

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

December 12, 2013

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
 - A. Town Hall Energy Assessment
- IV. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2013**
- V. Citizens Forum**
- VI. Approval of Minutes**
 - A. November 19, 2013
- VII. Ordinances**
 - A. Public Hearing and Second Reading
 - 1. **Ordinance 13-24**, ordinance to amend Ordinance 13-19 Fiscal Year 2014 Budget
 - B. First Reading
 - 1. **Ordinance 13-25**, ordinance to amend the text of the Farragut Municipal Code, Title 4, Chapter 3. Personnel Committee, to delete Section 4-308 in its entirety
- VIII. Business Items**
 - A. Resolution R-2013-08, to Establish an Occupational Safety and Health Program
 - B. Approval of Revised Personnel Committee Charter
 - C. Resolution R-2013-09, Shop Farragut Program
 - D. Approval for Certificate of Compliance for DSJJ LLC. DbA Campbell Station Wine & Spirits
 - E. Approval of Request of access to Sonja Drive associated with a resubdivision plat involving the property at 11225 Sonja Drive (Donald Fendley, Applicant)
 - F. Approval of Contract for Softball Field Fencing Installation
 - G. Approval of Rental Agreement for Property at 101 N. Campbell Station Road
- IX. Town Administrator's Report**
- X. Attorney's Report**

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

Tuesday, November 19, 2013

WORKSHOP

6:30 PM

Beer Ordinance

BEER BOARD

6:55 PM

See Beer Board Agenda

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. October 24, 2013
- VI. Ordinances**
 - A. Public Hearing and Second Reading**
 - 1. **Ordinance 13-22**, ordinance to amend the text of the Zoning Ordinance of the Town of Farragut, Tennessee, Ordinance 86-16, as amended, by amending Chapter 4., Section IV. Measurement of setbacks, open space, visibility triangle, use of lots and access points, to clarify method of measuring setbacks, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.
 - B. First Reading**
 - 1. **Ordinance 13-24**, ordinance to amend Ordinance 13-19 Fiscal Year 2014 Budget
- VII. Business Items**
 - A. Approval of Narrowband 2-way Radio Communications Equipment
 - B. Approval of the 2013-2014 Snow Removal Schedule & Map
 - C. Approval of Request for approval of access variance for a right in only access off N. Campbell Station Road for the Holiday Inn Express at 816 N. Campbell Station Road, Zoned C-2 (Shashi Patel, Applicant).
 - D. Approval for Certificate of Compliance for DSJJ LLC. Db a Campbell Station Wine & Spirits
- VIII. Town Administrator's Report**
 - A. Town of Farragut Debt Obligation Report
- IX. Attorney's Report**

The Farragut Board of Mayor and Aldermen met in a regular session on Tuesday, November 19, 2013 at 7:00 p.m. Members present were Aldermen Elliott, Honken, LaMarche and Markli; Mayor McGill was absent.

Approval of Agenda

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

Mayor's Report

Vice-Mayor LaMarche announced that she, Mayor McGill and Alderman Markli attend the National League of Cities annual conference in Seattle, WA.

Citizens Forum

Bettye Sisco, Farragut/West Knox Chamber of Commerce, presented 5K shirts to all of the board members in appreciation for their support.

Approval of Minutes

Motion was made to approve the minutes of October 24, 2013. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

Ordinances

Public Hearing and Second Reading

Ordinance 13-22, ordinance to amend the text of the Zoning Ordinance of the Town of Farragut, Tennessee, Ordinance 86-16, as amended, by amending Chapter 4., Section IV. Measurement of setbacks, open space, visibility triangle, use of lots and access points, to clarify method of measuring setbacks, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.

Motion was made to approve Ordinance 13-22 on second and final reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

First Reading

Ordinance 13-24, ordinance to amend Ordinance 13-19 Fiscal Year 2014 Budget

Motion was made to approve Ordinance 13-24 on first reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

Business Items

Approval of Narrowband 2-way Radio Communications Equipment

Motion was made to approve the purchase of Narrowband 2-way Radio Communications Equipment on the state contract from Cartwright Communication in the amount of \$16,744.90. Moved by Alderman Honken, seconded by Alderman Elliott; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

Approval of the 2013-2014 Snow Removal Schedule & Map

Motion was made to approve the 2013-2014 snow removal schedule and map. Moved by Alderman Markli, seconded by Alderman Honken; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

Approval of Request for approval of access variance for a right in only access off N. Campbell Station Road for the Holiday Inn Express at 816 N. Campbell Station Road, Zoned C-2 (Shashi Patel, Applicant).

Motion was made to approve the access variance for a right in only access off N. Campbell Station Road for the Holiday Inn Express at 816 N. Campbell Station Road. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

Approval for Certificate of Compliance for DSJJ LLC. Dba Campbell Station Wine & Spirits

Motion was made to approve a Certificate of Compliance for DSJJ LLC. Dba Campbell Station Wine & Spirits. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Elliott, Honken, LaMarche and Markli; no nays; Mayor McGill was absent; motion passed.

Town Administrator's Report

Allison Myers, Town Recorder, presented the Town of Farragut Debt Obligation Report. The document summarizes the debt obligation for the purchase of the Russell House and will be submitted to the Comptroller of the State.

Meeting adjourned at 7:40 PM.

Mary Dorothy LaMarche, Vice-Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder *AM*

SUBJECT: Ordinance 13-24, ordinance to amend Ordinance 13-19 Fiscal Year 2014 Budget

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance 13-24, to amend the Fiscal Year 2014 Capital Investment Program.

DISCUSSION:

Ordinance 13-24 will amend the budget to reflect the following:

- The Capital Investment Program will be amended by increasing the appropriated expenditures by \$550,000.
- Funds for the synthetic turf field at Mayor Bob Leonard Park were budgeted in FY2013 in the amount of \$550,000 but not expended until FY2014, therefore must be appropriated in the current budget. The project is estimated to be approximately \$40,000 under budget.
- The softball fence replacement project is currently budgeted in the FY2014 budget in the amount of \$75,000. The budget for the fencing project will increase by \$35,000. The purpose of this increase is to fund the installation of softball field fencing at the upper and lower softball fields at Mayor Bob Leonard Park and the installation of the backstop area at the softball field at Anchor Park. Bids for the project were opened Wednesday, November 6, 2013. The total project cost as specified is \$106,479.
- The total amount being transferred from FY2013 to FY2014 is \$550,000, which is the original amount of the synthetic field budget in FY2013. Due to the project being under budget a line item transfer will be made to decrease the synthetic field budget to \$515,000 and increase the softball field fencing budget to \$110,000. The net transfer is the same as originally budgeted.

RECOMMENDATION BY: Town Recorder Allison Myers for approval.

PROPOSED MOTIONS: Motion to approve Ordinance 13-24 on second and final reading.

BOARD ACTION:

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

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

ORDINANCE	13-24
PREPARED BY	Myers
1 ST READING	November 19, 2013
2 ND READING	
PUBLISHED IN	
DATE	

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE
AMENDING THE FISCAL YEAR 2013-2014 BUDGET, PASSED BY ORDINANCE 13-19**

WHEREAS, the Town of Farragut adopted the fiscal year 2013-14 budget by passage of Ordinance Number 13-19 on June 27, 2013; 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 for the General Fund and Insurance Fund will be greater than budgeted; 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 2013-2014 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 13-19 is hereby amended by:

- Increasing the appropriated expenditures in the Capital Investment Program by \$550,000. Expenditures for the Capital Investment Program will total \$7,007,500.
 - Synthetic Field at Mayor Bob Leonard Park, \$515,000
 - Softball field fencing at Mayor Bob Leonard and Anchor Park, increase of \$35,000

SECTION 2. The Board of Mayor and Aldermen authorizes the Town Recorder 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.

Dr. Ralph McGill, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Janet Curry, Human Resources Manager

SUBJECT: Approval of Ordinance 13-25, ordinance to amend the text of the Farragut Municipal Code, Title 4, Chapter 3. Personnel Committee, to delete Section 4-308 in its entirety

INTRODUCTION: In November 2012, the Board of Mayor and Alderman approved the updated *Human Resources Policies and Procedures*. The update included revisions to the complaint and disciplinary appeal procedure. These revisions necessitate corrections in both the Municipal Code and the Personnel Committee Charter.

BACKGROUND: The Board adopted *Chapter 3. Personnel Committee* as part of *Title 4* of the *Municipal Code* in 1985. According to Mary Lou Koepp, retired Town Recorder, the Town had four or five employees. *Chapter 3* includes sections on the following topics: committee appointments, removal of members, compensation of members, duties and responsibilities of members, expenditures, the appointment of chairmen, meetings, and *Section 4-308*.

Grievance Committee. Section 4-308 reads as follows:

In accordance with the Farragut Personnel Policies, the Personnel Committee shall serve as the employee Grievance Committee.

DISCUSSION: The Board expressed there will concerning employee complaints and disciplinary appeals through the approval of the *Human Resources Policies and Procedures*. These recommended changes to the *Town Municipal Code* and the *Personnel Committee Charter* are solely to provide consistency throughout our Town documents.

PROPOSED MOTION: Approval of Ordinance 13-25 on first reading.

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	_____	_____	_____	_____	_____

ORDINANCE:	13-25
PREPARED BY:	Myers
REQUESTED BY:	Curry
1ST READING:	December 12, 2013
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE TO AMEND TITLE 4. MUNICIPAL PERSONEL, CHAPTER 3, SECTION 4-308, GRIEVANCE COMMITTEE

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Title 4, Chapter 3, Section 4-308, Grievance Committee, of the Farragut Municipal Code,

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 as follows:

SECTION 1.

The Farragut Municipal Code, Title 4. Municipal Personnel, Chapter 3, Section 308, Grievance Committee, is amended by deleting Section 4-308 in its entirety.

SECTION 2.

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

Ralph McGill, Mayor

Allison Myers, Town Recorder

- CODE OF ORDINANCES
Title 4 - MUNICIPAL PERSONNEL

CHAPTER 3. PERSONNEL COMMITTEE

CHAPTER 3. PERSONNEL COMMITTEE

[Sec. 4-301. Appointment.](#)

[Sec. 4-302. Removal of members.](#)

[Sec. 4-303. Compensation of members.](#)

[Sec. 4-304. Duties and responsibilities.](#)

[Sec. 4-305. Expenditures.](#)

[Sec. 4-306. Chairman, vice-chairman, and secretary.](#)

[Sec. 4-307. Meetings.](#)

[Sec. 4-308. Grievance committee.](#)

Sec. 4-301. Appointment.

The Board of Mayor and Aldermen shall appoint a Personnel Committee consisting of seven (7) persons. The seven (7) members, four (4) appointed one (1) year, and the remaining three (3) appointed the following year, shall serve staggered two-year terms or until their successors are appointed.

(1985 Code, § 1-801; Ord. No. 00-30, June 2000; Ord. No. 09-15, § 1, 7-9-2009)

Sec. 4-302. Removal of members.

The Board of Mayor and Aldermen shall have the authority to remove any appointed member at its pleasure and to appoint a replacement to fill the unexpired term.

(1985 Code, § 1-802)

Sec. 4-303. Compensation of members.

The members of the Personnel Committee shall serve without compensation.

(1985 Code, § 1-803)

Sec. 4-304. Duties and responsibilities.

The Personnel Committee shall serve as an advisory body to the Board of Mayor and Aldermen and Town Administrator on any matter relating to personnel activities, policies, and expenditures involving the Town. Responsibilities of the Personnel Committee may include, but not be limited to:

- (1) Review and recommend to the board personnel policies for Town employees.
- (2) Review proposed job descriptions for personnel positions with the Town.
- (3) Review proposed and existing salaries for Town positions.
- (4) Assist Town Administrator and Board of Mayor and Aldermen in recruitment and selection of personnel.

- CODE OF ORDINANCES
Title 4 - MUNICIPAL PERSONNEL

CHAPTER 3. PERSONNEL COMMITTEE

- (5) Assist Board of Mayor and Aldermen in conducting an annual performance evaluation of the Town Administrator.

(1985 Code, § 1-804)

Sec. 4-305. Expenditures.

Any expenditure recommended by the Personnel Committee must be approved by the Board of Mayor and Aldermen.

(1985 Code, § 1-805)

Sec. 4-306. Chairman, vice-chairman, and secretary.

The Personnel Committee shall elect a chairman, vice-chairman, and secretary to serve a term of one (1) year.

(1985 Code, § 1-806; Ord. No. 09-19, § 1, 8-27-2009)

Sec. 4-307. Meetings.

The Personnel Committee will schedule monthly meetings. The chairman or vice-chairman may cancel or schedule additional meetings as needed. All members shall be notified of the time and place such meetings will be held. Four (4) members shall constitute a quorum.

(1985 Code, § 1-807; Ord. No. 09-19, § 1, 8-27-2009)

~~Sec. 4-308. Grievance committee.~~

~~In accordance with the Farragut Personnel Policies, the Personnel Committee shall serve as the employee Grievance Committee.~~

(1985 Code, § 1-808)

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Janet Curry, Human Resources Manager

SUBJECT: Resolution R-2013-08 establishing an updated Occupational Safety and Health Program Plan.

INTRODUCTION: In compliance with Public Chapter 561 of the General Assembly of Tennessee for the year 1972, the Town seeks to update the Occupational Safety and Health Program. In December 2005, the Board of Mayor and Alderman approved the initial Occupational Safety and Health Program Plan. The attached update includes revisions to Plan in order to comply with more recent TOSHA suggestions/requirements.

BACKGROUND: The Occupational Safety and Health Program Plan is written in order to provide a safe and healthful place and condition of employment. Success of the plan requires the commitment of both management and staff employees. All employees are covered under the Program Plan.

DISCUSSION: The Program Plan includes the continued acquisition, maintenance, and use of personal protective equipment; creation and maintenance of records documenting employee injuries and illnesses; reporting of employee workplace caused injuries and illness; TOSHA inspections; employee education and training on identified work place hazards and TOSHA requirements for a safe workplace; and the opportunity for anonymous employee complaints regarding workplace problems/hazards.

This Program Plan also requires the appointment of a Safety Director to perform duties and to exercise powers assigned in order to plan, develop, and administer this Program Plan. This Resolution names the Human Resources Manager as the Safety Director. Finally, the Program Plan allows that sufficient funding is authorized by the Board of Mayor and Aldermen to administer the Program Plan. Safety Program funding is included in each departmental within the annual budget document.

Since the initial Town Resolution, state and federal laws have changed somewhat while the purpose of the Resolution has not. The *Recordkeeping and Reporting Section* and the *Education and Training Section* had the most updates. The remaining updates are changes in verbiage that better reflect the Program Plans intention and scope.

PROPOSED MOTION: Approval of Resolution R-2013-08.

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	_____	_____	_____	_____	_____

TOWN OF FARRAGUT

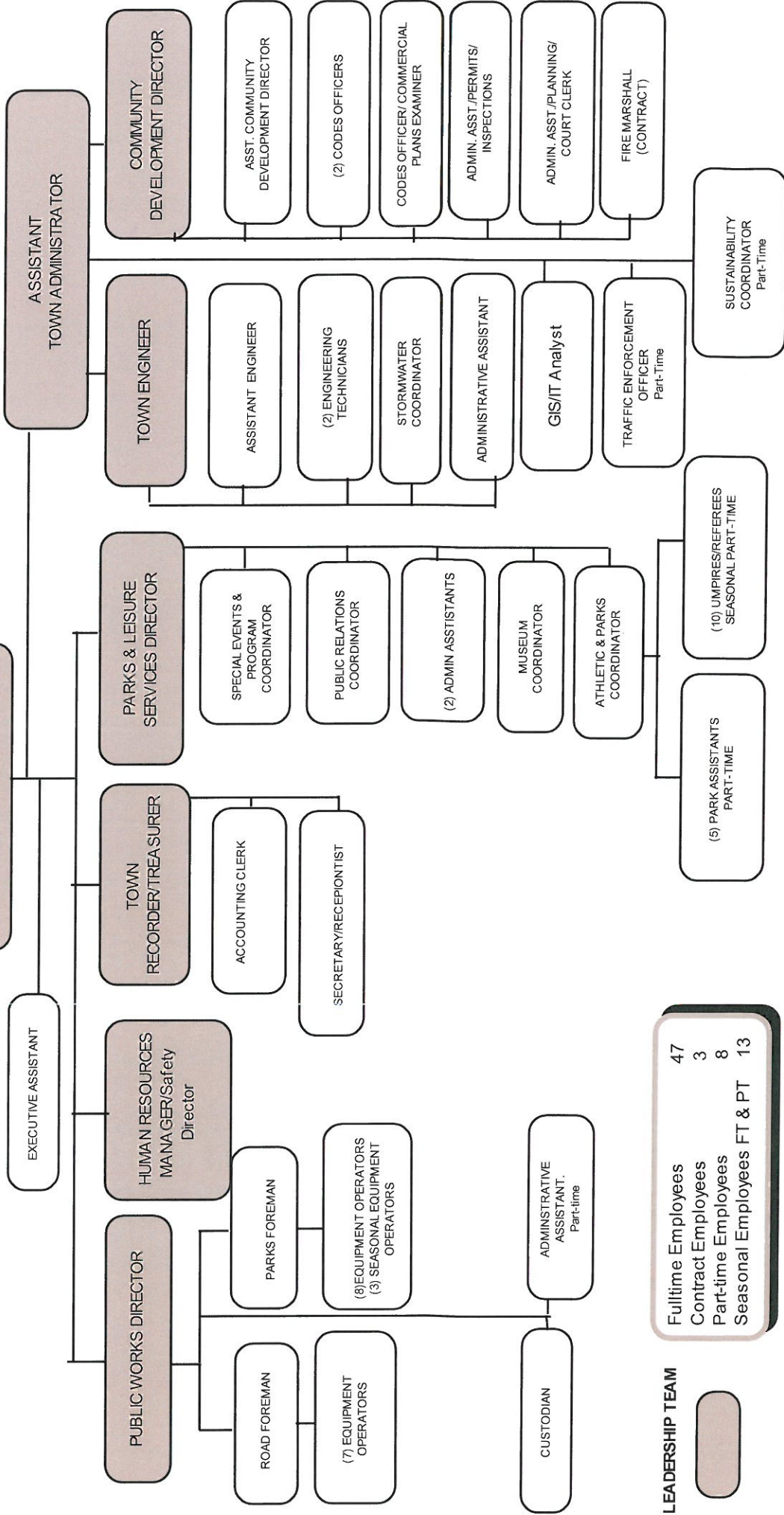
FY 2013-14

CITIZENS

BOARD OF MAYOR AND ALDERMEN
(ELECTED OFFICIALS)

TOWN ATTORNEY
(CONTRACT)

TOWN ADMINISTRATOR



Fulltime Employees	47
Contract Employees	3
Part-time Employees	8
Seasonal Employees FT & PT	13

LEADERSHIP TEAM

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Janet Curry, Human Resources Manager

SUBJECT: Approval of Revised Personnel Committee Charter

INTRODUCTION: In November 2012, the Board of Mayor and Alderman approved the updated *Human Resources Policies and Procedures*. The update included revisions to the complaint and disciplinary appeal procedure. These revisions necessitate corrections in both the Municipal Code and the Personnel Committee Charter.

BACKGROUND:

In the *Personnel Committee Charter*, there are two mentions of a Grievance Committee. These sections are: (1) **Responsibilities (f) serving as the Grievance Committee for Town Personnel**; (2) **E. Employee and Labor Relations: Employee Complaints**. The *Personnel Committee* shall serve as the Town's staff Grievance Committee.

In the revised *Human Resources Policies and Procedures*, **Article XIV. Complaint and Disciplinary Appeal Procedure** addresses employee dissatisfaction that may occur as the result of disciplinary action or other work related circumstances that adversely affects an employee or the Town. This Article defines a process that the employee may use to address their situation. The final decision regarding the employee's concern rests with the Town Administrator.

DISCUSSION: The Board expressed there will concerning employee complaints and disciplinary appeals through the approval of the *Human Resources Policies and Procedures*. These recommended changes to the *Town Municipal Code* and the *Personnel Committee Charter* are solely to provide consistency throughout our Town documents.

PROPOSED MOTION: Approval of Revised Personnel Committee Charter.

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	_____	_____	_____	_____	_____



PERSONNEL COMMITTEE CHARTER

Purpose

In accordance with Title 4, chapter 3 of the Municipal code, The Town of Farragut has commissioned a Personal committee to advise on Personnel Administration within the Town Organization. The Personnel Committee is a seven (7) member standing committee that provides recommendations to Town Administrator and/or Board of Mayor and Aldermen on human resource/personnel related matters as set forth in this Charter. Recommendations and counsel are aligned with and in support of the Town's programs and goals.

Powers of the Personnel Committee

The Personnel Committee shall serve as the advisory committee to either the Town Administrator or his/her designee, and Board of Mayor and Aldermen.

Responsibilities

Upon specific request by the Town Administrator and/or Board of Mayor and Aldermen, the Personnel Committee shall advise on matters related but not limited to: (a) strategic human resource/personnel management; (b) workforce planning and employment; (c) human resource/personnel development; (d) compensation and benefits; (e) employee and labor relations; ~~(f) serving as the Grievance Committee for Town personnel~~; and (g) miscellaneous issues related to the human resource/personnel practices of the Town.

A. Strategic Human Resource/Personnel Management

The Personnel Committee shall advise on:

- Strategies for managing organizational change that balance the expectations and needs of the Town, its employees, and all other stakeholders.
- Matters related to the Town's development and alignment of its human resource management plan with its strategic plan.
- Strategic decision-making and due diligence activities related to organizational structure and design.

B. Workforce Planning and Employment

The Personnel Committee shall advise on:

- Workforce requirements to achieve the Town's short- and long-term programs, goals and objectives.
- Workforce planning and employment activities (ex.: job analysis, job descriptions, hiring criteria, job competencies, selection process, interviewing, testing, employment offers).
- Workforce retention strategies and practices and succession planning process.
- Review of candidate (internal/external) qualifications for position vacancies, promotions and transfers at the department head or above and proposed appointments to these positions.

C. Human Resource/Personnel Development

The Personnel Committee shall advise on:

- Evaluation of performance management programs and procedures (ex: goal setting, job placement, promotions).
- Human resource development and employee training programs to increase individual and organizational effectiveness.
- Performance appraisal process (ex: instruments, rankings and ratings scales, relationship to compensation, frequency).

D. Compensation and Benefits

The Personnel Committee shall advise on:

- Compensation and benefit programs and practices that are compliant with applicable federal, state and local laws and regulations.
- Compensation policies/practices and pay structures based upon internal equity and external market conditions that support the Town's strategic goals, objectives and values.
- Benefit programs that support the Town's strategic goals, objectives and values.

E. Employee and Labor Relations

The Personnel Committee shall advise on:

- Employee relations programs that promote a positive organizational culture.
- Workplace policies and procedures, their application and enforcement to ensure consistency.
- ~~Employee complaints. The Personnel Committee shall serve as the Town's staff Grievance Committee.~~

F. Miscellaneous Issues Related to the Human Resource/Personnel Practices of the Town

The Personnel Committee shall advise on:

- Other applicable human resource/personnel matters that may arise.
- Review proposed annual budget items for personnel-related matters.

- Review the committee's charter annually, reassess its adequacy, and recommend any proposed changes to the board of the Board of Mayor and Aldermen. The Personnel Committee charter will be updated as applicable laws, regulations, accounting and auditing standards change.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the Board of Mayor and Aldermen approval for proposed changes.

Composition of Committee and Selection of Members

The Personnel Committee shall consist of seven (7) members of the Town of Farragut. Members must be residents of the Town of Farragut.

The Board of Mayor and Aldermen shall appoint the Personnel Committee members.

Of the seven (7) members, four (4) are appointed one year, and the remaining three (3) appointed the following year. Members shall serve staggered two (2) year terms or until their successors are appointed.

Personnel Committee members shall be prohibited from being an employee of the town or an immediate family member of a town employee. In addition, Personnel Committee members shall not engage in any private business transactions with the town or receive compensation from any private entity that has material business relationships with the Town, or be an immediate family member of an individual that engages in private business transactions with the town or receives compensation from an entity that has material business relationships with the Town.

Members on the Personnel Committee should possess or obtain a basic understanding of governmental management, human resource/personnel administration or business administration.

Meetings

The Personnel Committee will meet monthly at a time and date pre-approved by the committee, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. Meeting dates, times, and location will be selected annually by the Personnel committee and published on the Town's website.

Members of the Personnel Committee are expected to attend each Committee meeting when possible, in person or via telephone. The Personnel Committee may invite other individuals, such as members of staff, management, auditors or other professional experts to attend meetings and provide pertinent information, as necessary.

Meeting agendas will be prepared for regularly scheduled monthly meetings and provided to the Personnel Committee members along with any briefing materials five (5) business days before the scheduled Personnel Committee meeting.

Around the first quarter of each fiscal year, the Personnel committee shall select from its members by majority vote: a Chairmen, Vice-chairman, and Secretary. The Chairman will be responsible for contributing to and executing the Personnel Committee's meeting agenda and

will oversee all meetings of the Personnel Committee in accordance with Roberts Rules of Order. The Vice-Chairman will serve as Chairman in the absence of the Chairman. The Secretary of the Personnel Committee will be responsible for roll call, recording, and maintaining action minutes of each meeting of the Personnel Committee.

Upon request of the Chairman of the Personnel Committee, the Town Administrator or his/her designee will provide staff support to the Personnel Committee.

The Personnel Committee shall advise only by affirmative vote of a majority of the Committee members at a meeting or by unanimous consent. Action minutes of these meetings will be recorded.

Attendance

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

A quorum for the Personnel Committee is four (4) Committee members.

AGENDA NUMBER VIII.C.

MEETING DATE December 12, 2013

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator 

SUBJECT: Resolution R-2013-09: Approval of suspending the issuance of separate special event permits during the "Shop Farragut" program

INTRODUCTION: The purpose of this agenda item is to approve Resolution R-2013-09, which amends Resolution R-11-09, which designates a time period where no separate special events permits will be issued by the Town of Farragut during the Shop Farragut holiday season.

BACKGROUND: This is currently the 8th year for the "Shop Farragut" program. Originally the program was held from Thanksgiving through December 24 but was expanded several years ago to cover the week before Thanksgiving all the way through the end of the holiday buying season (December 31).

The purpose of the Shop Farragut program is to promote business in the Town of Farragut and make citizens aware that shopping in Farragut helps the town provide valuable services to the community.

DISCUSSION: The original purpose of the suspension of the special events permits was to allow for a two week time period before and after the designated Shop Farragut holiday season (November 19, 2011- December 31, 2011) to help brand the program. During this two week period, no special events signage would be permitted to be displayed. This year, several fitness facilities in Town asked that the Town modify the "blackout" period for special events signage to allow for signs to be erected immediately after the Shop Farragut campaign ends, as this New Year's period is one of the busiest times of year for their business.

The Farragut Business Alliance reviewed this request at their board meeting on November 21 and unanimously approved recommending the Board of Mayor and Aldermen adopt Resolution 2013-09.

RECOMMENDATION BY: Town Administrator David Smoak for approval.

PROPOSED MOTION: To approve Resolution R-2013-09.

BOARD ACTION:

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

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



RESOLUTION: R-2013-09

**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE
TOWN OF FARRAGUT TO ENHANCE THE "SHOP FARRAGUT" PROGRAM
BY SUSPENDING THE ISSUANCE OF SEPARATE SPECIAL EVENT
PERMITS**

WHEREAS, each year between the Saturday prior to Thanksgiving and January 1, the Town of Farragut sponsors the "Shop Farragut" program; and

WHEREAS, the "Shop Farragut" program promotes Farragut businesses by offering free advertising and additional signage; and

WHEREAS, the "Shop Farragut" program will begin the Saturday before Thanksgiving and end December 31; and

WHEREAS, in the interest of branding and enhancing the "Shop Farragut" program, the Farragut Board of Mayor and Aldermen wish to suspend the issuance of separate Special Event Permits, excluding grand openings for any new business within the Town, from two weeks prior to the Saturday before Thanksgiving, to January 1; and

NOW, THEREFORE, be it resolved by the Board of Mayor and Aldermen of the Town of Farragut, that no separate Special Event Permits shall be issued two weeks prior to the Saturday before Thanksgiving to January 1 to any business enterprises which would be eligible to participate in the Shop Farragut program.

This resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 12th day of December, 2013.

Dr. Ralph McGill, Mayor

Allison Myers, Town Recorder

RE: Amending Resolution R-12-11 ("Shop Farragut" Program)

On October 25, 2012, Resolution R-12-11 (see attachment) was adopted by the Board of Mayor and Alderman. The intent of the resolution was to enhance the "Shop Farragut" program which is held each year from the Saturday before Thanksgiving until December 31st. The resolution suspends the issuance of Special Event Permits from two weeks prior to Thanksgiving to two weeks after January 1st. By not issuing Special Event Permits and, thereby preventing any signs from being put up, for a period of time before the program begins, the Town of Farragut becomes a blank canvas such that when the businesses participating in the "Shop Farragut" program set up their signs the Saturday before Thanksgiving, there is a noticeable change in the landscape which serves to "announce" the beginning of the "Shop Farragut" program. Businesses are allowed to keep their signs up throughout the program and are required to take them down by January 1st which serves to "announce" the end of the "Shop Farragut" program.

We request that the Board of Mayor and Aldermen amend Resolution R-12-11 to remove the language regarding the suspension of the issuance of Special Events Permits for the two weeks after December 31st. While there is an undeniable impact felt by clearing the landscape prior to the beginning of the program and then having the signs go up on the same day, it is arguable whether clearing the landscape at the tail end of the program has the same impact and whether that impact is, in fact, beneficial to the "Shop Farragut" program. This must be weighed against the definite and negative impact the fitness facilities in Farragut experience because they are unable to advertise, via a sign, any special event occurring in their facility during the first two weeks of January. As everyone is aware, most people are motivated to make changes in their lives at the beginning of the year. Our fitness facilities are most successful when we can get them in while they are motivated and tap into what makes them tick to keep them motivated. The first two weeks of January are crucial to any advertising campaign we establish. It should be noted that we are not looking for special treatment for fitness facilities and that the ability to have a Special Event Permit the first two weeks of the year would apply to all businesses. Also, it should be noted that, by removing the language regarding the two weeks after the "Shop Farragut" program is over, the Special Event Permit/ Shop Farragut program fits into a calendar year.

Louise Povlin, Anytime Fitness, 12572 Kingston Pike

Joe Elmore, Elite Fitness, 11020 Kingston Pike

Craig Collier, Fitness Together, 11521 Kingston Pike

Ron Garrett, Quick Gym, 12752 Kingston Pike

Patricia Kilgore, Koko FitClub, 153 Brooklawn Street

AGENDA NUMBER VIII.D.

MEETING DATE December 12, 2013

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Certificate of Compliance for off-premise liquor store permit for Campbell Station Wine & Spirits

DISCUSSION:

The purpose of this agenda item is to approve Certificate of Compliance for off-premise liquor store permit for Campbell Station Wine and Spirits, 707 N. Campbell Station Road. Before any applicant can receive a license for the establishment for an off-premise liquor store, the applicant shall make application for a certificate of compliance for a specific location and be granted such certificate for such specific location by the Board of Mayor and Aldermen as required by Tennessee Code Annotated § 57-3-208. The application was approved at the previous Board meeting but due to additional requirements by the Alcoholic Beverage Commission the Board must vote on the application again.

Silver Linings, LLC dba Campbell Station Wine and Spirits has reached a written letter of intent agreement on the terms of a sale of the Campbell Station Wine and Spirits to applicants David Stevens and Jarod Jordan (DSJJ, LLC dba Campbell Station Wine and Spirits). The store, land and building are both expected to close simultaneously on January 1, 2014.

The applicant has provided all records and advertising requirements.

RECOMMENDATION BY: Allison Myers, Town Recorder/Treasurer

PROPOSED MOTION: To approve a Certificate of Compliance for off-premise liquor store permit for DSJJ, LLC. Db a Campbell Station Wine & Spirits, 707 N. Campbell Station Road.

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	_____	_____	_____	_____	_____

AGENDA NUMBER VIII.E.

MEETING DATE

December 12, 2013

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Interim Community Development Director



SUBJECT: Request for access to Sonja Drive associated with a resubdivision plat involving the property at 11225 Sonja Drive (Donald Fendley, Applicant)

BACKGROUND:

As background for this item, the property owner at 11225 Sonja Drive is requesting to subdivide their parcel into two lots. The existing house will be situated on the eastern lot and the new lot to the west will be sold so that a home could be constructed on that lot. The applicant is requesting to move their existing access, which is in front of the lot they are requesting to create, to the west edge of their proposed house lot. The access for the home that would be constructed on the vacant lot would be proposed on the west end of that lot.

This item is before you because this portion of Sonja Drive is classified as a local collector and any new or modified accesses along a collector or arterial road are required to be approved by the board of mayor and aldermen after receiving a recommendation from the planning commission. The minimum required distance between accesses onto a collector street is 200 feet. As you probably know, Sonja Drive has numerous existing residential accesses. Other than any new homes that have been constructed along Sonja Drive on existing lots of record, the existing accesses pre-date the Town's *Driveways and Other Access Ways Ordinance*. Sonja Drive clearly functions as a road which collects traffic from local streets (in Stonecrest, Farragut View, and Woodland Trace Subdivisions) that are primarily headed to N. Campbell Station Road.

Since the applicant is requesting an additional lot and an additional access onto Sonja Drive, the staff would recommend that, as part of their re-subdivision plat, a joint access easement be established and centered on the two side property lines so that there would be no net increase in the number of access points onto Sonja Drive. This would be consistent with what has been required for similar re-subdivisions along S. Hobbs Road and Sedgefield Road and is a good planning and engineering practice where non-local streets are involved. The fact that there are numerous existing accesses on Sonja Drive does not justify exacerbating this as a result of someone creating an additional lot.

DISCUSSION:

The location of both of the applicant's proposed accesses is within 200 feet of existing accesses on each side of Sonja Drive. By requiring access to be centered on the two lots in a joint access easement, the degree of variance needed is lessened.

Attached please find a copy of the site plan showing the applicant's requested access and the distances of access points from each other along this section of Sonja Drive. Also, attached please find GIS maps showing the general area and the existing access. The staff's proposed access is shown on these GIS maps. Also attached is a GIS image of the joint access that was required for a similar re-subdivision off S. Hobbs Road.

RECOMMENDATION BY:

At their meeting on November 21, 2013, the planning commission unanimously recommended to the board of mayor and aldermen to follow the staff's recommendation that the access be centered on a joint access easement along the two side property lines and approval of a variance for this recommended access.

PROPOSED MOTION:

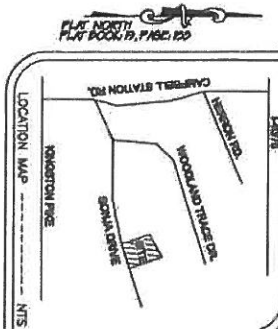
BOARD ACTION:

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

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



10578 J. Neurosci., May 19, 2010 • 30(20):10571–10578 • 10578

[illegible]

MPC NO:

OWNER:
DONALD H. HENDLEY &
11225 GORNA DR.
KNOXVILLE, TN 37934
(615) 681-6522

**LEMAY AND ASSOCIATES
CONSULTING ENGINEERS**
P.O. BOX 971-0169
FAX (603) 871-0213
10516 KINGSFORD PIKE
ROCKVILLE, TENNESSEE 37022

RESUBDIVISION OF
LOTS 3&4 OF BLOCK "D"
FARGUT VIEW SUBDIVISION

SCALE 1"=20'	APPROVED BY: RLL	Drawn BY: RLL
DATE: 9-20-01	REV:	
DISTRICT 8 C.T. MAP 142, INSET B, GROUP A, PARCELS 26		
TOWN OF PARMADALE - MONROE COUNTY - TENNESSEE		
PROPERTY ADDRESS: 1155 SOUTH OAK		
PARMADALE, TN 37854		
Drawing NO.		0817

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LEMAY AND ASSOCIATES
CONSULTING ENGINEERS

P/E (800) 671-0183
 FAX: (603) 671-0213
 10510 HOKASTON PIKE
 KNOXVILLE, TENNESSEE 37922



11225 Sonja Dr

N
1 in = 65 ft

Legend

- Approximate Location of Staff Recommended Access
- Parcels



S Hobbs Rd. Joint Access Easement Example



REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Sue Stuhl, Parks and Leisure Services Director

SUBJECT: Contract 2104-11: Athletic Field Fencing

INTRODUCTION: The purpose of this agenda item is to consider bids and award a contract for softball fence replacement at Mayor Bob Leonard Park (MBLP) and Anchor Park.

BACKGROUND: The fencing at Anchor Park is approximately 29 years old while the fencing at Mayor Bob Leonard Park (MBLP) is approximately 25 years old. The fencing at both these locations is rusted, curled and a maintenance and potential safety issue. The outfield fencing at MBLP is 6 feet tall and requires fence capping for safety which is an additional equipment expense every three to four years.

DISCUSSION: The bid process for this project included several different scenarios resulting in a base bid price (which included all items) and three other prices. The base bid price includes the removal of existing athletic (softball) field chain-link fencing fabric, posts and other fencing components, bundling materials as specified and placing in designated area on-site; and furnishing all labor, equipment and materials necessary for installation of all necessary posts, chain-link fabric (vinyl coated at all locations except Anchor Park), bracing, concrete footings, netting and all other miscellaneous components for two softball fields at MBLP and one backstop area at Anchor Park softball field as indicated on the project plans. Deduct #1 is the base price less the removal and installation at Anchor Park; deduct #2 is the base price but substituting galvanized fencing for vinyl coated fencing at MBLP; and deduct #3 is the price for only the lower softball field removal and installation (vinyl coated).

Two bids were received for this project. Attached is the bid tabulation.

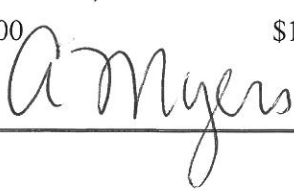
Staff is recommending that the board approve the total bid as specified for \$106,479 for the following reasons:

- All bids include the removal and bundling of the current fencing components so that the Town may either sell the old fencing or recycle the metal. This relieves the Town's Public Works Department from performing this task.
- The proposed fencing for the outfield is 8 feet tall instead of 6 feet with a knuckle top which is much safer than what is currently at the fields and will not require the fence capping which we now have (and would need to be replaced). Fence capping degrades fairly quickly and would be a continual maintenance and replacement cost.
- The average life of a galvanized fence is 10 – 15 years while the average life of a vinyl coated fence is 15 – 20 years. Galvanized fences are sprayed with a film that makes it harder for paint to adhere while the vinyl coated fence can be painted easily which can make the fencing look better in later years. We have been told that the Air National Guard off Alcoa Highway paints their vinyl coated fence every ten years and it looks great. Vinyl coated fences also hold up better to the "peppering" of balls during practice.
- Many of the new sports complexes in the area are now using vinyl coated fences including the Knox County Sports Park (off Oak Ridge Highway), the new University of Tennessee Intramural Complex (off Sutherland), Hardin Valley Academy and Loudon Municipal Park.

FINANCIAL SECTION:

Account Number: 310-43939-904

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$110,000	\$106,479	\$106,479	\$3,521

Approved By: 

RECOMMENDATION BY: Sue Stuhl, Parks and Leisure Services Director

PROPOSED MOTION: Motion to approve bid and award of Contract 2014-11 to Loudon County Fence, LLC for replacement of softball field fencing at MBLP and Anchor Park in the amount of 106, 479.

BOARD ACTION:

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

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

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Rental Agreement for Property at 101 N. Campbell Station Road

DISCUSSION: The rental agreement for the Dog Days Canine Playschool, 101 N. Campbell Station Road, will be emailed upon its completion.

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	_____	_____	_____	_____	_____