

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

March 14, 2013

BUDGET WORKSHOP

Revenue/Expenditure Projections

6:00 PM

Beer Board

6:55 PM

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. February 14, 2013
- VI. Business Items**
 - A. Approval of Resolution R-2013-02, Declaring Certain Town Property to be Surplus Property
 - B. Appointment to the Community Health Council
 - C. Approval of a Supplemental Trust Retirement Plan
 - D. Approval of Supplemental Trust Retirement Plan Investment Policy Statement
 - E. Approval of Supplemental Trust Retirement Plan Trust Agreement
- VII. Town Administrator's Report**
- VIII. Attorney's Report**

FARRAGUT BEER BOARD

March 14, 2013

6:55 PM

- I. **Approval of Minutes**
 - A. January 24, 2013
- II. **Consider Approval for an On-Premise Beer Permit for:**
 - A. Jalapenos D Grill, 11151 B Kingston Pike

FARRAGUT BEER BOARD

January 24, 2013

Ron Honken, Chairman, called the beer board meeting to order at 6:30 PM. Elected officials present were Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli.

Approval of Minutes

Motion was made to approve the minutes of December 12, 2012 as presented. Moved by Alderman Markli, seconded by Alderman Elliott; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; no nays; motion passed.

Hearing to address The Fresh Market violation(s) of Town of Farragut Code of Ordinances § 8-201 et seq

Captain Wolfie May, Knox County Sherriff's officer, explained the details of the beer sting at the Fresh Market on September 12, 2012. Roger Cassell, manager of the Fresh Market, reported that the employee was involuntarily terminated after the sale of beer to a minor. The Fresh Market pled guilty to the violation of selling beer to a minor. A motion was made to impose a \$500 penalty to the Fresh Market for the violation. Moved by Alderman LaMarche, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Honken, LaMarche and Markli; voting no, Alderman Elliott; motion passed.

Beer Board meeting adjourned at 7:00 PM

Ron Honken, Chairman

Allison Myers, Town Recorder

AGENDA NUMBER 11.A.

MEETING DATE March 14, 2013

REPORT TO THE BEER BOARD

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of an On-Premise Beer Permit for Jalapenos D Grill, 11151 B Kingston Pike

INTRODUCTION:

The purpose of this agenda item is approval of an on-premise beer permit for Jalapenos D Grill, 11151 B Kingston Pike. The application is complete.

RECOMMENDATION BY:

Allison Myers, Town Recorder, for approval.

PROPOSED MOTION:

To approve an On-Premise Beer Permit for **Jalapenos D Grill, 11151 B Kingston Pike**, subject to obtaining a certificate of occupancy.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>MCGILL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>HONKEN</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

fd #250
2/27/13

APPLICATION FOR BEER PERMIT

STATE OF TENNESSEE

TOWN OF FARRAGUT

I hereby make application for a permit to sell, store, manufacture, or distribute Beer under the provisions of Tennessee Code Annotated Section 57-5-101 et seq. and base my application upon the answers to the following questions:

1. Reason for application: New Business ☒ New Ownership ☐ Name Change ☐ Other ☐
2. Type of permit requested: Off-Premise ☐ On-Premise ☐ On/Off-Premise ☒ Special Occasion ☐
3. Name of Applicant(s) (Owner(s) of Business) JALAPENOS D GRILL LLC
DBA JALAPENOS D GRILL
4. Type of applicant (check one):
Person ☒ Firm ☐ Corporation ☐ Joint-Stock Company ☐ Syndicate ☐ Other ☐
5. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business:
JOSE L SOTO
JOSE IGNACIO GARCIA
6. Applicant's present home address:
1662 WOLVERINE LN KNOXVILLE TN 37931
7. Date of Birth 5/28/1967 Home Telephone Number 865-206-5176
Business Telephone Number _____ Social Security Number [REDACTED]
8. Representative Email Address: _____
9. Under what name will the business operate? JALAPENOS D GRILL LLC
10. Business address 11151 B KINGSTON PIKE
Business Telephone number _____
11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:
JOSE IGNACIO GARCIA
12. Information of any manager, other than the applicant:
Name: JOSE SOTO Birth Date: 05-
Address: _____

Phone Number: _____

13. Has any person having at least a 5% ownership interest, any of the managers, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime within the last ten (10) years: ____ Yes ☒ No. If yes, give particulars of each charge, court, and date convicted.

14. Have you or your organization ever had a Beer Permit revoked, suspended, or denied in the State of Tennessee? _____ If so, specify, where, when, and why:

N/A

15. Name and address of property owner, if other than the business owner:

COMMERCIAL REALTY 8220 KINGSTON PIKE KNOXVILLE TN 37919

16. What is the name and address of the Church (or other place of worship) nearest to your business?

CONCORD CHURCH 11020 POANE DRIVE KNOXVILLE TN 37934

17. What is the name and address of the school nearest to your business?

FARRAGUT H.S. 11237 KINGSTON PIKE KNOXVILLE TN 37934

18. Special Occasion Event Name: _____ N/A

Location of the special occasion event: _____ N/A

Event Date & Times: _____ N/A

Representative name & phone number: _____ N/A

Have you received a special event permit to hold the event in the Town of Farragut? _____

19. Tennessee Sales Tax Number: _____

I certify that I am knowledgeable of the laws prohibiting the sale of beer to minors and that this application contains true information to the best of my knowledge and belief.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated 10-7-503.

I understand that by submitting this application, a background investigation shall be conducted and any and any and all documents related to my request shall become public records.

I understand that the applicant or representative must be present at the beer board meeting in which the permit will be discussed.

Mar. 4. 2013 4:43PM
From.

03/04/2013 16:05 No. 2079 P. 1
#424 r.002/002

Dr. Ralph McGill, Mayor
Mary Dorothy LaMarche, Vice-Mayor
David Smoak, Town Administrator
Allison M. Myers, Town Recorder



Jeff Elliott, Alderman
Ron Honken, Alderman
Robert N. Markli, Alderman

March 4, 2013

Capt. Allen "Wolfe" May, Beer Inspector
Knox County Sheriff Department
400 Main Street
Knoxville, TN 37902

Dear Capt. May:

The Town of Farragut has received an application for a beer permit that will be considered for approval by the Farragut Beer Board. I will need the requested as soon as you can get it in order to schedule the meeting. If you have any information on file concerning the following applicant, I would appreciate the information:

Jose Soto
1662 Wolverine Lane
Knoxville, TN 37931



OFFERS OK
3-4-13
w WOLFIE

Thank you for your cooperation. Please call me if you have any questions.

Sincerely,

Allison Myers
Town Recorder/Treasurer

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

February 14, 2013

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. January 24, 2013
- VI. Business Items**
 - A. Approval of request for access to Smith Road, classified as a major collector on the Major Road Plan, Farragut Municipal Code, Title 16, Chapter 4, Driveways and Other Accessways, Section 16-405. Permit Approval, and Section 16-406. (1) Distance Requirements, (a) Distance from intersections, and (b) Distance between driveways, variances for driveways access to 531 Smith Road, Zoned R-1/R-2 (Don and Angelia Dickey, Applicant)
- VII. Ordinances**
 - A. First Reading
 - 1. Ordinance 13-02, an ordinance to amend Title 9, Business, Peddlers, Solicitors, etc., Chapter 4, Sign Ordinance, of the Farragut Municipal Code, Section 9-406. Sign Regulations by Land use and/or Zoning Districts. (4) (o) Wall Signs, to allow signage on a wall to exceed a 1:1 ratio
- VIII. Town Administrator's Report**
- IX. Attorney's Report**

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, February 14, 2013 at 7:00 p.m.

Members present were Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Honken, seconded by Alderman Elliott; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; motion passed.

Mayor's Report

Michael Singletary, member of the education committee, presented a report from the committee regarding raising business awareness of school needs and ways the school and businesses can partner together.

Citizens Forum

Matt Varney, 517 Everett Road, addressed the board regarding the subdivision design changes at 517 Everett Road.

Approval of Minutes

Motion was made to approve the minutes of January 24, 2013 as presented. Moved by Alderman LaMarche, seconded by Alderman Elliott; voting yes, Mayor McGill, Aldermen Elliott, Honken, LaMarche and Markli; motion passed.

Business Items

Approval of request for access to Smith Road, classified as a major collector on the Major Road Plan, Farragut Municipal Code, Title 16, Chapter 4, Driveways and Other Accessways, Section 16-405. Permit Approval, and Section 16-406. (1) Distance Requirements, (a) Distance from intersections, and (b) Distance between driveways, variances for driveways access to 531 Smith Road, Zoned R-1/R-2 (Don and Angelia Dickey, Applicant)

Motion was made to approve a 25' variance to the west for a 175' separation from Andover Boulevard and a 115' variance to the east for an 85' separation from the existing driveway. Moved by Alderman Markli, seconded by Alderman LaMarche; voting yes, Mayor McGill, Honken, LaMarche and Markli; voting no, Alderman Elliott; motion passed.

Ordinances

First Reading

Ordinance 13-02, an ordinance to amend Title 9, Business, Peddlers, Solicitors, etc., Chapter 4, Sign Ordinance, of the Farragut Municipal Code, Section 9-406. Sign Regulations by Land use and/or Zoning Districts. (4) (o) Wall Signs, to allow signage on a wall to exceed a 1:1 ratio

Motion was made to approve Ordinance 13-02 on first reading. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Alderman Markli; voting no, Mayor McGill, Aldermen Honken, LaMarche and Elliott; motion failed.

Town Administrator's Report

David Smoak, Town Administrator, announced that Orange Leaf Yogurt would have a ribbon cutting on Friday at 10:00 and the Board of Mayor and Aldermen would conduct the strategic planning session on Saturday starting at 8:00 AM.

Meeting adjourned at 8:05 PM.

AGENDA NUMBER V1.A.

MEETING DATE March 14, 2013

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Resolution declaring certain town property to be surplus property.

INTRODUCTION:

The approval of Resolution R-2013-02 will allow for the removal of items from the fixed asset list and advertise the sale of the items on the Govdeals website.

DISCUSSION:

The Public Works Department has a 2005 Ford F150 Pick-up truck to surplus. The Town will advertise the equipment on Govdeals.com, an online government surplus auction site.

RECOMMENDATION BY:

Allison Myers, Town Recorder

PROPOSED MOTION:

To approve Resolution R-2013-02, a resolution declaring certain town property to be surplus property.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>HONKEN</u>	<u>MARKLI</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



TOWN OF FARRAGUT

RESOLUTION R-2013-02

A Resolution Declaring Certain Town Property to be Surplus Property.

WHEREAS, it has been determined that the Town has no further use of certain item(s); and

WHEREAS, the Board of Mayor and Aldermen may determine that these items are surplus property; and

WHEREAS, the value, if any, is determined for the surplus property and its disposal will be for the common benefit; and

WHEREAS, at time of sale of surplus item(s), moneys, if any, will be allocated back to the appropriate department;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE, does hereby surplus the following items(s):

- 2005 Ford F150 Pick-Up Truck

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 14th day of March 2013.

Ralph McGill, Mayor

Allison Myers, Town Recorder

AGENDA NUMBER VI. B.

MEETING DATE March 14, 2013

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Committee Appointment to the Community Health Council

INTRODUCTION: The purpose of this business item is to appoint a member to a staggered three-year term on the Community Health Council.

BACKGROUND: The Board of Mayor and Alderman approved Ordinance 12-18 on January 10, 2013 which established the Community Health Council and aligned Farragut, Knox County and City of Knoxville to improve community health. One (1) member is to be appointed by the Board of Mayor and Alderman and one (1) member appointed by the Mayor.

Enclosed in your packets are applications from Kathleen Douthat, Debbie Pinchok, Louis Povlin, R. Mark Ray and Mary Ellen Reda.

PROPOSED MOTION: To appoint _____ as the Board appointee to the Community Health Council.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>HONKEN</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Pam Hall

From: noreply@civicplus.com
Sent: Friday, February 22, 2013 3:27 PM
To: Pam Hall
Subject: Online Form Submittal: Community Health Council Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Community Health Council Application

Town of Farragut Community Health Council

Name*

Kathleen Brien Douthat

Address1*

421 E. Fox Den Drive

City*

Knoxville

State*

TN

Zip*

37934

Home Phone*

865-671-7229

Business Phone

865-539-7293

Email

douthat@tds.net

Occupation

Counselor at Pellissippi State Community College

Education

Bachelor of Science in Health Education, Central Michigan University Master of Education in Counseling and Guidance, Lincoln Memorial University Ph.D. in Educational Psychology and Research (in progress - due to graduate 8/13)

Why would you like to serve on the Community Health Council?

I think that mental health is a very important aspect of our overall health and should be considered in all that we do. As a resident of the Town of Farragut, I want to see my neighbors, co-workers, and friends live as healthfully as possible. To that end, I believe that there is much that I could contribute to this council, especially from a mental health perspective.

Resume (if desired)

[]

Uploaded: Kathy

Douthat Resume

2012-r.doc

**Please login to view
the uploaded file.**

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

Name*

Date*

Kathleen Brien 02/22/2013
Douthat

The following form was submitted via your website: Community Health Council Application

Town of Farragut Community Health Council:

Name: Kathleen Brien Douthat

Address1: 421 E. Fox Den Drive

City: Knoxville

State: TN

Zip: 37934

Home Phone: 865-671-7229

Business Phone: 865-539-7293

Email: douthat@tds.net

Occupation: Counselor at Pellissippi State Community College

Education: Bachelor of Science in Health Education, Central Michigan University

Master of Education in Counseling and Guidance, Lincoln Memorial University

Ph.D. in Educational Psychology and Research (in progress - due to graduate 8/13)

Why would you like to serve on the Community Health Council?: I think that mental health is a very important aspect of our overall health and should be considered in all that we do. As a resident of the Town of Farragut, I want to see my neighbors, co-workers, and friends live as healthfully as possible. To that end, I believe that there is much that I could contribute to this council, especially from a mental health perspective.

Resume (if desired): Kathy Douthat Resume 2012-r.doc

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

Name: Kathleen Brien Douthat

Date: 02/22/2013

Additional Information:

Form Submitted on: 2/22/2013 2:27:27 PM



TOWN OF FARAGUT COMMUNITY HEALTH COUNCIL APPLICATION

Name Debbie Pinchok
Address 12612 Red Canyon Rd. Zip 37934
Knoxville, TN
Home Phone 865-675-6135 Business Phone _____
Fax 865-675-6135 E-mail dpinchok@tdsonet
Occupation RN
Education BSN- West Virginia University
Why would you like to serve on the Community Health Council (attach resume or additional information if desired):
see attached

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.

Signature Debbie Pinchok Date 2/1/13

Please sign, date and return to:
Farragut Town Hall, 11408 Municipal Center Drive, Farragut, TN 37934
Fax: 675-2096 or scan/e-mail to pam.hall@townoffarragut.org

I want to serve on the Community Health Council because I want to be the voice of reality and experience in our community. Despite the advances in knowledge and technology that I have seen over my forty year career in health care, our citizens continue to choose unhealthy lifestyles and then expect nurses, doctors and hospitals to be able to “cure” them. Our people need access to more facilities, more programs, and better and accurate information to help them make wise health care choices. With increasing life spans and living longer with chronic diseases, these choices impact our citizens and our community with ever increasing implications. We all deserve the opportunity to live our years with health, vitality, and to make them as productive and engaged as they can possibly be.

Debbie Pinchok, RN, BSN, CEN

12618 Red Canyon Rd.
Knoxville, TN 37934

Phone 865-675-6135
Fax 865-675-6135
E-mail: dpinchok@tds.net

Professional

BAPTIST HOSPITAL OF EAST TENNESSEE (now Turkey Creek Medical Center, Tennova Health Care System)

6/2000-Present, 10/88-1993 – Staff nurse in the Emergency Dept. and Chest Pain
Emergency Center

1993-2000 – CLINICIAN in the Emergency Dept. and Chest Pain Emergency
Center. Responsibilities included staff education, orientation of new
employees, developing new policies and procedures, and quality
improvement

HARRIS METHODIST, Fort Worth, Texas 9/86-11/87. Staff nurse in ED

CORAL REEF HOSPITAL, Miami, FL 7-81-3-86, 7/79-2/80. Charge/staff nurse in ED

ODESSA MEDICAL CENTER, Odessa, Texas. 2/77-8/78, 2/76-9/76. Charge and staff
Nurse in the ED

MIAMI VALLEY HOSPITAL, Dayton, Ohio. 6/72-8/75. Several areas and positions.

Education

- ◆ **PEDIATRIC ADVANCED LIFE SUPPORT PROVIDER**-Current
- ◆ **ADVANCED CARDIAC LIFE SUPPORT PROVIDER** since 1984
- ◆ **CEN (CERTIFIED EMERGENCY NURSE)** advanced certification since 1985
- ◆ **TNCC PROVIDER (TRAUMA NURSING CORE COURSE)** - Current
- ◆ **ADVANCED CARDIAC LIFE SUPPORT INSTRUCTOR** (inactive)
- ◆ **BASIC TRAUMA LIFE SUPPORT INSTRUCTOR** (inactive)
- ◆ **BASIC LIFE SUPPORT INSTRUCTOR** (inactive)
- ◆ **EMERGENCY NURSING PEDIATRIC COURSE**, 1999

WEST VIRGINIA UNIVERSITY – Graduated Cum Laude, 1972, BSN. Member of
Sigma Theta Tau, Professional Nursing Honorary.

Achievements And Awards

2012-Received “Exceptional” rating on annual evaluation

2007- Silver Lamp Nursing Excellence Award-top level with \$2000
scholarship for Continuing Education

2002 – Baptist University Staff Development Institute Certificates of Recognition for
National Specialty Certification and Continuing Education

- ◆ ED Coordinator and trainer for development and implementation of a new
computerized tracking board system

2001- Baptist University Staff Development Institute Advance Recognition Award

2000- Baptist University Staff Development Institute Certificate of Recognition for
Continuing Education

1998 – Nursing Excellence Award, Baptist Hospital of East Tennessee

1993-2000

- ◆ Chaired Chest Pain Collaborative Guideline Committee
- ◆ Developed Pediatric Age Specific Stickers utilized to help meet JCAHO age-specific assessment requirements
- ◆ Created “Tips and Tidbits” educational tools used for patient/family education
- ◆ Developed a “Lab Information Sheet” used for patient/family education
- ◆ Precepted new employees
- ◆ Organized and presented “Skills Days” on an annual basis complete with multiple AV presentations including Power Point
- ◆ Taught many classes in ACLS, BLS, BTLS, and annual skill competency days
- ◆ PERFECT ATTENDANCE for over 24 years with Baptist, Mercy and Tennova

1987 – HARRIS METHODIST

- ◆ Developed new “Aftercare Instruction Sheets”
- ◆ Co-authored handbook for new ED nurses

1975 – 1976 - ODESSA, TEXAS

- ◆ **Founded and was first president of the Permian Basin Chapter of the American Association of Critical-Care Nurses**

References

Available upon request

Pam Hall

From: noreply@civicplus.com
Sent: Sunday, February 24, 2013 3:36 PM
To: Pam Hall
Subject: Online Form Submittal: Community Health Council Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Community Health Council Application

Town of Farragut Community Health Council

Name*

Louise Povlin

Address1*

12830 Stahl Drive

City*

Knoxville

State*

TN

Zip*

37934

Home Phone*

865-671-3522

Business Phone

865-671-1112

Email

louise.povlin@anytimefitness.com

Occupation

Owner, Anytime Fitness

Education

Graduate of Rutgers University

Why would you like to serve on the Community Health Council?

I believe I could support the Community Health Council through my background as an athlete through high school, as a participant in many running events and ownership of a fitness facility based in Farragut with real world experience of the challenges of staying fit. Being the mother of three, managing our home and running a business gives me a great perspective on how difficult it can be to find the time to maintain a fitness regime.

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

Name*

Louise Povlin

Date*

2/24/13

The following form was submitted via your website: Community Health Council Application

Town of Farragut Community Health Council:

Name: Louise Povlin

Address1: 12830 Stahl Drive

City: Knoxville

State: TN

Zip: 37934

Home Phone: 865-671-3522

Business Phone: 865-671-1112

Email: louise.povlin@anytimefitness.com

Occupation: Owner, Anytime Fitness

Education: Graduate of Rutgers University

Why would you like to serve on the Community Health Council?: I believe I could support the Community Health Council through my background as an athlete through high school, as a participant in many running events and ownership of a fitness facility based in Farragut with real world experience of the challenges of staying fit. Being the mother of three, managing our home and running a business gives me a great perspective on how difficult it can be to find the time to maintain a fitness regime.

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

Name: Louise Povlin

Date: 2/24/13

Additional Information:

Form Submitted on: 2/24/2013 2:36:01 PM

Submitted from IP Address: 71.80.75.197

Form Address: <http://www.townoffarragut.org/FormCenter/Community-Health-Council-19/Community-Health-Council-Application-83>

Pam Hall

From: noreply@civicplus.com
Sent: Wednesday, March 06, 2013 10:09 PM
To: Pam Hall
Subject: Online Form Submittal: Community Health Council Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Community Health Council Application

Town of Farragut Community Health Council

Name*

R. Mark Ray

Address1*

701 Whispering Hills Ln

City*

Farragut

State*

TN

Zip*

37938

Home Phone*

865-660-8104

Business Phone

same

Occupation

physician

Education

received an M.D. from Wake Forest School of Medicine in 1997

Why would you like to serve on the Community Health Council?

I am very interested in the role of local government in establishing an environment where a community can thrive. As a physician I am concerned with the health of individuals and communities. I believe that local government can be a great resource in shaping health trends in the township of Farragut.

Resume (if desired)

[]

Uploaded: 2013 CV -
updated-5.doc

**Please login to view the
uploaded file.**

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

Name*

R. Mark Ray, M.D.

Date*

March 6, 20`13

The following form was submitted via your website: Community Health Council Application

Town of Farragut Community Health Council:

Name: R. Mark Ray

Address1: 701 Whispering Hills Ln

City: Farragut

State: TN

Zip: 37938

Home Phone: 865-660-8104

Business Phone: same

Occupation: physician

Education: received an M.D. from Wake Forest School of Medicine in 1997

Why would you like to serve on the Community Health Council?: I am very interested in the role of local government in establishing an environment where a community can thrive. As a physician I am concerned with the health of individuals and communities. I believe that local government can be a great resource in shaping health trends in the township of Farragut.

Resume (if desired): 2013 CV - updated-5.doc

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

Name: R. Mark Ray, M.D.

Date: March 6, 20`13

Additional Information:

Form Submitted on: 3/6/2013 9:09:21 PM

Submitted from IP Address: 96.60.255.87

Form Address: <http://www.townoffarragut.org/FormCenter/Community-Health-Council-19/Community-Health-Council-Application-83>

Pam Hall

From: noreply@civicplus.com
Sent: Wednesday, March 06, 2013 7:57 PM
To: Pam Hall
Subject: Online Form Submittal: Community Health Council Application

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Community Health Council Application

Town of Farragut Community Health Council

Name*

mary ellen reda

Address1*

308 fruitwood lane

City*

farragut

State*

tn

Zip*

37934

Home Phone*

8657770621

Email

mes2591@gmail.com

Occupation

Regional Occupational Health Programs Manager for a Federal Agency

Education

Pasco-Hernando Community College-Registered Nurse Certified Medical Case Manager credentials

Why would you like to serve on the Community Health Council?

I have been an occupational health provider for over 20 years. I am aware of how illness can affect an employee population and the bottom-line of a company. Wellness initiatives save companies money. Currently, I manage a 15 office area for my employer. I provide opportunities for the employees of the workplace to participate in Wellness Programs. We have seen a positive outcome from these programs. For example, smoking has been reduced and exercise has increased. I feel that local communities can be a positive influence with Wellness promotion for the citizens. I would like to be a part of this team. Please consider my application and experience as a Occupational Health Provider for this committee. I would love to and be proud to represent my home community.

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

Name*

Mary Ellen
Sweeney-Reda

Date*

3/6/2013

The following form was submitted via your website: Community Health Council Application

Town of Farragut Community Health Council:

Name: mary ellen reda

Address1: 308 fruitwood lane

City: farragut

State: tn

Zip: 37934

Home Phone: 8657770621

Email: mes2591@gmail.com

Occupation: Regional Occupational Health Programs Manager for a Federal Agency

Education: Pasco-Hernando Community College-Registered Nurse
Certified Medical Case Manager credentials

Why would you like to serve on the Community Health Council?: I have been an occupational health provider for over 20 years. I am aware of how illness can affect an employee population and the bottom-line of a company. Wellness initiatives save companies money. Currently, I manage a 15 office area for my employer. I provide opportunities for the employees of the workplace to participate in Wellness Programs. We have seen a positive outcome from these programs. For example, smoking has been reduced and exercise has increased. I feel that local communities can be a positive influence with Wellness promotion for the citizens. I would like to be a part of this team. Please consider my application and experience as a Occupational Health Provider for this committee. I would love to and be proud to represent my home community.

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

Name: Mary Ellen Sweeney-Reda

Date: 3/6/2013

Additional Information:

Form Submitted on: 3/6/2013 6:57:01 PM

Submitted from IP Address: 96.60.251.241

Form Address: <http://www.townoffarragut.org/FormCenter/Community-Health-Council-19/Community-Health-Council-Application-83>

MEETING DATE: March 14, 2013

AGENDA NUMBER: VI.C.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Janet Curry, Human Resources Manager

SUBJECT: Approval of a Supplemental Trust Retirement Plan

INTRODUCTION: The purpose of this agenda item is for the Board to consider approval the *Town of Farragut Supplemental Retirement Plan* document. This plan is written for five employees who voted to receive a monthly benefit amount rather than a lump sum amount as the third retirement supplement.

BACKGROUND: Beginning with the April 28, 2011 Board of Mayor and Aldermen meeting, the Board considered several retirement plan options for Town employees. The Board approved adoption of Social Security, a 401(k) retirement plan, and two lump sum 401(k) deposits into active employee accounts based upon longevity with the Town. The third supplement to be approved by the Board was to allow eleven (11) identified employees the choice of either a lump sum amount or a monthly benefit amount based upon both longevity and age. Employees made their choice in April 2012. Six employees chose the lump sum amount while five employees chose the monthly amount. Since that time, three companies were identified that could write a Trust Agreement and the associated documents. USI Consulting quoted the lowest professional services price and was awarded the work. The three documents before the Board for approval are the result of USI's work to provide the documents.

DISCUSSION: Bob Cross, President, USI Consulting Group, performed the actuarial services as well as wrote the *Town of Farragut Supplemental Retirement Plan* and associated documents. All three documents were reviewed by the USI's legal department. The *Supplemental Retirement Plan* provides a monthly benefit amount for the five named employees at the time of their retirement at age 65 and continuing until their death. There are provisions for an early retirement at age 62 with a deduction from the amount paid at age 65. Employees may wait until age 67 and receive a larger monthly amount. Additionally, there is a surviving spouse benefit of 50% of the employee's monthly benefit amount. This Trust is solely for the five named employees and is closed to all other employees. An employee's monthly benefit amount, at age 65, ranges from \$204/month to \$451/month.

RECOMMENDATION BY: HR Manager Janet Curry and Town Administrator David Smoak for approval.

FINANCIAL SECTION: Estimated cost for FY 12-13 is \$4,200.

PROPOSED MOTION: To approve the Supplemental Retirement Plan Trust Agreement and to direct staff implement the Trust Agreement.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

VOTE/TOTAL	ELLIOTT	LAMARCHE	MARKLI	HONKEN	MCGILL
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

MEETING DATE: March 14, 2013

AGENDA NUMBER: V.I.D.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Janet Curry, Human Resources Manager

SUBJECT: Approval of a Supplemental Trust Retirement Plan Investment Policy Statement

INTRODUCTION: The purpose of this agenda item is for the Board to consider approval the Town of Farragut *Supplemental Retirement Plan Investment Policy Statement*. This document is written to state how the financial advisor and the Town will invest the Town funds to provide the monthly benefit for the five employees for whom the Trust fund is established.

BACKGROUND: Beginning with the April 28, 2011 Board of Mayor and Aldermen meeting, the Board considered several retirement plan options for Town employees. The Board approved adoption of Social Security, a 401(k) retirement plan, and two lump sum 401(k) deposits into active employee accounts based upon longevity with the Town. The third supplement to be approved by the Board was to allow eleven (11) identified employees the choice of either a lump sum amount or a monthly benefit amount based upon both longevity and age. Employees made their choice in April 2012. Six employees chose the lump sum amount while five employees chose the monthly amount. Since that time, three companies were identified that could write a Trust Agreement and the associated documents. USI Consulting quoted the lowest professional services price and was awarded the work. USI has since produced the needed documents to provide these employees a monthly benefit at their retirement.

DISCUSSION: Bob Cross, President, USI Consulting Group, performed the actuarial services as well as wrote the *Retirement Plan Investment Policy Statement* and associated documents. The *Supplemental Retirement Plan* document defines the plan for providing five employees a monthly benefit. The *Investment Policy Statement* explains the guidelines, roles and responsibilities of the management of the investment of the Plan assists and is intended to govern all investments associated with the Plan. It also states the purposes of the Plan and its funding policy consistent with the fiduciary obligations required under federal law. The Town Investment Committee will serve as the fiduciary and manage the investment plan assets with the counsel of a financial advisor. USI Consulting shall be the financial advisor. Although the public sector is exempt from most ERISA regulations, public sector employers must apply the "prudent man standard" to their decisions.

RECOMMENDATION BY: HR Manager Janet Curry and Town Administrator David Smoak for approval.

FINANCIAL SECTION: Estimated cost for FY 12-13 is \$4,200.

PROPOSED MOTION: To approve the *Supplemental Retirement Plan Investment Policy Statement*.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>HONKEN</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

MEETING DATE: March 14, 2013

AGENDA NUMBER: V.I.E.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY:  Janet Curry, Human Resources Manager

SUBJECT: Approval of a Supplemental Retirement Plan Trust Agreement

INTRODUCTION: The purpose of this agenda item is for the Board to consider approval the Town of Farragut *Supplemental Retirement Plan Trust Agreement*. This document is written to name the trustee and to state how the trustee shall carry out the *Investment Policy* to provide five employees a monthly retirement benefit.

BACKGROUND: Beginning with the April 28, 2011 Board of Mayor and Aldermen meeting, the Board considered several retirement plan options for Town employees. The Board approved adoption of Social Security, a 401(k) retirement plan, and two lump sum 401(k) deposits into active employee accounts based upon longevity with the Town. The third supplement to be approved by the Board was to allow eleven (11) identified employees the choice of either a lump sum amount or a monthly benefit amount based upon both longevity and age. Employees made their choice in April 2012. Six employees chose the lump sum amount while five employees chose the monthly amount. Since that time, three companies were identified that could write a Trust Agreement and the associated documents. USI Consulting quoted the lowest professional services price and was awarded the work. USI has since produced the needed documents to provide these employees a monthly benefit at their retirement.

DISCUSSION: Bob Cross, President, USI Consulting Group, performed the actuarial services as well as wrote the *Trust Agreement* and associated documents. The *Supplemental Retirement Plan* is the plan document that details the plan guidelines and establishes each employees monthly retirement benefit. The *Investment Policy Statement* explains the guidelines, roles and responsibilities of the management of the investment of the Plan assets and is intended to govern all investments associated with the Plan. It also states the purposes of the Plan and its funding policy consistent with the fiduciary obligations required under federal law. The *Trust Agreement* names Countybank Trust Services at the trustee. As trustee, Countybank shall hold, manage, and control the deposited funds pursuant to the terms of the Trustee Agreement.

BB&T financial services and two additional Tennessee brokers were also contacted regarding the Trustee duties and the annual consultant fees. Due to the small size of the Trust, the details of administering it, and the guaranteed monthly benefit amount, these individuals were unable to meet our needs.

The annual fee for Countybank Trustee services is \$1, 000 which is paid quarterly. USI Consulting Group's fee is \$4,000 annually due at the beginning of each Plan Year.

RECOMMENDATION BY: Human Resources Manager Janet Curry and Town Administrator David Smoak for approval.

FINANCIAL SECTION:

Project: Trust Agreement

<u>Total Budget</u>	<u>Contract Amount</u>	<u>Expenditures to</u> <u>Date</u>	<u>Remaining Amount</u>
\$20,000	\$4,200	\$11,148	\$4,652

Approved

By: A. Myers

PROPOSED MOTION: To approve the Supplemental Retirement Plan Trust Agreement.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>HONKEN</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____