



Farragut Board of Mayor & Aldermen Meeting
Thursday, October 9, 2025 at **6:00 PM**

A workshop on Town of Farragut community survey results will precede the meeting at 5 p.m. The public is invited to attend the meeting in person or watch a livestream at <https://ow.ly/ZZT050WmCfn>

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- I. Roll Call, Silent Prayer, Pledge of Allegiance
- II. Oath of Office Ceremony
 - A. Swearing in of Alderman Joe LaCroix by Tennessee Deputy Speaker of the House of Representatives Jason Zachary
- III. Approval of Agenda
- IV. Approval of Minutes
 - A. September 25, 2025 Meeting Minutes
- V. Mayor's Report
- VI. Ordinances & Resolutions
 - A. Ordinances
 - 1. Second Reading & Public Hearing
 - a. Approval of Ordinance 25-18, on second reading and Public Hearing, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.
- VII. Business Items
 - A. Approval of the Special Event Permit for the Veterans Run, November 8, 2025

11408 MUNICIPAL CENTER DRIVE | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG

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

- B. Approval of the Special Event Permit for Hot to Trot Run, November 27, 2025
- C. Appointment of Farragut High School Education Foundation Representative to the Farragut Education Relations Committee

VIII. Citizens Forum

IX. Town Administrator's Report

X. Town Attorney's Report

XI. Adjournment

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 25, 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 Agenda for September 25, 2025 Board and Aldermen Meeting. 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.

III. Approval of Minutes

Motion was made to Approve Minutes from September 11, 2025, Board of Mayor and Aldermen Meeting. 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.

A. September 11, 2025

IV. Mayor's Report

Mayor Williams notified those in attendance that David Smoak has been appointed temporary Town Recorder and Michelle Pence has been appointed temporary Town Treasurer as of September 22, 2025, 5:01pm.

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.

Motion was made to Approve Ordinance 25-18, on first reading, to Amend FY 26 CIP

Fund and ARPA Fund Budgets passed by Ordinance 25-10. 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

- 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.

Motion was made to approve 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. 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.

- 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

Motion was made to approve 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 t. 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.

- 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

Motion was made to approve 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. 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.

B. Resolutions

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

Motion was made to approve Resolution R-2025-19, Revised FY2026 Fee Schedule. 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.

VI. Business Items

- A. Appointment by the Board of Mayor and Aldermen to fill the vacant South Ward Alderman position

Town Attorney, Tom Hale reviewed the process for appointment as outlined at the September 11, 2025, Board of Mayor and Aldermen meeting. Mayor Williams requested the Aldermen to make their nominations. Alderman Burnette nominated Joe LaCroix. Alderman Cain nominated Brian Walker. Alderman Meyer nominated Joe LaCroix. Mayor Williams nominated Joe LaCroix. As the first nominee, Joe LaCroix voted on first. Motion was made to appoint Joe LaCroix to fill the vacant South Ward Alderman position. Voting yes, Mayor Williams, Vice-Mayor Meyer, Alderman Burnette; voting nay, Alderman Cain; motion Passed.

Citizen Forum speaker - Roy Fenstermaker, 12934 Buckley Road

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

Motion was made to approve Special Event Permit for St. John Neumann Catholic Church “Mustang Miler” 5K and Fun Run, October 18, 2025. 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.

- 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

Motion was made to approve 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. 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 Dates for the November and December Board of Mayor and Aldermen meetings.

Motion was made to approve dates for the November and December Board of Mayor and Aldermen meetings. 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.

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

Motion was made to Approve Purchase of Illuminated Street Signs from TAPCO using OMNIA Contract Number #2023-200. Moved by Alderman Cain, seconded by Alderman Burnette; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer,

Alderman Burnette; voting nay, None; motion Passed.

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

Motion was made to approve Professional Services Agreement with Cannon & Cannon, Inc. for Development of Design Plans for Culvert Replacement on South Monticello Drive. 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.

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

Motion was made to approve Professional Services Agreement with Barge Design Solutions, Inc. for Design of Sugarwood Drive Access to Kingston Pike. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Vice-Mayor Meyer; voting nay, Alderman Cain, Alderman Burnette; motion Failed.

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

Motion was made to approve purchase of a Ford F-750 Dump Truck with snow plow and salt spreader accessories via State Contract cooperative purchasing program. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

- I. Approval of the closure of Jamestowne Blvd for the Farragut Christmas Parade on Sunday, December 7th, 2025

Motion was made to approve closure of Jamestowne Blvd for the Farragut Christmas Parade on Sunday, December 7th, 2025. Moved by Alderman Cain, seconded by Alderman Burnette; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman Burnette; voting nay, None; motion Passed.

VII. Citizens Forum

Kimberlie Parks, Farragut Hills Blvd.

VIII. Town Administrator's Report

Response to Mrs. Parks comments about 50 files she did not receive from the initial request. The initial request did have several of the files that Mrs. Parks claims were not provided. Any additional files were either not responsive to her request or were provided by the Town of Farragut as part of the second production of documents to Mrs. Parks.

IX. Town Attorney's Report

Hale discussed the PBA contract origination and the benefits of the relationship between Knox County and the Town to make the Community Center and Senior Center partnership.

Hale discussed the one email Ms. Parks identified as not being in the packet. The email was from William Wood at Comptroller's office responding to Allison at the City of Etowah which was accidentally sent to Allison Myers at Town of Farragut. Allison Myers responded to Wood's email saying it was sent to the wrong Allison.

The meeting adjourned at 7:37pm.

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 second reading and Public Hearing, 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 second 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 July 1, 2024 through June 30, 2025.

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: To approve Ordinance 25-18 on second 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: Mark Shipley, Community Development Director

Subject: Approval of the Special Event Permit for the Veterans Run, November 8, 2025

Introduction & Background: Included in your packet is a request for approval of an Event application for the Veterans 5K and 10K run on November 8, 2025.

Discussion & Recommendations: This event is being presented to the Board of Mayor and Alderman because it will start and end at the Farragut Community Center off Jamestowne Boulevard and affect a number of public streets, including streets within the Village Green Subdivision, and the outside lane of N. Campbell Station Road. The 10K will involve running the 5K twice and this route is the same route that has been used in previous years. The event will have four sheriff officers to help with traffic control along with a number of volunteers along the course route to direct participants. The event was reviewed and approved by the Town's Event Committee subject to notifying the Village Green Subdivision HOA, obtaining approval from the Village Green Shopping Center for parking, and providing an updated Certificate of Insurance.

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

Proposed Motion: To approve the event subject to notifying the Village Green Subdivision HOA, obtaining approval from the Village Green Shopping Center for parking, and providing an updated Certificate of Insurance.

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: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

EVENT LOCATION NAME AND ADDRESS: _____

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

EVENT DATE(S): _____ **EVENT HOURS:** _____

SET UP TIME: _____ **BREAKDOWN TIME:** _____ **NUMBER OF PARTICIPANTS:** _____ **NUMBER OF SPECTATORS:** _____

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER SPECIAL EVENT:

EVENT NAME: _____

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:

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? _____

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: _____

ORGANIZATION ADDRESS: _____

OWNER'S NAME: _____ PHONE/EMAIL: _____

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: _____

APPLICANT SIGNATURE: _____ DATE: _____

Description of Event:

Running Event in Celebration of the Veterans Day in cooperation with Town of Farragut. It consists of a 10K and a 5K with the option to running both events. It supports Shepherds of Hope food pantry at the Faith Presbyterian church, East TN Veterans Association and their Wreaths across America project, as well as Irreverent Warriors. The same course and timeline as last year.

Road Control/Closure planned:

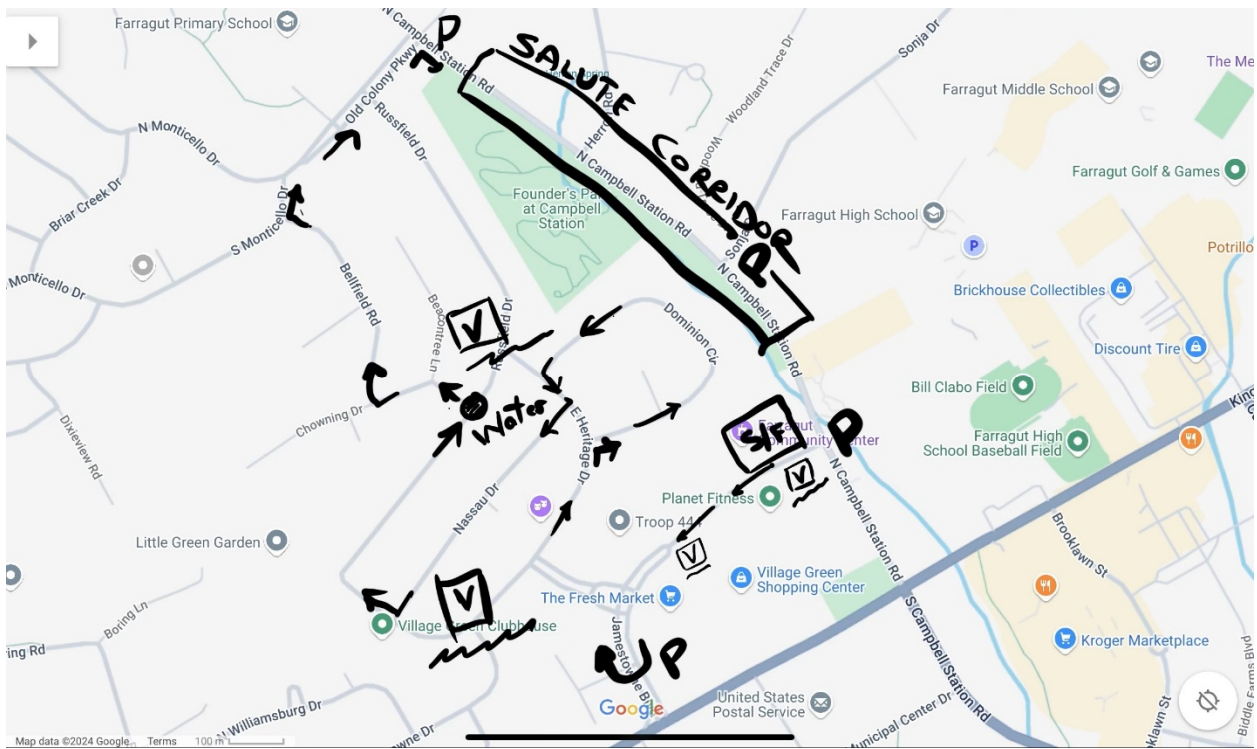
As in last year, we will do a 2-loop course for 10K that will include running the slightly modified version of the first loop for 5K, and then repeating it for 10K. There are no permanent start lines as our starts will be along Jamestowne Blvd and runners will quickly head into Village Green neighborhood. Our finish line will be setup in the parking lot of the Farragut Community Center. We will be coming off the outer lane of the N Campbell Station Rd from Village Green entrance to the Jamestowne Blvd. We will have an officer at each end of Jamestowne Blvd, one at the Old Colony Pkwy, and one at Herron Rd.

Key times

- 7:30 10K starts – JamesTowne Blvd is shutdown on both end for 15 min to stage the runners and lead the runners into the Village Green neighborhood.
- 9:00 5K starts – JamesTowne Blvd is shutdown on both end for 15 min to stage the runners and lead the runners into the Village Green neighborhood.
- 10:30 or before 5K course closure - With the last runners, we will be sweeping the course and moving cones to the edge for a later pickup.

Site Plan

- Access to the gym area around 6 am to setup packet pickup and awards tables
- Setup the finish chutes in the front parking area of the Center
- Access to the parking lot is limited to race officials and volunteers
- 10x10 ft self-standing tents are used for coverage
- Cones from the town are picked up on Friday for the marking of the Campbell Station Rd and returned on Saturday to the Center after the race breakdown.



Veterans Run 5K

Date: November 8, 2025

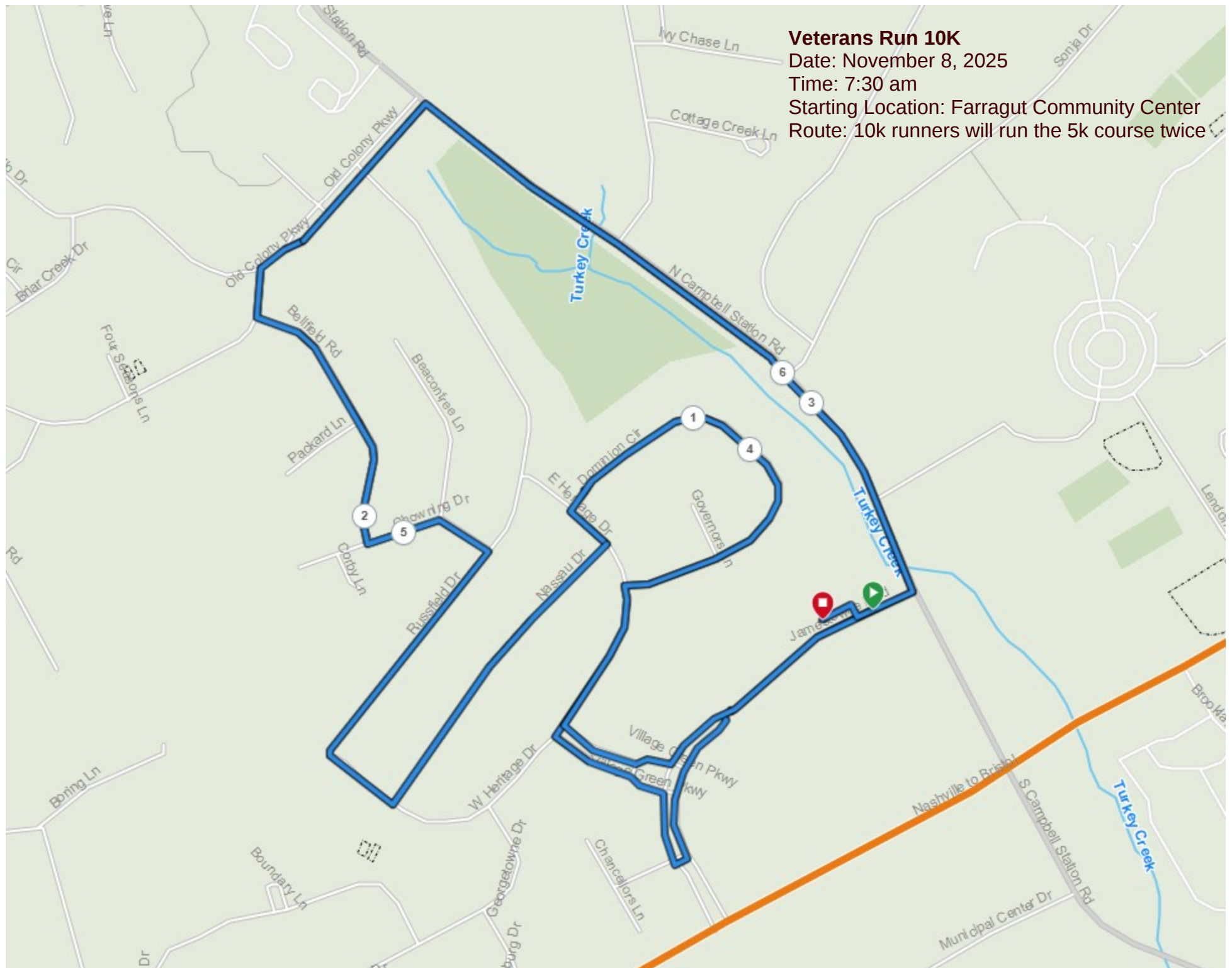
Time: 9:00 am

Starting Location: Farragut Community Center

Route: 5k course as shown



Route: 10k runners will run the 5k course twice



REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Mark Shipley, Community Development Director

Subject: Approval of the Special Event Permit for Hot to Trot Run, November 27, 2025

Introduction & Background: Included in your packet is a request for approval of an Event application for the Hot to Trot 5K and 10K run on November 27, 2025.

Discussion & Recommendations: This event is being presented to the Board of Mayor and Aldermen because it will involve partial temporary closure of Parkside Drive. The event will have five Sheriff officers to help with traffic control. The event will start and finish at Parkside Station where the Fleet Feet store is located. Parking will be provided in nearby commercial parking lots. The event will follow the same course and format as previous years. This event was reviewed and approved by the Town's Event Committee subject to obtaining approval for parking in the nearby parking lots and providing an updated Certificate of Insurance.

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

Proposed Motion: To approve the Hot to Trot Event subject to obtaining approval for parking in the nearby parking lots and providing an updated Certificate of Insurance.

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: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

EVENT LOCATION NAME AND ADDRESS: _____

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

EVENT DATE(S): _____ **EVENT HOURS:** _____

SET UP TIME: _____ **BREAKDOWN TIME:** _____ **NUMBER OF PARTICIPANTS:** _____ **NUMBER OF SPECTATORS:** _____

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER SPECIAL EVENT:

EVENT NAME: _____

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.

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

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? _____

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: _____

ORGANIZATION ADDRESS: _____

OWNER'S NAME: _____ PHONE/EMAIL: _____

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

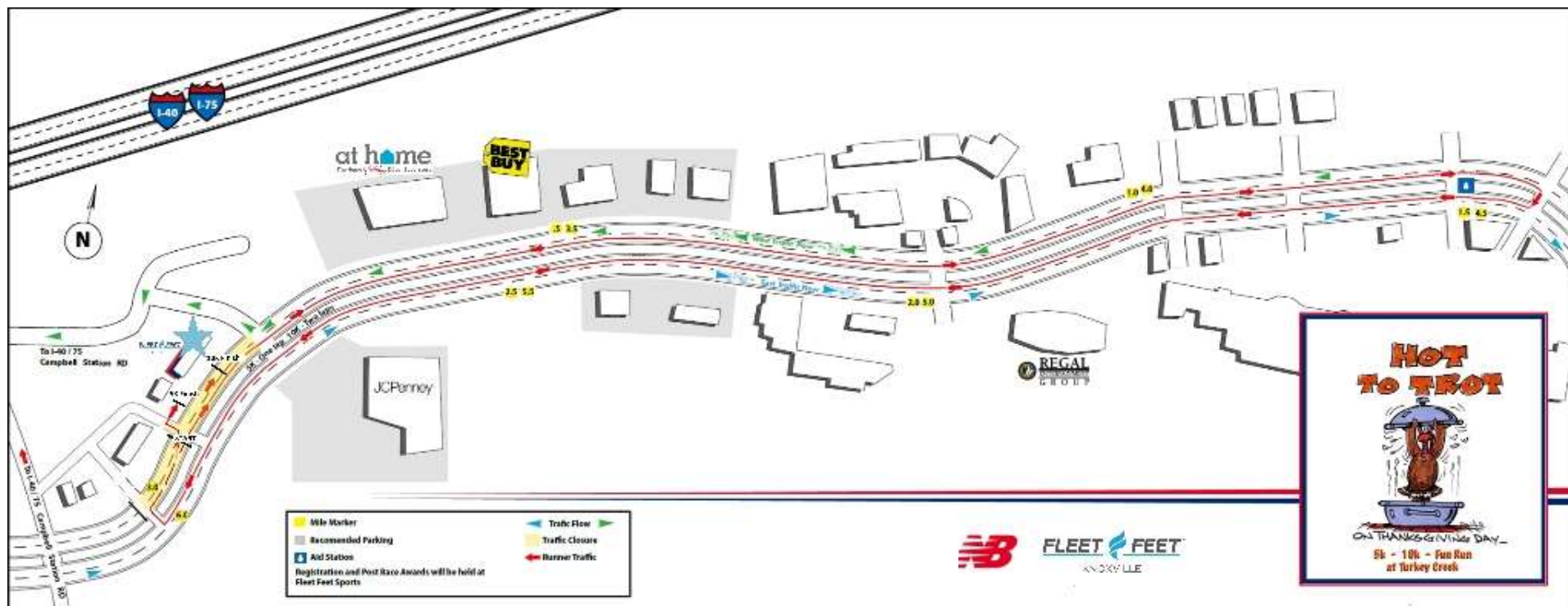
By signing below, I acknowledge that I have fully read and understand all policies and procedures for Special Events on public property and agree to abide by those policies and procedures set forth therein.

PRINTED NAME: _____

APPLICANT SIGNATURE: _____ DATE: _____

HOT TO TROT 5K/10K & FUN RUN COURSE AND TRAFFIC IMPACT INFORMATION

Effective on Thanksgiving Day 11/27/2024 from 6:30 am – 10:00 am



PARKSIDE DRIVE - ROAD CLOSURE PLAN

6:00 - 10:00 - Westbound lanes of Parkside Drive, between Lakes Edge Dr (Light at JC Penny's) & the road running next to First Tennessee Bank will be closed. This area is the start/finish area for all races (5K, 10K, and fun run).

7:30 – 7:45 (15 min) - Both westbound lanes of Parkside Dr. from Lakes Edge Dr (Light at JC Penny's) to Turkey Cove Lane (entrance to Bone Fish Grill) will be closed during the first 15 minutes of the race. The course closures changes to one lane after the last runner.

7:30 – 9:30

Eastbound traffic (towards Lovell Rd) - The inside lane Eastbound traffic on Parkside Dr will be closed from Lakes Edge Dr (light at JC Penny's) to Snow Goose Dr (light at old Chick-fil-A).

Westbound traffic (towards Campbell Station Rd) - The inside lane Westbound traffic on Parkside Dr will be closed from Snow Goose Dr (light at old Chick-fil-A) to light at First TN Bank.

9:00 - Inside lanes reopens East of Turkey Cove Lane.

9:30 – All inside lanes reopen (except for start/finish area).

ACCESS PLAN

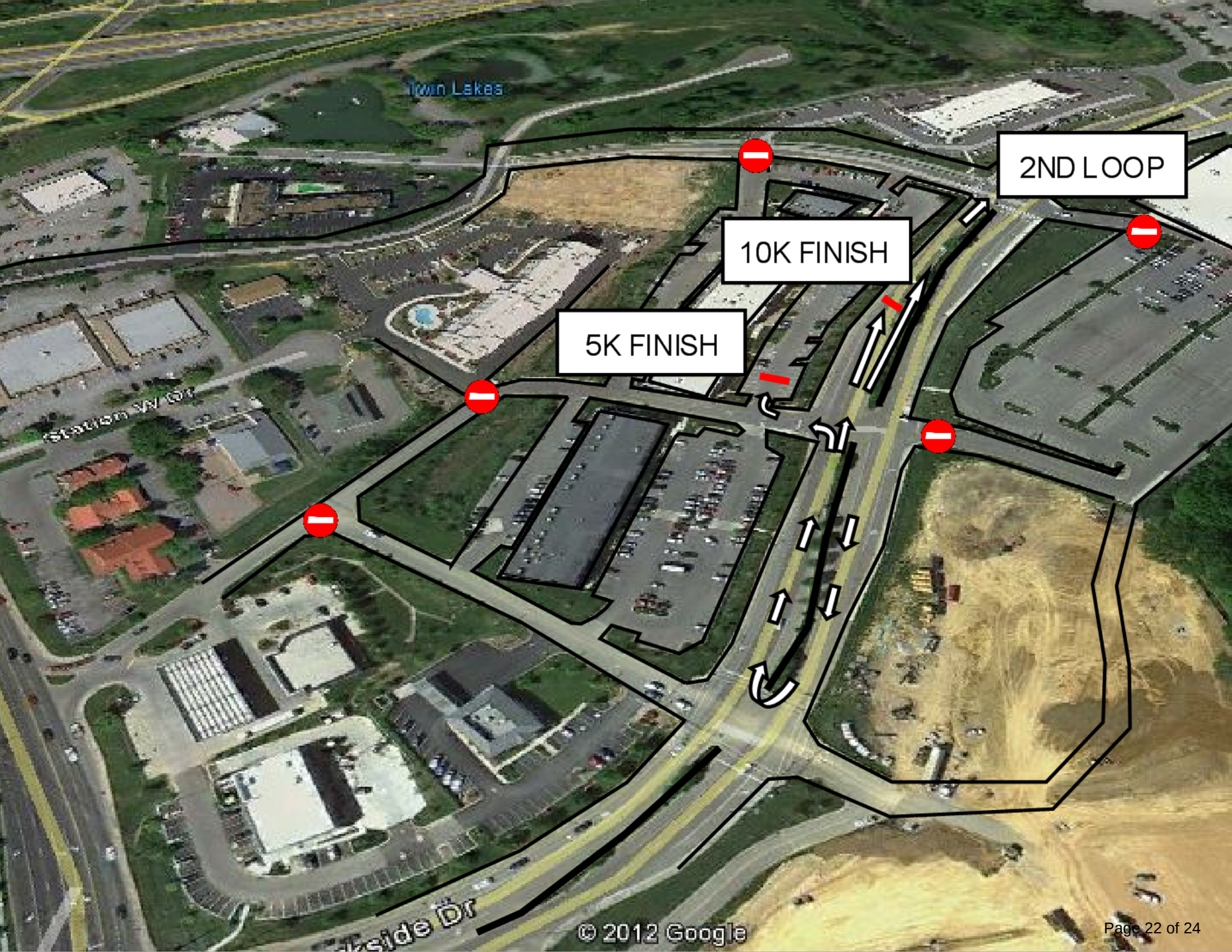
The following access plan has been devised for those businesses and residences during the hours of 7:30 – 9:30 am:

- **Eastbound traffic (towards Lovell Rd)** - The outside lane of Eastbound traffic on Parkside Dr will be open at all times and the best way to access businesses on the South side of Parkside Dr. As there is no Left Turn allowed across Parkside Dr with the inside lanes closed, the best way to access North businesses will be from Campbell Station Rd.
- **Westbound traffic (towards Campbell Station Rd)** - The outside lane of Westbound traffic on Parkside Dr from Lovell Rd until Lakes Edge Dr (light at JC Penny's) will be open during most of the race and is the best way to access business on the North side of Parkside Dr. As there is no Left Turn allowed across Parkside Dr, the best way to access South businesses and residences will be by Campbell Station Rd.

IMPORTANT REMINDERS

- Allow additional time to reach your destination & Use caution when driving
- Respect all volunteers and signages on the course as our primary objective is the safety of all participants
- Absolutely, there is no crossing of Parkside Dr when race is in progress. So plan accordingly!
- Travel East to reach businesses and residences on the South side of Parkside Dr and travel West to reach businesses on the North side of Parkside Dr.
- The connecting parking lots on the North side of Parkside Dr provide an alternative in reaching businesses from the West. This only applies to businesses to the West of Car Maxx. Remember 15 min closure of both Westbound lanes from 7:30 to 7:45.
- The connecting parking lots on the South side of Parkside Dr provide an alternative in reaching residences and businesses from the East. This only applies to residences and businesses East of Cava.

Questions: Contact us by phone at (865) 675-3338 or via Email at hottotrot25@fleetfeetknoxville.com



REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Christopher Sheffield, Director of Public Services

Subject: Appointment of Farragut High School Education Foundation Representative to the Farragut Education Relations Committee

Introduction & Background: The purpose of this agenda item is to appoint a new member to the Education Relations Committee.

Discussion & Recommendations: The charter for the Farragut Education Relations Committee designates a voting-member position to the Farragut High School Education Foundation. That seat is currently vacant. FHS Education Foundation President, Mrs. Toni Scott, has applied to fill the vacant seat. Her committee application is attached.

Recommended By: Christopher Sheffield, Director of Public Services for approval.

Proposed Motion: To appoint Toni Scott to the Education Relations Committee as the representative for Farragut High School Education Foundation.



Town of Farragut Citizen Board/Committee Application

First Name Toni

Last Name Scott

Street Address

City

State

Zip

Primary Phone Number

E-mail

Occupation Designer, Community Volunteer, Mom

Education Bachelors in Education

Why would you like to serve on a Town of Farragut committee? I am currently serving as the president of the Farragut High School Education Foundation. We are actively trying to grow our impact on the FHS community and would love a seat at the table to participate in educational discussions with the town that directly affect the high school as well as participate in a manner that serves the community at large.

Intro to Farragut Program Graduate? No

Board or Commission of first choice: Farragut Education Relations Committee

I give my permission to the Town of Farragut to use my likeness on the web and/or Town publications. I have read and understand the Code of Ethics Ordinance and the applicable committee charter, ordinance or and/or by-laws. I Agree.

Signature Toni Scott

Date 09/18/2025