



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
AGENDA**

November 8, 2018

**MCFEE PARK, PHASE III
5:30 PM**

**BMA MEETING
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
 - A. Proclamation
 - B. Appointment to the Knox County Community Health Council
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. October 25, 2018
- VI. Business Items**
 - A. Approval of Request for Supplement from Vaughn & Melton Consulting Engineers for Additional Services Required for Virtue Road Project
 - B. Approval of Proposal from Urban Engineering, Inc. for Engineering Services for Smith Road Sidewalk
 - C. Approval of Revisions to the Town's Traffic Calming Policy
 - D. Approval of Amendment for McFee Park Phase 3 design contract
 - E. Approval of Resolution R-2018-12, Farragut Business Alliance, Shop Farragut Holiday Campaign
 - F. Approval of Resolution R-2018-13, authorizing the Town of Farragut to participate in the Public Entity Partners Property Matching Grant Program
 - G. Approval of changes to the Farragut Education Relations Committee Charter
 - H. Approval of member to the Parks and Athletics Council
- VII. Town Administrator's Report**

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WWW.TOWNOFFARRAGUT.ORG

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please contact the ADA Coordinator at jcurry@townoffarragut.org or 865-966-7057 in advance of the meeting.

VIII. Town Attorney's Report

Board of Mayor and Aldermen Meeting Public Comment Protocol

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

At the beginning of each 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 Clerk 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 five (5) minutes to speak on his/her topic.

During the regular agenda portion of the meeting there may be an allowance for public comment for each agenda item. The Mayor may recognize individuals for public comment based on the following guidelines:

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Anyone interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn in to the Town Clerk or a staff member;
3. Speakers shall come to the podium and identify themselves by name and address;
4. Public comment shall be limited to five (5) minutes per individual, time may be extended at the discretion of the Mayor; time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy;
6. Comments shall address issues, not individuals or personalities;
7. Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked;
8. Personal attacks and malicious comments shall not be tolerated;
9. 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 five (5) 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.



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
AGENDA**

October 25, 2018

WORKSHOP

5:30

**Campbell Station Inn Phase 3
McFee Park Phase 3**

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. October 11, 2018
- VI. Business Items**
 - A. Approval of Proposal from Cannon & Cannon, Inc. for Engineering Services for Pedestrian Crossing Improvements at Grigsby Chapel Road and Watt Road
 - B. Approval of Dates for the November and December BMA meetings
- VII. Ordinances**
 - A. Public Notice and Second Reading
 - 1. Ordinance 18-14, an ordinance to rezone Parcel 95 and a portion of Parcel 94, Tax Map 152N, Group A (end of Thornbush Lane in the Sheffield Subdivision), 6.72 Acres, from R-1 and A to R-1/OSR (Dave Wilkinson, Applicant)

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2. Ordinance 18-15, an ordinance to rezone a portion of Parcel 94, Tax Map 152N, Group A, 3.61 Acres, from A to R-1 (Dave Wilkinson, Applicant)

VIII. Town Administrator's Report

IX. Town Attorney's Report

Mayor Williams called the meeting to order at 7:00 PM. Members present were Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Mayor's Report

Vice-Mayor Povlin read a letter from the Tennessee Recreation and Parks Association expressing gratitude for the Town's Parks and Recreation Department.

Vice-Mayor Povlin reviewed suggested changes to the Farragut Education Relations Committee.

Citizens Forum

Albert Rhone, 1242 Walnut Branch, addressed the board concerning a sociology project that he and fellow students from the University of Tennessee are conducting within the Town.

Aimee Klenske, 530 St. Charles Lane, addressed the board about tennis courts at McFee Park.

Pamela Knierim, 1021 Prince George Parish Drive, addressed the board about tennis courts and pickle ball at McFee Park.

Approval of Minutes

Motion was made to approve the minutes of October 11, 2018 as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Business Items

Approval of Proposal from Cannon & Cannon, Inc. for Engineering Services for Pedestrian Crossing Improvements at Grigsby Chapel Road and Watt Road

Motion was made to approve the Proposal from Cannon & Cannon, Inc. for Engineering Services for Pedestrian Crossing Improvements at Grigsby Chapel Road and Watt Road in the amount of \$16,000. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Dates for the November and December BMA meetings

Motion was made to cancel the meetings of November 22, 2018 and December 27, 2018. Moved by Alderman Pinchok, seconded by Alderman Povlin; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Ordinances

Public Notice and Second Reading

Ordinance 18-14, an ordinance to rezone Parcel 95 and a portion of Parcel 94, Tax Map 152N, Group A (end of Thornbush Lane in the Sheffield Subdivision), 6.72 Acres, from R-1 and A to R-1/OSR (Dave Wilkinson, Applicant)

Motion was made to approve Ordinance 18-14 on second and final reading. Moved by Alderman Pinchok, seconded by Alderman Meyer; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Ordinance 18-15, an ordinance to rezone a portion of Parcel 94, Tax Map 152N, Group A, 3.61 Acres, from A to R-1 (Dave Wilkinson, Applicant)

Motion was made to approve Ordinance 18-15 on second and final reading. Moved by Alderman Meyer, seconded by Alderman Povlin; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, announced the following events:

- Freaky Friday, October 26 from 5:00-7:00 PM at Mayor Bob Leonard Park
- Farragut 13.1 Race October 27, 2018
- Farragut Primary School Fall Festival from 11:00-3:00 Saturday October 27

Motion was made to adjourn the meeting of October 25, 2018. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Meeting adjourned at 7:55PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

AGENDA NUMBER VI.A. MEETING DATE November 8, 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE

SUBJECT: Approval of Request for Supplement from Vaughn & Melton Consulting Engineers for Additional Services Required for Virtue Road Project

INTRODUCTION: The purpose of this item is the approval of a supplement request from Vaughn & Melton Consulting Engineers for additional engineering services required to complete plans for improvements to Virtue Road, from 700 feet south of Kingston Pike to 2200 feet south of Broadwood Drive.

BACKGROUND: The Board of Mayor and Aldermen approved an agreement with Vaughn & Melton in 2017 to develop plans for development of improvements to Virtue Road. The project includes widening Virtue Road to two 11' lanes with curb & gutter and a multi-use path. In August, FMPC requested that a roundabout be added to the project plans. The roundabout will be located at the intersection of Virtue Road with Needlegrass Lane (Brookmere Subdivision, currently under construction).

The attached supplement request from Vaughn & Melton includes a total fee of \$8,380 for the additional effort required to include the roundabout in the project plans. With approval of this request, Vaughn & Melton's total fees for this project are \$429,880.

FINANCIAL SECTION:

Project: Virtue Road			
<u>Project Budget (PE & ROW)</u>			
	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$875,000	\$8,380	\$421,500	\$445,120
Approved By: 			

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

PROPOSED MOTION: Approval of the attached supplement request from Vaughn & Melton Consulting Engineers for additional engineering services for the Virtue Road Project.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>POVLIN</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Vaughn & Melton
Consulting Engineers

1909 AILOR AVENUE
KNOXVILLE, TN 37921
P. 865.546.5800
F. 865.546.4714

October 24, 2018

Mr. Darryl Smith
Town of Farragut
11408 Municipal Center Drive
Farragut, Tennessee 37934

RE: Virtue Road Improvements Project – Request and Justification for Contract Amendment No. 1

Dear Mr. Smith,

On December 14, 2017, Vaughn and Melton Consulting Engineers entered into a contract with the Town of Farragut for an amount not to exceed \$421,500 to provide professional engineering and surveying services for the Virtue Road Improvements project. Since that time, it was requested by the Town of Farragut Planning Commission, pursuant to a public meeting, that we investigate the feasibility of adding a roundabout at the new intersection of Virtue Road and Needlegrass Lane.

Based on our investigation, it was determined that the roundabout would reasonably fit into the allowable project footprint, and all agreed to proceed with the full design of the roundabout. This change to the project scope resulted in additional design and drafting effort, as follows:

- Senior Designer = 50 hours @ \$90/hour
- Technician II = 24 hours @ \$55/hour
- Senior Level Professional = 16 hours @ \$160/hour

The total requested contract amendment to address the design of the roundabout and the associated plans revision is \$8,380.

Should you have any questions or need clarification, please contact me. Thank you.

Sincerely,

Vaughn & Melton Consulting Engineers, Inc.

Jason C. Elliott, P.E.
Project Manager

GEORGIA
KENTUCKY
NORTH CAROLINA
SOUTH CAROLINA
TENNESSEE

VaughnMelton.com

Your Project. Our Promise.

AGENDA NUMBER V1. B.

MEETING DATE

November 8, 2018**REPORT TO THE BOARD OF MAYOR AND ALDERMEN****PREPARED BY:** Darryl W. Smith, PE**SUBJECT:** Approval of Proposal from Urban Engineering, Inc. for Engineering Services for Smith Road Sidewalk

INTRODUCTION: The purpose of this item is the approval of a proposal for final design of a sidewalk connection along the northern side of Smith Road, from Everett Road to Andover Boulevard.

BACKGROUND: With completion of the Everett Road project (and its adjacent greenways) in 2017, pedestrian facilities have been extended from Kingston Pike northward to Split Rail Farm Subdivision. A connection from these greenways along Smith Road to the existing sidewalk east of Andover will connect pedestrian facilities in the western portion of Farragut to Grigsby Chapel and the Grigsby Chapel and Parkside greenways.

Over the course of the last year, staff has proposed alternate locations for this project. Our intent was to construct as much of the sidewalk as possible within the Andover open space (see map) to save many of the trees along Smith Road. We've reached an agreement (in principle) with the Andover Homeowners Association that will include sidewalk and curb & gutter near the subdivision entrance to mirror the existing sidewalk east of Andover Boulevard.

The attached proposal from Urban Engineering outlines the scope of services for preparation of final construction plans for the project, with a not to exceed limit of \$56,987.50. Once plans are completed in Summer 2019, we will acquire the necessary easements for the project to proceed to construction in FY2020.

FINANCIAL SECTION:**Project:** Smith Road Sidewalk

<u>Project Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$375,000	\$56,987.50	\$30,900	\$287,112.50

Approved By: A. Myers**RECOMMENDATION BY:** Darryl Smith, Town Engineer, for approval.

PROPOSED MOTION: Approval of proposal from Urban Engineering, Inc., for final design of sidewalk project at Smith Road.

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>POVLIN</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

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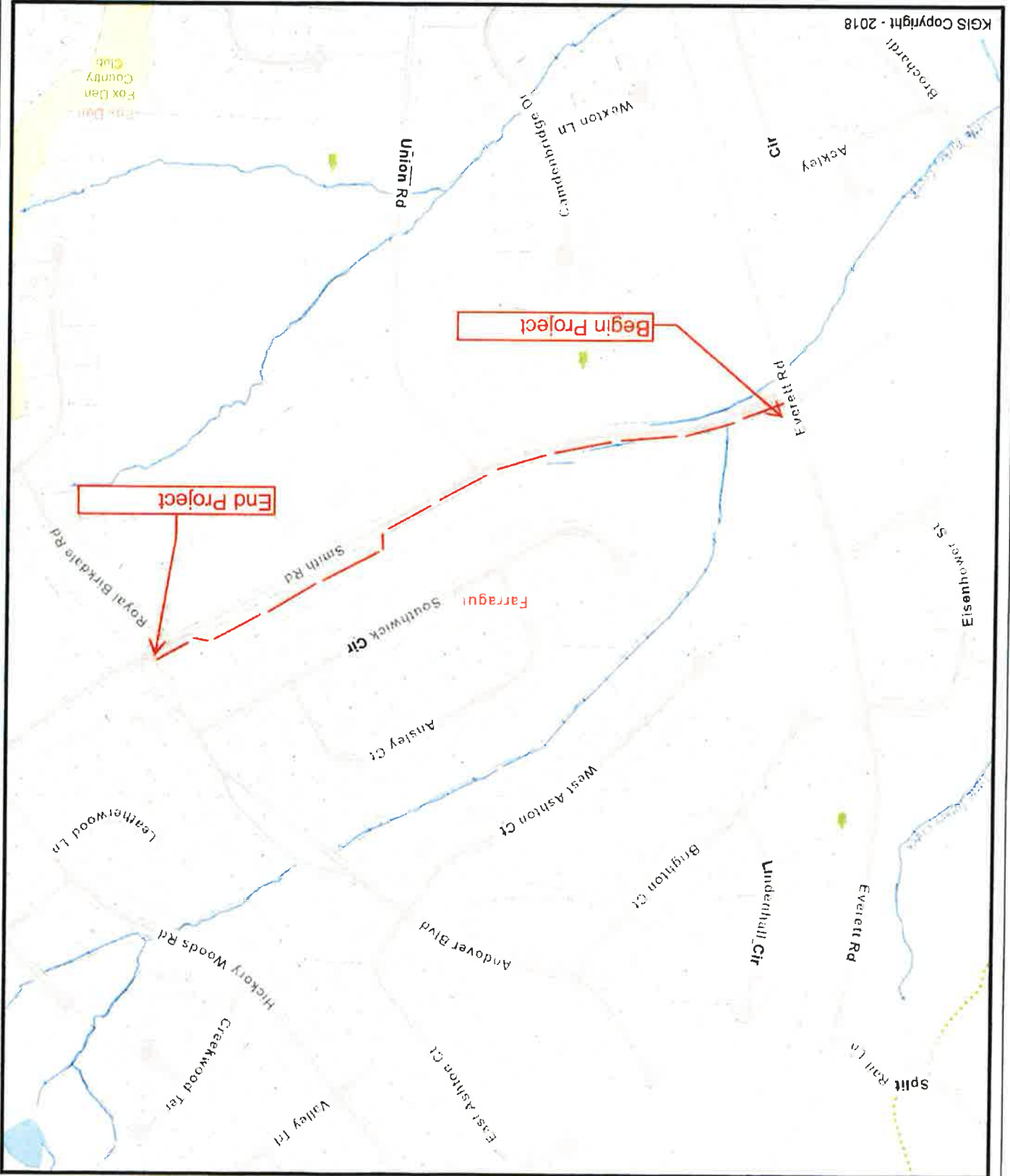
Knoxville - Knox County - KUB Geographic Information System

Smith Road Sidewalk Everett Road to Andover Boulevard

Printed: 6/29/2018 at 12:18:28 PM



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TOWN OF FARRAGUT

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between Town of Farragut ("Client") and Urban Engineering, Incorporated ("Contractor") for professional services for the assignment described as follows:

Project: Smith Road Widening, Greenway and Sidewalk Installation

Location: Smith Road from Andover Place Subdivision to Everett Road.

Description of Project: Construction drawings for a road widening, curb, gutter, storm drainage, greenway and sidewalk installation between Andover Place Subdivision and Everett Road.

Professional Services. Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

1. **Compensation.** Client shall compensate Contractor for the Basic Services as follows: The Contractor will bill monthly on an hourly basis per the attached rate schedule (**Attachment B**) with a 'not to exceed' limit of \$56,987.50 (10% of the estimated construction cost). In addition, Client shall pay Contractor for additional services that may be requested by the Client beyond the Basic Services in accordance with the hourly rate schedule attached as **Attachment B** to this Agreement.

2. **Schedule.** Contractor shall begin work upon notification of approval of this Agreement by the Board of Mayor and Aldermen and shall complete the work by submitting the final deliverables on or before July 1, 2019. The various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Client and Contractor before beginning work.

3. **Invoicing and Payments.** Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

4. **Time.** Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Board of Mayor and Aldermen before Client is bound.

5. **Suspension of Services.** If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

6. **Standard of Care.** Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

7. **Termination.** The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

8. **Reuse of Documents.** All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

9. **Access to the Site/Jobsite Safety.** Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the

contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

10. **Insurance.** Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than \$2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

11. **Risk Allocation.** In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars (\$100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

12. **Dispute Resolution.** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

13. **Opinions of Construction Cost.** Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

14. **Indemnification.**

a. The Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. The Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

15. **Miscellaneous.**

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the event legal action is necessary to enforce the terms of the contract between the parties, the prevailing party shall be entitled to recovery of its attorney's fees, court costs, and other expenses of the legal action.

g. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

h. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:

Town of Farragut

By: _____

Printed

Name: _____

Title: _____

Date: _____

CONTRACTOR:

By:  _____

Printed

Name: Christopher A. Sharp

Title: P.E., President

Date: October 29, 2018



URBAN ENGINEERING, INC.

CIVIL ENGINEERS • LAND PLANNERS • LAND SURVEYORS

ATTACHMENT 'A': Description of Services

1. Supplement the boundary and topographic coverage as required for design and production of easement documents.
2. Prepare right of way plans so that the Town can obtain right of way or easements if needed for the project.
3. Prepare construction plans that shall comply with the current Tennessee Department of Transportation (TDOT) standards.
4. The State's Standard Specifications for Road and Bridge Construction (latest edition) shall constitute the technical specifications for calculations of pay items, testing methods and standards of performance for construction procedures.
5. Prepare legal descriptions for right of way / permanent easement acquisitions.
6. Prepare exhibits for temporary construction / slope easements.
7. Assist the Town in coordinating this project with utility companies.
8. If necessary, produce SWPPP and submit to TDEC to attain their coverage.
9. Produce traffic control plans.
10. Attend design review meetings with the Town, as requested.
11. Provide control points and benchmarks for construction staking.
12. Assist the Town in the bidding and construction phases of the project. Construction phase assistance includes including meetings with the Contractor, Town and Andover residents, if necessary (up to 40 hours of Registered Engineer time).

EXHIBIT 'B' - HOURLY RATE SCHEDULE

Urban Engineering

Hourly Rates

Effective January 1, 2018

* Registered Engineer	\$115.00
* Registered Land Surveyor	\$115.00
* Registered Land Surveyor (GPS)***	\$125.00
* Registered Landscape Architect	\$75.00
* Project Designer	\$75.00
* Survey Crew	\$100.00
* Technician	\$35.00
* Cad Operator	\$55.00
* Secretary	\$35.00

* Includes surveying equipment, transportation, computer, word processor, and other miscellaneous overhead; reproduction costs of completed plans and specifications provided at cost.

** Rates reviewed and adjusted annually on January 1.

*** GPS rate for field data collection (field work) and time for processing and publishing GPS data.

ESTIMATE OF PROBABLE CONSTRUCTION COSTS					
DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	NOTES
CONSTRUCTION STAKES, LINES AND GRADES	LS	1	\$15,000.00	\$15,000.00	
CLEARING, GRUBBING AND REMOVAL OF OBSTRUCTIONS	LS	1	\$40,000.00	\$40,000.00	1
ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	LS	1	\$65,000.00	\$65,000.00	
BORROW EXCAVATION (UNCLASSIFIED)	LS	1	\$45,000.00	\$45,000.00	
TYPE 12 CATCH BASINS	EA	5	\$3,500.00	\$17,500.00	
18" RCP	LF	550	\$80.00	\$44,000.00	
24" RCP	LF	600	\$95.00	\$57,000.00	
30" RCP	LF	100	\$115.00	\$11,500.00	
ENDWALLS	LS	2	\$1,750.00	\$3,500.00	
EROSION CONTROL	LS	1	\$7,500.00	\$7,500.00	
3' ROAD WIDENING	LS	1	\$20,000.00	\$20,000.00	
6-30 CURB AND GUTTER	LF	1250	\$40.00	\$50,000.00	
SIDEWALK, RAMPS AND APPURTENANCES	LS	1	\$87,500.00	\$87,500.00	2
TRAFFIC CONTROL	LS	1	\$12,500.00	\$12,500.00	
MOBILIZATION	LS	1	\$40,000.00	\$37,500.00	
			Subtotal:	\$513,500.00	
MISCELLANEOUS CONTINGENCY (10%)	LS	1	\$51,350.00	\$51,350.00	3
			Grand Total of Unit Prices:	\$564,850.00	

Footnotes:

1. Includes but is not limited to tree and asphalt removal.
2. 15,000 S.F. (Approx.)
3. Includes but is not limited to handrail, testing, striping and retaining walls (<4')

AGENDA NUMBER VI.C.

MEETING DATE November 8, 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Matt Brazille, PE, Assistant Town Engineer

SUBJECT: Approval of Revised Traffic Calming Policy

INTRODUCTION:

The purpose of this item is the approval of a revision to the Town's Traffic Calming Policy to allow implementation of traffic calming measures on certain minor collectors having a more "residential" nature.

BACKGROUND:

The Town has received numerous requests over the years for a review of traffic calming measures on several Town roads that are currently classified as local collectors. The current Traffic Calming Policy (adopted by the Board of Mayor and Alderman on September 11, 2008) specifically excludes all roads within the Town of Farragut that are not classified as interior residential streets. Due to the volume of traffic calming requests the Engineering Department has received for several local collectors, the department has reviewed the Traffic Calming Policy to determine if modifications are needed to include any Town streets that are not currently defined as being eligible for traffic calming measures.

In order to determine the viability of the Town's existing Traffic Calming Policy, the Engineering department reviewed several traffic calming policies for other municipalities for comparison purposes. A review of other traffic calming policies indicated that local collectors, particularly those with heavy residential development, are defined (and included) in traffic calming policies for municipalities similar in size to the Town of Farragut.

The Engineering Department chose to revise the existing Traffic Calming Policy to include local collectors with a large presence of residential development, so that the Town's policy is more in line with similar municipalities. In order to identify which local collectors should be eligible for traffic calming measures, the Engineering department, using policies from other jurisdictions as examples, defined primarily residential as a local collector with a minimum of 50% of the parcels adjacent to the road containing residential development with frontage and driveway access on the local collector. Based on a thorough review of the Town's existing local collectors, this change to the policy will allow a portion of Union Road, Peterson Road, East Kingsgate Road, Midhurst Drive, Newport Road, Sonja Drive, and Admiral Road to be eligible for traffic calming measures under the new traffic calming policy.

The Engineering Department feels that this is an appropriate compromise to the Traffic Calming Policy to include the local collectors with a heavy residential population. The local collectors that will be included in the revised policy are the only local collectors that have had historical (and current) requests for traffic calming. Additionally, the seven local collectors identified previously have the highest concentration of residential homes of any Town road that is not classified as an interior residential street.

RECOMMENDATION BY: Matt Brazille, Assistant Town Engineer, for approval.

PROPOSED MOTION: Approval of revisions to the Town's Traffic Calming Policy, as presented.

BOARD ACTION:

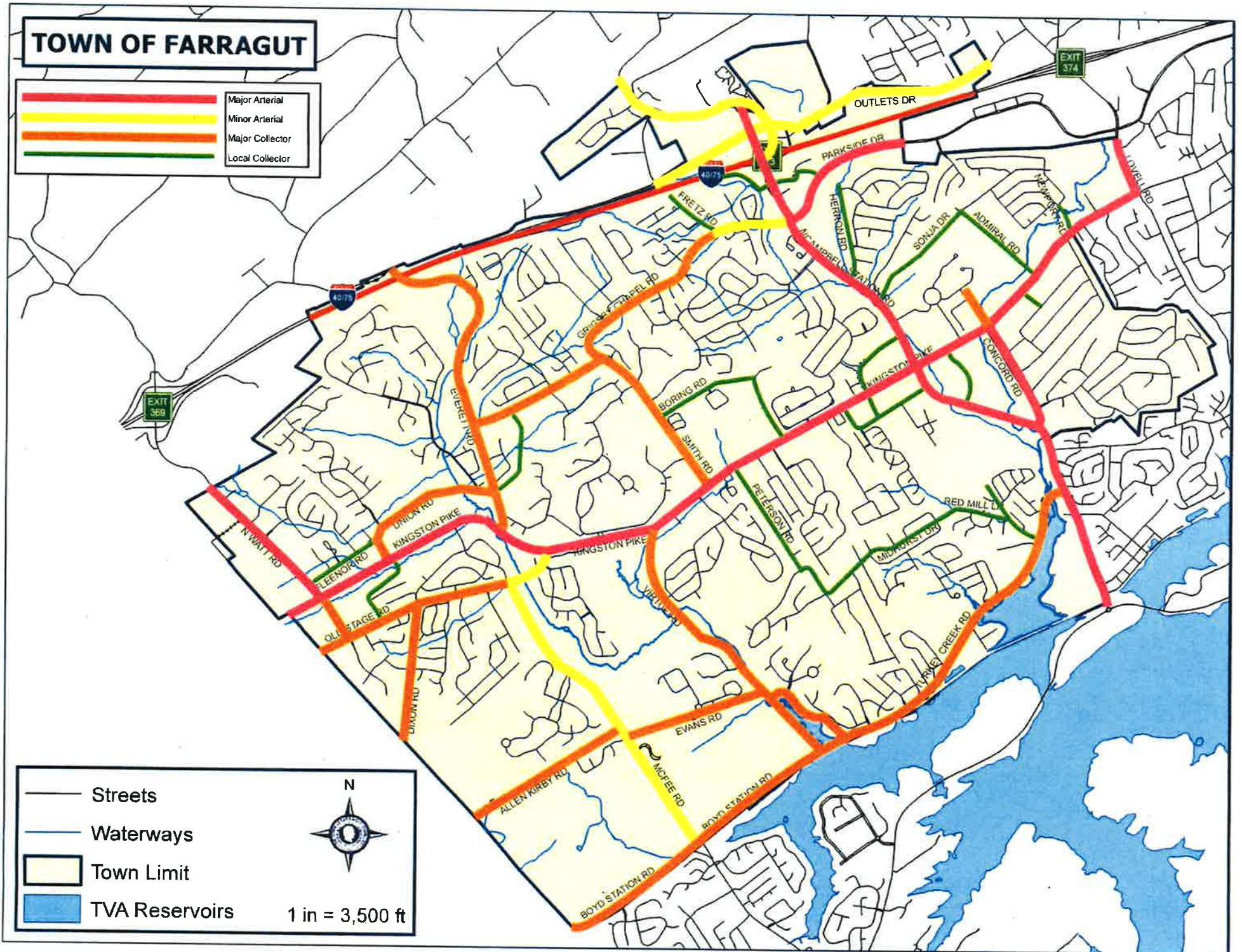
MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>POVLIN</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

TOWN OF FARRAGUT

- Major Arterial
- Minor Arterial
- Major Collector
- Local Collector

- Streets
- Waterways
- Town Limit
- TVA Reservoirs





TRAFFIC CALMING POLICY

ADOPTED by the Farragut Board of Mayor and Alderman on ~~September~~ November 8 ~~October XXII~~ 25,
201~~0~~8

PURPOSE STATEMENT: It is the purpose of this policy to establish a uniform procedure for identifying and resolving problems related only to speeding motorists and other moving traffic related issues in residential areas. This policy is not intended to make streets play areas for children or adults. Implementation of this policy should generally improve safety for motorists, pedestrians, and recreational cyclists. Only interior residential streets and local collector streets (as defined in the Town's Major Road Plan) that are primarily residential shall be eligible for traffic calming. Primarily residential is defined as a local collector with a minimum of 5075% of the parcels adjacent to the roadway containing residential frontage with a driveway access. Upon adoption of this policy, all former policies and procedures will be repealed.

RELATED DOCUMENTATION / REFERENCE MATERIALS:

- A. Residential Traffic Calming Application
- B. Town of Farragut Municipal Code: Title 15: Motor Vehicles, Traffic, and Parking.
- C. Town of Farragut Municipal Code: Title 16: Streets, Sidewalks, Etc.

BUDGETARY RESOURCES

During the annual budget process, the Town of Farragut may resolve to allocate funds to implement Town-wide, residential-traffic-calming measures.

POLICY PROCEEDURE IN SEQUENTIAL ORDER

1. Application Submission:

- a. Traffic complaints shall be initially reviewed through the appropriate Homeowner's Association (HOA) Board.
 - i. Upon hearing the complaint, the HOA Board, by majority vote, shall resolve to submit a formal **Traffic Calming Application (TCA)** to the Town Engineer



(865.966.7057 for application). A copy of the meeting minutes signed by the HOA Secretary shall be submitted with the application to the Town.

- b. If the subject complaint involves a residential street either not in a subdivision or one not governed by an active HOA, a group of residents (minimum of two households) in the area of concern may submit a TCA to the Town Engineer for consideration.
 - i. Area of Concern is determined by the complainant(s) with concurrence by the Town Engineer.

2. Application Review:

- a. Upon receipt of a TCA, the Town Engineer or their designee shall review the application for completeness of information.
- b. The specific traffic issue, identified in the completed application, shall be reviewed by the Town Engineer or their designee for eligibility for the Traffic Calming.
 - i. Valid, eligible, TCA's shall be logged into the Town Engineering Office's Traffic Calming Log and proceed to the next step according to:
 - 1. Severity of the traffic issue;
 - 2. Town budgetary resources; and
 - 3. Date of the TCA submission (applications are also considered in order of submission).
 - ii. Incomplete applications shall be returned to the originating HOA/group with instructions for completion. When completed, these applications may be resubmitted.
 - iii. Ineligible applications (major collectors, ~~and~~ arterials, and local collectors with less than 50.75% residential frontage) as designated by the adopted Major Road Plan) shall be returned to the originating HOA/group with a letter from the Town Engineer describing the reason(s) for ineligibility and any alternate recommendations for improving/resolving the traffic issue.

3. TCA Data Collection/Staff Analysis:

- a. Eligible TCAs, when determined ready for action by the Town Engineer, will be analyzed by:
 - i. Physical inspection of the subject area;



- ii. Uniform Traffic/Speed Studies in accordance with the Town Engineering Department standards.
- b. A formal written analysis of the affected area listed in the TCA will be completed by the Engineering Dept.
 - i. The analysis shall include:
 - 1. Other road and/or safety issues (as identified by the applicant) in the subject area;
 - 2. Traffic/Speed Study results;
 - 3. Determination for eligibility for Traffic Calming measures
 - ii. The written analysis shall be attached to the TCA, logged into the file, distributed to the originating HOA/individual with the Town Engineer or his/her designee's determination of eligibility.
- c. If the affected area is deemed eligible for traffic calming measures, the TCA will proceed to the next step. If the affected area is deemed ineligible for traffic calming measures (low speed/traffic count, no special or unusual road or safety issues), a letter will be sent to the HOA/individual outlining the reason(s) for ineligibility and any alternate recommendations for improving/resolving traffic issues.
 - i. Unless the characteristics of the development/area of concern have substantially changed, the application cannot be reconsidered for 2 years from the date of denial of the original application.

4. Traffic Team/Traffic Calming Evaluation:

- a. If the TCA is eligible for traffic calming measures, the Town Engineering Department will contact the HOA/Group in writing requesting that the HOA/Group designate representatives of their association/subject area to serve on the Traffic Team to further evaluate traffic calming measures.
 - i. The Traffic Team will consist of 2-5 members of the associated/affected area and member(s) of the Town Engineering Dept. The Traffic Team will be commissioned to carry out the remainder of the Traffic Calming recommendation process.
 - 1. Once the representatives are assigned, the HOA/individual will contact the Engineering Dept. to set up a kick-off Traffic Team meeting.
- b. The Traffic Team will be charged with:
 - i. Discussing, in-depth, the traffic issues associated with the areas of concern, reviewing the Staff Analysis/Traffic Study



- ii. Evaluating constraints
- iii. Soliciting comments, as appropriate, from utility companies, Fire Dept., Police Dept.
- iv. Formulating a recommendation on a proposed solution
- c. The Traffic Team shall submit their recommendation to the Town Administrator, through the Town Engineer, for evaluation and determination.
 - i. The Town Engineer and Town Administrator shall evaluate the recommendation of the Traffic Team
 - 1. If the Town Engineer and Town Administrator concur with the recommendation of the Traffic Team, their signatures shall be affixed to the TCA which will then proceed to the next step.
 - 2. If the Town Engineer and Town Administrator do not concur with the Traffic Team recommendation, the TCA will be sent back to the Traffic Team for an alternate recommendation or denied and closed

5. Public Notification/Impact Area Determination

- a. The Traffic Team will present the TCA and their recommendation(s) to the HOA Board
 - i. The Traffic Team and HOA Board will determine the date, time, and location of a subsequent HOA meeting at which the TCA and recommendation will be presented to the residents governed by the Subject HOA along with the next steps
 - 1. This meeting will be posted by the HOA Board for the residents via the usual notification method at least two weeks prior to the meeting
 - 2. This meeting will be publicly posted by the Town (not less than two weeks prior) in a newspaper of general circulation
 - ii. If the initiating group is not represented by a HOA, the Traffic Team will contact all residents (by 1st class mail to the address listed on the county Tax Roll) in the affected area
 - iii. The letter to the residents shall indicate the subject matter, date, time, and location in which to discuss the TCA and recommendations of the Traffic Team
 - iv. This meeting will be publicly posted by the Town (not less than two weeks prior) in a newspaper of general circulation

6. Traffic Calming Recommendation/Area of Concern Vote:

**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, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting.



- a. The Traffic Team (through the Town Engineering Dept.) will send out voting cards to each resident within HOA/designated area of concern (non HOA applications)
 - i. A form letter with instructions and one (1) 1st class stamped Town Addressed voting card (typical card stock) will be sent by the Town to each address (as listed on the County Tax Roll)
 - ii. Voting cards will be sent by 1st class mail; all on the same day
 - iii. The notification list and date of notification will be logged into the TCA file

7. Vote Tabulation/Determination

- a. The voters will have thirty (30) calendar days to return the vote cards to the Traffic Team through the Town Engineering Dept. Cards received after the deadline will not be considered.
- b. The Traffic Team will tabulate the votes, log their findings into the TCA file, and report their findings to the Town Engineer
 - i. If at least 65% of the returned vote cards in favor of the Traffic Calming measures as proposed by the Traffic Team, then the TCA will proceed to the next step.
 - ii. If the required 65% affirmative vote is not met, the Traffic Calming measures as proposed by the Traffic Team will be considered ineligible for further consideration
 - 1. The TCA case will be closed
 - 2. Future TCA's will not be considered for the same traffic issue for at least two calendar years from the date of denial
- c. If the proposed TCA is affirmed by vote, the Traffic Team, in coordination with the Town Engineer will develop plans for engineering, design, and construction of the Traffic Calming Measures. This will include cost estimates and schedule for completion.
- d. Once the design plans and cost estimates are complete, the Traffic Team in coordination with the Town Engineer, will be scheduled to propose the TCA and Traffic Calming solution to the Farragut Municipal Planning Commission (FMPC)

8. FMPC Consideration/Recommendation

- a. The FMPC shall review the Traffic Team recommendation, TCA, Staff Analysis, and Public Comments at their regularly scheduled meeting
- b. The FMPC shall make a recommendation to the Board of Mayor and Aldermen for final determination



9. Board of Mayor and Aldermen Determination

- a. The board shall review the FMPC recommendation, TCA, Staff Analysis, Traffic Team findings, and Public Comments at their regularly scheduled meeting
- b. The Board shall make the final determination on the TCA and proposed solution. The Board shall either:
 - i. Approve the TCA and installation of Traffic Calming Measures as proposed
 - ii. Approve the TCA and installation of Traffic Calming Measures with conditions and/or modifications
 - iii. Remand the TCA and proposed Traffic Calming Measures back to the FMPC for further review and consideration
 1. The Traffic Team in coordination with the Town Engineer may return to step 7d to continue
 - iv. Deny the TCA
- c. The subject Board meeting minutes will be attached to the TCA and logged into the file

10. TCM Installation/Follow-up Study:

- a. Upon approval of the TCA by the Board of Mayor and Alderman, the Town Engineer or his/her designee shall coordinate the purchase/construction and installation of any Traffic Calming Measures in accordance with the approved design and adopted Town Purchasing guidelines
 - i. All expenditures shall be charged to the Traffic Management line item as designated by the Town Administrator in the Annual Town Budget
- b. Within six (6) months of completion of the installation of the Traffic Calming Measures, the Town Engineer or his/her designee shall conduct a follow up analysis of the subject area. The follow up analysis shall be documented and logged into the TCA file. Upon completion, a copy of the analysis shall be forwarded to the subject HOA Board or designated group. The follow up analysis shall include:
 - i. Physical inspection of the subject site
 - ii. Traffic Counts/Speed Study
 - iii. Public (affected residents) comment if solicited
 - iv. Overall opinion of the review engineer



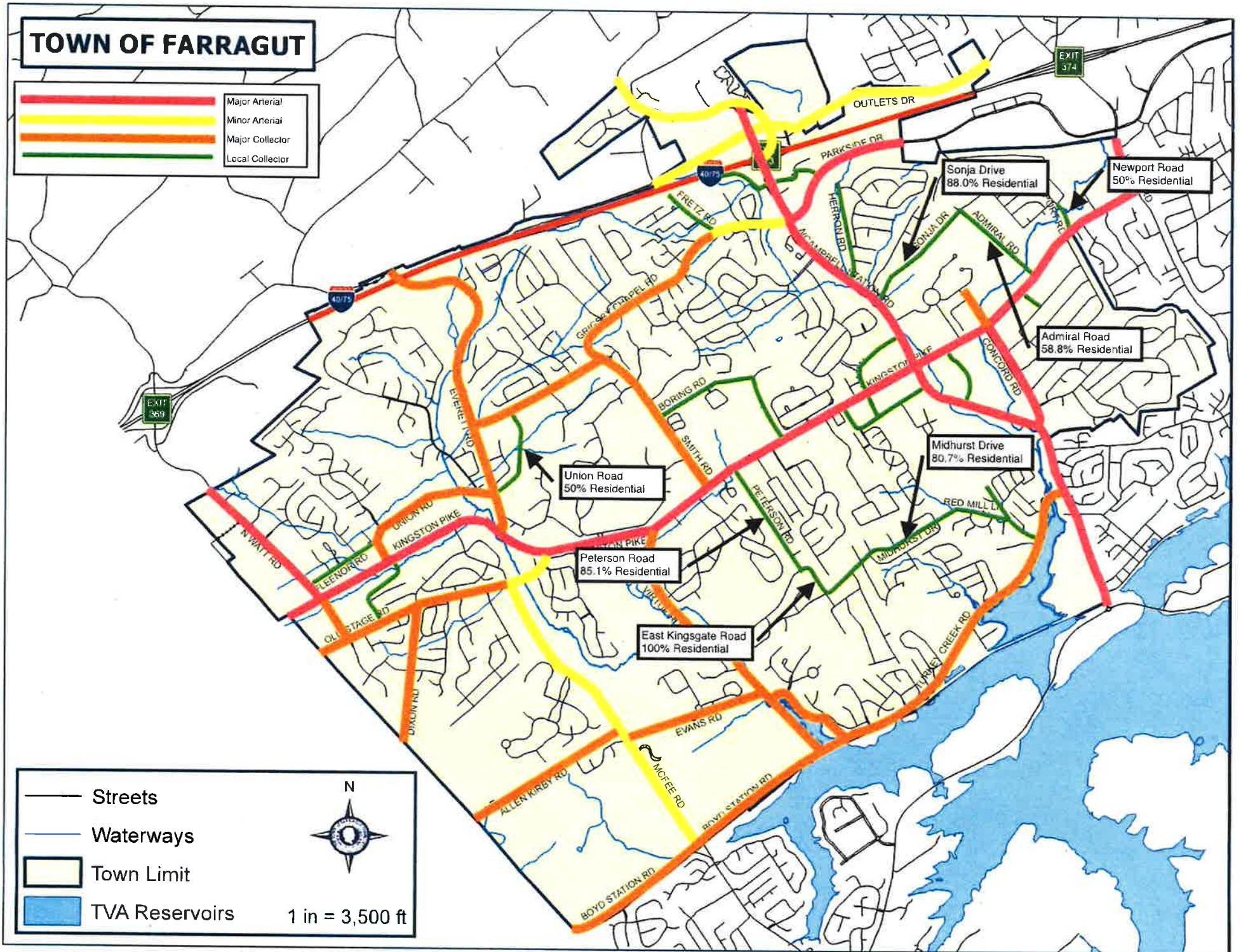
- c. The Town Engineer shall review the analysis and make a final determination of the effectiveness of the Traffic Calming Measures with notification to the applicant and recommendation to the Board of Mayor and Alderman

11. Traffic Calming Measures Review/Modification/Removal:

- a. After two years from the date of installation, the HOA Board/group of residents within the original area of concern may request to have the traffic calming measures evaluated for effectiveness/feasibility. A report in accordance with 10b shall be generated and sent to the HOA Board/group of residents within the original area of concern
- b. Independent of the option in 11a; after two years the HOA Board/Group of residents within the original area of concern may submit a written request to have the traffic calming measures removed. The following actions must occur and be submitted together, to the Town, for consideration for removal:
 - i. Written request to the Town Engineer describing the issues and concerns with regard to the traffic calming measures
 - ii. HOA Board/Group of residents within the original area of concern shall conduct a vote of the HOA membership/residents within the original area of concern and prove at least 65% of the respondents voted to have the traffic calming measures removed. HOA meeting minutes indicating the vote, results of the vote, and resolution by the HOA Board requesting the removal of the traffic calming measures shall be submitted to the Town. All vote documentation from the Group of residents within the original area of concern shall be submitted to the Town.
 - iii. The Board of Mayor and Aldermen shall make the final determination on removal of the traffic calming measures

The Town of Farragut may remove the Traffic Calming Measures at any time should they be determined, by the Board of Mayor and Aldermen, to be ineffective or to not further promote the health, safety, and welfare of the citizens of the Town.

TOWN OF FARRAGUT



Review of Local Collector Streets

List of All Local Collector Streets

- Fleenor Road
- South Hobbs Road
- Union Road (from Everett Road to Smith Road)
- Peterson Road
- Boring Road
- Midhurst Drive
- Red Mill Road
- Municipal Center Drive
- Jamestowne Boulevard
- Brooklawn Street
- Fretz Road
- Herron Road
- Sonja Drive
- Admiral Road
- Newport Road
- Loudoun Road
- Campbell Lakes Drive
- Lakes Edge Drive

Streets with Residential Frontage

- Fleenor Road
- South Hobbs Road
- Union Road
- Peterson Road
- East Kingsgate Road
- Boring Road
- Midhurst Drive
- Red Mill Lane
- Newport Road (one house)

- Herron Road
- Sonja Drive
- Admiral Road
- Loudoun Road (2 houses plus commercial development)

Streets with Only Commercial Development

- Jamestowne Boulevard
- Municipal Center Drive
- Campbell Lakes Drive
- Lakes Edge Drive

Total Residential Lots on Local Collectors with Residential Frontage

- Fleenor Road: Percentage Residential 39.1%
 - Total Lots: 23
 - Residential Frontage: 9
- South Hobbs Road: Percentage Residential 46.7%
 - Total Lots: 30
 - Residential Frontage: 14
- Union Road: Percentage Residential 50.0%
 - Total Lots: 24
 - Residential Frontage: 12
- Peterson Road: Percentage Residential 85.1%
 - Total Lots: 47
 - Residential Frontage: 40
- East Kingsgate Road: Percentage Residential 100%
 - Total Lots: 17
 - Residential Frontage: 17
- Boring Road: Percentage Residential 17.4%
 - Total Lots: 23
 - Residential Frontage: 4

- **Midhurst Drive:** Percentage Residential 80.7%
 - Total Lots: 104
 - Residential Frontage: 84
- Red Mill Lane: Percentage Residential 30.0%
 - Total Lots: 30
 - Residential Frontage: 9
- **Newport Road:** Percentage Residential 50%
 - Total Lots: 6
 - Residential Frontage: 3
- Herron Road: Percentage Residential 36.8%
 - Total Lots: 38
 - Residential Frontage: 14
- **Sonja Drive:** Percentage Residential 88%
 - Total Lots: 50
 - Residential Frontage: 44
- **Admiral Road:** Percentage Residential 58.8%
 - Total Lots: 34
 - Residential Frontage: 20
- Loudoun Road: Percentage Residential 33.3%
 - Total Lots: 6
 - Residential Frontage: 2
- Windlass Road: Percentage Residential 16.7%
 - Total Lots: 12
 - Residential Frontage 2

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Sue Stuhl, Parks & Leisure Services Director

SUBJECT: Approval of amendment for McFee Park Phase 3 design contract

ATTACHMENTS: Contract amendment for McFee Park Phase 3 Design

INTRODUCTION: The purpose of this agenda item is to approve an amendment to the design contract for McFee Park Phase 3.

BACKGROUND: The Board of Mayor and Aldermen (BMA) approved a contract with Ross/Fowler, P.C. in October 2017 for the next phase (Phase 3) of McFee Park at a cost of 7.25% of the construction bids – an estimated cost of \$442,250 plus up to 10,000 in reimbursable expenses. The current phase of design is the schematic design phase with a budget of \$66,337.50. Expenditures to date for the schematic phase is \$18,402.50. This phase was for the option known as Exhibit F. This phase includes: road connection from the current road to a new entrance on McFee Road; site utility systems (water, sewer and underground electric) for the entire project including stubouts for work in future phases; stormwater system for project including stubouts for work in future phases; east pavilion and restroom; east pavilion parking lot and associated parking lot lighting; great lawn; and the walking trail loop around the great lawn along with associated lighting. Initial cost estimate for construction is \$6,100,000.

DISCUSSION: At a recent BMA workshop, board members asked to expand the scope to include three options. Ross/Fowler has submitted a fixed fee of \$44,600 to perform this additional scope, which will include a complete package of schematic design level drawings and construction estimate for Exhibit J (tennis complex) and Exhibit K which is the combination of Exhibit F (base contract) and Exhibit J (tennis complex.) The end product, with the approved supplement, will be schematic drawings and construction estimates for 3 options: Exhibit F, Exhibit J and Exhibit K.

STRATEGIC PLAN: The Town of Farragut Strategic Plan lists as a Critical Success Factor “Providing Excellent Parks, Recreation, Cultural Amenities and Programs.”

FINANCIAL SECTION: (if needed)

Account Number: 310-43934-254

<u>Remaining</u>				
<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Contracted Amount</u>	<u>Balance</u>
\$650,000	\$44,600	\$117,221.94	423,847.50	\$64,330.56

Approved By: 

RECOMMENDATION BY: Parks & Recreation Director Sue Stuhl for approval.

PROPOSED MOTION: To approve the supplement to the Ross/Fowler McFee Park contract in the amount of \$44,600 for the addition of schematic design level drawings and construction estimate of Exhibit J and Exhibit K. remianing

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>MEYER</u>	<u>BURNETTE</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



AIA® Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
McFee Park Phase III
Farragut, Tennessee

AGREEMENT INFORMATION:
Date: October 26, 2017

AMENDMENT INFORMATION:
Amendment Number: One
Date: November 8, 2018

OWNER: *(name and address)*
Town of Farragut
11408 Municipal Center Drive
Farragut, Tennessee 37934

ARCHITECT: *(name and address)*
Ross/Fowler, P.C.
5103 Kingston Pike Suite 105
Knoxville, Tennessee 37919

The Owner and Architect amend the Agreement as follows:

Expand the scope of work for the McFee Park Phase III project to include Schematic Design on two additional site development options (see attached): Exhibit J- Tennis Complex and Exhibit K- a combination of Exhibit F (base contract) and Exhibit J-Tennis Complex.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

The contract sum shall be increased in the fixed amount of Forty-four thousand six-hundred dollars (\$44,600.00)

Schedule Adjustment:

To be determined in consultation with the Town of Farragut.

SIGNATURES:

Ross/Fowler, P.C.

ARCHITECT *(Firm name)*

Town of Farragut

OWNER *(Firm name)*

SIGNATURE

Michael F. Fowler, President

PRINTED NAME AND TITLE

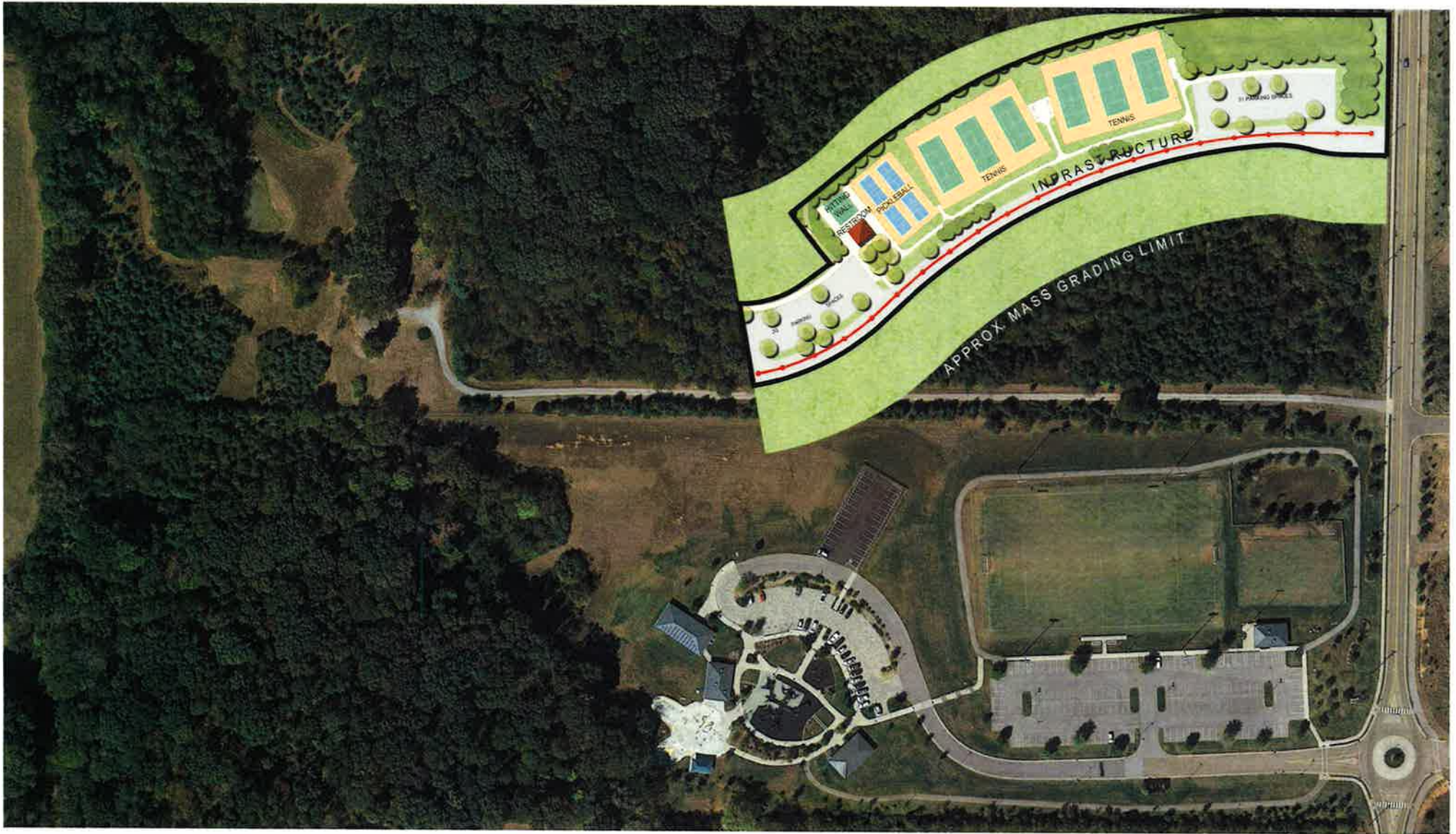
SIGNATURE

Ron Williams, Mayor

PRINTED NAME AND TITLE

DATE

DATE



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JULY 2018

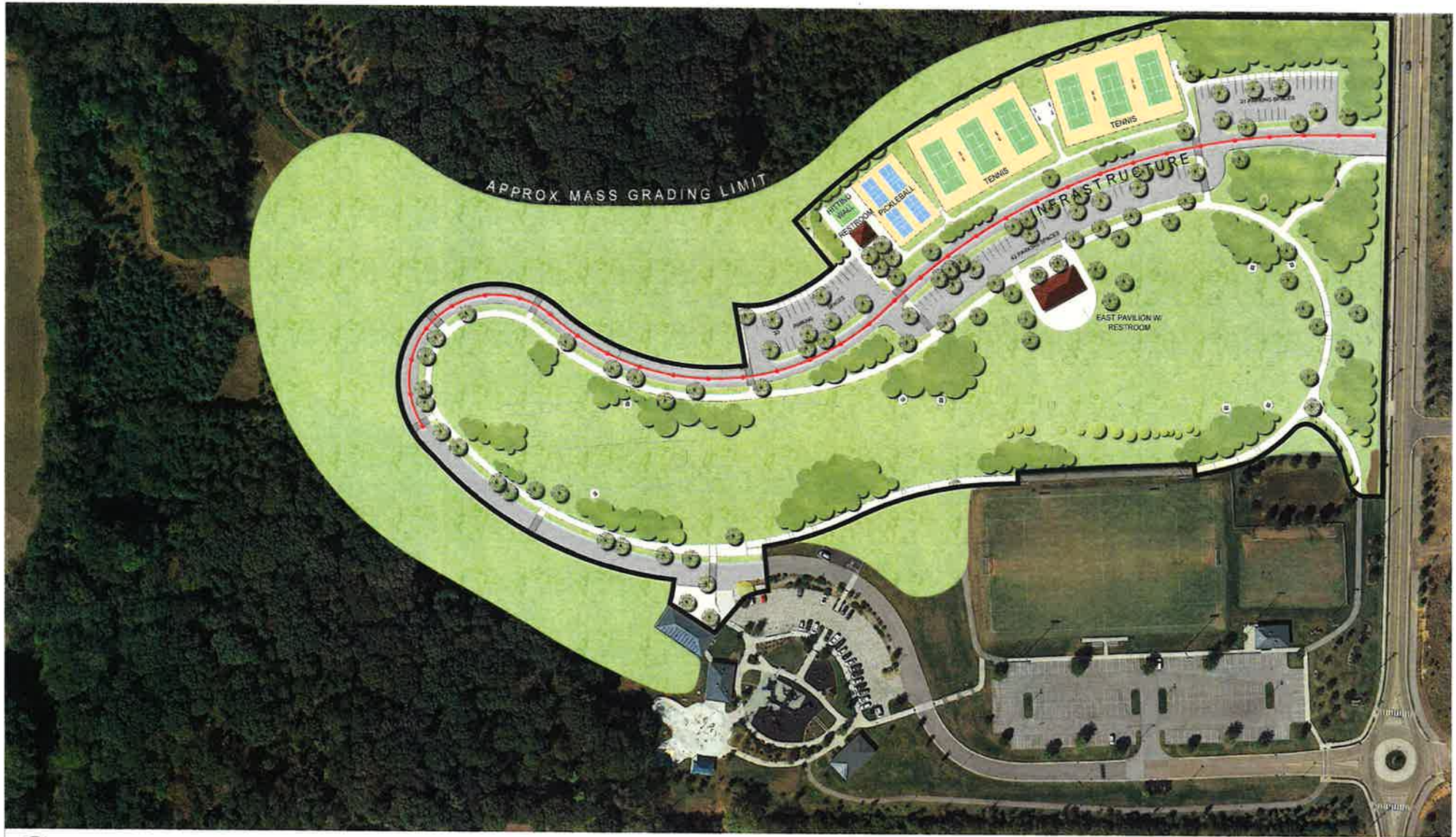
ROSS/FOWLER
LANDSCAPE ARCHITECTS
URBAN DESIGN & PLANNING

McFEE PARK

TOWN OF FARRAGUT

EXHIBIT J

- Tennis Complex
- Parking
- Restrooms
- Road & Infrastructure



0 60 120 180
JULY 2018

ROSS/FOWLER
LANDSCAPE ARCHITECTURE
URBAN DESIGN & PLANNING

McFEE PARK

TOWN OF FARRAGUT

EXHIBIT K

- Mass Grading
- Road & Infrastructure
- East Pavilion & Restroom
- East Pavilion Parking
- Great Lawn
- Loop Trail (Lighted)
- Tennis Complex

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Allison Myers, Town Recorder**SUBJECT:** Approval of Resolution R-2018-12, Farragut Business Alliance, Shop Farragut Holiday Campaign**INTRODUCTION:**

The Farragut Business Alliance has requested special event signage to be place in the Farragut right-of-way during the Shop Farragut Holiday Campaign.

DISCUSSION:

In 2016 the board approved a resolution defining the dates for special event permits and the "Shop Farragut" campaign. Since that time the Farragut Business Alliance has requested signs to be placed in the town's right-of-way advertising the event. Each year the board has reviewed and approved this request.

To streamline the process, staff is recommending adding the permission to place the signs in the right-of-way to the original resolution. In doing so, the staff will be authorized approve the placement of the signs and board approval will not be necessary.

PROPOSED MOTION:

To approve Resolution R-2018-12, Farragut Business Alliance, Shop Farragut Holiday Campaign.

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>POVLIN</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



RESOLUTION: R-2018-12

**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE
TOWN OF FARRAGUT TO ENHANCE THE “SHOP FARRAGUT” PROGRAM
BY SUSPENDING THE ISSUANCE OF SEPARATE SPECIAL EVENT
PERMITS AND AUTHORIZING SIGNS IN THE RIGHT-OF-WAY**

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

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

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

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

WHEREAS, Farragut Business Alliance is authorized to place six (6) signs within the Town of Farragut Right-of-Way for the “Shop Farragut” season; and

WHEREAS, the Town staff is authorized to approve the placement of the requested signs;

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

This resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 8th day of November 2018.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Janet Wedekind, Human Resources Manager**SUBJECT:** Resolution R-2018-13, authorizing the Town of Farragut to participate in the Public Entity Partners Property Matching Grant Program.

INTRODUCTION: The Town's property insurer, the Public Entity Partners (formerly The Pool), offers a matching grant program for their insured cities of up to 50% of property conservation measures taken with a cap determined by our coverage classification schedule. We currently insure \$21,645,801 in property value.

DISCUSSION: The McFee Park soccer field was vandalized earlier this year. The damage to the field was ~\$50,000 and was not covered under our Public Entity Partners property insurance. Since that time, the Public Entity Partners have allowed programed areas including bermuda grass ball fields to be covered. All the Town's ball fields are now listed on the property schedule and are insured.

Insurance coverage certainly will aid the Town in remediating damage caused in the future. On the other hand, staff believes it is important to hold the people responsible for the damage accountable and to detour future incidents. Therefore, the Town has purchased and installed security cameras on the lower fields. The camera system is positioned to record the license tag numbers of cars leaving the McFee Park. License tag numbers will aid the Sheriff in identifying the individuals who are responsible for damage. Additionally, the cameras may detour future damage; therefore, conserving our property.

The grant is a matching amount of \$2,500. The cost of the camera system is \$8,476.03

FINANCIAL SECTION:

PROPOSED MOTION: To approve Resolution R-2018-13, authorizing the town to participate in the Public Entity Partners Property Matching Grant Program.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Town of Farragut, Tennessee

RESOLUTION: R-2018-13

**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE
TOWN OF FARRAGUT AUTHORIZING THE TOWN TO PARTICIPATE IN
THE PUBLIC ENTITY PARTNERS'S PROPERTY CONSERVATION
MATCHING SAFETY GRANT PROGRAM**

WHEREAS, the citizens of the Town of Farragut have entrusted the administration with the care and custody of town-owned property; and

WHEREAS, all efforts shall be made to protect town-owned property from various perils that may arise for the Town of Farragut; and

WHEREAS, The Public Entity Partners seeks to encourage members with property coverage to develop and implement a property conservation program by offering the **PROPERTY CONSERVATION MATCHING GRANT PROGRAM**; and

WHEREAS, the Town of Farragut now seeks to participate in this important program.

NOW, THEREFORE, be it resolved by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee the following:

SECTION 1. That the Town of Farragut is hereby authorized to submit application for the **PROPERTY CONSERVATION MATCHING GRANT PROGRAM** through the Loss Control Department of the Public Entity Partners.

SECTION 2. That the Town of Farragut is further authorized to provide a matching sum for any monies provided by this grant.

Resolved this 8th day of November in the year 2018.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of changes to the Farragut Education Relations Committee Charter

INTRODUCTION: The Education Relations Committee Charter was originally adopted September 2009. Since that time, minor revisions have been made.

DISCUSSION: Attached is the current ERC's current Charter with suggested revisions. The suggested revision were reviewed by the committee at the October 2, 2018 meeting.

RECOMMENDATION BY: Town Recorder/Treasurer Allison Myers for approval

PROPOSED MOTION: To approve changes to the Farragut Education Relations Committee Charter.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Farragut / ~~Knox County Schools~~ Education Relations Committee Charter

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

The purpose of the committee shall be to ~~provide a forum for joint discussion and collaboration on issues involving the Town and Knox County Schools~~ to connect the Town of Farragut with the educational institutions and youth in the Farragut community. Additionally, the committee will advise the Town Staff and Board of Mayor and Aldermen on issues related to education, school infrastructure, school related policy, youth leadership and community service opportunities and other issues as directed by the elected body.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee should consist of the Town Administrator or his/her designee, five (5) at large voting members, one (1) member of the Board of Mayor and Aldermen appointed annually on or around July 01 by the Board, and one (1) non-voting youth member which will be selected and appointed by majority vote of the committee.

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

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

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

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

Section II. Appointment

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

Section III. Committee Responsibilities: The Committee shall:

- a. Be subordinate to the Board of Mayor and Aldermen.

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

Section IV. Attendance at Meetings

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

Section V. Disclosure of Interests

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

ARTICLE IV. OFFICERS

Section I. Officers

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

Section II. Nomination and Election of Officers

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

Section III. Terms of Officers

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

Section IV. Vacancies

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

Section V. Chairman

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

Section VI. Vice Chairman

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

Section VII. Secretary

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

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee will meet bi-monthly (every other month) or as needed at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish on the Town website and Town Hall community board the upcoming year's meeting schedule on or around July 1.

Section II. Quorum

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

Section III. Special Meetings

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

Section IV. Length of Meetings

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

Section V. Procedures

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

ARTICLE VI. AMENDMENTS

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

AGENDA NUMBER VI. H.

MEETING DATE November 8, 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Appointment to the Farragut Parks & Athletics Council

INTRODUCTION: The purpose of this business item is to appoint an applicant to the Parks & Athletics Council. The appointment will expire June 2019. The following have applied for this appointment:

- Lauren Beck
- Al Brown
- Kashif Chowhan
- Jeff Copper
- Dana Hart
- *Scott Russ-Intro to Farragut participant
- Vonnie Tharp

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

PROPOSED MOTION: To appoint _____ to the Parks & Athletics Council for a term ending June 2019.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>PINCHOK</u>	<u>POVLIN</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

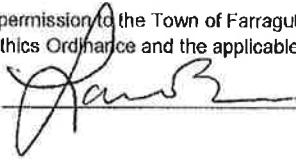
Name Lauren Beck
Address 236 Geronimo Road Knoxville TN Zip 37934
Home Phone 865-712-4693 Business Phone 865-712-4693
Fax _____ E-mail LBeck@insgrp.net
Occupation Marketing Director / Commercial Account Manager- The Insurance Group
Education Associates in Business Administration

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

I am an active resident in the Farragut community. I have grown up in this town, and participated in many sport organizations growing up and remain involved as a volunteer coach for CBFO basketball and softball. Playing sports and building relationships through teams and activities helped shape me into who I am today, and I think it is important that the community of all ages have many opportunities to participate in sports and related events. I want to serve on the Parks and Athletics Council in order to bring new ideas and work towards providing more opportunities to gather the community through activities.

Intro to Farragut Graduate ☐ Yes ☒ No

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

Signature  Date 10-9-18

Please sign, date and return to:

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

RECEIVED

OCT - 9 2018

TOWN OF FARRAGUT

| farragut

TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

Name Al Brown
Address 509 Old Tavern Circle - Knoxville Zip 37934
Home Phone 865-966-1529 Business Phone 919-812-9659
Fax none E-mail brown.ae217@gmail.com
Occupation Coach
Education Master's degree in administration of health and physical education

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

Yes, I would like to serve on the Parks and Athletics Council. I have 50 years of coaching and teaching experience at the high school and college level. I was an assistant coach at Tennessee in men's and women's basketball as well as helping out with football. I am currently serving as a consultant to the WNBA. My resume is too long to include with this information.

Intro to Farragut Graduate ☐ Yes ☒ No

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

Signature Al Brown Date 10-9-18

Please sign, date and return to:

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



TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

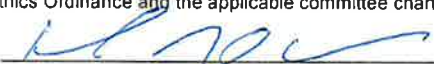
Name Kashif Z. Chowhan
Address 216 Peterson Rd Zip 37934
Home Phone 256-312-0013 Business Phone _____
Fax _____ E-mail itsny07@gmail.com
Occupation Police Officer
Education Working on my JD

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

I would like to serve Parks and Athletics Council to give something back to the community. I love public service and thats why I have been doing public service since 1999. I have a passion to coach our youth and through serving on the Parks and Athletics Council I will have the opportunity to achieve that goal as well as serve other members of the community.

Intro to Farragut Graduate ☒ Yes ☒ No

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

Signature  Date 10/15/2018

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

CHOWHAN, KASHIF Z

216 PETERSON RD KNOXVILLE, TN 37934

256-312-0013 ▪ itsny07@gmail.com

Experience

Deportation Officer ▪ 11/2009 - Present
Immigration and Customs Enforcement

Transportation Security Officer ▪ 12/2008 – 11/2009
Transportation Security Administration

Police Cadet ▪ 01/2007 – 01/2009
New York City Police Department

Senior Airman ▪ 07/2006 – 04/2011
U. S. Air Force Reserve

Administrative Assistant ▪ 02/2006 – 06/2006
Coney Island Hospital

Hospital Corpsman ▪ 12/1999 – 06/2005
United States Navy

Skills

- Conflict resolution
- Public speaking
- Operational design
- Team building
- Exceptional mediator
- Computer skills
- Emergency management
- Exceptional communication skills
- Multi lingual

Education

Birmingham School of Law
08/2015 - Present ▪ Juris Doctor

John Jay College of Criminal Justice
08/2009 ▪ BS Criminal Justice

Lahore College of Computer and Management Sciences
03/1999 ▪ High School

References

Available upon request



TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

Name Brian Jeffrey "Jeff" Cooper, CPA
Address 12712 Pony Express Drive Zip 37934
Home Phone n/a Business Phone 865-804-5065 cell
Fax n/a E-mail jeff.cooper@cpa.com
Occupation Self-employed CPA
Education BSBA Finance UTK & MAcc UTK

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

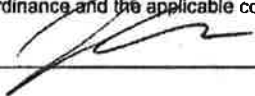
I believe that parks and greenways are at the core of quality of life in every community. Parks and greenways bring people together, keep residents fit and healthy, attract young adults and families and enhance the beauty and value of the community. I am a regular user of Farragut Parks as were my two stepsons when they were teenagers. I've walked and/or run every mile of trail and spent many frosty Saturday mornings at soccer games.

I have always been an advocate for more and better public outdoor spaces and I would enjoy the opportunity to do so in a more official capacity. I am an avid hiker and runner as well as a casual cyclist and kayaker. As a member of the Smoky Mountains Hiking Club, I maintain a section of the Appalachian Trail in the Great Smoky Mountains National Park on a volunteer basis.

Professionally, I am a CPA providing contract services to the infrastructure construction industry and I have served as CFO and Controller of several construction companies. My resume is attached. Thank you for your kind consideration.

Intro to Farragut Graduate ☐ Yes ☒ No

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

Signature  Date 10/12/2018

Please sign, date and return to:

Farragut Town Hall, 11408 Municipal Center Drive, Farragut, TN 37934
Fax: 875-2096 or scan/e-mail to pam.hall@townoffarragut.org

Jeff Cooper, CPA

Knoxville, TN • 865-804-5065 • jeff.cooper@cpa.com

EXPERIENCE

Jeff Cooper, CPA *May 2008 to Present*

I provide financial accounting expertise to companies with critical needs such as the unexpected loss of a key employee, the impact of fraud, business acquisitions requiring accounting integration and the management of cash flow difficulties. I frequently step in and fill the role of CFO, Controller or VP of Finance after an unexpected termination. I also lead and support the implementation of new accounting pronouncements, provide project and litigation support and help growing organizations analyze operating performance to improve margins. My clients are primarily infrastructure construction and energy companies throughout the United States and Canada.

Corporate Controller, National Coal Corp. *July 2005 to May 2008*

Responsible for oversight of SEC required filings, internal financial reporting, technical accounting documentation and day-to-day of accounting staff of public coal company with \$100+ million in annual revenue.

Gap Year & National Park Service Volunteer *October 2004 to July 2005*

I explored twenty-two mostly western states and portions of Mexico and Canada travelling 22,000 miles by truck. Ten weeks were spent as a volunteer at Mojave National Preserve in Southern California providing information to Preserve visitors and performing minor maintenance duties

Senior Associate, PricewaterhouseCoopers *September 1999 to September 2004*

I supervised financial statement audits of public, private and quasi-governmental organizations with revenues up to \$30 billion and employee benefit plans. Clients included companies in the chemical, manufacturing, telecommunications and energy industries.

EDUCATION

Master of Accountancy, University of Tennessee Knoxville *August 1999*

BSBA, Finance, University of Tennessee Knoxville *March 1985*

CERTIFICATIONS

Certified Public Accountant, Tennessee #16868

Chartered Global Management Accountant #110010542

Certified Construction Industry Financial Professional #1133

Jeff Cooper, CPA

Knoxville, TN • 865-804-5065 • jeff.cooper@cpa.com

VOLUNTEER EXPERIENCE

Appalachian Trail Maintainers' Committee, Smoky Mountains Hiking Club *June 2018 to Present*

I maintain a one mile section of the Appalachian Trail in the great Smoky Mountains National Park.

Volunteer, Young-Williams Animal Center *January 2018 to Present*

I walk dogs, clean kennels and assist at fund raising events.

Board Treasurer, Youth Code Jam San Antonio *July 2016 to August 2017*

Youth Code Jam (www.sacodejam.com) fosters an interest in technology as a career by introducing upper elementary through high school students to programming languages.

Board Treasurer, THRU Project San Antonio *May 2016 to August 2017*

THRU Project helps youth overcome the challenges of growing up in the foster care system by providing guidance, support and advocacy to prepare them for life after foster care.

Foster Family, San Antonio Pets Alive *August 2016 to August 2017*

My wife I provided a foster home and socialization for dogs awaiting adoption.

Graduate Class XII, Masters Leadership Program San Antonio *October 2015 to April 2016*

MLP (www.mlpsa.org) is a thirteen full-day series of classes over a seven-month period focused on development of the board skills needed by San Antonio area non-profits.

Board Treasurer, Komen Foundation Knoxville Affiliate *January 2002 to January 2004*

I served as volunteer bookkeeper from 2000 until 2002 when I became Board Treasurer.



TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

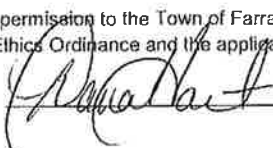
Name Dana Hart
Address 11609 N. Monticello Dr. Zip 37934
Home Phone 8656759701 Business Phone 8656339000
Fax 8656339294 E-mail dhart@wbhof.com
Occupation President of Women's Basketball Hall of Fame
Education Bachelors- Stephens College, Columbia, MO

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

I have been with the Women's Basketball Hall of Fame in a leadership role for over 16 years. I have also been a resident of Farragut over 21 years serving in different volunteer roles with the Knox County School System, Junior Achievement, Knoxville Botanical Gardens, Arts & Cultural Alliance and Knoxville Area Museum Educators. I serve as 1st Vice President on the International Sports Heritage Association Board of Directors. Farragut is my chosen home and I would like to help grow our community in the right direction with my experience in sports and events.

Intro to Farragut Graduate ☐ Yes ☒ No

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

Signature 

Date 10-9-18

Please sign, date and return to:

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

Dana L. Hart

11609 N. Monticello Drive, Knoxville, TN 37934

dhart@wbhof.com

(865) 675-9701

Experience

Women's Basketball Hall of Fame **Knoxville, TN** **2002-Present**

President 2012- Present • Vice-President/General Manager 2006-2012 • Director of Sales & Marketing 2002-2006

- Management of facility to include operations, marketing and sales, accounting and human resources
- Direct liaison for National & Local Board of Directors (48 members)
- Develop and implement budgets, marketing plan and operational plan for WBHOF
- Responsible for the research, creation and commitment of all sponsorship programs
- Create and implement new programs and events
- Responsible for revenue development and fulfillment
- Accounting, bookkeeping, and invoice systems
- Human resource management to include payroll, benefits, documentation and development of staff
- National representative for the WBHOF at all conventions, Final Four and national events
- Subcontractor for the University of Tennessee Center for Sport, Peace and Society State Department Grant- Strong Women, Better World- Empowering Women Through Sport.
- Responsible for the planning and implementation of the Annual Induction Ceremony

Randstad North America **Knoxville, TN** **1997-2002**

Business Development Manager 2001-2002 • Senior Agent 2000-2001 • Branch Manager 1997-2000

- Responsible for all aspects of human resources: recruiting, training & development, compensation & benefits, mediating and resolving disputes, along with employee relations.
- Profitability increased yearly with annual sales volume of \$1.5 million
- Development and administration of budgets and annual forecasts
- Managed 3 offices in the Knoxville market

Victoria's Secret **Nashville, TN** **1991-1997**

District Home Store Manager

- Increased store sales from \$1 million to \$4 million
- Managed 62 sales representatives and 5 management members
- Developed and implemented training courses for new and existing managers. Recruited and trained all new hires in District
- Top 25 Store in corporation, Model Shop Award 1995-1997, MVP 1991-1997
- DSMIT for 9 Stores in Knoxville, Nashville and Bowling Green, KY, along with Home Store in Nashville TN.

Education

Stephens College-Columbia, MO **Bachelor of Arts in Business and Fashion 1987**

University of Las Vegas- Las Vegas, NV **Event Planning Certification**

Current and Past Community Activities & Awards

Civitan Club, Village Green HA Board Directors, Stephens College Circle of Mentors, American Heart Association Go Red Executive Committee, Lifetime Girl Scout, CUMC Youth Leader, Knox County Partners in Education Board Member, International Sports Heritage Association Board Member, ISHA Funders Fund Director, Conference Committee Chair, 1st Vice President, Arts in Cultural Alliance, Knoxville Botanical Gardens Green Thumb Gala, Knoxville Area Museum Educators, Junior achievement, Alliance for Better Non-Profits Mentor, Greater Knoxville Hospitality Association Museum Employee of the Year 2015, Tennessee Hospitality & Tourism Association Tennessee General Manager of the Year 2015.



TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

Name Scott Russ
Address 724 Banbury Road Zip 37934
Home Phone (865)973-7231 Business Phone _____
Fax _____ E-mail dsruss8657@gmail.com
Occupation Global Business Manager - Data Analyst
Education BS UTK 1989 Business - Logistics / Transportation

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

I have been active in athletics my entire life in many capacities from playing multiple youth sports, Collegiate Ice Hockey, Adult Softball, Coaching youth basketball and youth soccer. Ever since early childhood our family has been very active outdoors. We place a high value on outdoor activities from walking our dogs on the local Inverness Greenway and Anchor Park loop to overnighter backpack trips in the Smokies or Big South Fork, and too many others to list. It is very important to me personally to advocate for and enhance the local resources available in our community while promoting and preserving our diverse offerings for walking, running, and bike trails, as well as promoting use of our wonderful, existing athletic facilities. I've been involved first hand with site selection, site plan review and site approval for bringing the Pistol Creek Dog Park to the City of Maryville community. I would be honored to participate and offer my experience in the process for bringing a dog friendly park and space to the Town of Farragut at some point in the future. I bring a broad base of experience utilizing best practices actualization, problem identification, corrective action, and prevention. I have over twenty years of purchasing and negotiation experience that would be beneficial when reviewing and making recommendations for facilities, ■

Intro to Farragut Graduate ☒ Yes ☒ No

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

Signature  Date October, 4th, 2018

Please sign, date and return to:

Farragut Town Hall, 11408 Municipal Center Drive, Farragut, TN 37934
Fax: 875-2096 or scan/e-mail to pam.hall@townoffarragut.org

Pam Hall

From: Scott Russ <scott.russ@petsafe.net>
Sent: Thursday, October 4, 2018 4:40 PM
To: Pam Hall
Subject: Parks and Athletic Council
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Hello Ms. Hall, Below you will find the verbal portion of my application. The .pdf file attached truncated the last few lines.

I have been active in athletics my entire life in many capacities from playing multiple youth sports, Collegiate Ice Hockey, Adult Softball, Coaching youth basketball and youth soccer. Ever since early childhood our family has been very active outdoors. We place a high value on outdoor activities from walking our dogs on the local Inverness Greenway and Anchor Park loop to overnighiter backpack trips in the Smokies or Big South Fork, and too many others to list. It is very important to me personally to advocate for and enhance the local resources available in our community while promoting and preserving our diverse offerings for walking, running, and bike trails, as well as promoting use of our wonderful, existing athletic facilities. I've been involved first hand with site selection, site plan review and site approval for bringing the Pistol Creek Dog Park to the City of Maryville community. I would be honored to participate and offer my experience in the process for bringing a dog friendly park and space to the Town of Farragut at some point in the future. I bring a broad base of experience utilizing best practices actualization, problem identification, corrective action, and prevention. I have over twenty years of purchasing and negotiation experience that would be beneficial when reviewing and making recommendations for facilities, equipment acquisitions. I'm hopeful that you'll find my interest in promoting our communities Parks and Athletics resources along with my experience to be valuable enough for your consideration for appointment to the Farragut Parks and Athletics Advisory Council.

Many Thanks,

Scott Russ, CSCP (865)973-7231

Devoted to Pets. Connected to People. Dedicated to Community.

We're a little obsessed, and that's ok.



RECEIVED

OCT 11 2018

TOWN OF FARRAGUT

TOWN OF FARRAGUT PARKS AND ATHLETICS COUNCIL APPLICATION

Name Vonnie Tharp
Address 12121 Valley Trail Zip 37934
Home Phone 865-661-2133 Business Phone _____
Fax _____ E-mail tharp121@gmail.com
Occupation Retired-Sports Director at First Baptist Concord
Education BA-Elementary Education/University of Kentucky

Why would you like to serve on the Parks and Athletics Council? (Attach resume or additional information if desired.):

As a citizen of Farragut since 1992, I see the positive impact that extensive greenways, well-planned parks, and dynamic athletic leagues have on our community. Since I moved here 26 years ago, many more miles of greenways have been added as well as several parks, including McFee Road park. The improvements that have been made at Bob Leonard Park are amazing, providing more opportunities for citizens to participate in athletics and recreation. Many families are drawn to our community because of the development of these recreation facilities.

For almost 20 years, I worked at First Baptist Concord in the sports/recreation ministry, first as a part time assistant, and then my responsibilities grew to where I led the entire program from 2010-2016. I managed the development of Concord's sports fields behind the church. I also managed the development of Concord Sports at the church which has over 1200 children playing flag football, cheerleading, soccer and basketball. Approximately 150 adults play in various leagues we have on campus or participate in. My knowledge of how leagues are administered, as well as scheduling, maintenance, etc. involved with athletics and recreation would be valuable to the parks and athletics council. *cont'd on back page.*

Intro to Farragut Graduate ☐ Yes ☒ No

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

Signature *Vonnie Tharp* Date 10-10-18

Please sign, date and return to:

Farragut Town Hall, 11408 Municipal Center Drive, Farragut, TN 37934

Fax: 675-2096 or scan/e-mail to pam.hall@townoffarragut.org

I have a passion for seeing positive family interactions through sports and recreation, whether through playing in the town volleyball league or playing in the water feature at McFee Park. Bringing families together in a positive, safe environment can not be overstated. I would like to be a part of the council impacting our community.