

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

September 25, 2014

WORKSHOP

5:15 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. September 11, 2014
- VI. Ordinance**
 - A. First Reading
 - 1. Ordinance 14-15, Ordinance to amend Ordinance 14-06, FY2015 Budget, General Fund
- VII. Business Items**
 - A. Approval of the Hot to Trot 5K/10K and Fun Run
 - B. Approval of the Farragut Fall 5K, Fun Run and Pet Parade
 - C. Approval of acceptance of Private Street within Townhomes at Wentworth
 - D. Approval of Dates for the November and December BMA meetings
 - E. Approval to Elect Voting Delegate (1) and Alternate Voting Delegates (2) to the National League of Cities Conference
 - F. Approval of Resolution R-2014-08 an Agreement with TDOT for maintenance of improvements at the intersection of US Highways 11 and 70
- VIII. Town Administrator's Report**
- IX. 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.

A G E N D A

FARRAGUT BOARD OF MAYOR AND ALDERMEN

September 11, 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**
 - A. Constitution Week & DAR Day Proclamations
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. August 28, 2014
- VI. Ordinance**
 - A. First Reading
 1. **Ordinance 14-11**, ORDINANCE TO AMEND THE TEXT OF THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, BY AMENDING CHAPTER 3., SECTION XI., MULTI-FAMILY RESIDENTIAL DISTRICT (R-6), BY PROVIDING FOR NEW REQUIREMENTS, AS AUTHORIZED PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED
 2. **Ordinance 14-12**, ORDINANCE TO AMEND THE TEXT OF THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS., TO CREATE A NEW ZONING DISTRICT ENTITLED OPEN SPACE MULTI-FAMILY RESIDENTIAL OVERLAY (OSMFR), AS AUTHORIZED PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED
 3. **Ordinance 14-13**, 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 XX. PARKING AND LOADING, A., 2. AND 3., TO CHANGE THE OFF-STREET PARKING PROVISIONS FOR MULTI-FAMILY USES, AS AUTHORIZED PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

VII. Business Items

- A. Approval of a Special Event Permit for the 6th Annual Farragut Food Festival
- B. Approval of Directional Sign Placement for the 2014 Parade of Homes
- C. Approval of Appointments to the Parks & Athletic Council, Visual Resources Review Board and Economic Development Committee

VIII. Town Administrator's Report

IX. 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.

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, August 28, 2014 at 7:00 p.m. Members present were Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok.

Approval of Agenda

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

Mayor's Report

Mayor McGill presented representative from local DAR chapters signed Proclamations for Constitution Week & DAR Day.

Approval of Minutes

Motion was made to approve the minutes of August 28, 2014 as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Ordinance

First Reading

Ordinance 14-11, ORDINANCE TO AMEND THE TEXT OF THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, BY AMENDING CHAPTER 3., SECTION XI., MULTI-FAMILY RESIDENTIAL DISTRICT (R-6), BY PROVIDING FOR NEW REQUIREMENTS, AS AUTHORIZED PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED

The following citizens spoke concerning the amendments to the R-6 zoning district. Pauline Hamilton, 608 Farragut Commons; Ann Ballard, 11627 Autumn Glades; Mul Wyman, 528 Wyndam Hall Lane; Emma Bea Stallings, 425 E. Fox Den Drive; Martin R, 142 Champions Point; and Beth Sells, 680 Chapel Point.

Motion was made to approve Ordinance 14-11 on first reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Ordinance 14-12, ORDINANCE TO AMEND THE TEXT OF THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS., TO CREATE A NEW ZONING DISTRICT ENTITLED OPEN SPACE MULTI-FAMILY RESIDENTIAL OVERLAY (OSMFR), AS AUTHORIZED PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED

Motion was made to approve Ordinance 14-12 on first reading subject to finalizing amendments to Chapter 3, Part D,3,c. Moved by Alderman Markli, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Ordinance 14-13, 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 XX. PARKING AND LOADING, A., 2. AND 3., TO CHANGE THE OFF-STREET PARKING PROVISIONS FOR MULTI-FAMILY USES, AS AUTHORIZED PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

Motion was made to approve Ordinance 14-13 on first reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Business Items

Approval of a Special Event Permit for the 6th Annual Farragut Food Festival

Motion was made to approve an additional event sign and to waive the special event fee for the Farragut Food Festival. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Approval of Directional Sign Placement for the 2014 Parade of Homes

Motion was made to approve the proposed placement of special event directional signage within the Town of Farragut's right-of-way for the 2014 Parade of Homes. Moved by Alderman LaMarche, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Approval of Appointments to the Parks & Athletic Council, Visual Resources Review Board and Economic Development Committee

Motion was made to appoint John Sorochoan to the Parks and Athletics Council, Jeanie Stow to the Visual Resources Review Board and Bruce Williamson to the Economic Development Committee. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken, Markli and Pinchok; no nays; Alderman LaMarche abstained; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, reported that the Town Employee Picnic will be held Friday September 26 at McFee Park. He also announced that the Public Lands Day celebration will be held September 28 at Founders' Park at Campbell Station.

Meeting adjourned at 9:30 PM.

Ralph McGill, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Ordinance 14-15, an Ordinance on First Reading to Amend Ordinance 14-06 Fiscal Year 2015 Budget

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance 14-15, to amend the Fiscal Year 2015 General Fund Budget by allocating additional expenditures for the purpose of paying back mixed drink taxes received since 1999 to the Knox County Schools.

DISCUSSION:

The Board of Mayor and Aldermen on August 28, 2014 authorized the Town Administrator and Town Attorney to make an offer to the Knox County Schools (KCS) for the purpose of settling litigation regarding mixed drink tax revenues that had been received by the Town of Farragut. That agreement would stipulate that the Town would pay KCS \$1,106,829, which represents 50% of the revenues collected from the mixed drink tax from 1999-2013. This amount will be paid out in installments over a three year period, with each installment being \$368,943.

In the FY2015 budget, the Town has already allocated \$100,000 for this payment, making the necessary budget amendment a total of \$268,943. Funding for this additional expense will be transferred from General Fund reserves. We anticipate the formal settlement agreement to be available for the Board of Mayor and Aldermen's consideration on second reading of this ordinance.

RECOMMENDATION BY: Town Recorder Allison Myers for approval.

PROPOSED MOTIONS: Motion to approve Ordinance 14-15 on first reading.

BOARD ACTION:

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

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

ORDINANCE	14-15
PREPARED BY	Myers
1 ST READING	September 25, 2014
2 nd READING	
PUBLISHED IN	
DATE	

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE
AMENDING THE FISCAL YEAR 2014-2015 BUDGET, PASSED BY ORDINANCE 14-06**

WHEREAS, the Town of Farragut adopted the fiscal year 2014-15 budget by passage of Ordinance Number 14-06 on June 12, 2014; 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 2014-2015 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 14-06 is hereby amended by:

- Increasing the appropriated expenditures in the General Fund by \$268,943. Expenditures for the General Fund will total \$6,729,400.
 - Mixed Drink Tax payment to Knox County Schools

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

Original Budget	FY2011-12	FY2012-13	FY2013-14	FY2013-14	FY2014-15
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
BEGINNING FUND BALANCE	6,427,474	7,768,532	7,679,100	7,679,100	7,598,405
	FY2011-12	FY2012-13	FY2013-14	FY2013-14	FY2014-15
REVENUE	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Local Sales Tax	4,233,718	4,884,105	4,404,070	5,238,242	4,500,000
State Sales Tax	1,388,455	1,423,582	1,350,000	1,446,000	1,400,000
Hall Income Tax	387,587	528,368	329,515	414,759	350,000
Wholesale Beer, Liquor & Mixed Drink	1,093,367	1,163,201	1,050,000	1,217,637	1,090,000
Intergovernmental	559,221	563,983	532,400	536,658	531,200
Building Permits & Licenses	378,642	383,507	235,500	291,625	237,900
Recreation Fees	110,747	112,665	85,600	97,735	98,600
Traffic Enforcement Program & Fines	75,023	43,464	43,861	41,000	40,000
Rent	77,525	77,750	85,401	86,451	86,601
Miscellaneous	16,631	18,100	9,200	12,700	9,200
Total Revenue	8,320,916	9,198,725	8,125,547	9,382,807	8,343,501
EXPENDITURES					
Legislative	42,136	54,404	62,150	62,150	66,150
Town Court	51,393	52,299	66,721	66,721	66,721
Administration	593,877	621,196	680,164	670,014	695,238
Human Resources	122,885	156,455	165,721	167,071	168,648
Information Technology	198,029	222,336	267,141	242,157	354,813
Engineering	564,900	598,607	706,961	653,151	744,691
Community Development	706,530	759,075	811,590	789,952	778,287
General Government	181,023	200,081	234,670	215,750	214,550
Parks & Leisure Services	740,123	786,646	914,393	903,393	960,120
Public Works	1,566,849	1,491,062	1,682,390	1,641,653	1,730,239
Non-Departmental	349,123	399,820	411,400	407,400	586,000
Economic Development	92,990	95,283	195,500	175,000	160,000
Total Expenditures	5,209,858	5,437,264	6,198,801	5,994,412	6,525,457
Revenue over (under) expenditures	3,111,058	3,761,462	1,926,746	3,388,395	1,818,044
Total Transfers In	0	11,305	910	910	0
Total transfers out	-1,770,000	-3,857,868	-3,470,000	-3,470,000	-3,270,000
Assigned Fund Balance	1,400,938	558,070	438,070	438,070	318,070
Unassigned Fund Balance	6,367,594	7,121,030	5,698,686	7,160,335	5,828,379
ENDING BALANCE	7,768,532	7,679,100	6,136,756	7,598,405	6,146,449

Amended Budget	FY2011-12	FY2012-13	FY2013-14	FY2013-14	FY2014-15
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
BEGINNING FUND BALANCE	6,427,474	7,768,532	7,679,100	7,679,100	7,598,405
	FY2011-12	FY2012-13	FY2013-14	FY2013-14	FY2014-15
REVENUE	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Local Sales Tax	4,233,718	4,884,105	4,404,070	5,238,242	4,500,000
State Sales Tax	1,388,455	1,423,582	1,350,000	1,446,000	1,400,000
Hall Income Tax	387,587	528,368	329,515	414,759	350,000
Wholesale Beer, Liquor & Mixed Drink	1,093,367	1,163,201	1,050,000	1,217,637	1,090,000
Intergovernmental	559,221	563,983	532,400	536,658	531,200
Building Permits & Licenses	378,642	383,507	235,500	291,625	237,900
Recreation Fees	110,747	112,665	85,600	97,735	98,600
Traffic Enforcement Program & Fines	75,023	43,464	43,861	41,000	40,000
Rent	77,525	77,750	85,401	86,451	86,601
Miscellaneous	16,631	18,100	9,200	12,700	9,200
Total Revenue	8,320,916	9,198,725	8,125,547	9,382,807	8,343,501
EXPENDITURES					
Legislative	42,136	54,404	62,150	62,150	66,150
Town Court	51,393	52,299	66,721	66,721	66,721
Administration	593,877	621,196	680,164	670,014	695,238
Human Resources	122,885	156,455	165,721	167,071	168,648
Information Technology	198,029	222,336	267,141	242,157	354,813
Engineering	564,900	598,607	706,961	653,151	744,691
Community Development	706,530	759,075	811,590	789,952	778,287
General Government	181,023	200,081	234,670	215,750	214,550
Parks & Leisure Services	740,123	786,646	914,393	903,393	960,120
Public Works	1,566,849	1,491,062	1,682,390	1,641,653	1,730,239
Non-Departmental	349,123	399,820	411,400	407,400	789,943
Economic Development	92,990	95,283	195,500	175,000	160,000
Total Expenditures	5,209,858	5,437,264	6,198,801	5,994,412	6,729,400
Revenue over (under) expenditures	3,111,058	3,761,462	1,926,746	3,388,395	1,614,101
Total Transfers In	0	11,305	910	910	0
Total transfers out	-1,770,000	-3,857,868	-3,470,000	-3,470,000	-3,270,000
Assigned Fund Balance	1,400,938	558,070	438,070	438,070	318,070
Unassigned Fund Balance	6,367,594	7,121,030	5,698,686	7,160,335	5,624,436
ENDING BALANCE	7,768,532	7,679,100	6,136,756	7,598,405	5,942,506

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Allison Myers, Town Recorder**SUBJECT:** Hot to Trot 5K/10K and Fun Run**INTRODUCTION:**

This item involves a request for approval of a special event application related to the Hot to Trot 5K/10K and Fun Run to be held along portions of Parkside Drive on Thanksgiving morning, November 27, 2014.

DISCUSSION:

This will be the sixth year for the Hot to Trot running events that are sponsored by Fleet Feet Knoxville Running Club. Proceeds from the events will help raise money for A Hand Up for Women/Food for Sister Martha's Pantry. As shown in the race information packet, the events will start and end at the Fleet Feet store in the Parkside Station shopping center west of Lakesedge Drive. Each event will feature a loop (2 loops for the 10K) along portions of Parkside Drive. There will be some short term road/lane closures within the affected portion of Parkside Drive. Set up time will begin at 6:00 a.m. and all clean-up will be complete by 10:00 a.m.

As in previous years, the organizers of the event have been working with the affected entities to make them aware of this ahead of time. Major retailers (Wal-Mart and Target), Regal Cinema, nearby hotels, and Tennova Healthcare have already given their approval. Event organizers have been careful to minimize any impact to vehicular traffic and access.

The Parkside Station shopping center will be used for all staging facilities, including portable restrooms. Most of the parking will be provided on adjoining properties, including JCPenney and, if necessary, the primary school property on the west side of N. Campbell Station Road. The event is anticipated to have as many as 2,500 participants. Traffic control from parking areas and along the route itself will be addressed with Knox County and City of Knoxville police staff. The City of Knoxville will provide roughly 300-350 cones to mark off the course and barricade the staging area. EMS personnel from Rural Metro will also be on hand. Fleet Feet volunteers will provide clean up for the event.

RECOMMENDATION:

Staff recommends approval provided that representatives from the affected subdivision (the Cove at Turkey Creek) be notified of the event ahead of time. The staff would also recommend that the sponsors ensure that, upon the event's conclusion, the entire course is free of any litter.

PROPOSED MOTION:

Motion to approve the Hot to Trot 5K/10K and Fun Run road closures on Parkside Drive on November 27, 2014 from 6:00 to 10:00 AM.

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

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



Special Event Application

Organization Information

Event Name and Type: **Hot to Trot 5K/10K & Fun Run**

Event Date(s): **November 27, 2014 (Thanksgiving Day)**

Sponsoring Organization: **Fleet Feet Knoxville Running Club**

Tax ID **26-1907253**

(Attach Secretary of State Corporate Info)

Address: **11619 Parkside Drive, Knoxville, TN 37922**

Organization Type: Neighborhood ☐

Non-profit ☒

Govt. ☐

Corporation ☐

Other ☐ Explain Other:

Primary Contact: **Kelly Ross, Marketing Director**

Address: **11619 Parkside Drive, Knoxville, TN 37922**

Work Phone: **865-675-3338**

Cell Phone Number: **865-850-6753**

E-mail: **hottotrot14@fleetfeetknoxville.com**

Event Information

1. Purpose of event: **Road running race to raise money for A Hand Up for Women/food for Sister Martha's Pantry**

2. Give a brief description of the event:

A road race (5K and 10K) and fun run (1 mile) along Parkside drive (1 loop is 5K) in Turkey Creek on Thanksgiving Day. Participants pay an entry fee for entering the race.

3. Is this a first time event? **No**

If no, prior dates

11/26/2009, 11/25/2010, 11/24/2011, 11/22/2012, 11/28/2014

4. Hours of Operation:

Date: **11/27/2014**

Set Up Time: **6:00 am**

Close: **10:00 am**

Date:

Set Up Time:

Close:

Date:

Set Up Time:

Close:

Date:

Set Up Time:

Close:

Date:

Set Up Time:

Close:

Tear Down Date and Time: **11/27/2014, 10:00 am**

Completion Time: **10:00 am**

5. Is this event open to the public? Yes ☒ No ☐

6. Outline your marketing/publishing plan for the event to include advertising and promotion schedule:

We are marketing via online (website/social media, email) methods and word of mouth. We have posted race information on our website, facebook page, newsletter and on the registration site, active.com. We also market the race in-store, via word of mouth and will be sending out a press release.

7. Will admission be charged? Yes ☒ No ☐
8. Will you be accepting donations? Yes ☐ No ☒
9. Estimated attendance each day: 2500+
10. Will food be served? Yes ☒ No ☐
11. Will food be prepared on site at your event? Yes ☐ No ☒
12. How many food vendors do you anticipate having? None. We will be cutting fruit (re: food prep question)
13. How will food be prepared?
 Gas ☐ Grill ☐ Propane ☐ Butane ☐
14. Will alcoholic beverages be available? Yes ☐ No ☒
- Have you received approval from the Beer Board (required)?
 If yes, will beverages be sold or served?
 What type of alcoholic beverages will be available?
 What are the days/hours that alcohol will be consumed at this event?

In what areas of your event will alcohol be consumed?

15. Will you have merchandise vendors booths at your event?
 Yes ☐ No ☒ If yes, how many?

Event Logistics

16. Requested event location:
 Parkside Station shopping area. Detailed information attached in Race Info Document.
17. List all streets you are proposing to close with the time periods that they will be closed:
 Both Westbound traffic on Parkside Dr will be closed for around 15 minutes or until last 5K runner passes, whichever is sooner. After last 5K runner, runner traffic is directed into inside lane, allowing westbound vehicular traffic on the outside lane. See attached course map for more info.
18. Outline your plan for notifying the public of street closures and traffic control:
 We have a team of volunteers who will be distributing informational flyers to each of the Turkey Creek area retailers. The major retailers (Wal-Mart, Target, Regal, Hotels have already been notified and we've been ok'd by each). Included in the communication is a letter of support from Tennova Healthcare, course map with access plan and road closure plan and a save the date flyer.
19. Will there be live entertainment or music at your event? Yes ☒ No ☐
 If yes, please answer the following:
 Will stages be built? Yes ☐ No ☒ If yes, how many?
 Will you be using generators? yes
20. Will tents be erected for your event? Yes ☒ No ☐ If so, how many? 2 popup tents w/o side panels
21. Will any existing restrooms be provided for public use? If yes, how many and where will they be located?
 No.

22. Will you be utilizing portable restroom facilities? Yes ☒ No ☐

If yes, please complete the following:

Number of portable restrooms: 20

Location (be specific):

At the northeast corner of the Parkside Station shopping area parking lot. Map is attached.

When will they be placed and removed? Dropped off Wed evening 11/26, removed after race 11/27

When will they be serviced? n/a

How many ADA accessible units will be included?

23. What arrangements have you made for traffic control and security at your event? Who will provide this service? What will the role of security personnel play at your event?

1. Town of Farragut – we will work closely with the town to ensure access to local residence and businesses.
2. Knox County Sheriff and KPD Departments – We are working closely with both departments (Randy Errington KCSO/Sgt Evans KPD) to ensure runner safety and providing access to the local establishments, as the course runs thru both the town and the city. 3. City of Knoxville: use of approximately 300-350 cones to mark off the course and barricades and signage for the staging area.

24. Outline your plan for Emergency Medical Service for this event including their location:

Rural Metro – Kim Sepesi (kim_sepesi@rmetro.com) Rural Metro to provide a standby ambulance at the race staging area for the duration of the event. From there, they can access any part of the course within minutes. Course coordinators will be in communication using cell phone/walkie talkies to make sure they are notified in case of any injuries on the course.

25. Outline your plans for trash removal including the date and hour that all trash will be removed from the event site:

Fleet Feet Sports volunteers will ensure that all trash from the course (cups, etc.) is removed promptly by the course closure at 10 am. The volunteers will then ensure that the staging area in Parkside Station parking lot is cleaned of all trash by 12 pm.

Hold Harmless

All authorized events occurring within the Town limits shall be individually and severally responsible to the Town for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the event representative/organizer's negligence or that of its agents and employees. All event organizers/representatives hereby agree to indemnify and save the Town, its officers, employees, and agents harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the Town by reason of the event representative/organizers negligence or that of its agents and employees; provided that the event representative/organizer shall not be responsible nor required to indemnify the Town for negligence of the Town, its officers, employees, or agents. Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application. All information provided in this application is correct and accurate to the best of my knowledge.

Signature **Shahin Hadian**

Digitally signed by Shahin Hadian
DN: cn=Shahin Hadian, o=East Point Municipal Planning Club, ou
email=shahin@eastpointmunicipal.com, c=US
Date: 2014.07.23 10:54:08 -0500

Date **7/23/2014**

Return this application along with all required documentation to:

**Office of the Town Manager
11408 Municipal Center Drive
Farragut, TN 37934**

If you have any questions while completing this application, contact the Town Manager's Office at **865.966.7057**

OFFICE USE ONLY

FIRE MARSHAL REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

KCSO REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

TMLRMP REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

ADMINISTRATION OFFICE REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

Supplemental Information:

A sketch plan of your event must be included with this application. Please include: vehicular and pedestrian circulation, staging areas, locations of tents, entertainment stages, portable restrooms, dumpsters, fencing, food and beverage booths, and all sponsor or vendor booths. Also indicate where streets will be blocked and what will be used to block the streets. **This application will not be processed without a completed site map.**

Applicants must provide the Town with an original copy of their insurance certificate of general liability insurance naming the "*Town of Farragut, its employees, and agents*" as additionally insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00). If it is determined that security is required for your event, certified, uniformed Knox County Sheriff's Deputies must be hired to provide this service. Applicants hiring off duty Sheriff's Deputies must the Knox County Sheriff's Office as additionally insured.

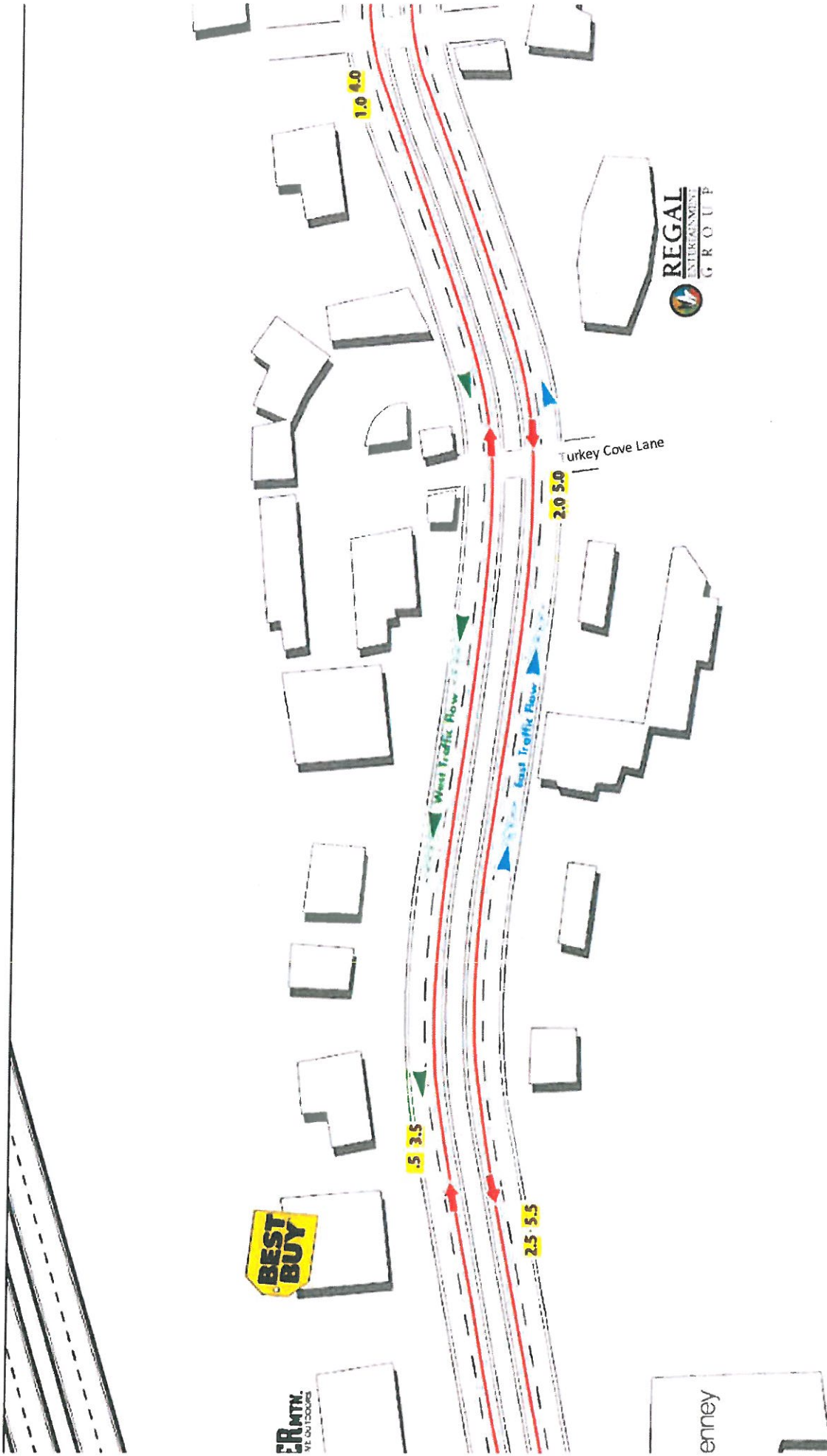
Applicants must abide by all Rural Metro Fire & Rescue rules and regulations. This information can be obtained by contacting the Fire Marshall at Town Hall (865.966.7057).

Applicants requesting to serve alcohol at their event must submit an application to the Farragut Beer Board. This can be done by contacting the Town Manager's Office at **865.966.7057** not less than sixty (60) days prior to the proposed event.

A clean up deposit in the form of a check or money order in the amount determined by the Town Manager's Office must be submitted upon approval of this application. This check or money order will be returned upon inspection of your event site at the conclusion of your event.

Application Checklist

- ☒ Completed Application
- ☒ Complete Event Sketch Plan
- ☒ Insurance Certificate
- ☐ Clean Up Deposit
- ☐ Copy of Beer Board permit (if applicable)



Traffic Flow
 Traffic Closure
 Runner Traffic

Awards will be held at

HOT TO TROT



Hot to Trot 2014

5K - 10K - Fun Run

Race Information

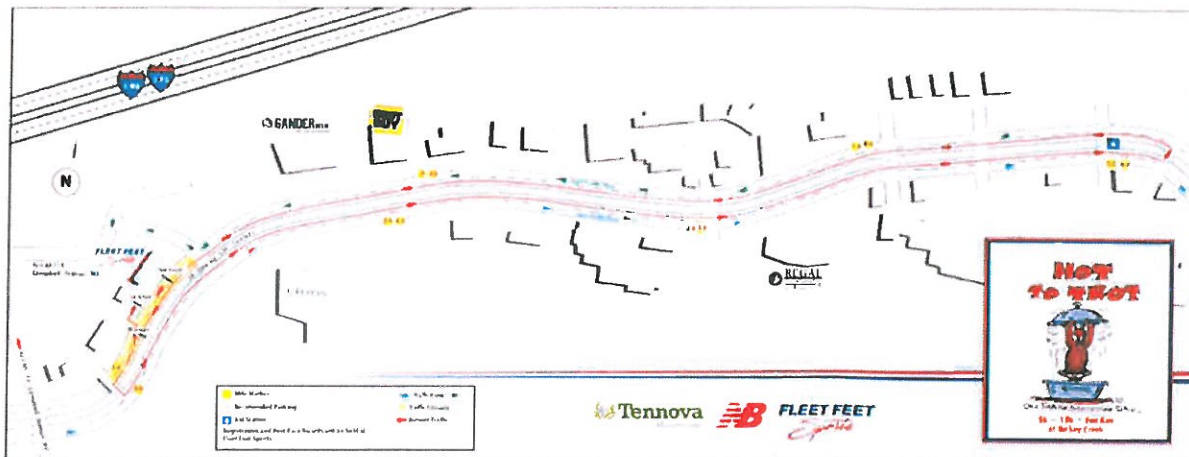
Focus for 2014:

In order to reduce congestion on race course and improve safety of runners, we would like to continue with the following arrangements:

- Both Westbound traffic lanes on Parkside Dr from start until Turkey Cove Lane will be closed for around 15 minutes or until last 5K runner passes, whichever is sooner. After last 5K runner, runner traffic is directed into inside lane, allowing westbound vehicular traffic on the outside lane.
- We will employ a wave start to better manage runner traffic through inside lanes.

All pertinent road Closure info is included in Road Closure section. All pertinent access info is included in Access Plan section.

Course Description



5K course

The course starts on the Westbound side of Parkside Drive in front of Parkside Station shopping area (in front of the Fleet Feet Sports store, 11619 Parkside Dr.). The course travels East until the light at Snow Goose Dr. The course goes around the island and returns West on Parkside Dr. The course turns, finishing in the Parkside Station shopping area. (See photo right).

The 5k race will be certified and timed.



10K course

The course is the same as the 5k course but covered twice and with a different finish. Once the 10K runners complete the first 5k, they are kept to the right as they continue through the area for a 2nd loop. The rest of the course is the same except the entire 2nd half of the 10K is run on the inside lanes. It finishes on the outside lane Westbound side of Parkside in front of the Fleet Feet Sports store.

The 10k race will be certified and timed.

Fun Run course

The fun run course will start at the same location as 5K & 10K. Although both lanes will be used at the start of the fun run, the runners/walkers are quickly directed to the inside lane traveling Eastbound by the time they cross the light at Campbell Lakes Dr. The course turns around the island before Turkey Cove Lane and returns back. The course turns around the island again and finishes in front of the Parkside Station shopping area. The course is around 1 mile, and will not be certified or timed.

Safety and Accessibility Plan

Course Monitoring Plan

We will use a combination of law enforcement officers, volunteers, and road closure signage to control and monitor the traffic flow. We will work closely with the Sheriff /KPD to have the right permits and number of officers on the course as dictated by their evaluation of our race course. Additionally, we are planning on having volunteers at every major parking lots entrances the have alternate entrance points. Finally, for low risk areas, we plan on having road closure signage (cone + signs). Additional volunteers may be required upon the law enforcement's evaluation of our plan.

Road Closure

- | | |
|--------------|---|
| 6:30 - 10:00 | The westbound lanes of Parkside Dr, between Campbell Lakes Dr & rd next to First Tennessee will be closed and will serve as start/finish area for all races (5K, 10K, and fun run). |
| 7:30 – 7:15 | Both Westbound lanes of Parkside Dr from Campbell Lakes Dr to Turkey Cove Lane will be closed during the first 15 minutes of the race. The course closures changes to one lane after the last runner. |
| 7:30 – 9:00 | The inside lanes of both eastbound and westbound Parkside Dr from rd next to First Tennessee and Snow Goose Dr. will be closed. |
| 9:30 | All cones and signage are removed. Inside lanes of Parkside Dr will reopen West of Turkey Cove Lane. |
| 10:00 | Start/Finish area is broken down. Remaining parts of Parkside Dr reopens. |

We plan to work with the following entities to ensure safety on the course:

- Knoxville Police Department – Although most of our course is in the town of Farragut, our course enters Knoxville City limit once it crosses the light at Pinnacle (at around 1M). It continues approximately ½ mile and then returns back into the Town of Farragut.
- Town of Farragut – as most of with most of the course is in the Town of Farragut, we will work closely with the town to ensure access to local residence and businesses.
- Knox County Sheriff Department – We are anticipating close working relation with the Knox County Sheriff Department to ensure runner safety and providing access to the local establishments.
- Knox County – we will use approximately 200-250 cones to mark of the Knox County side of the course
- City of Knoxville – we will use approximately 300-350 cones to mark off the City of Knoxville side of the course. In addition we will use additional barricades and signage for the staging area.

Access Plan

Given that the course is primarily in a shopping area, the day before the Black Friday, we anticipate a light traffic load. However, the course presents special access needs as it passes Regal Movie Theaters, Wal-Mart, and several hotel accommodations on Turkey Dr. The following access plan has been devised to provide access to the local establishments:

1. Tennova Hospital – From the East, direct entrance from first light after Lovell Rd.
2. Businesses on the Southern side of Parkside Dr East of Turkey Cove Lane (e.g. Regal Movie Theaters, Wal-Mart) – From the East, access is available via the southern parking lots or from the West, access is available via the outside Eastbound lane of Parkside Dr.

3. Businesses on the Northern side of Parkside Dr West of Turkey Cove Lane (e.g. Best Buy, Gander Mtn, Panera, Pinnacle Station) – From the West, access is available from Campbell Lakes Dr to the northern parking lots. Once the roads have been reopened, access is also available via the outside Westbound lane of Parkside Dr.
4. Businesses on the Northern side of Parkside Dr East of Turkey Cove Lane (e.g. Mimi's, all of the Hotels, Earth Fare) – From the East, access is available thru the traffic light at Turkey Dr.
5. JC Penny – open for select hours in the afternoon. Access is available only from the outside eastbound lane of Parkside Dr. JC Penny parking area will be open for race parking and no exit is available. Once eastbound lane is reopened, traffic can exit and travel towards Lovell Rd.
6. Car Maxx – during road closure, there will be no access. Business closed during those hours.
7. Medical complex Southbound – during road closure, there will be no access. Business closed during those hours.
8. The Cove neighborhood. Access will be available similar to businesses on the Southern side (see item #2).

Race Staging & Parking area

We are planning to use the front & back parking lots for the Parkside Station as the staging area for the race. We are planning to use the JC parking lot for most of our parking needs, with additional parking available across Campbell station and the nearby Farragut Primary school. Additional parking will be available in Southern and Northern parking lots accessible from both East and West.

Turkey Creek Retailers

We are planning to work closely with the following entities to ensure that our event is approved and supported by all involved entities:

- Turkey Creek Land Partners – Patrick Ham or Jim Nixon
- Holrob - manages Parkside Station Shopping Area
- Skip Murray - manages the adjoining shopping area West of Parkside Station.
- Additionally, we will try to contact other retailers and managing landlords along our course to solicit support and/or participation.



Town of Farragut Addendum

In partnering with the Town of Farragut, we are hopeful that events like our Hot to Trot create a good sense of "community", bring people out of their homes, and instill pride in our Town and its businesses.

Contact:

Gary Palmer
Associate Town Manager
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934
865.966.7057 (office)
865.388.5246 (mobile)

We will have an application on file for holding this event. In addition to the material provided in this document, there are few additional details that apply to the Town, making the process even more streamlined:

1. Certificate of Insurance

- a. Will have the following language inserted (similar to what you have in the sample for the City of Knoxville): "The Town of Farragut, its agents and employees, are additionally insured under this policy"
- b. The Town will be a certificate holder
- c. The Certificate of Insurance will be forwarded to the Town as soon as it is received.

2. Public Notice - We will ensure adequate public notice is given about this event and its impact on the local area.

- a. This event is the start to the Buy In Farragut campaign to promote more businesses in the Turkey Creek shopping area.
- b. A press release will be published in collaboration with town's Media Relations Coordinator (Chelsey Riemann) to ensure proper representation of the Town and this event.
- c. A short public notice will be forwarded to MRC for possible posting on town's public forums (facebook/twitter)
- d. The public press release will be forwarded to the local newspapers such as Farragut Press; There may be more publicity if they decide to do an interview with the event and provide greater coverage in the public eye.
- e. Farragut.

3. Corporate Filings

- a. Fleet Feet Knoxville Running Club (Tax Id 26-1907253) a non-profit running club associated with Fleet Feet Sports is the filing entity for this event.
- b. The registered agent listed on those corporate filings of the primary sponsor/organizer corporation, Shahin or Cheryl Hadian, are on the board of the event and will be the signatory authority for this application.

4. Food Preparation

We will only have food as part of the event that will be given to the race participants.

- a. The food indicated on the application is only food provided as part of the event and will be for the use of the race participants or volunteers. At this time there is no plan for preparation or distribution of any other food to be sold or given to the public.
- b. We understand that if in future we decide to provide food to the public, we may need additional approvals from the Knox County Health Dept at <http://www.knoxcounty.org/health/index.php>.

5. Emergency Services

- a. The following are the point of contacts for KPD, KCSO, and Rural Metro in case the Town needs to directly collaborate with them:



- i. KCSO – Randy Errington (randy.errington@knoxsheriff.org)
 - ii. KPD – Sgt Brian Evans (bevans@cityofknoxville.org)
 - iii. Rural Metro – Kim Sepesi (kim_sepesi@rmetro.com)
- b. We will review the layout and emergency staging with Fire Marshal for final approval; this information is part of the race information that will be communicated to all agencies.

6. Fire Marshal Review/Approval

- a. Tent Inspection: No tent permits has been required for our 2 10x10 pop-up tents without any side panels. These are used for protection against inclement weather. has been you may be required to obtain a tent permit from the Town; depending on tent size
- b. As the race is held entirely in the parking lot of the Parkside Station, there has not no issues raised to date by Fire Marshal Dan Johnson.
- c. If anything changes, we will directly forward to the FM to make sure there are no pending issues.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/3/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STAR Insurance - Fort Wayne Office 2130 East Dupont Road Fort Wayne IN 46825		CONTACT NAME: Judy Weaver PHONE (A/C, No, Ext): (260) 467-5697 FAX (A/C, No): (260) 467-5651 E-MAIL ADDRESS: judy.weaver@starfinancial.com	
INSURED Road Runners Club of America/2014 and Its Member Clubs 1501 Lee Highway Arlington VA 22209		INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company NAIC # 11991 INSURER B: Nationwide Life Insurance Co. 66869 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2014 - \$2M A.I. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Legal Liability to Participant \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC		KRO 000000 3937800	12/31/2013 12:01 A.M.	12/31/2014 12:01 A.M.	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ UNLIMITED PRODUCTS - COMP/OP AGG \$ 2,000,000 ABUSE & MOLESTATION \$ 500,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		KRO 000000 3937800	12/31/2013 12:01 A.M.	12/31/2014 12:01 A.M.	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A			WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	B EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)			SPX 00000 26139600	12/31/2013 12:01 A.M.	12/31/2014 12:01 A.M.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Farragut, its employees and agents are NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT: 11/27/14 Hot to Trot 5k, 10k, fun run
INSURED CLUB/EVENT MEMBER: Fleet Feet Knoxville Running Club, Att'n: Shahin Hadian, 11619 Parkside Drive, Knoxville, TN 37934

CERTIFICATE HOLDER

CANCELLATION

11/27/14 Town of Farragut 11408 Municipal Center Drive Farragut, TN 37934	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE John Lefever/MMA

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Allison Myers, Town Recorder**SUBJECT:** Farragut Fall 5K, Fun Run and Pet Parade**INTRODUCTION:**

This item involves a request for approval of a special event application related to the Farragut Fall 5K, Fun Run and Pet Parade to be held along portions of Watt Road and Sedgefield subdivision on Saturday, October 11, 2014.

DISCUSSION:

This will be the 20th year for the Farragut 5K running event that is sponsored by the Farragut/West Knox Chamber of Commerce. As shown in the race information packet, the events will start on Watt Road, wind through Sedgefield and end in Mayor Bob Leonard Park. Watt Road will need to be closed from Kingston Pike to just north of Sedgefield. The detour will be directed on Harrison Road. There will also be some short term road closures within the affected portion of Sedgefield subdivision. The roads will be opened up as soon as the last runner has completed the race. The race and set up time will begin at 6:00 a.m. and all clean-up will be complete by 10:30 a.m.

RECOMMENDATION:

Staff recommends approval provided that representatives from Sedgefield subdivision are notified of the event ahead of time. The staff would also recommend that the sponsors ensure that, upon the event's conclusion, the entire course is free of any litter.

PROPOSED MOTION:

Motion to approve the Farragut Fall 5K, Fun Run and Pet Parade road closures on Watt Road and Sedgefield subdivision on October 11, 2014 from 6:00 to 10:30 AM.

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

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



Special Event Application

Organization Information

Event Name and Type: 20th Farragut Fall 5K, Fun Run & Pet Parade

Event Date(s): Saturday, 10/11/14

Sponsoring Organization: Farragut West Knox Chamber of Commerce

Tax ID 62-1333456

(Attach Secretary of State Corporate Info)

Address: 11826 Kingston Pk, Ste 110, Knoxville, TN 37933

Organization Type: Neighborhood ☐ Non-profit ☒ Govt. ☐ Corporation ☐

Other ☐ Explain Other:

Primary Contact: Bettye Sisco

Address: 11826 Kingston Pk, Ste 110, Knoxville, TN 37933

Work Phone: 865-675-7057

Cell Phone Number: 865-806-9465

E-mail: sisco@farragutchamber.com / info@farragutchamber.com

Event Information

1. Purpose of event: Annual 5K Run and 1 Mile Walk

2. Give a brief description of the event:

5K Run & 1 Mile Walk begin at

3. Is this a first time event? No

If no, prior dates 20th Annual event

4. Hours of Operation:

Date: 10/11/14 Set Up Time: 6am Close: 10:30am

Date: Set Up Time: Close:

Date: Set Up Time: Close:

Date: Set Up Time: Close:

Date: Set Up Time: Close:

Tear Down Date and Time: 10/11/14 - Approx. 10:30am

Completion Time: 10/11/14 - Approx. 10:30am

5. Is this event open to the public? Yes ☒ No ☐

6. Outline your marketing/publishing plan for the event to include advertising and promotion schedule:

Website, social media, email, print.

7. Will admission be charged? Yes ☒ No ☐
8. Will you be accepting donations? Yes ☐ No ☒
9. Estimated attendance each day: 250
10. Will food be served? Yes ☒ No ☐
11. Will food be prepared on site at your event? Yes ☐ No ☒
12. How many food vendors do you anticipate having? N/A
13. How will food be prepared?
 Gas ☐ Grill ☐ Propane ☐ Butane ☐
14. Will alcoholic beverages be available? Yes ☐ No ☒
 Have you received approval from the Beer Board (required)?
 If yes, will beverages be sold or served?
 What type of alcoholic beverages will be available?
 What are the days/hours that alcohol will be consumed at this event?

In what areas of your event will alcohol be consumed?

N/A - Water/Coffee only

15. Will you have merchandise vendors booths at your event?
 Yes ☐ No ☒ If yes, how many?

Event Logistics

16. Requested event location:

Mayor Bob Leonard Park

17. List all streets you are proposing to close with the time periods that they will be closed:

Watt Road; Sedgefield Subdivision (see attached map)

18. Outline your plan for notifying the public of street closures and traffic control:

Contact with Sedgefield HOA completed; will send email. FWKCC will distribute mailbox fliers and post ad in Farragutpress. FWKCC contact with Officer Bill Hudson completed via email.

19. Will there be live entertainment or music at your event? Yes ☒ No ☐
 If yes, please answer the following:
 Will stages be built? Yes ☐ No ☒ If yes, how many?
 Will you be using generators? No
20. Will tents be erected for your event? Yes ☒ No ☐ If so, how many? One - Town provided
21. Will any existing restrooms be provided for public use? If yes, how many and where will they be located?

Park Restrooms

22. Will you be utilizing portable restroom facilities? Yes ☐ No ☒

If yes, please complete the following:

Number of portable restrooms:

Location (be specific):

When will they be placed and removed?

When will they be serviced?

How many ADA accessible units will be included?

23. What arrangements have you made for traffic control and security at your event? Who will provide this service? What will the role of security personnel play at your event?

Confirmed with Officer Bill Hudson via email on 7/30/2014. Officers will provide traffic redirection.

24. Outline your plan for Emergency Medical Service for this event including their location:

Confirmed with jim Meadows of Rural Metro on 8/1; will provide Ambulance onsite to be station at lower parking lot.

25. Outline your plans for trash removal including the date and hour that all trash will be removed from the event site:

Junk Bee Gone providing dumpster; staff/volunteers will gather trash and Waste Mgmt provided-trash cans and put in dumpster. Junk Bee Gone will remove same day (usually early afternoon).

Hold Harmless

All authorized events occurring within the Town limits shall be individually and severally responsible to the Town for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the event representative/organizer's negligence or that of its agents and employees. All event organizers/representatives hereby agree to indemnify and save the Town, its officers, employees, and agents harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the Town by reason of the event representative/organizers negligence or that of its agents and employees; provided that the event representative/organizer shall not be responsible nor required to indemnify the Town for negligence of the Town, its officers, employees, or agents. Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application. All information provided in this application is correct and accurate to the best of my knowledge.

Signature **Bettye Sisco**

Digitally signed by Bettye Sisco
DN: cn=Bettye Sisco, o=Farragut West Knox Chamber of Commerce, ou,
email=info@farragutchamber.com, c=US
Date: 2014.09.15 15:07:13 -0400

Date **September 15, 2014**

Return this application along with all required documentation to:

**Office of the Town Manager
11408 Municipal Center Drive
Farragut, TN 37934**

If you have any questions while completing this application, contact the Town Manager's Office at **865.966.7057**

OFFICE USE ONLY

FIRE MARSHAL REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

KCSO REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

TMLRMP REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

ADMINISTRATION OFFICE REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

Supplemental Information:

A sketch plan of your event must be included with this application. Please include: vehicular and pedestrian circulation, staging areas, locations of tents, entertainment stages, portable restrooms, dumpsters, fencing, food and beverage booths, and all sponsor or vendor booths. Also indicate where streets will be blocked and what will be used to block the streets. **This application will not be processed without a completed site map.**

Applicants must provide the Town with an original copy of their insurance certificate of general liability insurance naming the "*Town of Farragut, its employees, and agents*" as additionally insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00). If it is determined that security is required for your event, certified, uniformed Knox County Sheriff's Deputies must be hired to provide this service. Applicants hiring off duty Sheriff's Deputies must the Knox County Sheriff's Office as additionally insured.

Applicants must abide by all Rural Metro Fire & Rescue rules and regulations. This information can be obtained by contacting the Fire Marshall at Town Hall (865.966.7057).

Applicants requesting to serve alcohol at their event must submit an application to the Farragut Beer Board. This can be done by contacting the Town Manager's Office at **865.966.7057** not less than sixty (60) days prior to the proposed event.

A clean up deposit in the form of a check or money order in the amount determined by the Town Manager's Office must be submitted upon approval of this application. This check or money order will be returned upon inspection of your event site at the conclusion of your event.

Application Checklist

- _____ Completed Application
- _____ Complete Event Sketch Plan
- _____ Insurance Certificate
- _____ Clean Up Deposit
- _____ Copy of Beer Board permit (if applicable)

CERTIFICATE OF INSURANCE

DATE: 9/15/2014

CERTIFICATE NUMBER: 20140708256435

AGENCY:

ESIX 3 LLC
d/b/a Entertainment & Sports Insurance eXperts (ESIX)
d/b/a Entertainment and Sports Insurance Agency (California)
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Telephone)
678-324-3303 (Facsimile)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc.
132 East Washington Street, Suite 800
Indianapolis IN 46204

Farragut West Knox Chamber of Commerce

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co.
INSURER B: Philadelphia Indemnity Ins. Co.

EVENT INFORMATION:

Farragut Fall 5K, Fun Walk & Pet Parade (10/11/2014 - 10/12/2014)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	☒ Occurrence	PHPK1092686	11/1/2013 12:01 AM	11/1/2014 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	☒ Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	☒ Occurrence	PHUB438998	11/1/2013 12:01 AM	11/1/2014 12:01 AM	AGGREGATE (Applies Per Event) \$10,000,000
					EACH OCCURRENCE \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

CERTIFICATE HOLDER:

Town of Farragut and Its Agents
11408 Municipal Center Drive
Farragut TN 37934

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

FARRAGUT 5K COURSE

MILE 1

#432

HARRISON RD.
W N E
PEAR
LEAF
CIRCLE

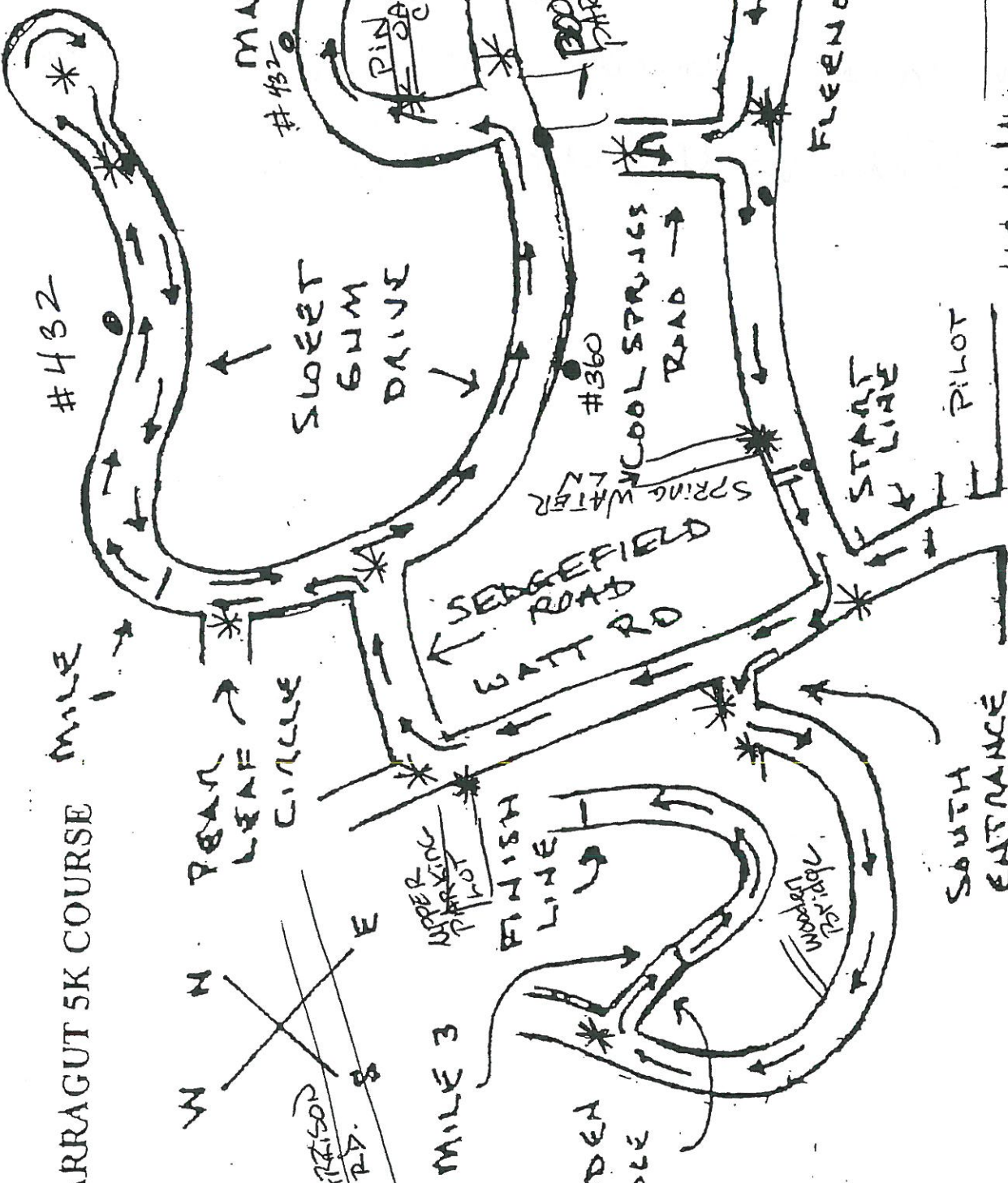
MILE 3

UPPER
PARKING
LOT
FINISH
LINE

WOODEN
BRIDLE

WOODEN
POST
PQV

SOUTH
ENTRANCE
BOB LEONARD
PARK



REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Darryl W. Smith, PE**SUBJECT:** Approval of acceptance of Private Street within Townhomes at Wentworth

INTRODUCTION: The purpose of this item is to consider a request by residents of the Townhomes at Wentworth to re-plot their development in order to make their existing roadway (Willow Ridge Way) into a public road, with the Town responsible for maintenance of streets and sidewalks.

BACKGROUND: In 2002, several subdivisions with private streets requested that the Board of Mayor and Aldermen allow them to re-plot their respective developments as a means of turning over private streets to the Town for maintenance. FMPC and the Board of Mayor and Aldermen considered each request on a case by case basis, as each development had its unique limitations. At that time (2002), the Engineering Staff was asked to prepare an evaluation of all the private streets in the Town. In that evaluation, staff noted that while many of our private streets meet our requirements of asphalt and base stone thickness, others fall quite short. Please see the attached table from that evaluation, which includes average surface, binder and base stone thickness for all our private streets, with Willow Ridge Way (called "Townhomes at Wentworth" in the evaluation) noted with an asterisk. These values are based upon averages obtained by Foundation Systems Engineering, PC by examining core samples taken from the evaluated streets. While the Engineering staff inspects all of our public streets during their construction, we have not inspected construction of private streets. As a result, we believe variations in course thickness (both positive and negative) have occurred, leaving some of our private streets with less than our required pavement thickness. Please note that our thickness requirements for public residential streets at the time of Foundation Systems Engineering's report were as follows:

- Asphalt Surface Course: 1.25 inches
- Asphalt Binder Course: 2.50 inches
- Aggregate Base Course: 6.00 inches

Foundation Systems Engineering applied strength conversion factors to the average course thickness shown in the table, in order to properly compare the streets with our standards (with our standards meeting the equivalent of 6.5 inches of asphalt). As shown on the second attached sheet, that evaluation indicates that **Willow Ridge Way falls slightly short of meeting our strength requirements**, based upon *equivalent pavement thickness*, with an *equivalent pavement thickness of 6.2 inches*. Please note that Willow Ridge Way currently appears to be in good condition, and we do not anticipate the need for resurfacing within the next few years. However, staff's current estimate to resurface the street (when necessary) is approximately \$21,000.

PROPOSED MOTION: Approval of request to allow dedication of right of way and private street (Willow Ridge Way) in the Townhomes at Wentworth to the Town of Farragut.

BOARD ACTION:**MOTION BY:** _____ **SECONDED BY:** _____

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

AGENDA NUMBER VII.D.

MEETING DATE September 25, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Consider Approval of Dates for the November and December BMA meetings

BACKGROUND:

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

DISCUSSION:

The dates for the meeting in November is Thursday, November 13, 2014 and the December meeting is Thursday, December 11, 2014.

PROPOSED MOTION:

To cancel the meetings of November 27 and December 25 and to hold the meeting for November on Thursday, November 13, 2014 and the meeting for December on Thursday, December 11, 2014.

BOARD ACTION:

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

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

AGENDA NUMBER VII.E.

MEETING DATE September 25, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval to Elect Voting Delegate (1) and Alternate Voting Delegates (2) to the National League of Cities Conference

INTRODUCTION:

This agenda item is to elect voting delegates for the National League of Cities Conference in November. Each year the Board of Mayor and Aldermen elect a voting delegate and two alternate voting delegates.

DISCUSSION:

At the Annual Business Meeting on Saturday, November 22, 2014 the Town of Farragut is entitled to cast one vote based on the 2010 population. The Board is to elect one voting delegate and two alternate delegates for the Annual National League of Cities Conference in November. At this time, Mayor McGill and Vice-Mayor LaMarche will be attending.

PROPOSED MOTION:

To nominate _____ as the voting delegate and _____ and _____ as alternate voting delegates.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

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

AGENDA NUMBER VII. F. MEETING DATE September 25, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE

SUBJECT: Approval of Resolution in Support of Maintenance Agreement with TDOT for Improvements to Intersection of US Highway 11 and US Highway 70 (Dixie Lee Junction)

INTRODUCTION: The purpose of this agenda item is to consider approval of a resolution and agreement to maintain planned improvements to the intersection of US Highways 11 and 70 (the Dixie Lee Junction) that are to be constructed within the Town Limits. While this project is primarily located within Loudon County, a small portion of the improvements will overlap the Town Limits.

BACKGROUND: TDOT is currently preparing plans for the reconstruction of the Dixie Lee Junction. The project will include a "T" signalized intersection of the two highways, with a double left turn for westbound Kingston Pike motorists turning onto southbound Highway 11, as well as a free movement for northbound Highway 11 motorists turning right onto eastbound Kingston Pike. It should be noted that while preliminary plans first included a roundabout, traffic projections indicated that the roundabout would provide a poor level of service in the future. The current design provides a good level of service, even in the design year. As this is an intersection of state routes (SR 1 and SR 2) with improvement being made within the jurisdiction of both Loudon County and the Town of Farragut, TDOT has requested approval of the attached resolution (as well as a similar resolution from Loudon County) in favor of the attached maintenance agreement, which outlines the Town's responsibility to maintain the proposed improvements outside the new roadway. This is a standard agreement that is used for projects on all state routes, and staff recommends approval.

RECOMMENDATION BY: Darryl Smith, Town Engineer, for approval.

PROPOSED MOTION: Approval of Resolution R-2014-08 and maintenance agreement.

BOARD ACTION:

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

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



TOWN OF FARRAGUT

RESOLUTION R-2014-08

**ACCEPTANCE OF THE PROPOSAL OF THE TENNESSEE DEPARTMENT
OF TRANSPORTATION TO CONSTRUCT PROJECT STP-M-1(316),
STATE PROJECT NO. 53003-2209-94,
SR-1 (KINGSTON PIKE); INTERSECTION AT SR 2 (LEE HIGHWAY) –
DIXIE LEE JUNCTION**

WHEREAS, the Tennessee Department of Transportation has presented a Proposal to the Town of Farragut, Tennessee, concerning Federal Project No. STP-M-1(316), State Project No. 53003-2209-94, which involves the reconstruction of the intersection of SR-1 (Kingston Pike) at SR-2 (Lee Highway), known as the Dixie Lee Junction; and

WHEREAS, the Farragut Board of Mayor and Aldermen has determined that the above referenced project will benefit the Town of Farragut, Tennessee and the citizens thereof; and

WHEREAS, the Farragut Board of Mayor and Aldermen wishes to cooperate with the State of Tennessee Department of Transportation in its road and bridge improvements in the Town of Farragut, Tennessee; and

WHEREAS, said Proposal is incorporated herein by reference, the same as if copied herein verbatim, with a copy of said Proposal attached hereto; and

WHEREAS, the terms and conditions of said proposal to the Town of Farragut as submitted by the State of Tennessee, Department of Transportation, are accepted and approved by the Farragut Board of Mayor and Aldermen, and the Town of Farragut shall fulfill all obligations concomitant thereto; now

THEREFORE, BE IT RESOLVED, by the Farragut Board of Mayor and Aldermen that this resolution is duly passed and approved this 25th day of September, 2014, and shall take effect from and after its passage.

Ralph McGill, Mayor

ATTEST:

Allison Myers, Recorder

APPROVED FOR ENTRY:

Tom Hale, Town Attorney

P R O P O S A L
OF THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF TENNESSEE
TO THE TOWN OF FARRAGUT, TENNESSEE

The DEPARTMENT OF TRANSPORTATION of the State of Tennessee, hereinafter "DEPARTMENT", proposes to construct a project designated as No. STP-M-1(316); 53003-2209-94 that is described as S.R. 1 (Kingston Pike); Intersection at S.R. 2 (Lee Highway) – Dixie Lee Junction in the TOWN of FARRAGUT, hereinafter TOWN, provided the TOWN agrees to cooperate with the DEPARTMENT as set forth in this proposal, so that the general highway program may be carried out in accordance with the intent of the General Assembly of the State.

Accordingly, if the TOWN will agree:

1. That in the event any civil actions in inverse condemnation or for damages are instituted by reason of the DEPARTMENT, or its contractor, going upon the highway right of way and easements, and constructing said project in accordance with the plans and as necessary to make the completed project functional, it will notify in writing the Attorney General of the State, whose address is 425 Fifth Avenue North, Nashville, Tennessee 37243, of the institution of each civil action, the complaint and all subsequent pleadings, within ten (10)

days after the service of each of the same, under penalty of defending such actions and paying any judgments which result therefrom at its own expense; and

2. To close or otherwise modify any of its roads or other public ways if indicated on the project plans, as provided by law; and

3. To transfer or cause to be transferred to the DEPARTMENT without cost to it, all land owned by the TOWN or by any of its instrumentalities as required for right of way or easement purposes, provided such land is being used or dedicated for road or other public way purposes; and

4. Where privately, publicly or cooperatively owned utility lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with highway drainage, and other similar commodities, including publicly owned facilities such as fire and police signal systems and street lighting systems are located within the right of way of any road or other public way owned by the TOWN, or any of its instrumentalities, the TOWN agrees that it will take action necessary to require the removal or adjustment of any of the above described facilities as would conflict with the construction of the project. But the foregoing may not be a duty of the TOWN since it shall become operative only after the DEPARTMENT has been unsuccessful in its efforts to provide for said removals or adjustments for the benefit of the TOWN.

The foregoing does not apply to those utility facilities which are owned by the TOWN or one of its instrumentalities, it being understood that the TOWN has the duty to relocate or adjust such facilities, if required, provided the TOWN is notified to do so by the DEPARTMENT with detailed advice as to this duty of the TOWN; and

5. To maintain any frontage road to be constructed as part of the project; and

6. That after the project is completed and open to traffic, to accept for jurisdiction and maintenance such parts of any existing DEPARTMENT highway to be replaced by the project, as shown on the attached map; and

7. That the TOWN will make no changes or alter any segment of a road on its road system that lies within the limits of the right of way acquired for any interchange to be constructed as part of the project and will not permit the installation or relocation of any utility facilities within the right of way of any such a segment of one of its roads without first obtaining the approval of the DEPARTMENT; and

8. That no provision hereof shall be construed as changing the maintenance responsibility of the TOWN for such part of the project as may presently be on its highway, street, road or bridge system; and

9. That it is understood and agreed between the DEPARTMENT and the TOWN that all traffic control signs for the control of traffic on a street under the

jurisdiction of the TOWN and located within the DEPARTMENT'S right of way shall be maintained and replaced by the TOWN; and

10. That when traffic control devices for the direction or warning of traffic, lighting of roadways or signing, or any of them, which are operated or function by the use of electric current are constructed or installed as part of the project, they will be furnished with electricity and maintained by the TOWN.

11. If, as a result of acquisition and use of right of way for the project, any structures that become in violation of a TOWN setback/building line requirement, the TOWN agrees to waive enforcement of the TOWN setback/building line requirement and take other proper governmental action therefor.

12. To prohibit encroachments of any kind upon the right of way and easements for the project; and

13. To prohibit the servicing of motor vehicles within the right of way and easements for the project; and

14. To obtain the approval of the DEPARTMENT before authorizing parking on the right of way and easements for the project and before installing any device for the purpose of regulating the movement of traffic; and

15. The DEPARTMENT will maintain the completed project if it is classified as full access control (i.e. a project which has no intersecting streets at grade), and it will maintain the pavement from curb to curb where curbs exist or the full width of the roadway where no curbs exist on non-access control projects. The TOWN agrees to maintain other parts of non-access control projects.

16. That when said project is completed, it thereafter will not permit any additional median crossovers, the cutting of the pavement, curbs, gutters and sidewalks, by any person, firm, corporation or governmental agency, without first obtaining the approval of the DEPARTMENT.

The acceptance of this proposal shall be evidenced by the passage of a ordinance, or by other proper governmental action, which shall incorporate this proposal verbatim, or by reference thereto. Thereafter, the DEPARTMENT will acquire the right of way and easements, construct the project and defend any inverse condemnation or damage civil actions of which the Attorney General has received the notice and pleadings provided for herein.

The project plans hereinbefore identified by number and description are incorporated herein by reference and shall be considered a part of this proposal, including any revisions or amendments thereto, provided a copy of each is furnished the TOWN.

IN WITNESS WHEREOF, the DEPARTMENT has caused this proposal to be executed by its duly authorized official on this _____ day of _____,

20 .

THE TOWN OF FARRAGUT

BY: _____ **DATE:** _____
MAYOR

**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

BY: _____ **DATE:** _____
**John Schroer
Commissioner**

APPROVED AS TO FORM AND LEGALITY:

BY: _____ **DATE:** _____
**John Reinbold
General Counsel**