



FARRAGUT BOARD OF MAYOR AND ALDERMEN
Farragut Community Center
239 Jamestowne Blvd

AGENDA
October 24, 2024

WORKSHOP
PICKELBALL COMPLEX DESIGN AT MAYOR BOB LEONARD PARK
5:15 PM

BMA MEETING
6:00 PM

- I. Roll Call, Silent Prayer, Pledge of Allegiance**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. October 10, 2024**
- IV. Mayor's Report**
- V. Ordinances & Resolutions**
 - A. Ordinances**
 - 1. Second Reading**
 - a) Ordinance 24-18**, an Ordinance of the Town of Farragut, Tennessee amending the Fiscal Year 2024-2025 Capital Investment Program and ARPA Fund budgets, passed by Ordinance 24-07
 - B. Resolution**
 - 1.** Approval of Resolution R-2024-10, authorizing the Town to participate in the Public Entity Partners Property Conservation Matching Grant Program.

239 JAMESTOWNE BLVD | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting

2. Approval of Resolution R-2024-15, authorizing the Town to Participate in the Public Entity Partners “James L. Richardson Driver Safety” Matching Grant Program
3. Approval of Resolution R-2024-16 Authorizing the Town to Participate in The Public Entity Partners “Cyber Security Partners” Matching Grant Program

VI. Business Items

- A. Approval of Jamestowne Blvd Road closure for a Special Event for the Farragut Christmas Parade and Santas Village

VII. Citizens Forum

VIII. Town Administrator’s Report

IX. Town Attorney’s Report

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

- (a) A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
- (b) A violation of this section is a Class A misdemeanor.

BMA MEETING

October 24, 2024

MINUTES

WORKSHOP MINUTES

PICKELBALL COMPLEX DESIGN AT MAYOR BOB LEONARD PARK

Ron Oestreich, Parks & recreations Director, gave an overview of the design and pricing options for the pickleball complex at Mayor Bob Leonard Park. The Board of Mayor and Aldermen asked questions of the consultant.

BMA MEETING

6:00 PM

Roll Call, Silent Prayer, Pledge of Allegiance

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Alderman Cain, yes; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, yes; in addition to staff and member of the press.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Cain, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of October 10, 2024, as presented. Moved by Vice-Mayor Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Mayor's Report

Mayor Williams thanked the staff and class members for a successful Intro to Farragut Class.

Alderman Burnette announced the following:

- Freaky Friday Fright Nite will be October 25 at Mayor Bob Leonard Park from 5-7 PM.
- Veteran's Salute and Battle of Campbell Station presentation is Sunday, November 10 at the Farragut Community Center at 1:00 PM.
- Campbell Station Skate will be from November 23-January 4, daily from 3-9 PM.

Ordinances & Resolutions

Ordinances

Second Reading

Ordinance 24-18, an Ordinance of the Town of Farragut, Tennessee amending the Fiscal Year 2024-2025 Capital Investment Program and ARPA Fund budgets, passed by Ordinance 24-07

Motion was made to approve Ordinance 24-18 on second and final reading. Moved by Vice-Mayor Meyer, seconded by Alderman White; roll call vote; Alderman Burnette, yes; Alderman Cain, yes; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Resolution

Approval of Resolution R-2024-10, authorizing the Town to participate in the Public Entity Partners Property Conservation Matching Grant Program.

Motion was made to approve Resolution R-2024-10. Moved by Vice-Mayor Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Approval of Resolution R-2024-15, authorizing the Town to Participate in the Public Entity Partners “James L. Richardson Driver Safety” Matching Grant Program

Motion was made to approve Resolution R-2024-15. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Approval of Resolution R-2024-16 Authorizing the Town to Participate in The Public Entity Partners “Cyber Security Partners” Matching Grant Program

Motion was made to approve Resolution R-2024-16. Moved by Vice-Mayor Meyer, seconded by Alderman White. Kim Parks, 10701 Farragut Hills Blvd., addressed the board concerning a cyber security policy. Voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Business Items

Approval of Jamestowne Blvd Road closure for a Special Event for the Farragut Christmas Parade and Santas Village

Motion was made to approve the FHS event application involving the use of the Town’s public right of ways and pedestrian facilities and closure of Jamestowne Blvd for the Christmas Parade on December 8, 2024. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Citizens Forum

The following citizens spoke during citizens forum:

- George Ellis, 12650 Brass Lantern Lane
- Kim Parks, 10701 Farragut Hills Blvd.

Town Administrator’s Report

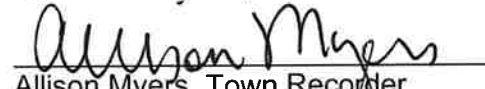
David Smoak, Town Administrator, announced the following:

- Finance staff received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
- Chris Sheffield completed the Project Management Professional certification
- Eric Schindler passed his PE exam

The meeting adjourned at 6:29 PM.



Ron Williams, Mayor



Allison Myers, Town Recorder



October 15, 2024

To: David Smoak, Town Administrator
Fr: Ron Oestreich, Parks and Recreation Director
Re: Pricing Options for Pickleball Complex at MBLP

David,

As you know, the Pickleball Complex is included in the FY25 CIP Budget for \$1.45 million. The design meetings are underway. Ross/Fowler presented designs based on our initial conversations at a meeting with our team in August. When they presented these original designs (**Option 1 below**), our internal committee (Blake, Bud, Ryan, Drew, and I) asked them to add some amenities that have been requested by the Pickleball players. The most significant is their request to have as many Pickleball courts as possible in our allocated footprint at MBLP. Other amenities included shade structures, fencing in between courts, and seating.

Ross/Fowler quickly sent us an 8-court design with these new amenities (**Option 2 below**). They also began working on the 12-court design, which was a bit more complex due to the additional square footage.

At a second design update meeting, Ross/Fowler presented some potential challenges to the committee, which are having an impact on the design and budget.

The new 12-court design with the 25-stall parking lot, exceeds 1 acre of land, which requires the Town to include storm water mitigation. As you would guess, this significantly increases the potential cost of the complex due to either digging a retention pond or adding brick pavers to the parking lot. Both are very similar in cost. This 12-court design with all of the amenities (**Option 3 below**) exceeds our CIP budget by \$522,000.

I requested Ross/Fowler to provide us with some design options for the board to consider. So you know, one of the designs (**Option 4 below**) eliminates the parking lot except for 2 ADA parking spots, but keeps the 12-courts.

On the following pages you will see the four options for the Pickleball Complex.

Please let me know your thoughts on next steps.

Option 1:

Original 8 Court Design with 25 spot parking lot.

ROSS/FOWLER	
MAYOR BOB LEONARD PICKLEBALL COURTS & PARKING	
Schematic Design - Order of Magnitude Probable Cost	
GRADING	\$270,336.00
ASPHALT PARKING LOT w/CURBS (25 SPOTS)	\$87,160.00
POWER UPGRADES	\$12,000.00
SEEDED MATTING	\$1,188.00
LIGHTING (Relo. 2 existing MUSCO field lights)	\$66,000.00
PICKLEBALL COURTS (Incl. lights)	\$730,732.00
TOTAL	\$1,167,416.00

Original 8 Court Design with 25 spot parking lot.

- This design is what the budget was created on
- Does Not Include fencing in between courts
- Does Not include shade structures
- Includes moving the 2 MUSCO lights in between courts and Field 5.

Project Budget in CIP:	\$1,450,000
Option 1 Projected expense	\$1,167,416
Projected Net Savings	-\$282,584

Option 2:

8 Court Design with 25 spot parking lot and added amenities

ROSS/FOWLER

MAYOR BOB LEONARD PICKLEBALL COURTS & PARKING Schematic Design - Order of Magnitude Probable Cost

GRADING	\$270,336.00
ASPHALT PARKING LOT w/CURBS (25 SPOTS)	\$87,160.00
(2) SHADE STRUCTURES (Solid roof)	\$74,000.00
POWER UPGRADES	\$12,000.00
SEEDED MATTING	\$1,188.00
LIGHTING (Relo. 2 existing MUSCO field lights)	\$66,000.00
PICKLEBALL COURTS (Incl. lights)	\$730,732.00

TOTAL	\$1,241,416.00
-------	----------------

8 Court Design with 25 spot parking lot and added amenities

- Includes fencing in between all courts
- Includes 2 solid roof shade structures (Not canvass or mesh shade)
- Includes moving the 2 MUSCO lights in between courts and Field 5.

Project Budget in CIP:	\$1,450,000
Option 2 Projected expense	\$1,241,416
Projected Net Savings	-\$208,548

Option 3:

12 Court Design with 25 spot full paved parking lot and added amenities

ROSS/FOWLER	
MAYOR BOB LEONARD PICKLEBALL COURTS & PARKING	
Schematic Design - Order of Magnitude Probable Cost	
DEMOLITION	\$5031.00
EROSION CONTROL	\$14,454.00
GRADING	\$431,238.00
STORM DRAINAGE	\$59,730.00
UTILITIES (Water)	\$23,364.00
PAVING (Incl. asphalt)	\$153,396.00
SHADE STRUCTURES (Solid Roof)	\$74,000.00
SITE FURNISHINGS	\$7260.00
PICKLEBALL COURTS (Incl. lights)	\$1,094,207.00
POWER UPGRADES	\$12,000.00
LIGHTING (Relo. 2 existing MUSCO field lights)	\$66,000.00
IRRIGATION REWORK	\$6600.00
PLANTING	\$25,000.00
TOTAL	\$1,972,280.00

12 Court Design with 25 spot full paved parking lot and added amenities

- Includes retention pond (required due to over 1 acre)
- Includes Fencing in between all courts
- Includes 2 solid roof shade structures (Not canvass or mesh shade)
- Includes Moving the 2 MUSCO lights in between courts and Field 5.

Project Budget in CIP:	\$1,450,000
Option 3 Projected expense	\$1,972,280
Projected Net Overage	+\$522,280

Option 4:

12 Court Design with only 2 ADA parking stalls and added amenities

ROSS/FOWLER	
MAYOR BOB LEONARD PICKLEBALL COURTS & PARKING	
Schematic Design - Order of Magnitude Probable Cost	
DEMOLITION	\$1,478.00
EROSION CONTROL	\$12,804.00
GRADING	\$155,868.00
STORM DRAINAGE	\$5000.00
UTILITIES (Water)	\$23,364.00
PAVING	\$57,518.00
SHADE STRUCTURES (2 Solid Roof)	\$74,000.00
SITE FURNISHINGS	\$924.00
PICKLEBALL COURTS (Incl. lights)	\$1,094,207.00
POWER UPGRADES	\$12,000.00
LIGHTING (Relo. 2 existing MUSCO field lights)	\$66,000.00
IRRIGATION REWORK	\$6600.00
PLANTING	\$8,649.00
TOTAL	\$1,518,412.00

12 Court Design with **only 2 ADA parking stalls** and added amenities

- Includes Fencing in between all courts
- Includes 2 solid roof shade structures (Not canvass or mesh shade)
- Includes Moving the 2 MUSCO lights in between courts and Field 5.
- Includes a smaller footprint (under 1 acre), which will eliminate storm water requirements.

Project Budget in CIP: \$1,450,000.

Project Budget in CIP:	\$1,450,000
Option 4 Projected expense	\$1,518,412
Projected Net Overage	+\$68,412

BMA MEETING

October 10, 2024

MINUTES

Roll Call, Silent Prayer, Pledge of Allegiance

Vice-Mayor Meyer called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Alderman Cain, yes; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, absent; In addition to staff and member of the press.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Burnette, seconded by Alderman White; voting yes, Vice-Mayor Meyer, Alderman Burnette, Cain, and White; Mayor Williams was absent; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of September 26, 2024, as presented. Moved by Alderman White, seconded by Alderman Burnette; voting yes, Mayor Williams, Alderman Burnette, Cain, and White; Vice-Mayor Meyer was absent; no nays; motion passed.

Mayor's Report

Alderman White thanked Alderman Cain, David Smoak and staff members for the water collection coordination and participation.

Edwin Dayton, Furst Utility District, gave an overview of the sewer line replacement project within the Town limits.

Alderman Burnette thanked the Farragut/West Knox Chamber for a successful gala event.

Alderman Cain thanked the community for their support during the water drive event.

Ordinances & Resolutions

Ordinances

First Reading

Ordinance 24-18, an Ordinance of the Town of Farragut, Tennessee amending the Fiscal Year 2024-2025 Capital Investment Program and ARPA Fund budgets, passed by Ordinance 24-07

Motion was made to approve Ordinance 24-18 on first reading. Moved by Alderman Burnette, seconded by Alderman Cain; roll call vote; Alderman Burnette, yes; Alderman Cain, yes; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, absent; motion passed.

Resolution

Approval of Resolution R-2024-13, Declaring Certain Town Property to be Surplus Property

Motion was made to approve Resolution R-2024-13. Moved by Alderman White, seconded by Alderman Burnette; roll call vote; Alderman Burnette, yes; Alderman Cain, yes; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, absent; motion passed.

Business Items

Approval of the revised Farragut Museum Committee Charter

Motion was made to approve the revised Farragut Museum Charter. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Vice-Mayor Meyer, Alderman Burnette, Cain, and White; Mayor Williams was absent; no nays; motion passed.

Approval of Appointments to the Arts and Beautification Committee

Motion was made to appoint Jennifer Craddick and Jeromy Brewster, each to a one-year term on the Farragut Arts and Beautification Committee. Moved by Alderman Burnette, seconded by Alderman White; voting yes, Vice-Mayor Meyer, Alderman Burnette, Cain, and White; Mayor Williams was absent; no nays; motion passed.

Approval of Amendment 2 to Professional Services Agreement with Ross Fowler for Bidding and Construction Services for McFee Park Phase 4

Motion was made to approve Amendment 2 to the professional services agreement with Ross Fowler, with a fee increase of \$32,578.50. Moved by Alderman Burnette, seconded by Alderman White; voting yes, Vice-Mayor Meyer, Alderman Burnette, Cain, and White; Mayor Williams was absent; no nays; motion passed.

Approval of Dates for the November & December Board of Mayor and Aldermen Meetings

Motion was made to cancel the meetings of November 28, 2024, and December 26, 2024. Moved by Alderman Burnette, seconded by Alderman White; voting yes, Vice-Mayor Meyer, Alderman Burnette, Cain, and White; Mayor Williams was absent; no nays; motion passed.

Citizens Forum

The following citizens addressed the board during citizens forum:

- John Ford, 12516 Willow Cove Way
- Joey Ruffalo, 11319 Campbell Lakes Drive
- Bob Brykalski, Bellaire
- Jeanne Brykalski, Bellaire

Alderman Burnette reported that the Thornton Heights traffic study would begin in a couple of weeks.

The meeting adjourned at 6:30 PM.

Scott Meyer, Vice-Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Finance Director/Town Recorder

SUBJECT: Ordinance 24-18, an Ordinance of the Town of Farragut, Tennessee amending the Fiscal Year 2024-2025 Capital Investment Program and ARPA Fund budgets, passed by Ordinance 24-07

INTRODUCTION:
The purpose of this agenda item is to approve Ordinance 24-18 on second and final reading to amend the Fiscal Year 2025 Capital Investment Program and ARPA Fund budgets.

ARPA Fund

DISCUSSION:
The ARPA Fund will be amended by increasing expenditures from \$4,664,401.73 to \$4,696,980.73, an increase of \$32,579 for the following project.

- McFee Park Phase 4, Stormwater Parking Facilities \$32,579 – The additional funds are needed for the project engineering services. The additional funds needed will be funded from the Stormwater Project assigned fund balance in the Capital Investment Program.

FINANCIAL SECTION: ARPA Fund Budget

Account Number: ARPA Fund Expenditures		
<u>FY2025 Amended Budget</u>	<u>Requested Amendment</u>	<u>FY2025 Amended Budget</u>
\$4,664,401.73	\$32,579	\$4,696,980.73
Approved By: _____		

Capital Investment Program Fund

DISCUSSION:
Funds will be transferred to the ARPA Fund to supplement additional funds needed for projects. The funds will be deducted from the assigned fund balance for stormwater projects.

Account Number: CIP Fund Expenditures		
<u>FY2025 Assigned Fund</u>		
<u>Balance</u>	<u>Requested Amendment</u>	<u>FY2025 Amended Balance</u>
\$183,706.27	\$32,579	\$151,127.27
Approved By: _____		

RECOMMENDATION BY: Allison Myers, Finance Director/Town Recorder

PROPOSED MOTION: Motion to approve Ordinance 24-18 on second and final reading.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>CAIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE	24-18
PREPARED BY	Myers
1 ST READING	October 10, 2024
2 ND READING	October 24, 2024
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2024-2025 GENERAL FUND AND CAPITAL INVESTMENT FUND
BUDGETS, PASSED BY ORDINANCE 24-07

WHEREAS, the Town of Farragut adopted the fiscal year 2024-25 budget by passage of Ordinance Number 24-07 on June 13, 2024; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, a reallocation of department expenses is being made in the Capital Investment Fund budget and expenses will be greater than budgeted in the ARPA Fund budget; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2024-2025 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 24-07 is hereby amended by:

The **ARPA Fund** will be amended by increasing expenditures from \$4,664,401.73 to \$4,696,980.73, an increase of \$32,579 for the following project.

- McFee Park Phase 4, Stormwater Parking Facilities \$32,579 – The additional funds are needed for the project engineering services. The additional funds needed will be funded from the Stormwater Project assigned fund balance in the Capital Investment Program.

The **Capital Investment Program Budget** will be amended by transferring \$32,579 from the Stormwater assigned fund balance within the Capital Investment Program budget to the ARPA Fund.

SECTION 2. The Board of Mayor and Aldermen authorizes the Town Recorder to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Anissa Pratte, Staff Accountant

SUBJECT: Resolution R-2024-10, authorizing the Town to participate in the Public Entity Partners Property Conservation Matching Grant Program.

INTRODUCTION: The Town’s property insurance coverage provider, Public Entity Partners, offers an annual matching grant for security equipment and devices. The objective of the grant program is to help members purchase items designed to protect insured property from damage and loss.

DISCUSSION: Proper security equipment can help prevent harm to Town employees and citizens, protect Town property from damage, and may assist the Town in the recovery of stolen property or monetary reimbursement from an at-fault party for damages. Security cameras will help prevent and record vandalism, theft, damage, and general misconduct on Town owned property. Additionally, cameras and equipment will act as a deterrent to such conduct, assist the Town in pursuing legal action when merited, and help protect the Town from false claims of wrongdoing or negligence.

If awarded the Property Conservation Matching Grant, Public Entity Partners will match what the Town spends on approved items to help protect insured property from damage or loss, with the maximum reimbursement amount based on a Property Coverage Classification Matrix as determined by Public Entity Partners. The grant requires the attached Resolution be passed by the governing body to authorize participation in the grant program.

FINANCIAL SECTION: Funding is already included in the approved FY2024-2025 budget. Reimbursement of up to \$4,000 will be requested.

RECOMMENDATION BY: Anissa Pratte, Staff Accountant

PROPOSED MOTION: Approval of Resolution R-2024-10 authorizing the Town to participate in the Public Entity Partners Property Conservation Matching Grant Program.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>CAIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Town of Farragut, Tennessee

RESOLUTION: R-2024-10

**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE
TOWN OF FARRAGUT AUTHORIZING THE TOWN TO PARTICIPATE IN
THE PUBLIC ENTITY PARTNERS'S "PROPERTY CONSERVATION"
MATCHING GRANT PROGRAM**

WHEREAS, the safety and well-being of the employees of the Town of Farragut is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the Town of Farragut employees; and

WHEREAS, The Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a "*Property Conservation*" *Matching Grant Program*; and

WHEREAS, the Town of Farragut now seeks to participate in this important program.

NOW, THEREFORE, be it resolved by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee the following:

SECTION 1. That the Town of Farragut is hereby authorized to submit an application for the "*Property Conservation*" *Matching Grant Program* through Public Entity Partners.

SECTION 2. That the Town of Farragut is further authorized to provide a matching sum for any monies provided by this grant.

Resolved this 24th day of October in the year 2024.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Anissa Pratte, Staff Accountant

SUBJECT: Resolution R-2024-15 authorizing the Town to participate in the Public Entity Partners “James L. Richardson Driver Safety” Matching Grant Program.

INTRODUCTION: The Town’s insurance coverage provider, Public Entity Partners, offers an annual matching grant for training or equipment purchases related to driver safety. The objective of the grant program is to help members address training needs and safety concerns for employees that operate Town vehicles and purchase items designed to reduce automobile liability claims. The grant is a 50/50 matching grant for training and driver safety related purchases and 100% reimbursement for Motor Vehicle Record checks.

BACKGROUND: A Motor Vehicle Record (MVR) check is performed on every Town employee who is authorized to drive Town vehicles to complete their daily job duties or to attend training events and conferences. The MVR check provides information on the employee’s driving history so that the Town can determine if these employees are eligible to drive Town vehicles.

The MVR check provides information such as, but not limited to, moving violations, violations involving drugs or alcohol, reckless driving violations, a suspended or revoked license, an at-fault accident resulting in serious injury or fatality, or if the employee left the scene of an accident.

In addition to MVR checks, the Town plans to purchase replacement items for a driving course and training materials for driver safety.

DISCUSSION: Proper training and equipment can help protect Town staff and vehicles by encouraging safer driving habits and reduce the number of automobile liability claims. Employee involved accidents may result in lost time from work, reduced efficiency, and increase the Town’s insurance premium.

If awarded the Driver Safety Matching Grant, Public Entity Partners will match what the Town spends on approved training or equipment purchases related to driver safety with the maximum reimbursement amount based on a Priority Classification Matrix as determined by Public Entity Partners. The grant requires that the attached Resolution be passed by the governing body to authorize participation in the grant program.

FINANCIAL SECTION: Funding is already included in the approved FY2024-2025 budget. Reimbursement of up to \$1,000 will be requested.

RECOMMENDATION BY: Anissa Pratte, Staff Accountant

PROPOSED MOTION: Approval of Resolution R-2024-15 authorizing the Town to participate in the Public Entity Partners “James L. Richardson Driver Safety” Matching Grant Program.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>CAIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Town of Farragut, Tennessee

RESOLUTION: R-2024-15

**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE
TOWN OF FARRAGUT AUTHORIZING THE TOWN TO PARTICIPATE IN
THE PUBLIC ENTITY PARTNERS “JAMES L. RICHARDSON DRIVER
SAFETY” MATCHING GRANT PROGRAM**

WHEREAS, the safety and well-being of the employees of the Town of Farragut is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the Town of Farragut employees; and

WHEREAS, The Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a “*Driver Safety*” *Matching Grant Program*; and

WHEREAS, the Town of Farragut now seeks to participate in this important program.

NOW, THEREFORE, be it resolved by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee the following:

SECTION 1. That the Town of Farragut is hereby authorized to submit an application for the “*Driver Safety*” *Matching Grant Program* through Public Entity Partners.

SECTION 2. That the Town of Farragut is further authorized to provide a matching sum for any monies provided by this grant.

Resolved this 24th day of October in the year 2024.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Anissa Pratte, Staff Accountant

SUBJECT: Resolution R-2024-16 authorizing the town to participate in the Public Entity Partners Cyber Security Matching Grant Program.

INTRODUCTION: The Town’s insurance coverage provider, Public Entity Partners, offers a matching grant for purchases related to cyber security. The objective of the grant program is to help members with purchases related to cyber security tools, training, and services to help protect from ransomware and social engineering attacks and allow members to increase their ability to qualify for Cyber Security Insurance coverage.

DISCUSSION: Proper employee training can help employees recognize fraudulent emails, emails with dangerous links, and potential social engineering tactics. In addition to training, implementing safeguards and services such as multi-factor authentication to access emails and computers, endpoint detection and response to monitor devices for suspicious activity and threats, maintaining proper data backup procedures, and creating an incident response plan will help protect the Town in the event of an attempted cyber security breach and will aid in the recovery process in the event of a successful cyber security breach.

If awarded the Cyber Security Matching Grant, Public Entity Partners will match what the Town spends on approved purchases related to cyber security with the maximum reimbursement amount based on a Priority Classification Matrix as determined by Public Entity Partners. The matching grant requires that the attached Resolution be passed by the governing body to authorize participation in the grant program.

FINANCIAL SECTION: Funding is already included in the approved FY2024-2025 budget. Reimbursement of up to \$1,500 will be requested.

RECOMMENDATION BY: Anissa Pratte, Staff Accountant

PROPOSED MOTION: Approval of Resolution R-2024-16 authorizing the town to participate in the Public Entity Partners Cyber Security Matching Grant Program.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>CAIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Town of Farragut, Tennessee

RESOLUTION: R-2024-16

A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT AUTHORIZING THE TOWN TO PARTICIPATE IN THE PUBLIC ENTITY PARTNERS “CYBER SECURITY PARTNERS” MATCHING GRANT PROGRAM

WHEREAS, the cyber security safety of the Town of Farragut is of great importance; and

WHEREAS, all efforts shall be made to provide reduced liability for the Town of Farragut; and

WHEREAS, Public Entity Partners seeks to encourage a secure cyber environment by offering a *Cyber Security Partners Matching Grant Program*; and

WHEREAS, the Town of Farragut now seeks to participate in this important program.

NOW, THEREFORE, be it resolved by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee the following:

SECTION 1. That the Town of Farragut is hereby authorized to submit an application for the *Cyber Security Partners Matching Grant Program* through Public Entity Partners.

SECTION 2. That the Town of Farragut is further authorized to provide a matching sum for any monies provided by this grant.

Resolved this 24^h day of October in the year 2024.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Finance Director/Recorder

SUBJECT: Approval of Jamestowne Blvd Road closure for a Special Event for the Farragut Christmas Parade and Santas Village

INTRODUCTION AND BACKGROUND: Included in your packet is a request for approval of an Event application for the Farragut School Christmas Parade. The event is scheduled for Sunday, December 8 from 2pm to 5pm.

DISCUSSION: The event is being presented to the Board of Mayor and Aldermen because of the closure of Jamestowne Blvd.

The FHS Christmas Parade will begin at the Farragut Community Center and end at the McGill Plaza. Volunteers will be responsible for defining the route and cleaning up after the event. The Knox County Sheriff’s Department will help provide traffic control.

RECOMMENDATION: Staff recommends approval of the event subject to proper notification to any affected entities and the provision of adequate traffic control.

PROPOSED MOTION: To approve the FHS Event Application involving use of the Town’s public rights of ways and pedestrian facilities and closure of Jamestowne Blvd for the FHS Christmas Parade on December 8, 2024.

BOARD ACTION:

MOTION BY:_____ SECONDED BY:_____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>WHITE</u>	<u>CAIN</u>
YES	_____	_____	_____	_____	_____
NO					
ABSTAIN					

DATE RECEIVED _____
PERMIT # _____
CUSTOMER # _____
(FOR ADMINISTRATION PURPOSES ONLY)

Town of Farragut
11408 Municipal Center Dr. Farragut, TN. 37934
Phone: (865) 966-7057
Email: events@townoffarragut.org

SPECIAL EVENT PERMIT APPLICATION

NOTE: If there is any change that would alter the information given in this application while it is pending, the applicant shall notify the Town of Farragut within 48 hours of such change.

APPLICANT/CONTACT PERSON NAME: Stephanie Thompson/Julie Goodrich

ADDRESS: 308 Clover Fork Drive Knoxville, TN 37934

PHONE: 865-256-9065

EMAIL: ssthompson14@gmail.com

EVENT LOCATION NAME AND ADDRESS: Jamestowne Blvd to Mayor Ralph McGill Plaza - See Attached Map

(Mayor Ralph McGill Plaza and Founders Park require an additional application)

EVENT DATE(S): 12/8/24

EVENT HOURS: 2-5pm

SET UP TIME: 12:00pm

BREAKDOWN TIME: 5:30pm

NUMBER OF PARTICIPANTS: 100

NUMBER OF SPECTATORS: 300

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER SPECIAL EVENT:

We have a team of volunteers to pick up trash and Waste Management donation of trash bins.

EVENT NAME: Farragut Christmas Parade and Santa's Village

EVENT PURPOSE: Community Parade

IS THIS A REPEATED EVENT IN THE TOWN OF FARRAGUT?



YES



NO

IF YES, DATE OF LAST EVENT: 12/10/23

CHECK ALL THAT APPLY:

☒	FOOD TRUCKS WILL BE UTILIZED	Food trucks must possess a <u>Farragut Mobile Food Vending Permit</u> .
☐	ALCOHOL WILL BE SERVED	For beer, a <u>Temporary Beer Permit</u> and BOMA approval will be required. For wine, liquor and/or high gravity beer, please attach a copy of the appropriate <u>Tennessee state issued liquor license</u> .
☒	A TEMPORARY SIGN WILL BE UTILIZED	If yes, attach a copy of the event signage.
☒	DIRECTLY/INDIRECTLY UTILIZE PUBLIC PROPERTY	If yes, please specify on the Site Plan. BOMA approval is required for closure of public roads, Rights of Way and Greenways.
☒	TENTS/INFLATABLE STRUCTURES WILL BE UTILIZED	If yes, an inspection may be required. Please review the <u>Tent and Air Supported Structures Permit</u> for more information.
☐	A TEMPORARY STAGE WILL BE UTILIZED	Please specify size of tent(s) if applicable: <u>10x10 25 tents</u>
☐	GENERATORS WILL BE UTILIZED	

Any signs, props or displays used in conjunction with the special event must be removed immediately after the time permitted for the special event has expired. The use of banners, flags (other than flags of official governmental bodies), streamers, balloons or any similar devices, and decorated vehicles or trailers in connection with the event shall be prohibited.

SITE PLAN

Please attach an initial site plan showing the proposed layout for the event. Site plan example is available here. Depending on the event, the site plan will typically need to show that access routes for emergency vehicles, sidewalks, and ADA parking areas will not be obstructed. The site plan will also need to show the size and location of tents and spacing between tents, the location of any food trucks, the location of fire extinguishers, portable toilets, trash collection bins, and generators. A site plan for a walk or run should clearly indicate the location of the start and finish line as well as the walk/run route. Applications for special events that involve leaving the primary event location (public or private properties) to utilize public sidewalks, streets and/or bike paths shall require the Town's Board of Mayor and Aldermen approval prior to the issuance of a special event permit.

DATE RECEIVED _____
PERMIT # _____
CUSTOMER # _____
(FOR ADMINISTRATION PURPOSES ONLY)

Town of Farragut
11408 Municipal Center Dr. Farragut, TN. 37934
Phone: (865) 966-7057
Email: events@townoffarragut.org

TRAFFIC/PARKING INFORMATION

Will support facilities such as traffic control and crowd control be needed? If yes, please specify:

2-4 Knox County Sheriffs will be onsite along with 5-10 Parade Chairs/Volunteers for crowd control and along route.

If buses or trolleys will be used in correlation with the event, please specify the drop-off and pickup locations: No

Where will the attendees park? See attached map.

Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used: Participants can park at Faith Lutheran or Farragut Presbyterian Church or Village Green Shopping Center.

ORGANIZATION INFORMATION (if applicable)

ORGANIZATION NAME: Farragut Christmas Parade

ORGANIZATION ADDRESS: 308 Clover Fork Drive Knoxville, TN 37934

OWNER'S NAME: Stephanie Thompson/Julie Goodrich PHONE/EMAIL: 865-256-9065 ssthompson14@gmail.com

INSURANCE INFORMATION

NAME OF APPLICANT'S INSURANCE COMPANY: Carriage Hill Insurance

PHONE/EMAIL: paula@carriagehillinsurance.com

ADDRESS: 308 Clover Fork Drive Knoxville, TN 37934

Please attach a Certificate of Insurance endorsing the Town of Farragut as an additional insured under your General Liability policy with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. All required insurance policies shall provide a waiver of subrogation and rights of recovery against the Town of Farragut, including its past and present employees, elected officials and representatives. The insurance policy in effect shall protect both parties and be primary and non-contributory for any and all losses covered by the required insurance. Insurers have no recourse against the Town of Farragut for payment or assessments in any form on any insurance policy. The Town has the right to require higher limits based upon the particular special event proposed.

CHECKLIST

Before you submit your special event application, please make sure that the following steps have been completed:

- ☒ Truthfully complete all necessary information
- ☒ Attach site plan
- ☒ Attach a Certificate of Insurance and confirm that the event name, location, and date is added in the Description of Operations box at the bottom of the proof of insurance form
- ☒ Note any separate permits needed according to the checklist on Page 1
- ☒ Signature authorization below

By signing below, I acknowledge that I have fully read and understand all policies and procedures for Special Events on public property and agree to abide by those policies and procedures set forth therein.

PRINTED NAME: Stephanie Thompson

APPLICANT SIGNATURE: Stephanie Thompson DATE: 10/1/24

Farragut Christmas Parade

2024 Route

Parade begins at 4pm





**TOWN OF FARRAGUT
MAYOR RALPH MCGILL PLAZA AT CAMPBELL STATION INN
RENTAL APPLICATION**

- Call 218-3376 to speak with Parks & Recreation Department (PARC) staff regarding proposed date and purpose of special event. *Please do not submit an application until this step has been completed.*

Name (Renter/Organization): Farragut Christmas Parade
Contact Person: Stephanie Thompson Phone: (W) _____ (C) (865) 256-9065
Email Address: ssstompson14@gmail.com
Address: 308 Clover Fork Drive ZIP 37934

Reservation Date(s): 12/8/24

Purpose of Renting Facility: Parade and Santa's Village # of Participants: 300? (over 100)

For Return of Deposit (if different than above)

Check to be made out to: Farragut Christmas Parade

In care of: Michelle Morrow

Address: PO Box 24481 ZIP 37933

Non-Profit Rentals Only:

Proof of 501(c) 3 or State of Tennessee Non-Profit Status Included: Yes ☒ No ☐
General Rental Information Have Applied

- *Rental Hours: Event hours are from 8 a.m. to 10 p.m.; rentals are for full day only which includes time for setup and cleanup. Renters must vacate the premises after cleanup by 11 p.m.; exceptions to rental hours must be pre-approved by PARC (Parks and Recreation Department) Director. Renters must return the plaza to the condition it was before the event or fees will be deducted from security deposit for any time/work needed for cleanup or damage done to plaza.*
- *Rental includes the use of the two grass areas, parking lot, sidewalk areas internal to the plaza and restrooms. Rental does not include sidewalks along Campbell Station Road and Kingston Pike. For rentals of 101 or more participants, entrance drives may be blocked and used for event activities with parking available at the Farragut Community Center (located ¼ mile away). Rental does not include the use of the Campbell Station Inn, the front steps to the inn and the front or back porch. A specific site map for event*

Hold Harmless

In exchange for myself or those in my organization being permitted to use the Farragut Community Center and/or other public areas of the Town of Farragut, it is understood and acknowledged by my signature below that I and/or the individual members of the organization have agreed that they will not hold the Town of Farragut liable for any loss or damage resulting from accidents or injuries sustained to person or property, or from theft of property which may occur during use of the facilities of the Town of Farragut.

By signing below, I acknowledge that I understand and/or have informed the organization that will be using the facilities of the terms and conditions spelled out herein upon which the Town of Farragut has consented to the use of the facilities; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.

By signing below, I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subject to discrimination at any event, program or activity on Town property or co-sponsored by the Town.

By signing below, I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Jennifer Hatmaker, Property Risk Manager at the Farragut Town Hall, 865-966-7057.

I agree that by typing by name below, this serves as my signature.

Signature: Stephanie Thompson

Date: 10/1/24

Photo/Video Release

I, the undersigned, hereby authorize the Town of Farragut and the Parks & Recreation Department, including its agents, to use my name, statements, image, voice, videos, or likeness for the purpose of promotion or public information without obtaining further consent or without prior knowledge of such use. I understand that I am to receive no compensation of any kind as a result of any publication, recording, broadcast, rebroadcast or other non-broadcast uses thereof. I understand that the statements, image, voice, videos, or likeness may be altered as required for publication or distribution. I hereby release and hold harmless the Town, its successors and assigns and its elected officials, directors, agents, officers, and employees for any violation of any personal or proprietary right or any other claims I may have in connection with such use. The Parks & Recreation Department shall have ownership of resultant production using my image and shall have the exclusive right to make use of such production as stipulated below: 1. Availability for use in training 2. Availability for use by the participants in a training course 3. Availability for viewing in connection with the Parks & Recreation Department 4. Availability for use of Web pages and other Internet sites created or used by the Parks & Recreation Department 5. Availability for use in promotional brochures, newsletters, and other publications of the Parks & Recreation Department. I have the full right and legal capacity to sign this consent and release prior to signing it, and I understand its content.

I agree that by typing by name below, this serves as my signature.

Signature: Stephanie Thompson

Date: 10/1/24

Date of this notice: 09-11-2024

Employer Identification Number:
99-4874270

Form: SS-4

Number of this notice: CP 575 E

FARRAGUT CHRISTMAS PARADE
% STEPHANIE THOMPSON
308 CLOVER FORK DR
KNOXVILLE, TN 37934

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-4874270. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is FARR. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 7-2007)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 E

9999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 09-11-2024
EMPLOYER IDENTIFICATION NUMBER: 99-4874270
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
|||||

FARRAGUT CHRISTMAS PARADE
% STEPHANIE THOMPSON
308 CLOVER FORK DR
KNOXVILLE, TN 37934



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Carriage Hill Insurance 840 Hwy 321 N Lenoir City TN 37771	CONTACT NAME: Leanne Garcia PHONE (A/C, No, Ext): 865-988-3777 E-MAIL: leanne@carriagehillinsurance.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Farragut Christmas Parade LLC 308 Clover Fork Dr Farragut TN 37934	FAX (A/C, No): 865-988-0101 NAIC #

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		EV149050	12/8/2024	12/10/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 0						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N					PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Farragut Christmas Parade, Jamestowne Blvd to Village Green Shopping Center are listed as Additional Insureds

CERTIFICATE HOLDER**CANCELLATION**

Town of Farragut 11408 Municipal Center Dr Farragut TN 37934	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE DocuSigned by: <i>Leanne Holguin Garcia</i>
--	---

EFB6CE438414 1988-2015 ACORD CORPORATION. All rights reserved.

Sent from my iPhone

Begin forwarded message:

From: Gmail <thescottcrew@gmail.com>
Date: September 30, 2024 at 2:15:18 PM EDT
To: Jerry Bodie <JBodie@whiterealty.com>
Subject: Re: Farragut Christmas Parade sign off

Thank you, Jerry!

Toni

Sent from my iPhone

White Realty Approval

On Sep 30, 2024, at 1:45 PM, Jerry Bodie <JBodie@whiterealty.com> wrote:

Toni,

White Realty approves of the attached plan for the 2024 Farragut Christmas Parade.

Thanks,

Jerry

Jerry L. Bodie, CCIM, CPM®
Executive Vice President & COO
White Realty & Service Corp.
Post Office Box 51178
Knoxville, TN 37950-1178
Direct Dial (865) 291-1950
(865) 588-2244, x101
Fax (865) 588-3233
jbodie@whiterealty.com
www.whiterealty.com

<image001.jpg>

<image002.png>

From: Gmail <thescottcrew@gmail.com>
Sent: Monday, September 30, 2024 11:11 AM
To: Jerry Bodie <JBodie@whiterealty.com>

Subject: Farragut Christmas Parade sign off

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Jerry. Per our last conversation, I have reached out to Roger, the GM at Fresh Market, and gotten his sign off on the parade route you and I discussed. Please find attached his signature on the parade map as well as a sign off document. He said you are welcome to call him with any questions, but he is happy for the community event's new location.

We will be meeting with the town of Farragut soon for approval and so I was wondering if you would mind to shoot me an email giving us permission for using the White Realty parking lot location as shown on the attached map.

Thank you so much for all of your assistance.

Sincerely,

Toni Scott
865-323-9670

Sent from my iPhone

<attachment 1.pdf>

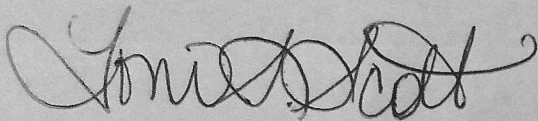
<attachment 2.pdf>

September 25, 2024

Dear Roger/Fresh Market Farragut:

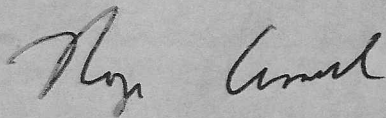
On behalf of myself and the Farragut Christmas Parade Executive Board, we thank you greatly and appreciate your willingness to work with us on a new and much improved parade route for this year. Please do not hesitate to contact us if we can be of any assistance.

Sincerely,



Toni Scott
865-323-9670

(Stephanie Thompson (865)256-9065)



9-30-2024

Fresh Market Approval

Farragut Christmas Parade

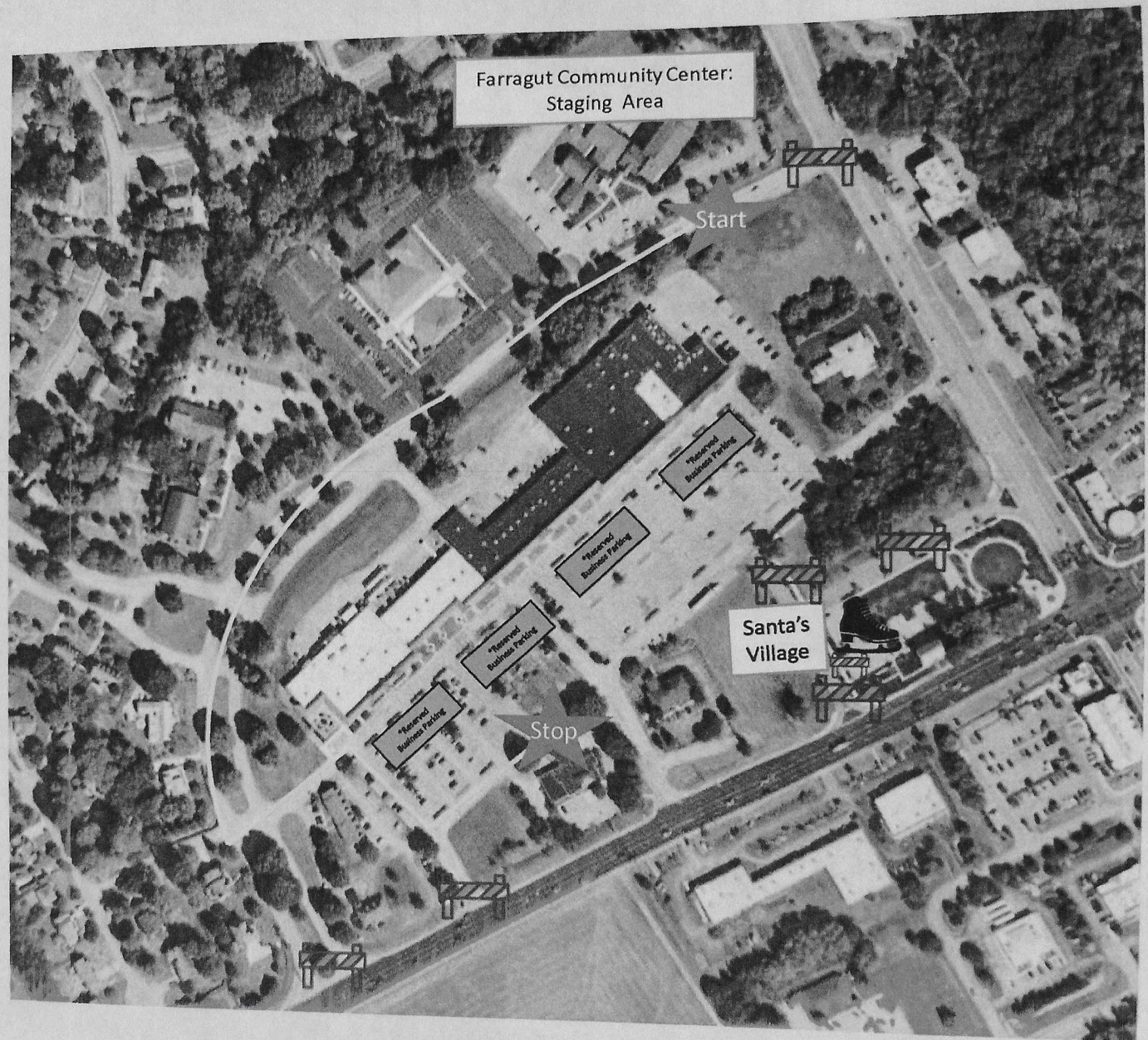
2024 Route

Parade begins at 4pm

Roy Lenz

9-30-2024

Fresh Market Approval



From: Matt Nieman matt@fpctn.org
Subject: parade parking
Date: August 22, 2024 at 10:23 AM
To: ssthompson14@gmail.com

MN

Hi, Stephanie! You're more than willing to use Farragut Presbyterian Church's parking lot for the parade parking on 12/8/24 from 3-5 p.m. Glad to be of service for this great event.

Best wishes for a great parade!

Rev. Matt Nieman
Farragut Presbyterian Church

From: Bob Stelter pastorbob@faithloves.org
Subject: parade parking, etc.
Date: September 3, 2024 at 1:52 PM
To: ssthompson14@gmail.com

BS

Faith Lutheran Church is happy to assist with the Farragut Christmas Parade on December 8, 2024 as needed. We appreciate the opportunity to partner with our community. God's blessings, Pastor Bob Stelter

Farragut Christmas Parade

2024 Route

Parade begins at 4pm



Santa's Village Map

2pm-5pm

- Vendor Booths (26): 10x10, can purchase multiple
- Food Truck spots (8): 20' wide, can purchase multiple
- Santa Photos: 2-3:30(?)



