



Farragut Board of Mayor & Aldermen Meeting
Thursday, September 25, 2025 at **6:00 PM**

Beer Board Meeting 5:50pm

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- I. Roll Call, Silent Prayer, Pledge of Allegiance
- II. Approval of Agenda
- III. Approval of Minutes
 - A. September 11, 2025
- IV. Mayor's Report
- V. Ordinances & Resolutions
 - A. Ordinances
 1. First Reading
 - a. Approval of Ordinance 25-18, on first reading, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.
 2. Second Reading
 - a. Approval of Ordinance 25-14 on Second Reading and Public Hearing, to amend Fiscal Year 2025-2026 General Fund and Capital Investment Fund Budgets, Passed by Ordinance 25-10.
 - b. Approval of Ordinance 25-16, on Second Reading and Public Hearing, to amend the Farragut Municipal Code, Chapter 2, Administration, Section 2-104 to replace the existing section, Copies of Records and Ordinances, in its entirety with a new section titled Guidelines for Access to and Reproduction of Public Records and Schedule of Charges for Reproduction of Public Records

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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

- c. Approval of Ordinance 25-17, on Second Reading and Public Hearing, to amend the Farragut Municipal Code, Chapter 2, Administration, Division 3-Recorder; Section 2-103 Town Treasurer; to separate the roles of the Town Recorder and Town Treasurer

B. Resolutions

- 1. Approval of Resolution R-2025-19, Revised FY2026 Fee Schedule

VI. Business Items

- A. Appointment by the Board of Mayor and Aldermen to fill the vacant South Ward Alderman position
- B. Approval of the Special Event Permit for St. John Neumann Catholic Church “Mustang Miler” 5K and Fun Run, October 18, 2025.
- C. Approval of an operating contract between the Town of Farragut, Knox County and the Public Building Authority with respect to property management of the West Knox Senior Center
- D. Approval of Dates for the November and December Board of Mayor and Aldermen meetings.
- E. Approval of Purchase of Illuminated Street Signs from TAPCO using OMNIA Contract Number #2023-200
- F. Approval of Professional Services Agreement with Cannon & Cannon, Inc. for Development of Design Plans for Culvert Replacement on South Monticello Drive
- G. Approval of Professional Services Agreement with Barge Design Solutions, Inc. for Design of Sugarwood Drive Access to Kingston Pike
- H. Approval of purchase of a Ford F-750 Dump Truck with snow plow and salt spreader accessories via State Contract cooperative purchasing program
- I. Approval of the closure of Jamestowne Blvd for the Farragut Christmas Parade on Sunday, December 7th, 2025

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.

1. 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.
2. A violation of this section is a Class A misdemeanor.



**Town of Farragut, Tennessee
Farragut Board of Mayor & Aldermen
Meeting**

Farragut Town Hall
11408 Municipal Center Drive
Thursday, September 11, 2025 at 6:00 PM

MINUTES

I. Roll Call, Silent Prayer, Pledge of Allegiance

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

II. Approval of Agenda

Motion was made to approve the Agenda with the deletion of Item VI.B. Approval of contract between the Town of Farragut and the Public Building Authority with respect to property management of the West Knox Senior Center. and Item VI.E. Approval of Professional Services Agreement with Civil & Environmental Consultants, Inc. (CEC) To Create Ordinance For Stormwater Utility and Fee Structure. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion passed.

III. Approval of Minutes

A. August 14, 2025

Motion was made to approve minutes of August 14, 2025 as presented. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

IV. Mayor's Report

A. School Donation Presentation

B. Constitution Week and Daughters of the American Revolution Day Proclamation Presentation

V. Ordinances & Resolutions

A. Ordinances

1. First Reading

a. Approval of Ordinance 25-14 on first reading, an ordinance to amend Fiscal

Year 2025-2026 General Fund and Capital Investment Fund Budgets, Passed by Ordinance 25-10.

Motion was made to approve Ordinance 25-14 on first reading. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

- b. Approval of Ordinance 25-16, on first reading, to amend the Farragut Municipal Code, Chapter 2, Administration, Section 2.104 to replace the existing section, Copies of Records and Ordinances, in its entirety with a new section titled Guidelines for Access to and Reproduction of Public Records and Schedule of Charges for Reproduction of Public Records

Motion was made to Ordinance 25-16. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Alderman Burnette, Alderman Cain, Vice-Mayor Meyer, Mayor Williams; voting nay, None; motion .

Kim Parks, Farragut Hills Blvd, spoke during Citizen Comments concerning this item.

- c. Approval of Ordinance 25-17, on first reading, to amend the Farragut Municipal Code, Chapter 2, Administration, Division 3-Recorder; Section 2.103 Town Treasurer; to separate the roles of the Town Recorder and Town Treasurer

Motion was made to approve Ordinance 25-17, on first reading, to amend the Farragut Municipal Code, Chapter 2, Administration, Division 3- Recorder; Section 2.103 Town Treasurer; to separate the roles of the Town Recorder and Town Treasurer. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

2. Second Reading & Public Notice

- a. Approval of Ordinance 25-09 on second reading and public hearing, to amend the Farragut Municipal Code, Chapter 109 – Signs, to clarify when signs may be removed by property owners (Town of Farragut, Applicant)

Motion was made to approve Ordinance 25-09 on second and final reading. Moved by Vice-Mayor Meyer, seconded by Alderman Cain. Alderman Cain requested this ordinance be known as Alderman David White Ordinance. Voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

B. Resolutions

- 1. Approval of Resolution R-2025-13, Knox County, City of Knoxville, and Town of Farragut Multi-Jurisdictional Local Hazard Mitigation Plan (May 2025)

Motion was made to approval of Resolution R-2025-13, adopting the Knox County,

City of Knoxville, and Town of Farragut Multi-Jurisdictional Local Hazard Mitigation Plan (May 2025). Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

VI. Business Items

- A. Approval of Agreement with Blue Ridge Waterways, Inc. for Purchase of Stream Mitigation Credits for the Union Road Multi-Modal Improvement Project

Motion was made to approve agreement with Blue Ridge Waterways, Inc. for purchase of stream mitigation credits for the Union Road multi-modal improvement project, with a total cost of \$116,800. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

- B. Approval of contract between the Town of Farragut and the Public Building Authority with respect to property management of the West Knox Senior Center

This agenda item is postponed until the September 25, 2025, BMA meeting.

- C. Approval of Professional Services Agreement with Cannon & Cannon, Inc. for Design of Boring Road Mid-Block Pedestrian Crossing and Boring Road/Smith Road Intersection Improvements

Motion was made to approve the professional services agreement with Cannon and Cannon Inc. in the amount of \$37,950 for design of Boring Road Mid-Block Pedestrian Crossing and Boring Road/Smith Road Intersection Improvements. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

- D. Approval of Bid and Award of Contract 2026-10, Synthetic Ice Rink Rental and Service with Global Synthetic Ice (GSI)

Motion was made to approval of bid and award of two-year Contract #2026-10 with Global Synthetic Ice for synthetic ice rink rental and services in the amount of \$53,999 for FY26 and \$52,999 for FY27. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

- E. Approval of Professional Services Agreement with Civil & Environmental Consultants, Inc. (CEC) To Create Ordinance For Stormwater Utility and Fee Structure.

This item was removed from the agenda.

- F. Approval of purchase and installation of Heating, Ventilation, and Air Conditioning (HVAC) units for Town Hall through State Contract Number 47454

Motion was made to approve the purchase and installation of four HVAC units from the State Contract cooperative purchasing program number 47454 in the amount of \$41,988. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

G. Approval of Education Relations Committee Appointment

Motion was made to appoint Heather Cloar to the Education Relations Committee as the representative for Farragut Intermediate School. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

H. Discussion and Approval of the South Ward Alderman Appointment Process

Motion was made to approve option 1 appointment process, that is consistent with the Town of Farragut's charter, and will be utilized at the September 25, 2025 Board of Mayor and Aldermen meeting to fill the vacant south ward alderman position. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

Kim Parks, Farragut Hills Blvd. spoke during Citizen's Forum concerning this item.

VII. Citizens Forum

Kim Parks, Farragut Hills Blvd. spoke during Citizen's Forum.

VIII. Town Administrator's Report

David Smoak announced the following:

* Intro to Farragut members in attendance

Upcoming events:

9/14 Farragut Community Center Art Fest

9/19 Family Camp out at McFee Park

9/16 History Tour - Wanda Sobieski, speaker

Last meeting with Town Recorder, Allison Myers; leaving after 24 years

IX. Town Attorney's Report

Tom Hale

* Thank you to Allison Myers

The meeting adjourned at 7:21pm.

Ron Williams, Mayor

Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Ordinance 25-18, on first reading, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.

**Introduction &
Background:**

The purpose of this agenda item is to consider approval of Ordinance 25-18 on first reading.

The Town of Farragut received a standard allowance of \$7,055,252.70 to support government services through appropriations in the American Rescue Plan Act.

The ARPA Fund was established to finance projects eligible under the Coronavirus State and Local Fiscal Recovery Fund standard allowance.

**Discussion &
Recommendations:**

The Farragut fiber broadband project was originally designated to be funded through ARPA. However, the deadline to expend all ARPA funds is December 2026, and delays in the project's make-ready work have required its removal from the ARPA funding mechanism. The project will instead be transferred to the Capital Investment Program fund, allowing auditors to close out the ARPA fund at the end of fiscal year 2026.

Remaining ARPA funds will be allocated to salaries and benefits from March 2024 through December 31, 2024.

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: To approve Ordinance 25-18 on first reading, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, passed by Ordinance 25-10.

ORDINANCE	25-18
PREPARED BY	Smoak
1 ST READING	September 25, 2025
2 ND READING	October 9, 2025
PUBLISHED IN	Farragut Press
DATE	

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2025-2026 CAPITAL INVESTMENT and ARPA FUND BUDGETS,
PASSED BY ORDINANCE 25-10**

WHEREAS, the Town of Farragut adopted the fiscal year 2025-26 budget by passage of Ordinance Number 25-10 on June 26, 2025; 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, expenses will be greater than budgeted in the Capital Investment Fund and ARPA Fund budgets; 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 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 25-10 is hereby amended by:

The **Capital Investment Program (CIP) Budget** will be amended to increase expenditures from \$17,522,000 to \$18,735,764, reflecting an increase of \$1,213,764. This adjustment accounts for the transfer of broadband infrastructure project costs from the ARPA Fund to the CIP Fund. The amendment will be funded through the CIP fund balance.

The **ARPA Fund Budget** will be amended by decreasing the expenditures from \$2,096,926 to \$883,162, a decrease of \$1,213,764. The expenditures for the broadband project will be transferred to the Capital Investment Program.

SECTION 2. The Board of Mayor and Aldermen authorize the Finance Director 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

Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Ordinance 25-14 on Second Reading and Public Hearing, to amend Fiscal Year 2025-2026 General Fund and Capital Investment Fund Budgets, Passed by Ordinance 25-10.

Introduction & Background: The purpose of this agenda item is to approve Ordinance 25-14 on second and final reading, authorizing a budget amendment to the General Fund and Capital Investment Program (CIP) fund budgets.

Discussion & Recommendations: **General Fund Amendment**
The **General Fund Budget** will be amended by increasing the expenditures from \$12,173,643 to \$12,263,643, an increase of \$90,000. The increase of \$90,000 will be added to the Administration Department personnel budget.

During the fourth quarter of FY 2025, the Town engaged the University of Tennessee Municipal Technical Advisory Service (MTAS) to conduct a comprehensive assessment of the Finance Department in response to capacity constraints and process gaps. The objective was to identify opportunities to strengthen operational effectiveness and service delivery.

MTAS’s primary recommendation is to separate the combined Finance Director/Town Recorder role into two positions—Finance Director/Treasurer and Town Recorder. This change would improve efficiency, productivity, and workload balance for both positions. Staff concur with this recommendation.

An additional \$90,000 is needed for the Recorder position in the Administration Department personnel budget. The requested budget amendment will be funded through the General Fund balance.

General Fund Financial Section

Account Number: General Fund Amendment

<u>Total Budget</u>	<u>Requested Amendment</u>	<u>Amended Budget</u>
\$12,173,643	\$90,000	\$12,263,643

Approved By: A. Myers

CIP Amendment

The **Capital Investment Program Budget** will be amended by increasing the expenditures from \$17,402,000 to \$17,522,000, an increase of \$120,000 (Union Road Stream Mitigation).

During the engineering phase of the Union Road multi-modal improvement project, it was determined that the Town of Farragut must purchase 58.4 functional feet of stream credits to meet stream mitigation requirements. A budget amendment is necessary to cover this purchase. As this is considered a project cost, it is eligible for 80% reimbursement through the Knoxville Regional Transportation Planning Organization, assuming funds are available. The requested budget amendment will be funded through the CIP fund balance. If approved, we will proceed with the procurement of the credits and seek reimbursement of \$93,440. The contract for the stream credits will be presented to the Board of Mayor and Aldermen on September 11, 2025.

CIP Financial Section

Account Number: 310-43720-8000

<u>Original Budget</u>	<u>Requested Amendment</u>	<u>Amended Budget</u>
\$0	\$120,000	\$120,000

Approved By: A. Myers

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: Approve Ordinance 25-14, an ordinance to amend Fiscal Year 2025-2026 General Fund and Capital Investment Fund Budgets, Passed by Ordinance 25-10, on second and final reading.

ORDINANCE	25-14
PREPARED BY	Myers
1 ST READING	September 11, 2025
2 ND READING	September 25, 2025
PUBLISHED IN	Farragut Press
DATE	

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2025-2026 GENERAL FUND AND CAPITAL INVESTMENT FUND
BUDGET, PASSED BY ORDINANCE 25-10**

WHEREAS, the Town of Farragut adopted the fiscal year 2025-26 budget by passage of Ordinance Number 25-10 on June 26, 2025; 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, expenses will be greater than budgeted in the General Fund and Capital Investment 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 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 25-10 is hereby amended by:

The **General Fund Budget** will be amended by increasing the expenditures from \$12,173,643 to \$12,263,643, an increase of \$90,000. The increase of \$90,000 will be added to the Administration Department personnel budget. The requested budget amendment will be funded through the General Fund's fund balance.

The **Capital Investment Program Budget** will be amended by increasing the expenditures from \$17,402,000 to \$17,522,000, an increase of \$120,000 (Union Road Stream Mitigation). The requested budget amendment will be funded through the Capital Investment Program's fund balance.

SECTION 2. The Board of Mayor and Aldermen authorize the Finance Director 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



Memo

To: Board of Mayor and Alderman
From: David Smoak, Town Administrator
Michelle Pence, Director of Administrative Services
Date: 08/21/2025
Re: Results and Suggestions from MTAS Town of Farragut Financial Review

In the fourth quarter of FY 2025, the Town engaged the University of Tennessee Municipal Technical Advisory Service (MTAS) to conduct a comprehensive assessment of the Finance Department in response to capacity constraints and process gaps. The objective was to identify opportunities to strengthen operational effectiveness and service delivery.

Workload Trend

Transaction volume has grown substantially, indicating increased workload and complexity:

Year	2025 (YTD)	2025 (Est.)	2024	2023	2022
# of Transactions	3,629	6,221	5,189	4,245	3,764

MTAS Recommendation

MTAS's primary recommendation is to separate the combined Finance Director/Town Recorder role into two positions—Finance Director/Treasurer and Town Recorder. This change would improve efficiency, productivity, and workload balance for both positions. Staff concur with this recommendation.

Budget Impact

Current (combined role):

- Salary: \$145,419
- Benefits: \$35,000
- Total: \$180,419

Proposed (two roles):

- Finance Director: Salary \$150,000; Benefits \$35,000; IT Hardware \$3,000 → \$188,000
- Town Recorder: Salary \$90,221; Benefits \$35,000 → \$125,221
- Proposed Total: \$313,221

Net Budget Impact:

- Gross increase: \$313,221 – \$180,419 = \$132,802
- Finance budgeted expenses of \$43,000 for credit card processing fees, which will not be required as the charges are now being paid by the customer
- **Net increase to budget: \$89,802 (≈ \$90,000)**

MTAS also identified additional staffing and process recommendations. These will be evaluated during the current fiscal year, with potential implementation in FY 2027.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Ordinance 25-16, on Second Reading and Public Hearing, to amend the Farragut Municipal Code, Chapter 2, Administration, Section 2-104 to replace the existing section, Copies of Records and Ordinances, in its entirety with a new section titled Guidelines for Access to and Reproduction of Public Records and Schedule of Charges for Reproduction of Public Records

Introduction & Background:

The State of Tennessee Comptroller's Office of Open Records Counsel established a model best practices and public records policy for use by records custodians in compliance with Tenn. Code Ann. § 10-7-503. Ordinance 25-16 is based on the approved policy.

Discussion & Recommendations:

The revised public records ordinance balances the governmental entity's need to function efficiently, protect confidential information, and maintain the integrity of records with the public's right to access records pursuant to the Tennessee Public Records Act ("TPRA"). Any practices and procedures, including charging fees, should not be used to hinder the exercise of rights granted to citizens under the TPRA.

The revised ordinance identifies the following:

- The process for making requests to inspect public records or receive copies of public records and a copy of any required request form;
- The process for responding to requests, including redaction practices;
- A statement of any fees charged for copies of public records and the procedures for billing and payment; and
- The name or title and the contact information of the individual or individuals within such governmental entity designated as the PRRC.

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion:

To approve Ordinance 25-16, on second and final reading, to amend the Farragut Municipal Code, Chapter 2, Administration, Section 2-104 to replace the existing section, Copies of Records and Ordinances, in its entirety with a new section titled Guidelines for Access to and Reproduction of Public Records and Schedule of Charges for Reproduction of Public Records.

ORDINANCE	25-16
PREPARED BY	Myers
1 ST READING	September 11, 2025
2 nd READING	September 25, 2025
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 2, ADMINISTRATION, SECTION 2.104 TO REPLACE THE EXISTING SECTION, COPIES OF RECORDS AND ORDINANCES, IN ITS ENTIRETY WITH A NEW SECTION TITLED GUIDELINES FOR ACCESS TO AND REPRODUCTION OF PUBLIC RECORDS AND SCHEDULE OF CHARGES FOR REPRODUCTION OF PUBLIC RECORDS

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Chapter 2, Section 2.104, Copies of Records and Ordinances.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended by replacing the existing Records and Ordinances section in its entirety with a new ordinance titled Guidelines for access to and reproduction of public records and schedule of charges for reproduction of public records as follows:

SECTION 1.

Sec. 2-104

a) Objectives.

1. Pursuant to Tennessee Code Annotated § 10-7-503(g), this chapter is hereby adopted by the Board of Mayor and Aldermen to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tennessee Code Annotated § 10-7-501 et seq.
2. The TPRA provides that all state, county, and municipal records shall at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tennessee Code Annotated § 10-7-503(a)(2)(A). Accordingly, the public records of the Town of Farragut are presumed to be open for inspection unless otherwise provided by law.
3. Personnel of the Town of Farragut shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this policy shall be used to hinder access to public records. However,

the integrity and organization of public records, as well as the efficient and safe operation of the Town of Farragut, shall be protected as provided by current law. Concerns about this policy should be addressed to the public records request coordinator for the Town of Farragut or to the Tennessee Office of Open Records Counsel ("OORC").

This chapter is available for inspection and duplication in the office of the town recorder. Additionally, this ordinance is posted online at <https://www.townoffarragut.org/>. This policy shall be reviewed periodically as needed.

This chapter shall be applied consistently throughout the various offices, departments, and/or divisions of the Town of Farragut.

b) Definitions.

1. *Records custodian.* The office, official, or employee lawfully responsible for the direct custody and care of a public record. See Tennessee Code Annotated § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
2. *Public records.* All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tennessee Code Annotated § 10-7-503(a)(1)(A).
3. *Public records request coordinator ("PRRC").* The individual, or individuals, designated in section 2-104(d)(1)(C), who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. Tennessee Code Annotated § 10-7-503(a)(1)(B). The public records request coordinator may also be a records custodian.
4. *Requestor.* A person seeking access to a public record, whether it is for inspection or duplication.

c) Requesting access to public records.

1. Public record requests shall be made to the PRRC or his/her designee or via online submission, in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
2. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
3. Requests for inspection may be made orally or in writing on Form A developed by the PRCC and found at <https://www.townoffarragut.org> or the Town of Farragut, 11408 Municipal Center Drive, Farragut, Tennessee, 37934; by phone at 865-966-7057; or by email to recorder@townoffarragut.org.
4. Requests for copies, or requests for inspection and copies, shall be made in writing on Form A developed by the PRCC and found at <https://www.townoffarragut.org> or the

Town of Farragut, 11408 Municipal Center Drive, Farragut, Tennessee, 37934; by phone at 865-966-7057; or by email to recorder@townoffarragut.org.

5. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID showing Tennessee residency is required as a condition to inspect or receive copies of public records.
 - a. Individuals doing business in Farragut by requesting information on a particular project may provide proof that they are connected to the project and may have access to the records regardless of residency.

d) Responding to public records requests.

1. *Public record request coordinator.*

- A. The PRRC shall review public record requests and make an initial determination of the following:
 - i. If the requestor provided evidence of Tennessee citizenship;
 - ii. If the records requested are described with sufficient specificity to identify them; and
 - iii. If the Town of Farragut is the custodian of the records.
- B. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - i. Advise the requestor of this policy and the elections made regarding:
 - A. Proof of Tennessee citizenship;
 - B. Form(s) required for copies;
 - C. Fees (and labor threshold and waivers, if applicable); and
 - D. Aggregation of multiple or frequent requests.
 - ii. If appropriate, deny the request in writing, providing the appropriate ground, such as one of the following:
 - A. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - B. The request lacks specificity;
 - C. An exemption makes the record not subject to disclosure under the TPRA;
 - D. The Town of Farragut is not the custodian of the requested records; or
 - E. The records do not exist.
 - iii. If appropriate, contact the requestor to see if the request can be narrowed.

- iv. Forward the records request to the appropriate records custodian in the Town of Farragut.
- C. The designated PRRC(s) is(are):
 - i. Town Recorder, contact information: Town of Farragut, 11408 Municipal Center Drive, Farragut, TN, 37934, or by phone at 865-966-7057, or by email to recorder@townoffarragut.org.

2. *Records custodian.*

- A. Upon receiving a public records request, a PRRC shall promptly make requested public records available in accordance with Tennessee Code Annotated § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with counsel, or the OORC.
- B. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form B (found in the recorder's office), both based on the form developed by the OORC.
- C. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in section 1-904(l)(c) using the Public Records Request Response Form B.
- D. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records or additional time is necessary to prepare the records for access, the records custodian shall notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed. Notification may occur through the Public Records Request Response Form B.
- E. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

3. *Redaction.*

- A. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.

- B. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

e) Inspection of records.

1. There shall be no charge for the inspection of public records.
2. The location for inspection of records within the offices of the Town of Farragut shall be determined by the PRRC.
3. When a reasonable basis exists, the PRRC may require an appointment for inspection.
4. A town employee will sit with the requestor while the requestor views the records.
5. A requestor will not be allowed to make copies of records with personal equipment. Requestors may purchase storage devices from the town upon which the records will be downloaded.
6. If a person makes two (2) or more requests to view a public record within a six-month period and, for each request, the person fails to view the public record within fifteen (15) business days of receiving notification that the record is available to view, the governmental entity is not required to comply with any public records request from the person for a period of six (6) months from the date of the second request to view the public record unless the governmental entity determines failure to view the public record was for good cause. Tenn. Code Ann. § 10-7-503(a)(7)(A)(vii)(a).

f) Copies of records.

1. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
2. Copies will be available for pickup at the Town of Farragut.
3. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
4. A requestor will not be allowed to make copies of records with personal equipment. Requestors may purchase storage devices from the town upon which the records will be downloaded.
5. If a person makes a request for copies of a public record and, after copies have been produced, the person fails to pay to the governmental entity the cost for producing such copies, the governmental entity is not required to comply with any public records request from the person until the person pays for such copies; provided, that the person was provided with an estimated cost for producing the copies in accordance with subdivision Tenn. Code Ann. § 10-7-503(a)(7)(B)(ii) prior to producing the copies and the person agreed to pay the estimated cost for such copies. Tenn. Code Ann. § 10-7-503(a)(7)(A)(vii)(b).

g) Fees and charges and procedures for billing and payment.

Fees and charges for copies of public records should not be used to hinder access to public records.

1. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
2. When fees for copies and labor do not exceed \$1.00, the fees may be waived.
3. Fees and charges for copies are as follows:

A. Copies—Standard sizes:

- i. Black and white ($8\frac{1}{2} \times 11$ or $8\frac{1}{2} \times 14$) documents \$0.15 per page
- ii. Color ($8\frac{1}{2} \times 11$ or $8\frac{1}{2} \times 14$) documents \$0.50 per page
- iii. Certified copies \$ 0.50 per page
- iv. Maps, plats, electronic data, audio discs, video discs and all other materials shall be duplicated at actual costs to the town.
- v. (Duplex copies shall be equivalent to two separate pages)

In the event actual costs of the records custodian are higher than those reflected above or if the requested records are being reproduced on a medium other than standard size paper, the records custodian will compute the actual costs of the reproduction and inform the requestor prior to the charges being incurred. All copying of records must be performed by employees of the town or by an outside vendor designated by the records custodian.

- B. *Large copies.* The terms and conditions of Tennessee Code Annotated § 10-7-506(c) are included herein by reference as fully and completely as though copied herein verbatim. The charge shall be \$2.00 per square foot for copies of documents in sizes other than $8\frac{1}{2} \times 11$ or $8\frac{1}{2} \times 14$ such as maps, plats, or other large format documents. (Paper cost approximately \$.21/sq. ft.; ink \$.75 to \$1.00/sq. ft.; plotter/GIS system \$.80 to \$1.00/sq. ft.)
- C. *Flash drive.* The charge to transfer digital records onto a new flash drive shall be the cost of the flash drive, provided by the town. (This does not include possible labor costs associated with uploading the records.)
- D. *Labor costs.* After the first hour, the cost of the employee's salary/wages for time spent producing the records will be charged. If participation by more than one employee is required to produce the requested records, the requestor shall not be invoiced for first hour of the highest paid employee. Requests for copies of records may not be broken down to multiple requests for the same information in order to qualify for the first free hour.
- E. *Delivery of copies.* Delivery of copies of records to a requestor is anticipated to be by hand delivery when the requestor returns to the custodian's office to retrieve the requested records. If the requestor chooses not to return to the custodian's office to retrieve the copies, the records custodian may deliver the copies through the United

States Postal Service, and the cost incurred in delivering the copies shall be assessed in addition to any other charge. Additionally, the costs of packing materials and necessary media required shall be added to the total charges.

- F. *Outside vendor.* If the records custodian utilizes an outside vendor to produce copies of requested records because the custodian is legitimately unable to produce the copies in the office, the costs assessed by the vendor to the town shall be paid by the requestor in addition to any other allowable charges.
 - G. *CD-ROM.* Reproduction of an existing CD-ROM shall be \$3.00. (This does not apply to uploading information onto a CD-ROM).
 - H. *DVD.* Reproduction of an existing DVD shall be \$5.00. (This does not apply to uploading information on a DVD).
- 4. Payment is to be made in cash, by personal check, or by credit card payable to the Town of Farragut and presented to the records custodian.
 - 5. Payment in advance will be required when costs are estimated to exceed \$10.00.
 - 6. Aggregation of frequent and multiple requests.
 - A. The Town of Farragut will aggregate record requests in accordance with the frequent and multiple request policy promulgated by the OORC when more than four requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
 - B. If more than four requests are received by the town within a calendar month:
 - i. Records requests will be aggregated at the town level.
 - ii. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
 - iii. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include, but are not necessarily limited to, meeting agendas and approved minutes.
 - 7. Safe harbor policy. The safe harbor policy established by the OORC is adopted herein by reference as fully and completely as though copied herein verbatim. The Town of Farragut is committed to adhering to the schedule of reasonable charges and the policy for frequent and multiple request as established by the OORC. This policy is reviewed annually by the OORC.
 - A. *Waiver of fees established.* The records custodian is not required to impose charges for copies or duplications of public records. The Town of Farragut shall waive fees for a single request totaling less than \$1.00.
 - B. *Frequent requestor.* When the total number of requests made by a requestor during a calendar month exceeds four, the requestor shall be charged a fee for all labor that is reasonably necessary to produce copies of the requested records. The requestor shall

not be entitled to one free hour of labor, and the requestor shall be notified accordingly.

8. Frail records. If the public records requested are frail due to age or other conditions and copying of the records will cause damage to the original records, the requesting party may be required to make an appointment for inspection.

SECTION 2.

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

Ron Williams, Mayor

Allison Myers, Town Recorder



Town of Farragut-Form A
PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Allison Myers, Town Recorder, Town of Farragut, 11408 Municipal Center Drive, Farragut, TN 37934

recorder@townoffarragut.org

(Insert Requestor's Name and Contact Information (include an address for any TPRA required written response))

From:

Name

Address

City, State, Zip Code

Contact number & email

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)

☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____ If so, initial here: _____

Delivery preference: ☐ On-Site Pick-Up
☐ Electronic

☐ USPS First-Class Mail
☐ Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.



Town of Farragut-Form B
PUBLIC RECORD REQUEST RESPONSE FORM

Town of Farragut, 11408 Municipal Center Drive

[Date]

[Requestor's Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)¹ indicated below:

- ☐ The public record(s) responsive to your request will be made available for inspection:
Location: _____
Date & Time: _____
- ☐ Copies of public record(s) responsive to your request are:
☐ Attached;
☐ Available for pickup at the following location:
_____; or
☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____.
- ☐ Your request is denied on the following grounds:
☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.
☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
☐ You are not a Tennessee citizen.
☐ You have not paid the estimated copying/production fees.
☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:
_____.
- ☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
☐ It has not yet been determined that records responsive to your request exist; or
☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact
[Records Custodian or Public Records Request Coordinator]

Sincerely,

[Records Custodian or Public Records Request Coordinator]
[Name, Title, and Contact Information]

¹ If all requested records do not have the same response, so indicate.

Existing Records Request Ordinance

Sec. 2-104. Copies of records and ordinances.

- (a) *Public records.* The Tennessee Public Records Act provides that all town records shall at all times, during business hours, be open for personal inspection by any citizen of the state, unless otherwise provided by law, pursuant to T.C.A. § 10-7-503(a). It is the policy of the town to comply with the Tennessee Public Records Act as well as the laws of the state applicable to municipalities governing public records contained in T.C.A. title 10, ch. 7 (T.C.A. § 10-7-101 et seq.).
- (1) *Records open to public inspection.* Public records have been defined to mean all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with a transaction of official business by any governmental agency, pursuant to T.C.A. § 10-7-301(6). All records of the town meeting this description will be open to public inspection unless otherwise provided by law.
- (2) *Records not open to public inspection.* Some records maintained by the town are determined by law to be confidential records and not open for public inspection. Those records include, but are not limited to, the following:
- a. All contingency plans of law enforcement agencies prepared to respond to any violent incident, bomb threat, ongoing act of violence at a school or business, ongoing act of violence at a place of public gathering, threat involving a weapon of mass destruction, or terrorist incident pursuant to T.C.A. § 10-7-503(e).
 - b. Records of students in public educational institutions, pursuant to T.C.A. § 10-7-504(a)(4)(A).
 - c. All riot, escape, and emergency transport plans which are incorporated in a policy and procedures manual of town jails, pursuant to T.C.A. § 10-7-504(a)(14).
 - d. Records containing the credit card numbers of persons doing business with the town and any related personal identification numbers or authorization codes, pursuant to T.C.A. § 10-7-504(a)(19).
 - e. Records related to any town employee's identity, diagnosis, treatment or referral for treatment that are maintained by an Employee Assistance Program (EAP) pursuant to T.C.A. § 10-7-504(d).
 - f. Records related to town employee medical treatment or medical testing, including drug testing at the expense of the town, pursuant to T.C.A. § 10-7-504(a)(1) and (d).
 - g. Information compiled and maintained by the town concerning a person who has obtained a valid protection document pursuant to T.C.A. § 10-7-504(a)(15).
 - h. Certain information about town employees considered by state laws to be private, including unpublished telephone numbers, bank account information, social security numbers, and driver license information (unless driving a vehicle is part of the employee's job duties), pursuant to T.C.A. § 10-7-504(f)(1).
 - i. Other records deemed confidential and not open to public inspection pursuant to T.C.A. § 10-7-504 or other law.
- (b) *Rules for access to public records.*

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- (1) *Proof of citizenship.* The Tennessee Public Records Act only applies to citizens of the state. A person seeking access to public records of the town must provide proper identification to establish state citizenship.
- (2) *Requests for records.*
- a. Persons wishing to inspect the public records are not required to fill out a written request. Persons wishing to make copies of records shall make a request to the town recorder's office. The request for copies shall be made in writing on the inspection/duplication of records request form attached hereto with instructions as provided by the office of open records counsel. If the person requesting copies of records or inspection fails, is unable, or refuses to complete the form, the employee handling the request shall complete it with information provided by the requesting party. The form will be distributed by the town recorder's office to a department head or employee who has responsibility for the maintenance of the subject requested public records, and they shall process the request. It is the responsibility of the requestor to provide sufficient details to enable the records custodian to identify the records being requested.
 - b. If the requested records are knowingly available, the department head or employee shall provide the requestor with assistance in accessing the records in order for the requestor to inspect. If the public records are not readily accessible, the public records shall be provided to the requestor within seven business days, or the department head or employee shall explain to the requestor in a records request denial letter, form attached hereto with instructions, as to the reason for denial of access to the public records or to the requestor in a records production letter, form attached hereto with instructions, as to the reason for the delay of access to the public records. Reasons for the delay or denial may be based on the following criteria or circumstances:
 1. The kind, amount, and nature of the records requested;
 2. Uncertainty as to what records are requested;
 3. The location of the records requested;
 4. The format in which the records are requested;
 5. The extent of the department head's or employee's resources to locate such records at the time the request is made;
 6. Intervening emergencies, problems, and other events that might reasonably delay the delivery of the records for inspection; and
 7. The extent to which the request creates undue disruption on other essential functions of the department.
- (3) *Electronic records.*
- a. Some public records stored, contained or available as data or information within the memory or storage facilities of computer or electronic equipment might be subject to inspection (and copying) only through the services of town employees familiar with the equipment that facilitates such inspection (or copying), or services of the town's subcontractor. The department head or employee shall make a reasonable effort to ensure that such records are available for inspection under the same rules governing inspection above (see subsection (b)(2) of this section). However, where such records create special problems of determining confidentiality of all or some of their parts before they are viewed, or if the requestor wants the records in a format different than that contained in the computer, additional delay in the delivery of such records may occur. The department head or employee shall keep such delays to a minimum. The department head or employee shall notify the requester of the approximate length of delay in the delivery of the records for inspection.

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- b. The requestor shall have the following options when requesting public records:
 - 1. View the information on the town's computer equipment in read only format if it is reasonably available.
 - 2. Have any digital records transferred to a diskette or other compatible storage medium.
 - 3. Request paper copies of requested records.
 - 4. Transferred electronically (email, facsimile) if feasible.
- (4) *Limitations on disclosure of confidential records.*
- a. Upon receiving a request to inspect public records, the department head or employee shall grant the request unless the record requested is confidential, in whole or in part, under the Tennessee Public Records Act and/or any other applicable law. In cases of public records that are confidential in part, the department head or employee shall deliver for inspection that part of the record that is not confidential. If it is necessary to redact confidential information from a record, the requestor must pay the town's costs associated with redacting the records as provided in by this division. Where the department head or employee is uncertain whether a requested record is confidential, he shall consult with the town administrator or his designee, and the town administrator or his designee shall make the final determination. The department head or employee shall inform the requestor in a records production letter that uncertainty exists as to the confidentiality of the record, and write the approximate date the uncertainty will be resolved.
 - b. If the town administrator's or his designee's final determination is that the record is confidential, the department head or employee handling the request shall notify the requestor in a records request denial letter, stating the reason that the record is confidential, and citing, if possible, the statute or reasoning supporting the determination.
- (5) *Costs of inspection.* Generally, there is no charge for on-site, visual inspection of public records. However, where the public records requested are electronic records, and the records are not in the format requested by the requestor, and a special computer program must be created to retrieve such records in the requested format, the department head or employee shall estimate the cost of creating such program, including the time and labor of town employees, and/or the town's sub-contractor, based upon an average hourly pay rate for the town's clerical employees, including social security, insurance and other benefits, and/or the town's subcontractor's cost. There will be no charge for the first one hour of labor in producing the requested records of the highest paid employee. The requestor shall pay to the town the estimated cost of the special programs before the public records are compiled in the requested format. If the cost of the special programs exceeds the amount previously paid, the requestor shall pay the balance to the town prior to the inspection of the public records in the requested format. If the cost of the special programs is less than the amount previously paid by the requestor, the balance shall be refunded upon the delivery of the public records for inspection.
- (6) *Custody of records.* Public records shall at all times remain in the physical custody of the department head or employee. Public records shall also remain on the town's premises unless sent to a commercial copying service under the direction of a department head or employee.
- (7) *Procedure for copying public records.* Except for exempt records, requestors shall be entitled to a copy of any public record and copies shall be made on the town's copying equipment. Where such equipment does not exist, is inoperative, is not designed to copy the records requested, or the requestor wants the copies in a format the town equipment cannot duplicate, such copies may be made on commercial copying equipment.

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- (c) *Cost of copies.* The following fees shall be applied in accordance with the schedule of reasonable charges for copies of public records produced by the office of open records counsel on October 1, 2008. The town's fee schedule of public records is as follows in subsection (d) of this section.
- (1) *Town's equipment and labor cost.* Any citizen requesting copies of public records will be charged based on the town's fee schedule of public records, as follows in subsection (d) of this section, which is subject to revision from time to time by the town administrator to reflect a change in costs as advised by the office of open records counsel. Costs include per page costs for ink, toner, paper, copier lease, cost of media (diskette, CD, DVD, etc.), plus the time and labor of town employees based upon an average hourly pay rate for the town's clerical employees, including insurance and other benefits, and/or the town's subcontractor's cost. However, there shall be no charge for the first one hour incurred by the highest paid employee in producing the requested records, including the redaction of confidential or privileged information. Payment for the cost of copies shall be made by the requestor before the copies are made. The payment shall be based on the approximate number of copies requested. If the actual cost of the copies exceeds the amount previously paid by the requestor, the balance shall be paid by the requestor before delivery of the copies. If the previous payment made by the requestor exceeds the cost of the copies, the balance shall be refunded to the requestor upon the delivery of the copies.
 - (2) *Commercial equipment.* Where the town's copying equipment is incapable of making copies of the public records requested, or its copying equipment is inoperative, the department head or employee shall notify the requestor. If the requestor decides that he wants a commercially-made copy of the records, he shall notify the department head or employee, who shall determine the estimated cost of such copies by the most cost efficient method. If the requestor desires to obtain the commercial copies, he shall pay the estimated cost of the copies. If the actual cost of the copies exceeds the amount previously paid by the requestor, he shall pay the balance to the town before delivery of the copies. If the previous payment made by the requestor exceeds the cost of the copies, the balance shall be refunded upon delivery of the copies.
- (d) *Fee schedule for copies of public records.*
- (1) *Costs charged to requestor.* A requestor will be charged all actual costs in the production of requested records to include \$0.15 per black and white page copied and \$0.50 per color page copied. Duplex or double-sided copies will be charged as two copies. Actual costs include the making of copies of the requested records, any special expenses incurred in the production and mailing of the records and the hourly wages of employees reasonably necessary to produce the requested information. The cost of labor by the staff time to produce the record request cannot be assessed for the first one hour that the highest paid employee works to produce the requested material.
 - a. Example: The hourly wage of employee #1 is \$15.00. The hourly wage of employee #2 is \$20.00. Employee #1 spends two hours on a request. Employee #2 spends two hours on the same request. Because employee #2 is the highest paid employee, subtract the one-hour threshold from the hours employee #2 spent producing the request. Multiply the number of hours each employee is able to charge for producing the request by that employee's hourly wage and then add the amounts together for the total amount of labor that can be charged (i.e., $(2 \times 15) + (1 \times 20) = \50.00). For this request, \$50.00 could be assessed for the labor.
 - b. The hourly wages for a records custodian or staff time for the production of copies for a records request shall be based on the current hourly rate for the employees responding to the request.
 - (2) *Frequent and multiple requests for public records.* When the total number of requests made by a requestor within a calendar month exceeds four, a records custodian will begin to charge the requestor a fee for any and all labor that is reasonably necessary to produce the copies of the requested records after informing the requestor that the aggregation limit has been met. Request for items that are

routinely released and readily accessible, such as agendas for current calendar month meetings and approved minutes from meetings held in the previous calendar month, are exempt from this policy. Disputes as to aggregation shall be brought to the office of open records counsel. Additionally, a records custodian may aggregate the total number of public records requests made by a requestor and by any other individual, if the records custodian reasonably believes the requestor to be acting in concert with or as the agent of another person, entity or organization. A records custodian choosing to aggregate requests by multiple requestors must inform the requestors of the determination to aggregate and that they have the right to appeal the decision to aggregate to the office of open records counsel. When aggregating the labor of multiple requestors, the records custodian must file a notice of aggregation of multiple requestors with the office of open records counsel, form attached hereto.

- (3) *Records with commercial value.* Any request for a town public record that has commercial value, or for a record that does not exist in the form or format requested, will be referred to the town administrator or his designee for consideration. The town will charge a reasonable fee for the reproduction of any public record that has commercial value as allowed by state law and in accordance with T.C.A. § 10-7-506.

INSPECTION/DUPPLICATION OF RECORDS REQUEST

TOWN OF FARRAGUT

11408 Municipal Center Drive - Farragut Tennessee 37934
Phone 865-966-7057 - Fax 865-675-2096

Requestor Instructions: To make a request for copies of public records fill in sections 1-5. Do not sign and date the signature line until the records are received.

Custodian Instructions: For requests to inspect, the records custodian is to fill in sections 1-6 and 9. For requests for copies, the records custodian is to fill in sections 5-8. Do not sign and date the signature line until the records are delivered to the requestor.

Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required in writing nor can a fee be assessed for inspection of records.

1. Name of requestor: _____
(Print or Type; Initials required for copy requests)

2. Form of identification provided:

☐ Photo ID issued by governmental entity including requestor's address

☐ Other: _____

3. Requestor's address and contact information: _____

4. Request for: ☐ Inspection/access ☐ Copy/duplicate [previously inspected on _____ (date) or ☐ inspection waived]

5. Record(s) requested:

a. Type of record: ☐ Minutes ☐ Annual Report ☐ Annual Financial Statements
☐ Budget ☐ Employee file ☐ Other

b. Detailed Description of the record(s) including relevant date(s) and subject matter:

6. Request submitted to: _____
(Name of Governmental Entity, Office or Agency)

a. Employee receiving request: _____
(Print or Type and Initial)

b. Date and time request received: _____

c. Response: ☐ Same day ☐ Other _____

Inspection/Duplication of Records Request
Tenn. Code Ann. § 10-7-503(a)(7)(A)
Revised effective 1/1/2009

7. Costs

- a. Number of pages to be copied: _____ ☐ Estimated
- b. Cost
- (1) per page letter or legal sized: ☐ \$ _____ (justification required if more than \$0.15) per black and white
☐ \$ _____ (justification required if more than \$0.50) per color;
- (2) per page other sized or other medium _____: ☐ \$ _____ (justification required)
- c. Estimate of labor costs to produce the copy (for time exceeding 5 hours): _____
☐ Labor at \$ _____ /hour for _____ hour(s).
☐ Labor at \$ _____ /hour for _____ hour(s).
☐ Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ ☐ Estimated
☐ On-site pick-up ☐ U.S. Postal Service ☐ Other: _____
- f. Estimate of total cost to produce request _____
- g. Estimate of total cost provided to requestor: ☐ in person ☐ by U.S.P.S. ☐ by phone
Other: _____

8. Payment:

- a. Form of payment: ☐ Cash ☐ Check ☐ Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. Date of: ☐ access to records _____ and/or ☐ delivery of copies _____

Signature of Records Custodian

Date

Signature of Requestor

Date

Inspection/Duplication of Records Request
Tenn. Code Ann. § 10-7-503(a)(7)(A)
Revised effective 1/1/2009

RECORDS REQUEST DENIAL LETTER

TOWN OF FARRAGUT

11408 Municipal Center Drive - Farragut Tennessee 37934
Phone 865-966-7057 - Fax 865-675-2096

(Insert Date)

Dear Sir or Madam:

On (insert date) this Office received your open records request to inspect/receive copies of (insert type of records). After reviewing the request, this Office is unable to provide you with either all or part of the requested record(s). The basis for this denial is

- ☐ No such record(s) exists.
- ☐ This office is not the records custodian for the requested record(s).
- ☐ Additional information is needed to identify the requested record(s): _____

- ☐ The following law (citation and brief description why access denied):
 - ☐ Tenn. Code Ann. Section: _____
 - ☐ Court Rule: _____
 - ☐ Common Law Provision: _____
 - ☐ Federal Law (HIPAA, FERPA, etc.): _____

If you have any additional questions please contact Ralph McGill, Mayor, at (865) 966-7057.

Sincerely,

Record Custodian:

Signature

Title

Address

Telephone #

Records Request Denial Letter
Tenn. Code Ann. § 10-7-503(a)(2)(B)(ii)
Revised effective 1/1/2009

Created: 2025-08-28 10:25:03 [EST]

(Supp. No. 21)

RECORDS PRODUCTION LETTER

TOWN OF FARRAGUT

11408 Municipal Center Drive - Farragut Tennessee 37934
Phone 865-966-7057 - Fax 865-675-2096

(Insert Date)

Dear Sir or Madam:

On (insert date) this Office received your open records request to inspect/receive copies of (insert type of records). Tennessee Code Annotated § 10-7-503(a) provides the following:

- (2)(B) The custodian of a public record or the custodian's designee shall promptly make available for inspection any public record not specifically exempt from disclosure. In the event it is not practicable for the record to be promptly available for inspection, the custodian shall within seven (7) business days:
- (i) Make such information available to the requestor;
 - (ii) Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or
 - (iii) **Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce such record or information. [emphasis added]**

This Office is currently in the process of retrieving, reviewing, and/or redacting the requested records. In accordance with the above-cited law, this letter is being sent to inform you that by (insert reasonable necessary time) either the records you have requested to inspect/receive copies of will be available or a determination of accessibility and availability will be made regarding the requested records.

[(as appropriate if partial denial) This Office is unable to provide you with part of the requested record(s) and a separate denial letter is being/has been sent to you.]

If you have any additional questions please contact Ralph McGill, Mayor, at (865) 966-7057.

Sincerely,

Record Custodian:

Signature

Title

Address

Telephone #

Records Production Letter
Tenn. Code Ann. § 10-7-503(a)(2)(B)(iii)
Revised effective 1/1/2009

Created: 2025-08-28 10:25:03 [EST]

(Supp. No. 21)

NOTICE OF AGGREGATION OF MULTIPLE REQUESTORS

TOWN OF FARRAGUT

11408 Municipal Center Drive - Farragut, Tennessee 37934
Phone 865-966-7057 - Fax 865-675-2096

(Insert Date)

Mail completed form to:

Office of Open Records Counsel
Suite 1600, James K. Polk State Office Building
505 Deaderick Street
Nashville, Tennessee 37243
(615) 741-1551 (fax) or Open.records@state.tn.us (e-mail)

Records Custodian: _____
(Name of Governmental Entity, Office or Agency)

Employee/official authorizing aggregation: _____
(Name and title)

Address and phone number: _____

Other Offices or Custodians included in aggregation: _____

(_____) of Requestors being aggregated:
(Number)

Requestor's name, address and contact information:

Requestor's name, address and contact information:

Requestor's name, address and contact information:

NOTICE OF AGGREGATION OF MULTIPLE REQUESTORS FORM
T.C.A. Section 8-4-604(a)(2)
Page 1 of 2

Created: 2025-08-28 10:25:03 [EST]

(Supp. No. 21)

Requestor's name, address and contact information:

Requestor's name, address and contact information:

Requestor's name, address and contact information:

Explanation of basis for aggregation and description of scope (records included/excluded):

Requestors have been notified that a properly adopted aggregation policy exists, that the decision to aggregate has been made, and that there is a right to appeal the decision to the Office of Open Records Counsel.

Signature of Records Custodian, date

Signature of Requestor, date

Signature of Requestor, date

Signature of Requestor, date

Signature of Requestor, date

(Code 2007, §§ 1-307, 1-307(attach.); Ord. No. 02-04, 3-2002; Ord. No. 08-07, § 1, 5-22-2008; Ord. No. 09-29, § 1, 1-14-2010)

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Ordinance 25-17, on Second Reading and Public Hearing, to amend the Farragut Municipal Code, Chapter 2, Administration, Division 3-Recorder; Section 2-103 Town Treasurer; to separate the roles of the Town Recorder and Town Treasurer

**Introduction &
Background:**

The purpose of this agenda item is to approve Ordinance 25-17 on second and final reading.

Since the Town of Farragut’s incorporation in 1980, the Town Recorder has served as the Town Treasurer.

**Discussion &
Recommendations:**

In the fourth quarter of FY 2025, the Town engaged the University of Tennessee Municipal Technical Advisory Service (MTAS) to conduct a comprehensive assessment of the Finance Department in response to capacity constraints and process gaps. The objective was to identify opportunities to strengthen operational effectiveness and service delivery.

MTAS’s primary recommendation is to separate the combined Finance Director/Town Recorder role into two positions—Finance Director/Treasurer and Town Recorder. This change would improve efficiency, productivity, and workload balance for both positions. Staff concur with this recommendation.

Ordinance 25-17 is the first step in separating the two roles. Below is a summary of the changes within the new ordinance:

- Responsibilities now explicitly include budget preparation, debt/investment management, payroll oversight, purchasing, and compliance with GAAP/GASB standards.
- The Treasurer is appointed by majority vote of the Board of Mayor and Aldermen, with day-to-day supervision by the Town Administrator.
- While historically the Town Recorder served as Treasurer, the new language allows the Treasurer to be appointed

separately.

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: To approve Ordinance 25-17, on second and final reading, to amend the Farragut Municipal Code, Chapter 2, Administration, Division 3-Recorder; Section 2-103 Town Treasurer; to separate the roles of the Town Recorder and Town Treasurer

ORDINANCE	25-17
PREPARED BY	Myers
1 ST READING	September 11, 2025
2 nd READING	September 25, 2025
PUBLISHED IN	Farragut Press
DATE	_____

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 2, ADMINISTRATION, DIVISION 3-RECORDER; SECTION 2.103 TOWN TREASURER; TO SEPARATE THE ROLES OF THE TOWN RECORDER AND TOWN TREASURER

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Chapter 2, Division 3, Recorder; Section 2.103, Town Treasurer

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended Section 2.103, Town treasurer as follows:

Sec. 2-103. Town treasurer.

- a) **Establishment.** There is hereby established the office of town treasurer. The town treasurer shall serve as the chief financial officer of the municipality.
- b) **Duties.** The town treasurer shall:
 - 1. Collect, receive, and receipt for all taxes, revenues, and proceeds of bond issues of the municipality.
 - 2. Disburse all municipal funds in accordance with applicable laws, ordinances, and resolutions.
 - 3. Maintain all financial records of the Town in compliance with generally accepted accounting principles (GAAP) and standards set forth by the Governmental Accounting Standards Board (GASB).
 - 4. Prepare the annual operating and capital budgets for submission to the Town Administrator and Board of Mayor and Aldermen.
 - 5. Provide regular financial reports to the Town Administrator, Board of Mayor and Aldermen, and state agencies as required by law.
 - 6. Manage municipal debt, investments, and cash flow in accordance with state law and Town financial policies.
 - 7. Oversee payroll, accounts payable/receivable, procurement, purchasing, and other fiscal operations.
 - 8. Perform such other duties as attendant to the office as may from time to time be assigned by ordinance, resolution, or the Town Administrator.
- c) **Appointment.** The Town Treasurer shall be appointed by majority vote of the Board of Mayor and Aldermen and may be supervised on a day-to-day basis by the Town Administrator.
- d) **Bond.** The Town Treasurer shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the Board of Mayor and Aldermen.

ORDINANCE	25-17
PREPARED BY	Myers
1 ST READING	September 11, 2025
2 nd READING	September 25, 2025
PUBLISHED IN	Farragut Press
DATE	_____

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 2, ADMINISTRATION, DIVISION 3-RECORDER; SECTION 2.103 TOWN TREASURER; TO SEPARATE THE ROLES OF THE TOWN RECORDER AND TOWN TREASURER

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Chapter 2, Division 3; Section 2.103, Recorder

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended Section 2.103, Recorder as follows:

Sec. 2-103. Town treasurer.

- a) **Establishment.** There is hereby established the office of town treasurer. ~~The town treasurer shall serve as the chief financial officer of the municipality. It shall be the duty of the town treasurer to collect, receive and receipt for the taxes and all other revenue (and bonds) of the municipality, and the proceeds of its bond issues, and to disburse them, and to perform such other duties attendant to the office as may from time to time by ordinance or resolution be assigned by the board of mayor and aldermen.~~
- b) ~~The person appointed as and serving in the official capacity of town recorder shall fill and occupy the office of, and shall be, the town treasurer. The board of mayor and aldermen may, by resolution, appoint such number and persons as assistant town treasurers as it may deem appropriate.~~
- b) **Duties.** The town treasurer shall:
 - 1. Collect, receive, and receipt for all taxes, revenues, and proceeds of bond issues of the municipality.
 - 2. Disburse all municipal funds in accordance with applicable laws, ordinances, and resolutions.
 - 3. Maintain all financial records of the Town in compliance with generally accepted accounting principles (GAAP) and standards set forth by the Governmental Accounting Standards Board (GASB).
 - 4. Prepare the annual operating and capital budgets for submission to the Town Administrator and Board of Mayor and Aldermen.
 - 5. Provide regular financial reports to the Town Administrator, Board of Mayor and Aldermen, and state agencies as required by law.
 - 6. Manage municipal debt, investments, and cash flow in accordance with state law and Town financial policies.
 - 7. Oversee payroll, accounts payable/receivable, procurement, purchasing, and other fiscal operations.

8. Perform such other duties as attendant to the office as may from time to time be assigned by ordinance, resolution, or the Town Administrator.
- c) **Appointment.** The Town Treasurer shall be appointed by majority vote of the Board of Mayor and Aldermen and may be supervised on a day-to-day basis by the Town Administrator.
- d) **Bond.** The Town Treasurer shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the Board of Mayor and Aldermen.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Resolution R-2025-19, Revised FY2026 Fee Schedule

**Introduction &
Background:**

The FY2026 fee schedule was originally approved on June 12, 2025. Resolution R-2025-19 revises the previously approved fee schedule.

**Discussion &
Recommendations:**

The fees for beer permits and annual renewals are established by the state. The beer permit fee is \$250, and the annual renewal fee is \$100. The revised resolution also adds the Special Occasion Beer Permit fee of \$100. While this fee is already included in the beer ordinance, staff recommends listing it on the fee schedule for clarity.

In addition, pursuant to Tennessee Code Annotated § 8-4-604(a)(1), the Office of Open Records Counsel (OORC) sets a schedule of reasonable charges that records custodians may use when providing copies of public records. Section 2-104 of the Farragut Municipal Code has been updated to incorporate this state schedule, and the revised fee schedule now references the applicable code section.

Recommended By:

David Smoak, Town Administrator for approval.

Proposed Motion:

To approve Resolution R-2025-19, Revised FY2026 Fee Schedule.

<u>FY2026 Fee Schedule</u>		
Revised September 17, 2025		
		<u>Approved Fee</u>
<u>Administration</u>		
Beer Permit		\$250.00
Beer Permit Privilege Tax/Annual Renewal Fee		\$100.00
Special Occasion Beer Permit-Class 6		\$100.00
Retail Liquor Store Application		\$311.00
Liquor Privilege Tax		
	Private Club	\$300
	Hotel & Motel	\$1,000
	<u>Restaurants, according to seating</u>	
	75-125 seats	\$600
	126-175 seats	\$750
	176-225 seats	\$800
	226-275 seats	\$900
	276 seats & over	\$1,000
Wine Only Privilege Tax		\$120
Solicitation Permit		\$16.00
Records Request/Copies		Farragut Municipal Code: See Section 2-104 Regulates Request and Copies
Notary Service	\$0 for Farragut residents	\$11 per stamp/signature
<u>Employee Facility and Recreation Discount</u>		
Drop-in play at the Community Center		Free for employee & immediate family
Facility Rental		50% off for employee & immediate family
League entry for Town run athletics		50% off for employee & immediate family
Programming Registration	Staff led programming	50% off for employee & immediate family
	Contractual Programming	25% off for employee & immediate family



TOWN OF FARRAGUT

RESOLUTION R-2025-19

REVISED FY2026 FEE SCHEDULE

WHEREAS, the Board of Mayor and Aldermen desires to establish a general fee schedule for Fiscal Year 2026, setting the necessary fees for all Town services and collection of Town accounts and expenditures, including but not limited to application, filing, license and permit fees; and

WHEREAS, it is the desire of the Board of Mayor and Aldermen to consolidate all fees and adopt them by resolution;

NOW, THEREFORE BE IT RESOLVED by the Town of Farragut Board of Mayor and Aldermen, that all fees are hereby adopted as listed on the attached schedule.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 25th day of September 2025.

Ron Williams, Mayor

Town Recorder

<u>FY2026 Fee Schedule</u>		
Revised September 17, 2025		
		<u>Approved Fee</u>
<u>Administration</u>		
Beer Permit		\$250.00
Beer Permit Privilege Tax/Annual Renewal Fee		\$100.00
Special Occasion Beer Permit-Class 6		\$100.00
Retail Liquor Store Application		\$311.00
Liquor Privilege Tax		
	Private Club	\$300
	Hotel & Motel	\$1,000
	<u>Restaurants, according to seating</u>	
	75-125 seats	\$600
	126-175 seats	\$750
	176-225 seats	\$800
	226-275 seats	\$900
	276 seats & over	\$1,000
Wine Only Privilege Tax		\$120
Solicitation Permit		\$16.00
Records Request/Copies		Farragut Municipal Code:
		See Section 2-104 Regulates Request and Copies
Notary Service	\$0 for Farragut residents	\$11 per stamp/signature
<u>Employee Facility and Recreation Discount</u>		
Drop-in play at the Community Center		Free for employee & immediate family
Facility Rental		50% off for employee & immediate family
League entry for Town run athletics		50% off for employee & immediate family
Programming Registration	Staff led programming	50% off for employee & immediate family
	Contractual Programming	25% off for employee & immediate family

Engineering		
Drainage Fee		
	Commercial/Office Development	0.04 per square foot of impervious surface
	Residential Development	\$42 per subdivision lot
Community Development		
General		
	Illegal Parking (in fire lanes)	\$26.00
	Special Events Permit	\$26.00
	Home Occupation	\$52.00
	Local Contractor Licensing Fee	\$104.00
	Mobile Food Vendor Fire Safety Permit/per year	\$104.00
	Zoning Letter	\$26.00
Building Permits	Permit valuation shall include total value of work, including labor and materials, for which the permit is being issued	
	Total Valuation:	
	\$1,000 and less	\$37.00
	\$1,001 to \$50,000	\$36.00 for the first \$1,000, plus \$6.75 for each additional thousand or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$353 for the first \$50,000, plus \$5.50 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$623 for the first \$100,000, plus \$4.25 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$2,345 for the first \$500,000, plus \$2.75 for each additional thousand or fraction thereof

Plumbing Permits		\$36, plus \$5.25 for each fixture
Gas Permits		\$36 for first tap, plus \$5.25 for each additional tap
Mechanical Permits-Commercial		\$36 for first \$1,000, per total value of installation, plus \$5.25 for each additional thousand or fraction thereof
Mechanical Permits-Residential		\$36, plus \$36.50 per each unit
Plumbing, Gas, Mechanical Local License		\$104.00
Swimming Pool Permits	Public and Private Pool	Per total value of construction
Demolition Permits (for demolition of any building or structure)		\$104.00
Moving Permits (for moving any building or structure)		\$104.00
Re-Inspections		\$52 for 1st re-inspection and \$104 for 2nd re-inspection and \$208 for re-inspections of the same failure beyond the 2nd re-inspection
Commencing Work Without a Permit		Fee will be double the calculated building permit fee
Building Permit Application Extensions		\$104 with up to 90 days as the maximum extension
Building Permit Extensions		\$104 with up to 180 days as the maximum extension
Temporary Certificate of Occupancy	Residential-30 day maximum	\$104.00
Temporary Certificate of Occupancy	Non-residential-30 day maximum	\$208.00
Plan Reviews	Commercial	Fee is one half of the calculated Building Permit Fee, which is to be paid at the time of plan submittal.
Re-submittal Plan Reviews	Commercial	\$260 after the initial submittal and one correction submittal
Re-submittal Plan Reviews	Residential	\$52 after the initial submittal and one correction submittal

Fire Prevention		
	Fire Sprinkler System Permit	\$0.02 per square foot or \$104 (whichever is greater)
	Fire Alarm System Permit	\$0.02 per square foot or \$104 (whichever is greater)
	Modifications to existing fire alarm or sprinkler systems if work does not exceed \$1,000; if does exceed \$1,000, refer to Fire Alarm or Sprinkler System Permit fee	\$52.00
	All other permits	\$104.00
Fire Prevention Plan Resubmittal		
		\$104 after the second submittal
Concept Plans, Subdivision Plats and Subdivision Variances		
	Concept Plan	\$104.00
	Preliminary Plat	\$104 plus \$26/lot
	Final Plat	\$104 plus \$26/lot
	Variance Request	\$312.00
Site Plans (small acreage/building size)	Less than 3 acres or proposed gross square footage of building space is less than 10,000 square feet	\$104.00
Site Plans (large acreage/building size)	More than 3 acres or proposed gross square footage of building space is more than 10,000 square feet	\$208.00
Landscape Plans		
		\$52.00
Zoning Ordinance & Subdivision Regulations Text Amendments	Amend text	\$311.00
Zoning Map Amendments	Amend map	\$311.00
Board of Zoning Appeals - Variance Request		\$311.00
Board of Zoning Appeals - Special Exception, Use on Review, or Interpretation Request		\$104.00
Comprehensive Land Use Plan Amendments	Amend text or map	\$311.00
Municipal Code Text Amendments		\$311.00
Municipal Code Variance (Non- Board of Zoning Appeals)		\$311.00

Signs		
	Permanent Signs (non individual tenant panel)	\$104.00
	Temporary Signs	\$26.00
	Sign Fees for Tenant Panel Addition or Modification to Tenant Panel on Existing Ground Mounted Sign	\$52.00
	Signs Erected or Modified Without a Permit	Double the sign permit fee
Sign expiration extension of 180 days		
	Permanent Signs (non individual tenant panel)	\$104.00
	Tenant Panel Sign	\$52.00
Everett Road Corridor Fee		Ordinance 14-19

<u>Parks & Recreation</u>		<u>Approved Fee</u>
<u>Facility</u>		
Picnic/Pavilions Rental	Essex (AP); Burnside (CSP)	\$26 half day/ \$42 full day
	Hartford & Saratoga (AP); Longstreet (CSP)	\$47 half day/\$83 full day
	McFee Small	\$88 half day/\$130 full day (Monday through Thursday)
	McFee Small	\$104 half day/\$156 full day (Fri, Sat, Sun & Holidays)
	McFee Large	\$99 half day/\$150 full day (Monday through Thursday)
	McFee Large	\$125 half day/\$182 full day (Fri, Sat, Sun & Holidays)
	McFee Great Lawn and Great Lawn Pavilion-	see McFee Park Fees section
	Town Hall Park Pavilion	\$26 half day/ \$42 full day
	Anchor Park Restroom Pavilion	\$26 half day/ \$42 full day
Athletic	Fields (Diamond & Rectangular) Grass	\$31 per hour. Tournament Fees: 1/2 day \$104 All Day \$208
	Fields (Synthetic Turf)	\$57.00
	Competitive, Recreational & Intermediate Volleyball Fees	\$180.00
	McFee Tennis	\$10 per court for 1 hour
	McFee Pickleball	\$5 per court for - 1 hour
	McFee Basketball	\$10 per court for 1 hour
Park Usage Fee for Non-Town Programs (Does not include any facility i.e. pavilions, etc.)	Professional photographers, fitness classes, trainers, Etc.	\$104 Annual Permit Fee
For-Profit/Park Usage Fee	Professional Photographers, For profit classes, Trainers, Etc.	\$104 Annual Permit Fee
Tournament/Camp/Clinic Usage Fee	Grass Field/Volleyball Complex	\$103 half day/\$206 full day
	Synthetic Turf Field	\$337 half day/\$675 full day
	Tennis (2)/Pickleball (4)	\$208 full day
	Tennis (4)/Pickleball (6)	\$415 full day
Tournament Deposit (Refundable)		\$520.00
Vendor Fee-Tournament	Per Vendor	\$21 per day
Special Event Park Use Fee - Founders Park		\$208 per 4 hours; \$52 per hour for each additional hour
Excessive Trash		
	First Trash Violation	A written warning and/or a \$105 fine will be charged to the renter/organization. The renter/organization will not be allowed to use the fields until the fine is paid.

	Second Trash Violation	\$105 fine and 30-day suspension (without a refund of fees) to the renter organization. The renter/organization will not be allowed to rent a pavilion or rent/use fields or to until after the 30-day suspension and the fine is paid.
	Third Trash Violation	The renter/organization's contract will be canceled, and the organization will be banned from using any Town of Farragut field in the future.

McFee Park Fees

McFee Great Pavilion Only

1/2 day rental - \$104

Full day rental- \$182

Non-Profit

For Profit/Social

McFee Great Lawn and Pavilion- 120 person max

1/2 day rental - \$430

1/2 day rental -
\$520

Full day rental- \$623

Full day rental- \$727

Additional Fees for half or full day rentals:

Electrical Fees	\$104
TOF Tables & Chair rental	\$130
Refunable Deposit	\$260

Community Center Fees				
	Non Profit - Reg Hours	Non-Profit - After Hours	For Profit/ Social - Reg Hours	For Profit/ Social - After Hours
Classrooms				
Small (1 - 1/2 hour block)	16.00	42.00	16.00	42.00
Small (1 - 1/2 hour block) - Holiday Fee		52.00		52.00
Medium	21.00	47.00	21.00	47.00
Medium (1 - 1/2 hour block) - Holiday Fee		57.00		57.00
Large	26.00	52.00	26.00	52.00
Large (1 - 1/2 hour block) - Holiday Fee		62.00		62.00
Gym				
Sports/Fitness (1 hour block)	31.00	57.00	31.00	57.00
Sports/Fitness (1 hour block) - Holiday Fee		78.00		78.00
Sports/Fitness - Setup Fee	16.00	16.00	16.00	16.00
Camp/Tournament (Half Day - 6 hours)	156.00	285.00	156.00	285.00
Camp Tournament (Whole Day)	337.00	623.00	337.00	623.00
Camp/Tournament (Half Day - 6 hours) - Holiday Fee (20%)		342.00		389.00
Camp/Tournament (Whole Day) - Holiday Fee (20%)		747.00		830.00
Special Event (8 hours)*	647.00	675.00	778.00	986.00
Special Event (8 hours)* - Holiday Fee (20%)		810.00		1,183.00
Special Event Additional Hours (Per Hour)	130.00	130.00	130.00	130.00
Special Event Additional Hours (Per Hour) Holiday Fee (20%)	156.00	156.00	156.00	156.00
Refundable Damage Deposit	260.00	260.00	260.00	260.00
Assembly Hall (Monday-Saturday)				
8 Hour Rental**	415.00	675.00	675.00	882.00
Saturday Half Day Rental	441.00	441.00	441.00	441.00
Holiday Fee (20%)		810.00		1,058.00
Additional Hours (Per Hour)	104.00	104.00	104.00	104.00
Additional Hours (Per Hour) Holiday Fee (20%)	125.00	125.00	125.00	125.00
Alcohol Fee (No Sales)	104.00	104.00	104.00	104.00
Alcohol Fee (Sales) - For Profit Business Only (Not social)			520.00	520.00
Refundable Damage Deposit	260.00	260.00	260.00	260.00
*Includes commercial kitchen				
**Includes pre-function room and catering kitchen				
	Non-Profit - After Hours	For Profit/ Social - After Hours		
Assembly Hall - Special Rates (Monday-Thursday)				
2 Hour Rental**	156.00	208.00		
Additional Hour		52.00		
Additional Table/Chair Rental		10.00	per table/8.30 chairs	
Refundable Damage Deposit		104.00		
	Non-Profit - After Hours	For Profit/ Social - After Hours		
Assembly Hall - Special Rates (Sunday Only 1:00pm to 4:00pm)				
3 Hour Rental** (Max of 40 attendees)	\$311	\$311		
Refundable Damage Deposit	\$260	\$260		
Birthday Party Package				
2 Hour Rental - (Saturday) 1 hour gym, 1 hour class room		\$104		
3 Hour Rental - (Sunday) 2 hours gym, 1 hour class room		\$156		
Additional Table/Chair Rental		\$10	per table/8.30 chairs	
Refundable Damage Deposit		\$104		

<u>Mayor Ralph McGill Plaza</u>	Non Profit	For Profit/Social	
100 people or less	\$337	\$467	use of two grass lawns and sections of parking lot
101 people or more	\$493	\$675	use of two grass lawns, parking lot, and can shut down entry roads – parking provided at the Farragut Community Center
Electrical Fee	\$104	\$104	
Trash Fee-100 people or less	\$78	\$78	
Trash Fee-101 people or more	Renter must provide for private trash service		
Security Deposit (Refundable)-100 people or less	\$311	\$311	
Security Deposit (Refundable)-101 people or more	\$520	\$520	
Tent Permit/Fee	\$52	\$52	
Alcohol Fee	\$104	\$260 (No sales)	
Alcohol Fee		\$520 (sales)	
Any event serving or selling alcohol must hire an officer (not security guard), must receive a Town of Farragut beer board event permit (beer only) and must receive a State of Tennessee alcohol event permit (wine and liquor)			
<u>Tourism Rental Rebate Plan (Hotel Incentive)</u>			
Rebate for rental fees for Farragut hotel use (20 or more rooms)	Rentals of athletic fields, courts, McGill Plaza, CC Gym, CC Assembly Hall	\$2.55 per hotel night	

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator
Tom Hale, Town Attorney

Subject: Appointment by the Board of Mayor and Aldermen to fill the vacant South Ward Alderman position

Introduction & Background:

The purpose of this agenda item is for the Farragut Board of Mayor and Aldermen to appoint an aldermen to represent the south ward of the Town of Farragut for the unexpired term of David White, who passed away on August 21, 2025. The term for this position expires in August 2026.

Discussion & Recommendations:

The Town of Farragut Board of Mayor and Aldermen (BMA) received six applications from citizens willing to serve the remaining unexpired term of the open alderman position. Those individuals are: Reed Honken, Joe LaCroix, Sean Murphy, Kimberlie Parks, Brian Walker, and Greg Wiberley. Each of these citizens live in the south ward of the Farragut municipal boundaries.

The Town of Farragut Charter Section 6-3-107 (b)(1) states that, “by affirmative vote of a majority of the remaining members, the board shall fill a vacancy in the office of alderman for the unexpired term...”. It goes on to state in Section 6-3-107 (b)(2) that, “all such elections by the board shall be made by voice vote, on the calling of the roll. If a tie vote occurs in filling a vacancy on the board, the presiding officer shall vote a second time to break the tie.”

At the September 11, 2025 Board of Mayor and Aldermen meeting, the BMA agreed to the following appointment process:

1. Each applicant will have three (3) minutes to speak, in alphabetical order by last name.
2. The Mayor will open the floor for nominations by the BMA. Each elected official may nominate one person or concur with a nomination that has already been made.

3. Once nominations are complete, the first nominee will be voted on by the BMA.
4. If the vote on the first nominee is a tie, the Mayor then casts a second vote to break the tie, either for or against the nominee.
5. If the nominee does not receive a majority of votes, the second nominee will be voted on in the same way as the first nominee, and so forth.
6. Voting will continue until one (1) applicant receives a majority vote (3 votes).
7. The successful applicant will be appointed as south ward alderman until the next municipal election in August 2026, with induction to occur on October 9, 2025.

Recommended By: none for approval.

Proposed Motion: To appoint _____ to the position of south ward alderman for a term that expires August 2026.

South Ward Alderman Applicants

Reed Honken

Reed Honken

865-274-6300 | Reedhonken@gmail.com | Farragut, TN

PROFESSIONAL SUMMARY

I am currently working as a supply chain analyst for 3M's Consumer Business Group while also enrolled part-time at the University of Tennessee as a master's in supply chain management student. I am trained, certified, and have managed all types of supply and logistics to include transportation, shipping, supply route planning, maintenance management, contracting, procurement, production planning, manufacturing, and more. I have vast experience in the Logistics and Operations realm as a leader and planner. Proficient with the use of inventory, planning, production, warehouse, maintenance, and transportation management tools as well as enterprise resource planning systems.

WORK EXPERIENCE

Supply Chain Analyst

April 2025 - Current

3M: Clinton, TN

Plans and schedules Filtrete production lines, monitors work center output to meet customer requirements, and improves work center operational efficiency. Procures materials and communicates to suppliers on future requirements to support production plan. Works closely with the manufacturing team, supply planners, and business team to determine how best to prioritize and resolve supply constraints and balance service, inventory, and cost to meet business targets. Identifies, leads, and participates in continuous improvement projects that improve customer service, inventory investment, flow, and supply chain efficiency.

Production Scheduler

June 2024 – March 2025

Techmer PM: Clinton, TN

Was the production scheduler at the company's largest manufacturing facility. Created and managed production schedule based on customer request date, plant efficiency, and material timing. Communicated line priority, late orders, schedule changes, priority orders, and upcoming constraints to other functional teams. Coordinated maintenance and other downtime activities with facility personnel, minimizing the impact to customers. Lead multi-functional team meetings to improve on time delivery, order lead times, and pounds produced. Oversaw a 30 percentage point increase in quarterly on time delivery and on time in full numbers while reducing non-conformance material by 4 percentage points and increasing pounds produced by 23 percent.

Logistics Officer

May 2020 – December 2022

United States Army: Fort Lee, VA & Fort Riley, KS / Poland & Germany

Served as a Brigade Logistics Planner, Support Operations Planner, and Company Commander. Worked with civilian and military agencies from multiple countries to move troops and supplies from the United States into Europe and back. Intimately familiar with U.S. and foreign customs requirements and paperwork. Coordinated equipment, supply, and personnel movements across different countries and continents utilizing both civilian and military rail, boats and ships, trucks, and aircraft. Oversaw 130 Soldiers stationed across 7 different countries in Europe in support of NATO operations at the outbreak of the Ukrainian War.

Quartermaster Officer

May 2016 – May 2020

United States Army: Fort Lee, VA & Schofield Barracks, HI

Served as a Battalion Supply Officer, Distribution Platoon Leader, and Company Executive Officer. Worked with civilian agencies from multiple departments to move troops and supplies from Hawaii to multiple regions and countries in the Pacific to support multinational military training events. Coordinated equipment and supply movements across different countries and continents utilizing both civilian and military boats and ships, trucks, and aircraft. Was the lead ground coordinator for the movement of emergency relief supplies from a FEMA warehouse on Oahu, HI to American Samoa following a typhoon.

Infantryman

November 2012 – May 2016

Tennessee Army National Guard

Lead, supervised, and served as a member of an infantry unit of 10-20 Soldiers. Employed individual and crew-served weapons in offensive and defensive ground combat roles. Served in support of the Tennessee Emergency Management Agency when required.

COMMUNITY INVOLVEMENT

Farragut Tourism / Visitor Advisory Committee
Farragut Marketing Subcommittee
Introduction to Farragut 2025 Class

August 2025-Current
September 2025-Current

EDUCATION

Master of Science, Supply Chain Management, University of Tennessee (Currently Enrolled)
Support Operations Officer Course, Army Logistics University
Logistics Captains Career Course, Army Logistics University
Quartermaster Basic Officer Leadership Course, Army Logistics University
Bachelor of Science, Criminal Justice Administration – Homeland Security, Middle Tennessee State University

Reed Honken Biography

I am a 20-year resident of the Town of Farragut, 1998-2016 & 2024-2025. I attended the Farragut school system kindergarten through 8th grade (Primary, Intermediate, & Middle School) before being rezoned to the Hardin Valley district in 2008. I was the first class to attend Hardin Valley Academy for all 4 years and graduated from HVA in 2012. I entered service in the Tennessee Army National Guard after graduating high school and while attending college.

Upon graduating from college, I commissioned as an officer and served the next 7 years in the Active Duty Army. I entered the Army as a private, serving in the infantry, in 2012 and left the military at the end of 2022 as a logistics officer, captain, and company commander after a decade of service. I worked in multiple levels, positions, and roles in the Army while stationed at several bases stateside, in the Pacific, and in Europe. My last position was a company commander of a logistics company stationed in Poland during the outbreak of the Ukrainian War.

Upon leaving the service I travelled for most of 2023 before settling back in Tennessee, in Knoxville, to restart my studies at the Haslam College of Business. After a couple of semesters, I had the desire to go back to working full time, so I switched to part time enrollment, started a new career, and moved back to my hometown of Farragut. Since I have settled back in the town, I have wanted to get more involved in the local community. I recently joined the Town of Farragut Tourism / Visitor Advisory Committee, Marketing Subcommittee, and the Introduction to Farragut 2025 Class.

My family has a long history of service in Farragut, my father was an Alderman (2010-2015), my mother served on several PTA boards and volunteer committees for the school district, and my brother was recently involved on town committees as well. Their service helped shape my upbringing and love for this community and is a large part of why I have recently become involved in service to the town as well.

I believe my knowledge and care for this town, my experiences living in vast and diverse communities during my time in service, paired with my leadership experience would enable me to successfully execute the duties required by this position.

Joe LaCroix

Joe LaCroix
11123 Farragut Hills Blvd
Farragut, TN 37934

Professional Experience

- 35 years in Information Technology
- 18 years of private industry experience in consulting, contracting, and direct employment
 - Participated in IPO with Radware LTD (NASDAQ:RDWR)
- 17 years of municipal, state, and federal government experience
 - 6 years of employment with Town of Farragut

My career in Information Technology has spanned both public and private sectors. In the private sector I worked in various roles within these industries: legal, healthcare, utilities, energy, financial, communications, ecommerce, and technology.

In 2007, after a successful career in the private sector, I entered public service at a fire control district. This introduction to government through a special taxing district exposed me to the many statutes that regulate the functioning of governmental entities. From budgeting to procurement, labor relations to compliance issues, these processes are unlike anything found in private industry and continue to expand my competencies.

In December 2016, I accepted the Information Technology Manager role at the Town of Farragut. This new role introduced me to a new set of requirements for municipal government, which had similar statutes but different regulations than the special taxing district. My exposure as a town employee to concepts such as land use and development planning, zoning ordinances, roadway design including easements and right of ways, revenue generation outside of ad valorem taxation, public works, infrastructure management, and other public services provided by our town led me to conduct personal research to further my knowledge and competence.

Civic Experience

- Entered public service in 2007
- Employed in core component of emergency management services and response
- Served on Concord Hills HOA Board of Directors
- Introduction to Farragut graduate - 2021
- Volunteer on the ToF Parks and Athletic Committee
- Volunteer on the ToF Visual Resources Review Board

Volunteering in my community is very important to me. While employed at the Town of Farragut I did not volunteer for committees or boards due to conflict of interest. Instead, I served on the HOA Board of Directors for Concord Hills and successfully completed my two-year commitment. Once I was leaving employment at the town, I applied and was accepted on the Parks and Athletics Committee where I have been a member for 3 years. I am also serving concurrently on the Visual Resources Review Board (VRRB). Both volunteer opportunities give me the ability to participate in town functions which I enjoy immensely. My work on the VRRB necessitates an understanding of the ordinances of the town and application for businesses.

Since becoming a citizen of the town in 2016, I have attended Board of Mayor and Aldermen and Municipal Planning Commission meetings regularly. I have attended budget hearings, strategic planning

meetings, workshops, and other outreach efforts the town has made over the past 8 years. I am a vocal proponent of the town and have strived to increase the community's understanding of the processes and procedures undertaken by the elected officials and town staff.

Vision for Farragut

At the founding of the Town of Farragut, those responsible for incorporation had a vision of what the town should look like through its growth while protecting the rights of the citizens. That vision has been carried out by subsequent boards of elected officials. We can review the vision through documents and agendas in a historical context. These plans currently include the Comprehensive Land Use Plan, Major Road Plan, Recreation Master Plan and the Strategic Plan which were first created in the 1990's and updated over the years.

Currently, our priorities carry on from the founding in our strong fiscal position, growth and development of our parks, continuation of greenways and sidewalks to connect the town, and maintaining the high quality and well-maintained infrastructure and commercial areas. Our priorities as a town should be adaptable and shaped by the input of our residents and I am committed to championing those voices. The town has set this precedent by conducting surveys, workshops, and public meetings. My vision builds on these past efforts, and I would strive to deepen community engagement to ensure every resident has a say in shaping the town's future.

Education

- Master of Business Administration
- Bachelor of Science – Information Technology
- Applied Associates of Science – Computer Science

Sean Murphy



Sean Murphy

Curator
+18654227071
South Ward Alderman Appointment • Applied
Rating: 0 Definitely, 0 Yes, 0 No
via careers page • September 9th 2025

Profile details

Work Experience

2023 - now
Curator of the Center for Yard Art and Civil Disobedience (2 years 6 months)
Applies expertise in exposing fraud and theft. Uses creativity to make sure the message is received. The Center is still a major tourist attraction over 2.5 years after opening.

Contact Details

Address
716 Bridgeport Drive Knoxville, TN 37934

Phone
+18654227071

Email
seanmurphy379@protonmail.com

Answers

Have You Lived In The South Ward Of Farragut, TN For A Minimum Of 365 Days?
Yes

Sean Murphy Qualifications for South Ward Alderman

Resident of 716 Bridgeport Drive since September 2020. I fulfill the residency requirement.

Qualifications

I have been active in politics since 2007. I have a long track record of pushing for good governance and have succeeded in multiple places at forcing positive change in governance.

I was elected to my local Zoning Commission in 2011. In my tenure there, we unseated a corrupt chairman, repealed illegal sign restrictions, and I was integral in forcing the commission to adopt proper procedures. This taught me what I needed to uncover the corruption in Farragut.

Upon moving to Farragut, I uncovered theft and fraud relating to building subsidized apartments. I started successful media that has brought this fraud to light. This shows I know how to ask important questions, uncover fraud and deceit, and have the balls to stand up and take the criminal abuse that has been done against me. I am so effective in my discoveries that a federal judge and court clerks are willing to forge and alter court records to cover up the billions in theft my team and I have uncovered.

My reputation shows a long history of standing up to corrupt and criminal elected officials, exposing their behavior, and standing my ground to force real change. Through my show Uncontrolled Opposition, my co-host and I uncovered and brought to light the obscene pornographic material that is in Knox County and school libraries.

Farragut is grossly underachieving compared to its potential. I have the understanding of the issues, the skills to communicate the challenges, and the skill sets to put Farragut on the correct path.

Kimberlie Parks

Bio – Kimberlie Jo Parks

Kimberlie Parks' journey into leadership and community service began in Yuma, Arizona, when she first raised her right hand and swore into the United States Navy. Stationed out of San Diego, Kimberlie served as an Aviation Maintenance Administrator with HS-4 & HSC-3. Her responsibilities weren't small, she was tasked with ensuring Naval aircraft were kept in peak condition, overseeing inspections, scheduling maintenance, and managing the critical records that kept every aircraft mission-ready. She supervised and trained sailors, served as a Physical Fitness Coordinator, and supported her fellow military families as a Family Readiness Group Leader. In the Navy, Kimberlie had the privilege of working with people from every background, culture, and walk of life. That experience taught her the value of teamwork, respect, and understanding different perspectives — skills that remain central to how she approaches leadership today.

After completing her military service to raise her family, Kimberlie carried those same values into civilian life. She became a small business owner, real estate investor, and eventually the founder of Sojourney Vacation Property Management, a company specializing in luxury homes on Norris Lake and in the Smoky Mountains. As an entrepreneur, she built strong partnerships with homeowners and local businesses, balancing budgets, negotiating contracts, and making tough decisions to ensure long-term success.

But Kimberlie's work didn't stop at business. She has always been rooted in service — volunteering extensively with Farragut schools and youth sports, serving on nonprofit boards, and helping young people aging out of foster care find trade programs to start their lives on solid ground. She believes in equipping people with tools for independence and opportunity, the same way she demanded excellence and accountability as a Navy leader.

Her career and community involvement have also made her a strong advocate for transparency, accountability, and fairness. Kimberlie has never been afraid to ask hard questions or hold people responsible for their decisions. She is known for her dedication to continuous learning — not just taking things at face value, but studying every detail of what's presented until she fully understands it. Whether it's municipal budgets, zoning codes, or policy proposals, Kimberlie's commitment to comprehension ensures she is prepared to make informed decisions that protect residents' interests.

As a candidate for Alderman, Kimberlie brings a rare blend of experience: the discipline of a veteran, the business sense of an entrepreneur, and the heart of a community servant. She knows how to manage resources, lead teams, and navigate complex issues with integrity. Most importantly, she believes the role of Alderman is not about power but about representation, giving residents a voice, ensuring transparency in local government, and holding leadership accountable to the people they serve.

For Kimberlie, serving as Alderman is a natural extension of the values that have guided her since her military service: discipline, accountability, inclusivity, and service above self.

Kimberlie Jo Parks

10701 Farragut Hills Blvd · Knoxville, TN 37934- (865) 297-3456 · Kimberlie.j.parks@gmail.com

Summary

Community-focused business owner and Navy veteran with a proven record of leadership, strategic planning, and civic involvement. Over 15 years of combined experience in real estate investment, small business ownership, and nonprofit leadership. Known for transparency, fiscal responsibility, and problem-solving, with a strong commitment to serving families and strengthening neighborhoods in Farragut.

Key Strengths

- Leadership & Governance – Experienced in managing teams, budgets, and multi-stakeholder projects.
- Fiscal Oversight – Skilled in contract negotiation, ROI analysis, and resource allocation.
- Community Advocacy – Longstanding involvement in youth sports, schools, and nonprofit programs.
- Policy & Compliance – Strong understanding of municipal regulations, nonprofit law, and real estate statutes.
- Communication – Skilled at building consensus, engaging residents, and presenting complex issues clearly.

Professional Experience

Owner, Sojourney Vacation Property Management

Farragut, TN | 2024–Present

- Founded and operate a luxury property management company specializing in Norris Lake and Smoky Mountain vacation homes.
- Manage contracts, budgets, and homeowner partnerships while promoting responsible tourism and community growth.
- Built strong ties with homeowners, business owners, and regional tourism boards.

Real Estate Investment & Portfolio Manager

Knoxville, TN | 2014–Present

- Multi-million dollar producer managing acquisitions, investor relations, and property dispositions.
- Conducted market analysis, ensured compliance with legal requirements, and maintained transparency with stakeholders.
- Specialized in guiding investors toward sustainable and profitable community development.

Operations Director & Transaction Manager

Knoxville, TN | 2012–2017

- Directed daily operations for real estate investment groups, managing budgets, staffing, and compliance.
- Oversaw contracts, negotiations, and legal documentation to ensure accountability.
- Reported directly to senior leadership on growth strategies and financial health.

United States Navy – Aviation Maintenance Administrator & Supervisor

San Diego, CA | 2003–2008

- Coordinated logistics, inspections, and flight safety operations for Naval aircraft.
- Supervised and trained diverse teams, maintaining strict compliance with military standards.
- Served as Physical Fitness Coordinator and Family Readiness Group Leader.

Education & Credentials

- Tennessee Associate Broker License – 2017–Present
- Florida Real Estate License – 2015–Present
- Vacation Lodging Services License – 2024–Present
- Central Texas College – Coursework, Business & Administration
- Real Estate School – Ongoing Professional Development
- Attended and completed, the 2024 Town of Farragut, Intro to Farragut class

Community Service & Leadership

- President & Vice President, Mills Building & Training Association, Inc. (2015–2016) – Supported youth aging out of foster care by connecting them with trade programs and mentorship.
- Volunteer, Farragut Schools & Youth Sports – Farragut High School Football, Farragut Baseball Rec League, Bearden Baseball, Farragut Middle, Intermediate, and Primary Schools.
- Community Initiatives – Knoxville Red Day, Kingsford Elementary, Bartow Elementary Academy.
- Navy Community Outreach – Organized service projects in Dubai, Malaysia, and Singapore supporting orphans and people with disabilities.

Brian Walker



Brian Walker

Seeking Appointment to South Ward Alderman Position
+18657768928
South Ward Alderman Appointment • Applied
Rating: 0 Definitely, 0 Yes, 0 No
via careers page • September 8th 2025

Profile details

Cover Letter

Thank you for your consideration, I look forward to serving the Town in any way I can and to the best of my ability.

Summary

Owned a small business for over 23 years, currently Semi-Retired with office in Farragut

Work Experience

2025 - now

Arts and Beautification Committee at Town of Farragut (1 month)
Serving on the Committee

2025 - now

Home Occupation Committee at Town of Farragut (8 months)
Working on recommendations to BOMA regarding Home Businesses

2024 - now

President Elect of Farragut Rotary at Rotary International (1 year 2 months)
Currently serving as President Elect, immediate past Vice President

2022 - now

Vice Chair, Parks and Athletic Commission at Town of Farragut (3 years 3 months)
Currently serving on the Parks and Athletic Commission for 3+ years

Education

n/a - n/a

Masters Business Administration in Business at University of Phoenix

Contact Details

Address

408 E Kings Gate Rd, Farragut, TN 37934

Phone

+18657768928

Email

bwalker@rilynn.biz

Have You Lived In The South Ward Of Farragut, TN For A Minimum Of 365 Days?
Yes

Brian Walker

408 E Kings Gate Rd

865-776-8928

bwalker@rilynn.biz

Seeking to be Appointed to South Ward Alderman Position.

Greg Wiberley

Greg Wiberley
12603 Evans Rd
Farragut, TN 37934
865-742-8577
gwiberley@gmail.com

September 9, 2025

Town of Farragut
11408 Municipal Center Dr,
Farragut, TN 37934

Re: Application for Appointment to fill the midterm vacancy for South Ward Alderman

Ladies and Gentlemen:

Attached please find a very brief summary of my community and professional experiences in support of my application. Specific detail is available upon request along with references.

I have been a resident of Farragut since 1986, shortly after the Town's founding. Prior to that my mother was a guidance counselor and vice-principal at Farragut High School. Over the almost 40 years since I became I resident I have been an active member of the community, having served in several leadership capacities in youth sports, in the local school system, and in the Boy Scouts. Since 1995 I have had a positive influence on the youth in our community, having mentored hundreds in learning skills and having provided a positive role model as they matured. I have continued that mission by continuing to coach in Farragut Baseball. As youth director at a local church I provided a safe and welcoming environment for our younger members, teaching them valuable social and moral lessons. As a participating member of my wife's baton twirling business I was able to influence hundreds of girls on their path to becoming both better people and better athletes. My five children all went through Farragut Schools, participated in many of these activities, and have become successful adults.

My professional experience includes being a lead estimator and planner on such large scale developments as Northshore Town Center and Tennessee National Golf Community. I was part of the team that built the new Biomass and Melton Valley Steam Plants at ORNL, serving as document control manager, IT lead, and engineering issues resolution committee coordinator on the half-billion dollar project. I have over 50 years of experience in residential and commercial construction, including engineering, CAD, field supervision, and as a hands-on craftsman in all trades. I am currently the Qualified Agent for the Tennessee Contractor's License for Patriot Restoration over BC, HC, and MU projects. I have worked with professionals in all disciplines including architects, engineers, government inspectors, and the fire marshal, and have worked closely with people of all backgrounds to develop their projects and guide them to completion.

In summary, I have made the personal and professional investments that have prepared me to serve the residents of the South Ward. My longevity in the community, my participation in the community, and my commitment to the community are my primary qualifications to serve as alderman. My professional experience only adds to my ability to understand complex issues, to make competent decisions, and to be level-headed in the face of competing issues.

I welcome the opportunity to discuss this with you further.

Sincerely,
Greg Wiberley

Gregory J. Wiberley
12603 Evans Road
Farragut, TN 37934
865-742-8577

Application for Appointment to Fill Midterm Vacancy for South Ward Alderman

Summary of Qualifications

1. Active member of the community for many years, having served as youth director and deacon at Virtue Cumberland Presbyterian Church; volunteer assistant and teacher at Farragut Primary and Intermediate Schools; Head Coach and Linesman with AYSO soccer, Head Coach with Farragut baseball, and Head Coach with CBFO basketball; Boy Scout troop assistant leader; and volunteer Staging Team Leader for *Extreme Makeover Home Edition* television program on the Knoxville project. Also a participant in Farragut's July 4th parades and in their intramural volleyball program.
2. Extensive experience with site and project development including Project Manager at Tennessee National, Lead Estimator/Planner at Northshore Town Center and Weatherstone Subdivision, Lead Estimator at Rarity Bay, and Superintendent for Cellular Tower Installations.
3. Over 50 years of field experience in residential, commercial, and industrial construction, including but not limited to the Biomass and Melton Valley Steam Plants at Oak Ridge National Laboratory, DRD Medical Clinic in Knoxville, First Baptist Church of Concord renovations, Grace Lutheran Church renovations, and numerous high-end residential projects.
4. Expert skills in computer-aided drafting, scheduling (Primavera P6), MS Office, Xactimate, and Document Control.
5. Have considerable engineering skills, having designed numerous residential and commercial projects and was the team coordinator on the engineering issues resolution team on the Oak Ridge National Laboratory projects. I have worked closely with architects, engineers, contractors, and craftsmen on many types of projects.
6. Education: BA, Maryville College (graduated Magna Cum Laude)(winner, Science Day Award) (Senior Thesis selected for permanent archive in the college library).
7. Current position is as the Construction Project Manager for Patriot Restoration while also acting as the Qualified Agent on its Tennessee license for BC, HC, and MU projects. I have also been a First Responder to natural disasters including the tornado that went through Chattanooga a few years back. In that and prior capacities I have worked closely with government inspectors, including Knoxville city, Knox County, Fire Marshall, and Farragut building officials to ensure compliance with all codes and regulations.
8. I have worked at the *Twirlmania World Championships* at Disney World in Orlando; the *Big South National Qualifier* at the Georgia World Congress Center in Atlanta; the *DMA Regional and National Championships* (various locations); the *USTA US National Championships* (various locations); and the *TU International Championships* in Canton, OH, to name but a few major athletic events.
9. References and a more detailed list of experience and achievements are available upon request.
10. Attachments to application: 1st Utility District of Knox County utility bill and voter information.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Mark Shipley, Community Development Director

Subject: Approval of the Special Event Permit for St. John Neumann Catholic Church
“Mustang Miler” 5K and Fun Run, October 18, 2025.

Introduction & Background: Included in your packet is a request for approval of an Event application for the St. John Neumann Catholic Church “Mustang Miler” 5K and Fun Run, October 18, 2025.

Discussion & Recommendations: The event is being presented to the Board of Mayor and Aldermen because of the use of a portion of the Grigsby Chapel Greenway. This event has been reviewed and approved by the staff event committee.

The Knox County Sheriff’s Department will help provide traffic control at the three intersections along the route.

Recommended By: Mark Shipley, Community Development Director for approval.

Proposed Motion: To approve the Special Event Permit for St. John Neumann Catholic Church “Mustang Miler” 5K and Fun Run, October 18, 2025.

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: Patrick Wade

ADDRESS: 625 St. John Ct., Knoxville, TN 37934

PHONE: 865-777-3410

EMAIL: pwade@sjnknox.org

EVENT LOCATION NAME AND ADDRESS: St. John Neumann: 5K route along streets, partially on greenway, same route as last few years

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

EVENT DATE(S): OCTOBER 18, 2025 **EVENT HOURS:** 8:30AM - 10:30AM

SET UP TIME: 7:30AM **BREAKDOWN TIME:** 10:30AM **NUMBER OF PARTICIPANTS:** 125 **NUMBER OF SPECTATORS:** 25

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER SPECIAL EVENT:

TONS OF STAFF AND VOLUNTEERS. THERE'S VERY LITTLE CLEAN UP

EVENT NAME: SEN MUSTANG MILER 5K + FUN RUN

EVENT PURPOSE:

IS THIS A REPEATED EVENT IN THE TOWN OF FARRAGUT? ☒ YES ☐ NO **IF YES, DATE OF LAST EVENT:**

CHECK ALL THAT APPLY:

☐ FOOD TRUCKS WILL BE UTILIZED	Food trucks must possess a Farragut Mobile Food Vending Permit .
☐ ALCOHOL WILL BE SERVED	For beer, a Temporary Beer Permit and BOMA approval will be required. For wine, liquor and/or high gravity beer, please attach a copy of the appropriate Tennessee state issued liquor license .
☐ 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 Tent and Air Supported Structures Permit for more information.
☐ A TEMPORARY STAGE WILL BE UTILIZED	Please specify size of tent(s) if applicable: _____
☐ 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:

we pay 3 KCSO officers to be placed at different crosswalks along the route. doesn't impact traffic.

If buses or trolleys will be used in correlation with the event, please specify the drop-off and pickup locations: _____

Where will the attendees park? we have two very large parking lots which accommodate way more than the number that attend

Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used: _____

ORGANIZATION INFORMATION (if applicable)

ORGANIZATION NAME: ST. JOHN NEUMANN CATHOLIC CHURCH + SCHOOL

ORGANIZATION ADDRESS: 625 ST. JOHN CT., KNOXVILLE, TN 37934

OWNER'S NAME: ST. JOHN NEUMANN CATHOLIC CHURCH + SCHOOL PHONE/EMAIL: see Patrick Wade contact info (page 1)

INSURANCE INFORMATION

NAME OF APPLICANT'S INSURANCE COMPANY: CATHOLIC MUTUAL GROUP

PHONE/EMAIL: (800) 228-6108 memberservices@catholicmutual.org

ADDRESS: 625 St. John Ct., Knoxville, TN 37934 10843 OLD MILL RD., OMAHA, NE 68154

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

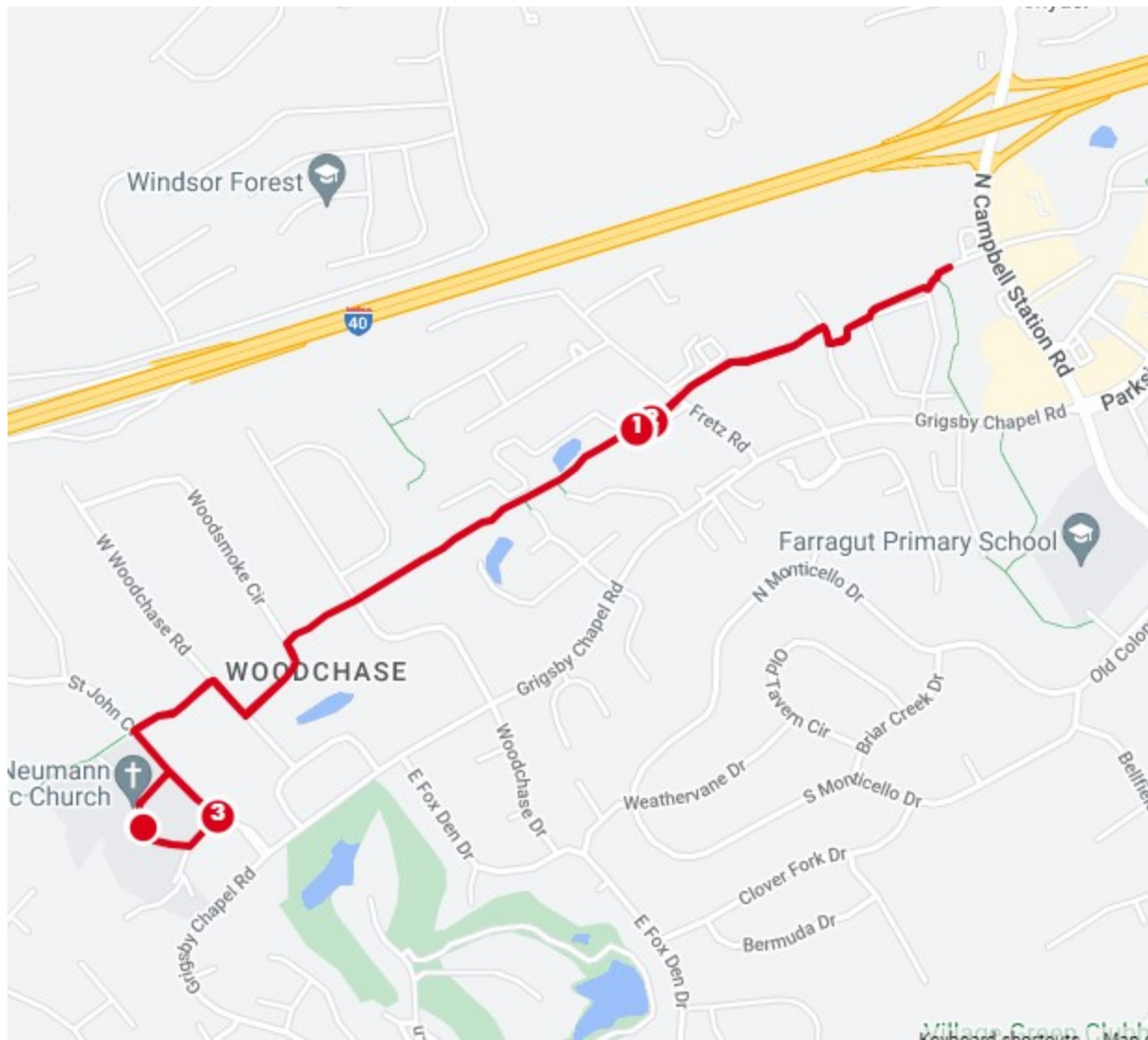
Before you submit your special event application, please make sure that the following steps have been completed:

- ☒ Truthfully complete all necessary information
- ☒ Attach site plan (ON RECORD - SAME ROUTE AS LAST FEW YEARS)
- ☒ 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 - FORTHCO MUNC
- ☒ 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: PATRICK WADE

APPLICANT SIGNATURE: Patrick Wade DATE: 7/2/25



REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator
Tom Hale, Town Attorney

Subject: Approval of an operating contract between the Town of Farragut, Knox County and the Public Building Authority with respect to property management of the West Knox Senior Center

Introduction & Background: The purpose of this agenda item is to approve a contract between the Town of Farragut, Knox County and the Public Building Authority (PBA) for property management of the Farragut Community Center and West Knox Senior Center.

Discussion & Recommendations: The Town of Farragut and Knox County entered into a lease agreement on August 31, 2018 for the Town of Farragut to lease the lower level of the Farragut Community Center to Knox County for its use as a senior center. As part of that lease, Knox County also has access to and the use of the gymnasium, kitchen and adjoining restrooms on the main level of the facility.

As part of the ongoing property management and maintenance of the facility, the Town of Farragut and PBA are entering into this agreement for the shared expenses the Town will incur with Knox County for PBA to maintain portions of the building as outlined in Exhibit 1 of the contract. Examples of these shared maintenance responsibilities to be contracted through PBA include: Life safety systems, elevator, pest control, HVAC equipment, and keying of all doors. This contract will remain in effect until terminated by either party giving written notice to the other parties at least 30 days prior to the effective date specified in the notice.

The adopted FY26 Town of Farragut budget has included these shared costs within the overall "Community Center - Shared" budget of \$159,810, of which \$34,797 is projected to be paid to PBA for these services.

Recommended By: David Smoak, Town Administrator, Tom Hale, Town Attorney for approval.

Proposed Motion:

To approve the operating contract between the Town of Farragut, Knox County and the Public Building Authority with respect to property management of the West Knox Senior Center.

OPERATING CONTRACT AMONG THE TOWN OF FARRAGUT, KNOX COUNTY,
TENNESSEE AND THE PUBLIC BUILDING AUTHORITY WITH RESPECT TO
PROPERTY MANAGEMENT OF THE WEST KNOX SENIOR CENTER

This Operating Contract (“Contract”) is entered into this ____ day of _____, 2025, to be effective as of July 1, 2025, by and among the TOWN OF FARRAGUT, TENNESSEE, a municipal corporation organized and existing under the laws of the State of Tennessee (“the Town”), KNOX COUNTY, TENNESSEE, a political subdivision of the State of Tennessee (“the County”), and the PUBLIC BUILDING AUTHORITY OF THE COUNTY OF KNOX AND THE CITY OF KNOXVILLE, TENNESSEE, a public nonprofit corporation organized as a public building authority pursuant to T.C.A. §§ 12-10-101, et. seq. (“PBA”).

RECITALS

A. The Town owns the former Faith Lutheran Church, located at 239 Jamestowne Boulevard, Farragut, Tennessee 37934 (“the Building”).

B. Pursuant to a Lease Agreement dated August 31, 2018 (“the Lease”), the Town has leased the lower level of the Education Wing of the Building to the County, consisting of 12,605 square feet, more or less, as more particularly described in Exhibit 1 to the Lease (“the Premises”). Additionally, pursuant to the Lease, the Town has granted the County access to, and the use of the gymnasium, kitchen, and adjoining restrooms, as more particularly described in Exhibit 2 to the Lease (“the Shared Space”), with the specific dates and times of County’s use of the Shared Space being subject to the provisions of the Lease. The County will utilize the Premises and the Shared Space as a Senior Center.

C. The Town and the County desire to enter into this Contract with PBA pursuant to which PBA will provide certain property management and maintenance services for the Premises and with respect to the Building.

D. This Contract sets forth the terms and conditions under which PBA will provide such services to the Town and the County, as more fully set forth herein.

CONTRACTUAL TERMS AND CONDITIONS

The Town, the County, and PBA, in consideration of the mutual promises stated herein, agree as follows.

1. PBA agrees to provide the property management and maintenance services with respect to the Premises which are set forth in EXHIBIT 1 hereto, and such other services as may be hereinafter agreed upon from time to time by the parties (“the Premises Schedule of Services”), the cost of which services shall be borne by the County.

2. In addition, PBA agrees to provide the property management and maintenance services with respect to the Building which are set forth in EXHIBIT 1 hereto, and such other services as may be hereinafter agreed upon from time to time by the parties (“the Joint Schedule of Services,” which together with the Premises Schedule of Services are sometimes hereinafter collectively

referred to as “the Schedule of Services”). The cost of the Joint Schedule of Services is to be borne equally by the County and the Town.

3. Also, listed on Exhibit 1 are services to be provided by the Town with respect to the Shared Space and with respect to the Building (“the Schedule of Farragut Services”). The cost of the Schedule of Farragut Services shall be borne equally by the County and the Town. It is understood that the Town will provide custodial, maintenance and repair services for the areas of the Building that it exclusively occupies, which includes the upper level of the Building other than the Shared Space, at its own cost.

4. PBA may utilize its own employees, hire additional employees, or contract with third party service providers as necessary to provide the services hereunder.

5. PBA will annually develop a budget for all costs and expenses required to provide the Schedule of Services, including without limitation PBA’s overhead and administrative expenses (“the Budget”). PBA will submit the Budget to the Mayor of the Town and the Mayor of the County (collectively, “the Mayors”). The Budget will be deemed approved upon subsequent notification by the Mayors of acceptance and appropriation of funds for the Budget by the Town’s Board of Mayor and Aldermen (“the Board”) and the Knox County Commission (“the Commission”). If the Budget is reduced by either the Board or the Commission below the level proposed by PBA, PBA will consult with the Mayors or their respective designees to develop a reduced Schedule of Services which can be performed within the reduced Budget. Thereafter, any modification, amendment, addition or other change to the Schedule of Services which may cause PBA to exceed the then current Budget may be effected by PBA only after PBA provides the Mayors or their designees with an estimated cost of such change and its effect upon the Budget, and the Mayors or their designees thereafter (a) notify PBA of the acceptance of such change and the appropriation of funds for the change by the Board and the Commission; (b) instruct PBA, with PBA’s advice, as to how the Schedule of Services is to be reduced; or (c) terminate this Contract. The failure of the Town and/or the County to notify PBA of its intent within thirty (30) days from receipt of notice that the Budget is likely to be exceeded shall constitute termination. The Budget for fiscal year 2025-2026 is attached hereto as Exhibit 2. Exhibit 2 also includes a breakdown of responsibility between the County and the Town for the costs for PBA to provide the Schedule of Services per paragraphs 1 and 2.

6. (a) The County shall be responsible for and pay or reimburse PBA in a timely manner all costs and expenses (direct and indirect) for its share of the Budget, which are incurred by PBA in connection with providing the Schedule of Services. The County shall be responsible for and pay or reimburse the Town in a timely manner all costs and expenses (direct or indirect), for its share of the cost incurred by the Town in connection with providing the Schedule of Farragut Services as described in paragraph 3 and on Exhibit 1.

(b) The Town shall be responsible for and pay or reimburse PBA in a timely manner one-half of all costs and expenses (direct and indirect), for its share of the Budget, which are incurred by PBA in connection with providing the Joint Schedule of Services.

(c) Payments issued and mailed by the Town and the County within thirty (30) working days of receipt of a payment request from PBA are deemed to be timely. PBA is not obligated to

use funds from any other source to pay costs and expenses associated with PBA's performance under this Contract.

(d) Without limitation of the foregoing, indirect costs and expenses payable by the Town and the County to PBA will include allocation, in whole or in part, of PBA's general and administrative expenses, insurance costs, accounting costs, legal costs, overhead and salaries and benefits of PBA employees whose time and efforts are devoted in whole or in part to PBA's performance under this Contract ("the PBA Management Costs"), as included in the Budget contained in Exhibit 2, and as the Budget may be modified from year to year as described in paragraph 5.

7. This Contract will remain in full force and effect until terminated by any party giving written notice of termination to the other parties at least thirty (30) days prior to the effective termination date specified in the notice. All costs and expenses of PBA in regard to this Contract which accrue or are incurred or committed before or after the termination date will be paid and reimbursed by the Town and the County, to the extent of their respective obligations for the payment thereof, provided such costs and expenses incurred are within and do not exceed the Budget for the year in which the termination occurs, except that the County and/or Town will pay expenses to which they have given their prior written consent, notwithstanding that such expenses are not included in the Budget or that they exceed the Budget.

8. The Town and the County acknowledge that PBA has no proprietary funds, all funds and receipts of PBA being with respect to specific projects. To the maximum extent allowed by law, the Town and the County agree to indemnify and hold harmless PBA, its officers, directors and employees, from and against any and all claims, costs, obligations or liabilities with respect to, arising from, or related to this Contract, including any claims arising from PBA's negligence, but only to the extent that such claims are not covered by insurance required by this Contract, but not including the acts or omissions of employees that are intentionally tortious or unlawfully discriminatory. The Town and the County further agree that PBA, its officers, directors and employees will have no personal liability for any claim respecting performance or non-performance by PBA of its obligations under this Contract, all of which are hereby expressly released, but not including the acts or omissions of employees that are intentionally tortious or unlawfully discriminatory. The Town and the County acknowledge that PBA must assure that payments are made to suppliers, consultants and other service providers in accordance with the terms of contracts between the PBA and such entities. The Town and the County acknowledge and agree that they must promptly make the payments to PBA as required by this Contract, notwithstanding any dispute which may exist in regard to PBA's performance or nonperformance of this Contract.

(b) Notwithstanding anything else herein to the contrary, the provisions of this indemnity and hold harmless clause shall not be construed to change the liability of any party hereto to any third party (that is, any party other than the parties hereto and their respective officers, directors and employees) from any claim that would otherwise be prohibited or limited under the Tennessee Governmental Tort Liability Act, as codified at T.C.A. § 29-20-101, et seq., and as may be amended from time to time by act of the Legislature ("the Act"), it being the intent of this clause not to waive, diminish or otherwise affect the statutory limits of liability, the statutory immunity or the extent of such immunity that may have been established by any party hereto under the Act

in regard to any third party claims.

9. PBA shall obtain and maintain in full force and effect for the duration of this Contract at least the following types and amounts of insurance for claims which may arise from or in connection with this Contract:

(a) Commercial version general liability insurance with an aggregate limit of \$2,000,000 for bodily injury, personal injury, property damage, and products and completed operations, and an umbrella policy in the amount of \$3,000,000. Such insurance shall be endorsed to include the Town and the County, and their respective officials, officers, employees, and volunteers as additional insureds.

(b) Automobile liability insurance with a combined single limit of not less than \$1,000,000 per accident. The Town and the County, and their respective officials, officers, employees, and volunteers shall be covered as blanket additional insureds.

(c) Workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$500,000.

10. Any notice required or permitted under this Contract will be directed to the following representatives or such other address as either party may designate by written notice to the others:

If to the Town:

Ron Williams, Mayor
Town Hall
11408 Municipal Center Drive
Farragut, Tennessee 37934
Facsimile:
Email:

If to the County:

Glenn Jacobs, Mayor
400 Main Avenue, Suite 615
Knoxville, Tennessee 37902
Facsimile:
Email:

If to PBA:

Jayne Burritt
Administrator, CEO
400 Main Avenue, Suite M-22
Knoxville, Tennessee 37902
Facsimile: 865-215-2662
Email: jburritt@ktnpba.org

Notices will be in writing and will be effective when actually delivered in person, received by facsimile or email transmission, or private carrier with signature confirmation, or when received in the U.S. Mail, certified with return receipt requested, postage pre-paid and addressed to the party as stated above.

11. This Contract is intended and declared to be an operating contract within the meaning of T.C.A. § 12-10-103(9).

12. This Contract may be modified only by a written amendment or addendum that has been executed by all of the parties hereto.

13. If any provision of this Contract is determined to be unenforceable or invalid, such determination shall not affect the validity of the other provisions contained herein.

14. The failure of a party hereto to enforce any provision of this Contract does not affect the rights of that party to enforce such provision in another circumstance.

15. The services to be performed by PBA pursuant to this Contract are intended solely for the benefit of the Town and the County, and no benefit is intended to be conferred hereby to any person or entity not a party to this Contract.

16. The parties agree that they have not relied upon any representations other than those included in this Contract.

17. This Contract shall be governed and construed in accordance with the laws of the State of Tennessee. Any action for breach of this Contract or to enforce or nullify any provision of this Contract shall be instituted only in the Circuit or Chancery Courts in Knox County, Tennessee.

18. This Contract, together with the Exhibits attached hereto, forms the entire agreement among the Town, the County and PBA with respect to the subject matter hereof. Any prior representations, promises, oral or otherwise, among the parties, which are not set forth in this Contract shall be of no force or effect.

IN WITNESS WHEREOF, the Town, the County and PBA have executed this Contract as of the date written above.

APPROVED AS TO FORM:

Thomas M. Hale
Attorney for the Town of Farragut

APPROVED AS TO FORM:

THE TOWN OF FARRAGUT,
TENNESSEE

BY: _____
Ron Williams, Mayor

KNOX COUNTY, TENNESSEE

BY: _____

Charles Sterchi,
Knox County Law Director's Office

Glenn Jacobs, Mayor

APPROVED AS TO FORM:

W. Morris Kizer
PBA Counsel

PUBLIC BUILDING AUTHORITY
OF THE COUNTY OF KNOX AND
THE CITY OF KNOXVILLE,
TENNESSEE

BY:

Jayne Burritt
Administrator/CEO

West Knox County Senior Center/Farragut Community Center
Scope of Services
Exhibit 1

PBA Responsibilities for the Premises (Suite 101):

- Custodial for KC Senior Center including inside of elevator and stairwells'
- Maintenance for KC Senior Center
- Access control monitoring and cards for KC Senior Center

PBA Responsibilities for Entire Building (Suite 101 and 201) – Costs to be split 50/50 with Town of Farragut and County:

- Life safety systems which include
 - Suppression hoods
 - Fire alarm panels
 - Fire monitoring
 - Elevator and fire panel phones
- Fire Extinguishers monthly inspections and contract for annual inspection and tagging
- Elevator (Maintenance, Repair, State Permit)
- Fire Sprinkler system
- Pest control
- Exterior window cleaning
- HVAC equipment and controls
- Keying for all doors and any future keying requests

Town of Farragut Responsibilities for Shared Space (gym, stage, gym storage, restrooms and commercial kitchen) - Costs to be split 50/50 with Knox County:

- Custodial – includes inside window cleaning
- Maintenance
- Commercial kitchen inspections and repairs

Town of Farragut Responsibilities for Entire Building and Property – Costs to be split 50/50 with Knox County:

- Building envelope
- Roof
- Parking lot
- Landscaping and grounds maintenance
- Outdoor signage
- Outdoor lighting
- Trash
- Utilities
- Property & liability insurance
- Fire protection contract (Rural/Metro)

Exhibit 2

Public Building Authority of the County of Knox and the City of Knoxville, Tennessee
 Adopted Budget
 West Knox Senior Center
 Fiscal Year 2025 - 2026

	2026	2025	2024
	Adopted Budget	Adopted Budget	Adopted Budget
<u>Direct Operating Expenses</u>			
Salaries and Wages	\$ 24,537	\$ 25,786	\$ 34,435
Employee Benefits	9,201	9,670	12,913
Office Expenses	190	190	190
Education and Training	-	-	-
Operating Expenses	95,211	93,211	93,211
Operating Contracts	43,937	45,592	39,674
Communications	4,500	4,500	4,500
Insurance	1,000	2,500	2,289
Professional Services	-	-	-
Maintenance Facility	5,142	3,569	3,769
Capital Purchases	-	-	-
Direct Operating Expenses	183,718	185,017	190,981
<u>Indirect Operating Expenses</u>	16,963	16,612	16,959
Total Operating Expenses	200,681	201,629	207,940
<u>Revenue/(Non-operating Expenses)</u>			
Interest Income	3,930	4,456	2,700
Bank Charges (includes credit card fees)	(36)	(22)	(250)
Net Revenue/(Non-operating Expenses)	3,894	4,434	2,450
Total Adopted Operating Budget	196,787	197,195	205,490
Total Management Fee (Projected Surplus)	\$ 196,787	\$ 197,195	\$ 205,490
<i>% Increase (Decrease) in Total Operating Expenses</i>	-0.21%	-4.04%	-22.09%

Public Building Authority of the County of Knox and the City of Knoxville, Tennessee
Adopted Budget
West Knox Senior Center
Fiscal Year 2025 - 2026

	2026			2025		
	Adopted Budget	Knox County	Town of Farragut	Adopted Budget	Knox County	Town of Farragut
<u>Direct Operating Expenses</u>						
Salaries and Wages	\$ 24,537	\$ 21,642	\$ 2,895	\$ 25,786	\$ 17,573	\$ 8,213
Employee Benefits	9,201	8,116	1,086	9,670	6,590	3,080
Office Expenses	190	115	75	190	115	75
Education and Training	-	-	-	-	-	-
Operating Expenses	95,211	79,711	15,500	93,211	77,711	15,500
Operating Contracts	43,937	34,266	9,670	45,592	36,364	9,228
Communications	4,500	2,250	2,250	4,500	2,250	2,250
Insurance	1,000	1,000	-	2,500	2,500	-
Professional Services	-	-	-	-	-	-
Maintenance Facility	5,142	4,810	331	3,569	3,200	368
Capital Purchases	-	-	-	-	-	-
Direct Operating Expenses	183,718	151,911	31,807	185,017	146,303	38,715
<u>Indirect Operating Expenses</u>	16,963	13,973	2,990	16,612	13,101	3,511
Total Operating Expenses	200,681	165,884	34,797	201,629	159,404	42,225
<u>Revenue/(Non-operating Expenses)</u>						
Net Parking Revenue	-	-	-	-	-	-
Interest Income	3,930	3,930	-	4,456	4,456	-
Leased Space	-	-	-	-	-	-
Bank Charges (Includes Credit Card Fees)	(36)	(36)	-	(22)	(22)	-
Net Revenue/(Non-operating Expenses)	3,894	3,894	-	4,434	4,434	-
Total Adopted Operating Budget	196,787	161,990	34,797	197,195	154,970	42,225
Total Management Fee (Projected Surplus)	\$ 196,787	\$ 161,990	\$ 34,797	\$ 197,195	\$ 154,970	\$ 42,225

Public Building Authority of the County of Knox and the City of Knoxville, Tennessee
 Adopted Budget
 West Knox Senior Center
 Fiscal Year 2025 - 2026

Direct Operating Expenses

	2026 Adopted Budget	Management	Safety and Services	Operations and Maintenance	Facilities Management
Salaries and Wages	\$ 24,537	\$ -	\$ -	\$ 24,537	\$ -
Employee Benefits	9,201	-	-	9,201	-
Office Expenses	190	-	70	80	40
Education and Training	-	-	-	-	-
Operating Expenses	95,211	-	1,500	92,711	1,000
Operating Contracts	43,937	-	3,835	12,206	27,896
Communications	4,500	1,000	1,000	2,500	-
Insurance	1,000	1,000	-	-	-
Professional Services	-	-	-	-	-
Maintenance Facility	5,142	5,142	-	-	-
Capital Purchases	-	-	-	-	-
Total Direct Operating Expenses	\$ 183,718	\$ 7,142	\$ 6,405	\$ 141,236	\$ 28,935

	2025 Adopted Budget	Management	Safety and Services	Operations and Maintenance	Facilities Management
	\$ 25,786	\$ 2,133	\$ -	\$ 23,596	\$ 57
	9,670	800	-	8,849	21
	190	-	70	80	40
	-	-	-	-	-
	98,211	-	1,500	90,711	1,000
	45,592	-	2,850	12,206	30,436
	4,500	1,000	1,000	2,500	-
	2,500	2,500	-	-	-
	-	-	-	-	-
	3,569	3,569	-	-	-
	-	-	-	-	-
	\$ 185,017	\$ 10,002	\$ 5,520	\$ 137,942	\$ 31,554

Public Building Authority of the County of Knox and the City of Knoxville, Tennessee
 Adopted Budget
 West Knox Senior Center
 Fiscal Year 2025 - 2026

	2026 Adopted Budget	All Knox County	Town of Farragut	2026 Adopted Budget	Management Knox County	Town of Farragut	2026 Adopted Budget	Safety & Services Knox County	Town of Farragut	2026 Adopted Budget	Operations & Maintenance Knox County	Town of Farragut	2026 Adopted Budget	Facilities Management Knox County	Town of Farragut
Direct Operating Expenses															
Salaries and Wages	\$ 24,537	\$ 21,642	\$ 2,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,537	\$ 21,642	\$ 2,895	\$ -	\$ -	\$ -
Employee Benefits	9,201	8,116	1,085	-	-	-	-	-	-	9,201	8,116	1,085	-	-	-
Office Expenses	190	115	75	-	-	-	70	35	35	80	40	40	40	40	-
Education and Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Expenses	95,211	79,711	15,500	-	-	-	1,500	1,000	500	92,711	77,711	15,000	1,000	1,000	-
Operating Contracts	43,937	34,266	9,670	-	-	-	3,935	2,667	1,157	12,206	6,103	6,103	27,896	23,495	2,400
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Communications	4,500	2,250	2,250	-	-	-	1,000	500	500	2,500	1,250	1,250	-	-	-
Insurance	1,000	1,000	-	-	-	-	1,000	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Facility	5,142	4,810	331	-	-	-	5,142	-	-	-	-	-	-	-	-
Capital Purchases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Direct Operating Expenses	183,718	151,911	31,807	7,142	6,310	831	6,405	4,202	2,202	141,236	114,862	26,374	28,936	26,536	2,400
Indirect Operating Expenses	16,963	13,973	2,990	16,963	13,973	2,990	-	-	-	-	-	-	-	-	-
Total Operating Expenses	200,681	165,884	34,797	24,104	20,283	3,821	6,405	4,202	2,202	141,236	114,862	26,374	28,936	26,536	2,400
Revenue/(Non-operating Expenses)															
Net Retail Rental Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	3,930	3,930	-	3,930	3,930	-	-	-	-	-	-	-	-	-	-
Bank Charges	(36)	(36)	-	(36)	(36)	-	-	-	-	-	-	-	-	-	-
Net Revenue/(Non-operating Expenses)	3,894	3,894	-	3,894	3,894	-	-	-	-	-	-	-	-	-	-
Total Adopted Operating Budget	196,787	161,990	34,797	20,210	16,389	3,821	6,405	4,202	2,202	141,236	114,862	26,374	28,936	26,536	2,400
Capital Purchases															
Total Management Fee	196,787	161,990	34,797	20,210	16,389	3,821	6,405	4,202	2,202	141,236	114,862	26,374	28,936	26,536	2,400

Note: Maintenance Operating Expenses includes \$75,000 for reimbursing Town of Farragut for joint expenses

Public Building Authority of the County of Knox and the City of Knoxville, Tennessee
 Adopted Budget
 West Knox Senior Center
 Fiscal Year 2025 - 2026
 Schedule of Contracted Services

Vendor	Category	FY25		FY26		Total	Description/Notes
		Knox County	Town of Farragut	Knox County	Town of Farragut		
MASCO	Maintenance agreements	75.00	75.00	75.00	75.00	150.00	Sprinkler (Annual)
MASCO	Maintenance agreements	110.00	110.00	110.00	110.00	220.00	Suppression Heads
MASCO	Maintenance agreements	-	-	-	-	-	5 year testing and inspection
MASCO	Maintenance agreements	-	-	52.25	52.25	104.50	Annual Suppression Test & Insp. Including sprinkler system and fire hydrant test
MASCO	Maintenance Agreements	300.00	300.00	300.00	300.00	600.00	8/1/23-7/31/24 Elevator \$95, Chair Lift \$65/mo
Security Equipment Company	Maintenance agreements	1,500.00	1,500.00	1,500.00	1,500.00	3,000.00	Fire Monitoring
TBT	Maintenance agreements	240.00	240.00	240.00	240.00	480.00	Security Monitoring Equip PM Service
CES	Maintenance agreements	2,225.00	725.00	2,697.25	1,167.25	3,864.50	Fire Alarm Panel Insp. & Testing
Sub-Total -02-							
REA	Maintenance agreements	2,400.00	2,500.00	2,500.00	2,500.00	5,000.00	6/13/24-5/31/25 \$100/yr
Backflow Specialty	Elevators	483.00	483.00	483.00	483.00	966.00	8/1/23-7/31/24 Elevator \$95, Chair Lift \$65/mo
United Elevator Services	Maintenance agreements	960.00	1,560.00	960.00	960.00	1,920.00	10/1/23-9/30/24 \$260/m
Hydrotech	Pest Control	1,560.00	600.00	1,560.00	1,560.00	3,120.00	6/1/2023-5/31/2024 \$100/mo
Adrian Hale Pest Control		800.00	600.00	800.00	600.00	1,200.00	
Sub-Total -03-							
Premiere	Curtain	6,103.00	6,103.00	6,103.00	6,103.00	12,206.00	
Apex Window Cleaning	Window Washing	23,904.00	2,400.00	23,904.00	2,400.00	26,304.00	Lower Level (additional area added back to 8/1/2024 \$1618.50/m
DPW	Carpet/Floor Cleaning	2,400.00	1,731.97	2,400.00	1,731.97	4,131.97	6/1/2023-5/31/2024 w/4 renewals (Int: \$1,200, Ext: \$1,200)
Sub-Total -04-							
		28,035.97	2,400.00	30,435.97	2,400.00	32,835.97	
TOTAL		36,583.97	9,228.00	34,265.42	9,670.25	43,935.67	

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Dates for the November and December Board of Mayor and Aldermen meetings.

Introduction & Background: In the past the Board of Mayor and Aldermen have chosen to cancel the second meeting in November due to Thanksgiving and the second meeting in December due to Christmas.

Discussion & Recommendations: The dates for the regularly scheduled meetings are November 13 and 27 and the December meetings are December 11 and 25.

If the board wishes, the second meeting in November and December will need to be canceled. If a need arises, a special meeting may be called.

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: To cancel the Board of Mayor and Aldermen meetings for November 27, 2025, and December 25, 2025.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Eric Schindler, Assistant Town Engineer

Subject: Approval of Purchase of Illuminated Street Signs from TAPCO using OMNIA Contract Number #2023-200

Introduction & Background: The approval and purchase of 24 Illuminated Street Signs from TAPCO using OMNIA Contract Number #2023-200 will upgrade signage at six intersections.

Discussion & Recommendations: The FY26 Capital Investment Program includes the addition of illuminated street signs to improve Farragut intersections. The following intersections will be upgraded during the first phase: Kingston Pike/Concord Road, Kingston Pike/Lendon Welch Way, Kingston Pike/Brooklawn Street, Kingston Pike/Campbell Station Road, Kingston Pike/Smith Road, and Campbell Station Road/Grigsby Chapel Road/ Parkside Drive. The cost to purchase the illuminated street signs at the first six major intersections is \$81,540.00. The illuminated street signs will be installed after receipt via separate contract coordination.

Financial Section
Account Number: 310-43100-2470

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$150,000	\$81,540.00	\$0	\$68,460

Approved By: A. Myers

Recommended By: Eric Schindler, Assistant Town Engineer for approval.

Proposed Motion: Approval of purchase of 24 Illuminated Street Signs from TAPCO using OMNIA Contract Number #2023-200 in the amount of \$81,540.



Safe travels:

Traffic and Parking Control Co., LLC
5100 West Brown Deer Rd
Brown Deer, WI 53223
United States of America
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE

SALES QUOTE DATE

8/4/2025

SALES QUOTE NUMBER

Q25012656

CUSTOMER NO.

C112670

Page: 1

BILL TO

Town of Farragut
Eric Schindler
11408 Municipal Center Dr
Farragut, TN 37934-2830
United States of America

SHIP TO

Town of Farragut
Eric Schindler
11408 Municipal Center Dr
Farragut, TN 37934-2830
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
	Prepaid & Add	Net 30 DAYS	Kyle Stewart	10/10/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
SP TRAFFIC Illuminated Sign 24" H x 120" W x 5.180" D	Each	2	2,775.00	5,550.00
SP TRAFFIC Illuminated Sign 18" H x 72" W x 5.180" D	Each	14	1,600.00	22,400.00
SP TRAFFIC Illuminated Sign 24" H x 72" W x 5.180" D	Each	2	1,825.00	3,650.00
SP TRAFFIC Illuminated Signs 24" H x 96" W x 5.180" D	Each	4	2,310.00	9,240.00
SP TRAFFIC Illuminated Signs 18" H x 120" W x 5.180" D	Each	2	2,350.00	4,700.00
SP TRAFFIC SNS Wall/Surface Mounting Bracket	Each	24	480.00	11,520.00
SP TRAFFIC Sky Bracket Mast Arm Sign Mount Assembly for 12"x15" Dia Pole	Each	48	510.00	24,480.00

TAPCO OMNIA Partners Contract # 2023-200

Subtotal:	81540.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	81,540.00

All prices are listed in US Dollar (USD)
For terms and conditions, please visit <https://tapconet.com/terms-conditions>

PRODUCT ID: 73138

Street Name Signs

MODEL

SNS1872W-U162/100-277VAC

DIMENSIONS

18" H x 72" W x 5.18" D (est. 44.377 lbs)

CONSTRUCTION

Cabinet: Corrosion resistant, extruded aluminum frame. 5.18" deep, single-hinged construction.

Construction: White LED Modules

Construction: Translucent White Reflective Vinyl applied to second surface

Face Material: 1/8" thick, impact modified acrylic (0000)

Faces: Single Faced Sign

Finish: Black

Graphic: Printed graphic applied to surface

ELECTRICAL

Input Voltage: 100-277VAC

UL/cUL Listed: Listed for wet locations

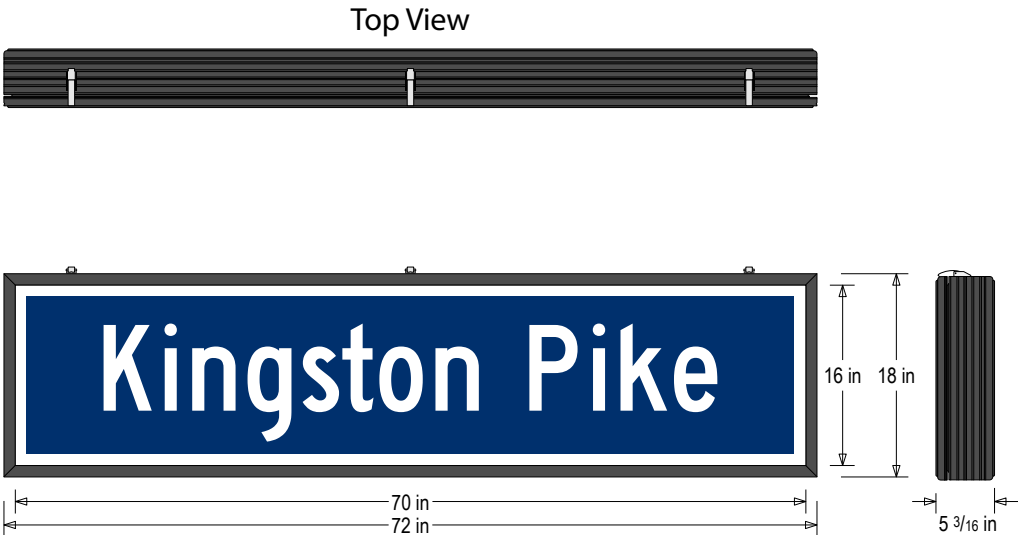
MESSAGE

Background color: PMS 294 Blue

Font: MUTCD Series C

Product View

NOTE: Sign image may not exactly represent the finished product. For illustration purposes only.



MESSAGE	LED/COLOR	HEIGHT	AMPS
Kingston Pike	Printed PMS 294 Blue	7.5"	0.560-0.202

NOTE: Above messages are independently controlled.

Signal-Tech

4985 Pittsburgh Ave.

Erie, PA 16509

Phone: (877) 547-9900

Fax: (814) 835-2300

Email: sales@signal-tech.com

Website: www.signal-tech.com

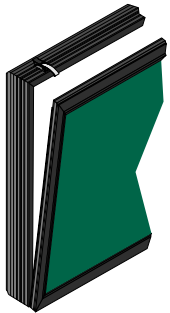


Color Key:

 Printed PMS 294C

 White Reflective Vinyl

Frame Detail



PRODUCT ID: 73119

Street Name Signs

MODEL

SNS2472W-U153/100-277VAC

DIMENSIONS

24" H x 72" W x 5.18" D (est. 50.782 lbs)

CONSTRUCTION

Cabinet: Corrosion resistant, extruded aluminum frame. 5.18" deep, single-hinged construction.

Construction: White LED Modules

Construction: Translucent White Reflective Vinyl applied to second surface

Face Material: 1/8" thick, impact modified acrylic (0000)

Faces: Single Faced Sign

Finish: Black

Graphic: Printed graphic applied to surface

ELECTRICAL

Input Voltage: 100-277VAC

UL/cUL Listed: Listed for wet locations

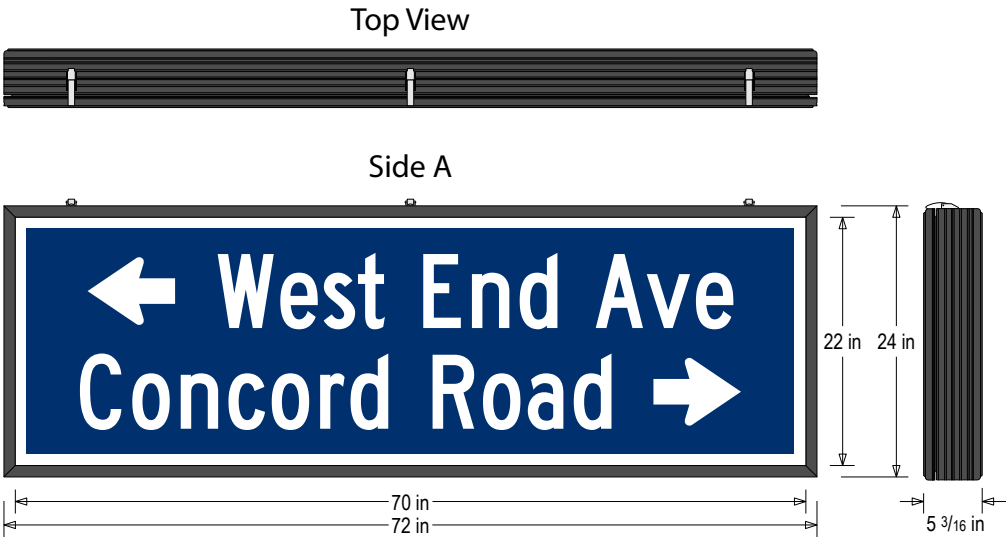
MESSAGE

Background color: PMS 294 Blue

Font: MUTCD Series C

Product View

NOTE: Sign image may not exactly represent the finished product. For illustration purposes only.



MESSAGE	LED/COLOR	HEIGHT	AMPS
Left Arrow West End Ave Concord Road Right Arrow	Printed PMS 294 Blue	6.0", 6.5"	0.560-0.202

NOTE: Above messages are independently controlled.

Signal-Tech
4985 Pittsburgh Ave.
Erie, PA 16509
Phone: (877) 547-9900
Fax: (814) 835-2300
Email: sales@signal-tech.com
Website: www.signal-tech.com

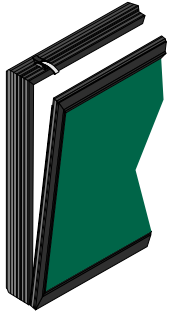
Signal-Tech

Color Key:

Printed PMS 294C

White Reflective Vinyl

Frame Detail



REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Darryl Smith, Town Engineer

Subject: Approval of Professional Services Agreement with Cannon & Cannon, Inc. for Development of Design Plans for Culvert Replacement on South Monticello Drive

Introduction & Background: The purpose of this item is approval of an agreement with Cannon & Cannon, Inc. for development of engineering plans for replacement of a pipe culvert on South Monticello Drive.

Discussion & Recommendations: Town staff became aware of a failing 30" corrugated metal pipe culvert on South Monticello Drive last year. Upon inspection, staff confirmed the need to replace the pipe. Due to the pipe being connected to catch basins on both sides of the street, the proximity of underground utilities located nearby and a constant flow of water through the pipe, staff believes the complexity of the pipe replacement will require engineering drawings. Cannon & Cannon has submitted the attached agreement to conduct field surveys, coordinate with utilities, create culvert sections, prepare plans (including traffic control), obtain a TDEC permit and assist with the bid/construction phase. The total fee for this effort is \$33,750, with completion of final construction plans 16 weeks after authorization to proceed.

Financial Section

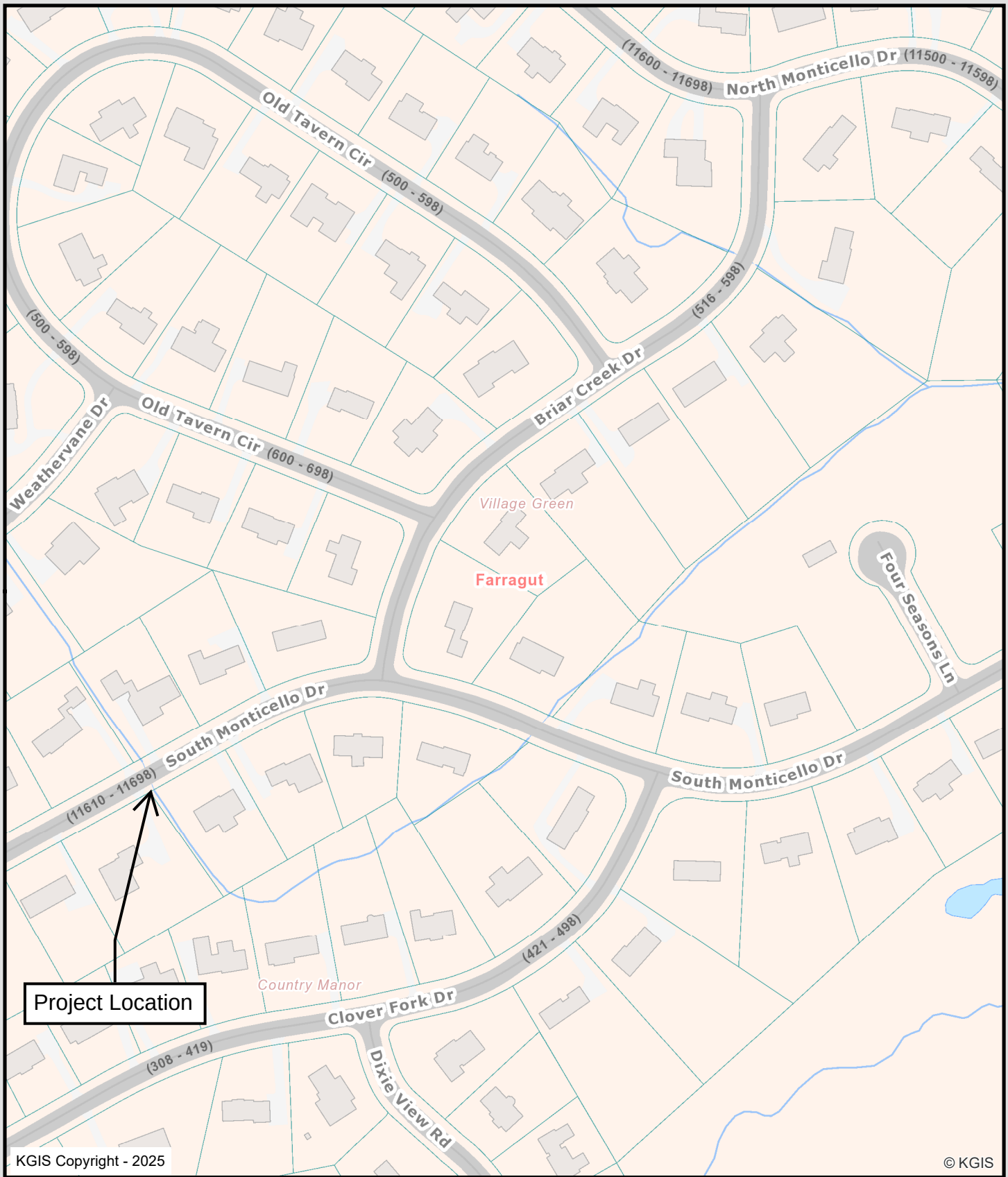
Account Number: 310-43150-4800

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$400,000	\$33,750	\$0	\$366,250

Approved By: A. Myers

Recommended By: Darryl Smith, Town Engineer for approval.

Proposed Motion: Approval of Professional Services Agreement with Cannon & Cannon, Inc. for development of design plans for culvert replacement on South Monticello Drive.



S. Monticello Drive Pipe Replacement

Knoxville - Knox County - KUB Geographic Information System



Printed: 9/9/2025 at 2:25:38 PM



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TOWN OF FARRAGUT
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** (“Client”) and **Cannon & Cannon, Inc.**(“Contractor”) for professional services for the assignment described as follows:

Project: Monticello Culvert Replacement Design

Location: S. Monticello Drive (near 11619 S. Monticello Drive),

Description of Project: Prepare engineering design plans for construction of replacement culvert under S. Monticello Drive, near 11619 S. Monticello Drive. Scope of work includes survey, utility coordination, culvert cross-section, TDEC Permitting (ARAP) and bid / construction phase assistance.

1. **Professional Services.** Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

2. **Compensation.** Client shall compensate Contractor for the Basic Services as follows: A lump sum fee of \$33,750.00, including reimbursable expenses. In addition, Client shall pay Contractor for additional services that may be requested by the Client beyond the Basic Services in accordance with the hourly rate schedule attached as **Attachment B** to this Agreement.

3. **Schedule.** Contractor shall begin work upon notification of approval of this Agreement by the Town Administrator and shall submit final construction plans to the Town within 16 weeks of receiving the authorization to proceed. Upon submittal of final construction plans, contractor will have outstanding Construction Phase services that will go through the duration of construction.

4. **Invoicing and Payments.** Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request

may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time.** Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Town Administrator before Client is bound.

6. **Suspension of Services.** If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care.** Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination.** The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents.** All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety.** Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance.** Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than \$2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation.** In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars (\$100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution.** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost.** Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification.**

a. The Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. The Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous.**

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the event legal action is necessary to enforce the terms of the contract between the parties, the prevailing party shall be entitled to recovery of its attorney's fees, court costs, and other expenses of the legal action.

g. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

h. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:

Town of Farragut

By: _____

Printed
Name: _____

Title: _____

Date: _____

CONTRACTOR:

Cannon & Cannon, Inc.

By: Wesley Stokes

Printed
Name: Wesley Stokes, P.E.

Title: Project Manager

Date: September 2, 2025



September 10, 2025

Mr. Darryl Smith, P.E.
Town of Farragut
Town Engineer
11408 Municipal Center Drive
Farragut, TN 37934

RE: Proposal for Engineering Design Services
S. Monticello Drive Culvert Replacement Design

Dear Mr. Smith:

Cannon & Cannon, Inc. (CCI) appreciates the opportunity to prepare this proposal to provide engineering services for the design of replacement culvert along S. Monticello Drive in Farragut, Tennessee. In accordance with your request, the following is a summary of our proposed scope of work, fee structure, and project schedule.

SCOPE OF WORK

Our understanding is that the Town of Farragut (the Town) desires to replace the existing culvert at a specific location along S. Monticello Drive (near 11619 S. Monticello Drive). The Town has asked CCI to provide a proposal to prepare engineering design plans for the construction of said improvements. It is also understood that the proposed culvert replacement will be of the same size as the existing culvert. The scope of work will generally consist of survey, utility coordination, culvert cross-sections, TDEC permitting (ARAP), and bid/construction phase assistance. The following is a detailed description of our proposed scope of services for this effort.

Task 1 – Project Management

This task will be performed throughout the life of the project and includes general project coordination with staff from the Town, invoicing, etc.



Task 2 – Culvert Replacement Design

2.1 Field Survey

CCI will perform a formal field survey of the project location in order to obtain detailed topographic data, presence of utilities (along with utility owner information), and right-of-way / parcel lines (along with property owner information). If needed, this effort may also involve spot shots of potholes to obtain subsurface utility locations. Please note that the scope of work does not include expenses for potholing efforts.

2.2 Construction Review Design Plans

CCI will prepare construction review design plans for the proposed improvements. Anticipated plan sheets for this effort include:

- Title Sheet (with list of applicable standard drawings)
- Proposed Layout (showing utilities, culvert cross-sections, etc.)
- Traffic Control
- Miscellaneous Details
- Estimated Quantities
- Notes
- Utility Notes and Utility Contacts

CCI will submit a PDF of the Construction Review plans to the Town and to potentially affected utility providers for comment.

2.3 Final Construction Plans

CCI will incorporate comments from the Town and utility providers, as applicable, and will submit a PDF of the Final Construction plans, which will be sealed by a Professional Engineer. CCI will also prepare a final construction cost estimate that will be determined based on anticipated unit costs of calculated quantities.

Task 3 – Construction Services

3.1 Bid Phase Services

CCI will assist the Town during the construction bidding phase by preparing any required technical specifications to be included in the bid book, responding to prospective contractors' questions, and preparing plans revisions and bid addenda as needed.

3.2 Construction Administration

CCI will provide limited construction administration services to assist the Town and contractor when building the proposed improvements. These services will include the following as needed:



- Attendance at the preconstruction meeting
- Attendance at construction status meetings, as appropriate
- Review and respond to contractor requests for information
- Equipment submittal review
- Plans revisions due to unforeseen field conditions
- Field visits as requested by the Town

This scope of work does not include formal construction engineering and inspection (CEI), change order requests, quantity tracking, contractor payment request review or approval, etc.

FEE STRUCTURE

Based on our understanding of this project, the proposed budget for the scope of work described is **\$33,750.00**. CCI will invoice this amount on a lump sum basis, with monthly invoices to be issued in accordance with monthly estimates of percent completion of the project. Additional services that may become necessary beyond the project scope of work will be invoiced on an hourly basis at the then-current CCI standard hourly rates. In the unforeseen event the scope of work significantly changes requiring an amended budget, a revised proposal will be submitted for your approval prior to proceeding.

ADDITIONAL SERVICES

The following services are not included in this proposal and may require an amended budget:

- Attendance at public meetings or Board of Mayor and Aldermen meetings
- Utility relocation design
- Utility potholing expenses
- Right-of-way acquisition services
- Environmental testing or permitting services
- Attendance at a pre-bid meeting or bid opening
- Tabulation of bids or preparation of a recommendation of contract award
- Construction staking services
- Construction engineering and inspection (CEI)

PROJECT SCHEDULE

CCI will start work immediately upon authorization to proceed and will submit final construction plans to the Town within 16 weeks of receiving the authorization to proceed.



This proposal is valid for 90 days from the date this letter was sent for your review. The budget and timeframe for this proposal shall be renegotiated if it hasn't been signed within this period of time.

We look forward to working with you on this project. Please do not hesitate to contact us with any questions or if you require additional information.

Sincerely,

Wesley Stokes

Wesley Stokes, P.E.

Project Manager



SCHEDULE OF CHARGES – HOURLY RATE BASIS

PROJECT MANAGEMENT & DESIGN

Senior Project Manager.....	\$240.00 per hour
Project Manager.....	\$215.00 per hour
Senior Project Engineer.....	\$195.00 per hour
Project Engineer.....	\$180.00 per hour
Senior Engineering Designer.....	\$165.00 per hour
Engineering Designer.....	\$150.00 per hour
Project Technician II.....	\$130.00 per hour
Project Technician I	\$110.00 per hour

Rates for Principles and other Professionals/Experts provided upon request as specific project necessitates.

Unless otherwise noted in the Agreement; outside services contracted for a specific project, including but not limited to professional and technical consultants, laboratory testing, reprographics, photography, etc. will be invoiced at the amount of the subcontractor's statement plus 10 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- Travel by company or private vehicle at reimbursable rate per Federal guidelines at time expense is incurred.
- Travel, living and per diem expenses for all personnel when required to be away from office in connection with the project will be evaluated on a project by project basis and provided for in the project contract.

Statements will be issued on a monthly basis and are due upon receipt.

Effective: January 2025

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Darryl Smith, Town Engineer

Subject: Approval of Professional Services Agreement with Barge Design Solutions, Inc. for Design of Sugarwood Drive Access to Kingston Pike

Introduction & Background:

The purpose of this item is approval of a Professional Services Agreement with Barge Design Solutions, Inc. for design of an access road from Sugarwood Drive to the traffic signal at Smith Road and Kingston Pike.

Discussion & Recommendations:

Knox County Schools is currently constructing a new K-5 elementary school at Village Commons Boulevard. Village Commons Boulevard is located on Kingston Pike approximately 950 feet east of Smith Road, which is only 400 feet east of Sugarwood Drive (see map). Eastbound traffic on Kingston Pike currently backs up during peak hours to points west of Sugarwood Drive, making access to Kingston Pike extremely difficult from Sugarwood Drive. Construction of the new school at Village Commons Boulevard will add further congestion near Smith Road during peak hours. An access road from Sugarwood Drive to the CVS Pharmacy will allow Sugarwood residents to access Kingston Pike at the Smith Road traffic signal.

Staff has attached a Professional Services Agreement with Barge Design Solutions, Inc. for development of preliminary engineering plans for an access road from Sugarwood Drive to CVS/Kingston Pike. Barge will consider the impact of two separate options.

Alternate A will be an access road from Sugarwood Drive crossing the vacant property to the east (adjacent to Kingston Pike). Alternate B will be an access road crossing property owned by St. Elizabeth's Episcopal Church. Once preliminary plans for the two alignments are complete, we will have a clearer understanding of the impacts to the two properties and can determine which of the two routes is most beneficial. Barge's fee for preparation of the preliminary plans is \$80,000, with completion by March 31, 2026. Upon selection of the desired route, Barge Design Solutions will submit a supplemental

agreement to complete Right of Way and Construction plans for the project.

Financial Section

Account Number: 310-43400-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$600,000	\$80,000	\$0	\$520,000

Approved By: A. Myers

Recommended By: Darryl Smith, Town Engineer for approval.

Proposed Motion: Approval of a Professional Services Agreement with Barge Design Solutions, Inc. for design of Sugarwood Drive Access to Kingston Pike, for a lump sum fee of \$80,000 plus expenses.

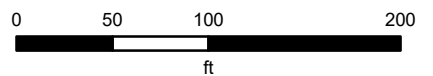


Sugarwood Access Road - Options 1 & 2

Knoxville - Knox County - KUB Geographic Information System



Printed: 9/9/2025 at 4:26:43 PM



KGIS makes no representation or warranty as to the accuracy of his map and its information nor to its fitness for use. Any user of this map product accepts the same AS IS, WITH ALL FAULTS, and assumes all responsibility for the use thereof, and further covenants and agrees to hold KGIS harmless from any and all damage, loss, or liability arising from any use of this map product.

September 12, 2025

Darryl Smith, P.E.
Town Engineer
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

RE: Sugarwood Drive Connector

Dear Mr. Smith:

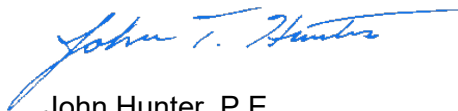
Barge Design Solutions, Inc. (Barge) encloses the details of our proposal in the Professional Services Agreement and our proposed scope of work for the project named above.

This proposal was prepared based on my understanding of the project description. If we have not fully addressed your project requirements, or if you have any other questions regarding the proposal, please advise me immediately by calling 865-934-4171.

We anticipate the design to take six months from the date the Agreement is executed.

Once the enclosed Agreement has been executed, please forward us a copy along with your authorization to proceed.

Sincerely,



John Hunter, P.E.
Vice President, Client Service Leader

Copy to: Chris Jenkins, P.E. – Barge
Andrea Hall, P.E. – Barge

TOWN OF FARRAGUT
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** (“Client”) and **Barge Design Solutions, Inc.** (“Contractor”) for professional services for the assignment described as follows:

Project: Sugarwood Drive Connector to Kingston Pike/Smith Road Intersection

Location: Near Kingston Pike/Smith Road Intersection

Description of Project: Build new alignment connector to Sugarwood Drive that provides access to the traffic signal at the existing Kingston Pike/Smith Road Intersection.

1. **Professional Services.** Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

2. **Compensation.** Client shall compensate Contractor for the Basic Services as follows: A lump sum fee of \$80,000.00, including reimbursable expenses. In addition, Client shall pay Contractor for additional services that may be requested by the Client beyond the Basic Services in accordance with the hourly rate schedule attached as **Attachment B** to this Agreement.

3. **Schedule.** Contractor shall begin work upon notification of approval of this Agreement by the Board of Mayor and Aldermen and shall complete the work by submitting the conceptual phase deliverables on or before March 31, 2026. The schedule for the various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Client and Contractor before beginning work.

4. **Invoicing and Payments.** Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time.** Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Board of Mayor and Aldermen before Client is bound.

6. **Suspension of Services.** If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care.** Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination.** The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents.** All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety.** Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the

contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance.** Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than \$2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation.** In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars (\$100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution.** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost.** Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification.**

a. Except for Professional Liability claims, the Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. a. Except for Professional Liability claims, the Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. For Professional Liability claims, the Contractor shall indemnify and hold the Client and the Client's officers and employees harmless, but not defend, from and against damages, losses, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law but only to the extent they are caused by the negligent acts or omissions of the Contractor, its employees, and its consultants in the performance of professional services under this Agreement.

e. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous.**

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

g. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:

Town of Farragut

By: _____

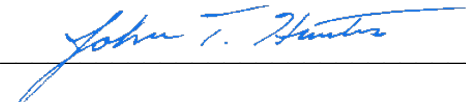
Printed
Name: _____

Title: _____

Date: _____

CONTRACTOR:

Barge Design Solutions, Inc.

By:  _____

Printed
Name: John T. Hunter, P.E.

Title: Vice President/Client Service Leader

Date: September 12, 2025

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for The Town of Farragut (Client) for a new alignment connector road between Sugarwood Drive and the traffic signal at Kingston Pike/Smith Road. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Time of Performance
- IV. Compensation
- V. Additional Services

I. Project Description

Client is proposing a new connector road providing connectivity between Sugarwood Drive and the traffic signal at Kingston Pike/Smith Road. Barge will provide preliminary engineering design services (through Conceptual Design Phase) for the proposed connector road. As shown in Figure 1 below, the project is anticipated to include up to two alternatives that will be developed to the conceptual/functional design phase. Aspects of the new connector road include:

- 2@12' travel lanes, with additional width in the curve
- Concrete curbs similar to the existing curbs along Sugarwood Drive
- Storm drainage, including potential conversion of existing flume to a curb inlet
- Possible modifications to CVS business entrance
- Possible traffic signal modifications, depending on phasing

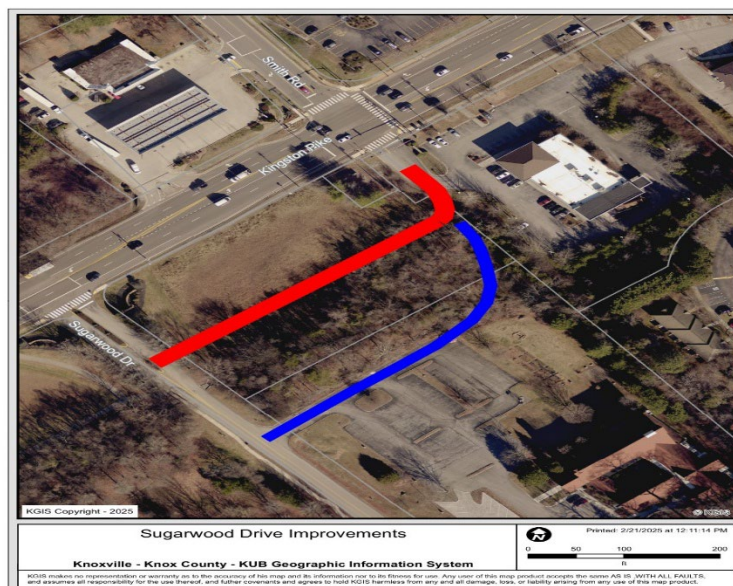


Figure 1

This scope and fee proposal is intended to only provide surveying and conceptual design

services for the two alternates, so that the Town can decide which is the preferred alternate. After the preferred alternative is chosen, Barge will develop the scope and fee proposal for remaining design phases on the preferred alternative with the intent of supplementing this agreement in the future.

II. Scope of Services

The scope of services is summarized into the following major tasks:

Task 1 – Property and Topographic Survey

Task 2 – Concept Development and Property Owner Meetings

The following sections provide a description of the purpose, activities, and deliverables anticipated for each of the tasks. Throughout the following tasks, Barge will manage the activities of our staff, coordinate status meetings with Client, and submit monthly invoices with updated schedules and budgets as applicable.

Task 1 – Property and Topographic Survey; Exhibits/Legal Descriptions

Barge will provide the following survey:

- Topographic survey tied to state plane coordinates
- Establishment of existing property lines, Right-of-Way, and easements. This will include the necessary property research to determine property lines, Right-of-Way, and easements.
- Planimetric and Utility information necessary for design.

After design for the Right-of-Way plans deliverable is complete and Client is in agreement with the Right-of-Way plans, Barge will provide exhibits along with legal descriptions for up to 3 tracts. These exhibits and legal descriptions will be used to illustrate fee simple right-of-way, slope easement, drainage easement, and temporary construction easement for determining the valuation of temporary and permanent project impacts. The legal descriptions will be provided for the Right-of-Way acquisition agent's use in negotiation and property closing activities.

Task 2 – Concept Development and Public Involvement

Barge will develop up to 2 concepts to provide alternatives for the connector road. One concept will locate the connector road on the north side of the drainage way and running parallel to it. This concept will likely require a retaining wall due to the grade differential along the drainage way. The second concept will cross the drainage way and run parallel along the south side of the drainage way as illustrated in Figure 1. Both concepts will require slight modifications to the approach to Kingston Pike.

Meetings included in this task will include the following:

- One (1) meeting with Town Staff to review and discuss Conceptual Designs
- Meetings with impacted property owners – includes up to two (2)

Deliverables for this task include:

- Conceptual design for Alternate A, including delineation of slopes and right-of-way needs
- Conceptual design for Alternate B, including delineation of slopes and right-of-way needs
- Preliminary Opinion of Probable Construction Cost (OPCC) for each alternate

III. Time of Performance

The estimated project schedule is shown in the table below.

Project Activities	Duration
A. Survey	1 month
B. Provide Conceptual Plans	2 months
C. Property Impact Discussions	1 month
D. Provide ROW Plans, Exhibits and Legal Descriptions	2 months
E. Utility Relocation (concurrently with ROW)	6-9 months
F. Provide Final Construction Plans and OPCC	1 month
G. Bidding/Contracting (By Town)	1-2 months
H. Construction	6-9 months
TOTAL DURATION	18-25 Months

Greyed portions of project schedule shown for illustration purposes.

Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices. Additional time may be necessary due to obtaining TDOT approvals, given Kingston Pike is both a state and federal highway.

IV. Compensation

The cost to complete the scope of work as defined in the tasks above is provided in the fee summary table below. Client agrees to pay Barge a Lump Sum Fee of \$80,000 to complete the scope of work as defined above for Tasks 1-6, which will be billed monthly based on percentage of work completed to date. The project status will be summarized monthly in our progress report and invoice submittal.

Barge will be permitted to move budget between project tasks so long as the total fee is not exceeded. Barge will notify the Client if the work is projected to exceed the cost ceiling for this project and will request a contract amendment as appropriate.

Fee Summary Table

Items	Fee Type	Fee Amount
1. Property and Topographic Survey	Lump Sum	\$20,000
2. Concept Development and Evaluation	Lump Sum	\$60,000
TOTAL		\$80,000

V. Project Understanding, Assumptions, and Exclusions

A. Barge will provide the above-noted services based upon a given set of assumptions. These assumptions are as follows.

1. Since the project is locally funded and does not involve state and/or federal funding, NEPA services are not included in this scope.
2. The information on existing utilities available from the utility owners combined with the field survey of horizontal location of existing utilities is expected to be sufficient information for design purposes. If after further review this information is not adequate, then Subsurface Utility Engineering (SUE) services may be needed.
3. Client-provided design concepts represent the functional intent of the proposed connector.
4. Any design activities required by TDOT not mentioned in the scope above will be an undefined scope item and will need to be completed using additional funds.
5. Barge will have access to the site and adjoining areas, as required.
6. No new traffic data will be collected, and no traffic studies will be performed.
7. Design fee is based upon the delineated area (Figure 1) provided by the Client. Modification or changes to the project area may require additional services, depending upon the scope and timing of changes.
8. In providing opinions of probable construction cost (OPCC) and construction cost estimates, the Client understands that Barge has no control over the cost or availability of labor, equipment materials, over-market conditions, or the Contractor's method of pricing, and that Barge's construction cost estimates are made on the basis of Barge's professional judgment and experience; as well as TDOT average unit prices available from the TDOT Construction Division web page. Barge makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from Barge's estimate.
9. Schedule is dependent upon the timely receipt of critical information, project reviews, and coordination. Information to be provided by others will be received in a timely manner that corresponds to the project design schedule. If the information is not received in a timely manner, then additional design fees may be required and/or time may be required.
10. Barge will attend two (2) property owner meetings. Those meetings will be for the purpose of communicating the intent of the project and communicating impacts to the impacted owners.
11. No geotechnical, soil survey or pavement evaluation surveys will be performed in the conceptual phase of the project development.

12. TDOT standards & details will be referenced but will not be included individually in the plans.
13. This scope of work for the entire project development assumes an 18–25-month schedule. Durations for tasks may be changed due to TDOT Encroachment Permit requirements.
14. Scope does not include Right-of-Way cost estimates or Right-of-way Acquisition services.
15. This scope does not include traffic signal timing plans including preparation of signal timing plans, field implementation of timing plans and/or fine tuning/field adjustments of signal timings.
16. Assume no state or federal owned properties exist within the areas where ROW and/or easement may be required.
17. Assume the project will be 100% locally Funded. No use of state or federal funds. Thus, the project will not require NEPA documentation. Phase 1 or Phase 2 ESA/Haz Mat Survey will not be required. If required, work will be performed by others.
18. It is assumed NPDES permit, G-ARAP permit, and possibly NWP for culvert crossing will be required. However, this conceptual phase does not include those services. They will be evaluated based on the preferred alternative and included in a future supplement.

B. The following excluded services can be provided as an additional service with an appropriate adjustment in fees.

1. Right-of-Way Acquisition Services, appraisals, and appraisal reviews
2. Additional traffic data collection and/or traffic analysis
3. Lighting photometric analysis and design
4. Additional field surveying beyond described project limits
5. Subsurface Utility Engineering (SUE)
6. Federal environmental permits (USACE Section 404, etc.)
7. Phase I & II Environmental Site Assessment
8. Geotechnical and soil surveys, wall foundation investigations, bore holes for signal pole foundations
9. Utility relocation design and/or cost estimating services
10. Bidding phase services
11. Additional Meetings beyond those specified in this scope, i.e. separate stakeholder meetings
12. Construction Staking



ATTACHMENT B

SCHEDULE OF STANDARD CHARGES

HOURLY RATE BASIS

Hourly Rates:

Principal Engineer, Scientist, Planner, or Architect	\$250 to \$380
Professional Engineer, Scientist, Planner, Architect, Landscape Architect, or Land Surveyor	\$160 to \$300
Graduate Engineer, Scientist, Planner, or Architect	\$110 to \$170
Designer or Technician	\$100 to \$150
Drafter, Administrative Assistant, etc.	\$95 to \$150
Construction Representative	\$95 to \$150
Surveyor	\$60 to \$120

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 15 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a. Travel by company or private vehicle at the IRS approved standard mileage rate.
- b. In-house printing, reproduction, and photography charges at commercial rates.
- c. Travel and living expenses for all personnel when required to be away from their home office in connection with the work at cost.

Invoices will be issued monthly.

NOTE: The average three-member survey crew rate ranges from \$140 to \$200 per hour, depending upon the mix of personnel used.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Will Wiley, Public Works Director

Subject: Approval of purchase of a Ford F-750 Dump Truck with snow plow and salt spreader accessories via State Contract cooperative purchasing program

Introduction & Background: The purpose of this agenda item is to approve the purchase of an F-750 Regular Cab Diesel Dump Truck and accessories for the Public Works Department.

Discussion & Recommendations: Staff utilized Tennessee State Contract 85501 to obtain pricing for an F-750 regular cab diesel dump truck with a snow plow and salt spreader for the Public Works Department. Funding for this purchase was included in the current fiscal year's Equipment Replacement Fund with a budget of \$170,000 to replace a 2016 Freightliner Dump Truck (Fleet #7). The existing equipment has exceeded its useful life, frequently malfunctions, and the repair costs have increased. The replacement vehicle will feature new safety equipment, be more fuel efficient, and have a higher towing and payload capacity. The State Contract provides an approved procurement method that leverages pre-qualified competitively bid pricing.

On August 28, 2025 the Public Works Department received a quote from Lonnie Cobb Ford (state contract number 85501) for an F-750 Regular Cab Diesel Dump Truck with a snow plow and salt spreader totaling \$133,038.00.

Financial Section

Account Number: 314-43949-9490

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$170,000	\$133,038.00	\$0	\$36,962.00

Approved By: A. Myers

Recommended By: Will Wiley, Public Works Director for approval.

Proposed Motion: To approve the purchase of a Ford F-750 Dump Truck with snow

plow and salt spreader accessories via State Contract cooperative purchasing program number 85501 in the amount of \$133,038.00.



Prepared by: STEVEN BLACKSTOCK

08/28/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

Re: Vehicle Proposal 08/28/2025

To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

STEVEN BLACKSTOCK

SWC 200

Lonnie Cobb Ford contract # 85501



2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

Warranty

Standard Warranty

Basic Warranty

Basic warranty 24 months/unlimited

Powertrain Warranty

Powertrain warranty 24 months/unlimited

Corrosion Perforation

Corrosion perforation warranty 36 months/unlimited

Roadside Assistance Warranty

Roadside warranty 24 months/unlimited

Diesel Engine Warranty

Diesel engine warranty 60 months/250,000 miles

Transmission Warranty

Transmission warranty 60 months/250,000 miles

Frame Rail Warranty

Frame Rail Warranty 60 months/unlimited



Prepared by: STEVEN BLACKSTOCK

08/28/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

As Configured Vehicle

Code	Description	MSRP
F7D	Base Vehicle Price (F7D)	\$80,895.00
99X	6.7L Power Stroke V8 Turbo Diesel - 330 HP @ 2600 RPM Includes Engine Exhaust Brake and manual regen capability. Torque: 750 ft.lbs. @ 1500 rpm. <i>Governed RPM: 3400. Includes CARB clean idle label - may be removed if un-necessary.</i>	\$3,495.00
425	50-State Emissions	N/C
41H	Engine Block Heater, Phillips, 120 Volt/750 Watt <i>Includes removable grille cover.</i>	\$155.00
98R	Active Regen Control <i>Allows Driver to Inhibit Automatic Regen until Regen can be performed in a Safe location.</i>	\$205.00
44D	Ford TorqShift HD 10-Speed Automatic - with PTO Provision <i>Includes tow/haul.</i>	STD
643	Wheels, Front 22.5x8.25 White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.</i>	STD
T2B	Tires, Front Two 11R22.5G Goodyear Fuel Max RSA (497 rev/mile)	STD
663	Wheels, Rear 22.5x8.25 White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.</i>	STD
R2B	Tires, Rear Four 11R22.5G Goodyear Fuel Max RSA (497 rev/mile)	STD
67H	Hydraulic Brake System - Bosch HydroMax w/Traction Control <i>Full power with automatic adjustment, 4-channel ABS antilock brake system. Includes 12" x 3" (Bosch) DSSA type rear axle mounted parking brake, Orscheln lever control, right of driver and hand operated park brake lever.</i>	STD
152	Trailer Connection Socket - 7-Way, Wired for Turn Signals Combined with Stop <i>Mounted at rear of frame, for combined trailer stop, tail, turn, marker light circuits. Includes electric trailer brake accommodation package with cab connections for mounting customer installed electric brake unit.</i>	\$100.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

08/28/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

As Configured Vehicle (cont'd)

Code	Description	MSRP
43N	10,000 lb. Cap. Non-Driving - Dana E-1002I - I-Beam Type	STD
61C	Taper-Leaf Springs, Parabolic - 10,000 lb. Cap <i>2-leaf, 62" x 3.15". Also includes, standard duty, dual, double acting shock absorbers.</i>	STD
15S	Front Stabilizer Bar	\$490.00
475	21,000 lb. Single Reduction - Open - Dana / Spicer 21060S <i>NOTE: When specifying an axle ratio, check performance guidelines for startability and gradeability.</i>	STD
68P	Multi-Leaf Springs - 21,000 lb. Cap <i>11-leaf. Includes 2,000 lb auxiliary springs for load stabilization.</i>	STD
X5B	5.29 Axle Ratio	N/C
176WB	176" Wheelbase/102" CA/70" AF/285" OAL	\$125.00
535	Single Channel - Straight 'C' 15.14 SM, 80,000 PSI <i>1,211,200 RBM. High strength low alloy steel. 10.250" x 3.092" x 0.375" (260.4mm x 78.5mm x 9.5mm).</i> <i>Includes:</i> <i>- GVWR Limit: 37,000 lbs.</i>	STD
91G	Under Cab, Right Side Outlet, Switchback-Style <i>Single, horizontal muffler, right side, under cab, outside of frame rail with rear discharge.</i>	STD
65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD
STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5	Included
55M	Jump Start Stud - Remote Mounted	\$90.00
STDBAT	Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box <i>12Volt, Motorcraft.</i>	STD
59C	Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined)	\$135.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

08/28/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Includes sealed connectors for 2 ground circuits, with combined left/stop, combined right/stop, stop lamps, back up lamps. Also includes 2 additional pass through wires to cab.</i>	
88A	30/0/30 Fixed Driver & Fixed Passenger w/Consolelette - Vinyl	STD
600A	Preferred Equipment Package 600A <i>Includes:</i> - Bumper, Front - Black, Full Width - Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals - Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals - Manual Regen Initiation - Driver Interface in Message Center - Engine Exhaust Brake - Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5 - Painted Grille - Plastic - Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights - Tow Hooks, Front (2) - Frame-Mounted, Painted Black - Four Body Builder Switches - Mounted in Center Instrument Panel With connector access located in engine compartment. Amperages vary by switch: 10, 15, 25, 25. - Floor Covering - Black Vinyl - Intelligent Oil Life Monitor - Steering Column - Tilt / Telescoping - Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls	N/C
61M	Rear View Camera w/Mirror Display <i>Rear view mirror video with full length display included in kit. To be installed by Upfitter.</i>	\$510.00
90P	Power Equipment Group - (Included in (90A) Appearance Group) <i>Includes power front side windows, power door locks, door trim panel and passive anti-theft system.</i> <i>Includes:</i> - SecuriLock Passive Anti-Theft System The SecuriLock Passive Anti-Theft System is designed to help prevent the engine from being started unless a coded key, programmed to the vehicle, is used. It helps protect against drive-away theft through an electronically coded ignition key, its electronically coded ignition key features billions of possible codes to start the vehicle and is not compatible with non-OEM aftermarket remote start systems. - Remote Keyless Entry w/2 Key Fobs	\$550.00
588	Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth	STD
85A	SecuriLock Passive Anti-Theft System <i>The SecuriLock Passive Anti-Theft System is designed to help prevent the engine from being started unless a coded key, programmed to the vehicle, is used. It helps protect against drive-away theft through an electronically coded ignition key, its electronically coded ignition key features billions of possible codes to start the vehicle and is not compatible with non-OEM aftermarket remote start systems.</i>	Included
54M	Mirrors, Dual - Heated Rectangular, XL2020 - 96" Width <i>Integral mirror, sail type, manual fold, solid black finish.</i>	STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

08/28/2025

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

As Configured Vehicle (cont'd)

Code	Description	MSRP
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"	STD
YZ_01	Oxford White	N/C
E_01	Gray	N/C
dump	godwin 300u	\$34,445.00
plow	Snow Dogg CMII Snow Plow with rapid link - CM100II-120	\$11,519.00
spreader	tailgate spreader <i>SaltDogg under tailgate spreader standard discharge- 8inch sides stainless steel part # 92420ssa</i>	\$7,730.00
SUBTOTAL		\$140,444.00
Fuel Charge (12)		\$0.00
Destination Charge		\$2,495.00
TOTAL		\$142,939.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



2025 F-750 Diesel Regular Cab Base (F7D)

Price Level: 515

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$80,895.00
Options	\$5,855.00
Colors	\$0.00
Upfitting	\$53,694.00
Fleet Discount	\$0.00
Fuel Charge (12)	\$0.00
Destination Charge	\$2,495.00
Subtotal	\$142,939.00

Pre-Tax Adjustments

Code	Description	MSRP
fleet discount	fleet discount	-\$13,896.00
Total		\$129,043.00

add tailgate with coal door + \$3,995.00

total = **\$133,038.00**

Customer Signature

Acceptance Date

These photos represent a similar make/model but are not the exact vehicle the town will receive.



REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Ronald Oestreich, Parks & Recreation Director

Subject: Approval of the closure of Jamestowne Blvd for the Farragut Christmas Parade on Sunday, December 7th, 2025

Introduction & Background: The Farragut Christmas Parade not-for-profit group is once again applying for Board approval to close down Jamestowne Blvd for their annual Christmas Parade on Sunday, December 7th from 3:30 to 5:00pm.

Discussion & Recommendations: This will be the 4th Christmas Parade and the second using the Jamestowne Blvd. to Village Green Shopping Center Route. The parade will step off in front of the Farragut Community Center, proceed southwest down Jamestowne and turn into the Village Green Shopping Center at the far west entrance. Town of Farragut Parks and Recreation staff along with Knox County Sheriff's Deputies will close Jamestowne and will assist with parade flow. White Realty has approved the use of the Village Green Parking Lot for the parade finish.

Recommended By: Mark Shipley, Community Development Director for approval.

Proposed Motion: Approve the closure of Jamestowne Blvd for the Farragut Christmas Parade on Sunday, December 7th, 2025 from 3:30 to 5:00pm

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

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): 12/7/25

EVENT HOURS: 1-5pm

SET UP TIME: 11:00am

BREAKDOWN TIME: 5:00pm

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 5 Star Waste 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: 12/8/24

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: _____
☐	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:

2-3 Knox County Sheriffs will be onsite along with 5-8 Parade Chairs/Volunteers for crowd control along route.

If buses or trolleys will be used in correlation with the event, please specify the drop-off and pickup locations: None

Where will the attendees park? Farragut Presbyterian, Faith Lutheran or Village Green Shopping Center

Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used:
See attached map.

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: _____

PHONE/EMAIL: _____

ADDRESS: _____

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: _____

DATE: _____



**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 and Santa's Village

Contact Person: Stephanie Thompson Phone: (W) _____ (C) 865-256-9065

Email Address: ssthompson14@gmail.com

Address: 308 Clover Fork Dr. Knox., TN ZIP 37934

Reservation Date(s): 12/7/25

Purpose of Renting Facility: Santa's Village # of Participants: 300

For Return of Deposit (if different than above)

Check to be made out to: Farragut Christmas Parade

In care of: Stephanie Thompson

Address: 308 Clover Fork Dr. Knox., TN ZIP 37934

Non-Profit Rentals Only:

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

General Rental Information

- *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*

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: _____

9/3/25

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: _____

9/3/25



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

FARRAGUT CHRISTMAS PARADE
C/O STEPHANIE THOMPSON
308 CLOVER FORK DRIVE
KNOXVILLE, TN 37934

Date:
09/17/2024
Employer ID number:
99-4874270
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
August 16, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053657003814

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

From: Stephanie Thompson ssthompson14@gmail.com
Subject: Re: parade parking, etc.
Date: Apr 1, 2025 at 2:58:18 PM
To: Bob Stelter pastorbob@faithloves.org
Cc: Mary Boring mary@faithloves.org, Greg Bohlken greg@faithloves.org

Thank you so much!!!

On Apr 1, 2025, at 12:54 PM, Bob Stelter <pastorbob@faithloves.org> wrote:

Hi, Stephanie. We're happy to assist any way you need. God's peace, Bob Stelter

From: Stephanie Thompson <ssthompson14@gmail.com>
Sent: Tuesday, April 1, 2025 9:15 AM
To: Bob Stelter <pastorbob@faithloves.org>
Subject: Re: parade parking, etc.

*Faith Lutheran
Approval*

Hi!!

We are so thankful for your permission to use your parking lot last year for the Farragut Christmas Parade! We are planning to use the same route this year on Sunday, December 7th, 2025. We would like to use your parking lot from around 3-5pm, if that is okay with you. Please let us know if you have any questions or concerns from last year also.

Thank you so much,
Stephanie Thompson

On Sep 3, 2024, at 1:52 PM, Bob Stelter <pastorbob@faithloves.org> wrote:

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

From: Stephanie Thompson ssthompson14@gmail.com
Subject: Re: Farragut Christmas Parade 2025
Date: Apr 1, 2025 at 9:12:13 AM
To: Matt Nieman matt@fpctn.org
Cc: Sandra Bohlken fpcoffice@fpctn.org

Thank you so much!!!!

On Apr 1, 2025, at 9:09 AM, Matt Nieman <matt@fpctn.org> wrote:

Hi, Stephanie. Yes, that's fine. Easy for us to do. We will put in on our calendar.

Matt

From: Stephanie Thompson <ssthompson14@gmail.com>
Sent: Monday, March 31, 2025 11:43 AM
To: Matt Nieman <matt@fpctn.org>
Subject: Farragut Christmas Parade 2025

*Farragut Presbyterian
Approval*

Hi Matt,

I hope things are going well!!!! We are planning to have the same route as last year for the Farragut Christmas Parade 2025 on Sunday, December 7th, 2025. We would love your permission to use your parking lot from about 3-5pm on 12/7/25. If you have any suggestions from last year, please let me know also!

Thank you!!!
Stephanie Thompson

Farragut Christmas Parade

2025 Route

Parade begins on Jamestowne Blvd at Faith Lutheran Church.

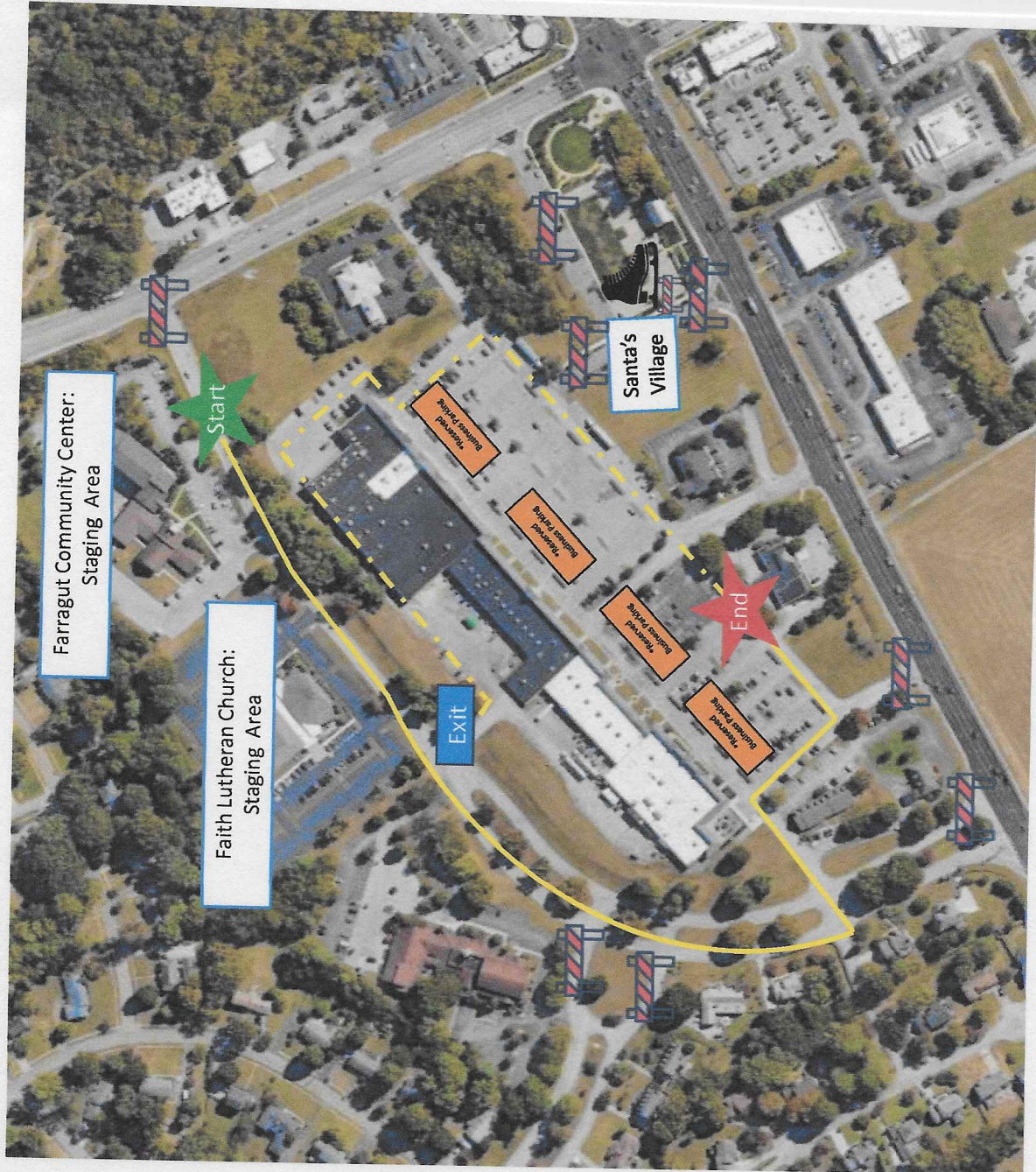
Parade ends at Regions Bank. Participants will exit either via Kingston Pike or travel around the outer edge of the parking lot, exiting back onto Jamestowne Blvd to allow groups to reorganize.

Stephanie Thompson
(865) 256-9065

Sstompson14@gmail.com

RC

Roger, General Manager, Fresh Market



Permit #: _____
Permit Fee: \$52.00

Town of Farragut Fire Prevention Office



Tent and Air Supported Structures Permit

Name of Applicant: Stephanie Thompson
Business Name: Farragut Christmas Parade and Santa's Village
Address: 308 Clover Fork Dr. Knox., TN 37934
Phone Number: (865) 256-9065
Name of Company Supplying Structure: Creative Event Rentals
Phone Number: (865) 256-9065 Dates of Event: Start 12/7/25 11am to 5pm
Description of Location on Site/Scope of Project (865) 675-7529
Mayor McGill Plaza - See attached map

This permit applies to all tents and air supported structures over 400 square feet in size or canopies in excess of 700 square feet erected within the Town of Farragut, TN. The applicant of this permit certifies that all provisions of Chapter 31 of the 2012 edition of the International Fire Code are adhered to. The applicant also certifies that all manufacturers' specifications regarding installation and use of the structure are adhered to. The Town of Farragut, TN Fire Prevention Office official may revoke this permit if evidence of violations are found. The permit will only be valid for dates indicated and a new permit must be obtained for additional times/dates. A special events permit must also be obtained. A drawing/ site plan may be required.

Applicant's Signature: Stephanie Thompson

Date: 9/3/25

Approved by: _____ Position: _____

Date: _____ Fee Paid: _____

**THIS PERMIT MUST BE POSTED IN A
CONSPICUOUS LOCATION**

From: Gmail thescottcrew@gmail.com
Subject: Christmas Parade permission granted
Date: August 4, 2025 at 11:14 PM
To: Stephanie Thompson ssthompson14@gmail.com

G

11:14



< Back

6 Messages



Jerry Bodie

11:32 AM

To: T Scott Cc: D Overton >



RE: Farragut Christmas Parade

Toni,

Please use this email as our permission to use the parking lot at Village Green Center for the 2025 Farragut Christmas Parade. Please let me know if you need anything else.

Thanks,

Jerry

*White Realty
Approval*

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



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(?)



Organization Name: Farragut Christmas Parade and Santa's VillageContact Name: Stephanie ThompsonEmail: Sstthompson14@gmail.comAddress/City/State/Zip: 308 Clover Fork Dr. Knox, TN 37934Phone No.: _____ Cell: (865) 256-9065Event Date(s): 12/7/25 Start Time: 11:00am End Time: 6:00pm (Include Set-up & Clean-up)Location(s) Requesting: Mayor Ralph McGill Plaza / Jamestowne Blvd.Name of Event: Farragut Christmas Parade and Santa's Village

Justification Statement: This will be the 4th annual Farragut Christmas Parade and Santa's Village. Each year the event has grown. It was started and is continued by a passionate group of volunteers who want Farragut to have a Christmas parade and vendor/craft area. We are not a fundraiser and operate only on sponsorship donations and volunteer hours.

Applicants Signature: Stephanie Thompson Date: 9/3/25For Office Use Only: ☐ Approved ☐ Denied Town Administrator's Signature: _____ Date: _____

Comments: _____