



Town of Farragut, Tennessee
**Farragut Board of Mayor & Aldermen
Meeting**

Farragut Town Hall
11408 Municipal Center Drive
Thursday, June 12, 2025 at 6:00 PM

Board Workshop
Volunteer Committees
5:30 PM

AGENDA

- I. Roll Call, Silent Prayer, Pledge of Allegiance
- II. Approval of Agenda
- III. Approval of Minutes
 - A. May 22, 2025
- IV. Mayor's Report
- V. Ordinances & Resolutions
 - A. Ordinances
 - 1. First Reading
 - a. Approval of Ordinance 25-05, an ordinance amending Chapter 2, Article 6, Finance, of the Farragut Municipal Code to add section 2-300, Competitive Sealed Proposals
 - b. Approval of Ordinance 25-10, an ordinance on First Reading, adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026
 - 2. Second Reading
 - a. Approval of Ordinance 25-08, ordinance on Second Reading and Public Hearing, amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program & Tourism Funds

**11408 MUNICIPAL CENTER DRIVE | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG**

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status 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

B. Resolution

1. Approval of the Resolution R-2025-10, Fiscal Year 2026 Fee Schedule

VI. Business Items

- A. Approval of ADA Trail Improvements at Mayor Bob Leonard Park
- B. Approval to reject the bid for Contract #2025-14 McFee Park Prefabricated Restroom
- C. Approval of Change Order 5 (Final Quantities Closeout) and Liquidated Damages, Contract 2022-07, Farragut Advanced Traffic Management System Phase 1
- D. Approval of the re-appointment of Joe LaCroix to the Visual Resources Review Board
- E. Approval of Fiscal Year 2026 Volunteer Committee Appointments
- F. Approval of the Village Green Swim Team Triathlon

VII. Citizens Forum

VIII. Town Administrator's Report

IX. Town Attorney's Report

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;

- 1. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
- 2. Speakers shall come to the podium and identify themselves by name and street address;
- 3. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be

amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;

4. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
5. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
6. Comments may support or oppose issues or measures;
7. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
8. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

1. A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
2. A violation of this section is a Class A misdemeanor.



MINUTES
May 22, 2025

BMA MEETING
6:00 PM

Roll Call, Silent Prayer, Pledge of Allegiance

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, no; Alderman Cain, no; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, yes; in addition to staff and member of the press.

Approval of Agenda

Motion was made to approve the agenda with the deletion of item V.B. Approval of Change Order 5, Contract 2022-07, Farragut Advanced Traffic Management System (ATMS). Moved by Vice-Mayor Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, and Alderman White; no nays; Aldermen Burnette and Cain were absent; motion passed.

Approval of Minutes

Motion was made to approve the minutes of May 8, 2025, as presented. Moved by Vice-Mayor Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, and Alderman White; no nays; Aldermen Burnette and Cain were absent; motion passed.

Ordinances & Resolutions

Ordinance

Public Notice and Second Reading

Approval of Ordinance 25-07 amending Farragut Municipal Code Chapter 12 Municipal Court, Section 12-8, Office of municipal court clerk; to replace the existing section in its entirety with a new ordinance; court clerk to be designated by the Town Administrator

Motion was made to approve Ordinance 25-07 on second and final reading. Moved by Vice-Mayor Meyer, seconded by Alderman White; Roll call vote; Alderman Burnette, absent; Alderman Cain, absent; Alderman White, yes; Vice-Mayor Meyer, yes; Mayor Williams, yes; motion passed.

First Reading

Approval of Ordinance 25-08, ordinance amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program & Tourism Funds

Motion was made to approve Ordinance 25-08 on first reading. Moved by Vice-Mayor Meyer, seconded by Alderman White; Roll call vote; Alderman Burnette, absent; Alderman Cain, absent; Alderman White, yes; Vice-Mayor Meyer, yes; Mayor Williams, yes; motion passed.

Business Items

Approval of Request for Supplement from LDA Engineering, Inc. for Additional Design Services for Virtue Road/Boyd Station Road Improvements Project.

Motion was made to approve the supplement request 1 from LDA Engineering, Inc. with the fee of \$58,000, amended total contract amount of \$346,000. Moved by Vice-Mayor Meyer, seconded by Alderman White. Steve Williams, 721 Virtue Road, addressed the board about some concerns regarding the project. Voting yes, Mayor Williams, Vice-Mayor Meyer, and Alderman White; no nays; Aldermen Burnette and Cain were absent; motion passed.

Approval of Wright Construction, Town Hall Contract Change Order #2

Motion was made to approve change order #2 un the amount of \$62,438 for contract #2024-07 Farragut Town Hall Interior Renovation, Wright Construction. The new contract amount will be \$3,073,357. Moved by Alderman White, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Meyer, and Alderman White; no nays; Aldermen Burnette and Cain were absent; motion passed.

Approval of Wright Construction, Town Hall Contract Change Order #3

Motion was made to approve change order #3 in the amount of -\$21,876 for contract #2024-07 Farragut Town Hall Interior Renovation, Wright Construction. The new contract amount will be \$3,051,481. Moved by Alderman White, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Meyer, and Alderman White; no nays; Aldermen Burnette and Cain were absent; motion passed.

Town Administrator's Report

The following transfers were authorized by the Town Administrator and reported to the board.

From Acct Number	To Acct Number	Amount Transferred
110-41800-2400	110-41800-2540	\$6,400
110-41530-5570	110-41530-2560	\$4,000
110-41530-5570	110-41530-2350	\$250
110-41100-2800	110-41100-3280	\$700
110-41640-9720	110-41640-2230	\$200
110-41640-9720	110-41640-2220	\$100
110-41640-9720	110-41640-2180	\$800
110-41990-2540	110-41990-3010	\$4,000
611-41650-1420	611-41650-6000	\$6,000
110-43000-4820	110-43000-1380	\$2,800
110-41640-9730	110-41640-2350	\$12,000

The meeting adjourned at 6:28 PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Allison Myers, Finance Director/Town Recorder

Subject: Approval of Ordinance 25-05, an ordinance amending Chapter 2, Article 6, Finance, of the Farragut Municipal Code to add section 2-300, Competitive Sealed Proposals

Introduction & Background:

Purpose of this agenda item is to approve Ordinance 25-05 on first reading.

Discussion & Recommendations:

The Tennessee Code Annotated 12-3-1207 authorizes municipalities to use, under certain circumstances, competitive sealed proposals to purchase goods and services and requires that a municipality adopt by ordinance a procurement code outlining the guidelines.

The procurement code shall provide that competitive sealed proposals may be used only when qualifications, experience, or competence are more important than price in making the purchase and:

1. When there is more than one (1) solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution; or
2. When there is no readily identifiable solution to a purchasing issue and the competitive sealed proposals will assist in identifying one (1) or more solutions.

Municipalities may make purchases using competitive sealed proposals rather than competitive sealed bids when the governing body determines that competitive sealed bidding is either not practicable or not advantageous to the municipality. This act places the following restrictions and requirements on purchasing through competitive sealed proposals:

- The governing body must adopt a procurement code by ordinance before purchases may be made through competitive sealed proposals. MTAS, in conjunction with the Comptroller's Office, developed a code that municipalities may adopt.
- Purchases using competitive sealed proposals may be made only in instances when qualifications, experience, and competence are more important than price.
- These purchases may be made only when there is either:
 - More than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best

- solution, or
 - No readily identifiable solution to a purchasing issue and competitive sealed proposals will assist in identifying one or more solutions.
- Adequate public notice must be given for the request for proposals in the same manner as for requests for competitive sealed bids.
- The request for proposals must state the relative importance of price and other factors.
- Proposals must be opened in a manner that avoids disclosure of contents to competing respondents during the later negotiations. Proposals must be open to public inspection when the intent to award the contract to a particular respondent is announced.
- Discussions for clarification may be conducted with responsible respondents who submit proposals that have been determined by the purchasing agent to be viable for selection. These respondents must be given fair treatment relative to discussion and revision of proposals.
- Revisions to submitted proposals are permitted before the intent to award to a particular respondent is announced.
- In the discussions, the purchasing agent and other municipal personnel may not disclose information derived from competing proposals.
- The award must be made to the responsible respondent whose proposal the governing body determines is most advantageous to the municipality. The purchasing agent must place in the file a statement containing the basis on which the award was made.

Some examples of comparative sealed proposals would be used for the automated traffic enforcement program contract, GIS Services, and Visit Farragut Website maintenance.

Recommended By:

Allison Myers, Finance Director/Town Recorder
for approval.

Proposed Motion:

To approve Ordinance 25-05 on first reading.

ORDINANCE	25-05
PREPARED BY	Myers
1 ST READING	June 12, 2025
2 ND READING	June 26, 2025
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING CHAPTER 2, ARTICLE 6, FINANCE, OF THE MUNICIPAL CODE REGARDING THE MUNICIPAL PURCHASING REGULATIONS.

WHEREAS, Tennessee Code Annotated § 12-3-1207 authorizes municipalities to use, under certain circumstances, competitive sealed proposals to purchase goods and services rather than competitive sealed bids; and

WHEREAS, Tennessee Code Annotated § 12-3-1207 requires that a municipality adopt by ordinance a procurement code before purchases may be made as authorized; and

WHEREAS, the Board of Mayor and Aldermen desires to exercise the power and authority granted to municipalities under said legislation and in that regard desires to adopt a procurement code in accordance with such legislation;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee that:

SECTION 1. Chapter 2, Article 6-Finance, Division 2-Purchasing of the municipal code is hereby amended by adding a new section 2-300 to the town's purchasing regulations:

2-300. Competitive Sealed Proposals. (1) Notwithstanding anything to the contrary in the municipal ordinances and/or resolutions governing purchases, the town may use competitive sealed proposals to purchase goods and services rather than competitive sealed bids when the Board, acting under the restrictions and requirements of Tennessee Code Annotated Title 12, Chapter 3, Part 12, as same may hereinafter be amended, and the procurement code adopted by this section, determines that the use of competitive sealed bidding is either not practicable or not advantageous to the town. The Board must make the aforesaid determination with regard to each use of competitive sealed proposals rather than competitive sealed bids, except that in actual emergencies caused by unforeseen circumstances such as natural or human-made disasters, delays by contractors, delays in transportation, or unanticipated volume of work, purchases through competitive sealed proposals may be made without specific authorizing action of the Board. A record of any emergency purchase shall be made by the person authorizing the emergency purchase, specifying the amount paid, the items and services purchased, from whom the purchase was made, and the nature of the emergency. A report of the emergency purchase purchased through competitive sealed proposals containing all

relevant information shall be made as soon as possible by the person authorizing the purchase to the Board.

(2) Criteria and Procedure. The following shall constitute the criteria and procedures for purchasing through competitive sealed proposals:

(a) *Conditions for Use*.

(i) Competitive sealed proposals may be used only after the municipality has documented the reasons why competitive sealed bids are not practicable or not advantageous to the municipality, and

(ii) Competitive sealed proposals may be used only when qualifications, experience, or competence are more important than price in making the purchase and:

(1) When there is more than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution; or

(2) When there is no readily identifiable solution to a purchasing issue and the competitive sealed proposals will assist in identifying one or more solutions.

(b) *Public Notice*. Adequate public notice of the request for competitive sealed proposals shall be given in the same manner provided by applicable law for competitive sealed bids.

(c) *Request/Evaluation Factors*. The request for competitive sealed proposals must state the relative importance of price and other evaluation factors. Among other things, the request shall include the desired specifications (which may be expressed in the context of the result sought to be obtained); the qualifications of each proposer; warranties, time frame for performance, the contract; and, if applicable, the bond or other security that the successful proposer will be required to furnish. The request for competitive sealed proposals shall provide that, after receipt by the town of a proposal, interviews, presentations, demonstrations, and discussions, either oral or in writing or both, may be conducted for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with one (1) or more responsible proposers who submit proposals determined by the purchasing agent to be reasonably susceptible of being selected. The request shall set forth the date, time, and place for submission of proposals.

(d) *Opening of Proposals*. Competitive sealed proposals must be opened in a manner that avoids disclosure of the contents to competing proposers during the negotiation. The proposals and all related materials must be open for public inspection after, but not before, the intent to award the contract to a particular proposer is announced.

(e) *Discussions with Responsive Proposers and Revisions to Proposals.* After receipt by the town of a proposal, interviews, presentations, demonstrations, and discussions, either oral or in writing or both, may be conducted for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with one (1) or more responsible proposers who submit proposals determined by the purchasing agent to be reasonably susceptible of being selected. The proposers must be accorded fair and equal treatment with respect to an opportunity for an interview, presentation, demonstration, discussion, or revision of proposals, both as to the particular goods or services to be furnished and the price thereof. In order to permit the town to obtain the best offers of proposers, revisions may be permitted after submission and before the intent to award to a particular proposer is announced. In conducting interviews, presentations, demonstrations, or discussions, the purchasing agent and other municipal personnel shall not disclose to a proposer during the negotiations information derived from proposals submitted by competing proposers. Nothing contained herein shall preclude the town from conducting conferences or otherwise communicating with all parties who may be interested in responding to a proposal prior to the time that proposals are to be received.

(f) *Best and final offers.* If interviews, presentations, demonstrations, or discussions are conducted, the purchasing agent shall issue a written request for best and final offers. The request shall set forth the date, time, and place for submission of best and final offers. Best and final offers shall be requested only once, unless the purchasing agent makes a written determination that it is advantageous to the town to conduct further discussion or clarify the town's requirements. The request for best and final offers shall inform proposers that, if they do not submit a notice of withdrawal or a best and final offer, their latest written offer will be construed as their best and final offer. Nothing contained herein shall preclude the Board from rejecting all proposals and thereafter requesting new proposals.

(g) *Award.* The award shall be made to the responsible proposer whose proposal the Board determines is the most advantageous to the town, taking into consideration price and the evaluation factors set out in the request for competitive sealed proposals. No other factor may be used in the evaluation. The purchasing agent shall place in the contract file a statement containing the basis on which the award was made.

(h) *Protest.* In the event that any proposer to a request for competitive sealed proposals is aggrieved by the decision of the town, such aggrieved proposer may protest the intended award to another proposer if the protest is filed within seven (7) days after the intended award is announced. The protest must be filed with the Board in care of the Town Administrator of the town and shall be promptly

decided by the Board. The purchase shall not be finalized and work may not commence until the Board has reviewed and made a decision on the protest.

(i) *No Conflict with Other Laws.* Nothing contained herein is intended to change the authority of the town with respect to contracting for professional services in accordance with the applicable laws of the state of Tennessee.

SECTION 2. This ordinance shall take effect upon publication after its final passage in a newspaper of general circulation, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Ordinance 25-10, an ordinance on First Reading, adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026

Introduction & Background:

The purpose of this agenda item is to approve Ordinance 25-10 on First Reading, adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026

Discussion & Recommendations:

The planning for fiscal year end 2025 and projected 2026 budget that starts on July 1 has been in process since early January when the Town began our strategic planning process for the year. This year our local economy has continued to be resilient and is reflected through positive sales tax growth and continued residential and commercial development in FY2025 that should continue throughout FY2026.

GENERAL FUND

The proposed year-end FY2025 General Fund revenues are estimated at \$18,386,115, with expenditures of \$10,892,180. This year end estimate accounts for a 6.4% increase in sales tax revenue from the FY25 budget, as well as additional revenue increases in the state sales tax, wholesale liquor taxes, recreation fees and interest earnings. The proposed FY2026 General Fund revenues are \$17,817,804, which is a slight decrease from estimated FY2025 revenues due to conservative estimates for interest earnings. Local sales tax revenue is estimated to increase slightly from FY25 estimated end of year projection to \$10,763,802. This revenue source accounts for 60.4% of the Town's total general fund revenue. A second major revenue source is State Sales Tax. This tax is distributed from the State of Tennessee to local governments and is based on the Farragut population base, which is currently 23,506 according to the 2020 Census. Total FY26 proposed revenue in State Sales Tax is \$2,910,000.

General Fund Expenditures for FY2026 are proposed at \$12,082,765, which is a 6.9% increase over the FY2025 budget. The Town of Farragut conducted a classification and compensation study for all employee positions to remain competitive for both salaries and benefits in the current employment market. Based on the results of the study, the budget reflects an overall adjustment of 5.6% to current payroll to implement the recommendations from the study. Employees will also be eligible for a 3% merit package. The cost to implement the classification and compensation study and merit package for personnel is \$413,112. The budget also includes higher expenses for employee health insurance that are estimated to cost an additional 3% over FY25 or \$46,634.

For FY26, the Town Administrator is proposing to add 2.5 full-time equivalent positions, including a restructuring of the leadership team. The current Assistant Town Administrator position will be eliminated and allow for internal promotional opportunities to include an Administrative Services Director and a Public Services Director. This restructuring will facilitate improved efficiency within the departments, help align our strategic goals with our resources, give us greater adaptability and provide a greater focus on our customer service initiatives. Included in this restructuring is the addition of a

Training and Development Coordinator in the Human Resources Department. These proposed changes will provide a total savings of \$35,162 to the current FY25 budget.

The Public Works department will be moving a Part-Time Administrative Assistant to Full-time and adding a Fleet Service Mechanic to oversee all aspects of fleet service. The total cost of these positions is budgeted at \$159,130.

The overall General Fund budget projects \$5.8 million in revenues over expenditures for FY26. The budget funds the rainy-day fund at a total of \$3.6 million, with an assigned fund balance of \$7 million and an available fund balance at the end of the FY26 budget year to be \$21 million.

STATE STREET AID FUND

The State Street Aid Fund has projected revenues of \$870,917 and estimated expenditures of \$2,205,000. This fund is primarily used to resurface streets in the Town of Farragut. With energy prices remaining high over the past year, the number of lane miles the town is able to repave will require additional funding to keep pace with our historical average. At the end of the FY26 budget there will be an estimated \$2,291,516 in fund balance.

TOURISM FUND

The Tourism Fund is a special revenue fund where the primary source of funding comes from the 3% occupancy tax on hotel night stays by visitors to the local Farragut hotels. Revenues from hotel stays have remained consistent due to the heavy travel volume along the I-75/I-40 corridor and the convenient shopping and entertainment in the area, with estimated revenues for FY26 at \$661,000. In FY26 the Tourism Fund is receiving ARPA grant funds of \$85,000, which will be utilized for additional marketing and promotional opportunities for the tourism program. The Tourism Fund this year has two large initiatives that are being funded, included the purchase of a portable stage for events and phase one of the wayfinding program for a total budget of \$500,000. With the reopening of Farragut Town Hall, the Farragut Museum is also open for business, with total projected expenditures of \$77,888. Proposed Tourism Fund expenditures for FY26 are \$1,130,559, with an ending fund balance of \$579,902.

ARPA FUND

The American Rescue Plan Act (ARPA) Fund includes funding from the U.S. Government to all local governments based on population. The Town has received two equal payments totaling \$7,055,252. The Town also received additional TDEC grant funds in FY23 of \$1,721,566 to utilize on stormwater infrastructure projects and in FY24 received a TDEC grant for a stormwater parking facility of \$2,017,591. ARPA funds may be utilized on any local government service or project. For FY26, the Town will be allocating a total of \$1,213,764 on broadband infrastructure enhancements to connect all town facilities. Funding for the remaining ARPA funded projects must be spent by December 31, 2026.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund provides a long-term plan for equipment and vehicle replacement and has projected expenditures of \$585,000 in FY26 and a transfer from the general fund of \$225,000. There will be an estimated fund balance in the Equipment Replacement fund of \$1,063,383.

ADA CAPITAL PROJECTS FUND

The ADA Capital Projects Fund does not have any major projects planned for FY2026. Since developing the Town's ADA Transition Plan in 2018, the Town has made improvements to Anchor Park, Mayor Bob Leonard Park, Town Hall improvements and dozens of curb ramps as street resurfacing projects are completed. There are more proposed curb ramps to be replaced in FY2026 to be brought into compliance with ADA standards and those funds will be paid out of the State Street Aid Fund. There is a

proposed \$150,000 transfer from the General Fund to the ADA Fund in FY2026, with a projected fund balance of \$740,477.

CAPITAL INVESTMENT PROGRAM FUND

The Capital Investment Program (CIP) Fund budget has a total of \$17,302,000 in projects planned to get underway in FY26. These projects include security enhancements; Enterprise Resource Planning software upgrades; sand volleyball complex reconstruction; construction of Boyd Station Road multi-modal improvements and Union Road multi-modal improvements; intersection improvements at Campbell Station Road and Jamestown Blvd, as well as Concord Road and Loop Road; and adaptive traffic signal upgrades throughout Farragut. Revenues for the CIP come from Town resources in the form of a \$6,000,000 transfer from the General Fund, \$4,882,000 from CIP Reserves, and \$6,320,000 from federal and/or state matching grants. Overall, the FY2026 projected available fund balance is \$8,994,719.

INSURANCE FUND

The Insurance Fund includes funding for retiree health insurance and annual leave disbursements at an employee's retirement date. There are no budget transfers from the General Fund proposed in the FY26 budget and the available fund balance is \$303,265.

The FY2026 budget aligns with the Town of Farragut strategic plan of Connecting our Community with Excellent Parks, Greenways, Trails, Sidewalks and Recreation Programs; Enhancing the Town's Financial Position; Collaborating at a Local, State and Federal level; Supporting and Caring for our Team; and Advancing a High-Quality and Well-Maintained Community. The FY2026 budget will allow the Town of Farragut to continue providing exceptional service to our community while living well within our projected revenues and maintaining a healthy fund balance.

Recommended By:

David Smoak, Town Administrator
for approval.

Proposed Motion:

To approve Ordinance 25-10 on First Reading, adopting the annual budget for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026

ORDINANCE	25-10
PREPARED BY	Myers
1 ST READING	May 22, 2025
2 nd READING	June 12, 2025
PUBLISHED IN	Farragut Press
DATE	

**AN ORDINANCE OF THE
TOWN OF FARRAGUT, TENNESSEE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026**

WHEREAS, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Governing Body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF FARRAGUT, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2026, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND		Estimated	
	Actual	Actual	Budget
	FY 2024	FY 2025	FY 2026
Revenues			
Local Taxes	\$ 10,406,132	\$ 10,748,826	\$ 10,763,802
State Sales Tax	\$ 2,884,673	\$ 2,913,000	\$ 2,910,000
Wholesale Beer, Liquor & Mixed Drink Tax	\$ 1,676,346	\$ 1,705,800	\$ 1,650,800
Intergovernmental	\$ 769,308	\$ 761,687	\$ 758,445
Building Permits & Licenses	835,811	585,815	569,550
Recreation Fees	526,916	450,600	480,000
Traffic Enforcement Program & Fines	123,051	21,000	48,000
Rent	137,886	118,407	135,207
Miscellaneous	1,379,988	1,080,980	502,000
Total Revenues and Other Financing Sources	\$ 18,740,111	\$ 18,386,115	\$ 17,817,804
Appropriations			
Expenditures			
Legislative	\$ 33,923	\$ 38,390	\$ 134,210
Town Court	88,427	65,970	60,944
Administration	974,452	916,908	686,258
Finance	89,438	506,883	552,700
Information Technology	587,673	779,854	806,812
Human Resources	216,494	283,587	483,897
Communications	204,364	222,637	246,275
Engineering	937,169	989,658	1,071,239
Community Development	1,334,657	1,414,823	1,539,506
General Government	385,889	439,900	543,570
Public Works	2,433,566	1,758,738	2,314,507
Non-Departmental	634,063	640,000	697,200
Community Center	440,661	625,490	680,869
Parks Department	903,522	2,096,342	2,161,279
Economic Development	119,510	113,000	103,500
Other Financing Uses			
Transfers Out - to other funds	8,365,000	7,425,000	6,375,000
Total Appropriations	\$ 17,748,808	\$ 18,317,180	\$ 18,457,766
Change in Fund Balance (Revenues - Appropriations)	991,303	68,935	(639,962)
Beginning Fund Balance July 1	31,130,472	32,121,775	32,190,710
Ending Fund Balance June 30	\$ 32,121,775	\$ 32,190,710	\$ 31,550,748
Ending Fund Balance as a % of Total Appropriations	181.0%	175.7%	170.9%

STATE STREET AID FUND	Actual FY 2024	Estimated Actual FY 2025	Budget FY 2026
Revenues			
State Gas and Motor Fuel Taxes	\$ 820,393	\$ 822,752	\$ 850,917
Interest Earnings	135,128	225,000	20,000
Other Financing Sources			
Transfers In - from other funds	500,000	1,500,000	-
Total Revenues and Other Financing Sources	\$ 1,455,521	\$ 2,547,752	\$ 870,917
Appropriations			
Road & Sidewalk Maintenance	\$ 1,001,092	\$ 1,765,000	\$ 2,205,000
Total Appropriations	\$ 1,001,092	\$ 1,765,000	\$ 2,205,000
Change in Fund Balance (Revenues - Appropriations)	454,429	782,752	(1,334,083)
Beginning Fund Balance July 1	2,388,418	2,842,847	3,625,599
Ending Fund Balance June 30	\$ 2,842,847	\$ 3,625,599	\$ 2,291,516
Ending Fund Balance as a % of Total Appropriations	284.0%	205.4%	103.9%

ARPA FUND	Actual FY 2024	Estimated Actual FY 2025	Budget FY 2026
Revenues			
Interest	\$ 347,701	\$ 100,000	\$ 30,000
TDEC Non-Competative Grant-Desing Services	290,645	473,800	-
TDEC Non-Competative Grant-Construction		957,121	
ARP Competative Grant-Parking Facility		2,017,591	
Transfers In - from other funds	-	410,907	-
Total Revenues and Other Financing Sources	\$ 638,346	\$ 3,959,419	\$ 30,000
Appropriations			
Town Hall Building Improvements	\$ 1,583,960	\$ 2,668,232	\$ -
Stormwater Parking Facilities	\$ 3,616	\$ 2,500,000	
Broadband Infrastructure	\$ 160,170	\$ 572,310	\$ 1,213,764
Stormwater Master Plan	\$ 549,199	\$ 206,849	
Stormwater Improvements	\$ -	\$ 1,708,131	
Total Appropriations	\$ 2,296,945	\$ 7,655,522	\$ 1,213,764
Change in Fund Balance (Revenues - Appropriations)	(1,658,599)	(3,696,103)	(1,183,764)
Beginning Fund Balance July 1	6,642,843	4,984,244	1,288,141
Ending Fund Balance June 30	\$ 4,984,244	\$ 1,288,141	\$ 104,377
Ending Fund Balance as a % of Total Appropriations	217.0%	16.8%	8.6%

TOURISM FUND	Estimated		
	Actual FY 2024	Actual FY 2025	Budget FY 2026
Revenues			
Room Occupancy	\$ 500,000	\$ 555,000	\$ 557,000
Interest Earnings	8,000	50,000	15,000
Museum & Gift Shop Revenue	-	1,850	4,000
ARPA Grant Funding	117,536	47,500	85,000
Total Revenues and Other Financing Sources	\$ 625,536	\$ 654,350	\$ 661,000
Appropriations			
Tourism	\$ 503,961	\$ 516,864	\$ 1,052,671
Farragut Museum	68,011	51,211	77,888
Total Appropriations	\$ 571,972	\$ 568,075	\$ 1,130,559
Change in Fund Balance (Revenues - Appropriations)	53,564	86,275	(469,559)
Beginning Fund Balance July 1	909,622	963,186	1,049,461
Ending Fund Balance June 30	\$ 963,186	\$ 1,049,461	\$ 579,902
Ending Fund Balance as a % of Total Appropriations	168.4%	184.7%	51.3%

ADA CAPITAL PROJECTS FUND	Estimated		
	Actual FY 2024	Actual FY 2025	Budget FY 2026
Revenues			
Interest	\$ 27,211	\$ 28,000	\$ 1,000
Total Revenues and Other Financing Sources	\$ 27,211	\$ 28,000	\$ 1,000
Appropriations			
ADA Improvements	\$ 0	\$ 150,000	\$ 0
Total Appropriations	\$ 0	\$ 150,000	\$ 0
Change in Fund Balance (Revenues - Appropriations)	27,211	(122,000)	1,000
Beginning Fund Balance July 1	384,266	411,477	289,477
Ending Fund Balance June 30	\$ 411,477	\$ 289,477	\$ 290,477
Ending Fund Balance as a % of Total Appropriations	4114769900.0%	193.0%	2904769800.0%

EQUIPMENT FUND	Estimated		
	Actual FY 2024	Actual FY 2025	Budget FY 2026
Revenues			
Interest	\$ 58,427	\$ 45,000	\$ 20,000
Sale of Equipment	23,957	18,850	-
Transfers In - from other funds	215,000	725,000	225,000
Total Revenues and Other Financing Sources	\$ 297,384	\$ 788,850	\$ 245,000
Appropriations			
Major Equipment	\$ 312,334	\$ 375,000	\$ 585,000
Total Appropriations	\$ 312,334	\$ 375,000	\$ 585,000
Change in Fund Balance (Revenues - Appropriations)	(14,950)	413,850	(340,000)
Beginning Fund Balance July 1	1,004,483	989,533	1,403,383
Ending Fund Balance June 30	\$ 989,533	\$ 1,403,383	\$ 1,063,383
Ending Fund Balance as a % of Total Appropriations	316.8%	374.2%	181.8%

INSURANCE FUND	Estimated		
	Actual FY 2024	Actual FY 2025	Budget FY 2026
Revenues			
Interest	\$ 26,927	\$ 20,400	\$ 10,000
Transfers In - from other funds	-	50,000	-
Total Revenues and Other Financing Sources	\$ 26,927	\$ 70,400	\$ 10,000
Appropriations			
Retirement Benefit	\$ 11,139	\$ 30,000	\$ 30,000
OPEB Health Cost	126,521	52,000	52,000
Total Appropriations	\$ 137,660	\$ 82,000	\$ 82,000
Change in Fund Balance (Revenues - Appropriations)	(110,733)	(11,600)	(72,000)
Beginning Fund Balance July 1	497,598	386,865	375,265
Ending Fund Balance June 30	\$ 386,865	\$ 375,265	\$ 303,265
Ending Fund Balance as a % of Appropriations	281.0%	457.6%	369.8%

SECTION 2: At the end of the fiscal year 2025, the governing body estimates fund balances or deficits as follows:

Fund	Estimated Fund Balance/Net Position at June 30, 2025
General Fund	\$ 31,550,748
State Street Street Aid Fund	2,291,516
ARPA Fund	104,377
Tourism Fund	579,902
ADA Capital Projects	290,477
Equipment Fund	1,063,383
Insurance Fund	303,265

SECTION 3: During the coming fiscal year (2026) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	\$ 300,000.00	\$ 300,000.00	\$ -
Public Works Facility Improvements	\$ 500,000.00	\$ 500,000.00	\$ -
Anchor Green Restroom	\$ 400,000.00	\$ 400,000.00	\$ -
Enterprise Resource Planning (ERP)	\$ 160,000.00	\$ 160,000.00	\$ -
Town Facilities Security Plan	\$ 295,000.00	\$ 295,000.00	\$ -
Sand Volleyball Complex Reconstruction	\$ 50,000.00	\$ 50,000.00	\$ -
McFee Tennis Court Resurfacing	\$ 40,000.00	\$ 40,000.00	\$ -
McFee Road Property	\$ 150,000.00	\$ 150,000.00	\$ -
Stormwater Improvements	\$ 400,000.00	\$ 400,000.00	\$ -
Adaptive Traffic Signal Upgrades	\$ 250,000.00	\$ 250,000.00	\$ -
Illuminated Street Signs	\$ 150,000.00	\$ 150,000.00	\$ -
Boyd Station Road Multi-Modal Improvements	\$ 1,667,000.00	\$ 1,667,000.00	\$ -
Campbell Station Road/Jamestowne Blvd. Intersection Improvements	\$ 700,000.00	\$ 700,000.00	\$ -
Concord Road/Loop Road Intersection Improvements	\$ 650,000.00	\$ 650,000.00	\$ -
Everett Road Greenway Connection	\$ 20,000.00	\$ 20,000.00	\$ -
Red Mill Trailhead	\$ 170,000.00	\$ 170,000.00	\$ -
Sonja Drive/Admiral Road Multi-Modal Improvements	\$ 1,375,000.00	\$ 1,375,000.00	\$ -
Boring Road/Smith Road Intersection Improvements	\$ 25,000.00	\$ 25,000.00	\$ -
Boring Road Mid-Block Pedestrian Crossing	\$ 150,000.00	\$ 150,000.00	\$ -
Sugarwood Drive Access to Kingston Pike	\$ 600,000.00	\$ 600,000.00	\$ -
Turkey Creek Road Multi-Modal Improvements	\$ 500,000.00	\$ 500,000.00	\$ -
Union Road Multi-Modal Improvements	\$ 7,900,000.00	\$ 7,900,000.00	\$ -
Watt Road Roundabout	\$ 850,000.00	\$ 850,000.00	\$ -

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	\$ 1,500,000.00	\$ 1,500,000.00	
Anchor Park Fence	\$ 175,000.00	\$ 175,000.00	\$ -
Anchor Park Playground	\$ 300,000.00	\$ 300,000.00	\$ -
MBLP Trail Lighting Update	\$ 125,000.00	\$ 125,000.00	\$ -
MBLP Field 3 Turf Replacement	\$ 725,000.00	\$ 725,000.00	\$ -
McFee Road Property	\$ 2,600,000.00	\$ 2,600,000.00	\$ -
McFee Park Splash Pad Elements	\$ 80,000.00	\$ 80,000.00	\$ -
Stormwater Improvements	\$ 2,000,000.00	\$ 2,000,000.00	\$ -
Adaptive Traffic Signal Upgrades	\$ 750,000.00	\$ 750,000.00	\$ -
Illuminated Street Signs	\$ 150,000.00	\$ 150,000.00	\$ -
Campell Station Road/Eddy Courtney Way Intersection Improvements	\$ 750,000.00	\$ 750,000.00	\$ -
Everett Road Greenway Connection	\$ 80,000.00	\$ 80,000.00	\$ -
Boring Road/Smith Road Intersection Improvements	\$ 75,000.00	\$ 75,000.00	\$ -
Boring Road Closure	\$ 50,000.00	\$ 50,000.00	\$ -
Sugarwood Drive Access to Kingston Pike	\$ 1,400,000.00	\$ 1,400,000.00	\$ -
Turkey Creek Road Multi-Modal Improvements	\$ 2,000,000.00	\$ 2,000,000.00	\$ -
Virtue Road-Phase II Multi-Modal Improvements (Brookmere to Boyd Station)	\$ 7,480,000.00	\$ 7,480,000.00	\$ -
KP Pedestrian Underpass at N. Fork Turkey Creek	\$ 765,000.00	\$ 765,000.00	\$ -
Municipal Center Drive Extension to Kingston Pike	\$ 3,800,000.00	\$ 3,800,000.00	\$ -
Evans Road Multi-Modal Improvements	\$ 1,550,000.00	\$ 1,550,000.00	\$ -

SECTION 4: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

SECTION 5: Money may be transferred from one appropriation to another in the same fund in an amount of up to \$25,000 by the Town Administrator, subject to such limitations and procedures as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 6: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 7: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the

Statutes, the Governing Body shall adjust its estimates to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

SECTION 8: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 9: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 10: This ordinance shall take effect July 1, 2025, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN**Prepared By:** Allison Myers, Finance Director/Town Recorder**Subject:** Approval of Ordinance 25-08, ordinance on Second Reading and Public Hearing, amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program & Tourism Funds**Introduction & Background:**

The purpose of this agenda item is to approve Ordinance 25-08 on second reading to amend the Fiscal Year 2025 General Fund, Capital Investment Program and Tourism Fund budgets.

Discussion & Recommendations:**General Fund**

The General Fund will be amended by increasing expenditures from \$11,188,302 to \$11,388,810, an increase of \$200,508 for the following line items in the general fund budget. Funds will be utilized from the fund balance. There is one revision of the ordinance between first and second reading. The Non-Departmental expenditures will also increase an additional \$56,458 for liability insurance that was budgeted in FY24 but not expended until FY25.

<u>Department</u>	<u>Requested Amount</u>	<u>Original Budget</u>	<u>Amended Budget</u>
Public Works-Vehicle Maintenance	\$10,000	\$50,000	\$60,000
Vehicle Maintenance-The funds were transferred to the Parks Department's vehicle maintenance line item when the park maintenance crew transitioned from Public Works to the Parks Department. However, vehicle maintenance continues to be performed by the Public Works Department. 43000-2610			
Non-Departmental-Legal Services & Liability Insurance	\$91,458	\$208,000	\$299,458
Legal Services-Costs have been higher than expected due to ongoing litigation. 44000-2520 \$35,000 Liability Insurance-Costs were budgeted in FY24 but not expended until FY25. 110-44000-5130 \$56,458			
Non-Departmental-Mixed Drink Tax	\$97,000	\$180,000	\$277,000
Mixed Drink Tax - This line item is used to remit payment to Knox County for half of the funds collected from Mixed Drink Tax. The expenditure will need to be increased to reflect the increase in revenue collected. 44000-5180			
Reclassifying the First Aid Supplies Account from General Government (110-41800-3010) to Human Resources Department (110-41990-3010) AED for the Museum	\$2,050	\$4,200	\$6,250
The first aid line item will be reclassified from the General Government department to Human Resources. The increase is due to adding an automatic external defibrillator (AED) to the museum and transitioning all first aid supplies, maintenance and AED maintenance to Unifirst.			

Financial Section

Account Number: General Fund

<u>FY2025 Budget</u>	<u>Requested Amount</u>	<u>FY2025 Amended Budget</u>
\$11,188,302	\$144,050	\$11,332,352

Approved By: Allison Myers

Capital Investment Program

The Capital Investment Program will be amended by increasing expenditures from \$22,085,681 to \$22,339,681, an increase of \$254,000.

This amendment is needed for the professional services agreement for Virtue Road engineering, an increase of \$35,000.

The following project amendments are required to transfer budgeted funding from Fiscal Year 2024 to Fiscal Year 2025 totaling 254,000. The expenditure was budgeted in FY24 but not expended until FY25.

From FY2024 to FY2025		
	Original Budget	Amended Budget
Union Road Engineering	0	\$53,000
Pedestrian Warning Signals	0	\$166,000
	Total: \$219,000	

Financial Section

Account Number: Capital Investment Program

<u>FY2025 Budget</u>	<u>Requested Amendment</u>	<u>FY2025 Amended Budget</u>
\$22,085,681	\$254,000	\$22,304,681

Approved By: Allison Myers

Tourism Fund

The Tourism Fund will be amended by increasing expenditures from \$594,491 to \$607,491, an increase of \$13,000. Additional Funds are needed due to the wayfinding sign planning project that was budgeted in FY24 but not expended until FY25.

Financial Section

Account Number: Tourism Fund Budget

<u>FY2025 Budget</u>	<u>Requested Amendment</u>	<u>FY2025 Amended Budget</u>
\$594,491	\$13,000	\$607,491

Approved By: Allison Myers

Recommended By:

Allison Myers, Finance Director/Town Recorder
for approval.

Proposed Motion:

To approve Ordinance 25-08 on second reading, amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program & Tourism Fund budgets.

ORDINANCE	25-08
PREPARED BY	Myers
1 ST READING	May 22, 2025
2 ND READING	June 12, 2025
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2024-2025 GENERAL FUND, CAPITAL INVESTMENT FUND,
AND ADA FUND BUDGETS, PASSED BY ORDINANCE 24-07

WHEREAS, the Town of Farragut adopted the fiscal year 2024-25 budget by passage of Ordinance Number 24-07 on June 13, 2024; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, expenses will be greater than budgeted in the General Fund, Capital Investment Fund, and ADA Fund budgets; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2024-2025 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 24-07 is hereby amended by:

The **General Fund** will be amended by reclassifying the First Aid expenditure line item, 3010, from the General Government budget to the Human Resources Department budget and increasing expenditures from \$11,188,302 to \$11,388,810, an increase of \$200,508 (Public Works Department-\$10,000; Non-Departmental-\$188,458; Human Resources-\$2,050)

The **Capital Investment Program Budget** will be amended by increasing the expenditures from \$22,085,681 to \$22,304,681, an increase of \$254,000 (Virtue Road Engineering-\$35,000; Union Road Engineering-\$53,000; Pedestrian Warning Signals-\$166,000).

The **Tourism Fund** will be amended by increasing expenditures from \$594,491 to \$607,491, an increase of \$13,000 for the Wayfinding Project.

SECTION 2. The Board of Mayor and Aldermen authorizes the Town Recorder to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Allison Myers, Finance Director/Town Recorder

Subject: Approval of the Resolution R-2025-10, Fiscal Year 2026 Fee Schedule

Introduction & Background:

Each fiscal year, the Board of Mayor and Aldermen adopts a general fee schedule to establish the necessary fees associated with Town services. These include, but are not limited to, application fees, filing fees, license fees, and permit fees.

Discussion & Recommendations:

For Fiscal Year 2026, the proposed fee schedule reflects an overall increase of approximately 3.75%. This adjustment is primarily due to the Town no longer being permitted to charge customers a separate credit card processing fee. As a result, these costs have been incorporated into the general fee structure to ensure continued cost recovery for the Town's operations and services.

In particular, the Parks and Athletics Council is recommending the following adjustments (prior to the application of the percentage increase):

Fee Description	Current Fee	Proposed Fee
Fields (Diamond & Rectangular) Grass	\$25 per hour	\$30 per hour
Fields (Synthetic Turf)	\$50 per hour	\$55 per hour

These increases are consistent with the adjustment of town services and reflect the rising costs of maintenance and administration.

The revised fee schedule maintains the Town's commitment to delivering high-quality services in a fiscally responsible manner while complying with regulatory requirements and aligning with actual service delivery costs.

Staff recommends approval of the FY26 Fee Schedule as presented.

Recommended By: Allison Myers, Finance Director/Town Recorder
for approval.

Proposed Motion: Motion to approve Resolution R-2025-10, Fiscal Year 2026 Fee Schedule



TOWN OF FARRAGUT

RESOLUTION R-2025-10

WHEREAS, the Board of Mayor and Aldermen desires to establish a general fee schedule for Fiscal Year 2026, setting the necessary fees for all Town services and collection of Town accounts and expenditures, including but not limited to application, filing, license and permit fees; and

WHEREAS, it is the desire of the Board of Mayor and Aldermen to consolidate all fees and adopt them by resolution;

NOW, THEREFORE BE IT RESOLVED by the Town of Farragut Board of Mayor and Aldermen, that all fees are hereby adopted as listed on the attached schedule.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 12th day of June 2025.

Ron Williams, Mayor

Allison Myers, Town Recorder

<u>FY2026 Fee Schedule</u>			
			Amended Fee Schedule
		<u>Approved Fee</u>	
<u>Administration</u>			
Beer Permit		\$250	\$260.00
Beer Permit Privilege Tax/Annual Renewal Fee		\$100	\$105.00
Retail Liquor Store Application		\$300	\$311.00
Liquor Privilege Tax			
	Private Club	\$300	
	Hotel & Motel	\$1,000	
	<u>Restaurants, according to seating</u>		
	75-125 seats	\$600	
	126-175 seats	\$750	
	176-225 seats	\$800	
	226-275 seats	\$900	
	276 seats & over	\$1,000	
Wine Only Privilege Tax		\$120	
Solicitation Permit		\$15	\$16.00
Records Request/Copies	Black & White 8 1/2 X 11	\$0.15	\$0.16
(see Section 1-307 of Farragut Municipal Code)	Color 8 1/2 X 11 or 8 1/2 X 14	\$0.50	\$0.55
	Color 36 X 24	\$5	\$5.25
	Larger copies	Cost of production	
	Labor to fill request	Charges based on employee hourly rate and time to fulfill request	
Notary Service	\$0 for Farragut residents	\$10 per stamp/signature	\$11 per stamp/signature
<u>Employee Facility and Recreation Discount</u>			
Drop-in play at the Community Center		Free for employee & immediate family	
Facility Rental		50% off for employee & immediate family	
League entry for Town run athletics		50% off for employee & immediate family	
Programming Registration	Staff led programming	50% off for employee & immediate family	
	Contractual Programming	25% off for employee & immediate family	

Engineering			
Drainage Fee			
	Commercial/Office Development	\$0.03 per square foot of impervious surface	0.04 per square foot of impervious surface
	Residential Development	\$40 per subdivision lot	\$42 per subdivision lot
Community Development		Approved Fee	
General			
	Illegal Parking (in fire lanes)	\$25	\$26.00
	Special Events Permit	\$25	\$26.00
	Home Occupation	\$50	\$52.00
	Local Contractor Licensing Fee	\$100	\$104.00
	Mobile Food Vendor Fire Safety Permit/per year	\$100	\$104.00
	Zoning Letter	\$25	\$26.00
Building Permits		Permit valuation shall include total value of work, including labor and materials, for which the permit is being issued	
		Total Valuation:	
	\$1,000 and less	\$35.00 minimum	\$37.00
	\$1,001 to \$50,000	\$35.00 for the first \$1,000, plus \$6.50 for each additional thousand or fraction thereof, to and including \$50,000	\$36.00 for the first \$1,000, plus \$6.75 for each additional thousand or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$340 for the first \$50,000, plus \$5.25 for each additional thousand or fraction thereof, to and including \$100,000	\$353 for the first \$50,000, plus \$5.50 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$600 for the first \$100,000, plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000	\$623 for the first \$100,000, plus \$4.25 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$2,260 for the first \$500,000, plus \$2.60 for each additional thousand or fraction thereof	\$2,345 for the first \$500,000, plus \$2.75 for each additional thousand or fraction thereof

Plumbing Permits		\$35, plus \$5.00 for each fixture	\$36, plus \$5.25 for each fixture
Gas Permits		\$35 for first tap, plus \$5.00 for each additional tap	\$36 for first tap, plus \$5.25 for each additional tap
Mechanical Permits-Commercial		\$35 for first \$1,000, per total value of installation, plus \$5.00 for each additional thousand or fraction thereof	\$36 for first \$1,000, per total value of installation, plus \$5.25 for each additional thousand or fraction thereof
Mechanical Permits-Residential		\$35, plus \$35 per each unit	\$36, plus \$36.50 per each unit
Plumbing, Gas, Mechanical Local License		\$100.00	\$104.00
Swimming Pool Permits	Public and Private Pool	Per total value of construction	
Demolition Permits (for demolition of any building or structure)		\$100	\$104.00
Moving Permits (for moving any building or structure)		\$100	\$104.00
Re-Inspections		\$50 for 1st re-inspection and \$100 for 2nd re-inspection and \$200 for re-inspections of the same failure beyond the 2nd re-inspection	\$52 for 1st re-inspection and \$104 for 2nd re-inspection and \$208 for re-inspections of the same failure beyond the 2nd re-inspection
Commencing Work Without a Permit		Fee will be double the calculated building permit fee	
Building Permit Application Extensions		\$100 with up to 90 days as the maximum extension	\$104 with up to 90 days as the maximum extension
Building Permit Extensions		\$100 with up to 180 days as the maximum extension	\$104 with up to 180 days as the maximum extension
Temporary Certificate of Occupancy	Residential-30 day maximum	\$100	\$104.00
Temporary Certificate of Occupancy	Non-residential-30 day maximum	\$200	\$208.00
Plan Reviews	Commercial	Fee is one half of the calculated Building Permit Fee, which is to be paid at the time of plan submittal.	
Re-submittal Plan Reviews	Commercial	\$250 after the initial submittal and one correction submittal	\$260 after the initial submittal and one correction submittal
Re-submittal Plan Reviews	Residential	\$50 after the initial submittal and one correction submittal	\$52 after the initial submittal and one correction submittal

Fire Prevention			
	Fire Sprinkler System Permit	\$0.02 per square foot or \$100 (whichever is greater)	\$0.02 per square foot or \$104 (whichever is greater)
	Fire Alarm System Permit	\$0.02 per square foot or \$100 (whichever is greater)	\$0.02 per square foot or \$104 (whichever is greater)
	Modifications to existing fire alarm or sprinkler systems if work does not exceed \$1,000; if does exceed \$1,000, refer to Fire Alarm or Sprinkler System Permit fee	\$50	\$52.00
	All other permits	\$100	\$104.00
Fire Prevention Plan Resubmittal		\$100 after the second submittal	\$104 after the second submittal
Concept Plans, Subdivision Plats and Subdivision Variances			
	Concept Plan	\$100	\$104.00
	Preliminary Plat	\$100 plus \$25/lot	\$104 plus \$26/lot
	Final Plat	\$100 plus \$25/lot	\$104 plus \$26/lot
	Variance Request	\$300	\$312.00
Site Plans (small acreage/building size)	Less than 3 acres or proposed gross square footage of building space is less than 10,000 square feet	\$100	\$104.00
Site Plans (large acreage/building size)	More than 3 acres or proposed gross square footage of building space is more than 10,000 square feet	\$200	\$208.00
Landscape Plans		\$50	\$52.00
Zoning Ordinance & Subdivision Regulations Text Amendments	Amend text	\$300	\$311.00
Zoning Map Amendments	Amend map	\$300	\$311.00
Board of Zoning Appeals - Variance Request		\$300	\$311.00
Board of Zoning Appeals - Special Exception, Use on Review, or Interpretation Request		\$100	\$104.00
Comprehensive Land Use Plan Amendments	Amend text or map	\$300	\$311.00
Municipal Code Text Amendments		\$300	\$311.00
Municipal Code Variance (Non- Board of Zoning Appeals)		\$300	\$311.00

Signs			
	Permanent Signs (non individual tenant panel)	\$100	\$104.00
	Temporary Signs	\$25	\$26.00
	Sign Fees for Tenant Panel Addition or Modification to Tenant Panel on Existing Ground Mounted Sign	\$50	\$52.00
	Signs Erected or Modified Without a Permit	Double the sign permit fee	
Sign expiration extension of 180 days			
	Permanent Signs (non individual tenant panel)	\$100	\$104.00
	Tenant Panel Sign	\$50	\$52.00
Everett Road Corridor Fee		Ordinance 14-19	

<u>Parks & Recreation</u>		<u>Approved Fee</u>	
<u>Facility</u>			
Picnic/Pavilions Rental	Essex (AP); Burnside (CSP)	\$25 half day/ \$40 full day	\$26 half day/ \$42 full day
	Hartford & Saratoga (AP); Longstreet (CSP)	\$45 half day/\$80 full day	\$47 half day/\$83 full day
	McFee Small	\$85 half day/\$125 full day (Monday through Thursday)	\$88 half day/\$130 full day (Monday through Thursday)
	McFee Small	\$100 half day/\$150 full day (Fri, Sat, Sun & Holidays)	\$104 half day/\$156 full day (Fri, Sat, Sun & Holidays)
	McFee Large	\$95 half day/\$145 full day (Monday through Thursday)	\$99 half day/\$150 full day (Monday through Thursday)
	McFee Large	\$120 half day/\$175 full day (Fri, Sat, Sun & Holidays)	\$125 half day/\$182 full day (Fri, Sat, Sun & Holidays)
	McFee Great Lawn and Great Lawn Pavilion-	see McFee Park Fees section	
	Town Hall Park Pavilion	\$25 half day/ \$40 full day	\$26 half day/ \$42 full day
	Anchor Park Restroom Pavilion	\$25 half day/ \$40 full day	\$26 half day/ \$42 full day
Athletic	Fields (Diamond & Rectangular) Grass	\$25 per hour. Tournament Fees: 1/2 day \$100 All Day \$200	
	Recommended Increase to \$30 per hour.		\$31 per hour. Tournament Fees: 1/2 day \$104 All Day \$208
	Fields (Synthetic Turf)	\$50 per hour	
	Recommended Increase to \$55 per hour.		\$57.00
	Competitive, Recreational & Intermediate Volleyball Fees	\$175 per team	\$180.00
	McFee Tennis	\$10 per court for 1 hour	\$10 per court for 1 hour
	McFee Pickleball	\$5 per court for - 1 hour	\$5 per court for - 1 hour
	McFee Basketball	\$10 per court for 1 hour	\$10 per court for 1 hour
Park Usage Fee for Non-Town Programs (Does not include any facility i.e. pavilions, etc.)	Professional photographers, fitness classes, trainers, Etc.	\$100 Annual Permit Fee	\$104 Annual Permit Fee
For-Profit/Park Usage Fee	Professional Photographers, For profit classes, Trainers, Etc.	\$100 Annual Permit Fee	\$104 Annual Permit Fee
Tournament/Camp/Clinic Usage Fee	Grass Field/Volleyball Complex	\$100 half day/\$200 Full day	\$103 half day/\$206 full day
	Synthetic Turf Field	\$325 half day/\$650 full day	\$337 half day/\$675 full day

	Tennis (2)/Pickleball (4)	\$200 full day	\$208 full day
	Tennis (4)/Pickleball (6)	\$400 full day	\$415 full day
Tournament Deposit (Refundable)		\$500	\$520.00
Vendor Fee-Tournament	Per Vendor	\$20 per day	\$21 per day
Special Event Park Use Fee - Founders Park		\$200 per 4 hours; \$50 per hour for each additional hour	\$208 per 4 hours; \$52 per hour for each additional hour
Excessive Trash			
	First Trash Violation	A written warning and/or a \$100 fine will be charged to the renter/organization. The renter/organization will not be allowed to use the fields until the fine is paid.	A written warning and/or a \$105 fine will be charged to the renter/organization. The renter/organization will not be allowed to use the fields until the fine is paid.
	Second Trash Violation	\$100 fine and 30-day suspension (without a refund of fees) to the renter organization. The renter/organization will not be allowed to rent a pavilion or rent/use fields or to until after the 30-day suspension and the fine is paid.	\$105 fine and 30-day suspension (without a refund of fees) to the renter organization. The renter/organization will not be allowed to rent a pavilion or rent/use fields or to until after the 30-day suspension and the fine is paid.
	Third Trash Violation	The renter/organization's contract will be canceled, and the organization will be banned from using any Town of Farragut field in the future.	

McFee Park Fees

McFee Great Pavilion Only		Amended Fee Schedule	
	<u>1/2 day rental</u> - \$100		<u>1/2 day rental</u> - \$104
	<u>Full day rental</u> - \$175		<u>Full day rental</u> - \$182
		Non-Profit	For Profit/Social
McFee Great Lawn and Pavilion- 120 person max		<u>1/2 day rental</u> -	<u>1/2 day rental</u> - \$430
	<u>1/2 day rental</u> - \$415	\$500	<u>1/2 day rental</u> - \$520
	<u>Full day rental</u> - \$600	<u>Full day rental</u> - \$700	<u>Full day rental</u> - \$727
Additional Fees for half or full day rentals:			
Electrical Fees	\$100		\$104
TOF Tables & Chair rental	\$125		\$130
Refunable Deposit	\$250		\$260

Community Center Fees					Amended Fee Schedule						
	Non Profit - Reg Hours	Non-Profit - After Hours	For Profit/ Social - Reg Hours	For Profit/ Social - After Hours	Non Profit - Reg Hours	Non-Profit - After Hours	For Profit/ Social - Reg Hours	For Profit/ Social - After Hours			
Classrooms											
Small (1 - 1/2 hour block)	\$15	\$40	\$15	\$40	16.00	42.00	16.00	42.00			
Small (1 - 1/2 hour block) - Holiday Fee		\$50		\$50		52.00		52.00			
Medium	\$20	\$45	\$20	\$45	21.00	47.00	21.00	47.00			
Medium (1 - 1/2 hour block) - Holiday Fee		\$55		\$55		57.00		57.00			
Large	\$25	\$50	\$25	\$50	26.00	52.00	26.00	52.00			
Large (1 - 1/2 hour block) - Holiday Fee		\$60		\$60		62.00		62.00			
Gym											
Sports/Fitness (1 hour block)	\$30	\$55	\$30	\$55	31.00	57.00	31.00	57.00			
Sports/Fitness (1 hour block) - Holiday Fee		\$75		\$75		78.00		78.00			
Sports/Fitness - Setup Fee	\$15	\$15	\$15	\$15	16.00	16.00	16.00	16.00			
Camp/Tournament (Half Day - 6 hours)	\$150	\$275	\$150	\$275	156.00	285.00	156.00	285.00			
Camp Tournament (Whole Day)	\$325	\$600	\$325	\$600	337.00	623.00	337.00	623.00			
Camp/Tournament (Half Day - 6 hours) - Holiday Fee (20%)		\$330		\$375		342.00		389.00			
Camp/Tournament (Whole Day) - Holiday Fee (20%)		\$720		\$800		747.00		830.00			
Special Event (8 hours)*	\$450	\$650	\$750	\$950	647.00	675.00	778.00	986.00			
Special Event (8 hours)* - Holiday Fee (20%)		\$780		\$1,140		810.00		1,183.00			
Special Event Additional Hours (Per Hour)	\$125	\$125	\$125	\$125	130.00	130.00	130.00	130.00			
Special Event Additional Hours (Per Hour) Holiday Fee (20%)	\$150	\$150	\$150	\$150	156.00	156.00	156.00	156.00			
Refundable Damage Deposit	\$250	\$250	\$250	\$250	260.00	260.00	260.00	260.00			
Assembly Hall (Monday-Saturday)											
8 Hour Rental**	\$400	\$650	\$650	\$850	415.00	675.00	675.00	882.00			
Saturday Half Day Rental	\$425	\$425	\$425	\$425	441.00	441.00	441.00	441.00			
Holiday Fee (20%)		\$780		\$1,020		810.00		1,058.00			
Additional Hours (Per Hour)	\$100	\$100	\$100	\$100	104.00	104.00	104.00	104.00			
Additional Hours (Per Hour) Holiday Fee (20%)	\$120	\$120	\$120	\$120	125.00	125.00	125.00	125.00			
Alcohol Fee (No Sales)	\$100	\$100	\$100	\$100	104.00	104.00	104.00	104.00			
Alcohol Fee (Sales) - For Profit Business Only (Not social)			\$500	\$500			520.00	520.00			
Refundable Damage Deposit	\$250	\$250	\$250	\$250	260.00	260.00	260.00	260.00			
*Includes commercial kitchen											
**Includes pre-function room and catering kitchen											
Assembly Hall - Special Rates (Monday-Thursday)	Non-Profit - After Hours	For Profit/ Social - After Hours							Non-Profit - After Hours	For Profit/ Social - After Hours	
2 Hour Rental**	\$150	\$200							156.00	208.00	
Additional Hour		\$50								52.00	
Additional Table/Chair Rental		\$10	per table/8 chairs								per table/8.30 chairs
										10.00	
Refundable Damage Deposit		\$100								104.00	
Assembly Hall - Special Rates (Sunday Only 1:00pm to 4:00pm)	Non-Profit - After Hours	For Profit/ Social - After Hours							Non-Profit - After Hours	For Profit/ Social - After Hours	
3 Hour Rental** (Max of 40 attendees)	\$300	\$300							\$311	\$311	
Refundable Damage Deposit	\$250	\$250							\$260	\$260	
Birthday Party Package											
2 Hour Rental - (Saturday) 1 hour gym, 1 hour class room		\$100								\$104	
3 Hour Rental - (Sunday) 2 hours gym, 1 hour class room		\$150								\$156	
Additional Table/Chair Rental		\$10	per table/8 chairs								per table/8.30 chairs
										\$10	
Refundable Damage Deposit		\$100								\$104	

				Amended Fee Schedule			
<u>Mayor Ralph McGill Plaza</u>	Non Profit	For Profit/Social		<u>Mayor Ralph McGill Plaza</u>	Non Profit	For Profit/Social	
100 people or less	\$325	\$450	use of two grass lawns and sections of parking lot	100 people or less	\$337	\$467	use of two grass lawns and sections of parking lot
101 people or more	\$475	\$650	use of two grass lawns, parking lot, and can shut down entry roads – parking provided at the Farragut Community Center	101 people or more	\$493	\$675	use of two grass lawns, parking lot, and can shut down entry roads – parking provided at the Farragut Community Center
Electrical Fee	\$100	\$100		Electrical Fee	\$104	\$104	
Trash Fee-100 people or less	\$75	\$75		Trash Fee-100 people or less	\$78	\$78	
Trash Fee-101 people or more	Renter must provide for private trash service			Trash Fee-101 people or more	Renter must provide for private trash service		
Security Deposit (Refundable)-100 people or less	\$300	\$300		Security Deposit (Refundable)-100 people or less	\$311	\$311	
Security Deposit (Refundable)-101 people or more	\$500	\$500		Security Deposit (Refundable)-101 people or more	\$520	\$520	
Tent Permit/Fee	\$50	\$50		Tent Permit/Fee	\$52	\$52	
Alcohol Fee	\$100	\$250 (No sales)		Alcohol Fee	\$104	\$260 (No sales)	
Alcohol Fee		\$500 (sales)		Alcohol Fee		\$520 (sales)	
Any event serving or selling alcohol must hire an officer (not security guard), must receive a Town of				Any event serving or selling alcohol must hire an officer (not security guard), must receive a			
<u>Tourism Rental Rebate Plan (Hotel Incentive)</u>				<u>Tourism Rental Rebate Plan (Hotel Incentive)</u>			
Rebate for rental fees for Farragut hotel use (20 or more rooms)	Rentals of athletic fields, courts, McGill Plaza, CC Gym, CC Assembly Hall	\$2.55 per hotel night		Rebate for rental fees for Farragut hotel use (20 or more rooms)	Rentals of athletic fields, courts, McGill Plaza, CC Gym, CC Assembly Hall	\$2.55 per hotel night	

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Ronald Oestreich, Parks & Recreation Director

Subject: Approval of ADA Trail Improvements at Mayor Bob Leonard Park

Introduction & Background:

The purpose of this item is consideration of award of Contract 2025-16, Mayor Bob Leonard Park Trail Improvements

The Town of Farragut requested pricing for ADA pathway improvements at Mayor Bob Leonard Park. The improved pathway is part of the 2023 TRPA – LPRF Grant. The project will consist of an ADA approved pathway from the Harrison Rd Parking Lot to Synthetic Field 1, an ADA approved pathway from the Lower Baseball Diamond to the restroom building in the upper parking lot, and one small ADA improvement behind the West Baseball Diamond. The budget for this project is \$180,000.

Discussion & Recommendations:

Staff initially advertised the project for sealed bids, with an opening date scheduled for April 10, 2025. However, no bids were received. Following approval from TDEC, staff transitioned to obtaining qualified quotes for the project. Two qualified quotes were received, while one additional contractor declined to submit a quote.

The staff recommends Whaley Construction LLC with a qualified quote of \$161,486. Whaley has a strong reputation for quality concrete work and has successfully completed projects for the Town in the past. The second qualified bid received was from The Franklin Group LLC. at \$219,000.

Once approved by the Board of Mayor and Aldermen, the awarded company will finalize design documents with the staff. Once the design is completed, construction of the ADA path will begin with a completion estimated on August 29, 2025.

Financial Section

Account Number:310-43939-9150

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date:</u>	<u>Remaining Amount</u>
\$180,000	\$161,486	\$16,250	\$2,264

Approved By: Allison Myers

Recommended By:

Ronald Oestreich, Parks & Recreation Director
for approval.

Proposed Motion:

To approve the contract with Whaley Construction LLC for their qualified quote of \$161,486 for construction of ADA Trail Improvements at Mayor Bob Leonard Park.

AGREEMENT

Contract No. 2025-16

Mayor Bob Leonard Park Trail Improvements

This agreement made as of the _____ day of _____ in the year 2025 by and between the;

TOWN OF FARRAGUT (Hereinafter called Owner) and
11408 Municipal Center Drive
Farragut, TN 37934

Whaley Construction, LLC (Hereinafter called Contractor)
P.O. Box 70
Kodak, TN 37764

WITNESSETH THAT OWNER and CONTRACTOR in consideration of the mutual covenants hereinafter set forth agree as follows:

ARTICLE 1. WORK

The Contractor shall perform all Work as specified or indicated in the Contract Documents for the completion of the project generally described as follows:

Completion of Mayor Bob Leonard Park Trail Improvements as directed per each Work Order to minimum contract specifications.

ARTICLE 2. ADMINISTRATOR

The Town Engineer will act as Administrator in connection with completion of the work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME

The work shall begin upon receipt of a written notice to proceed from the Town Engineer and shall be completed on or before **August 29th, 2025**.

ARTICLE 4. CONTRACT PRICE

The Owner will pay the Contractor for the performance of the contract in current funds for the total quantities of work performed at the prices stipulated in the bid for the several respective items of work completed, the total amount to be due upon completion and final acceptance of the Work, and the receipt of lien releases from the Contractor and all Subcontractors.

ARTICLE 5. CONTRACT DOCUMENTS

The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

- A. Agreement
- B. Instructions to Bidders
- C. Special Conditions
- D. General Conditions
- E. Specifications for Mayor Bob Leonard Trail Improvements
- F. On-Call Work Order(s)
- G. Contractor's Bid
- H. Addenda Numbers NA
- I. Change Orders, duly delivered and executed by each party execution of this Agreement.
- J. Affidavits and Certifications

ARTICLE 6. MISCELLANEOUS

- A. Neither Owner nor Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents; and, specifically, Contractor shall not assign any monies due or to become due without the prior written consent of the Owner.
- B. Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.
- C. The Contract Documents constitute the entire agreement between Owner and Contractor and may be altered, amended or repealed only by a written instrument signed by the party to be charged.
- D. Guarantee and Correction of Work After Final Payment: Neither the final certificate nor payment nor any provisions in the Contract Documents shall relieve the Contractor of responsibility for faulty materials or workmanship and, unless otherwise specified, he shall remedy any defects due thereto and pay for any damage to other work resulting there from, which shall appear within a period of one year from the date of final acceptance of the work by the Owner.

The Owner shall give notice of observed defects with reasonable promptness. The Engineer subject to arbitration shall decide all questions arising under this article.

The Contractor and through it each Subcontractor, in accepting the contract for this construction or respective portions of the construction covered by this contract and specifications, does hereby agree to replace and make good, without expense to the Owner, any work or material which may be found to be defective within one year from the date of the final certificate of payment to said Contractor. The deterioration due to ordinary use and normal wear is accepted from this guarantee.

The Contractor shall reimburse the Owner for cost of damage, if any, as well as cost of replacing defective materials or workmanship. If replacements are not made within fourteen days after notice is given of such defect in workmanship, or thirty days in case of materials, then the Owner shall have the right to make replacements and charge cost of same to Contractor or his bondsman.

- E. The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 92-54).
- F. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Town. If such subcontracts are approved by the Town, each shall contain, at a minimum, sections of this contract pertaining to "Lobbying" and "Nondiscrimination," (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.
- G. Lobbying. The Contractor certifies, to the best of its knowledge and belief, that:
 - (a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - (b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- (c) The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

- H. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, nation origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

The undersigned, having become familiar with the existing and proposed conditions of the project affecting the cost of the work, hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services, including utility and transportation services required of Contract 2025-16 Mayor Bob Leonard Park Trail Improvements, all in accordance with the bid specifications and Contract Documents listed above at and for the unit prices for work in place for the following items and quantities:

Per Bid Form signed and submitted on 5-7-2025.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER:

Town of Farragut

11408 Municipal Center Drive

Farragut, TN 37934

BY:

(Printed or Typed)

Title _____

ATTEST:

CONTRACTOR:

Whaley Construction, LLC

P O Box 70

Kodak, TN 37764

BY:

Colton Madison

Colton Madison
(Printed or Typed)

Title Vice President

ATTEST:

ML



WHALEY CONSTRUCTION, LLC.

Address: P.O. Box 70 Kodak, TN 37764

Phone: (865) 932-0003

Fax: (865) 932-0035

Email: info@whaleyconstructionllc.com

Website: www.whaleyconstructionllc.com

Proposal

Date:	5/7/2025
Submitted To:	Blake Travis – Town of Farragut
Project:	Mayor Bob Leonard Park – Concrete Path
Location:	Farragut, TN

Whaley Construction, LLC. proposes to do the following:

Item #	Description	UoM	Qty	Unit Price	Total Cost
1	REMOVAL OF ASPHALT PAVEMENT	LS	1	\$8,000.00	\$8,000.00
2	CONCRETE SIDEWALK (4")	SF	8,400	\$15.00	\$126,000.00
3	EROSION CONTROL	LS	1	\$16,100.00	\$16,100.00
4	MOBILIZATION	LS	1	\$11,387.00	\$11,387.00

Base Bid:

For the construction required to complete the work, in accordance with the contract documents, Whaley Construction, LLC. submit the following lump sum price of \$161,487.00

Base Bid in Words: One Hundred Sixty-One Thousand Four Hundred Eighty-Seven Dollars and No Cents

NOTES:

- Removal of asphalt is removal of existing asphalt trail. We will remove approximately 8400 SF of asphalt rail.
- Concrete Sidewalk includes, excavation, 4" of base stone, 4" of concrete, expansion joints, contraction joints, forms, hardware, labor and equipment. There are approximately 1200 LF total, with 800 'being 8' wide and 400' being 5' wide.
- Erosion Control includes erosion wattles, seeding and matting.
- Pricing does not includes, handrail, truncated dome mats, lighting, utilities, rock excavation, or sod.

Submitted By:

Name of Contractor: Whaley Construction, LLC.





WHALEY CONSTRUCTION, LLC.

Address: P.O. Box 70 Kodak, TN 37764

Phone: (865) 932-0003

Fax: (865) 932-0035

Email: info@whaleyconstructionllc.com

Website: www.whaleyconstructionllc.com

Authorized Representative: Colton Madison

Name Typed: Colton Madison

Title: Vice President of Concrete

Acceptance of Proposal: The above price, clarifications and conditions are satisfactory and are hereby accepted. Whaley Construction, LLC. is authorized to perform the work as specified. Payments will be made as outlined above.

Signature: _____ Date: _____





LIVE CLOSER • GO FURTHER
farragut

Town of Farragut

Invitation to Bid #2025-16

For

Mayor Bob Leonard Park Trail Improvements

All Proposals Must be Submitted To:

Farragut Community Center

239 JamesTowne Blvd

Farragut, TN 37934

Deadline for Bid Submissions: Date: April 10th, 2025, Time: 1:00 PM

PLEASE COMPLETE AND SUBMIT THIS FORM WITH YOUR BID

Company Name <i>Whaley Construction, LLC.</i>	DBA, If Applicable <i>NA</i>
Street Address <i>3909 Snyder Rd</i>	Phone Number <i>865-932-0003</i>
City, State, Zip Code <i>Kodak, TN 37764</i>	Email Address <i>cmadison@whaleyconstructionllc.com</i>
FEIN: <i>47-1958039</i>	

Are quotes firm for 120 days?

Yes__ No__ Other__

List of Deviations (if any) attached?

Yes__ No__ Other__

Bid Bond is Required

If submitting a "No Proposal" state reason

NA

Colton Madison
Authorized Signature

Vice President
Title (Printed)

Colton Madison
Name (Printed)

4-10-25
Date

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Attachments

- A. MBLP Trail Improvement – Plans
- B. U.S. Access Board Outdoor Developed Areas
- C. 2010 ADA Standards for Accessible Design

1. ITB Overview

1.1 Background

The Town of Farragut owns over 51 acres on Watt Road, known as Mayor Bob Leonard Park (MBLP). With funding from the Tennessee Department of Environment and Conservation (TDEC) Local Parks & Recreation Fund (LPRF), the Town of Farragut plans to enhance the site by making improvements to the park trails

1.2 Purpose

The purpose of this solicitation is to enter into an agreement with a qualified, knowledgeable, and skilled company to provide a totally constructed project based on the plans (attachment A).

All work assigned to the Contractor shall also be done in accordance with the Town of Farragut standards and specifications, as well as 2010 ADA Standards for Accessible Designs.

1.3 Procurement Schedule

ITB Issue	03/12/2025
Non-Mandatory Pre-Bid Mtg	03/20/25 @11:00am On-Site*
Deadline for Bidder Questions	04/03/2025 @5:00pm
Bid Due	04/10/25 @ 1:00pm
Intent to Award	04/11/2025
Board of Mayor and Alderman Approves/Contract Signed	04/24/2025

*The Non-Mandatory Pre-Bid meeting will be held 03/20/25 at 11:00am, on site. The address for Mayor Bob Leonard Park (MBLP) is 301 Watt Rd., Farragut, TN 37934

1.4 Project Objectives

The Bidder is expected to include the furnishing of all labor, materials, equipment, tools, construction equipment, water, telephone, electric, utilities, transportation, safety measures, insurance, permits, supervision coordination and completion of all work. All work shall be performed and completed in strict conformance to the Contract documents including but not limited to the following: trail improvements as called for in the contract documents. This project has a required completion date of July 29th, 2025

1.5 Communications

All communications regarding this ITB must be submitted via email to the Finance Department Procurement Division representative identified below:

Anissa Pratte, Staff Accountant, apratte@townoffarragut.org.

The Staff Accountant will be the sole point of contact for this ITB.

Bidders contact with anyone else in the Town is forbidden and may result in disqualification of the bid. Further, any oral communication will be considered unofficial and non-binding on the Town. Bidders should rely only on written statements issued by the Finance Department Procurement Division representative.

1.6 ITB Amendments and Cancellation

To ensure fair consideration for all bidders, any interpretations made to prospective bidders will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of the bid or if the lack of such information would be detrimental to the uninformed offer.

The Town reserves the right to amend this ITB in writing at any time. The Town also reserves the right to cancel or reissue the ITB at its sole discretion. If an amendment is issued, it will be posted on the Town's website www.townoffarragut.org and also on Vendorlink (www.vendorlink.com). It is the Bidder's responsibility to ensure that the Town's website and Vendorlink is reviewed for ITB changes prior to submission of Bid.

1.7 Bid Submittal

Bids are to be received by the Town no later than the date and time indicated in Section 1.3. Bidders assume the risk of the method of delivery. The Town assumes no responsibility for delays caused by any delivery service. Postmarks will not be accepted as proof of receipt. Emailed Bids will not be accepted. A Bidder's failure to submit a Bid as required before the deadline may cause the Bid to be disqualified.

Bidders must submit in a sealed package:

- One (1) bound paper copy clearly marked "Original"
- One (1) electronic copy (a single .pdf file containing all submitted material including the pricing sheet), on a USB drive. In the event of a discrepancy between the electronic version and hard copy, the response in the hard copy (Original) will prevail.
- Four (1) bound paper copies clearly marked "Copy"

The Bid package shall be mailed, couriered, or hand delivered to the Town at:

Town of Farragut
Community Center
Attn : Finance Department, Anissa Pratte
239 Jamestowne Blvd
Farragut, TN 37934

The package should be clearly labeled with the following:

- Confidential
- Bid for MBLP Trail Improvements ITB#2025-16
- Bid Due Date and Time
- Bidder Name
- Bidder Address
- Bidder Phone Number

Bid Submittal Checklist

- Cover Page with Signature
- Contractor's Form of Bid
- Addenda Acknowledgement Form & Bid Certification
- Drug-Free Workplace Form Signed
- Non-Collusion Affidavit Form Signed
- Statement of Compliance Certificate Illegal Immigrants
- Iran Divestment Act Certification
- Non-Boycott of Israel Certification
- Certification Regarding Debarment, Suspension and other Responsibility Matters
- Byrd Anti-Lobbying Amendment Certification
- Owner's Ethnicity and Gender of Contracts and Sub-Contractors
- Bid Bond
- If you intend to utilize a sub-contractor, please include the following forms with the sub-contractor's applicable signatures.
 - Drug-Free Workplace Form Signed
 - Non-Collusion Affidavit
 - Statement of Compliance Certificate Illegal Immigrants
 - Non-Boycott of Israel Certification
 - Certification Regarding Debarment, Suspension and other Responsibility Matters
 - Byrd Anti-Lobbying Amendment Certification
 - Owner's Ethnicity and Gender of Contracts and Sub-Contractors
 - Iran Divestment Act Certification

1.8 Bid Bond

Each bid must be accompanied by a bidder's bond, or Cashier's Check, or Certified Check made payable to the Town of Farragut in an amount equaling not less than five (5%) of the amount bidder. In the case of optional items in the Bids, the amount of the bidder's bond or check must be in the amount equaling not less than five percent (5%) of the total amount of the bid based on the high option.

If the bidder's bond is offered as a guaranty, the bond must be on the form furnished by the Town of Farragut and made by a surety company, qualified and authorized to transact business in the State of Tennessee and must be acceptable to the Town of Farragut.

If a check is offered as guaranty, the check of the successful bidder will be cashable at the discretion of the Town of Farragut, pending the satisfactory execution and acceptance of the contract and the contract bond.

1.9 Performance and Payment Bonds

The successful bidder shall be required to furnish one hundred percent (100%) separate Performance and Payment Bonds. The Performance Bond shall be in full force and effect for one (1) year after the date of final acceptance of the project by the Owner.

By submitting this Bid, the undersigned bidder hereby agrees to be bound by the award of the Contract and, if awarded the Contract on this Bid, to execute the required Contract and the required Contract Payment and Performance Bond within ten (10) days after receipt of notice of the award. The undersigned bidder submits herewith the required Bid guaranty in an amount of not less than five percent (5%) of the total amount of the Bid offered and agrees and consents that the Bid guaranty shall immediately be at the disposal of the TOWN OF FARRAGUT, not as a penalty, but as an agreed liquidated damage if the required Contract and Contract Payment and Performance Bond are not executed within ten (10) days from receipt of the notice of award.

2. Scope

The Town of Farragut intends with this Invitation to Bid (ITB) to contract a bidder to perform all work associated with trail improvements at Mayor Bob Leonard Park (MBLP).

The work of this Contract shall include the furnishing of all labor, materials, equipment, tools, construction equipment, water, telephone, electric, utilities, transportation, safety measures, insurance, permits, taxes, supervision, coordination and other services required for the construction and completion of the work. All work shall be performed and completed in strict conformance to the Contract documents including but not limited to the following: trail improvements and other site improvements as called for in the contract documents.

Project Timeline and Additional Requirements

- The Town of Farragut seeks project completion of July 29th, 2025.
- Respondents must submit a work schedule with their Bid package.
- Work hours must comply with local noise ordinances.
- The contractor is responsible for providing worker restrooms on-site during construction.
- Liquidated damages will be assessed as follows:
 - \$500 per calendar day for contract work (excluding punch list) not completed by July 29th, 2025.
 - \$500 per calendar day for failure to complete punch list work within 45 calendar days.
- Liquidated damages will be deducted from the 5% retainage held by the Town of Farragut.
- The Work shall begin upon receipt of a written Notice to Proceed from the Project Manager. After Work has begun, Work is to be performed in a continuous manner until completed.
- Information in the document is the minimum necessary to define the Work required. It shall be the responsibility of all bidders to inspect the Site to fully evaluate existing conditions.
- The contractor shall always exercise proper precautions for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the Site, which occur as a result of its prosecution of the Work. The safety provisions of applicable laws and building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded in accordance with the safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws. The Contractor shall provide safety vests for all Workers to be worn while working. Other required safety items will be signs, cones, barrels, flags, etc., as well as any other personal protective equipment (PPE) deemed necessary by the Program Manager or the Owner. No pay item is provided for these items; all costs will be included in the Bid price for other line items.

Town of Farragut General Terms and Conditions

The following terms, conditions and instructions apply (unless otherwise noted) to all of the Town of Farragut solicitations whether they are quotations, bids, proposals, requests for qualifications or other types of solicitations. The term “vendor” is used collectively for bidder, vendor, proposer, quoter, contractor and all other terms implying or meaning one who is responding to an opportunity with the Town of Farragut. The submission of a response means that the vendor understands and agrees with the Town of Farragut’s instructions to vendors.

1. **ACCEPTANCE AGREEMENT.** Vendors shall hold their price firm and subject to acceptance by the Town of Farragut for ninety (90) calendar days from the date of the solicitation opening unless otherwise directed by the Town of Farragut.
2. **AWARD/REJECTION OF RESPONSES.** Awards are made to the responsible vendor complying with the conditions of the solicitation based on the response that receives the highest rating and is in the Town of Farragut’s best interest. The Town of Farragut reserves the right to reject any and all responses and to waive any informality in the responses received whenever the Town of Farragut determines that such rejection or waiver is in the Town of Farragut’s best interest.
3. **INTERPRETATIONS.** The Town of Farragut is not responsible for oral interpretations of specifications. Submit written requests for interpretation as indicated in a solicitation document. Addenda (official changes to or interpretations of specifications) are posted to the Town of Farragut’s web page. It is the vendor’s responsibility to examine the web page for addenda. All addenda become part of the contract, and all vendors/vendors are bound by such addenda.
4. **USE OF SOLICITATION FORMS.** Vendors are to complete the forms contained in the solicitation package. Failure to complete these forms may result in the rejection of your response.

Vendors are not to change the pricing method that is on the solicitation document unless the Procurement/Finance office approves the change.
5. **BID WITHDRAWAL.** A Vendor may withdraw or amend a solicitation response before the date and time set for the receipt of bids without stating a reason. Bids may not be withdrawn without the Town of Farragut’s approval after the bid opening. If granted, withdrawal after the due date is non-reversible. Bid withdrawal may affect your bid bond (if any).
6. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Tennessee and the Codes of the Town of Farragut (“Town”).
7. **ALTERATIONS OR ADMENDMENTS.** Alterations, amendments, changes, modifications or additions to the Purchase Order shall not be binding without the Town of Farragut’s prior written approval.
8. **APPROPRIATION.** In the event funds are not appropriated by the Town of Farragut for the goods and/or services or insufficient funds exist to purchase the goods and/or services, awards and/or contracts shall terminate upon the expenditure or previously appropriated funds with no further obligations owed to or by either party.

9. **COMPENSATION AND PAYMENT TERMS.** For the completion of the Work, the Town of Farragut shall pay Vendor the contract sum set forth in the purchase order and/or contract. Payments may be made in amounts which are consistent with the percentage of goods/non-professional services completed and invoiced by the Vendor as set forth in the purchase order.

The Town's delivered payment terms are payment within thirty (30) days except where the law provides otherwise. Payment may be sooner where cash discounts are offered for early payment, however, cash discounts offered will not be considered in determining lowest bidder. In no event will payment be made prior to receipt of an original invoice containing invoice and purchase order numbers and receipt of purchased item(s). The Town is not liable for delays in payment caused by the failure of the Vendor to send an invoice to the address referenced herein.

10. **INSPECTION/TESTING.** Payment for the goods delivered does not constitute acceptance of the goods. The Town of Farragut has the right to inspect the goods and to reject any or all of the goods which are in the Town's judgment defective or nonconforming. Goods rejected and goods supplied in excess of quantities called for may be returned to the Vendor at its expense and in addition to the Town's other rights. The Town may charge the Vendor all expenses of unpacking, examining, repacking and reshipping those goods. In the event the Town receives goods whose defects or nonconformity are not apparent on examination, the Town reserves the right to require replacement, as well as payment of damages. Nothing contained in this purchase order will relieve in any way the Vendor from the obligation of testing, inspection and quality control.

In the award of a construction contract/purchase order the Vendor is responsible for thoroughly inspecting the site of the proposed work and for becoming familiar with the work circumstances. The vendor's failure to do so will not result in additional payments to the Vendor.

11. **PROPERTY RIGHTS AND COPYRIGHT PROHIBITION.** The Vendor agrees that all information, data, findings, recommendations, bids, et cetera by whatever name described and in whatever form secured, developed, written or produced by the Vendor in furtherance of this contract shall be the Town of Farragut's property. The Vendor specifically waives and/or releases to the Town of Farragut any cognizable property right of the Vendor to copyright, license, patent, or otherwise uses such information, data, findings, recommendations, responses, et cetera.
12. **PRICE WARRANTY.** Vendor warrants that the prices for the goods or non-professional services sold the Town are not less favorable than those currently extended to any other customer for the same or similar goods or non-professional services in similar quantities. In the event Vendor reduces its price for the goods or non-professional services during the term of this purchase order, Vendor agrees to reduce the prices charged to Town correspondingly. The Vendor warrants that prices shown on this purchase order/agreement are complete, and no additional charges of any type will be added without the Town's express written consent. Any additional charges include, but are not limited to, shipping, packaging, labeling, custom duties, taxes, storage, insurance, boxing, crating.
13. **NON-ESCALATION.** Unless otherwise specified within the solicitation documents, the unit prices reflected in the agreement and/or contract shall remain form with no provisions for price increases during the term of the contract.
14. **DELIVERY.** All deliveries shall be to the designated Town of Farragut property, and they must be Freight On Board (FOB) Town of Farragut, Tennessee with all delivery, handling, surcharges and other charges included in the bid price. Failure to do so may cause rejection of the bid.



Contractor's Form of Bid

For

ITB# 2025-16 Mayor Bob Leonard Trail Improvements

To: Town of Farragut
239 Jamestowne Blvd
Farragut, TN 37934

From: Whaley Construction, LLC. (Contractor)
Address: 3909 Snyder Rd Kodak, TN 37764
Email Address: cmadison@whaleyconstructionllc.com

The undersigned, having carefully familiarized themselves with the existing conditions at the site and with the Drawings and Specifications prepared by Urban Engineering, Inc., 10330 Haron Valley Rd., Suite 201, Knoxville, TN 37932 hereby proposes to furnish all labor, materials and equipment, and to perform all work required to construct the Mayor Bob Leonard Park (MBLP) Trail Improvements, in accordance with the drawings and specifications for the sum hereinafter referred to as the Base Bid.

Base Bid (Everything on plans) \$ 161,487.00

Receipt of Drawings

Receipt is acknowledged of the Drawings and Project Manual identified by "Mayor Bob Leonard Park Trail Improvements", ITB #2025-16 and addenda and supplementary drawings listed under "Addenda".

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Ronald Oestreich, Parks & Recreation Director

Subject: Approval to reject the bid for Contract #2025-14 McFee Park Prefabricated Restroom

Introduction & Background:

The purpose of this agenda item is to reject the one (1) bid the Town received for Contract #2025-14 McFee Park Prefabricated Restroom.

Discussion & Recommendations:

On March 20, 2025, the Parks and Recreation department opened bids from one contractor for a prefabricated restroom at the future dog park site at McFee Park (a TDEC - LPRF Grant project) The bidding contractor was Public Restroom Company. The allocated budget for the prefabricated restroom was \$245,000 for a 1-stall restroom. We specified both a 1-stall and a 2-stall restroom plus delivery and installation. Due to the bid received being 30% over budget (1-stall) and 39% over budget (2-stall), staff is requesting the Board of Mayor and Aldermen to reject the bid received from Public Restroom Company.

BID TABULATIONS:

BIDDER	BID	BID PRICE
Public Restroom Company	Design, construction, delivery, and installation of prefabricated restrooms at McFee Park	Single Stall \$349,342 Double Stall \$399,472

Recommended By: Ronald Oestreich, Parks & Recreation Director for approval.

Proposed Motion: To approve the rejection of the bid for Contract #2025-14 McFee Park Prefabricated Restroom

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN
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Prepared By: Darryl Smith, Town Engineer

Subject: Approval of Change Order 5 (Final Quantities Closeout) and Liquidated Damages, Contract 2022-07, Farragut Advanced Traffic Management System Phase 1

Introduction & Background:

The purpose of this item is the approval of Change Order 5 and acceptance of Liquidated Damages related to Contract 2022-07 Advanced Traffic Management System (ATMS) Phase 1. The Board of Mayor and Aldermen awarded Contract 2022-07 to Progression Electric, LLC in November 2022, with a total bid of \$4,876,836.18.

Discussion & Recommendations:

The project is nearing closeout, and Change Order 5 reconciles final quantities with the contract. Approved change orders to date total \$163,232.36. Change Order 5 provides a credit of \$111,858.91.

After applying the net change order cost of \$51,373.45, the final contract amount is \$4,928,209.63. Due to delays, liquidated damages of \$223,000 were assessed to the contractor.

Overall, the project reflects a cost savings of \$171,626.55.

Financial Section

Account Number: ATMS Phase 1

<u>Total Budget</u>	<u>Current Change Order Amount</u>	<u>Liquidated Damages</u>	<u>Total Project Contracted Expenditures</u>	<u>Remaining Amount</u>
\$6,810,000	-\$111,858.91	-\$223,000	\$6,795,932.55	\$348,926.36

Approved By: Allison Myers

Recommended By: Darryl Smith, Town Engineer for approval.

Proposed Motion: To approve Change Order 5 (Final Quantities Closeout) and Liquidated Damages, Contract 2022-07, Farragut Advanced Traffic Management System Phase 1

**Supplemental Agreement and/or Request for Construction Change
Change Order Request #05**

Project Title/Termini:	<u>Town of Farragut ATMS Phase 1</u>		
Owner:	<u>The Town of Farragut</u>	PIN:	<u>125462.00</u>
Address:	<u>11408 Municipal Center Dr</u>	State Project No.:	<u>47LPLM-F3-144</u>
	<u>Farragut, TN</u>	Federal Project No.:	<u>CM-9109(178)</u>
	<u>37934</u>	Contract No.:	<u>2022-07</u>
County:	<u>KNOX</u>		

Whereas, we The Town of Farragut with Travelers Casualty and Surety of America, as a Surety, entered into a contract with Progression Electric, LLC, on 11/10/2022, for the construction by said Contractor of the above designated contract; and Whereas, certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:

The purpose of this Change Order is to:

Balance the final quantities at the conclusion of Construction for the Farragut ATMS project.

As a result of this Change Order, contract time shall:

☒ Not Change, ☐ Increase by 0 days, ☐ Decrease by days

Original Construction Completion Time: 540days (Date:6/26/2024)

Original Contract Amount: \$4,876,836.18

Approved Change Orders: \$163,232.36

Current Change Order: \$-111,858.91

Pending Change Orders: \$0

Total Change Orders:: \$51,373.45

Contract Completion Time with Change Orders: 575 days (Date: 7/31/2024)

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	SY	70	235.7	165.7	\$36.90	\$6114.33
202-03.01	REMOVAL OF ASPHALT PAVEMENT	SY	180	27.8	-152.2	\$28.80	\$-4383.36
202-08.10	REMOVAL OF CURB	LF	25	980.2	955.2	\$51.60	\$49288.32
202-08.15	REMOVAL OF CURB & GUTTER	LF	1310	75	-1235	\$25.2	\$-31122.00
209-05	SEDIMENT REMOVAL	CY	60	0	-60	\$86.40	\$-5184.00
209-09.43	CURB INLET PROTECTION (TYPE 4)	EACH	90	0	-90	\$253.20	\$-22788.00
407-02.14	ASPHALT PAVEMENT REPAIR	SY	150	2	-148	\$135.6	\$-20068.8
407-20.05	SAW CUTTING ASPHALT PAVEMENT	LF	1420	171.7	-1248.3	\$3.60	\$-4493.88
701-01.01	CONCRETE SIDEWALK (4")	SF	420	2106.40	1686.4	\$40.20	\$67793.28
701-02.01	CONCRETE CURB RAMP (RETROFIT)	SF	7440	6146.2	-1293.8	\$34.38	\$-44480.84
701-02.03	CONCRETE CURB RAMP	SF	50	112.5	62.5	\$176.40	\$11025.00
701-03	CONCRETE MEDIAN PAVEMENT	CY	10	4.8	-5.2	\$1578.00	\$-8205.60
702-01	CONCRETE CURB	CY	10	32	22	\$1080.00	\$23760.00
702-03	CONCRETE COMBINED CURB & GUTTER	CY	90	4.33	-85.67	\$1140.00	\$-97663.80

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
712-05.03	WARNING LIGHTS (TYPE C)	EACH	50	15	-35	\$65.38	\$-2288.3
713-14.21	STREET NAME SIGN (RIGID 0.100IN THICK)	EACH	15	18	3	\$687.88	\$2063.64
716-02.03	PLASTIC PAVEMENT MARKING (CROSSWALK)	LF	80	77	-3	\$12.00	\$-36.00
716-02.04	PLASTIC PAVEMENT MARKING (CHANNELIZATION STRIPING)	SY	40	33.89	-6.11	\$30.00	\$-183.30
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	310	278	-32	\$18.00	\$-576
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	12	10	-2	\$240.00	\$-480
716-02.08	PLASTIC PAVEMENT MARKING (8" DOTTED LINE)	LF	165	6	-159	\$3.30	\$-524.70
716-02.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)	LF	930	811	-119	\$30.00	\$-3570.00
716-04.01	PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	12	10	-2	\$270.00	\$-540
716-04.05	PLASTIC PAVEMENT MARKING (STRAIGHT ARROW)	EACH	2	0	-2	\$210.00	\$-420
						\$	\$
						\$	\$

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
716-04.12	PLASTIC PAVEMENT MARKING (YIELD LINE)	SF	20	31	11	\$30.00	\$330
716-08.01	REMOVAL OF PAVEMENT MARKING (LINE)	LF	370	156	-214	\$1.20	\$-256.8
716-08.03	REMOVAL OF PAVEMENT MARKING (CROSS-WALK)	LF	940	772	-168	\$9.00	\$-1512.00
716-08.05	REMOVAL OF PAVEMENT MARKING (STOP LINE)	LF	220	292	72	\$9.00	\$648
716-08.06	REMOVAL OF PAVEMENT MARKING (TURN LANE ARROW)	EACH	5	11	6	\$90.00	\$540
716-08.07	REMOVAL OF PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	1	3	2	\$120.00	\$240
716-08.14	REMOVAL OF PAVEMENT MARKING (YIELD LINE)	SF	20	21	1	\$12.00	\$12.00
						\$	\$

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

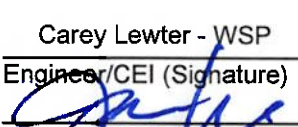
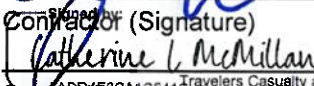
Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
716-13.01	SPRAY THERMO PVMT MRKNG (60 MIL) (4IN LINE)	LM	0.3	0.285	-0.015	\$18000	\$-270
725-21.32	CAT 6 CABLE	LF	2470	2636	166	\$1.67	\$277.22
725-23.21	FIBER OPTIC DROP CABLE (12 F)	LF	6550	5071	-1479	\$1.16	\$-1715.64
725-23.28	FIBER OPTIC SPLICE FUSION	EACH	356	850	494	\$70.42	\$34787.48
730-02.41	SIGNAL HEAD MODIFICATION (RELOCATE SIGNAL HEAD)	EACH	17	24	7	\$420.75	\$2945.25
730-02.42	SIGNAL HEAD MODIFICATION (REMOVE SIGNAL HEAD)	EACH	40	47	7	\$50.16	\$351.12
730-03.21	INSTALL PULL BOX (TYPE B)	EACH	25	28	3	\$903.12	\$2709.36
730-03.23	INSTALL PULL BOX (FIBER OPTIC - TYPE A)	EACH	35	36	1	\$2212.91	\$2212.91
730-08.02	SIGNAL CABLE - 5 CONDUCTOR	LF	15060	15094	34	\$1.48	\$50.32
730-08.03	SIGNAL CABLE - 7 CONDUCTOR	LF	14100	18085	3985	\$1.90	\$7571.50
730-08.04	SIGNAL CABLE - 9 CONDUCTOR	LF	4760	6302	1542	\$2.51	\$3870.42
730-10.02	MESSANGER CABLE - 1/4" DIAMETER	LF	24590	23215	-1375	\$2.70	\$-3712.50
730-12.02	CONDUIT 2" DIAMETER (PVC)	LF	7110	9215	2105	\$11.75	\$24733.75

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
730-12.13	CONDUIT 2" DIAMETER (JACK AND BORE)	LF	17400	12567	-4833	\$25.70	\$-124208.10
730-23.30	PEDESTAL POLE (PEDESTRIAN)	EACH	20	23	3	\$1804.96	\$5414.88
730-26.05	COUNTDOWN PEDESTRIAN SIGNAL	EACH	31	32	1	\$501.10	\$501.10
730-26.06	PEDESTRIAN PUSHBUTTON POST	EACH	42	46	4	\$1336.08	\$5344.32
730-26.09	PEDESTRIAN PUSHBUTTON WITH 15IN SIGN	EACH	120	126	6	\$876.35	\$5258.10
740-11.01	TEMPORARY SEDIMENT TUBE 8IN	LF	4870	4992	122	\$18.58	\$2266.76
790-98.04	REMOVE FIBER OPTIC CABLE	LF	14010	14002	-8	\$0.77	\$-6.16
803-01	SODDING (NEW SOD)	SY	770	285	-485	\$9.60	\$-4656.00
725-23.16	FIBER OPTIC CABLE (144 F)	LF	56890	56282	-608	\$2.85	\$-1732.80
730-15.12	MODIFY CABINET (TRANSFER PREEMPTION EQUIPMENT)	EACH	10	9	-1	\$1033.22	\$-1033.22
793.07.07	144 FIBER (MATERIAL ONLY)	LS	0	1	1	\$13980.91	\$13980.91
793.07.01	12 FIBER (MATERIAL ONLY)	LS	0	1	1	\$162.92	\$162.92
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$

Now, Therefore, We, The Town of Farragut Contractors, and Travelers Casualty and Surety of America, Surety, hereby agree to the Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

Recommended for Approval	Carey Lewter - WSP	5/20/25
	Engineer/CEI (Signature)	Date
Approved	By: 	5/22/25
	Contractor (Signature)	Date
	By: 	5/22/2025
	Surety (Signature)	Date
	By: _____	_____
	Owner (Signature)	Date
Approved for Eligibility	By: _____	_____
	Local Programs (Signature)	Date

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
540 Calendar Days from 1/3/23	540.0 Days	540.0 Days	11.0 Day	\$0.00	801.0 Days	-261.0 Days	\$0.00
Addition of liquidated damage amount that was not specified during project setup	540.0 Days	575.0 Days	11.0 Days	\$0.00	798.0 Days	-223.0 Days	\$223,000.00
Total Damages:							\$223,000.00

Agenda Number: VI.D.

Meeting Date: June 12, 2025

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Allison Myers, Finance Director/Town Recorder

Subject: Approval of the re-appointment of Joe LaCroix to the Visual Resources Review Board

Introduction & Background: The purpose of this business item is to consider the re-appointment of Joe LaCroix to the Visual Resources Review Board.

Discussion & Recommendations: The reappointment is necessary due to the member missing three meetings and is seeking re-appointment. The re-appointment request is attached.

Recommended By: Allison Myers, Finance Director/Town Recorder
for approval.

Proposed Motion: To approve the re-appointment of Joe LaCroix to the Visual Resources Review Board

Boards Application

05/19/2025 9:56 AM (EDT)



Town of Farragut Citizen Board/Committee Application

First Name Joe

Last Name LaCroix

Street Address

City Farragut

State TN

Zip 37934

Primary Phone Number

E-mail

Occupation Director of IT

Education MBA

Why would you like to serve on a Town of Farragut committee? I have been serving on the VRRB for the past year and would like to continue to do so. I believe that serving in the community as a volunteer is important for several reasons, most notably being a responsive member of the community.

Intro to Farragut Program Graduate?

Yes

Board or Commission of first choice: 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.

I Agree.

Signature

A handwritten signature in black ink, appearing to read 'Joe LaCroix', is written over a light blue horizontal line.

Date 05/19/2025

Allison Myers

From: Bart Hose
Sent: Monday, May 19, 2025 10:18 AM
To: Allison Myers
Cc: Mark Shipley
Subject: FW: VRRB absences

Allison,

Below is an email from Joe LaCroix requesting reappointment to the VRRB. He will be missing the upcoming May meeting while away for vacation and it will be his third miss for the fiscal year. He has also filled out his online application form. Let me know if you need anything else. Thanks.

Bart

Bart Hose

Assistant Community Development
Director

EMAIL • BHOSE@TOWNOFFARRAGUT.ORG

PHONE • [865.966.7057](tel:865.966.7057) Office
[865.671.7652](tel:865.671.7652) Fax

ADDRESS • 11408 MUNICIPAL CENTER DRIVE
FARRAGUT, TN 37934



From: ejlacroix@yahoo.com <ejlacroix@yahoo.com>
Sent: Monday, May 19, 2025 10:05 AM
To: Bart Hose <bhose@townoffarragut.org>
Subject: VRRB absences

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Bart,

Per your instructions, I am writing you to speak about the three absences that I have had from the VRRB in this fiscal year and to request reinstatement. The reasons for the absences are as follows: In March of 2025 I was absent due to illness. In August of 2024 I was absent due to vacation and I will also be absent on May 27 of 2025 because of vacation.

Please accept this email as a request for reinstatement to the VRRB. I have also filled out the Board Application form as you've noted.

Best,
Joe

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Allison Myers, Finance Director/Town Recorder

Subject: Approval of Fiscal Year 2026 Volunteer Committee Appointments

**Introduction &
Background:**

Each year, the Board of Mayor and Aldermen considers appointments to the Town's volunteer boards, commissions, and committees. These citizen-led groups play a vital role in advising the Board and supporting the Town's operations in areas such as planning, parks, economic development, and community engagement.

**Discussion &
Recommendations:**

Attached is the list of applicants for the upcoming term, including both new applicants and individuals eligible for reappointment. Staff has reviewed each submission and confirmed that returning members have met participation and attendance expectations. All applicants have expressed a willingness to serve.

Recommended By:

Allison Myers, Finance Director/Town Recorder
for approval.

Proposed Motion:

To approve the Fiscal Year 2026 Volunteer Committee Appointments.

FY2026 Committee Appointments

Arts & Beautification Committee	Board of Zoning Appeals	Museum Advisory Board	Farragut Tourism/Visitor Committee	Parks & Athletics Council
(Tab 1)	(Tab 2)	(Tab 3)	(Tab 4)	(Tab 5)
7 Positions Available	1 Position Available	4 Positions Available	76 Positions Available	5 Positions Available
2-year terms (13 members)	5-year terms (5 members)	2 year term (11 Members)	2-year terms (11 members)	2-year terms (11 Members)
*Jennifer Craddick (1st Choice)	*Jim Holladay	*Sue-Ann Hansler (2nd Choice)	*Marianne McGill (1st Choice) At Large	*Dian Hall (1st Choice)
*Sue-Ann Hansler (1st Choice)	Patrick La Pine (1st Choice)	*Dot LaMarche (1st Choice)	*Debbie Pinchok (1st Choice) At Large	*Brian Walker (2nd Choice)
Ashley Lynch (2nd Choice)	Marty Layman (2nd Choice)	*John Osborne (1st Choice)	*Joey Ruffalo (1st Choice) At Large	Jennifer Craddick (2nd Choice)
Brian Walker (3rd Choice)	Holley Marlowe (1st Choice)	*William Rhodes (1st Choice)	*Darryl Whitehead (1st Choice) Attraction Rep	Reed Honken (1st Choice)
Darryl Whitehead (2nd Choice)	Joey Ruffalo (3rd Choice)	Alexander Churyuk (1st Choice) Non-Res	Michelle Campbell (1st Choice) Lodging	Patrick La Pine (2nd Choice)
	Brian Walker (1st Choice)	Dian Hall (2nd Choice)	Dian Hall (3rd Choice)	Ashley Lynch (1st Choice)
		Stacey Smiddy (2nd Choice) Non-Res	Jim Holladay (3rd Choice)	Bettina Ruffalo (1st Choice)
			Reed Honken (2nd Choice) At Large	Joey Ruffalo (2nd Choice)
			Dot LaMarche (2nd Choice) At Large	Stacey Smiddy (1st Choice) Non-Res
			Marty Layman (3rd Choice) At Large	Darryl Whitehead (3rd Choice)
			Crystal McNamee (1st Choice) Retail Rep	
			Stacey Smiddy (2nd Choice) Non-Res-At Large	
			Attractions Rep.	
2-year	1	1	1	1
1		2	Retail Rep	2
2		3	2	3
3		4	At Large	4
4			3	5
5			4	
6			5	
1-Year			Lodging Rep	
7			6	
			At Large (1-year Term)	
			7	
2/3 of membership must be Town Residents	Must be a Town resident	2/3 of membership must be Town Residents	2/3 of membership must be Town Residents	2/3 of membership must be Town Residents

*Currently on Committee
Highlighted-Intro to Farragut Grad

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Allison Myers, Finance Director/Town Recorder

Subject: Approval of the Village Green Swim Team Triathlon on July 1, 2025

Introduction & Background:

Town staff have received a Special Event Permit Application for the Village Green Swim Team Triathlon, proposed to be held in the Town of Farragut. This event is a returning triathlon and is scheduled to take place on July 1, 2025.

Discussion & Recommendations:

The event is being presented to the Board of Mayor and Aldermen because of the use of North and South Monticello Drive in Village Green. The event will begin and end at the Village Green Monticello Pool area.

Staff recommends approval of the event subject to proper notification to any affected entities and the provision of adequate traffic control and cleanup.

Recommended By:

Allison Myers, Finance Director/Town Recorder
for approval.

Proposed Motion:

To approve the Village Green Swim Team Triathlon event on July 1, 2025.

DATE RECEIVED _____
PERMIT # _____
CUSTOMER # _____
(FOR ADMINISTRATION PURPOSES ONLY)

Town of Farragut
11408 Municipal Center Dr. Farragut, TN. 37934
Phone: (865) 966-7057
Email: events@townoffarragut.org

SPECIAL EVENT PERMIT APPLICATION

NOTE: If there is any change that would alter the information given in this application while it is pending, the applicant shall notify the Town of Farragut within 48 hours of such change.

APPLICANT/CONTACT PERSON NAME: Nicole Bailes

ADDRESS: 11803 Baytree Court, Knoxville, TN 37934

PHONE: 423-443-7485 **EMAIL:** nicolebailes11@gmail.com

EVENT LOCATION NAME AND ADDRESS: 4 Seasons Lane, Farragut, TN 37934

([Mayor Ralph McGill Plaza](#) and [Founders Park](#) require an additional application)

EVENT DATE(S): July 1, 2025 **EVENT HOURS:** 3 hours

SET UP TIME: 7:30 am **BREAKDOWN TIME:** 10:30 am **NUMBER OF PARTICIPANTS:** 85 **NUMBER OF SPECTATORS:** 30

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER SPECIAL EVENT:

Clean up yard signs along S Monticello Drive and break down tent and table by the Village Green Swim Team pool at 4 Seasons Lane.

EVENT NAME: Village Green Swim Team Triathlon

EVENT PURPOSE: Allow VGST swimmers to participate in a triathlon event for fun during their normal practice time

IS THIS A REPEATED EVENT IN THE TOWN OF FARRAGUT? ☐ YES ☒ NO **IF YES, DATE OF LAST EVENT:** _____

CHECK ALL THAT APPLY:

☐ FOOD TRUCKS WILL BE UTILIZED	Food trucks must possess a Farragut Mobile Food Vending Permit .
☐ ALCOHOL WILL BE SERVED	For beer, a Temporary Beer Permit and BOMA approval will be required. For wine, liquor and/or high gravity beer, please attach a copy of the appropriate Tennessee state issued liquor license .
☐ A TEMPORARY SIGN WILL BE UTILIZED	If yes, attach a copy of the event signage.
☐ DIRECTLY/INDIRECTLY UTILIZE PUBLIC PROPERTY	If yes, please specify on the Site Plan. BOMA approval is required for closure of public roads, Rights of Way and Greenways.
☐ TENTS/INFLATABLE STRUCTURES WILL BE UTILIZED	If yes, an inspection may be required. Please review the Tent and Air Supported Structures Permit for more information.
☐ A TEMPORARY STAGE WILL BE UTILIZED	Please specify size of tent(s) if applicable: _____
☐ GENERATORS WILL BE UTILIZED	

Any signs, props or displays used in conjunction with the special event must be removed immediately after the time permitted for the special event has expired. The use of banners, flags (other than flags of official governmental bodies), streamers, balloons or any similar devices, and decorated vehicles or trailers in connection with the event shall be prohibited.

SITE PLAN

Please attach an initial site plan showing the proposed layout for the event. Site plan example is available [here](#). Depending on the event, the site plan will typically need to show that access routes for emergency vehicles, sidewalks, and ADA parking areas will not be obstructed. The site plan will also need to show the size and location of tents and spacing between tents, the location of any food trucks, the location of fire extinguishers, portable toilets, trash collection bins, and generators. A site plan for a walk or run should clearly indicate the location of the start and finish line as well as the walk/run route. Applications for special events that involve leaving the primary event location (public or private properties) to utilize public sidewalks, streets and/or bike paths shall require the Town's Board of Mayor and Aldermen approval prior to the issuance of a special event permit.

DATE RECEIVED _____
PERMIT # _____
CUSTOMER # _____
(FOR ADMINISTRATION PURPOSES ONLY)

Town of Farragut
11408 Municipal Center Dr. Farragut, TN. 37934
Phone: (865) 966-7057
Email: events@townoffarragut.org

TRAFFIC/PARKING INFORMATION

Will support facilities such as traffic control and crowd control be needed? If yes, please specify:

No

If buses or trolleys will be used in correlation with the event, please specify the drop-off and pickup locations: N/A

Where will the attendees park? On Cloverfork Drive or Bellfield Dr or they will walk from their homes in Village Green

Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used: 25 cars or less

ORGANIZATION INFORMATION (if applicable)

ORGANIZATION NAME: Village Green Swim Team

ORGANIZATION ADDRESS: 4 Seasons Lane, Farragut TN 37934

OWNER'S NAME: _____ PHONE/EMAIL: _____

INSURANCE INFORMATION

NAME OF APPLICANT'S INSURANCE COMPANY: K&K Insurance, Marty Oglesby

PHONE/EMAIL: 865-584-4352 / moglesby@premierins.com

ADDRESS: _____

Please attach a Certificate of Insurance endorsing the Town of Farragut as an additional insured under your General Liability policy with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. All required insurance policies shall provide a waiver of subrogation and rights of recovery against the Town of Farragut, including its past and present employees, elected officials and representatives. The insurance policy in effect shall protect both parties and be primary and non-contributory for any and all losses covered by the required insurance. Insurers have no recourse against the Town of Farragut for payment or assessments in any form on any insurance policy. The Town has the right to require higher limits based upon the particular special event proposed.

CHECKLIST

Before you submit your special event application, please make sure that the following steps have been completed:

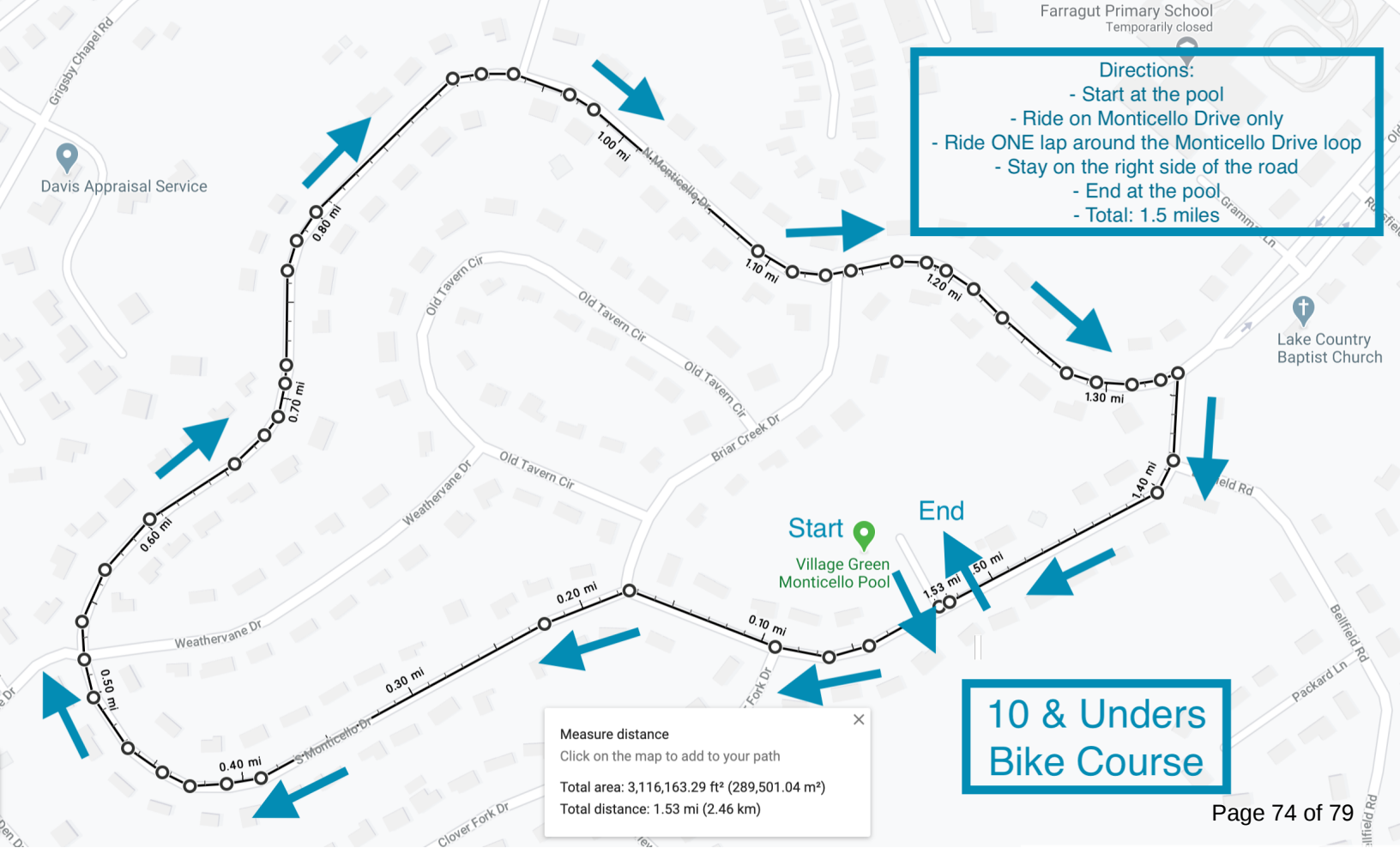
- ☒ Truthfully complete all necessary information
- ☒ Attach site plan
- ☐ Attach a Certificate of Insurance and confirm that the event name, location, and date is added in the Description of Operations box at the bottom of the proof of insurance form
- ☒ Note any separate permits needed according to the checklist on Page 1
- ☒ Signature authorization below

By signing below, I acknowledge that I have fully read and understand all policies and procedures for Special Events on public property and agree to abide by those policies and procedures set forth therein.

PRINTED NAME: Nicole Bailes

APPLICANT SIGNATURE: Nicole Bailes

DATE: 6/2/2025



- Directions:
- Start at the pool
 - Ride on Monticello Drive only
 - Ride ONE lap around the Monticello Drive loop
 - Stay on the right side of the road
 - End at the pool
 - Total: 1.5 miles

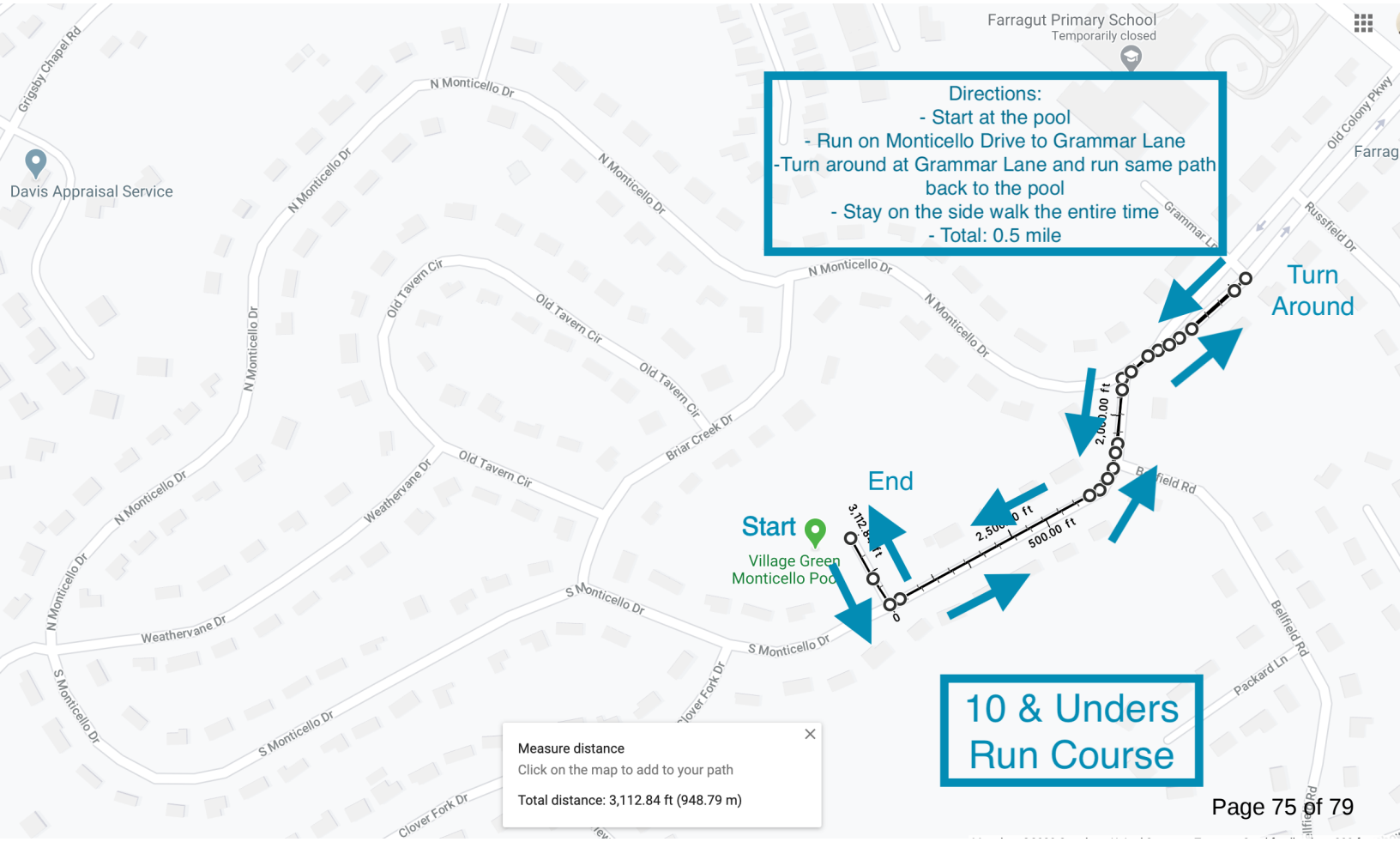
Measure distance

Click on the map to add to your path

Total area: 3,116,163.29 ft² (289,501.04 m²)

Total distance: 1.53 mi (2.46 km)

10 & Unders Bike Course





Farragut Primary School
Temporarily closed

Davis Appraisal Service

#7

Run Course:
Turn Around/Directional
Water Station

Lake Country
Baptist Church

Bike Course:
Water Station
Encouragement Point
#4

Bike Course:
Encouragement Point
Safety Check
#5

Bike AND Run Courses:
Assist/Direct traffic/Safety
Water Station
#6

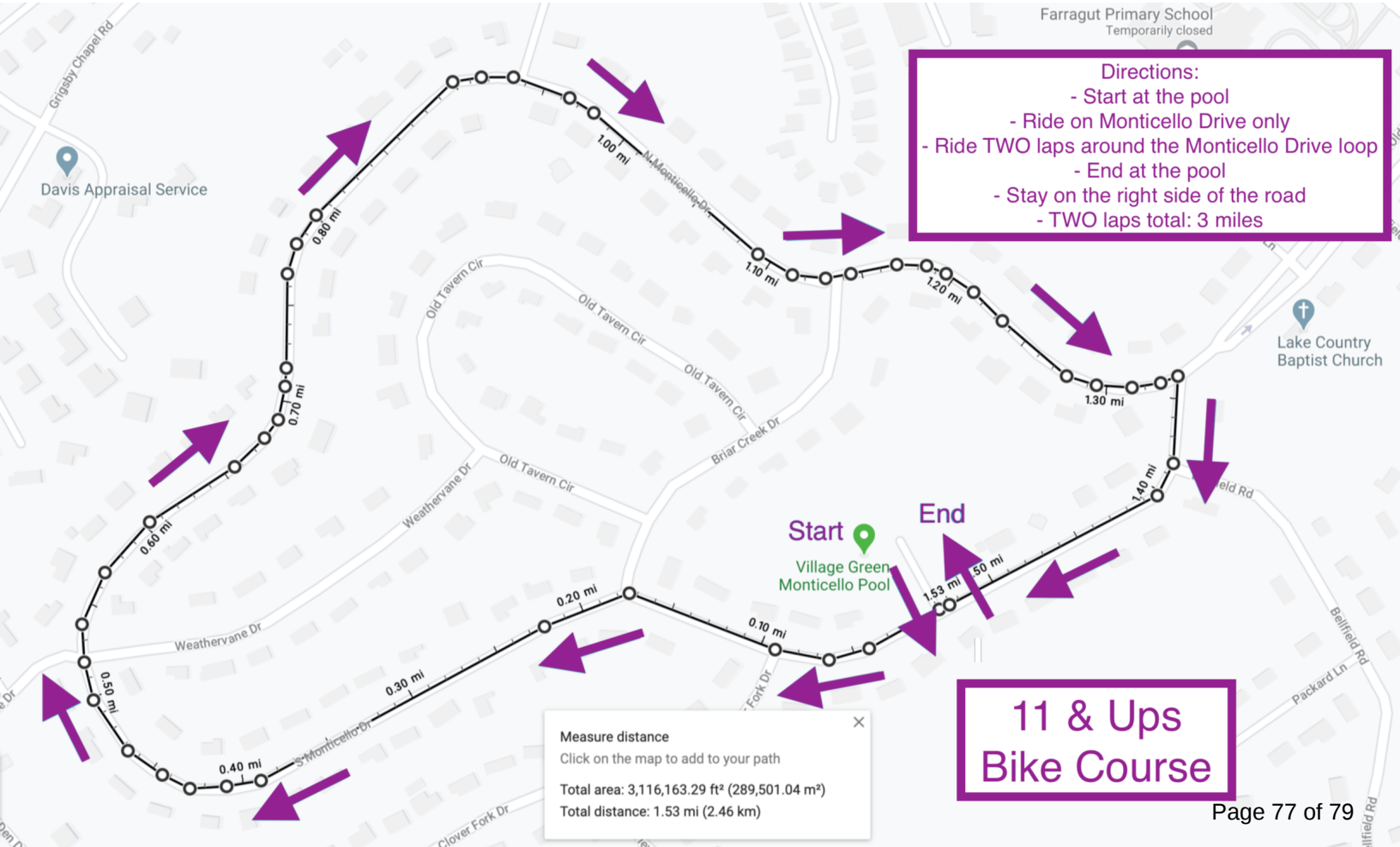
Bike Course:
Encouragement Point
Safety Check
#3

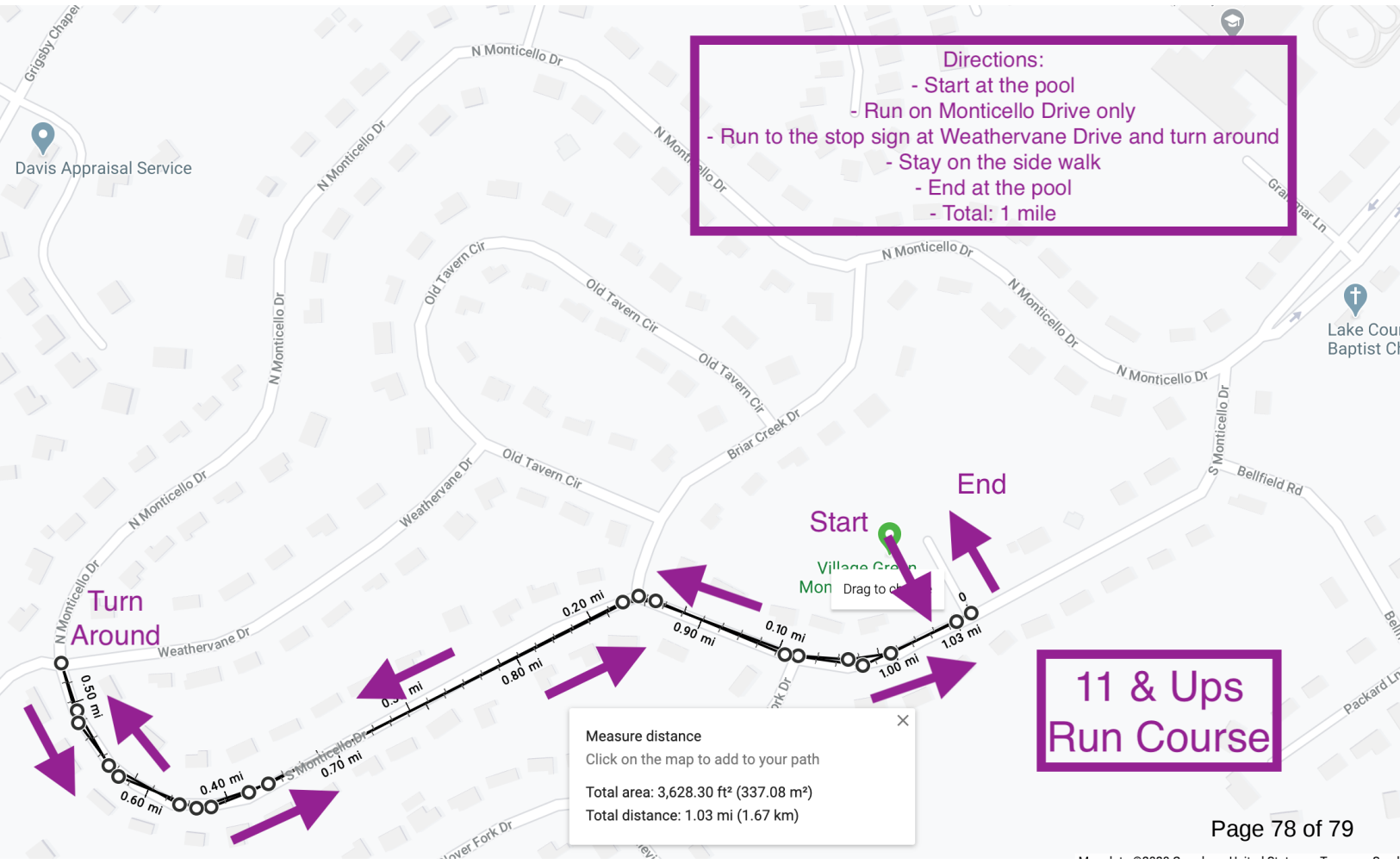
Bike Course:
Stop Sign* Direct Traffic/Safety
Water Station
#2

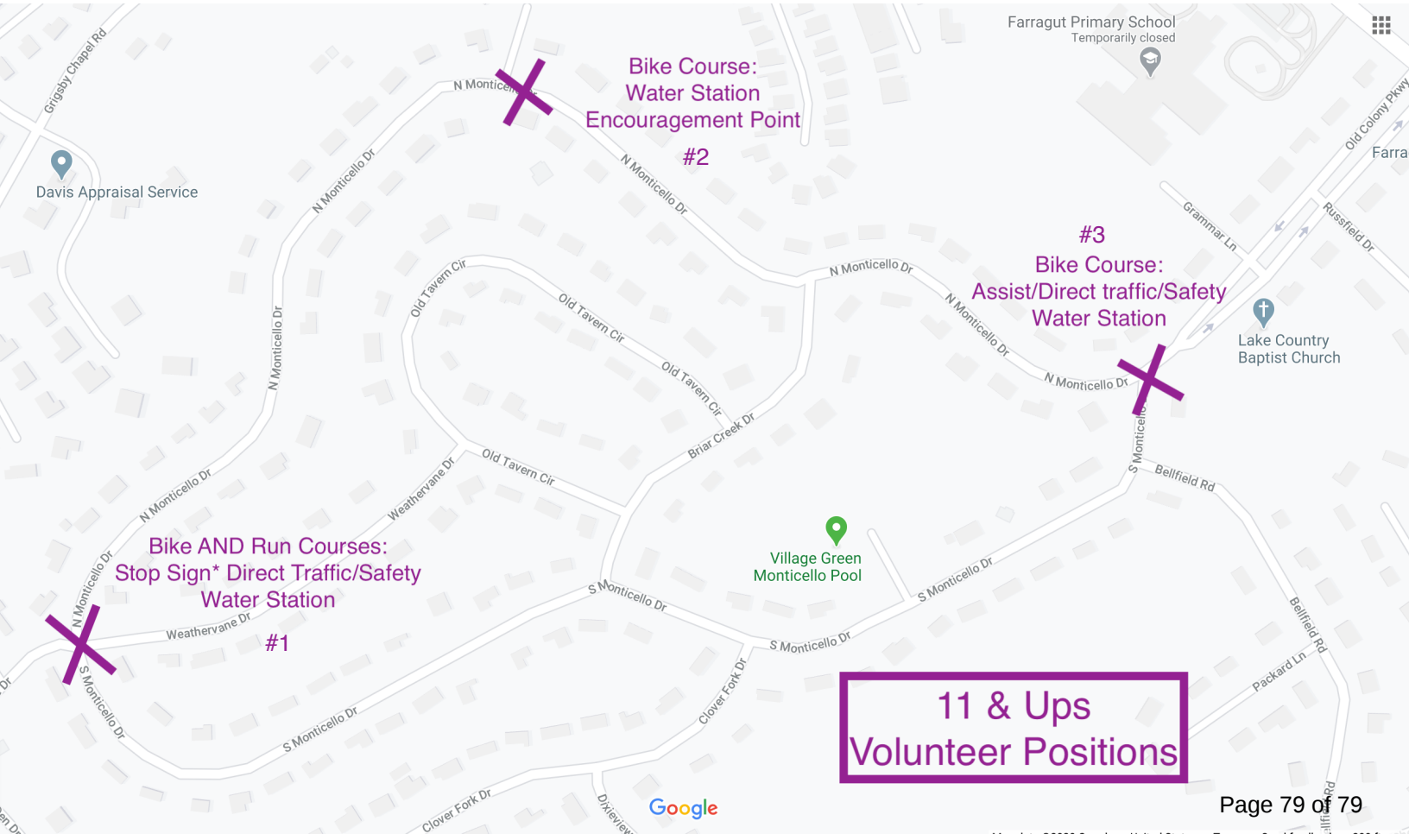
Bike Course:
Encouragement Point
Safety Check
#1

Village Green
Monticello Pool

10 & Unders
Volunteer Positions







Farragut Primary School
Temporarily closed

Davis Appraisal Service

Bike Course:
Water Station
Encouragement Point
#2

#3
Bike Course:
Assist/Direct traffic/Safety
Water Station

Lake Country
Baptist Church

Bike AND Run Courses:
Stop Sign* Direct Traffic/Safety
Water Station

#1

Village Green
Monticello Pool

11 & Ups
Volunteer Positions

Google