



**TOWN OF FARRAGUT
ECONOMIC DEVELOPMENT COMMITTEE MEETING
TOWN HALL BOARD ROOM
Wednesday, August 7, 2013
8 AM**

1. Call to order
2. Approval of Minutes
 - a. June 5, 2013
3. Election of Officers
 - a. Chairman
 - b. Vice Chairman
4. Special Guest
 - a. Loudon County Economic Development Agency President Patrick Phillips
5. Review of EDC Charter and Discussion of Membership
6. Status Updates
 - a. Town of Farragut
 - b. Farragut/West Knox Chamber of Commerce
 - c. Farragut Business Alliance
7. Any other Business
8. Adjournment



Minutes
Economic Development Committee
June 5, 2013
8:00 AM
Town Hall Board Room

Committee Members Present

David Purvis, Jim Nixon, Phil Dangel, David Smoak, Naoko Blue, Ron Pinchok, R. Knick Myers, Bob Markli, Ginny McLain-Tate, Jim Holladay

Staff Present

Valerie Millsapps and Gary Palmer

Other

Tim Williams with the Farragut/West Knox Chamber of Commerce

Approval of the Minutes

Mr. Dangel moved to approve the May 1, 2013 minutes. Mr. Holladay seconded the motion. All voted in favor.

Speaker Presentation: Knoxville Chamber on Innovation Valley

Guests: Rhonda Rice and Doug Lawyer

Ms. Rice discussed how the Knoxville Chamber runs Innovation Valley as a separate organization. Six (6) entities make up Innovation Valley:

- Blount Partnership
- Oak Ridge Economic Development
- Knox Chamber
- The Roane Alliance
- Loudon County
- Tellico Reservoir

The Innovation Valley measures success by three different factors:

- Net jobs
- Capital investment
- Annual wage

Ms. Rice and Mr. Lawyer discussed the Blueprint 2.0, the organization's strategic plan to build upon these successes and guide regional economic development over the next five years. Blueprint 2.0 identifies five target recruitment clusters Innovation Valley is especially equipped to support including advanced technology and manufacturing, corporate services, creative media services, energy, and transportation.

Mr. Pinchok asked about the vacant big box spaces in Town and what would be an appropriate fit. Ms. Rice stated the vacant spaces would make great financial service or customer service centers.

Status Updates

A. Town of Farragut:

- a. Mr. Smoak discussed the positive building report for this year compared to last year.
 - i. 49 new homes this year and last year the Town had 39
 - ii. Average price of new homes are \$390K and last year was \$320K
- b. Town projects: The Town has several projects in the works.
 - i. Zaxby's
 - ii. Ed South
 - iii. Costco outparcel
 - iv. UT Federal Credit Union
 - v. Outparcel Panda Express
- c. **ICSC Meeting Updates**: Mr. Purvis stated the reception held at ICSC was well received by 50 attendees.
- d. **Hotel/Motel Tax**: Mr. Smoak stated the Hotel/Motel Tax has been put on hold to gather more information.
- e. **Town Budget**: Mr. Smoak stated the first reading of the budget will be June 13.

B. Farragut/West Knox Chamber of Commerce: no update

C. Farragut Business Alliance: Mr. Purvis stated the Legislative Form was filled with knowledgeable information, but lacked attendance. Mr. Purvis stated the Red, White, Blues festival will be July 3, 2013 at 6:30PM.

Mr. Dangel made the motion to cancel the July 3 EDC meeting and convene in August. All voted in favor. Mr. Dangel made the motion to adjourn at 9:15am. Mr. Purvis 2nd. All voted in favor.

Next meeting Wednesday, August 7, 2013 at 8 AM.

X

Ginny McLain-Tate
Chairman



FARRAGUT ECONOMIC DEVELOPMENT COMMITTEE CHARTER

ARTICLE I: NAME

The name of this body shall be the **Farragut Economic Development Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to unilaterally, by majority vote of the committee, undertake economic development initiatives within the allocated funding provided through the Annual Budget; and provide the Town Staff and Board of Mayor and Aldermen with recommendations related to economic development activities, policies, and procedures within the corporate boundaries of the Town of Farragut.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee shall consist of one (1) member of the Board of Mayor and Aldermen appointed by the Board of Mayor and Aldermen, and up to eight (8) at large members

- Exclusive of the other requirements of this section, the Board of Mayor and Aldermen shall annually appoint a member of the Board of Mayor and Aldermen to serve as a voting member of the committee. This appointment shall occur annually at a regular Board meeting on or around the July 01.
- Exclusive of the requirements of this section, the Town Administrator or his/her designee shall serve as an ex-officio member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.
- The at large members of the committee shall be appointed for a term of four (4) years except that of the at large members initially appointed upon inception of the committee, 1/2 shall be appointed for two (2) years and 1/2 shall be appointed for four (4) years. Appointees shall be limited to two (2) terms on this committee.

Members shall hold committee membership until a successor is appointed. The main intent of this committee is to provide diverse review and recommendation of economic development initiatives for the Town of Farragut. To that end, the make-up and qualifications of the at large membership shall be diverse in background, education, and profession when possible. The at large members shall be a resident of the Town of Farragut and/or have business interests (business interests are to be defined by the Committee) within the Town of Farragut.

Section II. Appointment

All members of the committee shall be appointed by majority vote of the Board of Mayor and Aldermen.

Section III. Committee Responsibilities: The Committee shall:

- a) Be subordinate to the Board of Mayor and Aldermen.
- b) Annually establish committee goals and objectives and requested annual funding to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget. The goals and objectives and funding request shall be formally submitted in writing by the Chairman of the committee to the Town Administrator not later than April 1 of each year for inclusion into the upcoming annual budget.
- c) Unilaterally authorize and oversee economic development initiatives, by majority vote of the committee, within the annually allocated committee budget as authorized by the adopted Town Budget. Expenditures shall be authorized by the committee in accordance with the Town Purchasing Regulations.
- d) Expenditures should be related to the responsibilities listed in this Charter.
- e) Recommend policy and procedures to the Board of Mayor and Aldermen related to economic development.
- f) Develop a strategic plan for economic development for the town in keeping with the residential and historical character of the town.
- g) Review the zoning ordinance and municipal code as it relates to existing and future retail business and provide recommendations as to where those businesses should be located through proposed "use" changes in the Zoning Ordinance if necessary.
- h) Develop a process to recruit quality retail businesses that will complement our existing business community.
- i) Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the fiscal year.
- j) Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- k) Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

Section IV. Attendance at Meetings

Committee members serve at the pleasure of the Board of Mayor and Aldermen. Members are expected to attend 75% of scheduled meetings. The term of any member shall expire on the third absence from committee meetings during the fiscal year. Members may seek reappointment by the Board of Mayor and Aldermen.

Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter. In addition, because the Town of Farragut provides grant funding from time to time to organizations such as the Farragut West Knox Chamber of Commerce and the Farragut Business Alliance, among others, in order to avoid a conflict of interest or the appearance of impropriety, any member of the Economic Development Committee who is also (i) employed by, or (ii) serves as a board member of any organization which has received or will receive funding from the Town of Farragut in the current fiscal year shall not vote on matters involving any such organization which comes before the Economic Development Committee for consideration.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary/treasurer.

Section II. Nomination and Election of Officers

Any member may nominate any other member of the committee (other than the Board of Mayor and Aldermen committee member and Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee. Officers shall be elected upon inception of the committee (at the 1st official meeting).

Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

Section VI. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section VII. Secretary/Treasurer

The Secretary/Treasurer shall record and maintain accurate records and minutes of the proceedings of the committee. The Secretary/Treasurer shall be responsible for the accounting of all expenditures as authorized by the committee in collaboration with the Town Administrator or his/her designee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the committee members present upon calling of the roll at any meeting.

Section III. Special Meetings

Special meetings may be called by the Chairperson or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee