



**TOWN OF FARRAGUT
ECONOMIC DEVELOPMENT COMMITTEE MEETING
TOWN HALL BOARD ROOM
Wednesday, September 4, 2013
8 AM**

1. Call to order
2. Approval of Minutes
 - a. August 7, 2013
3. Charter Discussion: Number of Members
 - a. Subcommittee Update
4. Strategic Planning Update
5. Status Updates
 - a. Town of Farragut
 - b. Farragut/West Knox Chamber of Commerce
 - c. Farragut Business Alliance
6. Any other Business
7. Adjournment



Minutes
Economic Development Committee
August 7, 2013
8:00 AM
Town Hall Board Room

Committee Members Present

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

Committee Members Absent

Jim Nixon

Staff Present

Valerie Millsapps and Gary Palmer

Other

Tim Williams with the Farragut/West Knox Chamber of Commerce
Patrick Phillips with the Loudon County Economic Development Agency

Approval of the Minutes

Mr. Dangel moved to approve the June 5, 2013 minutes. Mr. Markli seconded the motion. All voted in favor.

Election of Officers

- a. Chairman: Ms. McLain-Tate moved to nominate Mr. Pinchok as Chairman. Mr. Markli seconded the motion. All voted in favor.
- b. Vice Chairman: Mr. Myers moved to nominate Ms. McLain-Tate as Vice Chairman. Mr. Markli seconded the motion. All voted on favor.

Special Guest

a. Loudon County Economic Development Agency President Patrick Phillips

Mr. Phillips stated the Loudon County Economic Development Agency is funded by the County and the City. The Agency started as industry recruitment, but now focuses on a breakdown of 3 areas:

1. Economic Development: Industrial, Business Retention, and Commercial
2. Community Development
3. Transportation

Mr. Phillips stated that they are currently re-working HWY 11 and Dixie Lee Junction with the help of the Town of Farragut.

Mr. Myers asked about the Amphitheater. Mr. Phillips stated that the amphitheater was donated by Tate & Lyle. For 2 years concerts were held through the Parks & Recreation program and now it is used occasionally. The amphitheater is an open field that can fit a couple thousand people.

Mr. Myers asked how the Town of Farragut and the EDC help with the coordination of the Dixie Lee Junction. Mr. Phillips stated to express interest to the Board of Mayor and Aldermen and the Two River Church.

Mr. Williams asked how Loudon County deals with closed stores. Mr. Phillips stated most commercial buildings are already taken. He stated that Loudon County puts more emphasis on re-development, working with developers, and working to make it easier for re-developers.

Mr. Palmer asked how Loudon County deals with funding. Mr. Phillips stated the hilly terrain bothers them. The County normally agrees to site work and this reduces risk and upfront costs and 10 year payment in lieu of tax.

Review of EDC Charter and Discussion of Membership

Mr. Smoak stated this item came from the Board of Mayor and Aldermen due to a lot of interest of new applicants. Mr. Smoak stated the EDC has a max of 9 members and he would like to get feedback from the group to stay at 9 or increase.

McLain-Tate suggested keeping an odd number for voting purposes. Mr. Holladay stated adding 4 people would be harder to accomplish things. Mr. Holladay suggests adding 2 members to bring the total to 11 committee members. Mr. Myers suggested having two different classes of members, such as; voting members and non-voting members.

Ms. Lain-Tate suggested tabling this discussion to the next meeting.

Status Updates

a. **Town of Farragut**: Mr. Smoak stated several projects:

- a. 4 story new construction at Renaissance
- b. TVA Federal Credit Union
- c. First Watch
- d. Zaxby's which opened last month

Mr. Smoak stated the Town has joined with Innovation Valley. The New Sentinel Open is underway and the Town has a booth this year. Volunteers are needed. Mr. Smoak stated the new housing permits are at 82 this year. Last year the Town had 72 by the end of July.

b. **Farragut/West Knox Chamber**: Mr. Williams stated the Chamber membership is up 22 members and 40-45% of those are within Town of Farragut. The Proton Therapy breakfast was a sale out with Town of Farragut being the presenting sponsor. Dr. Bass is scheduled to speak September 24.

c. **Farragut Business Alliance**: no update

Mr. Dangel moved to adjourn at 9:50AM. Mr. Holladay seconded the motion. All voted in favor.

Next meeting Wednesday, September 4, 2013 at 8 AM.

X

Ron Pinchock
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