

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

June 26, 2014

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. Business Items**
 - A. Approval of amendments to the Beautification Committee Charter & Bi-Laws
 - B. Appointment of Board of Mayor and Aldermen member to the Planning Commission & Mayoral Appointments
- VI. Town Administrator's Report**
- VII. Town Attorney's Report**

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability 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.

FARRAGUT BEER BOARD

June 26, 2014

6:55 PM

I. Approval of Minutes

A. May 8, 2014

II. Approval for a Special Event Beer Permit for:

A. Red, White & Blues Community Picnic

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FARRAGUT BEER BOARD

May 8, 2014

Ron Honken, Chairman, called the beer board meeting to order at 6:45 PM. Elected officials present were Mayor McGill, Aldermen Elliott, Honken, LaMarche; Alderman Markli was absent.

Approval of Minutes

Motion was made to approve the minutes of April 10, 2014 as presented. Moved by Alderman LaMarche, seconded by Mayor McGill; voting yes, Mayor McGill, Aldermen Elliott, Honken and LaMarche; Alderman Elliott abstained; Alderman Markli was absent; no nays; motion passed.

Approval for a Special Event Beer Permit for:

Motion was made to approve the special event permit for the Farragut Business Alliance's Go & Glow in the Dark event. Moved by Alderman Elliott, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Elliott, Honken and LaMarche; Alderman Elliott abstained; Alderman Markli was absent; no nays; motion passed.

Beer Board meeting adjourned at 6:58 PM

Ron Honken, Chairman

Allison Myers, Town Recorder

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REPORT TO THE BEER BOARD

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Consider Approval of a special occasion beer permit for the Red, White and Blues Pre-Independence Day Community Picnic, 11863 Kingston Pike

DISCUSSION:

The Farragut Business Alliance is planning its 5th Red, White and Blues event and is requesting a special event beer permit. The Town's Municipal Code governing special occasion beer permits is below.

Sec. 8-212. - Special occasion beer permit.

The special occasion beer permit request shall be made on such form as the board shall prescribe and/or furnish and shall be accompanied by a non-refundable application fee of one hundred dollars (\$100.00).

- (1) The beer board is authorized to issue a special occasion beer permit to bona fide charitable or nonprofit organizations for special events.
- (2) The special occasion beer permit shall not be issued for longer than one (1) forty-eight-hour period, unless otherwise specified by the beer board, subject to the limitations on the hours, imposed by law.
- (3) The application for the special occasion beer permit shall state whether the applicant is a charitable or nonprofit organization, include documents showing evidence of the type of organization, and state the location of the premise upon which alcoholic beverages shall be served and the purpose for the request of the license.
- (4) For purposes of this section:
Bona fide charitable or nonprofit organization means any corporation or other legal entity which has been recognized as exempt from federal taxes under section 501(c) of the Internal Revenue Code.
- (5) No charitable or nonprofit organization possessing a special occasion beer permit shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant to state law.
- (6) Failure of the special occasion permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the Town of Farragut will result in a denial of a special occasion beer permit for the sale of beer for a period of two (2) years.

The Farragut Business Alliance is a nonprofit organization and is requesting the permit for July 3, 2014. They are also requesting the \$100 application fee be waived as the Town is an event sponsor of the event.

RECOMMENDATION BY:

Allison Myers, Town Recorder, for approval.

PROPOSED MOTION:

Motion to waive the \$100 application fee and approve the special occasion beer permit for the Red, White and Blues Pre-Independence Day Community Picnic.

BOARD ACTION:

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

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) Farragut Business Alliance
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:
N/A
6. Applicant's present home address:
1130 Hirst Circle, Lenoir City, TN 37772
7. Date of Birth 01-26-1966 Home Telephone Number 865-986-7408
Business Telephone Number 865-307-2486 Social Security Number EIN 01-0963106
8. Representative Email Address: allison@farragutbusiness.com
9. Under what name will the business operate? N/A
10. Business address P.O. Box 23583 Farragut, TN 37933
Business Telephone number 865-307-2486
11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:
N/A
12. Information of any manager, other than the applicant: N/A
Name: _____ Birth Date: _____
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.

N/A

14. Have you or your organization ever had a Beer Permit revoked, suspended, or denied in the State of Tennessee? No If so, specify, where, when, and why:

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

* Horne Properties, Inc.; 412 N. Cedar Bluff, Ste. 205, Knoxville, TN 37923

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

N/A

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

N/A

18. Special Occasion Event Name: Red, White & Blues Pre-Independence Day Community Picnic

Location of the special occasion event: Field next to Farragut Press

Event Date & Times: Thurs., July 3, 2014

Representative name & phone number: _____

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

19. Tennessee Sales Tax Number: N/A

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.

M. [Signature]

6/8/14

Signature of Applicant/Owner (or authorized Corporate Official)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____



Notice: A non-refundable \$250 fee must accompany this application. Any applicant making false statement in this application shall forfeit his/her permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

FOR OFFICE USE ONLY

Application is hereby: Approved _____ Denied _____

On this date: _____, 20__

Beer Board Chairman

Town Recorder

* Permission to use property attached
** Please waive fees as Town
is co-sponsor of event

Allison at FBA

From: Sandra Hill <SHill@hpiknox.com>
Sent: Monday, June 9, 2014 4:15 PM
To: Allison at FBA
Subject: FW: Permission for use of property - Red, White & Blues

Hi Allison! Yes, Doug Horne does give permission for Farragut Business Alliance to use the property at 11863 Kingston Pike again this year for your event on July 3. The certificate of insurance needs to be made just the same as shown below (way down below!) as it has been in the past. If you have question, please let me know. Thank you

Sandra Hill

Executive Assistant to Doug Horne
Horne Properties, Inc.
Phone: 865.560.1100
Direct Dial: 865.560.1117
Facsimile: 865.560.1167

shill@hpiknox.com

From: Doug Horne
Sent: Monday, June 09, 2014 4:08 PM
To: Sandra Hill
Subject: Re: Permission for use of property - Red, White & Blues

Yes, I agree for the Town of Farragut to use our property again on July 3rd.

Doug

Doug Horne
Horne Properties, Inc
412 N Cedar Bluff, suite 205
Knoxville, Tennessee 37923
865-560-1100
865-560-1131- direct line

On Jun 9, 2014, at 4:05 PM, "Sandra Hill" <SHill@hpiknox.com> wrote:

Doug - - I assume that you are giving permission for town of Farragut to use newspaper property on July 3 for Red, White and Blues event??? If so - I'll handle with Allison. Thanks

Sandra Hill

Executive Assistant to Doug Horne
Horne Properties, Inc.
Phone: 865.560.1100
Direct Dial: 865.560.1117
Facsimile: 865.560.1167

shill@hpiknox.com

AGENDA NUMBER V.A.

MEETING DATE June 26, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Sue Stuhl, CPRP - Parks and Leisure Services Director

SUBJECT: Change in Beautification Committee Charter and By-Laws

INTRODUCTION: The purpose of this agenda item is to modify the charter and by-laws of the Beautification Committee to include 11 members.

DISCUSSION: The current charter and by-laws of the Farragut Beautification Committee call for no more than 10 members. At the last Board of Mayor and Aldermen meeting, the board expressed an interest in adding one position to the committee to allow for another appointment. Members of the Beautification Committee surveyed (6) agreed to add an additional position on the committee but have asked that the Board of Mayor and Aldermen limit this expansion to 11 members so that the committee does not become too large and unmanageable. Attached are the updated charter and by-laws that includes 11 members.

STRATEGIC PLAN: Consistent with the Board of Mayor and Aldermen's Strategic Plan - Goal 1: Maintain Financially Sound Town Providing Excellent Services ; Objective 2: Town services provided in the most cost effective manner.

RECOMMENDATION BY: Sue Stuhl, Parks & Leisure Services Director.

PROPOSED MOTION: To approve a change to the charter and by-laws of the Beautification Committee to expand the membership from 10 to 11 members.

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	_____	_____	_____	_____	_____



Farragut Beautification Committee Charter

The Farragut Beautification Committee is to advise and assist the Town of Farragut, its citizens, and its staff in holiday and seasonal programs and decorating. The committee will serve as an advocate for holiday and seasonal decorating goals in the Town's decision-making process, provide guidance and support in implementing actions toward these goals and promote landscape beautification among the Town's commercial and residential areas.

The committee shall:

- recommend annual and long-range Town goals to provide for holiday and seasonal decorating and acquisition;
- recommend capital/operating budget appropriations;
- recommend and implement Town Hall decorating, special events and programs during the holiday season;
- recommend and implement innovative holiday activities that will attract visitors and holiday shoppers to Farragut businesses and improve the quality of life for all citizens of the Town of Farragut;
- Recommend landscape improvements to TOF Town Hall and other Town properties.
- Serve as the judges for the annual Farragut Beautification Awards.

The committee will consist of 11 members, appointed by the Farragut Board of Mayor and Aldermen, and shall abide by the by-laws approved by the Farragut Board of Mayor and Aldermen.

Meetings of the committee will be held as needed but at least four times per year. The committee is requested to provide copies of their minutes to the Farragut Board of Mayor and Aldermen.

By the end of June each year, the committee is to provide the Farragut Board of Mayor and Aldermen with an annual report on the status of their goals and objectives.

The Town staff will support the committee by providing information, attending meetings and helping facilitate programs.

It is specifically noted that the Town has a council or committee that is responsible for each of these areas: arts, parks and athletics and heritage. It is expected that, where appropriate, the Farragut Beautification Committee and these committees will be mutually supportive.

This charter was approved by the Farragut Board of Mayor and Aldermen on June 26, 2014.



Beautification Committee (Advisory)

By-Laws – Updated 6/26/14

Article I: Purpose

1. Recommend annual and long-range Town goals to provide for holiday and seasonal decorating and acquisition.
2. Recommend capital/operating budget appropriations.
3. Recommend and implement Town Hall decorating, special events and programs during holiday seasons.
4. Recommend and implement innovative holiday activities that will attract visitors and holiday shoppers to Farragut businesses and improve the quality of life for all citizens of the Town of Farragut.
5. Recommend landscape improvements to Farragut Town Hall and other Town properties.
6. Serve as the judges for the annual Farragut Beautification Awards.

Article II: Membership

1. The Farragut Beautification Committee members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any member of the committee by majority vote.
2. The Farragut Beautification Committee shall have a limited membership of 11 or fewer. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each member of the Farragut Beautification Committee shall serve a two year term with each term beginning July 1 and ending June 30 (for attendance purposes). Members may reapply for additional two year terms at the completion of their current term. In the event the membership gets out of a 50/50 balance, the FBMA may appoint one or two year terms to re-balance the membership.
4. At least 2/3 of the membership of the Farragut Beautification Committee shall be residents of Farragut.
5. Ad-hoc committees may be appointed by the chair of the Farragut Beautification Committee to serve for a short time for the purpose of a special event or project. Ad-hoc committees may be comprised of community members outside of the council's membership.

Article III: Officers

1. The Farragut Beautification Committee shall elect, at its August meeting, from its membership, a chair, vice chair and secretary. These positions shall be voted in by the majority of the committee. These positions shall serve for a term of one

year and can be renewed for an additional year (two year term maximum).

Following a second term, a period of one year must elapse before a person can serve another term in the same position.

2. The chair shall preside at all meetings and work with Parks and Leisure Services staff to prepare agendas. The chair shall appoint ad-hoc committees, present yearly goals and objectives and year-end reports to the FBMA and ensure compliance with bylaws.
3. The vice chair will serve as a temporary chair in the absence of the chair. In the event of the chair's resignation, the vice chair shall serve as chair until the next committee appointments. The vice chair will assist Town staff in presenting the committee's financial reports and will head special projects as assigned by the chair.
4. The secretary shall prepare the minutes for all meetings and notify committee members of meeting changes.

Article IV: Meetings and Attendance

1. Meetings shall be held as needed at the Farragut Town Hall but at least four times per year.
2. All regular meetings of the committee shall be open to the public.
3. A majority (one more than half) of the entire voting members of the committee shall constitute a quorum. A quorum shall be present before any business is transacted.
4. All actions of the committee shall be put before its members in the form of a motion, duly seconded and voted upon by members present for a quorum.
5. Voting shall be done by a show of hands. Members must be present at meetings to vote.
6. The committee shall keep a record of its meetings, recommendations, findings and determinations. These records shall be public and maintained in the files of the Town of Farragut.
7. Committee members serve at the pleasure of the FBMA. 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.

Article V: Amendments

1. Bylaws of this committee may be amended by a majority vote of the committee with final approval from the majority of the FBMA.

AGENDA NUMBER V. B.

MEETING DATE June 26, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Appointment of Board of Mayor and Aldermen member to the Planning Commission

INTRODUCTION:

As stated in Section 2-101 of the Farragut Municipal Code, the Board of Mayor and Aldermen is to elect a Board representative to serve on the Farragut Planning Commission. Currently Ron Honken is the Board's representative.

Sec. 2-101. - Creation and membership.

Pursuant to the provisions of *Tennessee Code Annotated*, § 13-4-101 there is hereby created a municipal planning commission, hereinafter referred to as the planning commission. The planning commission shall consist of nine (9) members; two (2) of these shall be the mayor and another member of the governing body selected by the governing body; the other seven (7) members shall be appointed by the mayor.

PROPOSED MOTION: To approve _____ as the Board of Mayor and Aldermen representative to the Farragut Planning Commission

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	_____	_____	_____	_____	_____