



TOWN OF FARRAGUT
ECONOMIC DEVELOPMENT COMMITTEE MEETING
TOWN HALL BOARD ROOM
WEDNESDAY, NOVEMBER 2, 2016
8 AM

1. Call to order
2. Approval of Minutes
 - a. October 5, 2016
3. Discussion of the Economic Development Committee Charter
4. Selection of Two Economic Development Committee Members to Serve on the Mobile Vending Subcommittee
5. Status Updates
 - a. Town of Farragut
 - b. Farragut/West Knox Chamber of Commerce
 - c. Farragut Business Alliance
6. Any other Business
7. Adjournment

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MINUTES
ECONOMIC DEVELOPMENT COMMITTEE MEETING
OCTOBER 5, 2016
8:00 AM

Committee Members Present:

Brandon Hackett, Pamela Milliken, David Smoak, Jim Holladay, Naoko Blue, William Britt, Phil Dangel, Alderman Ron Pinchok

Committee Members Absent:

Knick Myers, Drew Carson

Staff Present:

Jenn Hatmaker

Other:

Alderman Louise Povlin

Bettye Sisco, Farragut/West Knox Chamber

Ben Pounds with the FarragutPress

Bob Hill, Farragut Citizen

Alderman Ron Williams

Tim Williams, Farragut/West Knox Chamber

Wendy Smith, Shopper News

Call to Order

Chair Hackett called the meeting to order. A quorum was declared.

Approval of the Minutes

Mr. Dangel moved to approve the August 3, 2016 minutes. Alderman Pinchok seconded the motion. Motion passed.

Discussion of the Memorandum of Understanding Between the Town of Farragut and the Farragut/West Knox Chamber of Commerce

Ms. Sisco reviewed the Memorandum of Understanding (MOU). Ms. Sisco explained the Enterprise Club and the benefits of being an Enterprise Club member. Exhibit B provides an ongoing look at what the Chamber does and highlights the events in the Town. Ms. Sisco stated that the Chamber sends an emails to approximately 15,000 people, 27,000 newsletters are distributed, and contact 1,300 members weekly. Thirty-nine percent of the 41 networking events, 46% of the 35 ribbon cuttings, and 71% of the community events were in the Town. Forty-one percent of the

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740 Chamber members are in the Town. Mr. Smoak stated that the Chamber has really grown during his time with the town; when he started working for the Town the Chamber had approximately 615 members six years ago.

Mr. Britt asked if the Chamber establishes a contract with members for the Enterprise Club. Ms. Sisco stated that there is not a signed, written contract, but the Chamber goes over the list of benefits and Exhibit A in the MOU with the Enterprise Club members. Mr. Britt asked if there is not a contract for the Enterprise Club, is there a reason for the MOU. Mr. Smoak stated that the Town tries to have in writing what will be received for the money given.

Chair Hackett asked if the Chamber is going to set the goals for Exhibit D or if it is a check at year end. Ms. Sisco stated that it can be either. Ms. Sisco stated that the Chamber sets goals but does not refer to them as goals. Mr. Smoak stated that some of the items on Exhibit D are not things that the Chamber currently track but the Town is asking them to start tracking and comparing from year to year.

Chair Hackett stated that Goal 4.3 on Exhibit D would be impossible to track. Mr. Holladay stated that Goal 4.2-4.5 should not be a goal because the Chamber either will not be able to get the information or the result is out of the Chamber's control. Mr. Smoak stated that when a new business joins the Chamber, the Chamber meets with the business and asks how many employees the business will have since that is what determines the business's Chamber dues. Mr. Smoak stated the Chamber can also ask what the average wages and the project sales will be. Mr. Smoak stated that some businesses will give that information and some will not, but the numbers under Goal 4 will be based on this information and will be an aggregate number so that at the end of the year the Chamber can look at the number of jobs and projected sales that came to the Town during that year. Mr. Smoak recommended changing Exhibit D to say Activity instead of Goal.

Mr. Hill asked if the Chamber separates the data within the Town from outside the Town. Ms. Sisco stated that the data is not separated on a regular basis, but it can be separated.

Mr. Holladay asked the committee if the following changes to Exhibit D would be acceptable to the committee: change Goal to Activity, change 4.3 to "Estimated annual sales of new businesses", and change 4.5 to "Estimated wages of new jobs to Farragut".

Mr. Britt asked Ms. Sisco if the \$9,500 listed on Exhibit B is what the Town paid for events. Ms. Sisco stated that if the Town paid for sponsorship at each event the cost would have been \$9,500.

Alderman Pinchok made a motion to accept the Memorandum of Understanding with the following changes to Exhibit D: change Goal to Activity, change 4.3 to Estimated annual sales of new business, and 4.5 to Estimated average wages of new business. Ms. Milliken seconded the motion. All voted in favor.

Status Updates

- a. **Town of Farragut:** Presented by Mr. Smoak
 - i. A rezoning request on Virtue Road will be presented before the Planning Commission; currently zoned Agricultural, requesting to be zoned R-1-OSR. A rezoning request on Grigsby Chapel will be presented before the Planning Commission; currently zoned R-4, requesting to be zoned S-1. Both rezoning requests will be workshop items; no vote will be taken at this time
 - ii. Mobile vending went before the Board of Mayor and Aldermen (BMA) as a workshop item. The BMA wanted to move forward with looking into mobile vending, but requested that the subcommittee be smaller. The Board requested that the EDC, BMA and Planning Commission have a maximum of two members each on the subcommittee.
 - a. Mr. Smoak asked for volunteers for the subcommittee. Alderman Pinchok, Mr. Holladay, Ms. Milliken, Mr. Britt, and Ms. Blue volunteered.
 - b. Mr. Dangel asked if a food / restaurant representative will be on the subcommittee. Mr. Smoak stated that all of the meetings will be public meetings; the subcommittee will be a working committee that will do research and gather ideas and feedback from people.
 - c. The two EDC volunteers were not selected; selections will be made during the November EDC meeting
 - iii. Will have an Economic Development workshop with the BMA on October 27
- b. **Farragut / West Knox Chamber of Commerce:** Presented by Ms. Sisco
 - i. 6 networking events in September – 2 were in the Town
 - ii. New Member Orientation was held at Town Hall
 - iii. The Magic Carwash ribbon cutting will be on October 25 at 6pm
 - iv. Saturday, October 8 is the annual Fall 5K
 - v. Freaky Friday is coming up this month
- c. **Farragut Business Alliance:** Presented by Mr. Dangel
 - i. The Taste of Farragut has been postponed until the spring
 - ii. Mr. Hill stated that he presented a letter to the EDC at the last meeting regarding the FBA. Mr. Hill stated that the Chamber is doing things that the FBA wants to do and he believes the EDC should consider the FBA's request for money. Mr. Dangel asked Mr. Hill if he believes the Chamber can run an event similar to the Taste of Farragut with the current staff. Mr. Hill stated that the Chamber could but would need additional staff, but for that occasion only. Mr. Hill stated that the FBA's request for money will continue to increase year after year. Mr. Williams stated that the FBA's priorities and activities are different from the Chamber's and the activities of the FBA have been a plus to the community and needs

to continue. Mr. Dangel stated that the concept of the FBA is that when the events grow larger that sponsorships will increase and the request for money will decrease.

Any Other Business

Mr. Britt requested that the EDC charter be discussed at the next meeting.

Mr. Dangel moved to adjourn. Alderman Pinchok seconded the motion. All voted in favor.

Next meeting **Wednesday, November 2, 2016 at 8 AM in the Town Hall Board Room.**

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FARRAGUT ECONOMIC DEVELOPMENT COMMITTEE CHARTER

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

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

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

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

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

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

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

Section II. Appointment

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

Section III. Committee Responsibilities: The Committee shall:

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

Section IV. Attendance at Meetings

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

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

Section V. Disclosure of Interests

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

ARTICLE IV. OFFICERS

Section I. Officers

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

Section II. Nomination and Election of Officers

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

Section III. Terms of Officers

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

Section IV. Vacancies

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

Section V. Chairman

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

Section VI. Vice Chairman

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

Section VII. Secretary/Treasurer

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

ARTICLE V. MEETINGS

Section I. Regular Meetings

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

Section II. Quorum

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

Section III. Special Meetings

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