



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
MINUTES**

December 13, 2018

**WORKSHOP
BOARDS & COMMISSIONS REVIEW
TOWN COMMUNICATION GUIDELINE REVIEW
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**
- IV. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2018**
- V. Citizens Forum**
- VI. Approval of Minutes**
 - A. November 8, 2018
- VII. Business Items**
 - A. Approval of Resolution R-2018-14, Declaring Certain Town Property to be Surplus Property
 - B. Approval of polygon structure for Founders Park at Campbell Station
 - C. Approval of Supplement Request from Benchmark Surveying, Inc. for additional survey services for Campbell Station Inn project.
 - D. Approval of Change Orders, Contract 2018-06, Campbell Station Inn Phase 2
 - E. Approval of Parks and Recreation Department Reorganization
 - F. Approval of 2018/2019 Snow Removal Schedule and Road Additions

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

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- G. Approval of a variance from the Distance from Intersections requirement for collector streets, as provided for in the *Farragut Municipal Code*, Chapter 22, Article 5., Driveways and Other Access Ways, related to a requested second access onto Campbell Lakes Drive for the Tire Discounters, 709 N. Campbell Station Road, 1 Acre, Zoned C-2 (Leesman Engineering and Associates, Applicant)
- H. Request for approval to permit a subdivision entrance structure and sign within the median of Needlegrass Lane in the Brookmere Subdivision off Virtue Road (Saddlebrook Properties, LLC., 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 Pinchok, seconded by Alderman Povlin; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Mayor's Report

Mayor Williams announced that members of the board and staff attended the Tennessee Municipal League legislative update.

Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2018

Bob Bean, Ingram Overholt and Bean, presented the CAFR report to the board.

Approval of Minutes

Motion was made to approve the minutes of November 8, 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 Resolution R-2018-14, Declaring Certain Town Property to be Surplus Property

Motion was made to approve Resolution R-2018-14. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of polygon structure for Founders Park at Campbell Station

Motion was made to approve a contract with Poligon/Porter Corp. for the purchase of an HHA-24mr pavilion in the amount of \$12,750. Moved by Alderman Pinchok, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Supplement Request from Benchmark Surveying, Inc. for additional survey services for Campbell Station Inn project.

Motion was made to approve the supplement request (Amendment 2) from Benchmark Associates, Inc. for additional survey services at the site of the Campbell Station Inn, with additional fee of \$2,000 (total contract \$12,750). Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Change Orders, Contract 2018-06, Campbell Station Inn Phase 2

Motion was made to approve change orders 8, 8A, 10, 11, 12, 13, 14, 15, 17 and 20, and reauthorization for town staff approval of change orders up to \$50,000. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Parks and Recreation Department Reorganization

Motion was made to approve a change from full-time to part-time for the Historic Resources Coordinator position and the addition of a part-time Media Assistant. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of 2018/2019 Snow Removal Schedule and Road Additions

Motion was made to approve the Public Works Department snow removal schedule and to add Pryse Farm Blvd. Moved by Alderman Povlin, seconded by Alderman Pinchok.

After some discussion and amended motion was made to rename the schedule to Snow Removal Efficiency Schedule with Stage 1 and Stage 2 roads and to add the driveways to McFee and Mayor Bob Leonard Park. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Voting on the main motion with amendments; yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of a variance from the Distance from Intersections requirement for collector streets, as provided for in the *Farragut Municipal Code*, Chapter 22, Article 5., Driveways and Other Access Ways, related to a requested second access onto Campbell Lakes Drive for the Tire Discounters, 709 N. Campbell Station Road, 1 Acre, Zoned C-2 (Leesman Engineering and Associates, Applicant)

Motion was made to approve a variance to the Driveways and other Accessways Ordinance that would permit a two-way access with the nearest portion of the driveway curblane being approximately 42 feet from the N. Campbell Station Road right of way, subject to the Planning Commissions stipulation regarding the inclusion of speed bumps near each end of the two-way access as reflected on a revised site layout plan to be approved by the Town staff. Moved by Alderman Povlin, seconded by Alderman Pinchok; roll call vote; Aldermen Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; vote 5-0; motion passed.

Request for approval to permit a subdivision entrance structure and sign within the median of Needlegrass Lane in the Brookmere Subdivision off Virtue Road (Saddlebrook Properties, LLC., Applicant)

Motion was made to approve the proposed location of the subdivision entrance sign within the right of way of Needlegrass Lane due to the unique condition of the roundabout being added to the Virtue Road improvement project, subject to the area within the median being platted as a sign easement on the final plat with accompanying language on both the plat and in the recorded restrictive covenants that assigns all maintenance and liability to the Brookmere Homeowners Association, with all said language being first approved by the Town Attorney. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

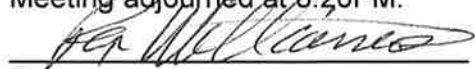
Town Administrator's Report

David Smoak, Town Administrator, reported the following:

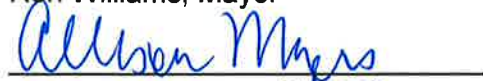
- The Town has received the CAFR award for the past 26 years.

- The staff Christmas party is Friday December 14
- The Volunteer Breakfast is December 20
- The Farragut Folklife Museum will be closed from December 17-end of January
- Town Hall will be closed December 24-25 and January 1

Meeting adjourned at 8:20PM.



Ron Williams, Mayor



Allison Myers, Town Recorder



FARRAGUT BOARD OF MAYOR AND ALDERMEN AGENDA

December 13, 2018

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BOARDS & COMMISSIONS REVIEW
TOWN COMMUNICATION GUIDELINE REVIEW
MCFEE PARK, PHASE III
5:30 PM**

**BMA MEETING
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VIII. Town Administrator's Report

IX. 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.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: McFee Park Phase III Workshop

INTRODUCTION:

Attached is a new conceptual layout of Exhibit J, Tennis Complex, for your review

Allison Myers

From: Sue Stuhl
Sent: Wednesday, December 05, 2018 1:47 PM
To: Allison Myers; David Smoak
Subject: FW: McFee Park Phase III Exhibit J Tennis Complex
Attachments: 17011-J-L11(Site Plan)_Layout1.pdf

Allison & David,

Attached is the proposed layout for the tennis only option for McFee Park. Not sure if you want to send that to the BMA early or not.

Sue

From: Craig, David <david.craig@rossfowler.com>
Sent: Wednesday, December 05, 2018 1:13 PM
To: Sue Stuhl <sstuhl@townoffarragut.org>
Cc: Mike Fowler <mike.fowler@rossfowler.com>
Subject: McFee Park Phase III Exhibit J Tennis Complex

Hi Sue-

Here is the concept for Exhibit J, the Tennis Complex. There are 8 courts arranged in pods of 2 as requested. The courts are turned to the optimal NNW/SSE orientation. A total of twelve pickleball courts (2/tennis court) are shown on six of the tennis courts. Shaded seating is provided for all the courts. The hitting wall and Tennis Pavilion are located within the central gathering space of the complex. The hitting wall is shown with a full half basketball court on one side which provides enough space on the opposite side for two singles tennis courts. The paved surfaces around the hitting wall afford expanded gathering space adjacent to the Tennis Pavilion during events. All the facilities are linked together with a network of pedestrian walkways. The parking spaces that wrap around the central gathering space provide convenient access to the facilities.

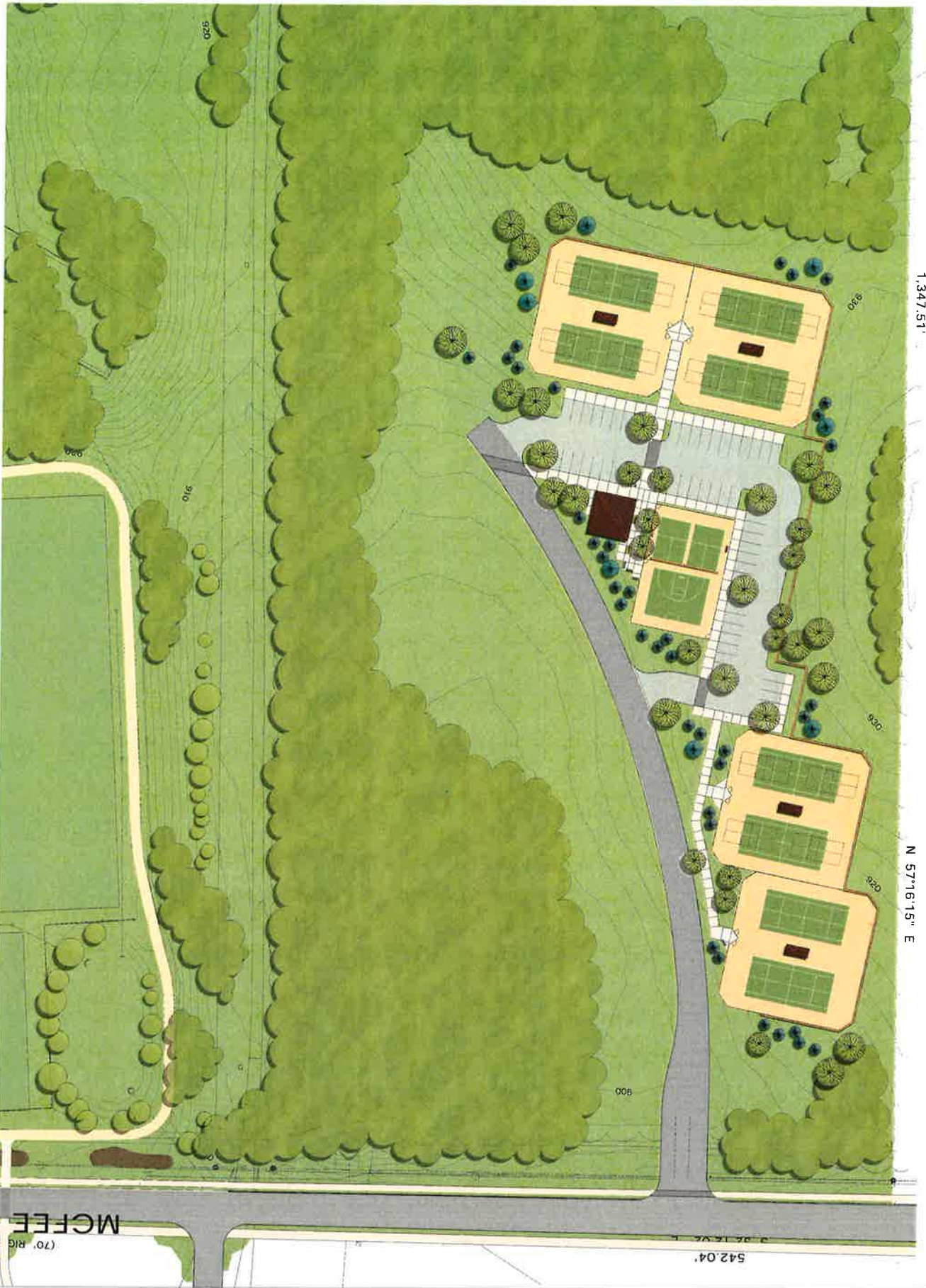
Please let me know if you need anything else. I look forward to reviewing this with the Board at the December 13 workshop.

Regards,
David

David W. Craig, Sr.
ASLA

ROSS/FOWLER
LANDSCAPE ARCHITECTS
URBAN DESIGN & PLANNING

5103 Kingston Pike Suite 105 Knoxville, TN 37919
865-637-1100 x 110 www.rossfowler.com





FARRAGUT BOARD OF MAYOR AND ALDERMEN MINUTES

November 8, 2018

MCREE 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**
- VIII. Town Attorney's Report**

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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

Mayor Williams read a proclamation proclaiming Lady Lions Day.

Appointment to the Knox County Community Health Council

Mayor Williams reappointed Dot LaMarche to the Knox County Health Council.

Vice-Mayor Povlin thanked the Public Works crew for their work during the most recent storm. Povlin also thanked Darryl Smith and Matt Brazille on their work with the Union and Virtue Road projects.

Approval of Minutes

Motion was made to approve the minutes of October 25, 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 Request for Supplement from Vaughn & Melton Consulting Engineers for Additional Services Required for Virtue Road Project

Motion was made to approve the supplement request of \$8,380 from Vaughn and Melton, total fee \$429,880. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Proposal from Urban Engineering, Inc. for Engineering Services for Smith Road Sidewalk

Motion was made to approve the proposal from Urban Engineering with a not to exceed amount of \$56,987.50. Moved by Alderman Pinchok, seconded by Alderman Povlin; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Revisions to the Town's Traffic Calming Policy

Motion was made to approve the revision to the Town's traffic calming policy as presented. Moved by Alderman Pinchok, seconded by Alderman Povlin; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Amendment for McFee Park Phase 3 design contract

Motion was made to approve the amendment to the McFee Park Phase 3 design project in the amount of \$44,600, total fee \$486,850. Moved by Alderman Meyer, seconded by Mayor Williams; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Resolution R-2018-12, Farragut Business Alliance, Shop Farragut Holiday Campaign

Motion was made to approve Resolution R-2018-12, Farragut Business Alliance, Shop Farragut Holiday Campaign. Moved by Alderman Pinchok, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of Resolution R-2018-13, authorizing the Town of Farragut to participate in the Public Entity Partners Property Matching Grant Program

Motion was made to approve Resolution R-2018-13. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Pinchok and Povlin; no nays; motion passed.

Approval of changes to the Farragut Education Relations Committee Charter

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

Approval of member to the Parks and Athletics Council

Mayor Williams nominated Scott Russ, Alderman Meyer nominated Vonnie Tharp. Roll call vote for Scott Russ, Alderman Burnette, no; Alderman Meyer, no; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; vote 3-2 motion passed to appoint Scott Russ to the Parks and Athletics Council.

Town Administrator's Report

David Smoak, Town Administrator, announced the following:

- Engineering department received the ACEC Tennessee 2018 Engineering Excellence award for the Kingston Pike sidewalk project.
- November 26th is the light the park event from 5:30-7:00 PM
- December 6 is the Celebrate the Season event from 4:30-7

Meeting adjourned at 7:50PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Resolution R-2018-14, Declaring Certain Town Property to be Surplus Property

DISCUSSION:

The following items are all in working order and have a value greater than \$100. Therefore the items meet the criteria to be surplus items. The Town will be advertising the items on Govdeals.com, an online government surplus auction site.

- 2003 Ford Ranger Pick-Up
- 2003 Kubota Tractor
- Pews and Pew Fronts
- Pulpit
- Museum Display Case

This resolution approval will allow for the removal if the items from the fixed asset list and advertise the sale of the items on the GovDeals website.

RECOMMENDATION BY:

Allison Myers, Town Recorder

PROPOSED MOTION:

To approve Resolution R-2018-14 , a resolution declaring certain town property to be surplus property.

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

RESOLUTION R-2018-14

A Resolution Declaring Certain Town Property to be Surplus Property.

WHEREAS, it has been determined that the Town has no further use of certain item(s); and

WHEREAS, the Board of Mayor and Aldermen may determine that these items are surplus property; and

WHEREAS, the value, if any, is determined for the surplus property and its disposal will be for the common benefit; and

WHEREAS, at time of sale of surplus item(s), moneys, if any, will be allocated back to the appropriate department;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE, does hereby surplus the following items(s):

- 2003 Ford Ranger Pick-Up
- 2003 Kubota Tractor
- Pews and Pew Fronts
- Pulpit
- Museum Display Case

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 13th day of December 2018.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Sue Stuhl, Parks & Recreation Director

SUBJECT: Approval of polygon structure for Founders Park at Campbell Station

ATTACHMENTS: Poligon price quote and example of Poligon pavilion

INTRODUCTION: The purpose of this agenda item is to approve a contract for a Poligon/Porter Group structure that will serve as the cover for a small stage area at Founders Park at Campbell Station.

BACKGROUND: The original site plan for Founders Park included an outdoor classroom in the large open area. The classroom idea was abandoned due to the fact that this area has been and continues to be used for a variety of special events. Many of these events use a stage, which has to be rented.

DISCUSSION: The Parks & Recreation staff is proposing a covered stage be constructed in the northwest corner of the open area at Founders Park. This is the area that a stage has been placed for the Lawn Chair Series and BookFest. The "cover" of the stage will be a Poligon structure that is similar to the two other pavilions at the park (these are Poligon structures also.) It will measure 11 feet deep and 24 feet wide, will be black with a green roof and will include cutouts for electrical and lighting. The public works department will be constructing this pavilion and a raised stage area sometime in the spring of 2019.

First Watch has agreed to donate \$1,211.68 to the construction of this stage as part of their pledge to match funds raised (\$1,211.68) through their 5th Anniversary celebration and sales at the Countdown to Light the Park events for a total community and First Watch donation of \$2,423.36.

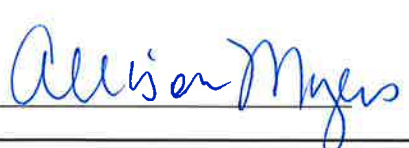
Staff recommends that the Town enter into this agreement through a group purchasing organization that offers governments and non-profit organizations access to an aggressively priced contract portfolio with world class vendors. Sourcewell (formerly NJPA) is member-based organization that has no cost to join and no obligation to participate. Purchase through Sourcewell simplifies the process while complying with the Town's procurement requirements because the suppliers have already gone through the bidding procedure. The Town has used a group purchasing organization for several projects and equipment in the last several years, including the splash pad and playground surface at McFee Park.

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>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining</u> <u>Contracted Amount</u>	<u>Balance</u>
\$20,000	\$12,118.30	\$0	\$12,118.30	\$7,881.17

Approved By: 

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

PROPOSED MOTION: To approve a contract with Poligon/Porter Corp for the purchase of a HHA-24MR pavilion.

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	_____	_____	_____	_____	_____



CUSTOM PRICE QUOTE



Howlett Equipment
 Howlett Equipment Co.
 213 Country Walk Drive
 POWELL, TN 37849
 Phone: 865-938-3827
 Fax: 865-938-0970
 Email: howlettequip@frontiernet

CUSTOMER INFORMATION

Name Town of Farragut
 Address 11408 Municipal Drive
 City, State Zip KNOXVILLE, TN 37934
 Country United States
 Phone 865-966-7057
 Fax

PROJECT INFORMATION

Project Name Founders Park
 Job Location KNOXVILLE, TN 37934
 Quote Number 128356
 Revision 0
 Freight Miles 585 miles
 Date Quoted November 02, 2018
 Day Quote Expires December 02, 2018

DESIGN CRITERIA

* Building Code 2012 INTERNATIONAL
 * Wind Speed 115
 * Ground Snow Load 10
 Min Clearance Height 8

Calc Books 2
 Drawings 4
 Submittal Approval Required NO
 Sealed Drawings Required YES
 Upper Roof Slope 5/12

** Contact your local municipality to verify building code and loading. Please work with your Inside Sales Coordinator to review pricing if the building code and loading shown on this quote do not match the local requirements of this project location.*

BUILDING DESCRIPTION

Building Quantity	1	
Model and Size	HHA-24MR	7,580.00
	-Direct Bury Columns	
Primary Roof	Multi-Rib	3,010.00
Anchor Bolts		270.00
Extended Columns	MCH of 8	0.00
Electrical Access	+ 6 cutouts	450.00
Custom Finish	Standard colors for: Frame Poli-5000 Roof Kynar-500	0.00
Special Custom	7% Sourcewell Discount	(791.70)

BUILDING TOTALS

Building Price Each 10,518.30

QUOTE TOTALS

Building Quantity	1	Total Price	10,518.30
		Total Engineering Price	500.00
		State Sales Tax	
		Additional Sales Tax	
		Freight Charge	1,100.00
		GRAND TOTAL	12,118.30

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE

SUBJECT: Approval of Supplement Request from Benchmark Associates, Inc. for Additional Survey Services at Campbell Station Inn, 101 N. Campbell Station Road.

INTRODUCTION: The purpose of this item is the approval of a supplement request from Benchmark Associates, Inc. for additional survey work at the site of the Campbell Station Inn (Russell House), 101 N. Campbell Station Road.

BACKGROUND: On April 26, the Board of Mayor and Aldermen approved an agreement (along with Amendment 1) with Benchmark Associates, Inc. for survey services at the Campbell Station Inn. The work described in the scope of services was necessary for completion of Phase 3 construction plans, which will include perimeter streets, a small park, a parking lot and restroom facility. As that design has neared completion, the project designers (Brewer Ingram Fuller, along with Ross Fowler) have determined that additional survey work is necessary. The scope of the additional work is detailed in the attached supplement request (Amendment 2). Approval of this request will increase Benchmark's fee to a total of \$12,750.

FINANCIAL SECTION: 310-46230-920

Project: Campbell Station Inn Phase 3 – Park and Roads

<u>Project Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$2,000,000	\$2,000	\$171,750	\$1,826,250

Approved By: 

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

PROPOSED MOTION: Approval of supplement request (Amendment 2) from Benchmark Associates, Inc. for additional survey services at the site of the Campbell Station Inn, with additional fee of \$2,000.

BOARD ACTION:

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

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

Second Amendment to Professional Services Agreement Between Town of Farragut and Benchmark Associates, Inc. for Professional Services at the Campbell Station Inn, 101 N. Campbell Station Road, Farragut

This first amendment to the agreement between the Town of Farragut and Benchmark Associates, Inc. for professional services is made this 19 day of November, 2018 by and between Benchmark Associates, Inc. and the Town of Farragut, Tennessee. The purpose of this amendment is to expand the scope of services outlined in Attachment "A" of the original agreement executed April 2, 2018. The expanded scope includes the following:

Acquire additional information as requested by Ross/Fowler Landscape Architecture. Said additional information consists of additional information on structures, retaining walls, driveways, utility information (horizontal position only), curb inlets within right-of-way, trees on property in excess of 12" caliper at breast height, limits of woodline off property and steps in front of building.

Compensation: Client will compensate Contractor for these additional services as follows: A lump sum fee of \$2,000.00. This will increase total compensation for the project to \$12,750.00. All other provisions of the original contract will remain active.

Town of Farragut, Tennessee

By: _____

Printed Name: _____

Title: _____

Date: _____

Benchmark Associates, Inc.

By: Benjamin J. Moorman

Printed Name: Benjamin J. Moorman

Title: President

Date: 19 November 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE

SUBJECT: Approval of Change Orders 8 through 20, Contract 2018-06, Campbell Station Inn Phase II.

INTRODUCTION: The purpose of this item is to approve ten of fourteen change orders that have been previously approved by staff as the stabilization of the Campbell Station Inn (Russell house) has proceeded.

BACKGROUND: In November 2017, the Town entered into contract with Merit Construction for the second phase of stabilization for the Campbell Station Inn (Russell house), at the corner of Kingston Pike and Campbell Station Road (total bid of \$1,395,000). At that time, the Board also approved authority for staff to consider and approve change orders as the project progresses, up to a maximum of \$50,000. Staff requested this authority due to the nature of this project (along with the likelihood of unanticipated complications involved with restoration of a pre-Civil War era home) as a means of providing swifter approval of such requests. The Board approved Change Orders 3 thru 7 in June (with a total cost of \$12,606), and Merit Construction has submitted fourteen more change order requests to date, as follows:

1. Change Order 8: Rebuild existing fire box and hearth in Room 103. The purpose of this item is to rebuild the existing firebox and hearth in room 103 (northwest corner of building). While all the fireplaces will be non-working, this one will provide an example of the fireplaces as originally constructed. Total cost was \$2596.
2. Change Order 8A: This change order involved adding reinforcement to the wood framing under two hearths. Total cost was \$633.
3. Change Order 9: Pending.
4. Change Order 10: Sawcut and remove concrete slab at back, saw cut doorway concrete and install trench drain, repoint existing brick once exposed, and install new concrete pad. The original concrete pad at the rear of the building allowed runoff to enter the basement, and this change order was necessary to provide positive drainage away from the building at the rear basement door. Total cost was \$8518, with 3 days added to the contract.
5. Change Order 11: Passage light fixture change. The light fixture specified for a narrow passage way would not fit, and a different (and slightly more expensive) fixture was required. Total cost was \$100.
6. Change Order 12: Furnish and install a new handrail at existing steps along front walkway. This change order is for installation of a new rail at the existing concrete steps at the southwest corner of the building. Total cost was \$1918.
7. Change Order 13: Cost to have the surveyor return and layout the elevations, sidewalks and future restroom building for installation of the site fire line. As the new fire line was being installed as part of this phase of construction, we felt it appropriate to have the contractor's surveyor stake locations and elevations of construction elements in the next phase, thereby avoiding the chance the fire line might need to be relocated. Total cost was \$320.
8. Change Order 14: Build reinforcing wall underneath north wall steps and landing. This change order was required to provide structural reinforcement under the stairwell. Our structural engineer discovered a lack of lenth over a doorway under the stairwell, which has likely contributed to an exposed crack in the wall above the stairs. Total cost was \$3429.

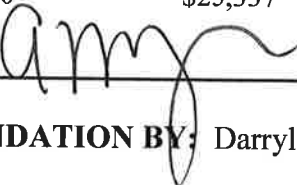
9. Change Order 15: Change concrete mix design and finish to a washed type look. The existing front porch and adjacent sidewalk are being replaced as part of this contract, as the cross slope was pitched toward the building (and causing water issues). This change order is needed to provide a "river rock/river sand exposed aggregate" look, which is much more appropriate for the site. Total cost was \$368.
10. Change Order 16: Pending.
11. Change Order 17: Installation of concrete plugs and capping of trench above new water line. Our Geotechnical consultant, Foundation Systems Engineering, has recommended that due to the likelihood of sinkhole activity on the site, the new water line's trench should be plugged at five locations, and portions of the trench be capped to avoid channeling surface runoff into the trench (and possibly contributing to further sinkhole activity). Total cost for this change order was \$6541.
12. Change Order 18: Withdrawn.
13. Change Order 19: Pending.
14. Change Order 20: Remove front screen door, remove and replace front porch post and wrap post. During construction it was discovered that the posts supporting the front porch had concealed rot and had to be replaced. Additionally, the front screen door and screen transom needed to be removed to allow for painting of the original paneling at the jambs and head. Total cost for this change order was \$914.

Total cost for the above change orders is \$25,337, with 3 days added to the contract time. Brewer Ingram Fuller has assessed these costs and found them to be fair and reasonable. Staff requests this motion for approval also include provision to "reset" staff's authorization for approving change orders to \$50,000.

FINANCIAL SECTION:

Project: Contract 2018-06, Campbell Station Inn Phase II Stabilization

<u>Total Budget</u>	<u>Change Order Amount</u>	<u>Contracted to Date</u>	<u>Remaining Amount</u>
\$1,850,000	\$25,337	\$1,532,606	\$292,057

Approved By: 

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

PROPOSED MOTION: Approval of Change Orders 8, 8A, 10, 11, 12, 13, 14, 15, 17 and 20, and re-authorization for staff approval of change orders up to \$50,000.

BOARD ACTION:

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

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



PROJECT: Campbell Station Inn
Phase II Restoration
Farragut TN

SUMMARY: *PLD 2* Rebuild existing fire box and hearth in Room 103.

DATE: 3-Jul-18
SALES TAX: 9.75%
BURDEN: 29.50%

DESCRIPTION	QUANTITY	UNIT	UNIT	LABOR	UNIT	MATERIAL	UNIT	SUB	TOTAL	REMARKS
Re-Build Fire Box and Hearth	1	ls	0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	2472.0	2,472.00	2,472.00	WASCO
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			10.0	-	0.0	-	0.0	-	-	-
			5.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			3.0	-	3.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
SUB TOTAL				-		-		2,472.00	2,472.00	
TAXES				-		-				
								2,472.00	2,472.00	

10% OVERHEAD & 5% PROFIT(G.C MARK-UP)ON LABOR & MATERIALS, 5 % MARK-UP ON SUBCNTR.

APPROVED

By Darryl Smith at 12:01 pm, Aug 06, 2018

NET DIFFERENCE

\$ 2,596

TIME EXTENSION REQUIRED none

DAYS

Dal Swank

SUB BOND

2,472.00

123.60

2,595.60

0.0 G.C. BOND

7816 Willow Ave Suite 101
Knoxville, Tennessee 37915
Phone (865) 281-9196
FAX (865) 281-8733

WASCO, Inc. estimating facsimile

To: Patrick O'Hara Email: Patrickohara@meritcontruction.com
Co: Merit Construction Phone: 865 -944-4100
From: Jonathan Roske Date: 6/21/2018
Re: Fireplace and Hearth Rebuild Pages: 1

The following bid is subject to and conditioned upon the usage of the AIA A401 Document Standard Form of Agreement Between Contractor and Subcontractor, AIA Document A101 Standard Form of Agreement Between Owner and Contractor or a subcontract form otherwise acceptable to WASCO, Inc.

Quotation: \$ 2,472.00 For the following Scope of work.

- Order 25 Specialty shape brick at \$ 28.00 plus tax.
- Take broken brick out and rebuild firebox and hearth .
- Replace lintel over firebox.
- Clean masonry .

Respectfully
Wasco Inc.
Jonathan Roske

Masonry Excellence and Engineering

Dail Snook
9-27-18

DAYS

9/816 Willow Ave Suite 101
Knoxville, Tennessee 37915
Phone (865) 281-9196
FAX (865) 281-8733

WASCO, Inc.

estimating facsimile

To: Patrick O'Hara Email: Patrickohara@meritcontruction.com
Co: Merit Construction Phone: 865 -944-4100
From: Jonathan Roske Date: 10/10/2018
Re: Drainage at basement Door Pages: 1

The following bid is subject to and conditioned upon the usage of the AIA A401 Document Standard Form of Agreement Between Contractor and Subcontractor, AIA Document A101 Standard Form of Agreement Between Owner and Contractor or a subcontract form otherwise acceptable to WASCO, Inc.

Quotation: \$ 1,891.00 For the following Scope of work.

- Cut out and repoint 8 inches below sidewalk and replace broken or deteriorated brick.
- Clean masonry .

Respectfully
Wasco Inc.
Jonathan Roske

Note: Used Area in red on email dated October 9 2018 . From steps at basement door to corner .

Masonry Excellence and Engineering

Patrick O'Hara

From: jason@totaldemolition.net
Sent: Thursday, October 11, 2018 8:53 AM
To: Patrick O'Hara
Cc: Jason Shymlock
Subject: Change order pricing

Patrick,

Here is the pricing on the change orders you requested:

- Change order for removing the concrete at the basement door can be done for a lump sum of \$ 3,925.00
- Change order for removing the sidewalks and steps on the front of the building can be done for a lump sum of \$ 5,325.00

This is us saw cutting and removing the concrete in pieces to not have to hammer it out. We also don't have any shoring of items in the areas of concrete to be removed (i.e columns for canopies or decks). Let me know if you have any questions.

Thanks,

Jason Shymlock
Total Demolition Services Inc.
Vice President
Office 865-675-5544
Fax 865-675-4781
Cell 865-719-4513

 Virus-free. www.avast.com

Lee Ingram

From: Lee Ingram
Sent: Tuesday, August 07, 2018 4:46 PM
To: Patrick O'Hara; 'Chris Benjamin'
Cc: 'Patrick Brown'; 'mfowler@rossfowler.com'; Arin Streeter; 'Jake Greear (Jake.Greear@Mcgillengineers.Com)'; Bender & Associates; 'Craig, David'; 'Darryl Smith'; 'Sue Stuhl'; 'Bud Mckelvey'; 'John Householder'
Subject: CS Inn - Drainage at Basement Door and Site Concrete Mix
Attachments: Sequoyah Hills Street Concrete Paving Mix.pdf; Misc 031.jpg

Patrick/Chris,

Here is the current thinking for the drain at the basement door.

We now want to include removing the old slab that's causing the runoff problem. This demo would be required in Phase 3 anyway. It makes sense to go ahead and remove this slab in current phase, while Wasco is on site and able to restore the historic masonry that will be exposed in the process. The slab has to be cut anyway for the new drain pipe from basement door, so why not just take the whole slab out and leave this area regraded and seeded in Phase 2? Should help with the water issue as well and will certainly look better.

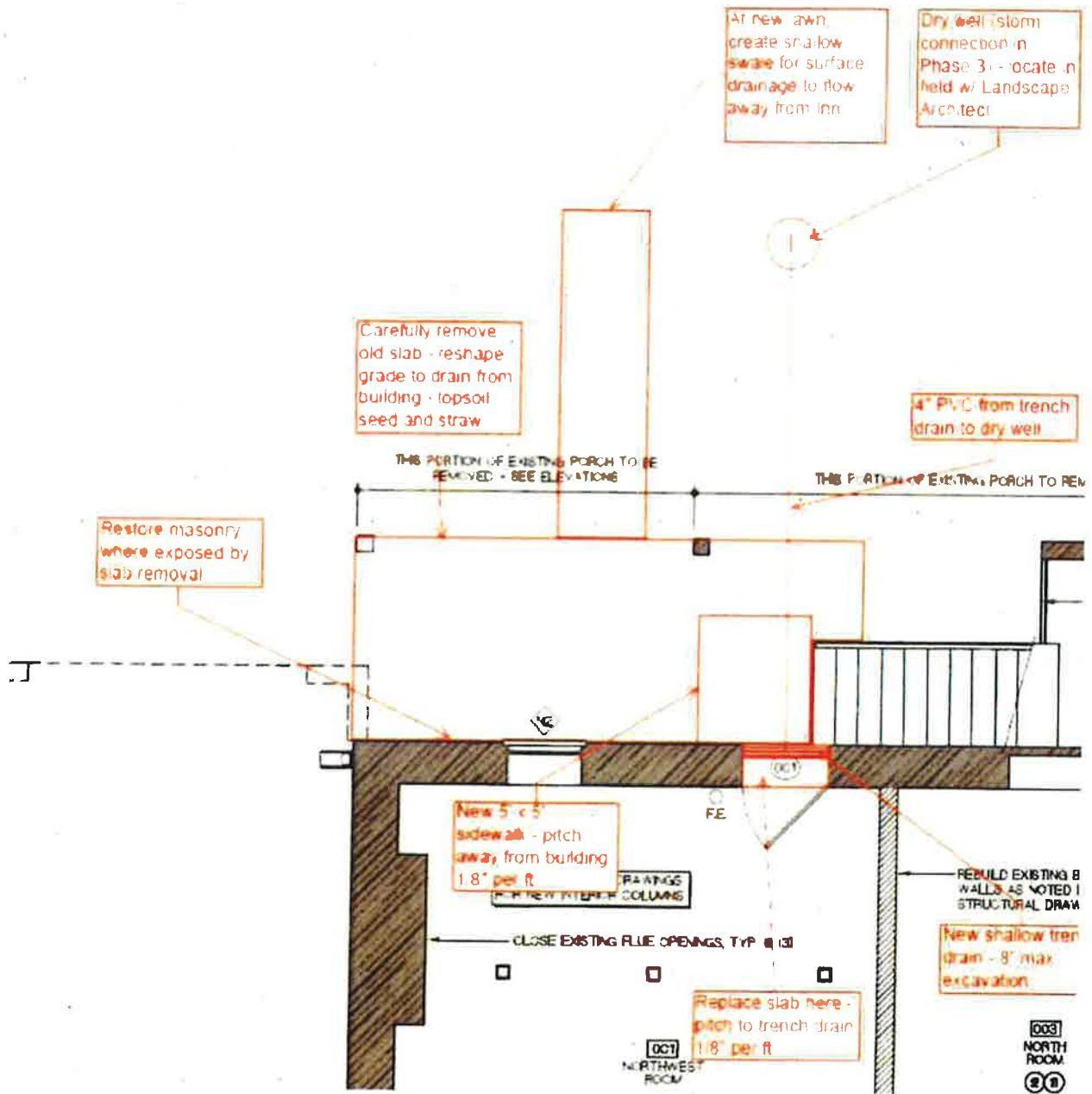
Concrete mix for new 5x5 sidewalk is attached. The slab is to be exposed aggregate, matching attached photo. Trowel Trades did this work at our Westwood project, for reference. You could consider this 5x5 as the mock-up for approval, prior to doing the front walk. This 5x5 slab should be at elevation to maintain consistent riser height at stair.

- This same mix and finish would be used at new front sidewalk. Ross/Fowler is working on a more detailed drawing/spots for this sidewalk.
- This same mix with broom finish would be used at condensing unit pads.

This info from Jake at AG Heins is for the ACO SlabDrain trench drain.

- Drain is constant depth and has drillouts for 4" drainpipe "at any point in the run" so it can be drained about in the center. This will keep the excavation shallow at old brick jambs.
- One H-100K-8 (4" internal width) 1 meter channel, cut length to fit. Drill for 4" outlet in field. \$75.00 EA
- Two steel closing caps \$14.00 EA
- One bottom knockout 4" N/C
- One debris strainer \$40.00 EA (optional if it causes fit issues)
- Locking bar \$8.00 EA and grate removal tool \$22.00 EA
- Type 447D grate, also cut length to fit. \$330.00 EA (1 meter length) Stainless Steel
- Lead time 3-5 days
- Approximate freight FOB Fort Mill, SC \$144.66

Diagram and pics:







Please let us know the impact on cost to do this additional work. If you have any suggestions we would be happy to review them.

Thanks,

Lee

Lee Ingram, AIA, LEED AP BD+C

BREWER INGRAM FULLER Architects Inc. | 865.525.2707 | 865.637.1532 FAX | www.brewerincgramfuller.com | 



PROJECT: Campbell Station Inn
Phase II Restoration
Farragut TN

SUMMARY: PCO 11 Passage light fixture change.

DATE: 13-Sep-18
SALES TAX: 9.75%
BURDEN: 29.50%

DESCRIPTION	QUANTITY	UNIT	UNIT	LABOR	UNIT	MATERIAL	UNIT	SUB	TOTAL	REMARKS
Passage Light Change	1	ls	0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	93.4	93.39	93.39	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			10.0	-	0.0	-	0.0	-	-	-
			5.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			3.0	-	3.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
SUB TOTAL				-		-		93.39	93.39	
TAXES				-		-		-	-	
								93.39	93.39	

10% OVERHEAD & 5% PROFIT(G.C MARK-UP)ON LABOR & MATERIALS, 5 % MARK-UP ON SUBCNTR.

APPROVED

By Darryl Smith at 4:04 pm, Sep 18, 2018

NET DIFFERENCE

TIME EXTENSION REQUIRED

SUB BOND
93.39
4.67
98.06
1.5 G.C. BOND
\$ 100

0 DAYS

Darryl Smith
9-19-18

PROPOSED CHANGE ORDER

Funderburk Electrical Services, LLC

1480 Breda Drive
Knoxville, TN 37918

CCN#**Date:****Project Name:****Project Number:****Page Number:****CO#1****8/17/2018****Campbell Station Inn****Campbell Station Inn****1****Client Address:****Merit Construction**

Contact: Patrick O'Hara
10435 Dutchtown Rd.
Knoxville, TN 37932

Work Description**CS Inn Passage Light Fixture Change**

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

This price is good for acceptance within 10 days from the date of receipt.

We will supply and install all materials, and labor.

Itemized Breakdown**Summary**

LIGHTING FIXTURES		74.00
Material Tax	(@ 9.250 %)	6.85
Material Total		80.85
Subtotal		80.85
Overhead	(@ 10.000 %)	8.09
Markup	(@ 5.000 %)	4.45
Subtotal		93.39
Final Amount		\$93.39

CONTRACTOR CERTIFICATION**Name:****Date:****Signature:**

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE**CCN #: CO#1****Final Amount: \$93.39****Name:****Date:****Signature:****Change Order #:****ORIGINAL**

I hereby accept this quotation and authorize the contractor to complete the above described work.



LIGHTING TRENDS

Quote

Job Name: Campbell Station Inn
 Quote #: 17-30336-11
 Quote Label: 8-13-18
 Job Location: Knoxville, Tennessee
 Issue Date: 8/13/2018
 Good Through: 9/29/2018
 Quoted By: Davis, Bobby

LIGHTING TRENDS INC
 1520 LIBERTY ST
 KNOXVILLE, TN 37921-6631
 (Phn) 865-523-8745
 (Fax) 865-523-8845

Quoted To: STOKES ELECTRIC CO KNOXVILLE
 1701 MCCALLA AVE
 KNOXVILLE, TN 37915

Quoted For: FUNDERBURK ELECTRIC
 1480 Breda Dr
 Knoxville, TN 37918

Type	Qty	Manufacturer/Brand	Catalog #	Line Comment	Unit	Ext
	1	CSL LIGHTING	ELP-1000-BZ-0			
	1	CSL LIGHTING	D-133E			

Freight/Order Terms

Grand Total: 74⁰⁰/_E

CSL LIGHTING:

Freight Minimum:

\$2,500

Qualifies: No

Both in stock
 3/5 DAYS AFTER RECEIVING
 P.O.

Thanks
 [Signature]

Quote #: 17-30336-11

Quote

Page 1 of 1



PROJECT: Campbell Station Inn
Phase II Restoration
Farragut TN

SUMMARY: PCO 12

Furnish and install a new handrail at existing steps along front walkway as detailed in supplemental drawing:

DATE: 25-Oct-18

SALES TAX: 9.75%

BURDEN: 29.50%

DESCRIPTION	QUANTITY	UNIT	UNIT	LABOR	UNIT	MATERIAL	UNIT	SUB	TOTAL	REMARKS
Furnish and Install New Handrail	1	ls	0.0		0.0		0.0			
			3.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		1800.0	1,800.00	1,800.00	Quality
			0.0		0.0		0.0			
			5.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			3.0		3.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
			0.0		0.0		0.0			
SUB TOTAL								1,800.00	1,800.00	
TAXES										
								1,800.00	1,800.00	

10% OVERHEAD & 5% PROFIT(G.C MARK-UP) ON LABOR & MATERIALS, 5 % MARK-UP ON SUBCNTR.

NET DIFFERENCE

\$ 1,918

TIME EXTENSION REQUIRED

0 DAYS

APPROVED

By Darryl Smith at 4:55 pm, Oct 31, 2018

DS 11/6/18

SUB BOND

1,800.00

90.00

1,890.00

28.4 G.C. BOND

THIS HANDRAIL IS REQUIRED BY THE A.H.J. AS A TEMPORARY MEASURE UNTIL PHASE 3 DEVELOPMENT - THIS IS NOT A PERMANENT GUARDRAIL. EXISTING RISERS & TREADS HAVE BEEN ALLOWED BY THE A.H.J. AS A TEMPORARY MEASURE ONLY IN THIS UNOCCUPIED STABILIZATION PHASE.

NOTE: TOP HANDRAIL & MATCHING TERMINATION PARTS ARE AVAILABLE FROM KING ARCHITECTURAL METALS
www.kingmetals.com

SUBMIT SHOP DRAWING.

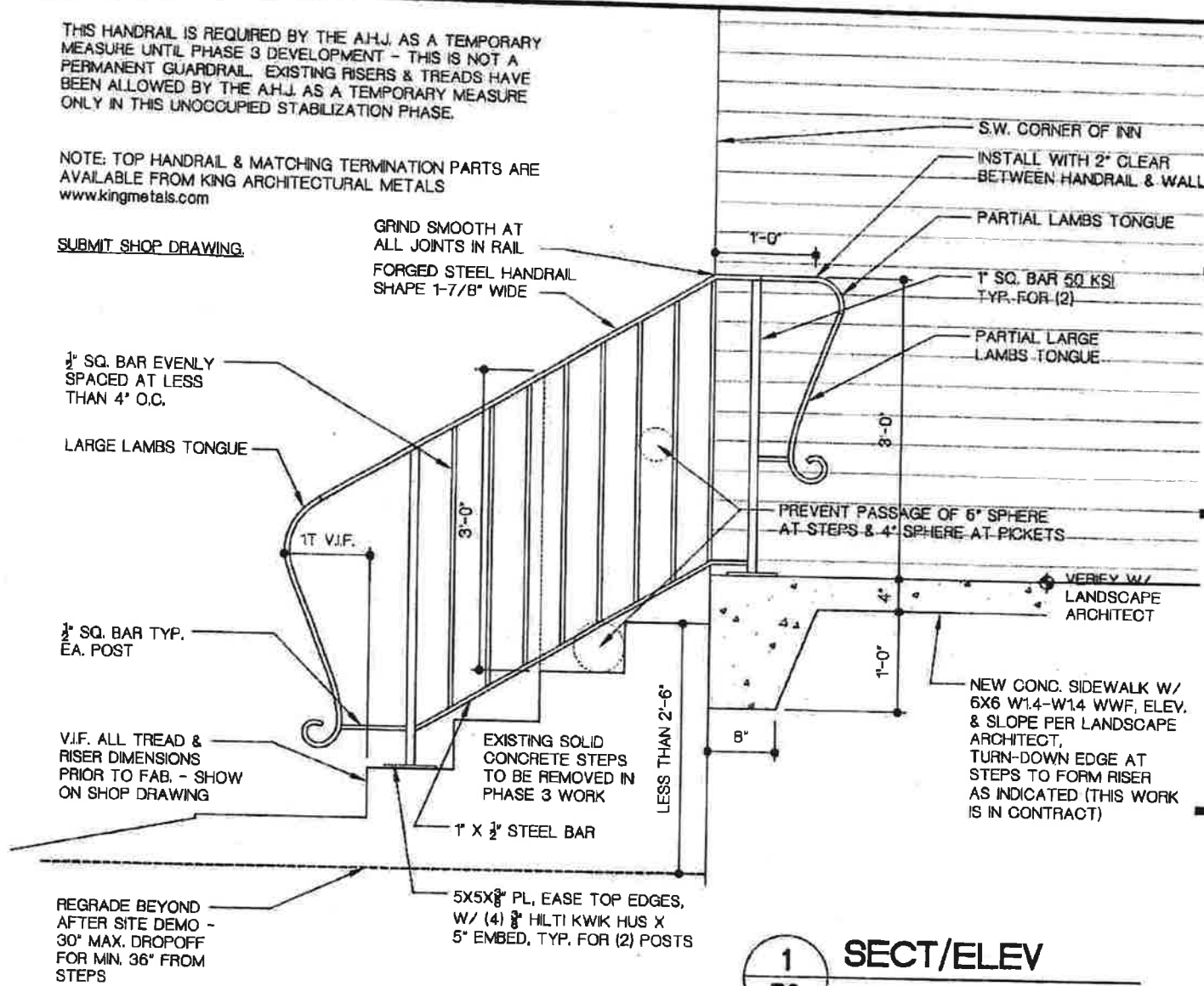
BREWER
INGRAM
FULLER
Architects Inc.

CAMPBELL
STATION
INN

AVERY
RUSSELL
HOUSE

Stabilization Phase

S.W. CORNER
HANDRAIL



1
R2

SECT/ELEV

3/4" = 1'-0" LOOKING NORTH

8/23/2018
RFP
1708 PROJECT NO.

R2



PROJECT: Campbell Station Inn
Phase II Restoration
Farragut TN

SUMMARY: PCO 13

Cost to have the surveyor return and layout the elevations, sidewalks, and future restroom building for installation of the site fire line.

DATE: 13-Sep-18

SALES TAX: 9.75%

BURDEN: 29.50%

DESCRIPTION	QUANTITY	UNIT	UNIT	LABOR	UNIT	MATERIAL	UNIT	SUB	TOTAL	REMARKS
Survey Fee	1	ls	0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	300.0	300.00	300.00	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			10.0	-	0.0	-	0.0	-	-	-
			5.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			3.0	-	3.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
			0.0	-	0.0	-	0.0	-	-	-
SUB TOTAL								300.00	300.00	
TAXES										
								300.00	300.00	

SUB BOND

300.00

15.00

315.00

4.7 G.C. BOND

\$ 320

10% OVERHEAD & 5% PROFIT(G.C MARK-UP) ON LABOR & MATERIALS, 5 % MARK-UP ON SUBCNTR.

APPROVED

By Darryl Smith at 4:30 pm, Sep 18, 2018

NET DIFFERENCE

TIME EXTENSION REQUIRED

0 DAYS

Darryl Smith
9-19-18

LYNCH SURVEYS LLC
P.O.B. 18619
KNOXVILLE, TN 37928

** Due 10/6*

INVOICE

DATE	INVOICE #
9/6/2018	18-400

BILL TO

Christy Farren
Merit Construction
10435 Dutchtown Road
Knoxville, TN 37932



LYNCH SURVEYS

Christy Farren, Merit Construction

CUSTOMER E-MAIL		TERMS	PROJECT		
cfarren@meritconstruction.com		Net 30	4122, Avery Russell House		
DATE	ITEM	DESCRIPTION	RATE	QTY.	AMOUNT
8/23/2018	Field Survey	Check nails. Layout T, FH, SW, Restrooms.	200.00	1.5	300.00
<i>PO</i> <i>LYNSUR</i> <i>MA</i> <i>18-004</i> <i>01-130</i>					
Survey services to date at end of past month.			Total	\$300.00	

KEN BRONSON CONSTRUCTION COMPANY INC.
6230 WASHINGTON PIKE
KNOXVILLE, TENNESSEE 37918

Telephone: 865-688-6079

Fax: 865-688-9607

Mr. Patrick O'Hara
Merit Construction Company
10435 Dutchtown Road
Knoxville, Tennessee 37932

November 8, 2018

RE: Main Floor Stairway Support Framing – RFP 2
Campbell Station Inn
11409 Kingston Pike
Farragut, Tennessee 37934

Scope of Work

1. Main Floor Stairway Support Framing (Labor only as noted)

■ **Labor only for following:**

- ◆ Frame 2x Studwall Support Undemeath First Stair Landing & attach w/ Clips to Existing Exterior Brick Wall
- ◆ Connect Stringer & Landing Joists to Exterior Brick Wall w/ Hilfti Hit HY 70, 1/2"φ at 16" o.c. w/ Screens
- ◆ Note Additional Blocking will need to be added to fill in the gap between the Framing & the Exterior Wall
- ◆ Note: This Proposal does NOT cover any dismantling or re-framing of the Stair

Labor Cost for this Work:

\$ 2,250.00

Remarks & Exclusions:

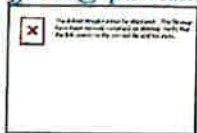
- Lintel Work at Doorway by others
- All Structural Fasteners, Epoxy Anchors, Clips, etc. provided by others

Patrick O'Hara

From: Jordan Roth <jjroth@qmwkx.com>
Sent: Thursday, November 01, 2018 4:00 PM
To: Chris Benjamin
Cc: Patrick O'Hara
Subject: RE: Campbell Station Inn - new wall

- ✚ Price would be \$474.00 plus tax to include:
- Two Pieces of HSS 3 1/2" x 3 1/2" x 3/8" x 52" long each
 - Stitch welded together to form a 7" wide lintel
 - One shop coat of rust inhibitive primer
 - Delivery to the jobsite

Jordan Roth
jjroth@qmwkx.com



www.qmwkx.com

From: Chris Benjamin [mailto:cbenjamin@meritconstruction.com]
Sent: Thursday, November 1, 2018 3:48 PM
To: Jordan Roth <jjroth@qmwkx.com>
Cc: Patrick O'Hara <pohara@meritconstruction.com>
Subject: Fwd: Campbell Station Inn - new wall

Jordan, The tubes need to be. 3 1/2" x 3 1/2" x 3/8" . . .52" long.

Sent from my Verizon Wireless 4G LTE smartphone

Chris Benjamin
Merit Construction
865-389-0475
cbenjamin@meritconstruction.com

----- Original message -----

From: Patrick O'Hara <pohara@meritconstruction.com>
Date: 11/1/18 3:24 PM (GMT-05:00)
To: Chris Benjamin <cbenjamin@meritconstruction.com>
Subject: FW: Campbell Station Inn - new wall

Chris:

Darryl Smith

From: Lee Ingram <lingram@breweringramfuller.com>
Sent: Wednesday, November 28, 2018 3:56 PM
To: Darryl Smith
Cc: Arin Streeter; Rob Houser
Subject: CS Inn - PCO 14 - North Wall at Stair
Attachments: North wall tie.pdf; PCO 14 - Structural Remediation at N End of Stair Hall.pdf
Importance: High

Darryl,

PCO 14 is attached for Town approval. The explanation is in the email below, and the attached sketch. This also includes a steel tube header in the interior brick wall, where an unsupported door opening was cut (we believe) when indoor plumbing was installed. This work is structurally necessary and we believe the price to be reasonable.

Thanks,

Lee

Lee Ingram, AIA, LEED AP BD+C

BREWER INGRAM FULLER Architects Inc | 865.525.2707 | 865.637.1532 FAX | www.breweringramfuller.com | 

From: Lee Ingram
Sent: Monday, September 24, 2018 4:04 PM
To: Chris Benjamin <cbenjamin@meritconstruction.com>; Patrick O'Hara <pohara@meritconstruction.com>
Cc: Darryl Smith <dsmith@townoffarragut.org>; Arin Streeter <astreeter@breweringramfuller.com>; Bender & Associates <rtbender@gmail.com>; John Householder <jhouseholder@townoffarragut.org>; Bud Mckelvey <bmckelvey@townoffarragut.org>; Sue Stuhl <sstuhl@townoffarragut.org>
Subject: CS Inn RFP - North Wall at Stair
Importance: High

Hi Chris and Patrick,

Rob Houser has looked at the exposed wall crack at the stairwell and the exposed stair framing, and believes a little more structural remediation is required in this phase to provide support and lateral tie-in at this area. Please see the attached sketch.

- FYI, the work marked in red at the south end of the stair hall is already in the contract but hasn't been done yet. Please finish this work but don't include in the proposal.
- The work marked in red on the north end of the stair hall and the header at Door 104A will need to be priced as an additional cost. Rob thinks the door header can be another double HSS as has been used elsewhere. He suggests 2x4's at 16" max. o.c. for the small, temporary stud wall under the stair landing.

This work needs to be expedited so please furnish a price asap for the Town's approval. Please let us know if any questions.

Thanks very much,

Lee

Lee Ingram, AIA, LEED AP BD+C

BREWER INGRAM FULLER Architects Inc | 865.525.2707 | 865.637.1532 FAX | www.breweringramfuller.com | 

From: Bender & Associates [<mailto:rtbender@gmail.com>]

Sent: Monday, September 24, 2018 3:20 PM

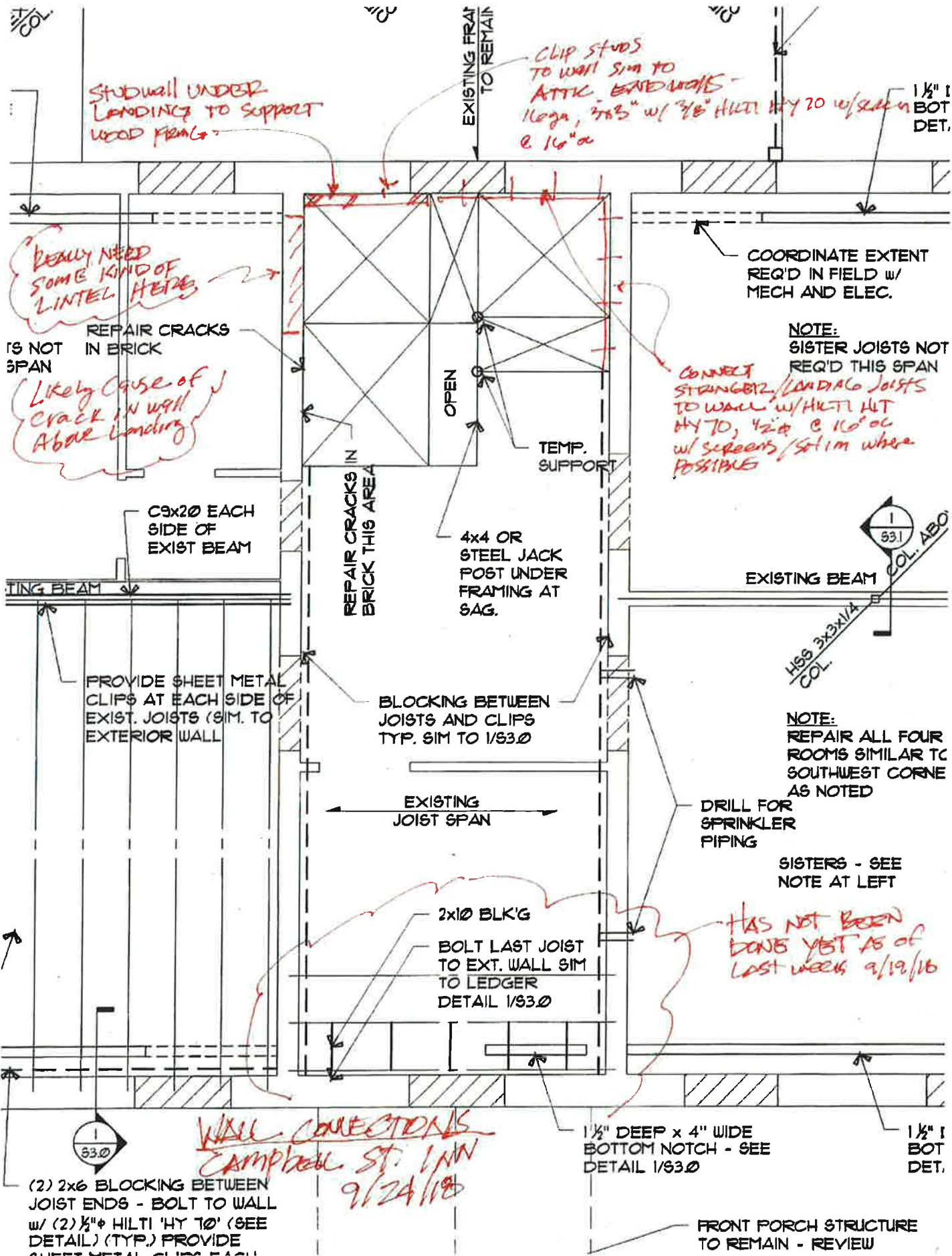
To: Lee Ingram <lingram@breweringramfuller.com>; Arin Streeter <astreeter@breweringramfuller.com>

Subject: North Wall at Stair

Attached is a suggestion for a tie in for the north wall. South wall tie in is supposed to be done as well and is on the original dwgs.

Under the landing, the wood structure is not well supported, and for this phase, a stud wall is a good temporary solution.

--
Robert H. Houser PE, SE
President
Bender & Associates Structural Engineers, LLC
110 Forest Court
Knoxville, TN 37919
865-584-6532



STUD WALL UNDER
LANDING TO SUPPORT
WOOD FRAMING

EXISTING FRAMING
TO REMAIN

CLIP STUDS
TO WALL SIM TO
ATTIC. BRICK WALLS -
11/2\"/>

1 1/2\"/>

COORDINATE EXTENT
REQ'D IN FIELD W/
MECH AND ELEC.

NOTE:
SISTER JOISTS NOT
REQ'D THIS SPAN

CONNECT
STRUTTING/LOADING JOISTS
TO WALL W/HILTI HY
HY 70, 1/2\"/>

REALLY NEED
SOME KIND OF
LINTEL HERE

IS NOT
SPAN
REPAIR CRACKS
IN BRICK

Likely cause of
crack in wall
above landing

C9x20 EACH
SIDE OF
EXIST BEAM

HING BEAM

REPAIR CRACKS IN
BRICK THIS AREA

OPEN

TEMP.
SUPPORT

4x4 OR
STEEL JACK
POST UNDER
FRAMING AT
SAG.

EXISTING BEAM

11/2\"/>

NOTE:
REPAIR ALL FOUR
ROOMS SIMILAR TO
SOUTHWEST CORNER
AS NOTED

PROVIDE SHEET METAL
CLIPS AT EACH SIDE OF
EXIST. JOISTS (SIM. TO
EXTERIOR WALL

BLOCKING BETWEEN
JOISTS AND CLIPS
TYP. SIM TO 1/53.0

EXISTING
JOIST SPAN

DRILL FOR
SPRINKLER
PIPING

SISTERS - SEE
NOTE AT LEFT

2x10 BLK'G
BOLT LAST JOIST
TO EXT. WALL SIM
TO LEDGER
DETAIL 1/53.0

HAS NOT BEEN
DONE YET AS OF
LAST WEEK 9/19/16

WALL CONNECTIONS
CAMPBELL ST. INN
9/24/16

1 1/2\"/>

1 1/2\"/>

FRONT PORCH STRUCTURE
TO REMAIN - REVIEW

(2) 2x6 BLOCKING BETWEEN
JOIST ENDS - BOLT TO WALL
w/ (2) 1/2\"/>



Date : 3/14/2014

Mix Code 426002

Description : SEQUOYAH HILLS STREETS

Revision Number : 5

Creation Date 11 Nov 2013

Customer

Plant : Lovell Road

Created By : dchildress

Project :

Specifications

Consistence Class 4.0 Max W/C : 0.44 Max Agg Size 1 1/2"
 Strength Class 4000 PSI Min Cement 480 lb Air Class : 5.00
 Exposure Class :

Material Type	Material Code	Description	Supplier Source	Design Quantity	Specific Gravity	Volume ft3
Coarse Aggregate	NEWPORT3/4	NEWPORT 1/2 TO 3/4	NEWPORTSG-NEWPORT	1050 lb	2.64	6.37
Coarse Aggregate	NEWPORT4	NEWPORT 3/4 TO 1 1/2	NEWPORTSG-NEWPORT	700 lb	2.64	4.25
Fine Aggregate	NOLICHKSND	NOLICHUCKY SAND	VULCAN-GREYSTONE	1204 lb	2.56	7.54
Cement	BUZZI	BUZZI CEMENT - TYPE I/II ASTM C150	BUZZI-BUZZI	480 lb	3.15	2.44
Fly Ash	FLYASH	FLYASH - TYPE F ASTM C 618	SEFA-CUMBERLAND CITY	120 lb	2.50	0.77
Admixture	POLY1025	POLYHEED 1025 WATER REDUCER	BASF-BASF	4.5 dose	-	-
Admixture	MICROAIR	MICRO AIR - ASTM C 260	BASF-BASF	2.14 oz	-	-
Water	COLD	COLD WATER	CITY-WATER	32.0 gal	1.00	4.28
Air Content				5.00 %	-	1.35
Yield				3821 lb	-	27.00

Design Properties

W/C Eq. 0.44 Density : 141.5 lb/ft3 Grading Specification : Combined Grading
 Cement Eq. 600 lb Chloride/Cem 0.0 % Actual Dmax 0 mm



Darryl Smith

From: Lee Ingram <lingram@breweringramfuller.com>
Sent: Friday, November 30, 2018 4:05 PM
To: Darryl Smith; Patrick O'Hara
Cc: Arin Streeter; Dan Johnson; Eric Peterson; Jack Llewellyn Jr.; Bud Mckelvey; Sue Stuhl; David Smoak; Sue Stuhl; Bud Mckelvey; 'Jake Greear'; Craig, David; Chris Benjamin
Subject: RE: CS Inn - Trench Capping

Darryl, please see Jake's response to your question on PCO 17/capping trenches. How does this sound as a temporary solution?

Patrick, please confirm the effect this change would have on the cost and send a revised PCO.

Thanks,

Lee

Lee Ingram, AIA, LEED AP BD+C

BREWER INGRAM FULLER Architects Inc | 865 525 2707 | 865 637 1532 FAX | www.breweringramfuller.com | 

From: Jake Greear [mailto:Jake.Greear@Mcgillengineers.Com]
Sent: Friday, November 30, 2018 3:55 PM
To: Craig, David <david.craig@rossfowler.com>; Lee Ingram <lingram@breweringramfuller.com>
Cc: Arin Streeter <astreeter@breweringramfuller.com>
Subject: RE: CS Inn - Trench Capping

David/Lee/Arin,

I tried getting a hold of Jack at FES, but he was busy & couldn't take my call. I was, however, able to talk with Eric Peterson the co-author of the Campbell Station Inn's subsurface exploration report. We discussed the urgency of needing the utility trenches plugged & capped (needed ASAP or wasn't dire) and his take was similar to mine in that, as long as the ground surface is tightly graded (well compacted) and good, positive drainage is provided (no surface ponding), the risk is probably low to wait on capping the trenches. As such, I think it is reasonable to go ahead and have the plugs installed (since they are permanent), have the trench that crosses the existing asphalt capped (would prevent this area from accepting runoff sheeting down the asphalt into it & should be easily done), and wait to cap the remaining trenches in Phase 3 with their permanent impervious surface type or flowable fill at their permanent grade.

Make sense? I'd think this modification should bring the cost of work down to ~\$5,800 (\$4,440 for the plugs + \$1,350 for ~70' of capping). Let me know your thoughts or feel free to relay to the larger project team for consideration.

Sincerely,

John "Jake" Greear, PE

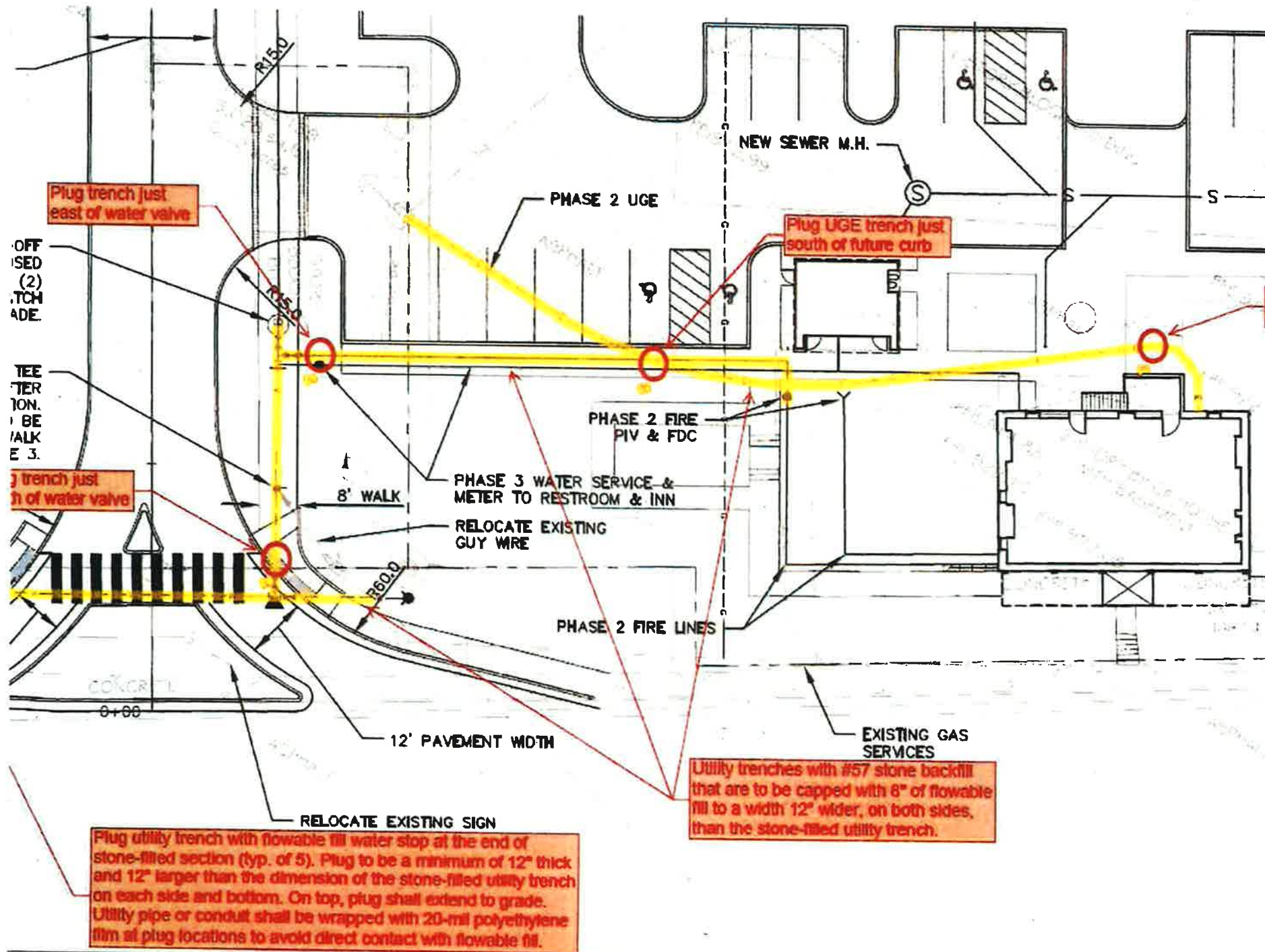
Project Manager



2240 Sutherland Avenue, Suite 2 | Knoxville, TN 37919

Phone: 865.540.0801 | Direct: 865.444.7011 | Cell: 865.603.2188 | Fax: 865.595.4999

jake.greear@mcgillengineers.com | www.mcgillengineers.com



PROJECT: Campbell Station Inn
Phase II Restoration
Farragut TN

SUMMARY : PCO 20

1. Remove front screen door.

2. Remove and replace front porch post and wrap post.

DATE: 26-Nov-18

SALES TAX: 9.75%

BURDEN: 29.50%

DESCRIPTION	QUANTITY	UNIT	UNIT	LABOR	UNIT	MATERIAL	UNIT	SUB	TOTAL	REMARKS
Remove Screen Door	1	ls	0.0	-	0.0	-	0.0	-	-	
			75.0	75.00	0.0	-	0.0	-	75.00	
			0.0	-	0.0	-	0.0	-	-	
Replace Front Porch Post & Wrap	2	ea	250.0	500.00	100.0	200.00	23.0	46.00	746.00	
			0.0	-	0.0	-	0.0	-	-	
			10.0	-	0.0	-	0.0	-	-	
			5.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			3.0	-	3.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
			0.0	-	0.0	-	0.0	-	-	
SUB TOTAL				575.00		200.00		46.00	821.00	
TAXES				16.96		19.50		-	36.46	
				591.96		219.50		46.00	857.46	

SUB BOND

10% OVERHEAD & 5% PROFIT(G.C MARK-UP)ON LABOR & MATERIALS, 5 % MARK-UP ON SUBCNTR.

857.46

42.87

900.34

13.5 G.C. BOND

NET DIFFERENCE

\$ 914

TIME EXTENSION REQUIRED

2 DAYS

APPROVED

By Darryl Smith at 4:19 pm, Nov 28, 2018

Dail Smoke 12/3/18

Darryl Smith

From: Lee Ingram <lingram@breweringramfuller.com>
Sent: Wednesday, November 28, 2018 4:17 PM
To: Darryl Smith
Cc: Arin Streeter; Rob Houser
Subject: CS Inn - PCO 20 - Replace Porch Posts and Remove Screen Doors/Transom
Attachments: PCO 20 - Front Door & Porch Mods.pdf

Darryl,

PCO 20 is attached for Town approval.

- During construction it was discovered that the posts holding up the front porch had concealed rot, and had to be replaced, with associated shoring and trim work.
- The Town agreed that the screen doors and screen transom at the front door needed to be removed so the original entrance paneling at the jambs and head could be exposed and painted.

Most of this work has already been done to maintain work flow, and Merit has requested that it be treated as a PCO. The work is not in the contract, and we believe it should be compensated. The cost appears very reasonable.

Thanks,

Lee

Lee Ingram, AIA, LEED AP BD+C

BREWER INGRAM FULLER Architects Inc | 865 525 2707 | 865 637.1532 FAX | www.brewergramfuller.com | 

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Janet Wedekind, Human Resources Manager**SUBJECT:** Parks and Recreation Department Reorganization

INTRODUCTION: The Parks and Recreation department includes tourism and marketing functions. These functions include a large amount of social media posting.

DISCUSSION: Currently, the Historic Resources Coordinator position absorbed a portion of the social media duties. The incumbent Historic Resources Coordinator requested to change to a part-time status while solely retaining her historic resources duties. The change from full-time to part-time is effective February 4, 2019. In order to meet the social media departmental needs, a part-time position, Media Assistant, is requested. A draft organization chart and job descriptions are attached.

FINANCIAL SECTION: Historic Resources Coordinator position changes creates annual savings of \$46,422.98. The Part-Time Media Assistant will work an average of 23 hours per week with an estimated annual cost of \$17,940. The net annual difference is a decrease of \$29,080.82 to the annual budget.

RECOMMENDED BY: Town Administrator, David Smoak, Parks & Recreation Director, Sue Stuhl, and Human Resources Manager, Janet Wedekind for approval.

PROPOSED MOTION: To approve a change from full-time to part-time for the Historic Resources Coordinator position and the addition of a part-time Media Assistant position.

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

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

Historic Resources Coordinator

Department: Parks & Recreation

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work coordinating the activities for the Town Folklife Museum, volunteers, docents and staff, and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Recreation Director. Leadership is provided to volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Serves as the Farragut Folklife Museum coordinator.
- Coordinates the accessioning, cataloging, indexing and storing of artifacts.
- Supervises design and preparation of museum exhibits and displays.
- Coordinates training program of museum volunteers, docents and monitors their effectiveness.
- Develops educational exhibit related programs.
- Coordinates special events, lectures and tours.
- Coordinates the production of marketing and public relations products related to museum activities.
- Researches and coordinates grant opportunities.
- Assists with developing policies and procedures.
- Assists with fundraising efforts.
- Maintains membership records.
- Assists with budget preparation and financial reports.
- Serves as staff support for the Farragut Folklife Museum Committee (advisory).
- Works with the Folklife Museum Committee to coordinate activities and ensure volunteer availability for group visits and other special events.
- Responds to citizen requests and complaints.

Knowledge, Skills and Abilities

Comprehensive knowledge of software, policies and best practices of museum operation and artifact tagging; thorough knowledge of all phases of museum activities and administration; thorough knowledge of the equipment and techniques necessary to successfully coordinate museum programs; thorough knowledge of the methods involved in organizing, conducting, promoting and supervising museum activities; thorough skill operating standard office equipment and hardware and software; thorough skill operating standard tools of the trade; thorough knowledge of the principles and methods of park and recreation planning and development; ability to develop and execute a well rounded program of activities; ability to cooperate with and interpret museum philosophies to authorities and private groups and agencies and the general public; ability to supervise and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with elected officials, volunteers, community groups, vendors, associates and the general public.

Education and Experience

Bachelor's degree in museum studies, history, anthropology, or related field and moderate experience working in a museum, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, speaking or hearing,

Part-Time Media Assistant

Department: Parks & Recreation

FLSA Status: Non-Exempt

General Definition of Work

Performs administrative work expanding and monitoring social media, preparing news releases, creating website content and informational documents, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Relations and Marketing and Tourism coordinators.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assistance with public relations and marketing efforts
- Assistance with expansion and monitoring of social media outlets
- Assistance on publications
- Assistance with special events
- Photography and videography
- Serve as backup to other parks and recreation staff as assigned
- Special projects as assigned

Knowledge, Skills and Abilities

Knowledge of media and public relations policies, practices and procedures; knowledge of writing and editing techniques required to prepare reports and related documents; knowledge of public information principles and practices of public relations media; general knowledge of town programs, policies and structure; thorough skill researching and organizing data; ability to develop promotional copy and perform technical editorial work; some skill operating standard office equipment, hardware and software; some skill operating standard tools of the trade; ability to write public information reports and releases; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates, elected officials, local businesses, the media and the general public.

Education and Experience

- Minimum of two years of college pursuing a degree in public relations, advertising or communications or equivalent experience.
- Strong journalistic writing skills and knowledge of AP Style.
- Working knowledge in appropriate software and various social media outlets.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires walking, sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines.

Last Revised: 10/2/18

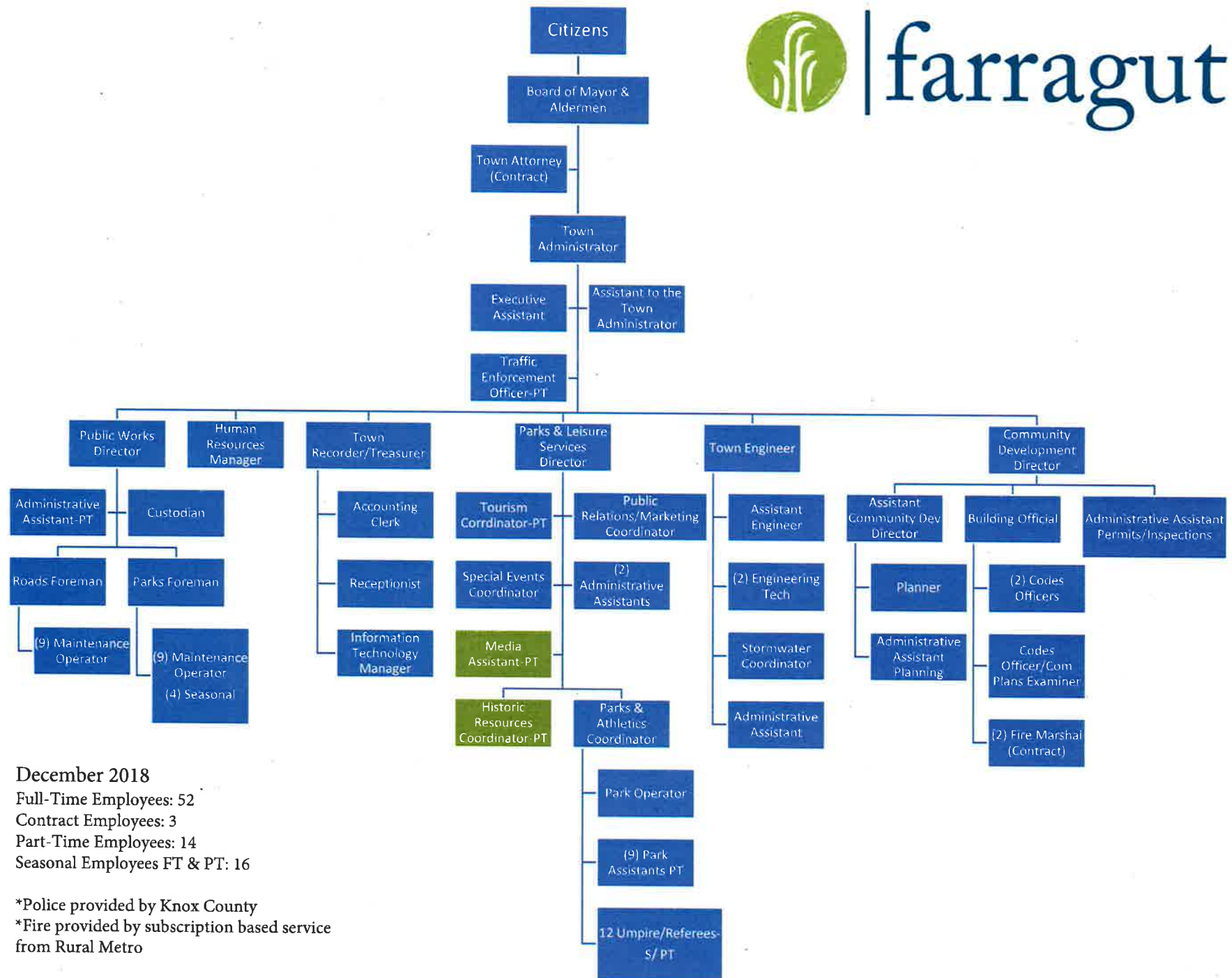
Position Change Request: Parks & Recreation Department

12/13/2018

Historic Resources Coordinator -FT	Hourly rate \$24.91	hours worked	Historic Resources Coordinator Regular Part-time	Hourly rate \$24.91	Hours worked up to 25 hours	Media Assistant	Hourly rate \$15.00	Hours worked between 20-25
FT annual salary	\$51,812.80	40		\$32,383.00	25		\$17,940.00	23 avg
medical	\$19,050.60			\$0.00			\$0.00	
dental	\$1,297.08			\$0.00			\$0.00	
vision	\$180.24			\$0.00			\$0.00	
LTD	\$225.00			\$0.00			\$0.00	
Life	\$269.52			\$0.00			\$0.00	
401k	\$3,108.82			\$0.00			\$0.00	
FSA	\$72.00			\$0.00			\$0.00	
holidays	\$1,992.80			\$996.40			\$0.00	
vacation	\$3,587.04			\$1,793.52			\$0.00	
sick	\$1,195.68			\$597.84			\$0.00	
Total compensation	\$82,791.58			\$35,770.76			\$17,940.00	

NET annual savings to the budget \$29,080.82

Increase in hours worked 8



AGENDA NUMBER: VII. F.

MEETING DATE: December 13, 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: William E. McKelvey, Public Works Director *W.E.M.*

SUBJECT: 2018/2019 Snow Removal Schedule and Road Additions

INTRODUCTION: We evaluate the Snow Removal Schedule and map every year as new neighborhoods are developed, and roads are added. Many factors are taken into consideration during road evaluations; i.e., elevation, number of houses, north facing slopes, the amount of shade and trouble areas reported by our citizens. Due to this we have updated our Snow Removal Schedule and Snow Removal Map to reflect the road(s) that have been added.

BACKGROUND: The updated Snow Removal Schedule and map are attached for your review. You will notice on the Snow Removal Schedule a new road has been added this year and is highlighted in yellow for easy detection. On the map, first priority roads are marked red and the secondary priority roads are in blue.

The following road(s) have been added:

First Priority Roads

No New Additions

Secondary Priority Roads

Pryse Farm Boulevard

DISCUSSION: To continue maintaining the roads at a highly effective level during winter storms or icy conditions, it would be necessary to add the street(s) listed above.

RECOMMENDATION BY: Bud McKelvey, Public Works Director, for approval

PROPOSED MOTION: Approval for the Public Works Department to add the new road(s) to the Snow Removal Schedule and map.

BOARD ACTION:

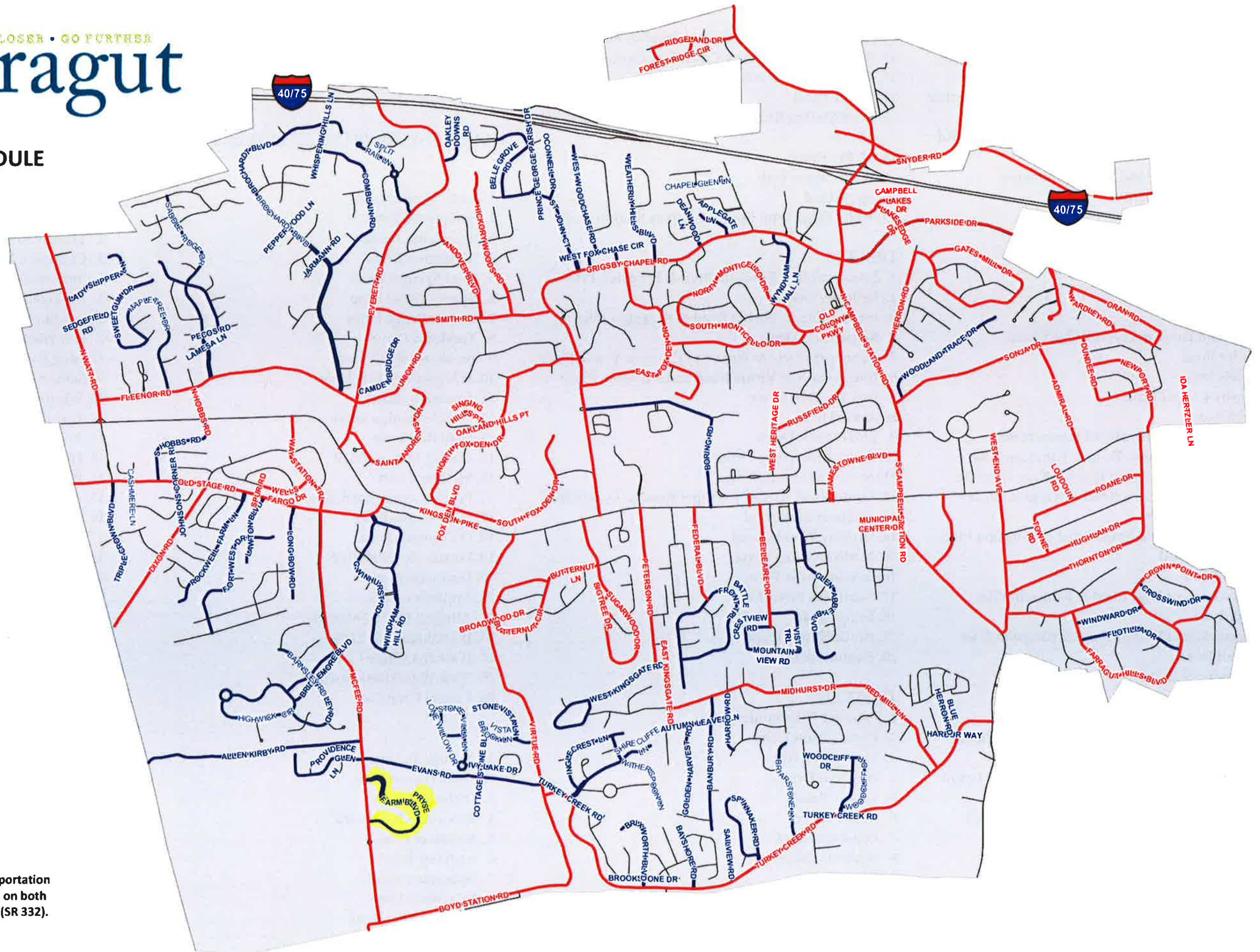
MOTION BY: _____ **SECONDED BY:** _____

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



LIVE CLOSER • GO FURTHER
farragut

Town of Farragut
SNOW REMOVAL SCHEDULE
Winter 2018-2019



1 in = 2,250 ft

Snow Removal Priority

- First Priority Streets
- Second Priority Streets
- Streets
- Municipal Boundary

NOTE: Tennessee Department of Transportation (TDOT) is responsible for snow removal on both Kingston Pike (SR 1) and Concord Road (SR 332).

Revised November 29, 2018

FIRST PRIORITY SCHEDULE

TRUCKS #7 and #13

- 1. Intersection of Campbell Station Road & Grigsby Chapel Road
- 2. Intersection of Campbell Station Road & Kingston Pike
- 3. N Campbell Station Rd & S Campbell Station Rd
- 4. Brooklawn Street
- 5. West End Avenue and School Entrances
- 6. Municipal Center Drive
- 7. Parkside Drive
- 8. Turkey Cove Lane
- 9. Campbell Lakes Drive
- 10. Lakesedge Drive

TRUCK #7

- 1. Ridgeland Drive & Forest Ridge Circle
- 2. Snyder Road
- 3. Outlets Drive
- 4. Grigsby Chapel Road
- 5. Smith Road
- 6. Smith Road & Boring Road Intersection
- 7. Intersection of Smith Road & Kingston Pike
- 8. Intersection of Peterson Road & Kingston Pike
- 9. Intersection of Chaho Road & Kingston Pike
- 10. Federal Boulevard
- 11. Intersection of Old Stage Road & Kingston Pike
- 12. Old Stage Road
- 13. Dixon Road
- 14. Intersection of Watt Road & Kingston Pike
- 15. Watt Road
- 16. Intersection of Everett Road & Kingston Pike
- 17. Everett Road
- 18. St. Andrews Drive

TRUCK #13

- 1. Intersection of Campbell Station Road & Sonja Drive
- 2. Intersection of Campbell Station Road & Herron Road & curve on Herron Road
- 3. Intersection of Campbell Station Road & Old Colony Parkway
- 4. Old Colony Parkway
- 5. Russfield Drive
- 6. Jamestown Boulevard
- 7. Peterson Road
- 8. East Kingsgate Road

- 9. Midhurst Drive to Red Mill Lane
- 10. Red Mill Lane
- 11. Intersection of Turkey Creek Road & Red Mill Lane
- 12. Intersection of Turkey Creek Road & Concord Road
- 13. Turkey Creek Road
- 14. Virtue Road
- 15. Boyd Station Road & keep railroad clear for Rural Metro
- 16. McFee Road
- 17. Way Station Trail
- 18. Spur Road
- 19. Wells Fargo from Spur Rd to Way Station Trail

TRUCK #8

- 1. Intersection of Russgate Blvd & Kingston Pike
- 2. Belleaire Drive
- 3. Intersection of Boring Road & Kingston Pike
- 4. Sugarwood Drive
- 5. Butternut Circle & Butternut Circle to Virtue Road
- 6. Intersection of Virtue Road and Kingston Pike
- 7. East Fox Den Drive
- 8. Axton Drive
- 9. Clover Fork Drive
- 10. South Monticello Drive
- 11. North Monticello Drive
- 12. Smith Road (Grigsby Chapel Road to Everett Rd)
- 13. Andover Boulevard
- 14. Hickory Woods Road
- 15. North Fox Den Drive
- 16. Singing Hills Point
- 17. South Fox Den Drive
- 18. Union Road
- 19. North Hobbs Road
- 20. Fleenor Road

TRUCK #19

- 1. Farragut Hills Boulevard
- 2. Crown Point Drive
- 3. Thornton Drive
- 4. Hughlan Drive
- 5. Towne Road
- 6. Roane Drive
- 7. Loudoun Drive
- 8. Admiral Drive
- 9. Sonja Drive
- 10. Intersection of Sonja Drive & Woodland Trace Dr.
- 11. Oran Road
- 12. Wardley Road

- 13. Dundee Road
- 14. Newport Road
- 15. Ida Hertzler Lane
- 16. Herron Road
- 17. Gates Mill Drive

SECONDARY PRIORITY SCHEDULE (as available)

A.

- 1. Lady Slipper Lane
- 2. Sedgfield Road
- 3. Sweetgum Drive
- 4. Mapletree Drive
- 5. Cool Springs Blvd.
- 6. Spring Water Lane
- 7. Saddle Ridge Drive
- 8. Treyburn Drive
- 9. Brochardt Boulevard
- 10. Whispering Hills Lane
- 11. Comblain Road
- 12. Camdenbridge Drive
- 13. Split Rail Lane
- 14. Oakley Downs Road
- 15. St. John Court
- 16. Prince George Parrish Rd
- 17. Belle Grove Road
- 18. O'Connell Drive
- 19. Weatherly Hills Blvd
- 20. Deanwood Lane
- 21. Applegate Lane
- 22. Altimira Drive Entrance
- 23. Wyndham Hall Lane
- 24. West Fox Chase Circle
- 25. West Woodchase Road
- 26. Chapel Glen Lane

B.

- 1. Shirecliffe Lane
- 2. Witherspoon Lane
- 3. Inglecrest Lane
- 4. Brixworth Boulevard
- 5. Bayshore Road
- 6. Sailview Road
- 7. Spinnaker Road
- 8. Briarstone Lane
- 9. Lake Heather Road
- 10. Woodcliff Drive

- 11. Harbor Way to condo's entrance
- 12. Blue Herron Road
- 13. Anchorage Circle
- 14. Harrow Road
- 15. Golden Harvest Road
- 16. Banbury Road
- 17. West Kingsgate Road
- 18. Battle Front Trail
- 19. Chaho Drive

C.

- 1. South Hobbs Road
- 2. Triple Crown Boulevard
- 3. Cashmere Lane
- 4. Johnsons Corner Road
- 5. Rockwell Farm Lane
- 6. Lawton Boulevard
- 7. Fort West Drive
- 8. Long Bow Road
- 9. Somersworth Drive
- 10. Windham Hill Road
- 11. Gwinhurst Road
- 12. Bridgemore Boulevard
- 13. Highwick Circle
- 14. Barnsley Road
- 15. Allen Kirby Road
- 16. Providence Glen Lane
- 17. Pryse Farm Boulevard
- 18. Evans Road
- 19. Cottage Stone Boulevard
- 20. Stone Villa Lane
- 21. Lone Willow Drive
- 22. Stone Vista Lane
- 23. Vista Brook Lane

D.

- 1. Woodland Trace Drive
- 2. Crosswind Drive
- 3. Windward Drive
- 4. Flotilla Drive
- 5. Crestview Road
- 6. Mountain View Road
- 7. Vista Trail
- 8. Glen Abbey Boulevard
- 9. Boring Road

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Approval of a variance from the Distance from Intersections requirement for collector streets, as provided for in the *Farragut Municipal Code*, Chapter 22, Article 5., Driveways and Other Access Ways, related to a requested second access onto Campbell Lakes Drive for the Tire Discounters, 709 N. Campbell Station Road, 1 Acre, Zoned C-2 (Leesman Engineering and Associates, Applicant)

INTRODUCTION AND BACKGROUND: At the Planning Commission meeting on April 19, 2018, a site plan was approved for a Tire Discounters business at the former BP and Shell Service Station at 709 N. Campbell Station Road. Since that time, a grading and building permit have been issued and construction is proceeding.

DISCUSSION: One item that was discussed at length as part of the site plan review in April was the owner of Tire Discounters pursuing an access connection to the property to the north (the Dunkin Donuts property). This would benefit both properties but particularly the property to the north since patrons would have an opportunity to exit onto N. Campbell Station Road further south and away from the interstate interchange area. Cross lot connectivity is now required in the Zoning Ordinance as it provides for improved traffic flow, safer access, and an opportunity for greater interaction between developments.

When this development was discussed in April, the applicant indicated that they were working on trying to secure an access connection to the property to the north. For purposes of facilitating the timing of their project, the applicant asked that the site plan they submitted for approval (which provided for one access onto Campbell Lakes Drive as the sole access into and out of the property) be approved and, in the interim, they would continue to work on securing a connection to the north. As part of the discussion, a second access onto Campbell Lake Drive was discussed. Though commissioners were open to this idea, this was not part of the site plan presented at that time. Staff indicated that such an access, if ultimately requested, would need to be authorized with a variance to the Driveways and Other Accessways Ordinance. Campbell Lakes Drive is classified as a collector street and a new access point would, without a variance, be required to be set back at least 200 feet from the driveway edge to the intersecting right of way along N. Campbell Station Road.

Resulting from negotiations with the property owner to the north, the applicant requested at the November 15, 2018 Planning Commission meeting approval of a variance that would allow for a second access onto Campbell Lakes Drive with the nearest portion of the proposed driveway curbline being approximately 42 feet from the N. Campbell Station Road right of way. This two-way access was being requested as a condition of approval from the property owner to the north for the cross access between the two properties. The owner to the north wishes to have the full access so that patrons leaving his development will not have to drive behind the Tire Discounters building to exit the property onto Campbell Lakes Drive.

RECOMMENDATION: When the requested full (two-way) access was presented to the Planning Commission, Town staff indicated that they could only support a variance that would permit a right in only access. Staff expressed a concern over a two-way access due to the short distance between the access into the Tire Discounters and N. Campbell Station Road. Staff was also concerned about the fact that the east side of the Tire Discounters (facing N. Campbell Station Road) will be the primary customer service area and having through traffic circulated across this frontage could create pedestrian/vehicular conflicts.

After much discussion, the Planning Commission voted 7-1 to approve a variance to the Driveways and Other Accessways Ordinance that would permit a two-way access with the nearest portion of the driveway curblane being approximately 42 feet from the N. Campbell Station Road right of way. The Commission's recommendation was conditioned on the applicant adding speed bumps near each end of the two-way access and to reflect this on a revised site layout plan that would be reviewed and approved by the Town staff.

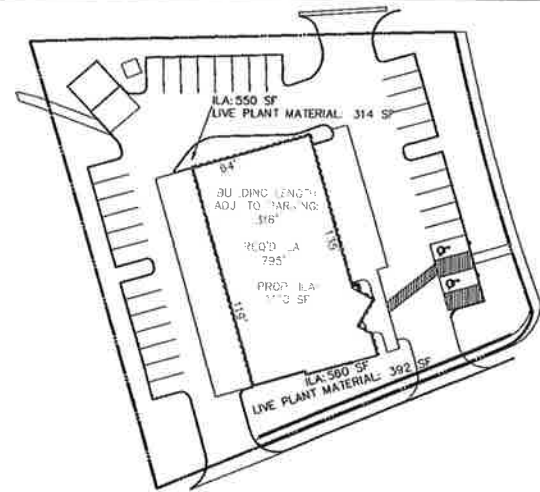
PROPOSED MOTION: To approve a variance to the Driveways and Other Accessways Ordinance that would permit a two-way access with the nearest portion of the driveway curblane being approximately 42 feet from the N. Campbell Station Road right of way, subject to the Planning Commission's stipulation regarding the inclusion of speed bumps near each end of the two-way access as reflected on a revised site layout plan to be approved by the Town staff.

BOARD ACTION:

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

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

BUILDING & PARKING LOT LANDSCAPING



BUILDING/PARKING LOT LANDSCAPING:
*The minimum landscaped area shall be determined by multiplying 2-1/2 feet by the building's length facing a parking lot or vehicular access way. (At least 25% of this required landscaped area shall contain live plant materials other than grass)

BUILDING LENGTH (ALONG PARKING LOT AREAS): 318 FEET TOTAL
REQ'D LANDSCAPE AREA: 318 x 2.5 = 795 SF
(795 * 25% = 199 SF (REQUIRED LIVE PLANT MATERIAL OTHER THAN GRASS))

PROPOSED LANDSCAPE AREA: 1110 SF
(706 SF OF PROPOSED LIVE PLANT MATERIAL OTHER THAN GRASS)
(706/1110 = 64% (> 25%))

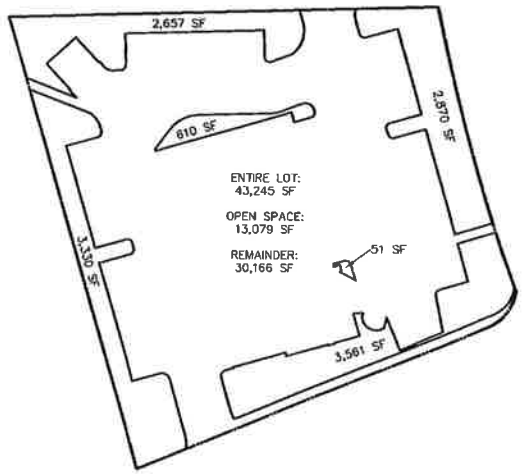
TRAFFIC NOTES

EXISTING USE: GASOLINE FUELING STATION AND CONVENIENCE STORE
PROPOSED USE: AUTOMOBILE REPAIR SHOP

1. PROPOSED USE IS LESS INTENSE THAN EXISTING USE.

2. REDUCTION IN WIDTH AND RELOCATION OF DRIVEWAY TO SIDE STREET TO IMPROVE TRAFFIC IMPACT AT INTERSECTION.

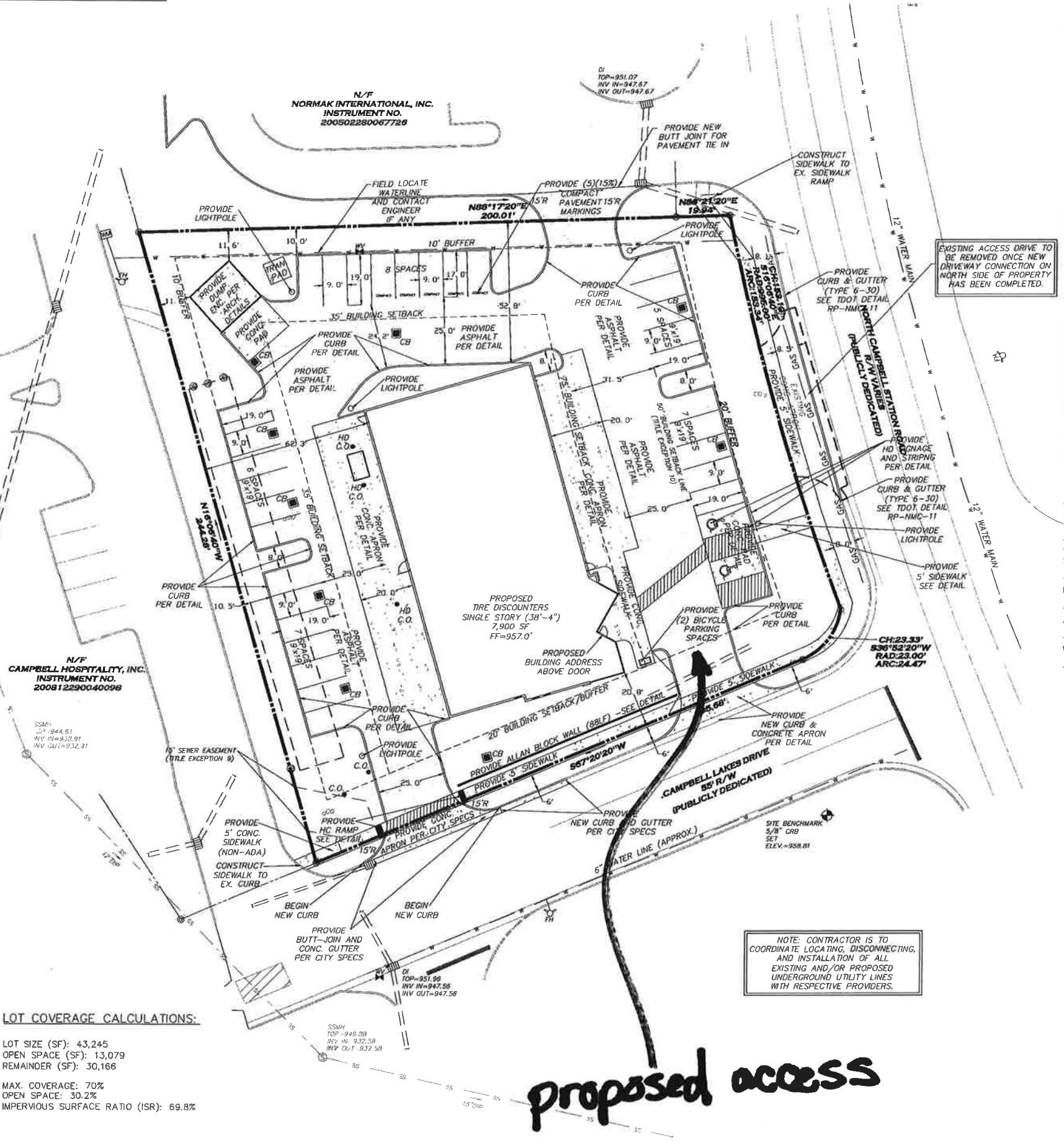
LOT COVERAGE DIAGRAM
N.T.S.



LOT COVERAGE CALCULATIONS:

LOT SIZE (SF): 43,245
OPEN SPACE (SF): 13,079
REMAINDER (SF): 30,166

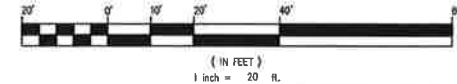
MAX. COVERAGE: 70%
OPEN SPACE: 30.2%
IMPERVIOUS SURFACE RATIO (ISR): 69.8%



GENERAL NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS IN THE AREA OF PROPOSED WORK, IF CONDITIONS OTHER THAN THOSE SHOWN ON THE DRAWINGS ARE ENCOUNTERED, THE CONTRACTOR MUST NOTIFY THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION.
2. THE LOCATIONS OF THE EXISTING UTILITIES SHOWN ON THE PLAN FOR PLANNING PURPOSES ONLY AND HAVE BEEN OBTAINED BY FIELD CHECKS AND SEARCHES OF AVAILABLE RECORDS AND ARE BELIEVED TO BE CORRECT. HOWEVER, THE CONTRACTOR MUST VERIFY EXACT LOCATIONS BEFORE BEGINNING CONSTRUCTION. CONTACT THE UTILITIES PROTECTION SERVICE AT LEAST TWO (2) WORKING DAYS IN ADVANCE OF CONSTRUCTION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO EXISTING STRUCTURES AND UTILITIES DURING OR RESULTING FROM CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING AND REPLACING ALL UTILITIES IGNORED TO COMPLETE AND UNDERGROUND UTILITIES. THIS PROJECT INCLUDING ALL OVERHEAD THE CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS, INSPECTIONS, ETC. COORDINATION REQUIRED BY THE APPLICABLE UTILITY. THE CONTRACTOR SHALL MAKE ALL RESTORATION, REPLACEMENT, AND REPAIR IN ACCORD WITH THE APPLICABLE REQUIREMENTS OF THE UTILITY.
4. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE STATE OF TENNESSEE CONSTRUCTION AND MATERIAL SPECIFICATIONS.
5. THE CONTRACTOR SHALL CONSTRUCT TEMPORARY SEDIMENT BASINS, EARTH DIKES, TEMPORARY OR PERMANENT SEEDING, MULCHING AND/OR MULCH NETTING OR ANY OTHER GENERALLY ACCEPTED METHODS TO PREVENT EROSION, MUD AND DEBRIS FROM BEING DEPOSITED ON OTHER PROPERTY, ON NEWLY CONSTRUCTED OR EXISTING ROADS, OR INTO EXISTING SEWERS OR NEW SEWERS WITHIN THE WORK AREA. THE CONTRACTOR SHALL CONTINUALLY MONITOR THE CONSTRUCTION PROGRESS AND MAKE ANY NECESSARY TEMPORARY ADJUSTMENTS TO MAINTAIN THIS CONTROL.
6. ALL GROUND SURFACE AREAS THAT HAVE BEEN EXPOSED OR LEFT BARE AS A RESULT OF CONSTRUCTION AND ARE TO BE FINAL GRADE AND ARE TO REMAIN SO, SHALL RECEIVE VEGETATIVE STABILIZATION.
7. FOLLOW WRITTEN DIMENSIONS ALWAYS. DO NOT SCALE.
8. ADJUSTMENTS TO GRADE MAY BE ALLOWED TO PROVIDE A BALANCED SITE, NO ADJUSTMENT TO GRADE ARE ALLOWED WITHOUT THE PRIOR APPROVAL OF THE ENGINEER.
9. ALL CONSTRUCTION SHALL BE PROVIDED IN ACCORD WITH TOWN OF FARRAGUT AND TDD DETAILS AND SPECIFICATIONS.
10. SEE ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS
11. LIGHTING TO BE SHOWN ON BUILDING WITH ARCHITECTURAL PLANS
12. ROOF DRAINS, FOUNDATION DRAINS AND OTHER STORM WATER CONNECTIONS TO SANITARY SEWER ARE PROHIBITED.
13. NO ANTENNAS ARE PROPOSED FOR THIS DEVELOPMENT.

SITE PLAN



SHEET 4 OF 12

proposed access

3 WORKING DAYS
BEFORE YOU DIG
UTILITIES PROTECTION SERVICE

NO.	DATE	BY	REVISIONS AND/OR ISSUES
1	10-2-18	MDC	DRIVEWAY ADDITION
2	7-10-18	MDC	REVISED BID/PERMIT-TOWN MPO COMMENTS
3	6-18-18	MDC	REVISED BID/PERMIT-TOWN MPO COMMENTS
4	4-25-18	TMD	REVISED BID/PERMIT-FARRAGUT STAFF COMMENTS
5	4-9-18	MDC	REVISED BID/PERMIT-FARRAGUT STAFF COMMENTS
6	3-1-18	MDC	NO DESCRIPTION



TIRE DISCOUNTS FARRAGUT, TN
708 NORTH CAMPBELL STATION ROAD
KNOXVILLE, TENNESSEE 37934

LEESMAN ENGINEERING & ASSOC.
ENGINEERING, SURVEYING, PLANNING
2720 TOPIC HILLS, CINCINNATI, OHIO 45248 513/417-0420

SJL
engineers

DRAWING TITLE

SITE PLAN

PROJ. NO.	DATE
TD FARR.	3/7/18
DRAWN	CHECKED
MDC	S.J.L.

DRAWING NO

C3

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Request for approval to permit a subdivision entrance structure and sign within the median of Needlegrass Lane in the Brookmere Subdivision off Virtue Road (Saddlebrook Properties, LLC., Applicant)

INTRODUCTION AND BACKGROUND: Included in your packet is a written request (**Exhibit A**) from Saddlebrook Properties, LLC., to permit a subdivision entrance structure and sign to be placed within the median of Needlegrass Lane in the Brookmere Subdivision off Virtue Road. The Brookmere Subdivision concept plan and preliminary plat – Phase I have been approved by the Planning Commission and development on the property was initiated earlier in the fall. The applicant has now submitted a site plan for entrance elements and a pool house that will be considered by the Planning Commission at an upcoming meeting.

While the Brookmere Subdivision has been proceeding, the Town has been moving forward with design plans for improvements to a portion of Virtue Road which includes the frontage of the Brookmere Subdivision. Based on feedback received at Planning Commission meetings, the Town asked the design firm for the Virtue Road improvements to provide for a roundabout on Virtue Road at the planned entrance to the Brookmere Subdivision. Though the developer of the Brookmere Subdivision is receptive to the inclusion of a roundabout in the Virtue Road design plans, it has some impact on the entrance area to the Subdivision.

DISCUSSION: Due to the Little Turkey Creek floodplain, there is limited developable space in the Brookmere Subdivision on the west side of Little Turkey Creek. As a result, both the concept plan and Phase I of the preliminary plat include no houselots on the west side of Little Turkey Creek. What is proposed in this area and that is now reflected on a site plan submittal for Planning Commission consideration is a pool house and parking lot. Also included is an extensive amount of landscaping and entrance elements, including a proposed roughly 12 foot x 22 foot partially covered entrance structure with an entrance sign within the median of Needlegrass Lane (**Exhibit B**). The proposed median is approximately 25 feet in width and roughly 90 feet in length. The proposed structure that is situated within the median is, at its closest point to the back of the proposed curbing of the median, at least 5 feet from the curb. The structure is roughly 52 feet from the back of curb of the median where it becomes the eastern leg of the northbound lane of the Virtue Road roundabout.

From the applicant's perspective, the inclusion of the structure and signage in the median in the proposed location is optimal given the context. It would allow the subdivision to be identified from Virtue Road in a location that would be more removed from the traffic flow of the roundabout than might otherwise be the case with traditional placement of such structures at least 10 feet back from the right of way on one or both sides of the subdivision entrance.

Section 109-11 (2) e. of the Farragut Sign Ordinance (**Exhibit C**) includes the requirements for permanent subdivision signs. It specifies that such signs and the structures/walls on which they are affixed shall be set back a minimum of 10 feet from all property lines and shall be located within a platted sign easement. The sign and structure requested by the applicant fails to meet the setbacks and is in the middle of what will become a public right-of-way. As provided for in Section 109-10 (2) b. of the Farragut Sign Ordinance (**Exhibit D**), any sign placed on public property or right-of-way without the written consent of the public authority having jurisdiction over the property is prohibited. Since the Board of Mayor and Aldermen is the public authority having jurisdiction over the Town's rights-of-ways, the applicant's request must be approved by the Board.

RECOMMENDATION: From the staffs' perspective, the applicant's request must be considered in terms of whether an approval would set a precedent (if having structures within the rights-of-ways is deemed undesirable in general) and whether such approval would make the Town responsible or liable for damage to such structures or injuries created to a motorist that may hit such structures either out of negligence or due to hazardous road conditions created by adverse weather. An additional consideration is ensuring that the Town is not responsible for any maintenance of such sign/structures and that it will not conflict, in its proposed location, with existing or proposed utilities. A primary reason for requiring subdivision signs and structures to be 10 feet from all property lines is to ensure that they will be out of areas where utility rights may occur which could lead to such signs and structures being removed should a utility need to use its rights to such space for utility related matters.

The Town has some subdivision entrance signs/structures that are within the public rights-of-ways (e.g. Village Green, Fox Den, Concord Hills, Hickory Woods, etc.) that mostly predate the Town's current requirements. There have been some modifications of such signs in the past that have been approved by previous Board of Mayor and Aldermen but the signs had already been situated within the public-of-way.

Staff would recommend that if the applicant's request is approved due to the unique condition of the roundabout being added to the Virtue Road improvement project, the area within the median would need to be platted as a sign easement on the final plat with language on both the plat and in the recorded restrictive covenants that assigns all maintenance and liability to the Brookmere Homeowners Association. This would include any repairs, reconstruction, etc., that may occur in relation to utility work or work conducted within the right of way by the Town (e.g. snow removal).

The sign itself and associated landscaping will also have to be reviewed and approved by the Visual Resources Review Board for compliance with the other aspects of the sign ordinance and landscaping requirements. The action taken at this time is only to consider allowing a subdivision entrance sign and structure to be situated within the right of way of Needlegrass Lane.

PROPOSED MOTION: To approve the proposed location of the subdivision entrance sign within the right of way of Needlegrass Lane due to the unique condition of the roundabout being added to the Virtue Road improvement project, subject to the area within the median being platted as a sign easement on the final plat with accompanying language on both the plat and in the recorded restrictive covenants that assigns all maintenance and liability to the Brookmere Homeowners Association, with all said language being first approved by the Town Attorney.

BOARD ACTION:

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

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

November 20, 2018

Board of Mayor and Aldermen
Town of Farragut, Tennessee

This request is for the Board of Mayor and Aldermen to consider acceptance of a residential subdivision sign to be placed within the median of Needlegrass Lane ROW. In June 2018, the Town of Farragut Planning Commission approved the Preliminary Plat for Brookmere residential subdivision. The principal access is from Virtue Road which is proposed to be widened by the Town of Farragut. Needlegrass Lane is a divided median boulevard which will connect to Virtue Road in a "T" intersection. Following approval of the Preliminary Plat, we were notified the Town of Farragut wanted to place a roundabout at the intersection of Virtue Road and Needlegrass Lane. We feel the roundabout is an excellent addition to the widening project, provides traffic calming and a heightened aesthetic entrance to Brookmere subdivision. The addition of the roundabout necessitates additional ROW dedication and relocation of Needlegrass Lane boulevard median eastward toward the Brookmere subdivision. While this is readily acceptable, the roundabout does present challenges for appropriate location of subdivision signage.

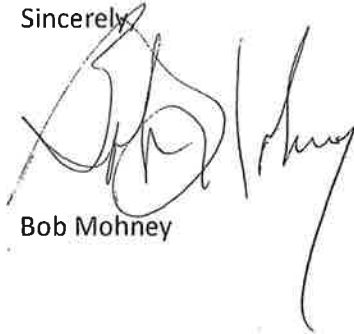
The floodplain of Little Turkey Creek is located along the frontage of Brookmere subdivision leaving a single buildable area between the creek and Virtue Road. No residences will be located adjacent Virtue Road although the area is an excellent site for the Brookmere community poolhouse. The poolhouse will be located on the south side of Needlegrass Lane. Location of a monument subdivision sign has been challenging. The sign takes on increased significance due to the lack of residences along the frontage of Virtue Road. Safety concerns have been identified regarding the location of a typical entrance sign on both sides of Needlegrass Lane. If a traffic incident occurs within the roundabout, a vehicle may be more likely to hit the entrance sign resulting in potential injury and liability concerns. The desired signage complements the architectural style of Brookmere poolhouse in roofline, colors and building material. Again this feature takes on a heightened sense of importance due to a lack of residential presence adjacent Virtue Road especially as the land falls off toward Little Turkey Creek.

The design solution is to place a two-sided single monument sign located in the Needlegrass Lane median with ROW. As mentioned earlier, the median has been moved eastward into the Brookmere subdivision. The median is 18' from the island within the roundabout and the sign is 52' from the edge of the median. This provides a high level of visibility clearance and eliminates any vehicular safety

concerns. A tower feature, landscaping and quality building materials will serve to attract the eye of passing traffic. Although this sounds like an optimum solution; the 25' width of the median does not meet the 10' setback requirement for both sides of the sign structure.

Ultimately, acceptance of dedicated ROW for Needlegrass Lane rests with the Board of Mayor and Aldermen. Please consider this a formal request to approve the right-of-way of Needlegrass Lane as designed with signage improvements to be located on open space maintained by the Brookmere Home Owners Association. Formal acceptance of these improvements by the Board of Mayor and Aldermen will take place pending recording the Final Plat for Needlegrass Lane in the Register of Deeds office and 100% completion of all roadway improvements.

Sincerely,



Bob Mohney



9724 Kingston Pike, Suite 1404
Knoxville, Tennessee 37922
(865) 409-1424

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TENNESSEE

BROOKMERE
CLUBHOUSE AMENITIES PACKAGE

HOMESTEAD LAND HOLDINGS, LLC

TOWN OF FARRAGUT

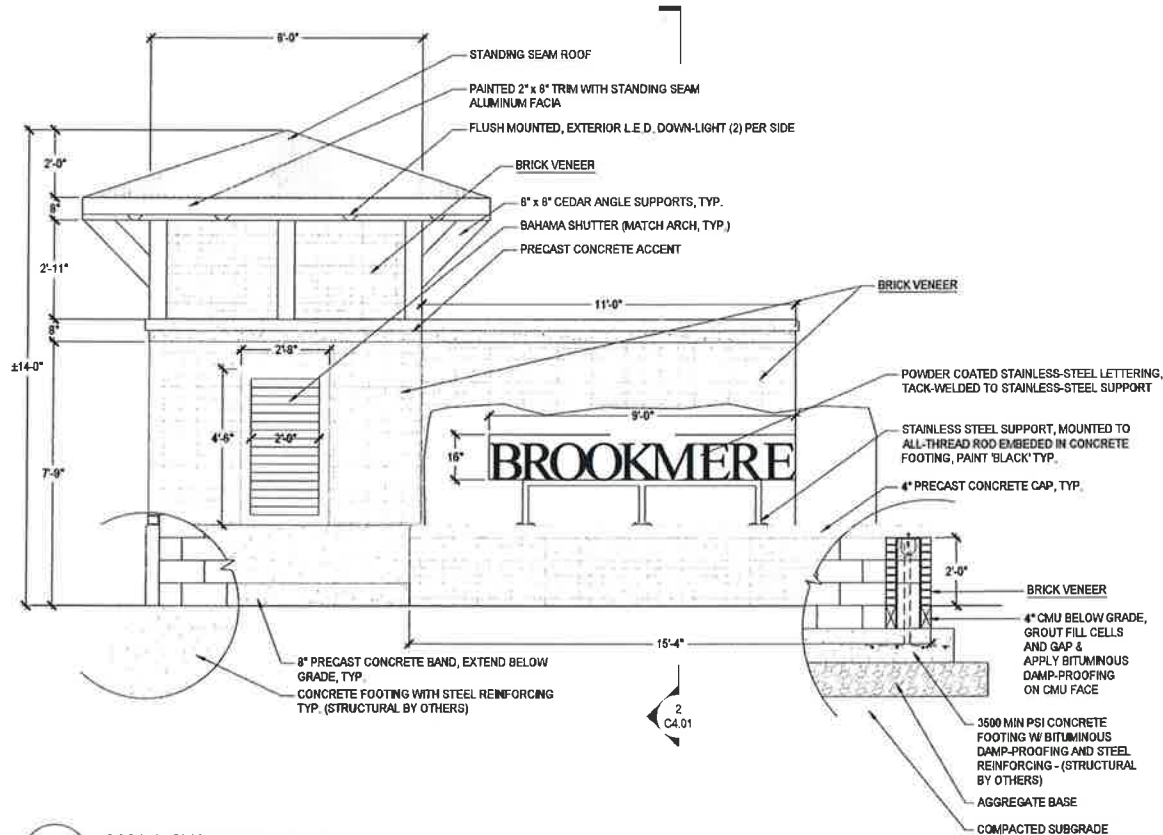
SUBMITTALS/REVISIONS		
NO.	DATE	DESCRIPTION

SHEET TITLE
SITE DETAILS

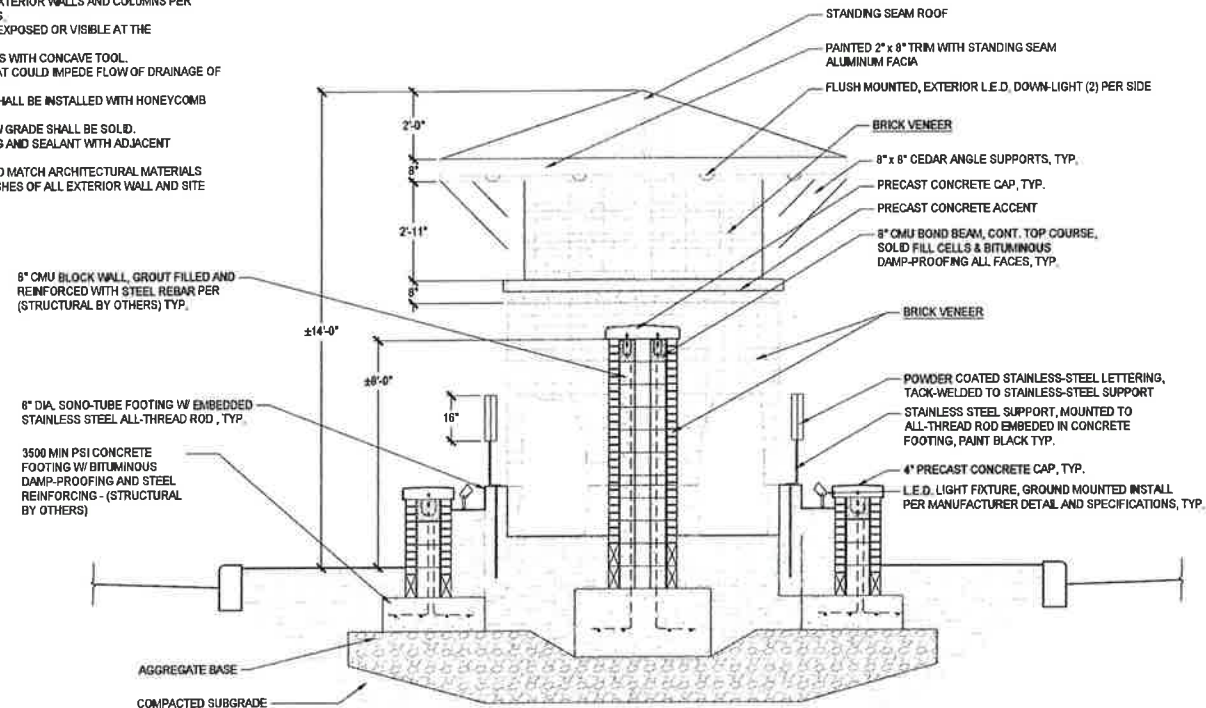
PROJECT NO. 17282	DATE 11/5/2018
DRAWN BY RB	SCALE NTS
CHECKED BY HIS	SHEET NO.

C4.01

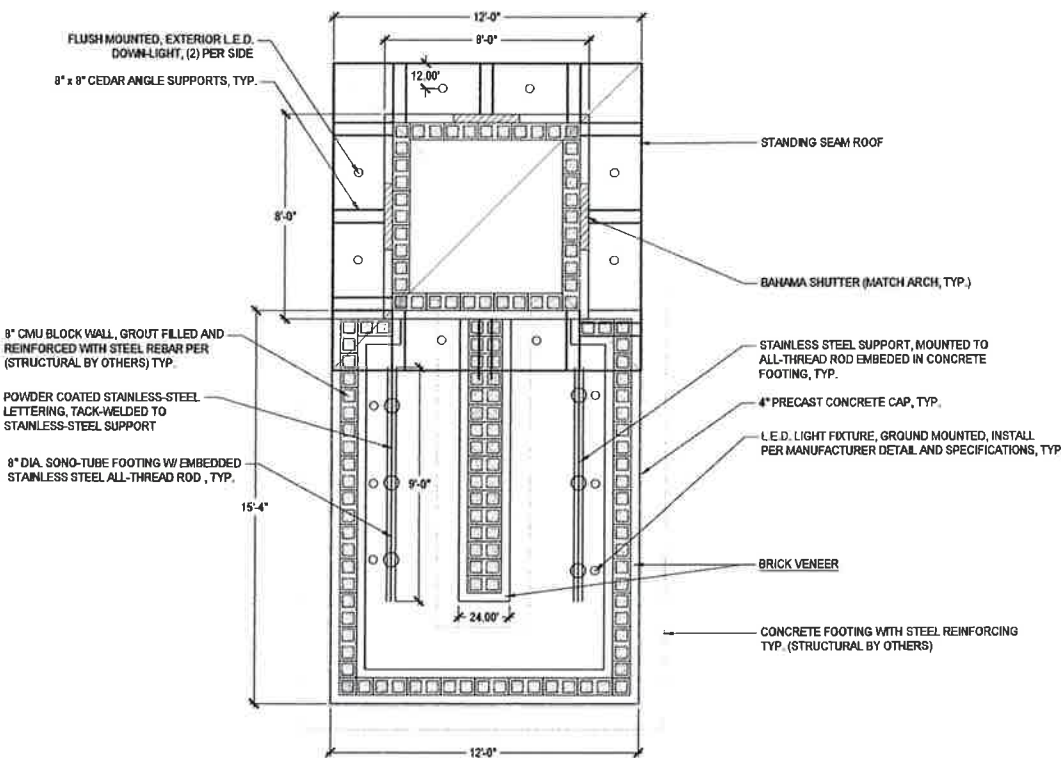
- NOTES:
1. INSTALL ALL VENEER SYSTEMS, FLASHING & ACCESSORIES PER VENEER MANUFACTURER'S RECOMMENDATIONS.
 2. PROVIDE CORNER UNITS ON ALL EXTERIOR WALLS AND COLUMNS PER MANUFACTURER'S SPECIFICATIONS.
 3. NO SETTING MORTAR SHOULD BE EXPOSED OR VISIBLE AT THE COMPLETION OF CONSTRUCTION.
 4. SHAPE ALL VISIBLE MORTAR JOINTS WITH CONCAVE TOOL.
 5. REMOVE ALL EXCESS MORTAR THAT COULD IMPEDE FLOW OF DRAINAGE OF WEEPS.
 6. ALL EXTERIOR MASONRY WALLS SHALL BE INSTALLED WITH HONEYCOMB BRICK DRAINAGE WEEPS.
 7. ALL BRICK COURSES AT OR BELOW GRADE SHALL BE SOLID.
 8. COLOR MATCH ALL WALL FLASHING AND SEALANT WITH ADJACENT MATERIAL FINISH.
 9. CONTRACTOR SHALL CONFIRM AND MATCH ARCHITECTURAL MATERIALS WITH COLOR, TEXTURES AND FINISHES OF ALL EXTERIOR WALL AND SITE COLUMNS.



1 MAIN ENTRY SIGN DETAIL
SCALE: NTS



2 MAIN ENTRY SIGN SECTION
SCALE: NTS



3 MAIN ENTRY SIGN (ENLARGED PLAN)
SCALE: NTS



9724 Kingston Pike, Suite 1404
Knoxville, Tennessee 37922
(865) 409-1424

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TENNESSEE

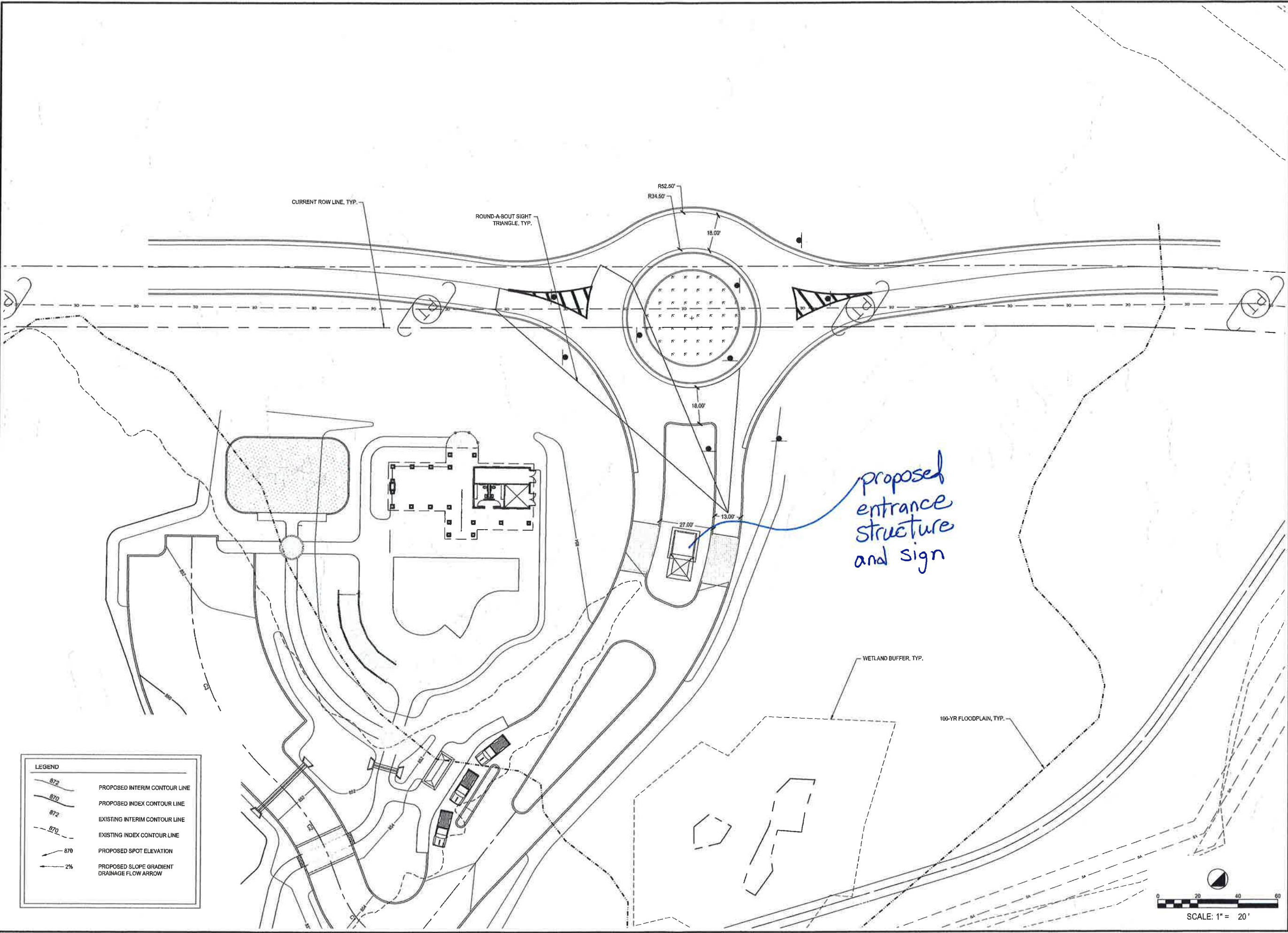
TOWN OF FARRAGUT

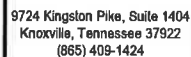
VIRTUE ROAD
ROUND-A-BOUT EXHIBIT

SUBMITTALS / REVISIONS		
NO.	DATE	DESCRIPTION

SHEET TITLE	
EXHIBIT	

PROJECT NO. 17282	DATE 11/20/2018
DRAWN BY RB	SCALE 1" = 20'
CHECKED BY MS	
SHEET NO.	





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TENNESSEE

BROOKMERE CLUBHOUSE AMENITIES PACKAGE

HOMESTEAD LAND HOLDINGS, LLC

TOWN OF FARRAGUT

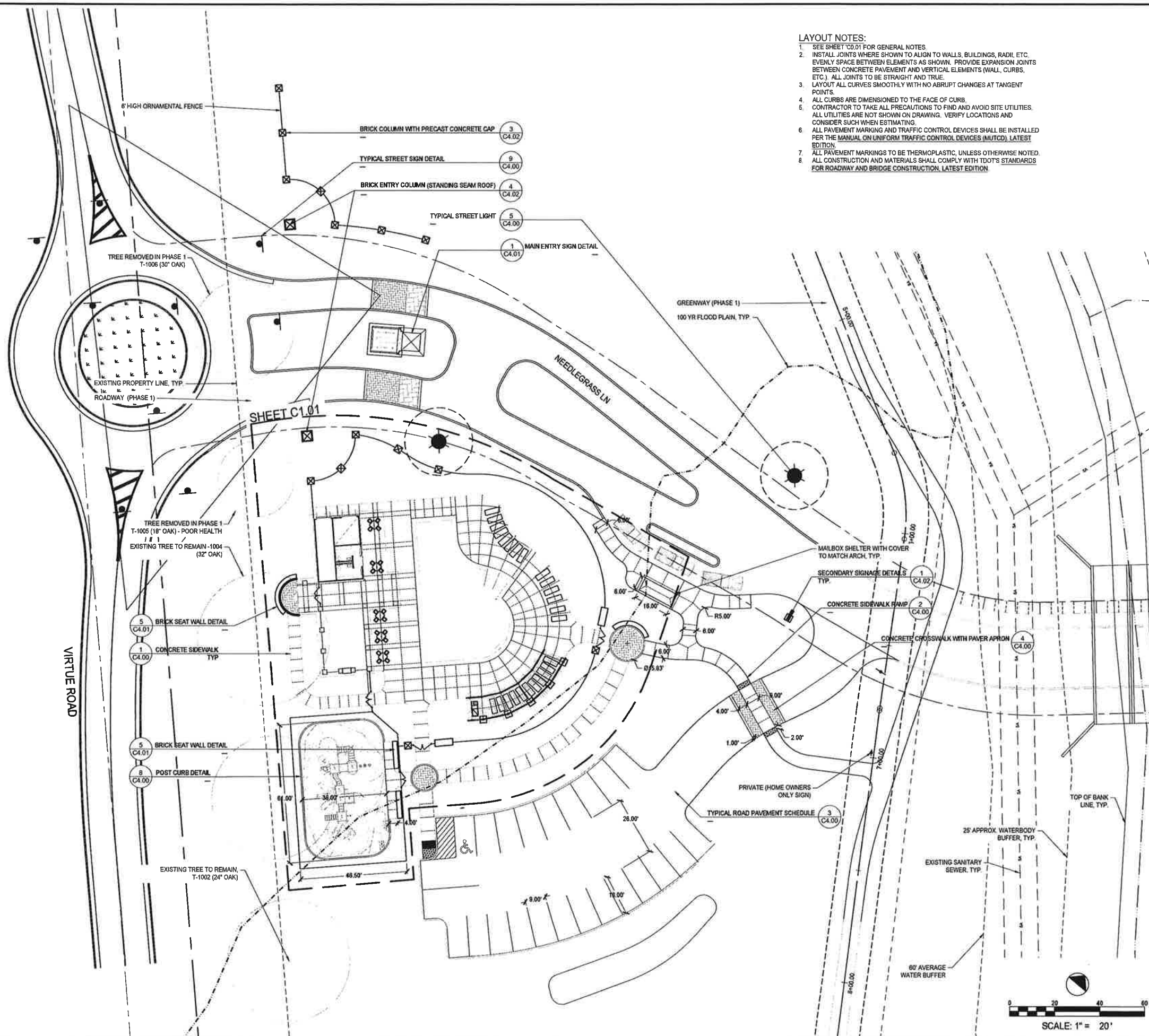
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SHEET TITLE

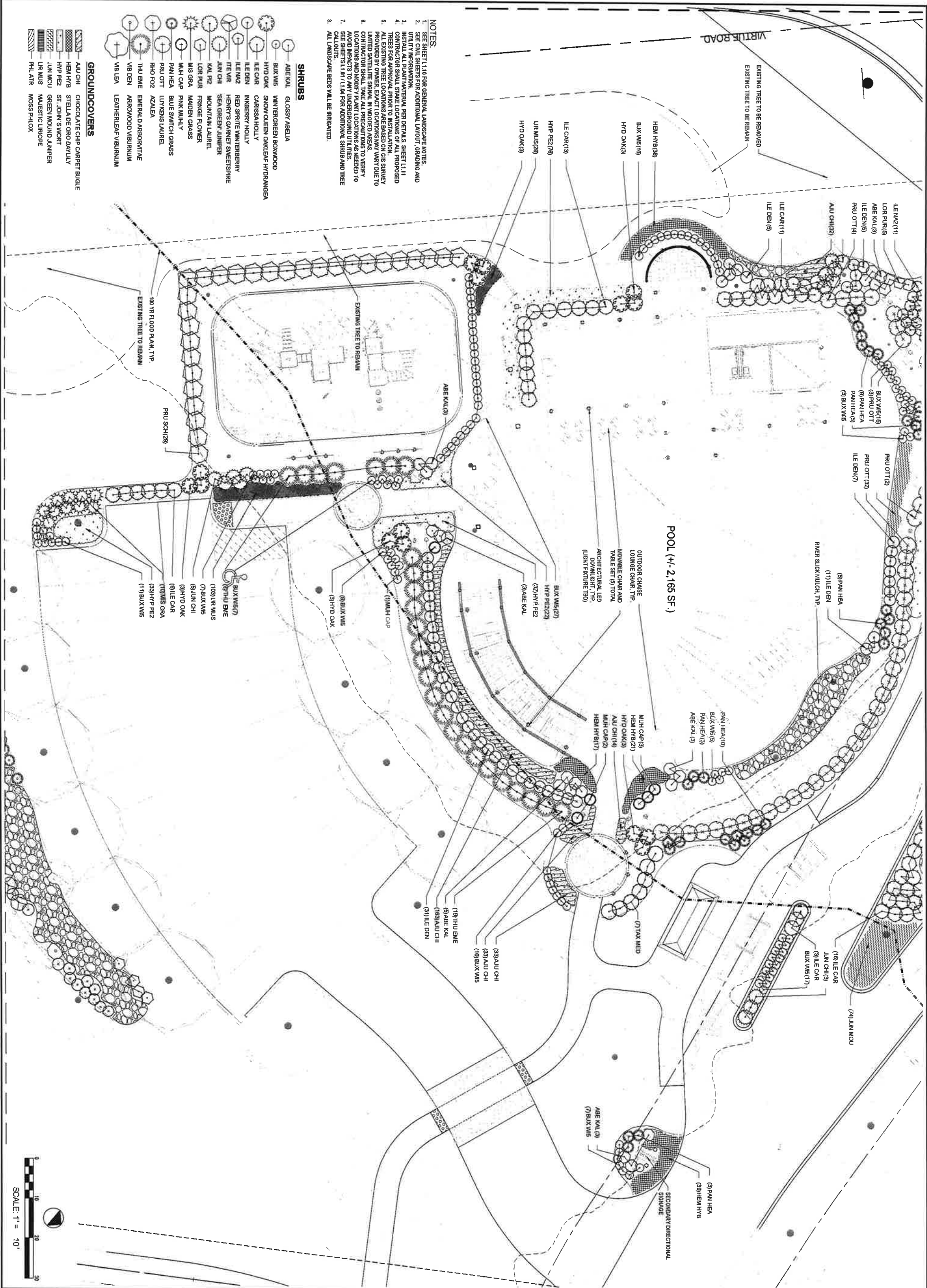
SITE LAYOUT PLAN

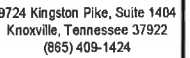
PROJECT NO. 17282	DATE 11/5/2018
DRAWN BY RB	SCALE 1" = 20'
CHECKED BY MS	
SHEET NO.	

C1.00



11720-1, Judd@uak, Purdue Engineering/CAD11_09-EEET3 - CLIMATE/COMPUTATION CIBB SITE 30325.dwg - Printed on 2016-11-05 at 9:38:53 AM

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2. SEE SHEET L1.10 FOR GENERAL LANDSCAPE NOTES.
3. SEE CML SHEETS FOR ADDITIONAL LAYOUT, GRADING AND UTILITY INFORMATION.
4. INSTALL ALL PLANT MATERIAL PER DETAILS, SHEET L1.11
5. CONTRACTOR SHALL STAKE LOCATIONS OF ALL PROPOSED TREES FOR APPROVAL PRIOR TO INSTALLATION.
6. ALL EXISTING TREE LOCATIONS ARE BASED ON GIS SURVEY PROVIDED BY OWNER. EXACT LOCATIONS MAY VARY DUE TO LIMITED SATELLITE SIGNAL IN WOODED AREAS.
7. CONTRACTOR SHALL TAKE ALL PRECAUTIONS TO VERIFY LOCATIONS AND MODIFY PLANT LOCATIONS AS NEEDED TO AVOID IMPACTS TO ANY UNDERGROUND UTILITIES.
8. SEE SHEETS L1.01 / L1.04 FOR ADDITIONAL SHRUB AND TREE CALLOUTS.
9. ALL LANDSCAPE BEDS WILL BE IRRIGATED.

	ABE KAL	GLOSSY ABELIA
	BUX W6	WINTERGREEN BOXWOOD
	HYD OAK	SNOW QUEEN OAKLEAF HYDRANGEA
	ILE CAR	CARISSA HOLLY
	ILE DEN	INKBERRY HOLLY
	ILE NA2	RED SPRITE WINTERBERRY
	ITE VIR	HENRY'S GARNET SWEETSPIRE
	JUN CHI	'SEA GREEN' JUNIPER
	KAL P12	MOUNTAIN LAUREL
	LOR PUR	FRINGE FLOWER
	MIS GRA	MAIDEN GRASS
	MUH CAP	PINK MUHLY
	PAN HEA	BLUE SWITCH GRASS
	PRU OTT	LUYKENS LAUREL
	RHO FO2	AZALEA
	THU EME	EMERALD ARBORVITAE
	VIB DEN	ARROWOOD VIBURNUM
	VIB LEA	LEATHERLEAF VIBURNUM

	AU CHI	CHOCOLATE CHIP CARPET BUGLE
	HEM HYB	STELLA DE ORO DAYLILY
	HYP PE2	ST. JOHN'S WORT
	JUN MOU	GREEN MOUND JUNIPER
	LIR MUS	MAJESTIC LIRIOPE
	PHL ATR	MOSS PHLOX

TENNESSEE

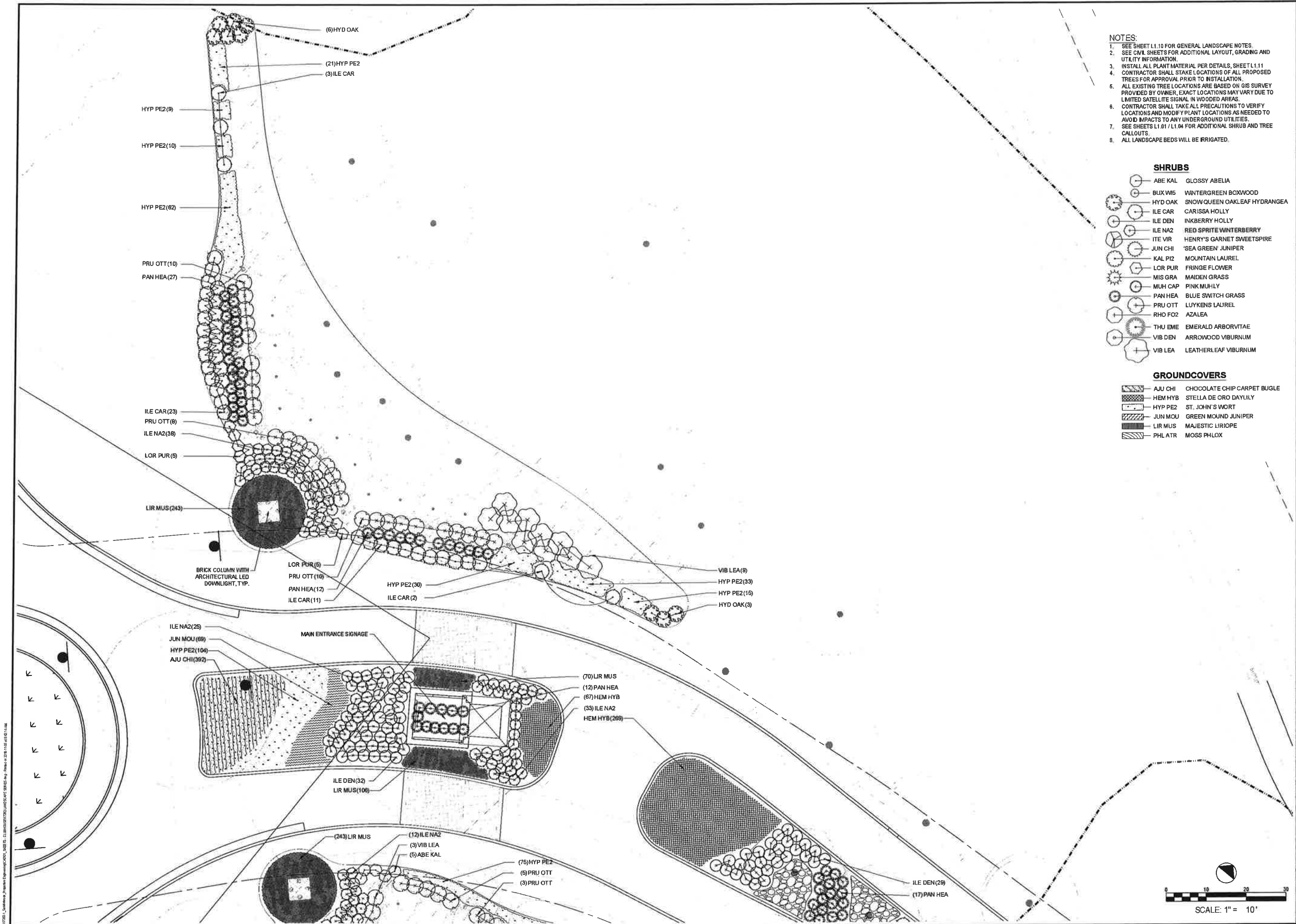
TOWN OF FARRAGUT

[illegible]

ENLARGED LANDSCAPE
PLAN

PROJECT NO.	DATE
17282	11/5/2018
DRAWN BY	SCALE
BB	1" = 10'
CHECKED BY	
DB	
SHEET NO.	

L1.03



- f. *Political signs.* One non-illuminated sign per candidate per lot, parcel, or tract, not to exceed 12 square feet in size and six feet in height. No such signs are permitted on any public rights-of-way or other public property. Such political signs shall not be posted prior to 30 days before an election and shall be removed by the owner of the property on which the sign is located within five days after any election to which it refers.
- g. *Public or quasi-public information, safety, and regulatory signs.* The location, height, and size of such signs to be located on public and private streets shall be determined by town staff based on the current edition of the manual of uniform traffic control devices. The location and height of such signs which are to be located on private property shall be determined by town staff based on the current edition of the manual of uniform traffic control devices. The size of such signs which are to be located on private property shall comply with the following size regulations:
 - 1. Advisory signs, such as "No Parking," "Exit," "Entrance," "Handicapped Parking," etc., shall not exceed 12 inches 18 inches in size;
 - 2. Regulatory signs, such as speed limit signs, "One Way," "Slow," "Right Turn Only," etc., shall not exceed 18 inches by 24 inches in size;
 - 3. Warning signs, such as "Stop," "Road Closed," "Stop Ahead," "Detour," "No Trespassing," etc., shall not exceed 24 inches by 24 inches in size; and
 - 4. Public or quasi-public information signs, such as schools, libraries, parks, etc., shall not exceed 18 inches by 24 inches in size.
- h. *Security system signs.*
 - 1. Two non-illuminated ground-mounted signs per lot, parcel, or tract, not to exceed one square foot in size and two feet in height. Such signs shall be set back a minimum of five feet from all property lines.
 - 2. One non-illuminated wall signs per entrance, not to exceed one square foot in size.
- i. *Temporary decorations for recognized holidays.*
 - 1. Noncommercial seasonal displays and banners that are customarily associated with a national, local, or religious holiday, provided such are not used to advertise the name of a product, service, or business.
 - 2. Banners used for holiday decorations shall be affixed to a wall, board, or some other type of inflexible surface so that it does not move in the wind, or shall be hung in a vertical manner and tautly secured at two opposite edges by horizontal brackets.
 - 3. Such displays and banners shall be removed promptly after the holiday.
- j. *Temporary signs approved with a special events permit.*

(2) *Signs permitted on land for residential uses.* The following signs are permitted on land used for residential purposes. Recreational facilities developed as part of a residential development shall also follow these regulations:

a. *Address signs.*

- 1. One wall sign, not to exceed two square feet in size. The individual figures shall not be less than 3½ inches nor more than six inches high.

2. One ground-mounted sign per driveway entrance, not to exceed two square feet in size. The individual figures shall not be less than 3½ inches nor more than six inches high.
 3. The street address numbers may also be painted on the curb at the driveway entrance. The numerals displayed on curbs shall be four inches high.
- b. *Directional building identification signs.* In multi-building apartment complexes, each building shall be allowed one directional sign, not to exceed two square feet in size and 30 inches in height. Such signs shall be set back a minimum of 15 feet from the edge of street pavement and five feet from the edge of driveway and parking lot pavement. If signs are to be illuminated, internal illumination shall be used. Each building shall be allowed one non-illuminated wall sign not to exceed six square feet in size.
 - c. *General occupant signs.* One non-illuminated wall sign per dwelling unit, not to exceed two square feet in size and eight feet in height.
 - d. *Open house real estate signs.* One non-illuminated on-premises open house sign per lot, parcel, or tract, not to exceed six square feet in size and six feet in height. In addition, directional off-premises open house signs, not to exceed six square feet in size and three feet in height, shall be allowed to be erected for directive purposes. Such off-premises signs may be located in the public right-of-way. These open house signs shall not be erected before 5:00 p.m. Friday and must be removed by 8:00 a.m. Monday.
 - e. *Permanent subdivision signs.* A total of 40 square feet of sign area shall be permitted per single-family or multi-family development entrance, with either one ground-mounted sign not to exceed 40 square feet or two ground-mounted signs not to exceed 20 square feet each. Such signs and the structures/walls on which they are affixed shall be set back a minimum of ten feet from all property lines and shall be located within a platted sign easement. Such signs, excluding the supporting structure, shall not exceed six feet in height and shall not be erected until a preliminary plat or a site plan has been approved. If signs are to be illuminated, external illumination shall be used.
 - f. *Real estate signs.* One non-illuminated sign per lot, parcel, or tract, not to exceed six square feet in size and six feet in height. Such signs shall be set back a minimum of five feet from all property lines and shall be removed within 15 days after the sale, rental, or lease of the real estate involved.
 - g. *Subdivision construction signs.* One non-illuminated sign per single-family or multi-family development entrance, not to exceed 32 square feet in size and ten feet in height. Such sign shall be set back a minimum of five feet from all property lines. Such sign shall not be erected until a preliminary plat or site plan has been approved. The sign shall be removed within 15 days of the completion of the permanent sign or the expiration of the preliminary plat or site plan, whichever comes first.
 - h. *Subdivision homeowner association notification signs.*
 1. One non-illuminated ground-mounted sign shall be permitted per single-family or multi-family development entrance. Such sign shall be placed at the rear of the permanent subdivision sign so that it is only visible to vehicles exiting the development.

SIGNS

§ 109-10

Sec. 109-10. General restrictions.

All signs erected, replaced, reconstructed, expanded, or relocated on any property within the town shall conform with the provisions of this section.

- (1) *Signs not requiring permits.* The following types of signs are exempted from permit requirements but must be in conformance with all other requirements of this article:

- a. Address signs;
- b. Building memorial/cornerstone signs;
- c. Construction signs;
- d. Environmental award signs;
- e. General occupant signs;
- f. Town, state, and American flags;
- g. Height clearance signs;
- h. Historic plaques;
- i. Landscape award signs;
- j. News racks and other vending machine signs;
- k. Neon border, as defined in this chapter;
- l. Political signs;
- m. Public or quasi-public information, safety, and regulatory signs;
- n. Real estate signs;
- o. Scoreboards on publicly owned athletic fields;
- p. Security system signs;
- q. Subdivision construction signs;
- r. Subdivision real estate signs;
- s. Temporary decorations for recognized holidays;
- t. Temporary signs approved with a special events permit; and
- u. Temporary window signs.

- (2) *Prohibited signs.* The following types of signs are prohibited in all districts:

- a. Abandoned signs, which shall be removed by the property owner;
- b. Any sign placed on public property or right-of-way without the written consent of the public authority having jurisdiction over the property;
- c. Any sign which bears or contains statements, or words of an obscene, pornographic, or immoral character;
- d. Any signs with flashing, chasing, pulsating, twinkling, dancing, scintillating, and/or oscillating lights or any other rotating, revolving, or otherwise moving part;