutes deviation from the scheduled pick-up and drop-off times. The driver will wait a minimum of five (5) minutes and then dispatch will attempt to reach the rider before considering the rider a "no-show" for pick-up. The driver must follow the wait time and no-show instructions as set forth in Attachment B.

ETHRA is required to meet these guidelines, in conjunction with in-vehicle time requirements. ETHRA will provide a minimum of eighty-five percent (85%) on-time trips. The percentage of on-time trips will be determined by comparing the scheduled times with the actual times as listed on the driver log.

There are no incentives for timely performance, however, there may be penalties for poor performance.

Pick-Up Time

Riders must be informed of their pick-up time when they call to make a reservation. If the trip must be rescheduled (not at the rider's request), ETHRA must attempt to call the rider not less than two (2) hours in advance of that pick-up time. ETHRA will not call riders before 8:00 a.m. or after 5:30 p.m. for this purpose.

In-Vehicle Time

Except in cases of extremely distant start and end points, passengers shall not spend more than thirty (30) minutes in a vehicle. ETHRA will provide a minimum of ninety percent (90%) of trips under thirty (30) minutes duration. The percentage of under thirty (30) minute trips will be determined from the in-vehicle time listed in the software report.

No-Shows

A rider will be considered a "no-show" if the rider fails to respond for a pick-up as specified in Attachment B.

Dispatching/Office Staff

Dispatch staff will be available at the ETHRA office Monday through Friday, from 7:00 AM to 6:00 PM. On Saturdays, an after-hours dispatcher will handle calls and dispatch duties remotely, using an ETHRA-issued laptop and cell phone.

Reservations

Residents will be able to make next-day reservations for service by calling 865-482-2785 between the hours of 8:00 a.m. and 4:30 p.m. This telephone line will be used only for transportation and scheduling calls. Alternatively, riders will be able to schedule rides with the established mobile application.

For demand-response trips, ETHRA shall accept trip reservations up to twenty-four (24) hours in advance or by 3:00 p.m. on the day prior to service, whichever is less. ETHRA shall make every reasonable effort to accommodate all reservation requests on a first-come, first-served basis.

ETHRA shall be notified at least twenty-four (24) hours in advance of any modifications standing trip reservations by the rider. The method by which reservation changes are communicated to ETHRA must be clearly conveyed to riders by ETHRA.

Telephone Identification

The Oak Ridge public transit number will be identified as such by the person answering the telephone.

Certification

Since this service will be available to all Oak Ridge residents, ETHRA is not required to certify users.

Fares

The fare rates shall be established by the City and collected by ETHRA. No fare shall be charged during the initial contract term, which shall serve as a trial period. This fare policy is subject to review and may be modified in subsequent contract years. The monthly invoice for service provided will be reduced by the total dollar value of fares which should have been collected. ETHRA will provide a secure and accurate method of collecting fares and accounting for same. The City shall give ETHRA at least a thirty (30) days notice of a change in the fare rates to be collected. Riders must have exact change for their fare or book and pay using the mobile application.

Gratuities

ETHRA and its employees are prohibited from soliciting or accepting any gratuity or gifts of any kind from riders.

Escorts

An escort is an individual who accompanies a passenger with a disability, a passenger using a wheelchair, or a passenger requiring assistance with common tasks. The escort provides necessary support to ensure the passenger's safe and effective use of transit services. ETHRA will not provide escorts but must allow riders to be accompanied by an escort when needed. Riders requiring an escort for a specific trip will be transported only when accompanied by their escort. ETHRA is required to ask at the time of each reservation whether the rider will need an escort for that trip. If no reservation has been made for the escort, ETHRA is not obligated to transport the escort if no seat is available.

Passenger Assistance

ETHRA will use the highest degree of care in the assistance of riders. Drivers will assist passengers into and out of the vehicle and load and unload packages. Each driver is required to have the safety belt for himself/herself and each passenger fastened and any wheelchair properly secured before placing the vehicle into motion.

Smoking / Expectorating / Eating / Drinking

Smoking, expectorating, eating, and consumption of beverages by drivers or passengers while on board any vehicle engaged in performing service for the City is not permitted. Rude, offensive, and abusive language or behavior is also prohibited. Driving while under the influence of drugs and/or alcohol is strictly forbidden. The City will exclude and prosecute any driver from this program who is found to be driving while under the influence of drugs and/or alcohol and may, if it so chooses, exclude any driver whose personal behavior violates the smoking, eating, drinking, and expectorating provisions.

One-way Trip Definition

A trip is defined as authorized travel between two points. Stopovers and route deviations requested by the rider shall be made at the discretion of ETHRA. Additional stops during a trip must be scheduled at the time of reservation. There will be a limit of one additional stop per round trip scheduled. During the first year of the contract, no fares—including fees for additional stops—shall be charged as part of a fare-free trial period. Fare policies are subject to review and may be modified in subsequent contract years.

Route Optimization

ETHRA is responsible for choosing the best combination of riders on each vehicle trip and the shortest distance/time combinations for each trip to maximize the efficiency of the service. ETHRA must use software and have established procedures for route optimization to ensure efficient service delivery. ETHRA's approach should prioritize minimizing travel times, increasing operational efficiencies, and enhancing overall rider experience, while also being adaptable to changing demand and traffic conditions.

Safety

ETHRA will ensure the safety of passengers by any and all means necessary, including but not limited to: driver monitoring; use of seat belts; vehicle maintenance; maintaining order in and around vehicles; providing safety and emergency procedures, etc. All vehicles shall be equipped with a fire extinguisher and appropriate first aid kit.

Inclement Weather

Cancellation of service due to inclement weather will be a joint decision by ETHRA and the City. ETHRA shall assume the responsibility of making a good faith attempt to contact any users who may be awaiting transport home and shall endeavor to provide such transport if safety and prudence permit. ETHRA will also make a good faith attempt, including local radio and television announcements, to contact any user with a reservation scheduled during the cancellation of service.

Administration

All management staff will be available by phone or radio during normal business hours.

Passenger Feedback Mechanism

ETHRA shall establish a system(s) for passenger feedback which system must include reliability, timeliness, and customer satisfaction while integrating the data into performance assessments and reports. The City shall have direct access to the unaltered rider feedback.

Carry-On Items

It is important that ETHRA accommodate grocery trips. ETHRA will allow riders to carry up to four (4) bags the equivalent size of standard plastic grocery bags, approximately 12" x 7" x 22", while maintaining safety and ease of access on the vehicle.

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Honorable Mayor and City Council

FROM: Randy Hemann , City Manager

SUBJECT: A Resolution to Approving a Memorandum of Understanding for the Wilson Street Redevelopment Project

SUPPORTING DEPARTMENT: City Manager

Introduction

The Land Bank currently has the 6.5 acre Wilson Street site under contract for \$2 million. The Developer, JME LLC and M&P Land, LLC has a requested a MOU to set forth responsibilities of the Developer and responsibilities of the City.

Funding

The MOU does not create any legally binding obligations. A future Agreement will require funding in future budgets for utility work, assistance with park construction (in addition to the \$500,000 grant) as well as the leasing of 80 parking spaces for the park for a 10 year period.

Background

The Land Bank selected Tim Elliott/JMT for the development of the Wilson Street Property. The land is currently under contract for \$2 million. The development will require City assistance with utilities, parking, etc. but is anticipated to generate over \$340,000 annually in taxes at buildout. This MOU lays out general terms for a future Agreement as both parties work toward a final design and an Agreement that details obligations for both parties.

Recommendation

Staff recommends approval of the Resolution

Attachments:

[Resolution - Wilson Street MOU.docx](#)

[MOU - JME LLC and M&P Land LLC - Wilson Street - Signed by M&P.pdf](#)

[FY2026-079 - EXHIBIT A.pdf](#)

NUMBER _____

RESOLUTION

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND JME LLC AND M&P LAND LLC REGARDING THE DEVELOPMENT OF APPROXIMATELY 6.5 ACRES ON WILSON STREET.

WHEREAS, JME LLC and M&P Land LLC are affiliated with Wilson Street Partners LLC who has entered into a Land Disposition and Development Agreement with the Oak Ridge Land Bank, Inc. (Land Bank), to purchase an approximate 6.5 acre portion of real property on Wilson Street; and

WHEREAS, the development is a mix of residential and commercial with both private and public parking to be constructed in up to three phases; and

WHEREAS, the development includes plans for a public park in anticipation of approval to utilize grant funds available to the Land Bank that are allocated for this purpose; and

WHEREAS, JME LLC and M&P Land LLC have met with the City Manager and requested certain infrastructure improvements at the site that are beneficial to the development but also to the City's overall plans for connectivity to A.K. Bissell Park; and

WHEREAS, JME LLC and M&P Land LLC have prepared a Memorandum of Understanding (MOU) setting forth the phases of development along with a timeline for each phase; and

WHEREAS, the MOU sets forth infrastructure improvements by the City which includes re-routing infrastructure under the site including the creek, streetscape improvements along Wilson Street, and leasing parking spaces for public use for a period of ten years; and

WHEREAS, the MOU does not create any legally binding obligations nor does it commit any funds, but rather is a document to establish a good faith foundation for future collaborative efforts to accomplish certain objectives; and

WHEREAS, the City Manager recommends approval of the MOU.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the attached Memorandum of Understanding between the City and JME LLC and M&P Land LLC regarding the development of approximately 6.5 acres of real property along Wilson Street is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 11th day of August 2025.

APPROVED AS TO FORM AND LEGALITY:

Tammy M. Rackard, City Attorney

Warren L. Gooch, Mayor

Mary Beth Hickman, City Clerk

MEMORANDUM OF UNDERSTANDING
**Oak Ridge Downtown Redevelopment Project - 6.5 Acre Site Located Along the
Wilson Street and South Rutgers Corridor**

This Memorandum of Understanding (MOU) is entered into this the _____ day of _____, 2025, between the City of Oak Ridge, Tennessee (referred to as the “City”), and JME LLC and M&P Land, LLC (referred to as the “Developer”); all collectively referred to as the “Parties.”

RECITALS

WHEREAS, the City is a municipal corporation in the State of Tennessee; and

WHEREAS, JME LLC is a firm dedicated to the design of spaces and places that enhance the quality of life where people work, learn, heal, travel, and play; and

WHEREAS, M&P Land, LLC, is a property development firm with experience combining dining, retail, entertainment, and residential to improve the livability of communities; and

WHEREAS, JME LLC and M&P Land, LLC, are affiliated with Wilson Street Partners LLC who has entered into a Land Disposition and Development Agreement with the Oak Ridge Land Bank Inc. to purchase an approximate 6.5 acre portion of real property within the City Limits of Oak Ridge along the Wilson Street and South Rutgers Corridor; and

WHEREAS, the Parties desire to enter into this MOU to set forth certain expectations for this development and area improvements.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

Section 1. Purpose

The purpose of this MOU is to establish a good faith foundation between the Parties for future collaborative efforts that are mutually beneficial to accomplish the following objectives:

1. To Identify a Site whose location will serve to satisfy a multifaceted criterion to

enhance the lifestyle of the City of Oak Ridge which includes the local and transient population while embracing the needs of UT, UT Batelle, and the Oak Ridge National Laboratory all of which will serve as catalysts for the growth and improvement of the City. – ACCOMPLISHED

2. To Provide additional residential accommodation to satisfy current and future demand.
3. The Improvement of the City infrastructure at/near the Site.
4. The Improvement of the Wilson Street and South Rutgers Corridor linking to Badger Avenue to connect to A.K. Bissell Park.
5. To Provide additional Boutique Retail and Commercial Office Space.
6. To create a Food Hall to serve the City workforce and local community.
7. To create a Micro Park, centrally located within the development, which will include the following features;
 - A. A 'Trophy Beacon' incorporating high profile Water Feature with vertical jets and laser lighting.
 - B. The 'Trophy Beacon' will create a focal pointer for the new development, will be located on Wilson Street and will serve as the Gateway entrance to the newly created public space.
 - C. Amphitheater & Media Center.
 - D. Green-space with Serene Seating areas.
 - E. Food Truck 'hub.'
 - F. Public restrooms and refresh area.
 - G. Vehicular Parking:
 - i. Phase 1 - Construction of Surface Parking for 220+ vehicles.
 - ii. Phase 2 - Construction of additional Parking to service Building 'C'.

- iii. Phase 3 - Construction of a 3 level Parking Garage to serve the City of Oak Ridge and the Development in general.
- iv. Additionally, the Development will include 'Secure by Design' - CCTV / Control Center.

Section 2. Responsibilities of M&P Land LLC and JME LLC

M&P Land LLC and JME LLC intend to, through their affiliated company Wilson Street Partners LLC, acquire a 6.5 acre site located along the Wilson Street and South Rutgers corridor. The 6.5 acre site has already been identified and a Land Disposition and Development Agreement has been ratified. The Development of the 6.5 acre site will be undertaken in 3 Phases as follows:

1. Phase 1. See Exhibit 'A' / PDF
 - A. Construct Building 'B' approximately 120,000sf.
 - B. Building 'B' will be comprised of Student Housing, Retail, Leisure and Commercial.
 - C. Construction of a Surface Parking area for approximately 220 vehicles.
 - D. The Surface parking will comprise of two (2) designated areas: (a) to service the development, and (b) to provide public parking for the City.
 - E. The Construction of a Micro Park – Grant funding in the amount of \$500,000.00 is available from the Oak Ridge Land Bank Inc. for this project, however, it must be specifically requested for by Wilson Street Partners LLC.
 - F. The Construction of the Food Truck 'Hub.'
 - G. The Construction of Rest Rooms and Refresh area.
 - H. Time Line:
 - i. Design, Planning, Permitting Construction Drawings: September 2025 - September 2026.

- ii. Construction Commencement: September 2026.
- iii. Certificate of Occupation - November 2027.

2. Phase 2. See Exhibit 'A' / PDF

- A. Construct Building 'C' approximately 120,000sf.
- B. Building 'C' will be comprised of Apartments, Retail, Leisure and Commercial.
- C. Construction of additional Parking to accommodate Building 'C.'
- D. Public Restrooms and Refresh Area.
- E. Time Line:
 - i. Design, Planning, Permitting Construction drawings: September 2026 - September 2027.
 - ii. Construction Commencement: September 2027.
 - iii. Certificate of Occupation: November 2028.

3. Phase 3. See Exhibit 'A' / PDF

- A. Construction of Building 'A' – Area of accommodation yet to be determined.
- B. Building 'A' will either be an Active Adult Center and/or a 'Flagged Hotel.'
- D. At the outset of Phase 3 the Developer will construct at the Developer's cost a 3-level Parking Garage.
- E. Time Line:
 - i. Design, Planning, Permitting Construction drawings: September 2027 - July 2028.

- ii. Construction Commencement: September 2028
- iii. Certificate of Occupation: November 2029.

4. General

M&P Land LLC and JME LLC will work in a timely manner and in good faith with the City and the applicable governmental agencies to obtain all of the necessary planning and permitting permissions and approvals for the development to proceed.

5. There will be no Impact Fees, however, Developer will pay Tap Fees.

Section 3. Responsibilities of the City

The City intends to provide infrastructure assistance and improvements as follows:

- 1. Re-routing of the following infrastructure that exists beneath the Development Site:
 - A. Creek re-routing.
 - B. Water.
 - C. Sanitary and Stormwater.
 - D. 48" RCP located on the corner of Main St & Wilson St.
 - E. 10" Sanitary Sewer on the corner of Main St & Wilson St.
 - F. 10" Water Line on the corner of Main St & Wilson St.
- 2. Infrastructure assistance including general items required for the Development of the Site as provided for by City policy for the following utilities:
 - A. Electric.
 - B. Water.

- C. Sanitary and Stormwater.
3. Streetscape Improvements – Wilson Street to include the following items:
- A. Sidewalk and/or Multi-use Pathway Connection to A.K. Bissell Park.
 - B. Curb.
 - C. Landscaping.
 - D. Street Lighting – Including the Micro-Park, which park shall be transferred to the City upon completion for ownership by the City as a public park.
4. Lease eighty (80) parking spaces at the development to be used for public parking at no cost to the public. At the City's option, said parking spaces may be located in the Phase 1 Surface Parking area, the Phase 3 3-Level Parge Garage, or divided among the two parking areas. The lease price will be \$42.00/month per parking space (\$3,360.00/month or \$40,320.00/year) for a ten-year term.
5. The Oak Ridge Land Bank Inc., not the City, has a \$500,000.00 grant available to assist with the construction of the Micro Park, which funding must be specifically requested by the Developer and then approved by the Oak Ridge Land Bank Inc. The City will support the efforts of the Developer to request this funding.
6. The City will work with M&P Land LLC and JME LLC in a timely manner and in good faith to assist (where ordinances, policies, and statutes will allow) the Developer in obtaining all the necessary planning and permitting permissions for the development to proceed.

Section 4. Points of Contact

The Parties have designated a point of contact for the implementation of this MOU as follows:

1. The City of Oak Ridge

NAME: Randall W. Hemann

TITLE: City Manager

EMAIL: rhemann@oakridgetn.gov

Phone: (865) 425-3550

2. The City of Oak Ridge

NAME: Jennifer Williams

TITLE: Interim Planning Director

EMAIL: jwilliams@oakridgetn.gov

Phone: (865) 425-3581

3. JME, LLC

NAME: Tim Elliott

TITLE: Director

EMAIL: telliott@JMT.com

Phone: 443-604-1240

4. M&P Land, LLC

NAME: Andrew Silver

TITLE: President

EMAIL: andrewsilver.mpland@gmail.com

Phone: 803-682-3475.

Section 5. Funding, Intellectual Property Rights, and Other Resources

This MOU does not create any legally binding obligations. Any commitment of funds,

protection and allocation of intellectual property rights, disclosure of proprietary information, or commitment of other resources is to be made under a separate agreement.

Section 6. Compliance with Laws

Each party is responsible for compliance with their applicable laws and regulations in their conduct of the activities under this MOU.

Section 7. Term and Termination

This MOU commences upon final signature and continues for a period of ten (10) years. This MOU may be extended, modified, or terminated by mutual written consent of the Parties. This MOU may be terminated by either party unilaterally upon sixty (60) days' written notice to the other party.

Section 8. Assignment

None of the Parties may assign its role under this MOU without the prior written consent of the other Party. Any attempt to assign or transfer without such consent shall be null and void. Notwithstanding the foregoing, any Party may assign this MOU without consent to a successor entity, to include a successor ORNL contractor, in the event of a merger, consolidation, sale of substantially all its assets, or ORNL contract transition provided that the successor agrees in writing to be bound by the terms of this MOU.

APPROVED AS TO FORM AND LEGALITY: CITY OF OAK RIDGE, TENNESSEE

Tammy M. Rackard, City Attorney

Randall W. Hemann, City Manager

JME, LLC

M&P LAND, LLC

Tim Elliott, Director

Andrew Silver, President

Attachments: Exhibit A

ISOLATED PHASES

July 10, 2025



EXHIBIT A

PREFERRED SCHEME
PHASE – 1



PHASE – 1

BUILDING B
FOOD TRUCK PLAZA
SURFACE PARKING
PARK



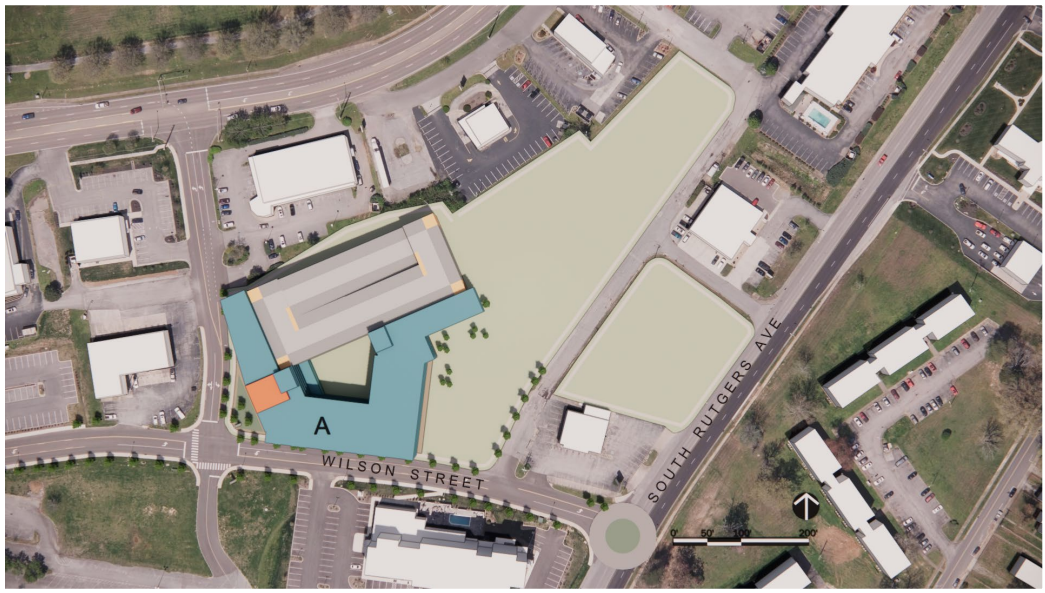
PREFERRED SCHEME
PHASE – 2



PHASE – 2
BUILDING C



PREFERRED SCHEME
PHASE – 3



PHASE – 3

BUILDING A
PARKING DECK

OAK RIDGE CITY COUNCIL MEMORANDUM

DATE: August 11, 2025

TO: Randy Hemann, City Manager

FROM: Beth Hickman , City Clerk

SUBJECT: Election of Two Student Representatives to the Environmental Quality Advisory Board

Introduction

An item for City Council's consideration is the election of two student representatives to the Environmental Quality Advisory Board (EQAB).

Background

Both the one-year and two-year student representative positions are currently vacant. Usually, the terms are staggered, but due to one student graduating that filled the two-year term and one that graduated that filled the unexpired one-year term, both student representative positions came vacant at the same time. The City Clerk's office published an election notice in the Oak Ridger as well as online and on social media. We also added a question to the Youth Advisory Board application asking if applicants for that Board would also like to be considered for EQAB. We received one applicant for the EQAB positions only, but we received thirteen applications for the EQAB positions through the Youth Advisory Board recruitment. The applications, which have been redacted due to the applicants being minors, are attached to this memorandum.

Recommendation

Staff recommends the election of one student representative to a one-year term and one student representative to a two-year term.

Attachments:

[EQAB Student Representative Applications Redacted.pdf](#)



Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 7/28/2025 11:03 AM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Rubylee Fisher Albaladejo

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number

Email Address

Which grade are you in? Junior

Race (Optional) Other

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I have had different experiences that help to see different
aspects of collaboration. Engaged to put all ideas together to
resolve issues or policies that need to be discussed. I moved to
the USA last year and would be honored to be a part of the
community and represent a youths view with much to still learn.

Are you interested in serving as student representative on the Environmental Quality Advisory Board? Yes

SCHOOL INFORMATION

School Name Oak Ridge

Grade Point Average (GPA) 4.0

Grade (as of term start date, Aug. 1) 4.0

Favorite Class Math and Art

Extracurricular Activities Volleyball, chess, youth group and Movies.

VOLUNTEER/WORK INFORMATION

Organization/Business Second Harvest Food Bank of East Tennessee

Start and End Date 3/11/2025 - 7/28/2025

Describe this experience An organization that reaches many in need for food to help current situations.

Organization/Business Youth Life Clinch River

Start and End Date 8/5/2024 - 7/28/2025

Describe this experience A great group of students that build better community bonds. Last item I worked on was for The Lavender Festival setting up and even making a misting area to help with the heat.

Additional Attachments [Pic 1.JPG](#)

Additional Attachments [IMG_6757.png](#)

Disclaimer & Digital Signature

All information provided is considered public pursuant to the Tennessee Public Records Act.

Applicant Statement: I understand that I am applying to a Board or Commission of the City of Oak Ridge; that I may be required to provide proof of my Oak Ridge residency; and that I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and the laws of the same if appointed. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you

to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Please Check

I agree

Signature

Rubylee Fisher Albaladejo

X

Email not displaying correctly? [View it in your browser.](#)



Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 7/29/2025 9:30 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Neelley Brown

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number *Field not completed.*

Email Address

Which grade are you in? Sophomore

Race (Optional) White

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I am currently a class President at ORHS and I would like to
further my leadership experience and skills by being on YAB.
Additionally, I am interested in helping my peers in Oak Ridge
have a better experience here, and I feel I could do that with
YAB. Finally, I would like to perhaps go into government as an
adult, and this will be an introduction to that.

Are you interested in serving
as student representative on Yes

the Environmental Quality
Advisory Board?

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	4.389
Grade (as of term start date, Aug. 1)	10
Favorite Class	Chemistry and Government
Extracurricular Activities	Student Council and rowing

VOLUNTEER/WORK INFORMATION

Organization/Business	First United Methodist Church Oak Ridge
Start and End Date	6/9/2025 - 6/13/2025
Describe this experience	I was in charge of leading 30 kids aged 4-11 in educational game activities throughout the week during Vacation Bible School. This was my second year doing this and it is very enlightening to see the way kids interact and learn with each other.
Organization/Business	Oak Ridge Rowing Association
Start and End Date	6/23/2025 - 6/27/2025
Describe this experience	I volunteered at a Learn to Row camp with a group of other rowers, and we helped teach new athletes aged 12-16 how to row. This involved a lot of patience, as rowing is a hard and technical sport, but overall we managed to get many new rowers for our organization. I enjoy directing and supporting others as they grow and learn about a sport I love.
Additional Attachments	<u>Neelley Brown ORHS resume.pages</u>
Additional Attachments	<i>Field not completed.</i>

Disclaimer & Digital Signature

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Applicant Statement: I understand that I am applying to a Board or Commission of the City of Oak Ridge; that I may be required to provide proof of my Oak Ridge residency; and that I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and the laws of the same if appointed. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Please Check

I agree

Signature

Neelley Brown

X

Email not displaying correctly? [View it in your browser.](#)

NEELLEY BROWN

LEADERSHIP AND ATHLETICS

ORHS Student Council —2024-present

I was one of five freshmen accepted into the student council class. The first responsibility I took up was being in charge of planning our pep rally. Much community service was involved.

ORHS Sophomore Class President-present

I was voted by my fellow students to lead our class in raising over \$500 for future class events and efforts.

Cherokee Middle School Beta Club Secretary — 2022-2023

I was voted by my fellow members of Beta Club to be the secretary for that school year. A grade average of A's and B's as well as good behavior was required to get in to this club. Beta Club involved many volunteer hours, and many teamwork opportunities. My particular position involved much more responsibility and time.

Cherokee Middle School Student Ambassador — 2021-2023

I was selected through an application process to become one of Cherokee's first student ambassadors. Many volunteer hours were required and gained through this opportunity.

Atomic Rowing Team — 2024-present

I have now been rowing almost two years. I've developed teamwork, discipline, and a strong work ethic.

EDUCATION

Oak Ridge High School—Oak Ridge, TN

Expected graduation: May 2028

GPA: 4.389

Advanced Coursework (as of the end of the 2024-2025 school year): English 9 honors, AP US Government and Politics, Algebra Honors, Geometry Honors, Biology Honors, Chemistry Honors, Art Honors—All classes passed with a high A

TOP VOLUNTEER CONTRIBUTIONS

60+ volunteer hours in the past year

Vacation Bible School at First United Methodist Church Oak Ridge-

Lead in teaching young kids educational games

Learn to Rows with Oak Ridge Rowing Association-

Helped coach and teach new rowers

Angel Tree-

Through Student Council; helped raise money and shop for kids in need during Christmas

Samaritan's Purse: Operation Christmas Child-

Helped package and wrap gifts to be sent off over the world for underprivileged kids

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Sat 8/2/2025 10:10 AM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Myles Burgin

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number *Field not completed.*

Email Address

Which grade are you in? Sophomore

Race (Optional) *Field not completed.*

Gender (Optional) *Field not completed.*

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I am interested to serve on this board, because I have always
thought," why are the ones getting affected by this bill not
getting any say in the bill." This has been a question that all
people have but not all are able to voice their opinion. My goal
in this board is to get a good central idea of the opinions of the
people of oak ridge high school and apply these to my work in
the youth advisory board.

Are you interested in serving
as student representative on Yes

SCHOOL INFORMATION

School Name	Oak ridge high school
Grade Point Average (GPA)	4.412
Grade (as of term start date, Aug. 1)	4.5
Favorite Class	Combined studies,(AP world history, English)
Extracurricular Activities	Rowing, Church activities, volunteering.

VOLUNTEER/WORK INFORMATION

Organization/Business	Oak ridge rowing association
Start and End Date	5/17/2025 - 7/19/2025
Describe this experience	It was an exceptional experience as food and drink was provided at no cost. We were constantly provided with refreshments as it was hot that day and I wanted to stay hydrated. Great.
Organization/Business	ADFAC
Start and End Date	6/25/2025 - 7/25/2025
Describe this experience	Great experience, helpful staff, good busy work. There were enough people so good campaigning, and a great organization helping out people who can't afford school supplies.!
Additional Attachments	<u>Myles Burgin Resume 2.pdf</u>
Additional Attachments	Field not completed.

Disclaimer & Digital Signature

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By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you

to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Please Check

I agree

Signature

Myles Burgin

X

Email not displaying correctly? [View it in your browser.](#)



MYLES BURGIN

| Oak Ridge, TN 37830

Summary

Passionate Volunteer with experience in various types of outreach initiatives. Energetic individual with compassionate nature and drive to serve local community. Offers in-depth knowledge of community resources and energy to tackle challenging demands. Ethics based on hard work, root of humility.

Skills

- I team and time management skills.
- OSHA certified
- High level of person skills
- Great at arguing

Experience

Oak ridge rowing association | Oak Ridge, Tn

Volunteer

12/2022 - 08/2025

Education and Training

Oak Ridge High School | Oak Ridge, Tn

Current

- I have a 4.4 gpa
- I have been enrolled in many ap and honors classes:
- German
- Government
- Combined studies
- Chemistry
- English

Languages

English:

Professional

German:

Limited

Russian:

Elementary

Certifications

- I am certified in the 10 hour osha course
- I have experience using my area of expertise in my volunteer work.
- I have a boating license, used most often this summer.

Activities and Honors

- Visiting my church often 4+ times a week
- Rowing 6+ times a week,(sometimes for weeks on end when we have regattas.



Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 7/28/2025 8:45 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Keli Collins

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number

Email Address

Which grade are you in? Senior

Race (Optional) White, Asian

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I would like to be able to make a difference in the lives of our
youth here in Oak Ridge.

Are you interested in serving
as student representative on
the Environmental Quality
Advisory Board? Yes

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	3.96
Grade (as of term start date, Aug. 1)	12
Favorite Class	World Mythology
Extracurricular Activities	Walking, hiking, walking my dog, Fishing with my dad,

VOLUNTEER/WORK INFORMATION

Organization/Business	Oakl Ridge Animal Hospital
Start and End Date	5/24/2024 - 7/26/2024
Describe this experience	I served a volunteer worker, helping care for the sick or injured animals, cleaning their cages and preparing their bedding. I filled in wherever I was needed.
Organization/Business	Discord Discussion group Moderator
Start and End Date	4/2/2022 - 12/24/2024
Describe this experience	I supervise the group discussion, making sure all participants remain civil and the discussion remains within the parameters of set up by the group. I would break up any disagreements and arbitrate if asked, and i would confer with the owner/peers if i wanted to confirm what to do in certain situations.
Additional Attachments	<u>Keli CV 3-word.docx</u>
Additional Attachments	Field not completed.

Disclaimer & Digital Signature

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to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Please Check

I agree

Signature

Keli L. Collins

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Keli Li Collins

Profile

I'm a 17-year-old senior at Oak Ridge High School with a 3.96 GPA and a strong interest in giving back to my community. In my free time, I enjoy hiking local trails, spending time with my dog, and fishing with my dad. I'm passionate about supporting young people and helping make Oak Ridge a more connected, positive place. I have experience creating respectful and engaging conversations as a moderator in online communities, and I'm excited to bring those skills into real-world spaces where I can make a meaningful impact.

Education

Oak Ridge High School, Oak Ridge, TN
2022 – Present (Grades 9–12)

Jefferson Middle School, Oak Ridge, TN
2020 – 2022 (Grades 7–8)

Middlesboro Middle School, Middlesboro, KY
2019 – 2020 (Grade 6)

J. Frank White Academy, Harrogate, TN
2017 – 2019 (Grades 4–5)

Gateway Christian School, Middlesboro, KY
2014 – 2017 (Grades 1–3)

Experience

Volunteer

Oak Ridge Animal Hospital – May 2024 to July 2024

- Assisted with animal care, cleaning tasks, and general support for veterinary staff.

Online Community Moderator

Discord – 2022 to 2024

- Helped lead respectful, engaging discussions in online communities.
- Developed skills in communication, conflict resolution, and community support.

Robotics Team Member

Oak Ridge High School – 2022 to 2023

- Collaborated on robot design and programming as part of a team competition.

- **Pharmacy Technician**

Jeff's Pharmacy, Middlesboro, KY – Summer 2025

- Assist with customer service, inventory, and pharmacy support during the summer.

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 8/4/2025 10:21 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name	Brennan Gleason
Email Address	
Address	
Cell Phone Number (Primary)	
Home Phone Number	Field not completed.
Email Address	
Which grade are you in?	Senior
Race (Optional)	White
Gender (Optional)	Male
Do you currently serve on the Youth Advisory Board (YAB)?	No
If yes, how many years did you serve?	Field not completed.
Have you previously applied for this board?	No
If yes, how many times?	Field not completed.
Explain why you are interested in being appointed to YAB	As a senior at Oak Ridge High School, I'm deeply invested in the future of our community, and I want to be a voice for students and young people in the decisions that affect us. After completing the Chamber of Commerce Youth Leadership Oak Ridge program, I've seen firsthand how important it is for youth perspectives to be part of the conversation — not just in schools, but across city policy and planning.

Serving on the Youth Advisory Board would give me the

opportunity to take what I've learned and apply it in a meaningful way. I care about issues like mental health resources for teens, public space accessibility, and creating more opportunities for youth engagement and leadership. I believe I can bring a thoughtful, committed, and solutions-oriented approach to the board's work.

Most of all, I want to represent my peers and help build stronger connections between city leaders and the next generation. I'm ready to listen, learn, and contribute however I can.

Thank you for considering my application.

Are you interested in serving as student representative on the Environmental Quality Advisory Board?

Yes

SCHOOL INFORMATION

School Name Oak Ridge High School

Grade Point Average (GPA) 3.7

Grade (as of term start date, Aug. 1) Senior

Favorite Class AP Government

Extracurricular Activities Atomic Rowing
Knoxville Youth Rugby - Backs Captain
Photography

VOLUNTEER/WORK INFORMATION

Organization/Business Oak Ridge Schools Christmas Angel Tree Program

Start and End Date 11/16/2024 - 12/22/2024

Describe this experience In support of the Oak Ridge Angel Tree Program, I was given the opportunity to serve underprivileged children and their families our community. This experience profoundly impacted my perspective on the individual struggles' resident within our City and also the commonality of desire to provide a memorable Christmas morning. It was from this time that I turned towards the impact of public policy and the creation of opportunity as an area of study. I watched my mother work long and late in freezing church basements to make sure every gift was distributed, and every family in need had a gift to give. It showed me that action matters more than intent, that we can all make an impact, and that those in need are not always who you think. I realized that representation meant consideration of all.

Organization/Business	Knoxville Youth Rugby
Start and End Date	2/21/2022 - 11/25/2024
Describe this experience	Playing youth rugby for the past three years has taught me discipline, toughness, and how to stay composed under pressure. Rugby is a sport where everyone contributes — no matter your position — and it taught me the value of teamwork in a way few other experiences could. I learned how to communicate clearly, back up my teammates, and bounce back quickly from setbacks, both on and off the field. The physical and mental challenges of the game pushed me to grow as a leader and as a person, helping me build confidence, accountability, and respect for others — qualities I carry with me into every part of my life. I ended my career with Knoxville Youth Rugby to focus on my rowing, but my promotion to Back Captain my last year of play was a fantastic validation of my efforts.
Additional Attachments	Brennan Gleason Cover Letter.docx
Additional Attachments	Field not completed.

Disclaimer & Digital Signature

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Please Check	☒ I agree
Signature	Brennan M. Gleason
	X

Brennan M. Gleason

8/4/2025

Oak Ridge City Council

Youth Advisory Board Selection

Oak Ridge, TN

Dear Members of the Oak Ridge City Council,

I am writing to express my interest in serving on the City of Oak Ridge Youth Advisory Board. As a senior at Oak Ridge City Council, and a recent participant in the Chamber of Commerce's Youth Leadership Oak Ridge program, I'm eager to take the next step in civic engagement by representing the voice of local youth in meaningful city discussions and initiatives.

Through my time in the Youth Leadership program, I gained firsthand exposure to how leadership works in our community — and why youth input matters. I also bring with me three years of experience as a youth rugby player, which taught me discipline, teamwork, to function under stress, and how to lead by example. These experiences have helped shape me into someone who listens actively, works collaboratively, and follows through on commitments.

I'm particularly passionate about making sure students and younger residents feel heard on issues like mental health, education, and access to opportunities. I believe serving on the Youth Advisory Board would allow me to not only share my own perspective but also advocate for the diverse needs of my peers across Oak Ridge.

Thank you for considering my application. I would be honored to serve and contribute to the City in this role.

Sincerely,

Brennan M. Gleason



Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Wed 7/30/2025 7:44 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Ella Hay

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number *Field not completed.*

Email Address

Which grade are you in? Freshman

Race (Optional) White

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB

I want to get involved in the city, also wanting to help Oak Ridge from a students perspective. In addition, this would be an amazing opportunity to grow as a person and branch out; helping our community. I have served on a board similar to this while I was at Robertsville Middle School the past three years, and now I wish to serve my community in a bigger role since I am older. In conclusion, the Youth Advisory Board would be an amaing opportunity for me and I would love to serve.

Are you interested in serving as student representative on the Environmental Quality Advisory Board? Yes

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	N/A (I just started high school and have no grades in the grade book.)
Grade (as of term start date, Aug. 1)	9
Favorite Class	Math
Extracurricular Activities	I play Volleyball for Oak Ridge High School, as well as K2 in Louisville. I also golf in my free time playing in Sneeds Tour events. Finally, I have recently joined FCA (Fellowship of Christian Athletes).

VOLUNTEER/WORK INFORMATION

Organization/Business	Oak Ridge Country Club
Start and End Date	7/21/2025 - 7/25/2025
Describe this experience	I helped Oak Ridge Country Club with their annual kids golf camp. My job was to walk the kids down to golf in the mornings, then setting up their daily activities while they practiced golf. Once the kids returned from golf I walked them through the activities until lunch. During lunch I brought out the kids lunch from the kitchen to them and got anything else that they needed. After lunch was finished I walked the girls down to the locker room to change into their swimsuits so they were able to swim. Finally, I watched the kids while they swam until it was time for their parents to pick them up, in which I helped signed them out.
Organization/Business	Boys and Girls Club of Oak Ridge
Start and End Date	11/23/2024 - 12/21/2024
Describe this experience	Last year I helped Boys and Girls Club in there annual Christmas Tree sale, where i played multiple roles. The first role I played was pricing the trees, where I priced each tree adequately comparing their size to the other trees. I also put the stakes into the ground and took them out once the tree lot was closed for the season. Similarly, I hung the trees when there was an empty steak wither it was from a customer buying a tree or if a tree had fell. Lastly, I sold trees to customers once they found just the right tree; this included: Taking the trees off the steak, cutting the end of the stump so it would absorb water, netting the tree if desired by the customer, checking the

customer out (cash, card, or check), and helping the customer load the tree into their car. In addition to the customer service I gave lots of friendly smiles to anyone who walked through the gates.

Additional Attachments

RMS Resume Template 2025- Ella Hay.docx

Additional Attachments

Field not completed.

Disclaimer & Digital Signature

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Please Check

I agree

Signature

Ella M Hay

X

Email not displaying correctly? [View it in your browser.](#)

EDUCATION Dates

Robertsville Middle School, 8th Grade (Oak Ridge, Tennessee)

ACHIEVEMENTS

- Consistently A Honor Roll
- 2x student of the month award
- Varsity girls' volleyball team captain
- Give club President
- Principal Student Advisory Committee member

EXPERIENCE and SKILLS

Job Title: Re-building dock

March 2025 – March 2025

- Problem solving
- Making Blueprints
- Cutting wood, screwing down boards

Job Title: Installing Siding

October 2024

- Problem solving
- Calculating material needed
- Working as a team

Job Title: Children's Golf Camp- counselor

July 2024

- Taking care of children
- Preparing activities

OTHER SKILLS and ACTIVITIES

- Seal of Biliteracy
- Fusion 360
- K2 Volleyball
- Saint Mary's golf team- made it to districts, regionals, and states
- Volunteer at boys and girls club
- Volunteer at second harvest

REFERENCES

- David Scott; Former Teacher; dscott@ortn.edu
- Bryson Leftwich; Former Teacher; bleftwich@ortn.edu
- Christy Free; Principal, Advisor; ccfree@ortn.edu



Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Wed 7/30/2025 10:35 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Natalie Jackson

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number *Field not completed.*

Email Address

Which grade are you in? Junior

Race (Optional) White

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I am interested in being appointed to to YAB because I want to
give a voice to the youth of Oak Ridge. I would love to be a
leader in the community and help out those in need.

Are you interested in serving
as student representative on
the Environmental Quality
Advisory Board? Yes

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	3.924
Grade (as of term start date, Aug. 1)	11
Favorite Class	Health Science
Extracurricular Activities	2nd year HOSA member Rotary Interact Club Wildcats for Change Wildcat Mentors Oak Log (yearbook committee) Environmental Club Junior Class Vice President Prom Board Vice President New Student Ambassadors Student Council

VOLUNTEER/WORK INFORMATION

Organization/Business	Second Harvest Mobile Food Pantry
Start and End Date	5/10/2025 - 5/11/2025
Describe this experience	I worked with my peers and administrators, at Oak Ridge High School, to hand out food and other necessities to the residence of the Oak Ridge area who are impoverished or in need.
Organization/Business	Speak Up Save a Life
Start and End Date	9/11/2024 - 7/30/2025
Describe this experience	As a part of a 2025 HOSA project, my partner and I created a social media campaign highlighting the importance of easily accessible mental health resources. As well, we strongly advocated for the destigmatizing of mental health amongst teens. We also provide teens and other people alike with safe and reliable recourses they may need when seeking help with their mental health.
Additional Attachments	<u>Natalie Jackson Resume.png</u>
Additional Attachments	<i>Field not completed.</i>

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Please Check

I agree

Signature

Natalie J. Jackson

X

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Natalie Jackson

EDUCATION

Oak Ridge High School- Oak Ridge, TN

Graduation Year: 2027

GPA: 3.924

Clubs/ Activities: Junior Class Vice President, HOSA, Interact Club, Wildcat Mentor, New Student Ambassador, Wildcats for Change, Prom Board Vice President, Student Council, Environmental Club, Oak Log (Yearbook Committee)

OBJECTIVE

My goal is to represent myself and my peers in the Oak Ridge community. To advocate for the resolution of issues or concerns affecting the youth in our community. And finally, I aim to give voices to those who often don't feel impactful or important in our community,

LEADERSHIP EXPERIENCE

Junior Class Vice President

Oak Ridge High School- May 2025 to present

- Worked with class officers and school administration to advocate and make change for the class of 2027.
- Organized fundraisers and events for ORHS class of 2027
- Raised money for ORHS class of 2027
- Volunteered in the community and school
- Helped the class president hold weekly meetings with class officers to bring awareness to any concerns within the school.

Sophomore Class Vice President

Oak Ridge High School- May 2024 to May 2025

- Worked with class officers and school administration to advocate and make change for the class of 2027.
- Organized fundraisers and events for ORHS class of 2027
- Raised money for ORHS class of 2027
- Volunteered in the community and school
- Helped the class president hold weekly meetings with class officers to bring awareness to any concerns within the school.

Prom Board Vice President

Oak Ridge High School- May 2025 to present



Outlook

Online Form Submittal: Application for Student Representatives

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 7/28/2025 10:04 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Student Representatives

Which board would you like to be a student representative for? Environmental Quality Advisory Board (1-year term),
Environmental Quality Advisory Board (2-year term)

First & Last Name Kalinda Jones

Email Address

Cell Phone Number
(Primary)

Home Phone Number

Address

Which grade are you in? Sophomore

Race (Optional) *Field not completed.*

Gender (Optional) Female

Have you previously applied for this board? No

If yes, how many times? No

Explain why you are interested in being appointed to this board or commission This looks like a fun and helpful activity.

Do you currently serve on the Youth Advisory Board (YAB)? No

If yes, how many years did you serve? 0

SCHOOL INFORMATION

School Name Oak ridge high school

Grade Point Average (GPA) 2.813

Grade (as of term start date, 10th
Jan. 1)

Favorite Class Fundamentals of Clean Energy

Extracurricular Activities Art Club, Diversity Club, and plan to do maskers this year.

VOLUNTEER/WORK INFORMATION

Organization/Business Girl Science Stem at Roane state

Start and End Date 4/12/2025 - 6/21/2025

Describe this experience No volunteer work or job at this time. I have taken a few free classes for girls of science and stem at roane state. I believe I completed three different classes. As well as have been in the Christmas parade for show choir.

Organization/Business *Field not completed.*

Start and End Date *Field not completed.*

Describe this experience No past experience

Additional Attachments [IMG_2286.png](#)

Additional Attachments *Field not completed.*

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Please Check I agree

Signature Kalinda M. Jones

10:00



< All iCloud



July 28, 2025 at 10:00 PM

Kalinda Jones

I am a current Oak Ridge High School student currently in my sophomore year. I love stem classes and currently am taking Fundamentals of Clean Energy Class. I am very passionate about the future and making the environment better. Last year I participated in the Environmental and app science in which I got my family, teachers, and student to sign the pledge to not idle the car to reduce carbon emissions and pollutions in the environment. I dream to be a nuclear engineer and would love the opportunity to be on the environmental council to learn and better my community.

References

Lauren Wilmoth- lwilmoth@ORTN.edu

Kristy Hutson- kmhutson@ORTN.edu

Jammie Robin- JLRobin@ortn.edu

Heather Eades- hkeades@ortn.edu





Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Sat 7/26/2025 9:30 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name	Paige Lawing
Email Address	
Address	
Cell Phone Number (Primary)	
Home Phone Number	Field not completed.
Email Address	
Which grade are you in?	Senior
Race (Optional)	White
Gender (Optional)	Female
Do you currently serve on the Youth Advisory Board (YAB)?	No
If yes, how many years did you serve?	Field not completed.
Have you previously applied for this board?	No
If yes, how many times?	Field not completed.
Explain why you are interested in being appointed to YAB	I desire to represent my peers in civic decision making. I am also looking to get more involved with my community for my senior year as well as expand my leadership skills to better my future.
Are you interested in serving as student representative on the Environmental Quality Advisory Board?	Yes

SCHOOL INFORMATION

School Name	Oak Ridge Highschool
Grade Point Average (GPA)	4.551
Grade (as of term start date, Aug. 1)	12th
Favorite Class	Physics
Extracurricular Activities	Varsity basketball, Orchestra, Tri-M Honors Society, National Honors Society, Technology Student Association, Pickleball club

VOLUNTEER/WORK INFORMATION

Organization/Business	Oak Ridge Recreation and Parks
Start and End Date	5/27/2025 - 7/25/2025
Describe this experience	As a camp counselor, I developed strong communication skills with my peers as well as supervisors. I also learned how to adapt quickly to changing situations and be patient with others.
Organization/Business	Field not completed.
Start and End Date	Field not completed.
Describe this experience	n/a
Additional Attachments	Professional CV Resume.pdf
Additional Attachments	Field not completed.

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Please Check

I agree

Signature

Paige Lawing

X

Email not displaying correctly? [View it in your browser.](#)



PAIGE LAWING

HIGHSCHOOL STUDENT

Contact

Education

Oak Ridge Highschool
2022 - Present

Skills

- Hardworking
- Problem Solving
- Leadership
- Fabrication
- Physics
- CO2 Laser Repair

Software

- Fusion 360
- Autodesk Revit
- Autodesk Inventor
- Lightburn

Certifications

- Fusion 360
- OSHA 10
- CPR

About Me

I am a senior at Oak Ridge Highschool. In my time here I have developed a passion for Physics, Civil Engineering, and repairing equipment such as a CO2 Cabinet Laser and CNC Router. I also enjoy designing buildings. I have played varsity basketball and softball for the ORHS Lady Wildcats for 3 years. I am a member of the TSA club and Tri-M Music Honor Society. In my free time I enjoy playing cello, guitar, and piano. I have consistently volunteered for the Oak Ridge Civic Center since my freshman year which previously landed me a job as a summer camp counselor and temporary front desk assistant.

Projects

CO2 Cabinet Laser / Fabrication

- Started off with basic cuts and etches
- Moved onto more complex projects that gave back to the community (ex. designed and produced 30+ door numbers for Woodland Elementary, designed produced and presented plaques for retiring school board members)
- Began researching about the laser to solve common issues my class encountered with it.
- Tuned the laser up by adjusting mirrors, cleaning lenses, etc.
- Deconstructed and reconstructed most components of the laser.
- Found larger issues with the laser that I was able to solve after deeper research and tests.
- Replaced a laser tube.

Physics

In the past couple months I have heavily enjoyed taking AP Physics I where I developed a strong foundation in physics through hands-on experimentation and critical thinking.

References

Todd Livesay

ORHS STEM Teacher

Email: tlivesay@ortn.edu

Elizabeth Fairfax

ORHS AP Physics I Teacher

Email: efairfax@ortn.edu

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Thu 7/31/2025 7:48 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name	Katherine Longpré
Email Address	
Address	
Cell Phone Number (Primary)	
Home Phone Number	Field not completed.
Email Address	
Which grade are you in?	Freshman
Race (Optional)	White
Gender (Optional)	Female
Do you currently serve on the Youth Advisory Board (YAB)?	No
If yes, how many years did you serve?	Field not completed.
Have you previously applied for this board?	No
If yes, how many times?	Field not completed.
Explain why you are interested in being appointed to YAB	I was a member of the Jefferson student council, which I enjoyed. and I feel I would be a great resource for the students of ORHS.
Are you interested in serving as student representative on the Environmental Quality Advisory Board?	Yes

SCHOOL INFORMATION

School Name Oak Ridge High School

Grade Point Average (GPA) NA

Grade (as of term start date, Aug. 1) 9

Favorite Class Advanced English

Extracurricular Activities Art, French club, interact club, babysitting children of the community.

VOLUNTEER/WORK INFORMATION

Organization/Business NA

Start and End Date 7/8/2025 - 7/9/2025

Describe this experience NA

Organization/Business *Field not completed.*

Start and End Date *Field not completed.*

Describe this experience NA

Additional Attachments Katherine Longpre Letter of Recommendation.docx

Additional Attachments *Field not completed.*

Disclaimer & Digital Signature

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Please Check

I agree

Signature

Katherine Longpre

X

Email not displaying correctly? [View it in your browser.](#)

February 13, 2025

Dr. Sparks
Teaching as a Profession Course Instructor
Oak Ridge High School
1450 Oak Ridge Turnpike

RE: Katherine Longpre, Candidate for TAP Course, 2025/2026

Dear Dr. Sparks,

Please accept this letter of recommendation on behalf of Miss Katherine Longpre, future Oak Ridge High School student, fall 2025.

Over the past three years, Katherine has provided childcare for my daughter Morgan. To say Katherine exhibits advanced maturity and provides excellent care is an understatement. My husband and I have always taken notice of Katherine's ability to communicate and interact with our daughter "traditionally", that is to say, without 100% reliance upon television and/or social media. Katherine "plans" their days together ensuring Morgan has a fun-filled experience. I am always amazed to hear Morgan jump in the vehicle and proclaim, "We made a homemade mocha iced coffee today! Katherine showed me how to make it!", or "We made a homemade pizza!". Regardless, Katherine exhibits patience and a willingness to show others skills, excellent characteristics for one interested in education as a profession.

We have also solicited Katherine's help with Morgan's reading and math assignments. Morgan feels "safe" reading to Katherine, (despite the age difference) and enjoys completing her summer reading assignments while in Katherine's care. It's my opinion Katherine has the ability to make younger children feel important and heard, hence the lack of reservation Morgan experiences during their time together.

From my perspective, I have witnessed many positive qualities in Katherine which demonstrate desired educator qualities, including maturity, dependability, ability to relate to others, and a willingness to demonstrate skills to others in creative fashion. I feel she would be an excellent "fit" within the "Teaching as a Profession" course.

Please do not hesitate to contact me should you wish to further discuss the matter.

Sincerely,

Kara Bush

Karaelizabeth_@hotmail.com
(865) 202-7146

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Sun 7/27/2025 8:38 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Reagan Lukes

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number n/a
N/A

Email Address

Which grade are you in? Sophomore

Race (Optional) White

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? N/A

Have you previously applied
for this board? Yes

If yes, how many times? I have applied once before.

Explain why you are
interested in being appointed
to YAB I have moved to Oak Ridge a little over two years ago and fell in love with this town. It has been such a major improvement from the area I used to live in, and I want to be able to serve this town and help improve it as much as possible. This town has an incredible amount of potential, and I want to make sure we can carry out that potential and transform it into reality.

Are you interested in serving
as student representative on Yes

the Environmental Quality
Advisory Board?

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	4.381
Grade (as of term start date, Aug. 1)	10th/Sophomore
Favorite Class	My favorite class I have taken was biology during freshman year.
Extracurricular Activities	I play on the girls high school soccer team, act in the high school theatre group (Masquers), play on the oak ridge tennis team, and do the high school's ski club. This year, I am joining student council and have applied to prom board.

VOLUNTEER/WORK INFORMATION

Organization/Business	Soccer Club of Oak Ridge
Start and End Date	2/1/2024 - 4/17/2025
Describe this experience	My father is a coach for the soccer academy for little kids at Soccer Club of Oak Ridge. He hired me to be an assistant coach for him, and I've been helping with the team since spring 2024. I have done both years for pay. I really enjoyed coaching because I helped little kids find joy in a sport I am doing myself and passing on my knowledge to kids who have a passion for soccer.
Organization/Business	Oak Ridge High School Track Team
Start and End Date	12/3/2024 - 12/4/2024
Describe this experience	I helped the Oak Ridge High School Track Team by volunteering to set up for events and set up the track for the runners and other students in competitions. I did this for four hours after a school day.
Additional Attachments	<u>Resume.docx</u>
Additional Attachments	<i>Field not completed.</i>

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Constitutions and the laws of the same if appointed. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

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Please Check

I agree

Signature

Reagan Z. Lukes

X

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High School Resume

Summer 2024

High School JV Soccer Training and PreSeason
Tennis Privates

9th Grade

Fall Semester

First Quarter

High School JV Soccer Season
Masquers *Puffs* Audition
Masquers Workshop
Masquers Fall Showcase Auditions
Hallway Column Book Spine Painting Contest (got 6 volunteer hours)
Tennis Privates

Second Quarter

Club Soccer Tryouts
Club Soccer Season
Masquers Fall Showcase
Masquers The Addams Family Auditions
High School Tennis Voluntary Practice
Tennis Privates
High School Track Meet Voluntary Help (got 4 volunteer hours)

Spring Semester

Third Quarter

Ski Club
Masquers *Footloose* Flash Mob
Nominated for Snow Queen for Winter Formal and Was Snow Princess/a part of snow court for Freshman Class
- Helped raise money for a food bank

Club Soccer Season
High School JV Tennis Season
Tennis Privates

Fourth Quarter

Masquers Atomic Acts
Masquers Class Acts
High School JV Tennis
Tennis Privates
Club Soccer Season
Petitioned for Prom Board (Getting people to sign my paper)
Ran for Student Counselor Treasurer
Won (3rd Place) Poetry Contest on Unity for the whole town's youth

Summer 2025

High School JV Soccer Training and PreSeason
Tennis Privates

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Fri 8/1/2025 8:15 AM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name	Klayton Malott
Email Address	
Address	
Cell Phone Number (Primary)	
Home Phone Number	n/a
Email Address	
Which grade are you in?	Senior
Race (Optional)	White
Gender (Optional)	Transgender
Do you currently serve on the Youth Advisory Board (YAB)?	No
If yes, how many years did you serve?	Field not completed.
Have you previously applied for this board?	No
If yes, how many times?	Field not completed.
Explain why you are interested in being appointed to YAB	I have had a devoted passion for advocacy and justice for years. I want help better my community and be the change I want to see in society. Recently, I attended the ACLU's National Advocacy Institute where I enhanced my leadership skills, knowledge on current world issues, and my passion for helping my community. I believe I could bring a great sum of skills to the table of the Advisory Board.
Are you interested in serving as student representative on	Yes

the Environmental Quality
Advisory Board?

SCHOOL INFORMATION

School Name	Oak Ridge Highschool
Grade Point Average (GPA)	3.1
Grade (as of term start date, Aug. 1)	A
Favorite Class	NJROTC
Extracurricular Activities	NJROTC for 4 years Masquers Theatre program for 3 years Student Council for 3 years Youth Leadership of Oak Ridge program from 2024-2025 Environmental Club

VOLUNTEER/WORK INFORMATION

Organization/Business	ORHS NJROTC
Start and End Date	6/16/2022 - 8/1/2025
Describe this experience	I am still apart of this program. In my NJROTC program I have accumulated over 30 hours of community service just from my first two years. I have been apart of every single NJROTC team from the drill team to the drone team. Each one of these parts of our program has taught me skills of leadership, discipline, loyalty, and power-mapping. Over the past three years I have accomplished many great feats. I was the first cadet in class of 2026 to achieve the rank of c/Chief Petty Officer, I have held the positions of squad leader and commander, platoon commander, academics team commander, armed exhibition team commander. I have also earned 10 different medals for things pertaining to my drill and academics excellence, my discipline and patriotism, and my passion for advocacy. My favorite medal I've earned is from the end of my freshman year when I earned Junior Cadet of the Year 2022-2023. NJROTC has given me a home and taught me many skills that has helped drive me to understand myself and what I want in life.
Organization/Business	Masquers (Theatre)
Start and End Date	8/1/2023 - 8/1/2025
Describe this experience	I am still in this program. I have devoted many days and weeks to my theatre program. I attend strict timed rehearsals and have been in every single production since I joined. This past year, I became a Masquers officer. I am the treasurer and community outreach officer so I handle and track the funding in our program, coordinate fundraisers and community events, recruit people into our program, and help Masquers work with

our community. Along with my staff position, I have earned awards for my performances. I earned director's choice for the fall play "Puffs" in 2024 and another award for my dedication and excellence in the 2025 "Atomic Acts".

Additional Attachments KJMRRESUME (1).pdf

Additional Attachments *Field not completed.*

Disclaimer & Digital Signature

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Please Check I agree

Signature Klayton J. Malott

X

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KLAYTON MALOTT

Self-driven, detail-oriented, and hardworking student looking for greater employment or management opportunities. Advanced customer service and food industry experience of 4 years. Quick to train, learn, and easy going. Professional leader and team member, experienced in leading teams, fundraising, collaborating, and communicating in support of effective business operations and practices.

Experience :

JAN 2023-MAY 2023 - BIG ED'S PIZZA

General custodial work and following proper procedures for a clean and safe environment.

Stocked, organized, and restructured utensils, cutlery, equipment and etc.

MAY 2023-SEPT 2023 - SICILIA'S PIZZA

Manage the cash register and the Customer's method of payment.

Completed online and in person orders.

Cleaning the store and troubleshooting equipment, such as, the dishwasher and soda dispenser.

MAY 2024-PRESENT - ZAXBY'S

Training new employees, mentoring, and assisting team members for accountability with their duties and expectations.

Manage the cash register and the Customer's method of payment

Outstanding interpersonal, customer service, leadership, and organizational skills.

Thrived within detail-oriented, deadline-driven environments.

References:

Madison Stephens

Manager of Zaxbys

865-438-0803

Chief Daniel Troy

Naval Science Instructor

615-495-1835

Amy Uptgraft

Theatre Director

910-286-1614

Activities:

-Staff Member of ORHS NJROTC program

-ORHS Theater program-Treasurer and Public Outreach

-ORHS Orchestra-Violin

-Volunteer at Woodland Elementary

-Member of ORHS Student Government

- Environmental Club Member

-Flag football, pickleball, and bowling

Skills:

-Food preparation & handling

-Cooking & baking techniques

-knife skills & safety

-Food safety & sanitation

-Inventory management

-Cash handling & POS systems

-Dietary restrictions & allergen awareness

-Order taking & accuracy

-Kitchen equipment operation

-Customer Service

-Communication Skills

-Teamwork and collaboration

-Time management

-Attention to detail

-Multitasking in fast-paced environments

-Problem-solving

-Adaptability

-Conflict Resolution

-Leadership & staff training

-Experience with Children

Contact:

[Redacted Contact Information]

Education :

Oak Ridge High School
Graduating Class of 2026

Awards:

National Sojourners
Scottish Rite of Southern
Jurisdiction
Jewish War Veterans Adversity
NJROTC Cadet of the Year 22-23



Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 7/29/2025 10:41 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Leah McVay

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number

Email Address

Which grade are you in? Junior

Race (Optional) White

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I am interested in being appointed to YAB because I strongly
believe in giving the youth of Oak Ridge advocacy and a voice.
I believe youth representation is very important because we are
the future generations who will be living and supporting Oak
Ridge! I am also Interested in being appointed to YAB to further
my leadership skills.

Are you interested in serving
as student representative on Yes

the Environmental Quality
Advisory Board?

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	4.1
Grade (as of term start date, Aug. 1)	11
Favorite Class	Biology
Extracurricular Activities	ORHS Color Guard Head Captain, Junior class president, Prom board president, Student Council, Wildcat Mentors, Interact Club, Wildcats for Change, New Student Ambassadors, Environmental Club, 3rd Year HOSA Member, Member of the Oak Log/Yearbook Committee

VOLUNTEER/WORK INFORMATION

Organization/Business	Tennessee Greater Knoxville Special Olympics
Start and End Date	2/27/2025 - 2/28/2025
Describe this experience	Through the Special Olympics I got the opportunity to guide and mentor ORHS student with special needs. We participated in fun activities with our group throughout the day and got to learn new things!
Organization/Business	Speak Up Save a Life
Start and End Date	12/29/2024 - 3/3/2026
Describe this experience	Through Speak Up Save a Life my partner and I created an Instagram, Facebook, Website, and Podcast educating our community and school peers on suicide awareness and prevention. I gained so much knowledge through this experience about mental health!
Additional Attachments	<u>Leah Resume.docx</u>
Additional Attachments	Field not completed.

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Please Check

I agree

Signature

Leah R. McVay

X

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Leah Renee McVay

Objective

Motivated and community-focused student seeking to join the Youth Advisory Board to contribute a local youth voice in decision-making, represent my peers, and advocate for issues that impact young people. Passionate about leadership and creating positive change for our community.

Education

Oak Ridge High School – Oak Ridge, TN

Expected Graduation: May 2027

GPA: 4.1

Clubs: 3rd year HOSA, Environmental Club, Interact, New Student Ambassador, Oak Log (Yearbook Committee), Prom Board, Student Council, Wildcat Mentor, Wildcats for Change

Leadership Experience

Junior Class President

Oak Ridge High School — May 2025 to Present

- Represented student concerns and ideas to school administration
- Helped organize school events and community service projects
- Fundraise for the junior class
- Hold weekly meetings with other council members discussing relevant concerns in school community

Prom Board President

Prom Board — May 2025 to Present

- Plan, fundraise, and host Oak Ridge High School prom

Head Captain of Oak Ridge High School Color Guard

Color Guard — July 2025 to Present

- Manage team equipment

- Mentor underclassmen
- Plan and host team building events

Sophomore Class President

Oak Ridge High School — May 2024 to May 2025

- Represented student concerns and ideas to school administration
- Helped organize school events and community service projects
- Fundraise for the junior class
- Hold weekly meetings with other council members discussing relevant concerns in school community

Captain in Training Oak Ridge High School Color Guard

Oak Ridge High School — July 2024 to April 2025

- Helped share communications from head captains and staff
- Supported team morale

Community Involvement

Glenwood Elementary Field Day

May 2025

- Helped with set up of activities
- Monitor children

Speak Up Save a Life

Oak Ridge High School — March 2025

- Created a social media page discussing suicide awareness in today's youth
- Created a website providing the public with credible information about suicide awareness

Tennessee Greater Knoxville Special Olympics

February 2025 and October 2024

- Guided ORHS special needs students through various activities

Linden Elementary Art Show

April 2025

- Worked with elementary students to help build vocabulary through games

Skills

- Strong communication and public speaking
- Team collaboration and leadership
- Event planning and organization
- Empathy and cultural awareness



Outlook

Online Form Submittal: Application for Youth Advisory Board

From noreply@civicplus.com <noreply@civicplus.com>

Date Fri 7/25/2025 1:36 PM

To Beth Hickman <BHickman@oakridgetn.gov>; Lauren Gray <Lgray@oakridgetn.gov>

Application for Youth Advisory Board

First & Last Name Anna Pickel

Email Address

Address

Cell Phone Number
(Primary)

Home Phone Number *Field not completed.*

Email Address

Which grade are you in? Freshman

Race (Optional) White

Gender (Optional) Female

Do you currently serve on
the Youth Advisory Board
(YAB)? No

If yes, how many years did
you serve? *Field not completed.*

Have you previously applied
for this board? No

If yes, how many times? *Field not completed.*

Explain why you are
interested in being appointed
to YAB I have been Student Council Representative for my class for three years, and while I really enjoyed it, I didn't help as much as I wanted, even as vice president in 8th grade. I would love to be on a board that is really, truly run by kids, and one that helps other people, inside and outside of the schools. Overall, this is an experience that I would really like to have at some point.

Are you interested in serving
as student representative on Yes

the Environmental Quality
Advisory Board?

SCHOOL INFORMATION

School Name	Oak Ridge High School
Grade Point Average (GPA)	4.0 (in 8th Grade)
Grade (as of term start date, Aug. 1)	9
Favorite Class	Math
Extracurricular Activities	Scouting America, Girl Scouts of America, Naka Shi Exchange Program (over), Children's International Summer Village (over), First Lego League (over), Cross-Country (over), Track and Field (over)

VOLUNTEER/WORK INFORMATION

Organization/Business	Children's Museum of Oak Ridge
Start and End Date	6/11/2025 - 7/18/2025
Describe this experience	At CMOR, the volunteer's had two jobs, they could either help with the camps themselves or help set up and take down, clean, etc. for the museum and camps. While I occasionally worked with the kids at camp and helped the teachers, I was generally behind the scenes, where we cleaned and did various tasks for the museum and camp. It was a great community of people, kids and adults. I really enjoyed the experience and I am hoping to do it again next year.
Organization/Business	Babysitting
Start and End Date	1/17/2025 - 5/16/2025
Describe this experience	My friend and I babysat a young toddler once a month for four hours for her parents. While this may not count as a real job, I definitely learned a lot from it. My friend has more younger siblings that I do, so I didn't really know how to take care of a toddler, but she taught me a lot, and it helped when we occasionally had to babysit for her alone.
Additional Attachments	Anna-Resume.pdf
Additional Attachments	Field not completed.

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Please Check

I agree

Signature

Anna V. Pickel

X

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EDUCATION

Jefferson Middle School, 5-8th grade (Oak Ridge, Tennessee)

ACHIEVEMENTS

- 4.0 GPA/All A's Award 5-8th grade
- Second Place Championship Award FLL (2023-2024 school year)
- Qualified for State Competition in National Civics Bee®
- Third Place in State Competition in National Civics Bee®
- ETSBOA Junior Clinic (November of 8th Grade)

OTHER SKILLS and ACTIVITIES

- Foreign Language Skills – Spanish (Biliteracy Award)
- JMS Cross-Country (6-8th grade) and JMS Track (6-7th grade)
- Jefferson Middle School First Lego League (5-8th grade)
- Scouting BSA (December 2024-Present Day)
- Girl Scouts of America (~Kindergarten-Present Day)
- Cello (4th grade-Present), Piano (1st Grade-Present), Writing (Forever-Present)

REFERENCES

- Benjamin Brewer; Social Studies Teacher (8th Grade); btbrewer@ortn.edu (school phone: 865-425-9301)
- Theresa Davis; Science Teacher (8th Grade); tedavis@ortn.edu