

FARRAGUT BOARD OF MAYOR AND ALDERMEN
AGENDA
December 10, 2015

RECEPTION FOR ALDERMAN RON HONKEN
6:30 PM

BEER BOARD
6:55 PM

BMA MEETING
7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2015**
- VI. Approval of Minutes**
 - A. November 12, 2015
- VII. Business Items**
 - A. Approval of 2015/2016 Snow Removal Schedule
 - B. Approval of Economic Development Mid-Term Appointment
 - C. Approval of the McFee Park Splash Pad Reconstruction
 - D. Approval of Town Committee/Commission By-Law and Charter Amendments to Allow the Appointment of a Youth-Member
 - E. Consider Approval of Proposal for Engineering Services for Intersection Improvements at Kingston Pike/Watt Road
- VIII. Ordinances**
 - A. Public Hearing and Second Reading
 - 1. Ordinance 15-19, an ordinance to rezone a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from R-2 to R-1 (Ryan Lynch, Applicant)
- IX. Town Administrator's Report**
- X. 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, December 10, 2015 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 Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Mayor's Report

Mayor McGill expressed his gratitude to Alderman Honken for his service to the Town. Alderman Honken said a few words as it was his last meeting as Alderman.

Citizens Forum

R.M. Hill requested that the Town staff place the resumes on the website of those who have applied for the vacant Alderman position.

Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2015

Mark Lund, with Ingram, Overholt & Bean, presented the Fiscal Year 2015 audit.

Approval of Minutes

Motion was made to approve the minutes of November 12, 2015 as presented. Moved by Alderman LaMarche, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Business Items

Approval of 2015/2016 Snow Removal Schedule

Motion was made to approve the 2015/2016 Snow Removal schedule as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Approval of Economic Development Mid-Term Appointment

Motion was made to appoint William Britt to an unexpired term ending June 2019. Moved by Alderman Honken, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Approval of the McFee Park Splash Pad Reconstruction

Motion was made to approve Option 3, pending approval by the Town Attorney, between the Town of Farragut and Vortex in the amount of \$530,974 for the purchase and installation of the splash pad equipment at McFee Park. Moved by Alderman Honken, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Approval of Town Committee/Commission By-Law and Charter Amendments to Allow the Appointment of a Youth-Member

Motion was made to amend the Arts Council, Beautification Committee, Economic Development Committee, Education Relations Committee, Farragut Folklife Museum Committee, Farragut Municipal Planning Commission, Parks and Athletics Council and Visual Resources Review Board's charters and by-laws as proposed to allow for the appointment of a non-voting youth-member. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Consider Approval of Proposal for Engineering Services for Intersection Improvements at Kingston Pike/Watt Road

Motion was made to approve the supplemental request from Ok4, Inc. for additional engineering services for the Watt Road/Kingston Pike Intersection Improvements for the additional amount of \$94,540 (\$115,060 total contract amount). Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

Ordinances

Public Hearing and Second Reading

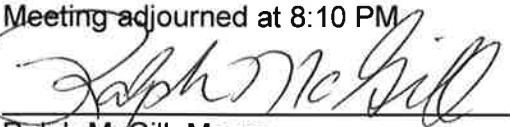
Ordinance 15-19, an ordinance to rezone a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from R-2 to R-1 (Ryan Lynch, Applicant)

Motion was made to approve Ordinance 15-19 on second and final reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok, no nays, motion passed.

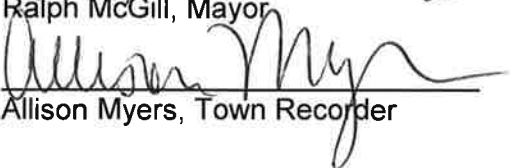
Town Administrator's Report

David Smoak, Town Administrator, thanks Alderman Honken for his support and service to the Town.

Meeting adjourned at 8:10 PM



Ralph McGill, Mayor



Allison Myers, Town Recorder

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FARRAGUT BEER BOARD

December 10, 2015

6:55 PM

I. Approval of Minutes

A. September 10, 2015

II. Business Items

**A. Approval of an On-Premise Beer Permit for Snappy Tomato
Pizza, 11507 Kingston Pike (Change of Ownership)**

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

September 10, 2015

Ron Pinchok, Vice-Chairman, called the beer board meeting to order at 6:55 PM. Elected officials present were Mayor McGill, Aldermen Markli and Pinchok; Alderman Honken and LaMarche were absent.

Approval of Minutes

Motion was made to approve the minutes of August 27, 2015 as presented. Moved by Mayor McGill, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Markli and Pinchok; no nays; Alderman Honken and LaMarche were absent.

Business Items

Approval of a Special Occasion Beer Permit for the Farragut Food Festival, Friday, September 25

Motion was made to approve the Special Occasion Beer Permit for the Farragut Food Festival, Friday, September 25. Moved by Mayor McGill, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Markli and Pinchok; no nays; Alderman Honken and LaMarche were absent.

Beer Board meeting adjourned at 7:00 PM.

Ron Pinchok, Vice-Chairman

Allison Myers, Town Recorder

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AGENDA NUMBER 11.A.

MEETING DATE December 10, 2015

REPORT TO THE BEER BOARD

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of a Class 1, On-Premise Beer Permit for Snappy Tomato Pizza, 11507 Kingston Pike

DISCUSSION:

The purpose of this agenda item is the approval of a class 1, on-premise beer permit for Snappy Tomato Pizza, 11507 Kingston Pike. Snappy Tomato currently has a beer permit but due to a change of ownership they must obtain a new one.

The applications and information are in order.

RECOMMENDATION BY:

Allison Myers, Town Recorder, for approval.

PROPOSED MOTION:

To approve a Class 1, On-Premise Beer Permit for Snappy Tomato Pizza, 11507 Kingston Pike.

BOARD ACTION:

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

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

APPLICATION FOR BEER PERMIT

STATE OF TENNESSEE

TOWN OF FARRAGUT

pd
\$250
11/30/15

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, please circle all that apply:

Class 1 On-Premise

Class 2 On-Premise, Other

Class 3 On-Premise, Hotel/Motel

Class 4 On-Premise, Tavern

Class 5 Off-Premise

Class 6, Special Occasion

3. Name of Applicant(s) (Owner(s) of Business) Simon Kross

- x 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:

Simon Kross - 100% ownership

6. Applicant's present home address:

oudon TN

7. Date of Birth 2-20-84 Home Telephone Number ____
Business Telephone Number 865-579-2525 Social Security Number ____

8. Representative Email Address: SKKross@gmail.com

9. Under what name will the business operate? Salvage Tomato Pizza

10. Business address 11507 Kingston Pike, Farragut TN
Business Telephone number 865-966-1919

11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:

Simcon Kross, 704 Church St., Loudon TN SKKross@gmail.com

* please mail to: 11507 Kingston Pike, Knoxville TN

12. Information of any manager, other than the applicant: Store Mgr

Name: Justin George Birth Date: 9-23-1979

Address: 1636 Louisville rd. Apt #5, Alcoa TN 37701

Phone Number: _____

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

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

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

White Realty

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

Faith Lutheran Church, 225 Jamestown Blvd, Farragut TN

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

Farragut High School

18. Special Occasion Event Name: _____

Location of the special occasion event: _____

Event Date & Times: _____

Representative name & phone number: Simon Kross 865-394-4861

Have you received a special event permit to hold the event in the Town of Farragut? NO

19. Tennessee Sales Tax Number: 45-4945383

20. Town of Farragut Business License Number _____

Area Mgr.

*12

Terry L. Winkles

03/27/79

209 Virginia Dr, Seymour, TN 37865

865-210-9734

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.



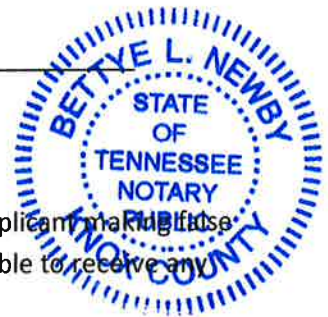
Signature of Applicant/Owner (or authorized Corporate Official)

Sworn to and subscribed before me this 30 day of November, 2015.



Notary Public

My Commission Expires: My Commission Expires May 7, 2017



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

**FARRAGUT BOARD OF MAYOR AND ALDERMEN
MINUTES
November 12, 2015**

WORKSHOP

5:45 PM

Discussion of Farragut Business Alliance Contract

6:15 PM

Discussion of McFee Park Splash Pad

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. October 22, 2015
- VI. Business Items**
 - A. Approval of Proposal from Cannon & Cannon, Inc. for Engineering Services for Traffic Signal Improvement Project.
 - B. Approval of Proposal from Kimley-Horn/Cannon & Cannon, Inc. for Engineering Services for Feasibility Study of Possible North-South Connector between Parkside Drive and Outlet Drive.
 - C. Approval of TDOT Contract Amendment to Include Local Cost Share for Decorative Lighting on Concord Road Project – Turkey Creek Road to Northshore
 - D. Approval of TDOT Contract for Improvements to Intersection at Kingston Pike and Watt Road
 - E. Approval of Contract with BerryDunn for Professional Information Technology (IT) Strategic Planning Services

VII. Ordinances

A. Public Hearing and Second Reading

1. Ordinance 15-17, an Ordinance to Amend the text of the Farragut Municipal Code, pursuant to authority granted by Section 13-4-310, Tennessee Code Annotated by adding Title 14, Chapter 7., Farragut Vested Property Rights Ordinance
2. Ordinance 15-18, an Ordinance to Amend the text of the Farragut Zoning Ordinance, Ordinance 86-16, as amended, pursuant to authority granted by section 13-4-201, Tennessee Code Annotated, by amending Chapter 4., Section XXIII., Site Plan Regulations, Subsection B., Validity, to clarify the procedure for approval of plans as it relates to the Vested Property Rights Ordinance.

B. First Reading

1. Ordinance 15-19, an ordinance to rezone a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from R-2 to R-1 (Ryan Lynch, Applicant)

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, November 12, 2015 at 7:00 p.m. Members present were Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent.

Approval of Agenda

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

Mayor's Report

Mayor McGill announced that the board is soliciting applications for those interested in filling Alderman Ron Honken's seat. The deadline for letters of interest is Friday, December 4, 2015. He also reported that he, David Smoak, Aldermen LaMarche and Pinchok attended the National League of Cities in Nashville.

Approval of Minutes

Motion was made to approve the minutes of October 22, 2015 as presented. Moved by Alderman Pinchok, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Markli and Pinchok; Alderman LaMarche abstained; Alderman Honken was absent; no nays; motion passed.

Business Items

Approval of Proposal from Cannon & Cannon, Inc. for Engineering Services for Traffic Signal Improvement Project.

Motion was made to approve the proposal from Cannon & Cannon for Engineering Services for Traffic Signal Improvement Project in the amount of \$165,000. Moved by Alderman Pinchok, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Approval of Proposal from Kimley-Horn/Cannon & Cannon, Inc. for Engineering Services for Feasibility Study of Possible North-South Connector between Parkside Drive and Outlet Drive.

Motion was made to approve the proposal from Kimley-Horn/Cannon & Cannon, with a total fee of \$100,000. Moved by Alderman LaMarche, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Approval of TDOT Contract Amendment to Include Local Cost Share for Decorative Lighting on Concord Road Project – Turkey Creek Road to Northshore

Motion was made to the contract amendment with TDOT to included decorative lighting on Concord Road, from Turkey Creek to Northshore Drive in the amount of \$48,060. Moved by Alderman Markli, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Approval of TDOT Contract for Improvements to Intersection at Kingston Pike and Watt Road

Motion was made to approve the TDOT contract for improvements to the intersection of Kingston Pike and Watt Road. Moved by Alderman Markli, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Approval of Contract with BerryDunn for Professional Information Technology (IT) Strategic Planning Services

Motion was made to approve the contract with BerryDunn for Professional Information Technology (IT) Strategic Planning Services for an amount not to exceed \$49,370. Moved by Alderman LaMarche, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Ordinances

Public Hearing and Second Reading

Ordinance 15-17, an Ordinance to Amend the text of the Farragut Municipal Code, pursuant to authority granted by Section 13-4-310, Tennessee Code Annotated by adding Title 14, Chapter 7., Farragut Vested Property Rights Ordinance

Motion was made to approve Ordinance 15-17 on second and final reading. Moved by Alderman Pinchok, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Ordinance 15-18, an Ordinance to Amend the text of the Farragut Zoning Ordinance, Ordinance 86-16, as amended, pursuant to authority granted by section 13-4-201, Tennessee Code Annotated, by amending Chapter 4., Section XXIII., Site Plan Regulations, Subsection B., Validity, to clarify the procedure for approval of plans as it relates to the Vested Property Rights Ordinance.

Motion was made to approve Ordinance 15-18 on second and final reading. Moved by Alderman Pinchok, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

First Reading

Ordinance 15-19, an ordinance to rezone a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from R-2 to R-1 (Ryan Lynch, Applicant)

Motion was made to approve Ordinance 15-19 on first reading. Moved by Alderman Markli, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen LaMarche, Markli and Pinchok; Alderman Honken was absent; no nays; motion passed.

Town Administrator's Report

David Smoak announced that the Land Use plan would be discussed Monday, November 16 at 6:00Pm, Light the Park is Monday, November 30, Celebrate the

Season is Thursday, December 3 from 4:30-7:00 PM and the Day of Infamy presentation will be Monday, December 7 at 7:00 PM at the Farragut Town Hall.

Meeting adjourned at 8:00 PM

Ralph McGill, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Bud McKelvey, Public Works Director

SUBJECT: 2015-2016 Snow Removal Schedule

INTRODUCTION: We evaluate the Snow Removal Schedule and Map every year as new neighborhoods are developed and roads are added. Many factors are taken into consideration during Road evaluations; for example, elevation, number of houses, north facing slopes, amount of shade and trouble areas reported by our citizens. Due to this, we have updated our Snow Removal Schedule and Snow Removal Map to reflect that we have not add any new roads.

BACKGROUND: The updated Snow Removal Map and Snow Removal Schedule are attached for your review. On the Snow Removal Map, first priority roads are marked red and the secondary roads are in blue.

DISCUSSION: We have not added any new streets this year but we will continue to evaluate our roads and procedures as always looking for ways to improve what we do.

RECOMMENDATION BY: Bud McKelvey, Public Works Director

PROPOSED MOTION: Approval of the Public Works Department snow removal schedule as presented.

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	_____	_____	_____	_____	_____

AGENDA NUMBER VII.B.

MEETING DATE December 10, 2015

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Economic Development Mid-Year Appointment

INTRODUCTION: The purpose of this business item is to consider the appointment for an unexpired term on the Economic Development Committee (EDC).

DISCUSSION: At the June 11th meeting the board approved a slate of applicants for the various town committees. William Britt has applied for the unexpired term ending June 2019.

RECOMMENDATION BY: Allison Myers, Town Recorder/Treasurer, for approval.

PROPOSED MOTION: To appoint William Britt to the Economic Development Committee.

BOARD ACTION:

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

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



TOWN OF FARRAGUT CITIZEN BOARD/COMMITTEE APPLICATION

Name William Britt

Address 1113 Flotilla Drive Zip 37934

Home Phone 919-376-7716 Business Phone _____

Fax _____ E-mail alsfise@aol.com

Occupation USAF

Education MBA w/ HR

Why would you like to serve on a Town of Farragut committee (attach resume or additional information if desired):

Intro to Farragut Graduate Yes _____ No _____ Currently attending. Graduate Nov 10.

Indicate which Committee you are interested in serving:

- _____ Arts Council
- _____ Board of Plumbing & Gas/Mechanical Examiners
- _____ Board of Zoning Appeals (BZA)
- _____ Beautification Committee
- X _____ Economic Development Committee
- _____ Folklife Museum Committee
- X _____ Knox County Schools Education Relations Committee
- _____ Parks & Athletics Council
- X _____ Personnel Committee
- _____ Stormwater Advisory Committee
- _____ Visual Resources Review Board (VRRB)

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

Signature William Britt Date 1 Nov 15

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

SMSGT WILLIAM BRITT

11113 Flotilla Drive, Knoxville, TN 37934 / (919) 376-7716 / alsf15e@aol.com

CAREER SUMMARY

Accomplished and respected Business Operations Professional with experience in facility management, fiscal responsibility, and maintaining the training and proficiency of others. Excelled in roles at the Squadron, Group, and Wing levels. Recognized as an expert in developing efficiencies and highly regarded as a communicator, leader, and mentor.

EXPERIENCE:

Campus Operations Superintendent

Training and Education Center (TEC)

Commander: Col Jessica Meyeraan

Commandant: CMSgt Edward Walden, Sr.

Dec 2014-Current

400 I.G. Brown Drive, McGhee Tyson ANGB, TN 37777

DSN 226-3500 / 865-336-3500

DSN 226-3520 / 865-336-3520

- Organized, performed, and controlled logistical support for 85 TEC staff and campus operations for over 3,000 students attending courses yearly.
- Works directly with the Commander, Commandant and 134 ARW agencies to ensure full utilization of TEC and AW training resources by ensuring proper application of campus and other base assets for maximum student capacity.
- Responsible for the day-to-day management of the Commander's FY \$4.2M operating budget which includes both O&M and MilPers monies.

Senior EPME Instructor / NCOA Superintendent / Operations Superintendent

Jan 2012-Dec 2014

Paul H. Lankford EPME Center

400 I.G. Brown Drive, McGhee Tyson ANGB, TN 37777

- Advises the Commandant and Directors of Education on growth and development of assigned staff members.
- Engage and collaborate with multiple base wide support agencies to provide logistical services that support students involved in training.
- Coordinate and schedule the daily activities of each schoolhouse to include facilities and equipment.
- Manage and supervise students and staff as required in the implementation of USAF EPME.
- Responsible for managing, preparing, delivering, and recommending revisions of curriculum for ALS, NCOA, and Satellite NCOA / ALS for the largest Air Force EPME Center.
- Assist in the training process of EPME instructors and am responsible for maintenance of classroom resources.
- Led 9 NCOA/ALS courses, 5 as solo Superintendent; 2200 students graduated
- Oversaw 80K+ hours of quality instruction; enabled 5K CCAF credit hours awarded to 2200 students on leadership/management

District Manager

Wilco Hess Corporation

Apr 2009-June 2011

Winston Salem, NC

- Led and managed a retail sales and operations team comprised of seven direct and 60+ indirect reports working within seven high volume convenience stores maintaining accountability for district activity, operating and financial results, as well as strategic direction.
- Built and enhanced the Store Manager team through developmental plans and consistent coaching, training, and feedback.
- Worked with the district-wide store management team to set strategic direction for the stores focusing on employee commitment, strategies for customer growth and retention, and increasing sales levels on all store products.
- Developed Store Managers' ability to coach and develop their personnel, lead the sales process, and execute small retail sales activities including local promotional campaigns and in-store events.
- Coordinated all store level training activities and exercised the usual managerial authority with respect to staffing, hiring, performance management, salary recommendations, performance management, and termination.
- Consistently met or surpassed \$7.5M operational goals budget by providing exceptional strategic leadership, business insight, and continuous performance evaluation of individual and district performance
- Increased sales 32% while driving down operational costs including the implementation and maintenance of customer service standards, cash and retail inventory control and daily reporting process management

Various Positions, Active Duty Air Force / NC Air National Guard
F-16 Crew Chief / Aircrew Life Support Craftsman
Military Training Instructor / C-130H3 Flight Engineer

Sept 1995-Jan 2012

- Squadron Resource Advisor - Managed \$10M in assets while controlling Operations and Maintenance budget of \$700K and Chemical, Biological and Warfare budget of \$400K
- Supervised and trained 10 direct and 35 indirect Airmen
- Provided instruction for over 45K basic military trainees on 24 diverse academic subjects
- Supply Custodian, Building Manager, Hazmat Monitor, Ground and Weapons Safety Representative
- Additional Duty First Sergeant

EDUCATION & PROFESSIONAL DEVELOPMENT:

Military Education

- Planning, Programming, Budgeting and Execution Course (PPBE) Mar 2015
- AF SNCOA (In-Residence), Maxwell AFB, AL Feb 2014
- SJEPME, National Defense University Sep 2012
- AF NCOA (In-Residence), McGhee Tyson ANGB, TN Sep 2011
- Community College of the Air Force
 - Professional Manager Certification March 2014
 - CCAF Instructor Certification, Level 1 June 2013
 - AAS, Aviation Operations Apr 2011
 - AAS, Instructor of Technology and Military Science Aug 2004
 - AAS, Aircrew Life Support Nov 2002

Civilian Education

- MBA, w/HR con, DeVry University, Keller School of Management, Downers Grove, IL Aug 2011
- BS, Professional Aeronautics, Embry-Riddle Aeronautical University, Daytona Beach, FL Jan 2005

ACHIEVEMENTS:

- 2014 SNCO of the 4th Quarter, I.G Brown Training and Education Center
- Praised during 2007 ORI as "Best program seen in ACC" by ACC IG
- Handpicked by Wing LS Superintendent to manage newly merged LS/Fabrication Element
- Recognized by 9 AF SAV for outstanding management of the weapons safety program
- Received "Excellent" rating for outstanding platform instruction during 2004 HQ AETC ORI
- Completed over 400 hours of academic instruction towards AETC Master Instructor Badge

ADDITIONAL INFORMATION

Member of the Air Force Sergeants Association (AFSA)

Member of the ANG Non-Commissioned Officer Academy Graduates Association (NCOAGA)

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

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

SUBJECT: McFee Park Splash Pad Reconstruction

ATTACHMENTS: Design/Cost Options

INTRODUCTION: The purpose of this agenda item is to approve a contract (pending approval by the Town attorney) between the Town of Farragut and Vortex for the purchase and installation of splash pad equipment.

BACKGROUND: The current splash pad at McFee Park is relatively small and there are issues with the operations and maintenance. There is no realistic fix to the current problems as splash pads are generally sold as a unit and cannot easily be corrected with components from different systems. The use of the splash pad has been much greater than anticipated and the area needs to be expanded to handle the "bather load."

DISCUSSION: Staff recommends that the Town enter into an agreement with Vortex through a program called the National Purchasing Partners (NPP). This is a group purchasing organization offering governments, organizations and associations access to an aggressively priced contract portfolio with world class vendors. National Purchasing Partners is member-based organization with over 100,000 members across the public and private sectors. Membership for all members is free and voluntary; there is no cost to join and no obligation to participate. Purchase through NPP simplifies purchasing while complying with the Town's procurement requirements because the suppliers have already gone through the bidding procedure. The purchase options through this program in the field of Parks and Recreation are currently limited to park maintenance equipment, playground equipment and installation and splash pad equipment and installation.

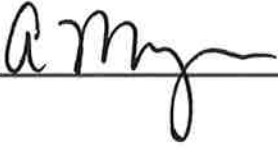
The current playground has a spray area of 1075 sq. ft. with a total concrete area of 4418 sq. ft. The proposed splash pad would use the area occupied by the current splash pad plus an expanded area near the woods.

Vortex has submitted four options for the new splash pad:

- **Option 1:** Price is \$399,503 and includes 24 sprays of various designs with 5 above ground elements and 10 sprays that can be transitioned in the future to above ground elements. Additional equipment for the transitioning of the sprays can be purchased piece by piece in the future and installed by our public works department. The splash pad would have a spray area of 5147 sq. ft. with a total concrete area of 7232 sq. ft. This option is designed to be enlarged in the future to complete the "missing ear" - please see attached layout. Enlargement in the future of this design would result in a fairly major disturbance to the splash pad area and would require grading and additional earthwork.

Option 1**FINANCIAL SECTION:****Account Number:** 310-43935-910

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$400,000	\$399,503	\$0	\$497

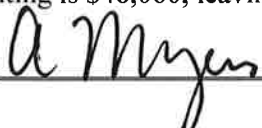
Approved By: 

- **Option 2:** Price is \$432,104 and includes 24 sprays of various designs with 9 above ground elements and 6 sprays that can be transitioned in the future to above ground elements. Additional equipment for the transitioning of the sprays can be purchased piece by piece in the future and installed by our public works department. The splash pad would have a spray area of 5147 sq. ft. with a total concrete area of 7232 sq. ft. This option is designed to be enlarged in the future to complete the "missing ear" - please see attached layout. Enlargement in the future of this design would also result in a fairly major disturbance to the splash pad area and would require grading and additional earthwork.
- **Option 3:** Price is \$523,708 and includes 25 sprays of various designs with 16 above ground elements. The splash pad would have a spray area of 5747 sq. ft. with a total concrete area of 8081 sq. ft. - please see attached layout. This splash pad would be the largest in the region and would be complete with no need for additional construction needed.

Option 3**FINANCIAL SECTION:****Account Number:** 310-43935-910

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$523,708	\$523,708	\$0	\$0

Additional funds needed for Option 3 will be transferred from the Concord Road lighting project. In FY2016 \$200,000 was budgeted for the lighting on Concord Road. Due to increased funding from the State, the Town's cost for the lighting is \$48,060, leaving a balance of \$151,940.

Approved By: 

- **Option 4:** Price is \$500,000 and includes 25 sprays of various designs with 14 above ground elements and 2 sprays that can be transitioned in the future to above ground elements (one oak tree and the flower spinning bucket). Additional equipment for the transitioning of the sprays can be purchased piece by piece in the future and installed by our public works department. The splash pad would have a spray area of 5747 sq. ft. with a total concrete area of 8081 sq. ft. and would look the same as option 3. This splash pad would be the largest in the region and would also not require any future construction.

With approval at this Board of Mayor and Aldermen meeting, the splash pad should be installed and ready to open in early May if weather allows.

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

PROPOSED MOTION: Approve of Option _____, pending approval by the Town attorney, between the Town of Farragut and Vortex in the amount of \$ _____ for the purchase and installation of splash pad equipment at McFee Park.

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	_____	_____	_____	_____	_____



the Park Splashpad®, TN
01 - Phase 01 - 24187

View 2





Park Splashpad®, TN
01 - Phase 02 - 24187

View 1





MCFee Park Splashpad[®], TN
Revision 00 - 24187

View 2



REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: G. Palmer, Assistant Town Manager

SUBJECT: Commission/Committee Charter and By-Law Amendments to allow for the appointment of a non-voting “youth-member”.

The following bodies’ charters are proposed: Arts Council, Beautification Committee, Economic Development Committee, Education Relations Committee, Farragut Folklife Museum Committee, Farragut Municipal Planning Commission, Parks and Athletics Council, Visual Resources Review Board

ATTACHMENTS: A **REDLINE** and **CLEAN** version of each of the many committee’s charter and by-laws (if applicable), BOMA February 12, 2015 Meeting Minutes, ERC Recommendation to BOMA from February 12, 2015, FMPC Meeting Minutes, and VRRB Meeting Minutes

INTRODUCTION: The Board of Mayor and Aldermen identified “youth engagement” in some fashion as a priority in the 2014 and 2015 Town Strategic Plan.

BACKGROUND: Not really knowing what “youth engagement” looks like in program form, the Education Relations Committee (ERC) assumed the leadership role for this initiative and began discussing it in the summer of 2014. After several months of discussion and research the ERC determined the simplest way to engage our community’s youth is to provide for membership on our many Town committees/commissions. Consequently, the ERC made the following recommendation to the Board at your February 12, 2015 regular meeting (also SEE attached cover memo, LOR, and February 12 2015 meeting minutes):

The ERC recommends that BOMA officially amend the charters of various Farragut committees to allow the addition of one, non-voting, Farragut resident high school student to each committee, assigned per committee calendar year and limited to one year of service. The ERC recommends that the youth be identified from any of the public and private high schools that serve Farragut residents and that the principals of those schools facilitate their selection processes.

The discussion concluded with the understanding the ERC would come back to the Board when the charter amendments were ready for consideration.

Subsequently, a joint meeting/public forum was held at Town Hall May 05, 2015 between the many committees to discuss the amendments. The many committees concurred with the initiative which resulted in the amendments being drafted and proposed to each affected committee/commission, at their regular meetings, over the past 6 months. Each committee/commission has reviewed the amendments and either formally approved by vote or simply consented. The Stormwater Advisory Committee has approved the youth-member provisions but have unrelated amendments they will be proposing so we will bring that to you at another time.

DISCUSSION: Upon approval of the amendments, the ERC will begin the process of developing a program in concert with (at least) Farragut High School to solicit, screen, and select a youth-member for the many committees. The pace of this initiative depends on several factors: desire on the youth’s part to serve, availability of the selected youth members since meeting times/dates may conflict with school, assistance with recruitment and selection by the schools.

The ERC believes this will be an evolving dynamic process; thus, we are going to take a slow and deliberate incremental approach to this program and may not fill all of the spots on available committees immediately.

RECOMMENDATION BY: Education Relations Committee c/o G. Palmer, Assistant Town Manager

PROPOSED MOTION: Amend the committees/commissions charters and by-laws as proposed to allow for the appointment of a non-voting youth-member.

BOARD ACTION:

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

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



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Farragut Arts Council (Advisory) By-Laws – Updated 12/10/15

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Article I: Purpose

1. Advise and assist the Town of Farragut, its citizens and its staff in artistic and cultural activities. The Farragut Arts Council shall support the Farragut Board of Mayor and Aldermen, the Town staff and the citizens of Farragut in achieving these goals.
2. Recommend annual and long-range Town goals to provide education in the arts, to promote appreciation and understanding of the arts and to increase the access to and the availability of the arts to citizens of the Town of Farragut.
3. Recommend special artistic and cultural programs and creative outlets that can be available to all citizens of the Town of Farragut.
4. Assist in the organization and presentation of artistic and cultural programs for the Farragut community.
5. Propose reasonable Town funding to initiate and/or maintain programs that will contribute to achieving the Town's artistic and cultural goals.
6. Assist in identifying grant opportunities and preparing grant proposals to help fund the Town's artistic and cultural programs and facilities.

Article II: Membership

1. The Farragut Arts Council voting members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any member of the council by majority vote. Additionally, the Arts Council may appoint one (1) non-voting youth member by majority vote of the Arts Council.
2. Unless otherwise stated herein, the Farragut Arts Council shall have an unlimited membership. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each voting member of the Farragut Arts Council 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. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the council at any time by majority vote of the council.

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4. At least 2/3 of the membership of the Farragut Arts Council shall be residents of Farragut.
5. Ad-hoc committees may be appointed by the chair of the Farragut Arts Council 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 Arts Council shall elect, at its August meeting, from its voting membership, a chair, vice chair and secretary. These positions shall be voted in by the majority of the council. 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, prepare agendas, 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 council'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 council members of meeting changes.

Article IV: Meetings and Attendance

1. Regular meetings shall be held on the first Tuesday of each month at the Farragut Town Hall.
2. All regular meetings of the council shall be open to the public.
3. A majority (one more than half) of the entire voting members of the council shall constitute a quorum. A quorum shall be present before any business is transacted.
4. All actions of the council 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 council 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. Art Council voting members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the FBMA.

Article V: Amendments

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

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Farragut Arts Council Charter

The Farragut Arts Council is to advise and assist the Town of Farragut, its citizens and its staff in artistic and cultural activities. The council will serve as an advocate for artistic and cultural issues in the Town's decision-making process and provide guidance and support in implementing actions that promote art and culture for citizens of the Farragut community.

The Town of Farragut has a goal to develop and promote a broad-based program of artistic and cultural activities that reflects the diversity of ages, interests, backgrounds and ethnicity that exists within our community. These activities should provide a rich and diverse artistic agenda for the citizens of the Farragut community, provide intellectual challenges, and enhance the quality of life in the Town of Farragut. The Farragut Arts Council shall support the Farragut Board of Mayor and Aldermen, the Town staff and the citizens of Farragut in achieving these goals.

The Council shall:

- recommend annual and long-range Town goals to provide education in the arts, to promote appreciation and understanding of the arts, and to increase the access to and the availability of the arts to citizens of the Town of Farragut;
- recommend special artistic and cultural programs for children, seniors, and special-needs citizens;
- recommend innovative artistic and cultural programs and creative outlets that can be available to all citizens of the Town of Farragut;
- assist in the organization and presentation of artistic and cultural programs for the Farragut community;
- propose reasonable Town funding to initiate and/or maintain programs that will contribute to achieving the Town's artistic and cultural goals;

- assist in identifying grant opportunities and preparing grant proposals to help fund the Town's artistic and cultural programs and facilities; and

Under the guidance of the Farragut Arts Council, activities such as lectures, concerts, exhibitions, educational programs and seminars could be presented for the benefit of citizens of the Farragut community. Many such events can be self-supporting or profitable to the Town.

The council will consist of unlimited 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. Additionally, the Arts Council may appoint one (1) non-voting youth member to serve as outlined in the adopted by-laws.

Meetings of the council will be held monthly. The council is requested to provide copies of their minutes to the Board. By the end of June each year, the committee is to provide the Farragut Board of Mayor and Aldermen an annual report on the status of their goals and objectives.

The Town staff will support the Council by providing information, attending meetings, helping facilitate artistic and cultural events, and assisting in the preparation of grant applications and reports.

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

This charter was approved by the Farragut Board of Mayor and Aldermen on December 10, 2015.

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Farragut Arts Council Charter

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- recommend innovative artistic and cultural programs and creative outlets that can be available to all citizens of the Town of Farragut;
- assist in the organization and presentation of artistic and cultural programs for the Farragut community;
- propose reasonable Town funding to initiate and/or maintain programs that will contribute to achieving the Town's artistic and cultural goals;

- assist in identifying grant opportunities and preparing grant proposals to help fund the Town's artistic and cultural programs and facilities; and

Under the guidance of the Farragut Arts Council, activities such as lectures, concerts, exhibitions, educational programs and seminars could be presented for the benefit of citizens of the Farragut community. Many such events can be self-supporting or profitable to the Town.

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

This charter was approved by the Farragut Board of Mayor and Aldermen on December 10, 2015.

Farragut Arts Council Minutes

Tuesday, August 11, 2015 -- Farragut Town Hall

Attendees: Sandy Dean, Beverley Hammond, Nancy Wentz, Mary Agnes Schaefer, Sandy Garber, Sue Suter, Pam Ziegler and Lauren Cox

Call to Order – Meeting was called to order at 7:24 PM by President Garber.

Approval of Minutes – Approved with corrections

Agenda Items

Election of Officers – The following officers were elected for the 2015-2016 year.

President – Pam Ziegler

Vice President – Sandy Dean

Secretary – Beverley Hammond

Goals – Goals for the coming year were discussed. The goals are due on September 11, 2015

Youth Member – Nancy Wentz moved to add a youth member to the Arts Council. Mary Agnes Schaeffer seconded the motion. All voted in favor.

Black History Event – The Arts Council voted to sponsor activity for Black History Month in February, 2016. Bill Valentine, founder of the entertaining and informative one-man act entitled “The Buffalo Soldier” will be invited to perform. Gwendolyn Campbell-Johnson an art teacher at Farragut Middle School will be invited to present a one woman show in the Town Hall during February 2016. Money is requested in the 2015-2016 budget to cover expenses involved in sponsoring this event. There will be a reception following the presentation of **Buffalo Soldiers**.

Nancy Wentz moved to adjourn and Pam Ziegler seconded the motion.

Meeting adjourned at 8:00 PM

Next meeting date is Tuesday, September 1, 2015 at 5:30 PM

Respectfully submitted,

Beverley Hammond, Secretary

Announcements

An adult art show has been scheduled for October 6

Freaky Friday Fright Night is scheduled for Friday, October 30.

The Arts Council will sponsor Arts Shows for Intermediate, Middle and High School Students. Private Schools will be invited to exhibit their work with their public school counterparts. Gift cards have been purchased as prizes for all shows.

Bookfest is scheduled for April 9, 2016.



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 [voting](#) 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. [Additionally, the committee may appoint one \(1\) non-voting youth member to serve as outlined in the adopted by-laws.](#)



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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 December 10, 2015.

Deleted: June 26, 2014.

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Farragut Beautification Committee Charter

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- 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 voting 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. Additionally, the committee may appoint one (1) non-voting youth member to serve as outlined in the adopted by-laws.

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 December 10, 2015.



Beautification Committee (Advisory) By-Laws – Updated [12/10/15](#)



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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

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1. The Farragut Beautification Committee [voting](#) members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any [voting](#) member of the committee by majority vote. [Additionally, the committee may appoint one \(1\) non-voting youth member by majority vote of the committee.](#)
2. The Farragut Beautification Committee shall have a limited membership of 11 [voting members](#) or fewer. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each [voting](#) 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. [The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the committee at any time by majority vote of the committee.](#)
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 [voting](#) 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.

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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. [Voting](#) committee members serve at the pleasure of the FBMA. The term of any [voting](#) member shall expire on the third absence from committee meetings during the fiscal year. [Voting](#) members may seek reappointment by the Board of Mayor and Aldermen.

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Article V: Amendments

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



Beautification Committee (Advisory) By-Laws – Updated 12/10/15

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 voting members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any voting member of the committee by majority vote. Additionally, the committee may appoint one (1) non-voting youth member by majority vote of the committee.
2. The Farragut Beautification Committee shall have a limited membership of 11 voting members or fewer. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each voting 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. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the committee at any time by majority vote of the committee.
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 voting 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. Voting committee members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the Board of Mayor and Aldermen.

Article V: Amendments

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

BEAUTIFICATION MEETING AUGUST 11, 2015

Present: Gerry Gennoe, Barbara Altmon, Betty Scott, Clare Ansink, Holly Janney, Jeanie Stow, Kathy Pierre, Mabel Summer, Marianne McGill, Marty Rodgers, and Arlene Higganbotham

Minutes were approved from March 10th meeting

Officers were elected: Betty Scott, President; Jeanie Stow, Vice President; and Holly Janney, Secretary

The Amended Charter and Bylaws were approved

Goals for 2016: Decorating Town Hall for Christmas; Hosting Celebrate the Season; Freaky Friday; and Decorating classes

Ideas for classes: Brittany, from the Visual Review Board, will be contacted by Jeanie to see if her father may know someone to come speak. He owns Little Green. Betty will check with Hobby Lobby to see if anyone can teach a holiday decorating class and Marty will check with Abloom to see if they have an employee or owner willing to teach. An herb class was also mentioned as an idea as well as ideas for housewarming gifts.

Arlen will check with Sue to see what our budget is since \$5500 will come out of our budget for the 12ft. Rotunda Christmas tree.

Further discussion on less expensive alternatives to the expensive 12ft. tree. Jeanie found several online for around \$2000 or less.

Patriotic tree ornaments were donated by the McGills

Different dates for Beautification Award judging were discussed

Committee meeting dates: Oct. 6th, Nov. 10th – both at 10:00am. Nov. 20th is Christmas decorating at 9:00am and Dec. 3rd, Celebrate the Season at 4:00pm. March 1st is the last meeting at 10:00am.

Arlen will ask Bud M about planting flowers at the bottom of the Campbell Station exit ramp.

Meeting adjourned

Next meeting October 6th at 10:00am



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FARRAGUT ECONOMIC DEVELOPMENT COMMITTEE CHARTER

ARTICLE I: NAME

The name of this body shall be the **Farragut Economic Development Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to unilaterally, by majority vote of the committee, undertake economic development initiatives within the allocated funding provided through the Annual Budget; and provide the Town Staff and Board of Mayor and Aldermen with recommendations related to economic development activities, policies, and procedures within the corporate boundaries of the Town of Farragut.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee shall consist of one (1) member of the Board of Mayor and Aldermen appointed annually on or around July 01 by the Board of Mayor and Aldermen, and up to eight (8) at-large voting members appointed by the Board of Mayor and Aldermen. Additionally, the committee may appoint one (1) non-voting youth member by majority vote of the committee.

- Exclusive of the requirements of this section, the Town Administrator or his/her designee shall serve as a non-voting ex-officio member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.
- The at-large voting members of the committee shall be appointed for a term of four (4) years. At-large voting members shall be limited to two (2) terms on this committee.

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Approved by the FBMA on December 10, 2015

- The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the committee at any time by majority vote of the committee

At-large voting members should hold committee membership until a successor is appointed. The main intent of this committee is to provide diverse review and recommendation of economic development initiatives for the Town of Farragut. To that end, the make-up and qualifications of the at-large membership shall be diverse in background, education, and profession when possible. The at-large members shall be a resident of the Town of Farragut and/or have business interests (business interests are to be defined by the Committee) within the Town of Farragut.

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Section II. Appointment

All at-large voting members of the committee shall be appointed by majority vote of the Board of Mayor and Aldermen.

Section III. Committee Responsibilities: The Committee shall:

- Be subordinate to the Board of Mayor and Aldermen.
- Annually establish committee goals and objectives and requested annual funding to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget. The goals and objectives and funding request shall be formally submitted in writing by the Chairman of the committee to the Town Administrator not later than April 1 of each year for inclusion into the upcoming annual budget.
- Unilaterally authorize and oversee economic development initiatives, by majority vote of the committee, within the annually allocated committee budget as authorized by the adopted Town Budget. Expenditures shall be authorized by the committee in accordance with the Town Purchasing Regulations.
- Expenditures should be related to the responsibilities listed in this Charter.
- Recommend policy and procedures to the Board of Mayor and Aldermen related to economic development.
- Develop a strategic plan for economic development for the town in keeping with the residential and historical character of the town.
- Review the zoning ordinance and municipal code as it relates to existing and future retail business and provide recommendations as to where those businesses should be located through proposed "use" changes in the Zoning Ordinance if necessary.
- Develop a process to recruit quality retail businesses that will complement our existing business community.
- Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the fiscal year.
- Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

Section IV. Attendance at Meetings

At-large voting committee members serve at the pleasure of the Board of Mayor and Aldermen and are expected to attend 75% of scheduled meetings. The term of any at-large voting member

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Approved by the FBMA on December 10, 2015

shall expire on the third absence from committee meetings during the fiscal year. At-large voting members may seek reappointment by the Board of Mayor and Aldermen.

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Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter. In addition, because the Town of Farragut provides grant funding from time to time to organizations such as the Farragut West Knox Chamber of Commerce and the Farragut Business Alliance, among others, in order to avoid a conflict of interest or the appearance of impropriety, any member of the Economic Development Committee who is also (i) employed by, or (ii) serves as a board member of any organization which has received or will receive funding from the Town of Farragut in the current fiscal year shall not vote on matters involving any such organization which comes before the Economic Development Committee for consideration.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary/treasurer.

Section II. Nomination and Election of Officers

Any voting member may nominate any other voting member of the committee (other than the Board of Mayor and Aldermen committee member and Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

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Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

Section VI. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Approved by the FBMA on December 10, 2015

Section VII. Secretary/Treasurer

The Secretary/Treasurer shall record and maintain accurate records and minutes of the proceedings of the committee. The Secretary/Treasurer shall be responsible for the accounting of all expenditures as authorized by the committee in collaboration with the Town Administrator or his/her designee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting.

Section III. Special Meetings

Special meetings may be called by the Chairperson or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee



FARRAGUT ECONOMIC DEVELOPMENT COMMITTEE CHARTER

ARTICLE I: NAME

The name of this body shall be the **Farragut Economic Development Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to unilaterally, by majority vote of the committee, undertake economic development initiatives within the allocated funding provided through the Annual Budget; and provide the Town Staff and Board of Mayor and Aldermen with recommendations related to economic development activities, policies, and procedures within the corporate boundaries of the Town of Farragut.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee shall consist of one (1) member of the Board of Mayor and Aldermen appointed annually on or around July 01 by the Board of Mayor and Aldermen, and up to eight (8) at-large voting members appointed by the Board of Mayor and Aldermen. Additionally, the committee may appoint one (1) non-voting youth member by majority vote of the committee.

- Exclusive of the requirements of this section, the Town Administrator or his/her designee shall serve as a non-voting ex-officio member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.
- The at-large voting members of the committee shall be appointed for a term of four (4) years. At-large voting members shall be limited to two (2) terms on this committee.

- The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the committee at any time by majority vote of the committee

At-large voting members should hold committee membership until a successor is appointed. The main intent of this committee is to provide diverse review and recommendation of economic development initiatives for the Town of Farragut. To that end, the make-up and qualifications of the at-large membership shall be diverse in background, education, and profession when possible. The at-large members shall be a resident of the Town of Farragut and/or have business interests (business interests are to be defined by the Committee) within the Town of Farragut.

Section II. Appointment

All at-large voting members of the committee shall be appointed by majority vote of the Board of Mayor and Aldermen.

Section III. Committee Responsibilities: The Committee shall:

- a) Be subordinate to the Board of Mayor and Aldermen.
- b) Annually establish committee goals and objectives and requested annual funding to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget. The goals and objectives and funding request shall be formally submitted in writing by the Chairman of the committee to the Town Administrator not later than April 1 of each year for inclusion into the upcoming annual budget.
- c) Unilaterally authorize and oversee economic development initiatives, by majority vote of the committee, within the annually allocated committee budget as authorized by the adopted Town Budget. Expenditures shall be authorized by the committee in accordance with the Town Purchasing Regulations.
- d) Expenditures should be related to the responsibilities listed in this Charter.
- e) Recommend policy and procedures to the Board of Mayor and Aldermen related to economic development.
- f) Develop a strategic plan for economic development for the town in keeping with the residential and historical character of the town.
- g) Review the zoning ordinance and municipal code as it relates to existing and future retail business and provide recommendations as to where those businesses should be located through proposed "use" changes in the Zoning Ordinance if necessary.
- h) Develop a process to recruit quality retail businesses that will complement our existing business community.
- i) Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the fiscal year.
- j) Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- k) Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

Section IV. Attendance at Meetings

At-large voting committee members serve at the pleasure of the Board of Mayor and Aldermen and are expected to attend 75% of scheduled meetings. The term of any at-large voting member

shall expire on the third absence from committee meetings during the fiscal year. At-large voting members may seek reappointment by the Board of Mayor and Aldermen.

Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter. In addition, because the Town of Farragut provides grant funding from time to time to organizations such as the Farragut West Knox Chamber of Commerce and the Farragut Business Alliance, among others, in order to avoid a conflict of interest or the appearance of impropriety, any member of the Economic Development Committee who is also (i) employed by, or (ii) serves as a board member of any organization which has received or will receive funding from the Town of Farragut in the current fiscal year shall not vote on matters involving any such organization which comes before the Economic Development Committee for consideration.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary/treasurer.

Section II. Nomination and Election of Officers

Any voting member may nominate any other voting member of the committee (other than the Board of Mayor and Aldermen committee member and Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

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In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

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The Secretary/Treasurer shall record and maintain accurate records and minutes of the proceedings of the committee. The Secretary/Treasurer shall be responsible for the accounting of all expenditures as authorized by the committee in collaboration with the Town Administrator or his/her designee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting.

Section III. Special Meetings

Special meetings may be called by the Chairperson or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee



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Farragut / Knox County Schools Education Relations Committee Charter

ARTICLE I: NAME

The name of this body shall be the **Farragut / Knox County Schools Education Relations Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to provide a forum for joint discussion and collaboration on issues involving the Town and Knox County Schools. Additionally, the committee will advise the Town Staff and Board of Mayor and Aldermen on issues related to education, school infrastructure, school related policy, and other issues as directed by the elected body.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee should consist of the Town Administrator or his/her designee, five (5) at large voting members, and one (1) non-voting youth member which will be selected and appointed by majority vote of the committee.

- The Town Administrator or his/her designee shall serve as an ex officio non-voting member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.

The at-large members of the committee shall be appointed for a term of two (2) years. Appointees shall be limited to two (2) terms on this committee. Members should hold committee membership until a successor is appointed.

- The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member

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may be removed from the committee at any time by majority vote of the committee.

The main intent of this committee is to provide diverse review, collaboration, and recommendation on issues involving education/schools. To that end, the make-up and qualifications of the at large membership shall be diverse in background, education, and profession when possible. The at large members shall be a resident of the Town of Farragut and/or formally involved (either appointed or elected) with the Knox County School system.

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Section II. Appointment

Except for the Town Administrator or his/her designee, and the non-voting youth member, all voting members of the committee shall be appointed by majority vote of the governing body.

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Section III. Committee Responsibilities: The Committee shall:

- a. Be subordinate to the Board of Mayor and Aldermen.
- b. Annually establish committee goals and objectives for the upcoming year.
- c. Recommend guidance, policy, and procedures to the governing body related to education, school infrastructure, and joint Town/Knox County School initiatives.
- d. Recommend a total "school funding amount" for the next year's Annual Town Budget.
- e. Review and make a recommendation to the Board of Mayor and Aldermen on all requests for funding related to schools.
- f. Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the calendar year (or as needed).
- g. Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- h. Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

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Section IV. Attendance at Meetings

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

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Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary.

Section II. Nomination and Election of Officers

Any voting member may nominate any other voting member of the committee (other than the Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

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Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

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Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a sub-committee of the committee as needed.

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Section VI. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section VII. Secretary

The Secretary shall record and maintain accurate records and minutes of the proceedings of the committee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting.

Section III. Special Meetings

Special meetings may be called by the Chairperson or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee members in person, by phone number of record, or by email of record, at least 24 hours prior to the special meeting.

Section IV. Length of Meetings

Committee meetings shall not be more than two (2) consecutive hours in duration except that a meeting may be extended by thirty (30) minute intervals by majority vote of the committee.

Section V. Procedures

All meetings shall be held in accordance with Roberts Rules of Order and the Tennessee Open Meetings Act

ARTICLE VI. AMENDMENTS

This Charter may be amended at any time by committee recommendation to the Board of Mayor and Aldermen or at the sole discretion of the Board of Mayor and Aldermen.

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Farragut / Knox County Schools Education Relations Committee Charter

ARTICLE I: NAME

The name of this body shall be the **Farragut / Knox County Schools Education Relations Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to provide a forum for joint discussion and collaboration on issues involving the Town and Knox County Schools. Additionally, the committee will advise the Town Staff and Board of Mayor and Aldermen on issues related to education, school infrastructure, school related policy, and other issues as directed by the elected body.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee should consist of the Town Administrator or his/her designee, five (5) at large voting members, and one (1) non-voting youth member which will be selected and appointed by majority vote of the committee.

- The Town Administrator or his/her designee shall serve as an ex officio non-voting member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.

The at-large members of the committee shall be appointed for a term of two (2) years. Appointees shall be limited to two (2) terms on this committee. Members should hold committee membership until a successor is appointed.

- The non-voting youth member’s term may be for one calendar year or less depending on the youth member’s availability. The non-voting youth member

may be removed from the committee at any time by majority vote of the committee.

The main intent of this committee is to provide diverse review, collaboration, and recommendation on issues involving education/schools. To that end, the make-up and qualifications of the at large membership shall be diverse in background, education, and profession when possible. The at large members shall be a resident of the Town of Farragut and/or formally involved (either appointed or elected) with the Knox County School system.

Section II. Appointment

Except for the Town Administrator or his/her designee, and the non-voting youth member, all voting members of the committee shall be appointed by majority vote of the governing body.

Section III. Committee Responsibilities: The Committee shall:

- a. Be subordinate to the Board of Mayor and Aldermen.
- b. Annually establish committee goals and objectives for the upcoming year.
- c. Recommend guidance, policy, and procedures to the governing body related to education, school infrastructure, and joint Town/Knox County School initiatives.
- d. Recommend a total “school funding amount” for the next year’s Annual Town Budget.
- e. Review and make a recommendation to the Board of Mayor and Aldermen on all requests for funding related to schools.
- f. Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the calendar year (or as needed).
- g. Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- h. Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

Section IV. Attendance at Meetings

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

Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary.

Section II. Nomination and Election of Officers

Any voting member may nominate any other voting member of the committee (other than the Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a sub-committee of the committee as needed.

Section VI. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section VII. Secretary

The Secretary shall record and maintain accurate records and minutes of the proceedings of the committee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting.

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Committee meetings shall not be more than two (2) consecutive hours in duration except that a meeting may be extended by thirty (30) minute intervals by majority vote of the committee.

Section V. Procedures

All meetings shall be held in accordance with Roberts Rules of Order and the Tennessee Open Meetings Act

ARTICLE VI. AMENDMENTS

This Charter may be amended at any time by committee recommendation to the Board of Mayor and Aldermen or at the sole discretion of the Board of Mayor and Aldermen.



Farragut Folklife Museum Committee Charter

The Farragut Folklife Museum Committee is to advise and assist the Town of Farragut, its citizens and its staff in preserving the heritage of our East Tennessee Community. The committee fosters an appreciation of history through the acquisition, collection, preservation, display and interpretation of objects of historic and cultural significance.

The committee shall:

- recommend annual and long-range Town goals to promote appreciation and understanding of the history of the Farragut area to citizens of the Town of Farragut;
- plan special historical programs for all citizens, especially children, seniors and special-needs citizens;
- assist staff as requested in the planning and presentation of changing exhibits;
- promote the Museum through traveling exhibits and lectures;
- raise funds for the Museum through donations, memorials, honorariums and membership and acknowledge these through letters, special programs and publications.
- propose reasonable Town funding to initiate and/or maintain programs that will contribute to achieving the Town's cultural goals;
- assist in identifying grant opportunities and preparing grant proposals to help fund the Town's preservation and cultural programs and facilities.

Under the guidance of the Farragut Folklife Museum Committee, activities such as lectures, concerts, exhibitions, educational programs and seminars could be presented for the benefit of citizens of the Farragut community. Many such events can be self-supporting or profitable to the Town.

The committee will consist of fifteen [voting](#) members, appointed by the Farragut Board of



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Mayor and Aldermen, and shall abide by the by-laws approved by the Farragut Board of Mayor and Aldermen. Additionally, the committee may appoint one (1) non-voting youth member to serve as outlined in the adopted by-laws.

The committee shall hold 10 meetings during each fiscal year. The committee is requested to provide copies of their minutes to the Board. 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, helping facilitate programs and cultural events, and assisting in the preparation of grant applications and reports.

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

This charter was approved by the Farragut Board of Mayor and Aldermen on December 10, 2015.

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This charter was approved by the Farragut Board of Mayor and Aldermen on December 10, 2015.



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Farragut Folklife Museum Committee (Advisory) By-Laws – Updated 12/10/15

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Article I: Purpose

1. Advise and assist the Town of Farragut Board of Mayor and Aldermen, staff and citizens in preserving the heritage of our East Tennessee community. The committee fosters an appreciation of history through the acquisition, collection, preservation, display and interpretation of objects of historic and cultural significance.
2. Recommend annual and long-range Town goals to promote appreciation and understanding of the history of the Farragut area to Town of Farragut citizens.
3. Plan special historical programs for all citizens, especially children, seniors and special-needs citizens.
4. Assist staff as requested in the planning and presentation of changing exhibits.
5. Promote the Museum through traveling exhibits and lectures.
6. Raise funds for the Museum through donations, memorials, honorariums and membership and acknowledge these through letters, special programs and publications.
7. Propose reasonable Town funding to initiate and/or maintain programs that will contribute to achieving the Town's cultural goals.
8. Assist in identifying grant opportunities and preparing grant proposals to help fund the Town's artistic and cultural programs and facilities.

Article II: Membership

1. The Farragut Folklife Museum Committee voting members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any member of the committee at anytime during a term by majority vote. Additionally, the Committee may appoint one (1) non-voting youth member by majority vote of the Committee.
2. The Farragut Folklife Museum Committee shall have a maximum of 15 voting members. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each voting member of the Farragut Folklife Museum 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. The

non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the council at any time by majority vote of the Committee.

4. At least 2/3 of the membership of the Farragut Folklife Museum Committee shall be residents of Farragut.
5. Ad-hoc committees may be appointed by the chair of the Farragut Folklife Museum 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.

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Article III: Officers

1. The Farragut Folklife Museum Committee shall elect, at its August meeting, from its voting membership, a chair, vice chair, secretary and gift shop manager. These positions shall be voted in by the majority of the Committee. With the exception of the gift shop manager, 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. The gift shop manager shall not be subject to a term limit due to the expertise needed for this officer.
2. The chair shall preside at all meetings, prepare agendas, 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 shall develop budgets and assist Town staff in presenting the committee's financial reports and will head special projects as assigned by the chair.
4. The gift shop manager shall oversee all aspects of the museum gift shop, including managing volunteers, working with Town staff to order appropriate items to sell, making decisions about items to sell and maintaining the gift shop finances.
5. The secretary shall prepare the minutes for all meetings and notify committee members of meeting changes.
6. The committee will appoint other special positions, such as gift shop assistant manager, as needed. These special positions will not serve as members of the committee and will be provided a job description as agreed upon by the majority of the committee.

Article IV: Meetings and Attendance

1. Regular meetings shall be held on the fourth Tuesday of each month at 1:30 p.m. at the Farragut Town Hall except during the months of July, November and December.
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. ~~Voting~~ committee members serve at the pleasure of the FBMA. The term of any ~~voting~~ member shall expire on the third absence from committee meetings during the fiscal year. ~~Voting~~ members may seek reappointment by the FBMA.

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Article V: Amendments

1. Bylaws of this committee may be amended by a majority vote of the committee and then by approval from the ~~FBMA~~.

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Farragut Folklife Museum Committee (Advisory) By-Laws – Updated 12/10/15

Article I: Purpose

1. Advise and assist the Town of Farragut Board of Mayor and Aldermen, staff and citizens in preserving the heritage of our East Tennessee community. The committee fosters an appreciation of history through the acquisition, collection, preservation, display and interpretation of objects of historic and cultural significance.
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4. At least 2/3 of the membership of the Farragut Folklife Museum Committee shall be residents of Farragut.
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Article III: Officers

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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. Voting committee members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the FBMA.

Article V: Amendments

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



FARRAGUT MUNICIPAL PLANNING COMMISSION
BY-LAWS

ARTICLE I. The Commission

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SECTION 1. Name of Commission.

The name of the commission shall be the Farragut Municipal Planning Commission as established and provided by 13-4-101 through 13-4-105 of the Tennessee Code Annotated.

SECTION 2. Office of Commission.

The office of the commission shall be at the Farragut Town Hall, or such other duly authorized place where the official records of the planning commission shall be maintained and where the commission shall meet.

SECTION 3. Membership.

The membership of this commission shall be composed of seven voting citizen members, the chief executive officer (mayor) of the municipality, and one member of the chief legislative body. The chief executive officer and the member of the chief legislative body shall be ex-officio members with voting rights. Five voting members shall constitute a quorum.

All voting citizen members shall be appointed by the chief executive officer who shall also have the authority to remove any appointive member at his/her pleasure as provided for in 13-4-101 of the Tennessee Code Annotated. Additionally, the commission may appoint one (1) non-voting youth member by majority vote of the commission. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the commission at any time by majority vote of the commission.

SECTION 4. Vacancies.

Any vacancy in an appointive membership shall be filled for the unexpired term by the chief executive officer of the municipality.

Approved by the FBMA December 10, 2015

ARTICLE II. Officers

SECTION 1. Officers.

The officers of the commission shall be a chairman, a vice-chairman and a secretary.

SECTION 2. Elections.

The chairman, vice-chairman and secretary shall be elected at the annual meeting of the commission from among the appointive voting members to serve for terms of one year with eligibility for re-election.

SECTION 3. Chairman.

The chairman shall preside at all meetings of the commission. Except as otherwise authorized by resolution of the commission, the chairman shall sign all contracts, reports and instruments made by the commission. At each meeting, the chairman shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the commission.

SECTION 4. Vice Chairman.

In the absence or incapacity of the chairman, the vice-chairman shall perform his/her duties.

SECTION 5. Secretary.

The secretary shall keep a full record of all proceedings of the commission, including a record of all votes, in a journal of the proceedings kept for the purpose and identified as the "Minutes of the Farragut Municipal Planning Commission," and shall perform such other duties in regard to records, including certification of record transcripts, as the commission may direct. In addition, the secretary shall serve as chairman of the commission in the absence of both the chairman and vice-chairman. In the secretary's absence, the chairman or vice-chairman shall appoint an acting secretary. The secretary shall certify subdivision plats as directed in TCA 134-302 and shall have the same authority as the chairman to sign instruments made by the commission.

SECTION 6. Vacancies.

Should the office of chairman, vice-chairman or secretary become vacant, the commission shall, at its next regular monthly meeting, elect a successor in the manner prescribed for the election of such officer and such election shall be for the unexpired term of said office.

ARTICLE III. Meeting

SECTION 1. Regular Meetings.

The commission shall hold a monthly meeting at the Farragut Town Hall or at such other place or time as designated by the Farragut Municipal Planning Commission.

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SECTION 2. Annual Meetings.

The annual meeting of the commission shall be held in July at the place established for regular meetings unless otherwise designated by resolution of the commission.

SECTION 3. Special Meetings.

Special meetings of the planning commission may be called for any purpose at any time by the chairman or by a majority vote of the members of the commission.

SECTION 4. Work Sessions.

Work sessions of the planning commission may be held at the regular monthly meeting or at such time, date and place as the commission may from time-to-time designate. Such sessions shall be for the purpose of reviewing and discussing appropriate issues provided that no resolutions shall be acted upon at a work session.

SECTION 5. Quorum.

A majority of the voting membership, as defined in Article I. Section 3, shall constitute a quorum for the purpose of conducting the business of the commission. In the absence of a quorum, a lesser number may adjourn meetings from time to time. Concurring votes of a majority of the commission members present, when a quorum is present, shall be required to take final action on any matter before the commission unless otherwise specifically provided for in the applicable provisions of the governing regulations. A majority of the entire voting membership shall approve documents and studies that pertain to the physical development of the municipality as defined in TCA 13-4-202.

SECTION 6. Manner of Voting.

The voting on all questions coming before the commission shall be by voice vote; and the ayes, nays and abstentions shall be entered upon the minutes of such meeting except when the vote is unanimous.

SECTION 7. Attendance.

If any voting planning commission citizen member fails to attend three consecutive regularly scheduled meetings and fails to present a reasonable excuse for such absence, his/her membership shall be terminated and a new member will be appointed by the mayor to replace the terminated member.

SECTION 8. Conflicts of Interest.

Should any member consider his/her personal interests involved in any matter before the commission or should the planning commission consider that the personal interests of any member(s) were involved in any matter before the commission, that person(s) at his/her declaration may abstain from voting.

Approved by the FBMA December 10, 2015

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SECTION 9. Agenda Items.

Any subdivision plat, site plan, request for rezoning, request for ordinance text amendment, request for a variance from the Subdivision Regulations, or any other application must be complete and submitted to the planning staff in order to qualify for a meeting agenda.

ARTICLE IV.

SECTION 1. Amendments.

The by-laws of this commission may be amended at a regular or special meeting but no amendment shall be adopted unless at least four days' written notice thereof has been previously given to all members of the commission.

Adopted this ____ day of _____, 2015.

Chairman

Secretary

Approved by the FBMA December 10, 2015

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FARRAGUT MUNICIPAL PLANNING COMMISSION BY-LAWS

ARTICLE I. The Commission

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SECTION 3. Membership.

The membership of this commission shall be composed of seven voting citizen members, the chief executive officer (mayor) of the municipality, and one member of the chief legislative body. The chief executive officer and the member of the chief legislative body shall be ex-officio members with voting rights. Five voting members shall constitute a quorum.

All voting citizen members shall be appointed by the chief executive officer who shall also have the authority to remove any appointive member at his/her pleasure as provided for in 13-4-101 of the Tennessee Code Annotated. Additionally, the commission may appoint one (1) non-voting youth member by majority vote of the commission. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the commission at any time by majority vote of the commission.

SECTION 4. Vacancies.

Any vacancy in an appointive membership shall be filled for the unexpired term by the chief executive officer of the municipality.

ARTICLE II. Officers

SECTION 1. Officers.

The officers of the commission shall be a chairman, a vice-chairman and a secretary.

SECTION 2. Elections.

The chairman, vice-chairman and secretary shall be elected at the annual meeting of the commission from among the appointive voting members to serve for terms of one year with eligibility for re-election.

SECTION 3. Chairman.

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SECTION 4. Vice Chairman.

In the absence or incapacity of the chairman, the vice-chairman shall perform his/her duties.

SECTION 5. Secretary.

The secretary shall keep a full record of all proceedings of the commission, including a record of all votes, in a journal of the proceedings kept for the purpose and identified as the "Minutes of the Farragut Municipal Planning Commission," and shall perform such other duties in regard to records, including certification of record transcripts, as the commission may direct. In addition, the secretary shall serve as chairman of the commission in the absence of both the chairman and vice-chairman. In the secretary's absence, the chairman or vice-chairman shall appoint an acting secretary. The secretary shall certify subdivision plats as directed in TCA 134-302 and shall have the same authority as the chairman to sign instruments made by the commission.

SECTION 6. Vacancies.

Should the office of chairman, vice-chairman or secretary become vacant, the commission shall, at its next regular monthly meeting, elect a successor in the manner prescribed for the election of such officer and such election shall be for the unexpired term of said office.

ARTICLE III. Meeting

SECTION 1. Regular Meetings.

The commission shall hold a monthly meeting at the Farragut Town Hall or at such other place or time as designated by the Farragut Municipal Planning Commission.

Approved by the FBMA December 10, 2015

SECTION 2. Annual Meetings.

The annual meeting of the commission shall be held in July at the place established for regular meetings unless otherwise designated by resolution of the commission.

SECTION 3. Special Meetings.

Special meetings of the planning commission may be called for any purpose at any time by the chairman or by a majority vote of the members of the commission.

SECTION 4. Work Sessions.

Work sessions of the planning commission may be held at the regular monthly meeting or at such time, date and place as the commission may from time-to-time designate. Such sessions shall be for the purpose of reviewing and discussing appropriate issues provided that no resolutions shall be acted upon at a work session.

SECTION 5. Quorum.

A majority of the voting membership, as defined in Article I. Section 3, shall constitute a quorum for the purpose of conducting the business of the commission. In the absence of a quorum, a lesser number may adjourn meetings from time to time. Concurring votes of a majority of the commission members present, when a quorum is present, shall be required to take final action on any matter before the commission unless otherwise specifically provided for in the applicable provisions of the governing regulations. A majority of the entire voting membership shall approve documents and studies that pertain to the physical development of the municipality as defined in TCA 13-4-202.

SECTION 6. Manner of Voting.

The voting on all questions coming before the commission shall be by voice vote; and the ayes, nays and abstentions shall be entered upon the minutes of such meeting except when the vote is unanimous.

SECTION 7. Attendance.

If any voting planning commission citizen member fails to attend three consecutive regularly scheduled meetings and fails to present a reasonable excuse for such absence, his/her membership shall be terminated and a new member will be appointed by the mayor to replace the terminated member.

SECTION 8. Conflicts of Interest.

Should any member consider his/her personal interests involved in any matter before the commission or should the planning commission consider that the personal interests of any member(s) were involved in any matter before the commission, that person(s) at his/her declaration may abstain from voting.

Approved by the FBMA December 10, 2015

SECTION 9. Agenda Items.

Any subdivision plat, site plan, request for rezoning, request for ordinance text amendment, request for a variance from the Subdivision Regulations, or any other application must be complete and submitted to the planning staff in order to qualify for a meeting agenda.

ARTICLE IV.

SECTION 1. Amendments.

The by-laws of this commission may be amended at a regular or special meeting but no amendment shall be adopted unless at least four days' written notice thereof has been previously given to all members of the commission.

Adopted this _____ day of _____, 2015.

Chairman

Secretary

**MINUTES
FARRAGUT MUNICIPAL PLANNING COMMISSION**

September 17, 2015

MEMBERS PRESENT

Rita Holladay, Chairman
Ed St. Clair, Vice-Chairman
Ron Honken, Alderman
Ed Whiting, Secretary
Ralph McGill, Mayor
Annette Brun
Betty Dick
Noah Myers
Louise Povlin

MEMBERS ABSENT

Staff Representative: Mark Shipley, Community Development Director

Chairman Holladay called the meeting to order at 7 p.m.

CITIZEN FORUM

The staff reminded commissioners that there will be Property Rights training session on October 29, 2015 from 6 – 8 p.m. at the Town Hall in the Board Room.

Robert Hill gave the FMPC a letter on the Impact Fee discussion from the previous night's meeting. Martin Ritter also spoke briefly under citizen forum.

APPROVAL OF AGENDA

Commissioner St. Clair moved to approve the September 17, 2015 agenda with agenda item #4 being postponed at the request of the applicant. Commissioner Myers seconded the motion and the motion passed 9-0.

APPROVAL OF MINUTES

Commissioner St. Clair moved to approve the August 20, 2015 minutes with the correction of Commissioner Dick voting no for the Three Minute Magic Car Wash which resulted in a vote of 6 -2 with Commissioner Myers and Dick voting no. Commissioner Myers seconded the motion and the motion passed 8-0 with Commissioner Honken abstaining because he was absent.

AGENDA ITEMS

DISCUSSION AND PUBLIC HEARING ON A FINAL PLAT FOR PHASE 2 OF THE BRIARSTONE SUBDIVISION (FORMERLY THE VILLAS AT ANCHOR PARK SUBDIVISION PROPERTY) LOCATED ON THE NORTH SIDE OF TURKEY CREEK ROAD ACROSS FROM ANCHOR PARK, A PORTION OF PARCEL 59 AND PARCEL 59.04, TAX MAP 152, 20.83 ACRES (Saddlebrook Properties, LLC, Applicant)

Item was removed from the agenda at the request of the applicant.

DISCUSSION AND PUBLIC HEARING ON A SITE PLAN FOR THE BANK OF AMERICA, PARCEL 37.02, TAX MAP 131, ZONED C-1, 10735 KINGSTON PIKE, 1.07 ACRES (Stanley Hill, Applicant)

The staff reviewed the revised site plan and noted that, if the planning commission was okay with retaining the requested parking spaces, the staff would recommend approval subject to the following items being satisfactorily addressed:

- a) Please re-number the index page sheets and the sheets in the submittal to match what is in the plan set;
- b) Please include all information on the 24 x 36 inch site plan sheets. For example, the HVAC units shown as screened by the building to verify they will not be visible from adjacent properties or rights of ways;
- c) Pages 2, 3, 8, 9, 10, 16, and 17 were missing from the latest submittal. Is this because no changes were made to these sheets or was this an oversight?
- d) In terms of the flag pole beacon lighting you will likely need some type of light deflection mechanism and shielding so that the light that is emitted is directed downward without any splaying. Please include this on the revision;
- e) Please verify that the light source for fixtures KR6 does not protrude from the fixture enclosure and clarify the lumens proposed;
- f) Light measurement, in general, should be expressed in lumens rather than watts since wattage does not measure the amount of light. Wall lighting should not exceed 950 lumens per fixture;
- g) Prior to the issuance of a grading permit the revised landscape plan must be approved; and
- h) Please provide a letter of credit for erosion control for \$6,000.

Representatives from Bank of America were present and were in agreement with the staffs' comments. The attorney for the Bank asked that a revised sidewalk placement plan be considered since some of the proposed sidewalk would be on Costco's property. The staff indicated that an alternate sidewalk placement plan could be considered and asked if the planning commission would need to re-review this. Commissioners felt that, as long as the staff was comfortable with the revision, the staff could review and approve. Commissioners were okay with retaining the parking spaces requested since the parking lot would be screened with landscaping and porous pavers would be used for much of the excess parking. Bank representatives also sufficiently demonstrated the need for the additional parking spaces.

A motion was made by Commissioner Myers to approve the revised site plan subject to the staffs' recommendations. Motion was seconded by Commissioner Brun and motion passed 9-0.

DISCUSSION ON A REQUEST FOR AN ASSISTED LIVING FACILITY ON PARCEL 117, TAX MAP 142, LOCATED AT THE SOUTH INTERSECTION OF N. CAMPBELL STATION ROAD AND HERRON ROAD, APPROXIMATELY 4.5 ACRES (Peter Falk for Autumn Care II, LLC, Applicant)

For discussion purposes only.

DISCUSSION ON AMENDMENTS TO THE TEXT OF THE FARRAGUT ZONING ORDINANCE, THE FARRAGUT SUBDIVISION REGULATIONS AND THE TOWN OF FARRAGUT DEVELOPMENT MANUAL, TO AMEND LANGUAGE TO ADDRESS NEW LEGISLATION REGARDING VESTED PROPERTY RIGHTS AS ESTABLISHED IN §T.C.A. 13-4-310.

For discussion purposes only.

REVIEW AND CONSIDERATION OF AN AMENDMENT TO THE FARRAGUT MUNICIPAL PLANNING COMMISSION BY-LAWS TO ALLOW FOR ONE (1) NON-VOTING YOUTH MEMBER AS RECOMMENDED BY THE BOARD.

The staff reviewed this item and asked that a recommendation be forwarded to the Board of Mayor and Aldermen.

After a short discussion, Commissioner Myers moved to recommend support for the non-voting youth member with the stipulation that the representative be high school age and a preference given to a student that was a Town of Farragut resident. Motion was seconded by Aldermen Honken and motion passed 9-0.

DISCUSSION ON AMENDMENTS TO THE COMPREHENSIVE LAND USE PLAN UPDATE

For discussion purposes only.

PUBLIC HEARING ON PROPOSED LOCATIONS FOR NEW UTILITIES

None at this time

ADJOURNMENT

The meeting adjourned at 11:15 p.m.

Edwin K. Whiting, Secretary



Farragut Parks and Athletics Council Charter

The Farragut Parks and Athletics Council is to advise and assist the Town of Farragut, its citizens and its staff in park and athletic activities. The council will serve as an advocate for park and athletic issues in the Town's decision-making process and provide guidance and support in implementing actions that promote parks, athletics and recreational activities for citizens of the Farragut community.

The Town of Farragut has a goal to encourage healthy physical activity for residents of all ages by identifying, providing, utilizing and expanding quality recreational facilities. These facilities should provide a backdrop for activities that provide rich and diverse recreational opportunities for the citizens of the Farragut community that enhance the quality of life in the Town of Farragut. The Farragut Parks and Athletics Council shall support the Farragut Board of Mayor and Aldermen, the Town staff and the citizens of Farragut in achieving these goals.

The council shall:

- promote the Town of Farragut parks and recreation and encourage citizen participation;
- review and/or recommend policies and procedures that encompass recreational activities, athletics and facilities;
- review policies and make recommendations regarding fees, services, charges and fines related to program activities, facilities and equipment provided by the Town;
- review and approve the utilization of facilities including field use;
- make recommendations regarding acquisition, sale, design, improvement, maintenance, operations and scheduling of facilities/equipment provided by the Town;
- contribute to continuous feedback and make recommendations to both the Parks and Leisure Services Department and the Town of Farragut;



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The council will consist of nine [voting](#) 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. [Additionally, the committee may appoint one \(1\) non-voting youth member to serve as outlined in the adopted by-laws.](#)

Meetings of the council will be held in January, June, August and November of each year with called meetings as necessary during other months. The council is requested to provide copies of their minutes to the Board. 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 council by providing background and research and attending meetings.

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

This charter was approved by the Farragut Board of Mayor and Aldermen on [December 10, 2015](#).

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This charter was approved by the Farragut Board of Mayor and Aldermen on December 10, 2015.



Farragut Parks and Athletics Council (Advisory) By-Laws – Updated [12//10/15](#)

Article I: Purpose

1. Serve as advisors to the Town of Farragut Board of Mayor and Aldermen and to the Leisure Services Department.
2. Promote the Town of Farragut parks and recreation and encourage citizen participation.
3. Review and/or recommend policies and procedures that encompass recreational activities and facilities.
4. Review policies and make recommendations regarding fees, services, charges and fines related to program activities, facilities and equipment provided by the Town.
5. Review the utilization of facilities and make recommendations regarding acquisition, sale, design, improvement, maintenance, operations and scheduling of facilities/equipment provided by the Town.
6. Contribute to continuous feedback and make recommendations to both the Parks and Leisure Services Department and the Town of Farragut.

Article II: Membership

1. The Farragut Parks and Athletics Council [voting](#) members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any [voting](#) member of the Council by majority vote. [Additionally, the Farragut Parks and Athletics Council may appoint one \(1\) non-voting youth member by majority vote of the Council.](#)
2. The Farragut Parks and Athletics Council shall have a membership of not more than nine [voting](#) members. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each [voting](#) member of the Farragut Parks and Athletics Council shall serve a two year term with each term beginning July 1 and ending June 30 (for attendance purposes). [Voting 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 Board of Mayor and Aldermen may appoint one or two year terms to re-balance the membership. The non-voting youth member's term may be for one](#)



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calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the Council at any time by majority vote of the Council.

4. At least 2/3 of the membership of the Farragut Parks and Athletics Council shall be residents of Farragut.
5. Ad-hoc committees may be appointed by the chair of the Farragut Parks and Athletics Council 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 Parks and Athletics Council shall elect, at its August meeting, from its voting membership, a chair, chair-elect and secretary. These positions shall be voted in by the majority of the council. 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, prepare agendas, appoint ad-hoc committees, present yearly goals and objectives and year-end reports to the FBMA and ensure compliance with bylaws.
3. The chair-elect will serve as a temporary chair in the absence of the chair. In the event of the chair's resignation, the chair-elect shall serve as chair. The chair-elect will assist Town staff in presenting the council'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 council members of meeting changes.

Article IV: Meetings and Attendance

1. Regular meetings shall be held in January, June, August and November at the Farragut Town Hall. Other meetings can be called as necessary between these months.
2. All regular meetings of the council shall be open to the public.
3. A majority (one more than half) of the entire voting members of the council shall constitute a quorum. A quorum shall be present before any business is transacted.
4. All actions of the council 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 council 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. Voting council members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the FBMA.

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Article V: Amendments

1. By-laws of this Council may be amended by a majority vote of the council with final approval from the majority of the FBMA.



Farragut Parks and Athletics Council (Advisory)

By-Laws – Updated 12//10/15

Article I: Purpose

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4. At least 2/3 of the membership of the Farragut Parks and Athletics Council shall be residents of Farragut.

5. Ad-hoc committees may be appointed by the chair of the Farragut Parks and Athletics Council 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.

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Article V: Amendments

1. By-laws of this Council may be amended by a majority vote of the council with final approval from the majority of the FBMA.

Farragut Parks and Athletics Council
Tuesday, August 11, 2015
Meeting Minutes

Tyler Mallison called the meeting to order at 7:15pm

Attendance: Alden Rosner, Pat Sloan, Loretta Bradley, Clark Brekke, Michael Peters, Noel Poindexter, Augie DiGiovanni (Absentees – Tim Hill and Nadia Kogeler)

Agenda:

1. Approval of Minutes
 - The June 2015 Meeting Minutes were unanimously approved by the Council
2. Introduction of new members
 - Augie DiGiovanni and Noel Poindexter briefly discussed their backgrounds and desire to be on the council
3. Election of Officers
 - Tyler Mallison was voted in as Council Chairman
 - Clark Brekke was voted in as Council Vice-Chairman
 - Loretta Bradley was voted in as Council Secretary
4. FY2016 Goals
 - Alden Rosner went over the FY2015 goals and the council decided to revise those goals for this fiscal year. The council unanimously approved the motion, and Mr. Rosner kindly agreed to update the list of goals.
5. Update: MBLP Playground Renovation
 - Alden Rosner briefed the council on the construction progress. It appears the ribbon cutting ceremony will take place this Thursday at 6pm.
6. By-Laws UPdate:
 - Copies of the proposed By-Law changes were provided to the council. The purpose of the update was to allow Youth (non-voting) membership on the council. A motion to accept the changes was made and unanimously approved by the council.

Farragut Visual Resources Review Board

By-Laws

Purpose. Whereas, the Board of Mayor and Aldermen of the Town of Farragut does duly recognize that there is much interest and desire within the incorporated area of the Town of Farragut to maintain its natural beauty and enhance its overall and long-term attractiveness, and the desire to maintain the rural, small town atmosphere, and

Whereas, the Board of Mayor and Aldermen recognizes a need for organizing such an attempt in order to make the Town of Farragut and its developed and undeveloped properties more desirable in appearance,

Now, therefore, the Board of Mayor and Aldermen does hereby resolve to create the Visual Resources Review Board for the Town of Farragut.

Article I.

Section 1. Name of Board. The name of the Board shall be the Farragut Visual Resources Review Board as established and provided by resolution of the Board of Mayor and Aldermen.

Section 2. Office of Board. The office of the board shall be at the Farragut Town Hall, or such other duly authorized place where the official records of the Board shall be maintained and where the board shall meet.

Section 3. Membership. The voting membership of this board shall be composed of citizens of Farragut and shall be appointed by the Board of Mayor and Aldermen. Majority of the current voting membership shall constitute a quorum. The Board of Mayor and Aldermen shall have the authority to remove any appointive voting member. Additionally, the Visual Resources Review Board may appoint one (1) non-voting youth member by majority vote of its voting membership. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the Board at any time by majority vote of its voting membership.

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Section 4. Vacancies. Any vacancy in an appointive membership shall be filled for the unexpired term by the Board of Mayor and Aldermen.

Article II. Officer and Their Election

Section 1. Officers. The officers of the Board shall be chairman, vice-chairman, and secretary.

Section 2. Elections. The chairman, vice-chairman, and secretary shall be elected at the annual meeting of the board from the appointive voting members to serve for one year, with eligibility for re-election.

Section 3. Vacancies. Should the office of chairman, vice-chairman, or secretary become vacant, the Board shall at its next regular monthly meeting, elect a successor.

Article III. Duties of Officers

Section 1. Chairman. The chairman shall preside at all meetings of the Board, except as otherwise authorized by the Board, and shall sign all reports and orders issued by the Board.

Section 2. Vice-Chairman. In the absence or incapacity of the chairman, the vice-chairman shall perform his duties until such time as anew chairman is elected.

Section 3. Secretary. The secretary shall keep a full record of all proceedings and actions taken by the Board with votes recorded. In addition, the secretary shall serve as chairman of the Board in the absence of both chairman and vice-chairman. In the absence of the secretary, the chairman shall appoint an acting secretary.

Article IV. Meetings

Section 1. Regular Meetings. Regular meetings of the board shall be held monthly on the fourth (4) Tuesday of each month at 7:00 P.M. at the Town Hall or at such other place or time as designated by the Board.

Section 2. Annual Meeting. The annual meeting of the Board shall be held in August at the place established for the regular meeting unless otherwise designated by the Board.

Section 3. Special Meetings. Special meetings of the Board may be called for any purpose at any time by the chairman or be a majority of the members of the board with due notice given in writing.

Section 4. Work Sessions. Work sessions of the Board may be held at such time, date, and place as the Board may from time-to-time designate. Such sessions shall be for the purpose of reviewing and discussing appropriate issues, provided that no resolutions shall be acted upon.

Section 5. Manner of Voting. The voting on all questions coming before the Board shall be by voice vote, and the ayes, nays, and abstaining votes shall be entered on the order and minutes of such meeting.

Article V. Amendments

Section 1. The by-laws of this Board may be amended at a regular or special meeting, but no amendment proposed shall be adopted unless at least seven (7) days written notice there-of has been previously given to all members of the Board.

Article VI. Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Farragut Visual Resources Review Board

By-Laws

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Whereas, the Board of Mayor and Aldermen recognizes a need for organizing such an attempt in order to make the Town of Farragut and its developed and undeveloped properties more desirable in appearance,

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Article V. Amendments

Section 1. The by-laws of this Board may be amended at a regular or special meeting, but no amendment proposed shall be adopted unless at least seven (7) days written notice there-of has been previously given to all members of the Board.

Article VI. Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not in conflict with these by-laws.



Visual Resources Review Board (VRRB)

Charter

The Farragut Visual Resources Review Board is to advise and assist the Town of Farragut (Town), its citizens, and its staff in promoting the beauty and attractiveness of the community. The Board will serve as an advocate for aesthetic-related goals in the Town's decision making process and will provide guidance and support in implementing actions that promote the beautification of the Farragut community.

The Board shall:

Make recommendations regarding signs, landscape plans, and proposed ordinance modifications which would relate to community beautification;

Recommend annual and long-range Town goals which promote the beautification of the community;

Consult with staff and the community on issues related to community beautification; and

Recommend measures which would encourage a greater commitment to and appreciation of the Town's interest in high quality, aesthetically-pleasing developments.

The Board will consist of seven (7) voting members appointed by the Farragut Board of Mayor and Aldermen. Voting members are appointed to a two-year term and may be re-appointed. The voting membership will be comprised of three officers: the chairman, vice-chairman, and secretary. Election of officers will be conducted at the annual meeting in August. Additionally, the Visual Resources Review Board may appoint one (1) non-voting youth member by majority vote of its voting membership. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the Visual Resources Review Board at any time by majority vote of its voting membership.

Deleted: M

Meetings of the Board will be held monthly and minutes are to be provided to the Farragut Board of Mayor and Aldermen. At least four (4) voting members of the VRRB shall constitute a quorum.

Approved May 27, 1999, revised July 8, 2010

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

Deleted: Committee

Deleted: M

Deleted: M

The Town staff will support the Board by providing information, attending meetings, and helping facilitate Board-sponsored objectives.

This charter was approved by the Farragut Board of Mayor and Aldermen on July 8, 2010.

Ralph McGill
Mayor

Allison Myers
Town Recorder

Approved May 27, 1999, revised July 8, 2010



Visual Resources Review Board (VRRB)

Charter

The Farragut Visual Resources Review Board is to advise and assist the Town of Farragut (Town), its citizens, and its staff in promoting the beauty and attractiveness of the community. The Board will serve as an advocate for aesthetic-related goals in the Town's decision making process and will provide guidance and support in implementing actions that promote the beautification of the Farragut community.

The Board shall:

Make recommendations regarding signs, landscape plans, and proposed ordinance modifications which would relate to community beautification;

Recommend annual and long-range Town goals which promote the beautification of the community;

Consult with staff and the community on issues related to community beautification; and

Recommend measures which would encourage a greater commitment to and appreciation of the Town's interest in high quality, aesthetically-pleasing developments.

The Board will consist of seven (7) voting members appointed by the Farragut Board of Mayor and Aldermen. Voting members are appointed to a two-year term and may be re-appointed. The voting membership will be comprised of three officers: the chairman, vice-chairman, and secretary. Election of officers will be conducted at the annual meeting in August. Additionally, the Visual Resources Review Board may appoint one (1) non-voting youth member by majority vote of its voting membership. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the Visual Resources Review Board at any time by majority vote of its voting membership.

Meetings of the Board will be held monthly and minutes are to be provided to the Farragut Board of Mayor and Aldermen. At least four (4) voting members of the VRRB shall constitute a quorum.

Approved May 27, 1999, revised July 8, 2010, Revised December 10, 2015

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

The Town staff will support the Board by providing information, attending meetings, and helping facilitate Board-sponsored objectives.

This charter was approved by the Farragut Board of Mayor and Aldermen on July 8, 2010.

Ralph McGill
Mayor

Allison Myers
Town Recorder

FARRAGUT VISUAL RESOURCES REVIEW BOARD – Minutes

The Farragut Visual Resources Review Board met on Tuesday, September 22, 2015 in the Board Room at the Farragut Town Hall. Marty Layman presided. Members in attendance were Marty Layman, Duane Winkler, Edwin Anderson, Brittany Moore and Randy Armstrong. Cindy Hollyfield and Jeanie Stow were absent.

1. Minutes:

The August 25, 2015 minutes were approved as submitted.

2. Presentation by University of Tennessee urban forestry students enrolled in the Inventory and Assessment of Urban Lands (FOR430) course related to tree inventories at Founders Park at Campbell Station and McFee Park.

Item removed from the agenda at the request of the applicant.

3. Ground Mounted Sign Applications:

a) Dickey's Barbecue Pit – 11483 Parkside Drive Tenant panel on existing ground mounted sign

Staff reviewed the item and questioned if the “Dickey’s” lettering should be black to be architecturally compatible with the other tenant panels on the ground mounted sign. The board discussed the proposed tenant panel and the difficulty viewing the yellow lettering. Following the discussion, a motion was made by Anderson to approve the tenant panel subject to a white background with “Dickey’s” in black letters to match the text on their website and keeping the red star apostrophe and red box with white text beneath “Dickey’s” in an effort to make the sign more legible to vehicular traffic. Motion was seconded by Stow and motion passed unanimously.

b) Farragut Village/Benchmark Physical Therapy, Blue Ridge Yoga and Mellow Mushroom and Little Bangkok – 603-635 N. Campbell Station Road Four tenant panel on existing ground mounted sign

Staff reviewed the item and recommended approval noting the addition of the Little Bangkok tenant panel to the rendering. A motion was made by Hollyfield to follow staff’s recommendation. Motion was seconded by Stow and motion passed unanimously.

c) Shell – 801 N. Campbell Station Road Modifications to an existing internally illuminated ground mounted sign

Staff reviewed the item and recommended approval subject to the gasoline prices on the changeable copy sign will need to be changed manually, as electronic signs are not permitted, and the landscaping around the base of the sign being reinstalled. The board discussed the color scheme for the addressing. A motion was made by Layman to

approve subject to the address portion of the sign being refurbished to have a white background with navy blue letters to match the other panels on the ground mounted sign, the installation of the landscaping around the base of the sign and noting that the gasoline prices on the changeable copy shall be changed manually. Motion was seconded by Moore and motion passed unanimously.

4. Landscape Applications:

a) Bank of America – 10735 Kingston Pike

Item removed from the agenda at the request of the applicant.

5. Review and consideration of an amendment to the Visual Resources Review Board Charter and By-Laws.

Staff presented the proposed amendments to the VRRB's Charter and By-laws to allow for the addition of one (1) non-voting youth member and other needed modifications to the documents. As noted last month, staff explained that the Town's Education Relations Committee (ERC) was charged by the Board of Mayor and Aldermen (BOMA) to come up with a plan to engage our citizen-youth. Staff noted that based on the directive from last month to clarify "youth" as being high school aged student and a Farragut resident, staff has been met with challenges related to the incorporation of this definition due to the fact that Farragut High School/Knox County Schools will be the entity handling the selection of interested individuals/youth and will forward recommendations to the Town, in some cases none of the interested students may reside within the Town's corporate limits. Additionally, staff has made modifications based on comments received at last month's meeting related to the charter and by-laws.

After discussion, a motion was made by Stow to approve the amendments to the Charter and By-Laws as presented with a recommendation to the Board of Mayor and Aldermen that special preference be given to a high school aged Farragut resident. Motion was seconded by Winkler and passed unanimously.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Gary Palmer, Assistant Town Manager**SUBJECT:** Youth Engagement Initiative; Recommendation from the Education Relations Committee**INTRODUCTION/BACKGROUND:**

This initiative was identified as a priority on the Board's Strategic Plan. In the summer of 2014 the ERC was tasked with researching and recommending a course of action on the subject initiative. Over the course of the past several months the ERC researched best practices and deliberated on a course of action.

The ERC resolved to offer a recommendation to the Board and request to have it discussed under the Mayor's Report. The ERC will be at the February 12, 2015 BOMA meeting to assist in any deliberation.

RECOMMENDATION BY:

Education Relations Committee (SEE ATTACHED)

PROPOSED MOTION: Discussion Only**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

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

February 3, 2015

To: Farragut Board of Mayor and Aldermen

From: Farragut/Knox County Education Resources Committee

The Farragut/Knox County Education Resources Committee (ERC) has pursued for many months the topic of Youth Engagement in our community. Our intent is to bridge the gap between classroom education and the administration and governance of our community. We now have a recommendation for the Farragut Board of Mayor and Aldermen (BOMA).

Recommendation

The ERC recommends that BOMA officially amend the charters of various Farragut committees to allow the addition of one, non-voting, Farragut resident high school student to each committee, assigned per committee calendar year and limited to one year of service.

The ERC recommends that the youth be identified from any of the public and private high schools that serve Farragut residents and that the principals of those schools facilitate their selection processes.

Background

The ERC is chartered to be a liaison between Farragut and the Knox County Schools that serve our town by identifying ways that the town can support and improve local schools. We have discovered that several municipalities in our nation are enhancing their local educational and governing processes by various methods of youth involvement. Our committee has been approached by leading citizens regarding the topic of youth involvement. We have been encouraged to investigate and recommend whether the Town could be more actively involved in helping students understand the mechanics of community governance.

We find a variety of models at work in various cities. Most of these models require the development of an oversight group to define, champion and facilitate the youth involvement. While an oversight group could be part of a long-term plan, we do not recommend that as a first step. We observe that Farragut is unique in its progressive engagement of citizens via the Town Committee structure. We propose that by capitalizing on this existing structure, youth involvement can occur within the framework of the committee charters and committee leadership.

Benefits

Because strong communities must have strong schools, BOMA has long pursued agendas to enhance and improve education in Farragut. The existence of the ERC and BOMA's yearly financial contributions to local schools are just two examples. It is well-accepted that practical applications to classroom instruction are invaluable to students. The surprise in our research was the dual benefit of Youth Engagement to both the students and the communities. On a local level, the Knox County School Board has long maintained a non-voting position for a student representative. The benefits of this position to information flow and student perspective are well documented.

Summary

Farragut has a favorable environment for businesses and families. Our schools are a core component of that environment. The ERC believes that Youth Engagement can be reasonably managed within the framework of existing infrastructure and is a logical "next step" to enhance our community. We request your approval of our recommendation.

Mark E. Littleton

Chair, 2014-2015

Farragut/Knox County Education Relations Committee

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, February 12, 2015 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 with the postponement of item VII, B. 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

Mark Littleton, Education Relations Chair, presented the Board with a Youth Engagement Recommendation. After some discussion David Smoak, Town Administrator, suggested that the staff do research to see which committees would be best served by this initiative. The topic will come back to the Board when the Committee Charter amendments are ready.

Approval of Minutes

Motion was made to approve the minutes of January 22, 2015 as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Ordinances

First Reading

Ordinance 15-01, to rezone Parcel 191.17, Tax Map 130, located at 11454 Parkside Drive, from O-1-3 and B-1 to C-1 and B-1, 2.2 Acres (Farragut Lands Partners, LLC, Applicant)

After much discussion a motion was made to approve Ordinance 15-01 on first reading, with the addition of the property owner placing a fence along the back of the property and adding additional buffer under planting as approved by the Visual Resources Review Board (VRRB). Moved by Alderman LaMarche, seconded by Alderman Markli; roll call vote: Alderman Honken, no; Alderman LaMarche, yes; Alderman Markli, yes; Alderman Pinchok, yes; Mayor McGill, no; motion passes with a vote of 3-2.

Business Items

Approval of Re-appointment to the Economic Development Committee

Motion was made to re-appoint David Purvis to the Economic Development Committee. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, announced that the Town would be hosting the "Love of Quilts" show February 13-15, 2015.

Meeting adjourned at 7:50 PM

Ralph McGill, Mayor

Allison Myers, Town Recorder

AGENDA NUMBER

VII.E.

MEETING DATE

December 10, 2015

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE**SUBJECT:** Approval of Supplement Request from Qk4, Inc. for Additional Engineering Services for Intersection Improvements at Watt Road/Kingston Pike.

INTRODUCTION: The purpose of this item is the approval of a request for supplement from Qk4, Inc. for additional work involved in the design of improvements to the intersection of Watt Road and Kingston Pike.

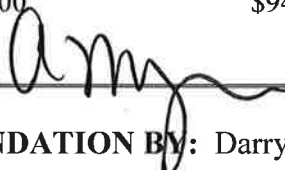
BACKGROUND: The Board of Mayor and Aldermen approved an agreement with Qk4, Inc. in 2014 to develop plans for these intersection improvements. At that time, the Town intended to construct the necessary improvements under our own contract, as almost all work was located along Watt Road. As the design has progressed, however, the project scope has increased along with projected costs. Earlier this year, we requested Spot Safety Funding from the Tennessee Department of Transportation's Traffic Department. The Region 1 Traffic Office applied for this funding on behalf of the Town, and TDOT has agreed to fund half of the total construction costs and conduct all contract administration. While this additional funding source (\$250,000) is certainly welcome, development of the project will require significantly more work from our consultant (Qk4) in order to complete the Environmental (NEPA) phase, as well as to revise plans to TDOT standards and comply with the TDOT plans review process.

The attached request for supplement from Qk4, Inc. includes total additional fees of \$94,540, which will increase the total contract amount from \$20,520 to \$115,060.

FINANCIAL SECTION:

Project: 310-43961-900, Watt Road/Kingston Pike
Intersection Improvements

<u>Project Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$385,000	\$94,540	\$270,520	\$20,030

Approved By: 

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

PROPOSED MOTION: Approval of the attached supplement request from Qk4, Inc. for additional engineering services for the Watt Road/Kingston Pike Intersection Improvements

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	_____	_____	_____	_____	_____

Proposed:



101 Sherlake Lane
Suite 105
Knoxville, Tennessee 37922
Ph. 865-661-1554
www.qk4.com

December 1, 2015

Mr. Darryl W. Smith, PE
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

RE: Watt Road Intersection Improvements at Kingston Pike
PIN 122323.00
Contract Supplement Request
(NEPA Documentation and Additional Design Services)

Dear Mr. Smith,

Per your request, Qk4 is pleased to offer this contract supplement request, which is intended to cover the additional costs (over and above our original contract amount of \$20,520.00) for providing NEPA documentation and additional Design services associated with the above intersection improvement project. As you are aware, due to the additional Spot Safety funding the Town has secured through TDOT, the project will now be required to follow TDOT's project development processes and plans review structure.

Since the project development process will now be required to follow the procedures outlined in the TDOT Local Program Guidelines Manual and the construction phase will be administered by TDOT, the scope of services has increased significantly. The increased scope of the services and anticipated costs are indicated below.

1. NEPA Documentation

Provide professional services necessary to generate an environmental document for the intersection improvements. It is anticipated that a D-List Categorical Exclusion (CE) will

be required for the project based on our assessment and previous documentation of an adjacent project. Aspects to be considered, analyzed, and documented in development of the CE document include:

- i. Purpose & Need
- ii. Project Description
- iii. Planning History
- iv. Traffic Data
- v. Archaeological and Historic Analysis - Cultural resources Sub-consultant is New South Associates (DBE)
- vi. Air Quality and Noise
- vii. Hazardous Materials
- viii. Agency Coordination (including USFWS)
- ix. Public Involvement (anticipate attendance at 1-2 Town of Farragut Planning Commission Meetings)

Additional Cost for providing the **NEPA documentation services** is **\$39,560.00**.

2. Additional Design Services

During the time which we suspended work on the project while the Town was applying for the additional funding through TDOT, changes and/or additions related to the scope of the design project have been discussed at various times. Those changes/additions include:

- Addition of work on the south leg of the intersection due to TDOT's desire to close the Liquor Store drive to South Watt Road. The original plan was to only install sidewalk around the radius at the southwest quadrant with all other improvements limited to the north side of Kingston Pike.
 - Update survey to pick up additional areas
 - Update existing utility information
 - Detail horizontal/vertical alignment, typical section, cross-sections, drainage considerations for South Watt Road
 - Detail closure of drive
- Shift existing curb in front of Little Joe's Pizza to the North to eliminate the "false" right-turn lane. As stated above, we previously indicated having a sidewalk constructed on the SW corner (behind existing curb & gutter) to provide pedestrian accessibility for new crosswalk across Kingston Pike.
 - Will require additional drainage considerations

- May require additional utility coordination, if conflict identified
 - May extend curb & gutter relocation to the portion of Kingston Pike in front of the liquor store.
- New traffic signals for north side of the intersection.
 - Our original plan was to illustrate only the location of the new equipment and allow traffic signals to be bid as LUMP SUM. However, since the project will be bid through TDOT's letting system, the traffic signal design will require greater detail.
 - Update traffic counts to be inclusive of all turning movements. TDOT will require complete traffic data for entire intersection.
- Rather than "quilting" the intersection with new pavement, the entire intersection is now anticipated to be resurfaced as part of the project. Thus, additional consideration will be required for quantifying milling, paving, pavement markings. Core drilling may be necessary.

The design services are generally categorized as follows:

- a. Convert existing plans into TDOT format
- b. Incorporate above detailed design changes
- c. Provide Right-of-Way plans deliverable per TDOT development process
 - i. Right-of-Way Field Review (Preparation, attendance, documentation). It is understood that the Preliminary and Right-of-Way field reviews will be combined into one, due to the amount of completed design work.
 - ii. Assist the Town with Utility Coordination
- d. Provide Construction plans per TDOT development process
 - i. Construction Field Review (preparation, attendance, documentation)
 - ii. Develop SWPPP, Erosion Control Plan, and Traffic Control plan per TDOT requirements.
 - iii. Final Construction Plans deliverable

Additional costs for providing these additional design services is \$57,299.00
Less remaining billable amount from original contract (\$2,319.00)
Amount over and above original contract for **Design Services** **\$54,980.00**

Thus, the combined amount of this request (over and above the original contract amount) to provide both NEPA documentation services and additional design services per TDOT development processes will **total \$94,540.00.**

December 1, 2015
Watt Road/Kingston Pike Intersection
Contract Supplement Request Cont.

The aforementioned proposed scope of services does NOT include the following:

- Geotechnical services (other than core drilling)
- Subsurface Utility Exploration (SUE) services for exact utility location
- Detailed Utility Design (utility sheets will be for coordination and reference ONLY)
- Bid Review/Analysis (as it will be bid through TDOT's Letting system)

We look forward to working with you on the continued development of this project. If you have any questions regarding the particulars of this estimate, please feel free to contact me at your convenience.

Respectfully,



Christopher A. Jenkins, PE
Regional Manager

CAJ/caj

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Ordinance 15-19, an ordinance to rezone a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from R-2 to R-1 (Ryan Lynch, Applicant)

BACKGROUND:

This item involves a request to rezone a two acre tract that is being created as part of a re-subdivision plat involving Parcel 78.01, Tax Map 142. The property is currently zoned General Single-Family Residential (R-2) and the property owner is selling a two acre portion that fronts along Boring Road with the intent of using a portion of the existing barn on the property for hay and equipment storage for farming operations on adjacent properties.

DISCUSSION:

In the R-2 Zoning District agricultural structures are only permitted on lots that are at least five acres, which the current parent tract would satisfy. However, the lot cannot be subdivided when it would result in the creation of a zoning ordinance violation. In order to address this issue, the applicant is requesting that the proposed two acre tract be rezoned to Rural Residential (R-1). In the R-1 Zoning District, agricultural uses and structures are permitted as long as the lot is at least one acre.

RECOMMENDATION:

The property to the south and east of the proposed two acre tract is zoned R-1. As the staff noted at the planning commission meeting, any rezoning approval would need to be conditioned on a portion of the existing barn being removed so that it is at least 35 feet from all property lines. This is the required setback for agricultural structures in the R-1 Zoning District. A plat would also have to be submitted since zoning lines must follow property lines. The approval of such plat would also need to be a condition of the rezoning approval.

At their meeting on October 15, the planning commission unanimously recommended approval of Ordinance 15-19 subject to the barn being removed to the extent that it would meet required setbacks and to a plat being submitted that would establish the lot that is being rezoned. The barn has now been partially demolished to meet setbacks and the plat was submitted to and subsequently approved by the planning commission at their meeting on November 19.

PROPOSED MOTION:

The staff recommends approval of Ordinance 15-19 on second 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:	15-19
PREPARED BY:	Shipley
REQUESTED BY:	Ryan Lynch
CERTIFIED BY FMPC:	October 15, 2015
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from General Single-Family Residential (R-2) to Rural Residential (R-1) (Exhibits A and B).

SECTION 2.

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

Dr. Ralph McGill, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of _____, 2015, with approval recommended.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION



**Ordinance 15-19
Exhibit A**

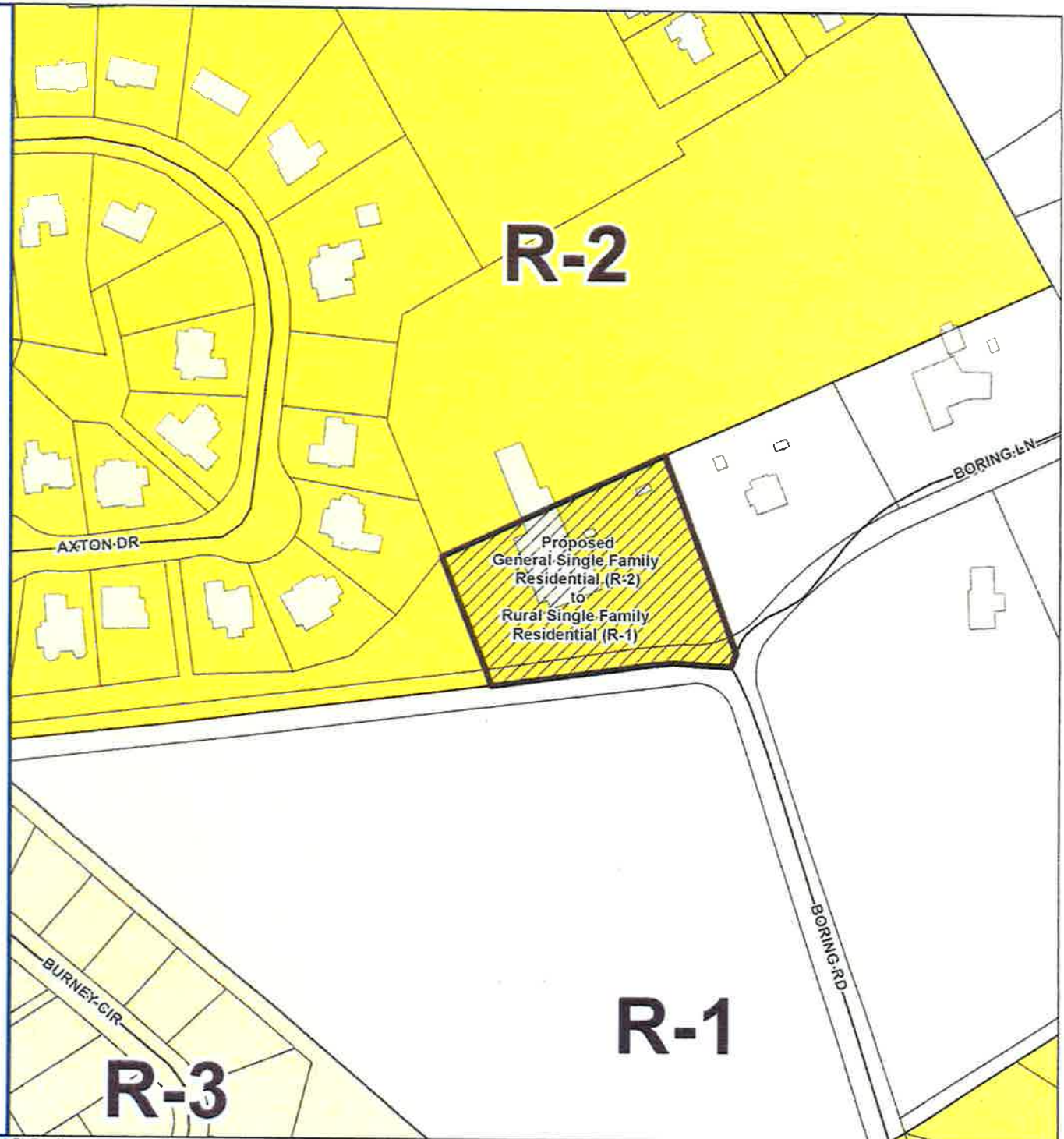
Rezone
a portion of Parcel 78.01, Tax Map 142

From
General Single Family
Residential (R-2)
to
Rural Single Family
Residential (R-1)

-  Streets
-  Parcel
-  Subject Property
-  Buildings
-  R-1, Rural Single-Family Residential
-  R-2, General Single-Family Residential
-  R-3, Small Lot Single-Family Residential



1 in = 200 ft



RESOLUTION PC-15-17

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT ZONING MAP, ORDINANCE 86-16, TO RECOMMEND THE APPROVAL OF THE REZONING OF A PORTION OF PARCEL 78.01, TAX MAP 142, LOCATED AT 200 BORING ROAD, FROM R-2 TO R-1

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on October 15, 2015;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of an ordinance, amending Ordinance 86-16, of the Farragut Zoning Ordinance, by adding Ordinance 15-19.

ADOPTED this 15th day of October, 2015.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary