

**FARRAGUT BOARD OF MAYOR AND ALDERMEN  
MINUTES  
JANUARY 14, 2016**

**BEER BOARD  
6:55 PM**

**BMA MEETING  
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
  - A. December 10, 2015
- VI. Ordinances**
  - A. First Reading
    1. Ordinance 16-01, Ordinance to amend Ordinance 15-08, FY16 Budget, Equipment Replacement Fund
- VII. Business Items**
  - A. Appointment of North Ward Alderman
- VIII. Town Administrator's Report**
- IX. Town Attorney's Report**

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The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, January 14, 2016 at 7:00 p.m. Members present were Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok.

### **Approval of Agenda**

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

### **Citizens Forum**

Melissa Martin, 631 Herron Road, addressed the Board concerning storm water issues on Herron Road.

### **Approval of Minutes**

Motion was made to approve the minutes of December 10, 2015 as presented. Moved by Alderman LaMarche, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

### **Ordinances**

#### **First Reading**

**Ordinance 16-01**, Ordinance to amend Ordinance 15-08, FY16 Budget, Equipment Replacement Fund

Motion was made to approve Ordinance 06-01 on first reading. Moved by Alderman LaMarche, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

### **Business Items**

#### **Appointment of North Ward Alderman**

Alderman Pinchok nominated Louise Povlin

Alderman Markli nominated Richard Cataldi

Alderman LaMarche nominated Rose Ann Kile

The candidates are voted on in order they were nominated.

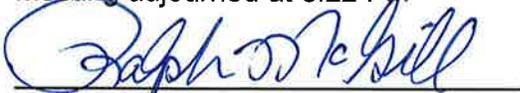
Louise Povlin

Roll call vote

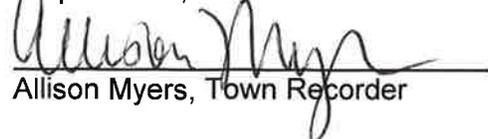
Alderman LaMarche, yes; Alderman Markli, No; Alderman Pinchok, yes; Mayor McGill, yes.

Louise Povlin is the new board appointee with a vote of 4-1 in favor.

Meeting adjourned at 8:22 PM



Ralph McGill, Mayor



Allison Myers, Town Recorder

**FARRAGUT BOARD OF MAYOR AND ALDERMEN  
AGENDA  
JANUARY 14, 2016**

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# **FARRAGUT BEER BOARD**

**JANUARY 14, 2016**

**6:55 PM**

**I. Approval of Minutes**

A. December 10, 2015

**II. Business Items**

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

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

# FARRAGUT BEER BOARD

December 10, 2015

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

## **Approval of Minutes**

Motion was made to approve the minutes of September 10, 2015 as presented. Moved by Alderman LaMarche, seconded by Alderman Markli; voting yes; Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

## **Business Items**

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

A representative from the Snappy Tomato was not present to the permit approval is postponed until the following Beer Board meeting.

Beer Board meeting adjourned at 7:00 PM.

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Ron Pinchok, Vice-Chairman

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Allison Myers, Town Recorder

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# REPORT TO THE BEER BOARD

**PREPARED BY:** Allison Myers, Town Recorder

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

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**DISCUSSION:**

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

The applications and information are in order.

**RECOMMENDATION BY:**

Allison Myers, Town Recorder, for approval.

**PROPOSED MOTION:**

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

**BOARD ACTION:**

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

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

pd  
\$250  
11/30/15

APPLICATION FOR BEER PERMIT

STATE OF TENNESSEE

TOWN OF FARRAGUT

I hereby make application for a permit to sell, store, manufacture, or distribute Beer under the provisions of Tennessee Code Annotated Section 57-5-101 et seq. and base my application upon the answers to the following questions:

- 1. Reason for application: New Business \_\_\_ New Ownership  Name Change \_\_\_ Other \_\_\_
- 2. Type of permit requested, please circle all that apply:

- Class 1 On-Premise                      Class 2 On-Premise, Other
- Class 3 On-Premise, Hotel/Motel    Class 4 On-Premise, Tavern
- Class 5 Off-Premise                    Class 6, Special Occasion

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

x 4. Type of applicant (check one):  
Person \_\_\_ Firm \_\_\_ Corporation  Joint-Stock Company \_\_\_ Syndicate \_\_\_ Other \_\_\_

5. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business:  
Simon Kruss - 100% ownership

6. Applicant's present home address: oudon TN

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

8. Representative Email Address: SKkruss@gmail.com

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

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

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

Simon Cross, 704 Church St., Loudon TN 52cross@gmail.com

\* please mail to: 11507 Kingston pike, Knoxville TN

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

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

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

Phone Number: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

White Realty

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

Faith Lutheran Church, 225 Jamestown Blvd, Farragut TN

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

Farragut High School

18. Special Occasion Event Name: \_\_\_\_\_

Location of the special occasion event: \_\_\_\_\_

Event Date & Times: \_\_\_\_\_

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

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

19. Tennessee Sales Tax Number: 45-4945383

20. Town of Farragut Business License Number \_\_\_\_\_

Area Mgr.

\*12

Terry L. Winkles

03/27/79

209 Virginia Dr, Seymour, TN 37865

865-210-9734

**FARRAGUT BOARD OF MAYOR AND ALDERMEN  
AGENDA  
December 10, 2015**

**RECEPTION FOR ALDERMAN RON HONKEN  
6:30 PM**

**BEER BOARD  
6:55 PM**

**BMA MEETING  
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2015**
- VI. Approval of Minutes**
  - A. November 12, 2015
- VII. Business Items**
  - A. Approval of 2015/2016 Snow Removal Schedule
  - B. Approval of Economic Development Mid-Term Appointment
  - C. Approval of the McFee Park Splash Pad Reconstruction
  - D. Approval of Town Committee/Commission By-Law and Charter Amendments to Allow the Appointment of a Youth-Member
  - E. Consider Approval of Proposal for Engineering Services for Intersection Improvements at Kingston Pike/Watt Road
- VIII. Ordinances**
  - A. Public Hearing and Second Reading
    1. Ordinance 15-19, an ordinance to rezone a portion of Parcel 78.01, Tax Map 142, located at 200 Boring Road, from R-2 to R-1 (Ryan Lynch, Applicant)
- IX. Town Administrator's Report**
- X. Town Attorney's Report**

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The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, December 10, 2015 at 7:00 p.m. Members present were Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok.

### **Approval of Agenda**

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

### **Mayor's Report**

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

### **Citizens Forum**

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

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

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

### **Approval of Minutes**

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

### **Business Items**

#### **Approval of 2015/2016 Snow Removal Schedule**

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

#### **Approval of Economic Development Mid-Term Appointment**

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

#### **Approval of the McFee Park Splash Pad Reconstruction**

Motion was made to approve Option 3, pending approval by the Town Attorney, between the Town of Farragut and Vortex in the amount of \$523,708 for the purchase and installation of the splash pad equipment at McFee Park.

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

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

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

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

**Ordinances**

**Public Hearing and Second Reading**

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

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

**Town Administrator's Report**

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

Meeting adjourned at 8:10 PM

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Ralph McGill, Mayor

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Allison Myers, Town Recorder

# REPORT TO THE BOARD OF MAYOR AND ALDERMEN

**PREPARED BY:** Bud McKelvey, Public Works Director

**SUBJECT:** Ordinance 16-01, an Ordinance to amend Ordinance 15-08, FY2016 Budget, Equipment Fund

**INTRODUCTION:**

The purpose of this agenda item is to amend the FY2016 Equipment Fund Budget by allocating additional funds for the purchase of two four-wheel drive lawn mowers.

**DISCUSSION:**

In the FY2016-17 Equipment Replacement Fund schedule, two (2) four-wheel drive lawnmowers are scheduled for replacement. Due to excessive and extremely high maintenance costs of the current (2) four-wheel drive mowers, which are 4 ½ years old, staff request the Board of Mayor and Aldermen to consider the purchase of the replacement mowers in the current fiscal year rather than FY2017. The spring season is one of the highest growth times for grass and due to the current unreliable units, it is necessary to purchase the new units immediately.

The FY2016 budget would be increased by \$44,000.00, from available reserve funds in the Equipment Fund balance. Once the new mowers have been purchased, the current mowers will be surplus and placed on GovDeals.com for sale.

**FINANCIAL SECTION:**

<b>Account Number:</b> 314-43949-949				
<u><b>Total Budget</b></u>	<u><b>Expenditures to Date</b></u>	<u><b>Budget Amendment</b></u>	<u><b>Remaining Amount</b></u>	
\$140,500	\$44,369	\$44,000	\$140,131	
Approved By: 				

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

**PROPOSED MOTION:** Motion to approve Ordinance 16-01 on first reading.

**BOARD ACTION:**

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

VOTE/TOTAL	MCGILL	PINCHOK	_____	LAMARCHE	MARKLI
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE 16-01  
PREPARED BY Myers  
1<sup>ST</sup> READING January 14, 2016  
2<sup>nd</sup> READING  
PUBLISHED IN  
DATE

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE  
AMENDING THE FISCAL YEAR 2015-2016 BUDGET, PASSED BY ORDINANCE 15-08

**WHEREAS**, the Town of Farragut adopted the fiscal year 2015-16 budget by passage of Ordinance Number 15-08 on June 11, 2015; and

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

**WHEREAS**, expenses for the General Fund and Insurance Fund will be greater than budgeted; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2015-2016 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 15-08 is hereby amended by:

- Increasing the appropriated expenditures in the Equipment Fund by \$44,000. Expenditures for the Equipment Fund will total \$184,500.
  - Replacement of the lawn mowers

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

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

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Dr. Ralph McGill, Mayor

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Allison Myers, Town Recorder

# REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator *DS*

SUBJECT: Appointment by the Board of Mayor and Aldermen to fill the vacant North Ward Alderman position

**INTRODUCTION:**

Alderman Ron Honken resigned from the Board of Mayor and Aldermen effective December 31, 2015. Alderman Honken lived in the north ward of the Town of Farragut electoral boundaries and a replacement for this position would also need to be a resident of the same ward.

**DISCUSSION:**

The Town of Farragut Board of Mayor and Aldermen received seven letters of interest from citizens willing to serve the remaining unexpired term of the open alderman position. Those individuals are: Richard Cataldi, Jeffrey Devlin, Louise Povlin, John Underwood, Mark Littleton, Drew Carson, and Rose Ann Kile. Each of these citizens live in the north ward of the Farragut municipal boundaries.

The Town of Farragut Charter Section 6-3-107 (b)(1) states that, "by affirmative vote of a majority of the remaining members, the board shall fill a vacancy in the office of alderman for the unexpired term...". It goes on to state in Section 6-3-107 (b)(2) that, "all such elections by the board shall be made by voice vote, on the calling of the roll. If a tie vote occurs in filling a vacancy on the board, the presiding officer shall vote a second time to break the tie."

Once deliberations on the appointment of the alderman positions are complete at the board meeting, the Mayor will open the floor to nominations. Once nominations are complete, the first person nominated will be voted on by the Board of Mayor and Aldermen. If that person does not receive a majority of the votes for alderman, the second nominee will then be voted on by the board. This process will continue until a nominee receives a majority of the positive votes from the board. That person will then be appointed as the new alderman, until the next municipal election is held for the position in August 2016.

**PROPOSED MOTION:** To appoint \_\_\_\_\_ to the position of north ward alderman for a term that expires in August 2016.

**BOARD ACTION:**

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

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

**Sec. 6-3-107. - Vicemayor; vacancies in office.**

(a)

The board shall elect an alderman to the office of vicemayor who shall serve as mayor when the mayor is absent or unable to discharge the duties of the mayor's office, and, in case of a vacancy in the office of mayor, until the next regular municipal election.

(b)(1)

By affirmative vote of a majority of the remaining members, the board shall fill a vacancy in the office of alderman for the unexpired term, but any portion of an unexpired four (4) year term for alderman or mayor that remains beyond the next municipal election shall be filled by the voters at that election, if the vacancy occurs at least twenty (20) days before the latest time for filing nominating petitions for candidates in that election.

(2)

All such elections by the board shall be made by voice vote, on the calling of the roll. If a tie vote occurs in filling a vacancy on the board, the presiding officer shall vote a second time to break the tie.

(Acts 1991, ch. 154, § 1; Acts 1992, ch. 612, § 9)

Memorandum for all reviewing officials:

From: Drew N. Carson Sr.

Subject: North Ward Alderman Position for the Town of Farragut

I would like to be considered for the North Ward Alderman Position for the Town of Farragut. With a broad range of experience over my 20 year military career I believe that I would be an excellent candidate to help further the development of this wonderful community.

Since arriving here on military duty in 2012 I have contributed to the Town of Farragut by participating in the Inaugural Introduction to Farragut program. I have served as a Vice-Chairman for the Personnel Committee and Parks and Recreation Committee. I was recently selected to serve on the Educations Relations Committee and the Economic Development Committee.

I believe I bring a wealth of experience from multiple areas of expertise and would be honored at the opportunity to serve the Town of Farragut in a greater capacity. Please consider me for this position.

Honored to Serve,

A handwritten signature in black ink, appearing to read "Drew N. Carson Sr.", written in a cursive style.

Drew N. Carson Sr.

**Drew N. Carson, Sr.**

629 Glen Willow Dr. · Knoxville, TN 37934 · 919.273.0774 (Cell)

Email Addresses · [drew.carson@us.af.mil](mailto:drew.carson@us.af.mil) [drewcarsonsr@gmail.com](mailto:drewcarsonsr@gmail.com)

~PROFESSIONAL PROFILE~

**Superintendent / Senior Instructor / Human Resources Manager / Security Manager /  
Emergency Management Coordinator / Training Supervisor / Shift Supervisor  
“Secret” Clearance & Four Lenses Certified Trainer**

Experience leading a training organization; developing, writing and instructing educational training materials; managed manpower authorizations and placement for 2150 personnel organization; oversaw physical and informational security issues for 185 personnel; coordinated all relief/recovery efforts for large organization; led, supervised, and trained personnel for Department of Defense Agencies including: **United States Air Force**

~SPECIAL CERTIFICATIONS~

**Senior Instructor - United States Air Force Non-Commissioned Officer Academy  
Air Force Leadership Instructor and Exam Administrator  
Community College of Air Force Instructor Certification – Levels I-II, 2014  
Collaborative Communication Facilitator Certification  
Professional Manager Certification  
Supervisor Professional Instructor Education Course  
Shipley Communication “Four Lenses” Certified Trainer  
International Military Student Officer Liaison  
United States Air Force Supervisor for 14 years**

**EDUCATION:**

<b>Liberty University</b> <i>Masters of Education, Teaching and Learning-Leadership</i>	<i>Lynchburg, Va</i>	<i>In Progress</i>
<b>Mount Olive College</b> <i>Bachelors of Applied Science, Psychology</i>	<i>Mount Olive, NC</i>	<i>May 2011</i>
<b>Community College of Air Force</b> <i>Associate of Applied Science in Instructor of Technology &amp; Military Science</i>	<i>Maxwell-Gunter, AFB</i>	<i>March 2013</i>
<b>Mount Olive College</b> <i>Associates of Science, General Studies</i>	<i>Mount Olive, NC</i>	<i>August 2008</i>
<b>Community College of Air Force</b> <i>Associate of Applied Science in Aviation Maintenance Technology</i>	<i>Maxwell-Gunter, AFB</i>	<i>August 2008</i>

**CAREER HISTORY:**

**United States Air Force,  
Training and Education Center** *McGhee-Tyson ANGB, TN* *11/14 - Present*  
*Superintendent, Non-Commissioned Officer Academy*

- Leads a 20 personnel instructor team in the implementation of Professional Military Education curriculum for 2000 military members annually

- Plans, organizes and directs Professional Military Education programs, activities and requirements for education.

**Carson Page 2**

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- Inspects and evaluates Professional Military Education activities, personnel, and facilities. Conducts periodic inspection of school activities, and assists schools in deficiency corrections
- Plans and organizes phases of education, student flow, and class schedules consistent with production goals and available resources.
- Responsible for management of Instructional Systems Analysis and Testing for three organizations Non-Commissioned Officer Academy , Satellite Non-Commissioned Officer Academy, and Airman Leadership School

**United States Air Force,  
Training and Education Center**

*McGhee-Tyson ANGB, TN*

*02/12 - Present*

*Senior Instructor*

- Develops and conducts professional military education programs for airmen, non-commissioned officers, and senior non-commissioned officers
- Instructs Professional Military Education subjects. Instructs both indoors and outdoors, using informal lectures lecture, case study, teaching interviews, guided discussion, and other teaching methods.
- Uses computer software programs, film and slide projection equipment, videotape, television, and other audiovisual equipment in support of educational goals.
- Prepares and maintains files and records pertinent to professional education matters.
- Prepares statistical reports and records about student performance. Maintains completed school record files for historical review.
- Provides management consultant services. Conducts and administers symposiums, workshops, or conferences
- Interprets organizational surveys; evaluates program management effectiveness and provides feedback.

**United States Air Force,  
Maintenance Operations Squadron**

*Seymour Johnson AFB , TN*

*01/10- 02/12*

*Security Manager*

- Serves as the principle advisor to the commander on all security matters
- Maintains cognizance of all security functions and provided guidance, direction, coordination, and oversight to designated security assistants.
- Ensures access to classified information was limited to appropriate personnel with a need to know
- Coordinates with other activity officials regarding security measures for the classification, safeguarding, transmission, declassification, and destruction of classified information
- Maintains liaison with the special security officer, as appropriate, on issues of common concern.
- Coordinates with information systems security personnel as required for effective management, use, and oversight of classified information in electronic form

**United States Air Force,  
Maintenance Operations Squadron**

*Seymour Johnson AFB , TN*

*03/08- 12/09*

*Human Resource Manager*

- Responsible for the management of 2,150 manpower authorizations and personnel assignments across four organizations
- Monitors manpower levels and adjusted levels to meet mission requirements
- Procures manpower level updates and changes from higher headquarters and distributed changes throughout the organization

- Plans, organizes, and controls all activities regarding manpower levels within the organization

### Carson Page 3

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#### United States Air Force, Maintenance Squadron

*Yokota Air Base, Japan*

*09/95- 01/01*

*Aircraft Hydraulic Journeyman*

- Performs preventative maintenance on aircraft hydraulic systems.
- Troubleshoots, removes, repairs, overhauls, replaces, adjusts, and tests malfunctioning components.
- Stores, handles, uses, and disposes of hazardous material and waste according to environmental standards

#### United States Air Force, Maintenance Squadron

*Macdill AFB, FL & Seymour Johnson AFB, NC 01/01- 03/08*

*Aircraft Hydraulic Craftsman*

- Troubleshoots, removes, repairs, overhauls, inspects, adjusts, installs, and tests aircraft hydraulic and In-Flight Refueling systems and components, including support equipment
- Determines maintenance procedures and performance characteristics using technical publications.
- Diagnoses malfunctions and recommends corrective action.
- Inspects aircraft hydraulic systems, components and support equipment, and completes Time Compliant Technical Orders

#### Community Leadership and Awards

- President: Farragut High School, Boys Lacrosse Program: 2013 - Present
- Vice Chairman: Town of Farragut, Personnel Committee: 2013 - Present
- Secretary: Town of Farragut, Knox County Schools Education Relations Committee: 2015 – Present
- Board Member: Town of Farragut, Economic Development Committee: 2015 - Present
- President: National Honor Society of Psychology, Mount Olive College: 2009 - 2010
- Guardian Ad Litem for abused children: Wayne County, NC: 2008 – 2012
- Public Relations Manager: Goldsboro, NC, Pop Warner Youth Football Organization 2008-2011
- Head Coach: Goldsboro, NC, Pop Warner Youth Football Organization 2008-2011
- Head Coach: Goldsboro, NC, Seymour Johnson Strike Eagles Men's Football Team 2010-2012
- Volunteer: United Life Church, Men's Group Leader: 2015 – Present
- Volunteer: Faith Promise Church, High School Boys Small Group Leader: 2013 – 2014
- Volunteer Faith Promise Church, Adult Small Group Leader: 2012 – 2013
- Presidential Service Award Winner: Silver Level: 2011
- Distinguished Graduate: Air Force Non-Commissioned Officer Academy: 2011
- 4th Fighter Wing Leadership Award: 2010

#### References

*Excellent reference furnished upon request.*

Richard A. Cataldi  
419 Bellfield Road  
Knoxville, TN 37922  
November 11, 2015

Town of Farragut  
11408 Municipal Center Drive  
Farragut, TN

Dear Board of Mayor and Aldermen,

I am very interested in being considered for the position of Alderman for the town of Farragut. My family and I moved to east Tennessee in 1993 when I retired from the U. S. Navy. I researched several locations we were interested in calling home, examining weather, economy, cost of living, and crime. It was during our spring break trip through Knoxville in 1993 that convinced us this was the area in which we wished to live. The mountains, the UT excitement, and most importantly the people, placed east Tennessee head and shoulders above Charlotte, NC, Lexington, KY, and even Chattanooga.

Within two weeks of our arrival I accepted a position as a Navy Junior ROTC Instructor with Knox County schools. For more than six years I handled the administrative duties at Central High School and taught at Bearden High School. When the Navy granted Bearden its own unit, I commanded that unit for 3 ½ years. My most significant collateral duty, for most of those 10 years, was in facilitating the development, implementation, and maintenance of the Bearden High School Improvement Plan. I developed, administered and analyzed Student, Faculty, Parent and business surveys to determine our improvement goals and priorities. My leadership, process improvement experience, and administrative skills were instrumental in two Bearden High School Southern Association of Colleges and Schools accreditation assessments, both of which were passed without significant discrepancies.

I have always taken an active interest in my community. I ran for Alderman of the town of Farragut in the spring of 1994. I was a member of Farragut's planning committee which developed the park adjacent to its public library. I have served on the Knoxville Board of Elections as a poll officer and machine operator for 12 year and am a past President of both the Village Green Home Owners' Association and the East Tennessee Chapter of Military Officers' Association of America. I serve as the head usher at St. John Neumann Catholic Church and on the building committee which developed the concept and needs for the design and construction of our current church on St. John Neumann Court.

I have attached a separate resume addressing my past professional experiences, responsibilities and education. References are available upon request.

I believe my planning, administrative, and organizational skills, as well as, my effectiveness as a communicator and facilitator would be most beneficial to the town of Farragut.

Thank you for your consideration.

Respectfully,



Richard A. Cataldi  
CDR USN(Ret)

**Richard A. Cataldi**  
**419 Bellfield Road**  
**Knoxville, Tennessee 37922-2715**  
**Home: (865) 966-4677**

**OBJECTIVE:** To bring together more than 10 years of Strategic Planning experience and more than 20 years Administrative and Education experience to the town of Farragut's Board of Mayor and Aldermen.

## **WORK STYLE**

A practitioner of servant leadership, excelled in setting a principle-centered example of fairness, dedication, and enthusiasm. A team-builder, capable of motivating peers and subordinates to meet and exceed goals and improve the effectiveness of their systems. Received two consecutive safety and efficiency awards for achievement in leadership and material management, as well as, several personal awards for counseling and interpersonal skills, strategic plan development, and citizenship.

## **PROFESSIONAL SKILLS**

### **Quality Improvement**

Ten (10) years' experience as Leadership team facilitator and chairman. Tennessee School Improvement Planning resulted in two, near flawless, Southern Association of Colleges and Schools assessment audits. Instructed and employed total quality management principles in the education and training of future naval officers. Implemented effective physical education training procedures based upon the recommendations of faculty, students, and staff Process Action Teams dramatically reducing serious injuries while measurably improving student physical readiness test results.

### **Organizational Administration**

Directed the development and implementation of computer networks for a variety of uses including: tracking the storage, movement, and expenditure of high explosive materials; scheduling and documenting preventive maintenance, student attendance, and student grading, as well as tracking and routing draft instructions and directives, and ensuring the timely submission of routine correspondence.

### **Training and Educational Development**

Thirteen (13) years' experience in high school and university classrooms. Four (4) years' experience as a ground school and airborne instructor in both the undergraduate and graduate pilot training. Developed and implemented a variety of technical and non-

technical training and educational programs from one day courses such as; "Sexual Harassment Prevention," "Navy Core Values," and "Career Planning," to full semester courses in "Total Quality Management," "Naval Officer Indoctrination," and "Principles of Leadership." Designated as a Master Training Specialist, Senior Instructor, and Certified Naval Science Instructor in recognition of academic achievement, technical competence, and classroom performance.

#### Production Supervision

Directed the administration, training, and work of: more than 150 personnel in the operations and maintenance of six aircraft and three aircraft systems simulator training devices; and more than 300 personnel in the storage, handling, assembly, and fusing of high explosives; the operation and maintenance of 11 elevator systems and more than 2000 pieces of electrical and hydraulic support equipment. Commended for meticulous planning, innovative training techniques, safety record, and efficiency of operations.

Managed a \$300 million ship alteration program, as well as all shipyard and ship's work forces efforts in completing a 16-month Complex Overhaul on time. The most significant project within this program was the training and employment of more than 500 fire watches daily; resulting in NO significant fires and NO loss of hot work.

#### Carrier Naval Aviator

Accrued more than 3000 accident free flight hours and more than 300 carrier arrested landings.

### **EXPERIENCE**

2013 to Present Retired. Substitute Math and Chemistry Teacher Lenoir City High School

2006 to 2013 Lenoir City High School, Lenoir City, TN.  
**Advanced Algebra, Trigonometry, Geometry, and Algebra I Teacher**

2005 to 2006 Oliver Springs High School, Oliver Springs, TN.  
**Advanced Algebra, Trigonometry and Honors Geometry Teacher**

2003 to 2004 American Recruiting, Inc., Lenoir City, TN.  
**Office Manager and Recruiter**

2000 to 2003 Bearden High School  
**Senior Naval Science Instructor**  
Navy Junior Reserve Officer Training Corps (NJROTC) instructor exercising students in grades 9 through 12 in the fundamentals of patriotism, leadership, and military drill.

Working with more than 100 students annually, and one co-instructor. Managed a Navy budget ranging between \$16,000 to \$25,000 annually, to outfit and maintain cadets in at least two complete, properly fitting uniforms. Collateral duties included surveying local businesses, parents and students to determine school climate and to provide input into Bearden's Strategic Plan. Chaired the school's leadership committee for 3 years.

1999 to 2000 Retired, permitting spouse the opportunity to assist ailing parents living out of state.

1993 to 1999 Knoxville Central/Bearden High Schools  
**Associate Naval Science Instructor**

Working with more than 200 students in two locations and two co-instructors, taught health and physical fitness, fundamentals of American government, naval history, national defense, and citizenship. Managed a Navy budget ranging between \$24,000 to \$40,000 annually to outfit and maintain cadets in at least two complete, proper fitting uniforms. Received West Knoxville Civitan Citizenship award 1995 – 1997. Member of the of the Southern Association of Colleges and Schools planning and certification committee.

1992 to 1993 United States Naval Academy, Annapolis, Maryland  
**Leadership Department Project Section Head**

Supervised six junior officers responsible for the planning and execution of all special projects pertaining to the professional development of students. One-year experience as a formal university classroom instructor teaching "Fundamental Leadership," "Subordinate Development," and "Total Quality Leadership." Initiated a unique personal liaison between the instructor staff and the student's administrative staff which resulted in several significant policy changes and training improvements.

Supervised two pre-semester, inter-session training programs on "Sexual Harassment and Fraternization Prevention" and "Navy Core Values" including the training of all faculty in facilitating 8-hour training seminars for 4000 midshipmen.

1991 to 1992 Naval Aviation Schools Command, Naval Air Station, Pensacola, Florida  
**Director, Aviation Officer Candidate School**

Responsible for the administration, supervision, and training of instructor, staff, and student personnel, as well as, curriculum development and standardization. Averaged monthly classes of 25-35 post-graduate students beginning 13 weeks of indoctrination into the Navy life style, learning naval history, military customs and courtesies, leadership, physical fitness, aerodynamics, aviation propulsion, and meteorology. Collateral duties included chairing the Strategic Planning Committee.

1989 to 1991 Naval Aviation Schools Command, Naval Air Station, Pensacola, Florida  
**Administrative Officer**

Responsible for all matters pertaining to general administration including; management services, military and civilian personnel matters, directives and forms control, physical and personnel security programs, and postal services.

1986 to 1989 Aircraft Carrier, USS SARATOGA (CV-60), Naval Station Mayport, Florida and Naval Shipyard Portsmouth, Virginia  
**Weapons Officer and Complex Overhaul Officer**

Directed the qualification, certification, maintenance, and production efforts of more than 300 ordnancemen; safely accepting, storing, delivering, and off loading all explosive ordnance. Managed the 16 month, \$300 million, Carrier alteration schedule, fire watch division, and production efforts of the shipyard and ship's work forces.

1985 to 1986 Air War College, Maxwell Air Force Base Montgomery, Alabama  
**Senior Officer Course Resident Student**

1983 to 1985 Air Anti-Submarine Wing ONE, Naval Air Station Cecil Field, Florida  
**Fleet Introduction Officer and Officer-in Charge**

Responsible for the introduction of training and training systems in support of a major aircraft configuration upgrade. Assigned additional duty as Officer-in-Charge of Air Anti-Submarine Support Unit, responsible for the administration, management, and training of more than 150 officer and enlisted personnel in the employment and maintenance of six aircraft and three aircraft systems simulator training devices.

1969-1983 Various Junior Officer assignments;

Variety of assignments of increasing responsibility and accountability beginning with Flight training and progressing through selection and promotion to Commander.

## **EDUCATION**

**University of West Florida, Pensacola, FL**  
Completed 9 hours of education courses.

**Auburn University, Montgomery Alabama**  
Master of Public Administration, August 1985 to June 1986  
Major: Public Administration

**Air War College, Maxwell Air Force Base Montgomery, Alabama**

August 1985 to June 1986  
Major: Senior Military Officer's Course

**United States Naval Academy, Annapolis, Maryland**  
Bachelor of Science in Naval Science, June 1965 to August 1969  
Major: Electrical Engineering

## **HOBBIES**

Maintain personal fitness, Venture Scout Leader, math and science tutor, and avid reader (biographies, self-improvement, spiritual development material.)

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## **Jeffrey Devlin, MS, EFO, CFO**

940 Weatherly Hills Blvd.

Knoxville TN 37934

865-388-5432

[firedevlin@aol.com](mailto:firedevlin@aol.com)

December 3, 2015

Allison Myers  
Town Recorder  
Town of Farragut  
11408 Municipal Center Drive  
Farragut, Tennessee 37934

Ms. Myers:

I would very much like to be considered for the opportunity to fill the open Ward 1 seat within the town. I have a variety of skills and accomplishments:

- Master of Science degree in Safety/Emergency Management from the University of Tennessee.
- Executive Fire Officer from the National Fire Academy/FEMA. One of fewer than 4000 in the world.
- Chief Fire Officer Designee from Center for Public Safety Excellence, one of 1055 in the world, and of only 12 in the State of Tennessee.
- 25 years of experience with a large fire department including budgetary responsibilities well into the millions of dollars.
- High level of responsibility and leadership qualities.
- Driven in the community as well as the workplace, I am heavily involved in youth hockey and lacrosse on a variety of levels in Knoxville.
- Dedicated father and husband.

I am currently a Battalion Chief with Rural/Metro Fire Department in Knox County, Tennessee. I have been with the department for 25 years and have held my current position for 8 years. Rural/Metro is about to open its 16<sup>th</sup> fire station, of which I have been project manager. I am directly responsible for 8 stations and over 100,000 citizens while on duty. Rural/Metro has over 200 thousand citizens to protect each day, and has mostly advanced life support engine companies. In addition to the classic shift commander responsibilities, I have held many deputy chief level responsibilities. For example, I am currently responsible for the entire EMS program for the fire department.

I have a decidedly unique background in the fire service. My experience in managing budgets, providing efficiencies, customer service, and education is second to none. I believe that this educational background, coupled with working for a privatized fire department allows me a unique perspective on how to bring a stellar service to the Farragut community as an alderman. This comes in the form of a high emphasis on treating people in the community as customers of the town, not just citizens of the community. Being an excellent steward of the money they invest in

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us, as well as giving them excellent service is something I am familiar with and quite good at. In short, I have the administrative and operational experiences as well as the knowledge to be an excellent leader within the community. The actions of government within a community should always be transparent, efficient, and effective.

Communicating the message of the government to the community is crucial. I have a tremendous amount of experience in the delivery and crafting of that message from my experience within the fire service. The ability to communicate with the public can not only make the community safer as a whole, but also make them more whole. What I mean by this is that a community that is proud of its fire department, believes in its fire department, is more connected as a community. This sense of community is important to the health and happiness of the populace. In addition, the safety of the community is something that the public should be aware of and have confidence in. The fire department should never be a source of confusion or doubt for the population. This requires a high level of communication ability, something my years as a spokesperson for the fire department has prepared me for. I believe the same holds true for government.

In addition to these qualities, I have participated in the management of some of the largest emergencies in Tennessee history. I would also like to add that I am an active member of the Tennessee Fire Chiefs, and the International Association of Fire Chiefs. I am a lacrosse head coach with Farragut Youth Lacrosse and am connected to the community in ways outside of the fire service. I equally so have been a student of government and how it works, and would not come into service to the town completely blind as to how it works. I have served the town for 25 years as a firefighter and chief, and have lived in the town since 2012.

I would be tremendously honored for the opportunity to discuss with you an opportunity to serve the people of this community. I have done so for 25 years already and am willing to make the commitment. I currently hold no ambitions to run for office, and would be willing to serve only the interim time period if so asked. A decision on running would be made later in 2016.

Thank you for taking the time to review my resume/vitae. I look forward to talking with you.

Sincerely,

Jeffrey Devlin

Enclosure

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## ***Jeffrey Charles Devlin, MS, EFO, CFO***

940 Weatherly Hills Blvd.  
Knoxville, TN 37934  
865 388.5432

### ***Education and Designations***

- 2015**      **Chief Fire Officer**, Center for Public Safety Excellence
- 2014**      **Executive Fire Officer**, National Fire Academy, Emmitsburg, MD
- 2009**      **M.S. Safety, (concentration: Emergency Management)**, Department of Health and Safety Sciences, College of Human Ecology, University Of Tennessee.
- 2003**      **B.A., Fire Administration**, University of Memphis  
National Fire Academy Curriculum.
- 1998**      **Paramedic Program**, Roane State Community College  
Recipient of Paramedic of the Year award.
- 1988-1992**      **Undergraduate Program**, The University of Tennessee, Knoxville  
Successful completion of 70 credit hours.

### ***Fire Service***

#### ***Rural Metro Fire Department Employment***

- **Battalion Chief Battalion 1/Blue Shift**      **2007-present**  
Manage daily operations of seven stations staffed with forty full and part time firefighters. Supervise four lieutenants and one captain. Report directly to Fire Chief. Responsible as local human resources manager and special operations chief for fire department from 2008 until 2011. Managed Training Division in addition to shift responsibilities in 2012-2013. Currently responsible for EMS within the entire department. Responsible for 3 million per year budget.
- **Captain District 2**      **2006-2007**  
Manage daily operations of four ALS stations staffed with forty full and part time firefighters. Supervise four lieutenants and report directly to Division Chief.
- **Captain District 1**      **2003-2006**  
Manage daily operations of six ALS/BLS stations staffed with sixty full and part time firefighters. Supervise five lieutenants and report directly to Division Chief.
- **Lieutenant**      **1998-2003**  
Oversee daily operations of two stations. Report to District Chief.
- **Firefighter/EMT**      **1990-1998**

#### ***Fire Instruction***

- **TEMA Instructor**      **1995-present**  
Teach NIMS for the fire Service and Hazardous Operations courses to variety of audiences using traditional lecture format. This is for the Tennessee Emergency Management Agency.
- **RISC America Shipboard Instructor**      **1998-2002**

Involved in teaching courses covering subjects such as fire science, emergency medical services and hazardous materials to Royal Caribbean Employees. Courses involved both lecture and practical components.

### ***Advanced Training***

- Handoff Courses (train the trainer) BC/CI, ICS, HMT0, WMD Ops. 2001
- NFA Interpersonal Dynamics 1995-2000
- NFA Leadership I, II, III 1998
- NFA Hazardous Materials Incident Management 1997
- NFA Organizational Theory in Practice 1997
- NFA Hazardous Materials Operating Site Practices 1997
- NFA Chemistry of Hazardous Materials 1997
- Tennessee State Fire School Officer I, II, III, IV 1995

### ***Advanced Certifications***

- Tennessee Safety Officer 2006
- Tennessee Officer Two 2003
- Hazardous Materials Specialist 1998
- National Registry Paramedic 1998
- Tennessee Instructor One 1997

### ***Community Involvement***

- **Homeland Security Contract Employee**  
Assisted with various full scale exercises throughout Tennessee as a controller, overseeing aspects of the exercise and maintaining focus of the various agencies involved
- **Special Hazards Team Leader**  
Oversee operations and training of thirty-five member team comprised of Knox County Sheriffs Department Officers and Rural/Metro Firefighters. Managed train derailment incident during Fall of 2002. *Team member since 1994*
- **Public Information Officer**  
Respond to media requests during off duty hours. Coordinated the departmental program during Fall of 2002. *1995-2005*
- **Local Emergency Planning Commission**  
Serve as a departmental representative to committee. Assess and coordinate emergency situation mitigation strategies. *1998-Current*
- **Weapons of Mass Destruction Task Force**  
Departmental representative to a Knoxville/Knox County workgroup that serves the entire community in all facets of Weapons of Mass Destruction including planning and mitigation. *2000-2003.*
- **Nunn-Luger-Dominici Committee**

Oversaw development and production of grant application/community assessment. This three year federal award provided for \$100,000 in equipment through end of 2003. 1999-2003.

- **Knoxville Area Hockey Association (KAHA)**

Since 2011 I have been a active participant in local hockey activities in Knoxville, primarily serving as a team manager year round. I have also been elected to the Board of Directors of KAHA, and serve as travel coordinator for the entire program.

- **Farragut Youth Lacrosse**

Since 2014, I have been a head coach and mentor for the U11 Farragut Youth Lacrosse Team.

## ROSE ANN KILE

### PERSONAL

My husband, Jack, and I have lived at Waverly Court since July 2008 when we purchased the condo at 11914 Appleton Way. We left Gatlinburg, TN after moving there in 1989 from West Hills in Knoxville. Jack retired from Home Federal Bank in 2006 where he was a Vice President responsible for inspections of commercial and residential construction. We have been married since 1976. I am on the WC Board as Secretary/Treasurer.

Jack and I have been active in Faith Fellowship Cumberland Presbyterian Church. We enjoy traveling and visiting Gatlinburg where we still maintain our condo at Raven Crest. I enjoy playing Mexican Dominoes and other games, walking, and "picking up trash." We both enjoy all sports, especially UT, where Jack played football in 1958-1959 and coached for 10 years until 1969, mostly under Doug Dickey.

We have three grown children--George, Jaclyn, and Julia--and nine grandchildren, eight from George and one from Julia. George is in the insurance and real estate business in Springfield, TN; Jaclyn is a middle school teacher in Sevier County; Julia is the financial director for Arrowmont Arts & Crafts in Gatlinburg.

As a result of the untimely resignation of Alderman Ron Honken, I am expressing an interest in filling his term of about eight months from January 2016. I am willing, if selected by the BMA, to serve the Town of Farragut to the best of my ability in an objective manner. I am presently enrolled in the Introduction to Farragut class. Below is a summary of my education and work experience.

### EDUCATION

**The University of Tennessee, Knoxville**--BS, Statistics major, 1960; MS Statistics major, 1966; JD, Law, 1980. Tennessee law license April 1981 (retired license in 2002). Sufficient accounting courses for CPA, 1988-1991.

**DuPont High School, Old Hickory, TN, Diploma, 1957.**

### WORK EXPERIENCE

**Raven Crest Condominiums, Gatlinburg, TN, 1989-2007, *Property Manager and Director.*** Responsible for scheduling, contracting for, and overseeing all maintenance and grounds keeping for the 41 unit condo complex. Reported to the Board of Directors; kept all Association books using Quick Books, prepared financial statements, filed tax returns, researched legal property titles, and filed liens as necessary.

**Tennessee Valley Authority, 1960-1968 and 1977-1995; retired in 1995 after 28 years of service; *Senior Project Manager*** in the Office of the Inspector General from its inception in 1987; responsible for organizing, planning, and directing audits of TVA contracts, programs, and procedures; nuclear security clearance required. Also served as EEO Staff Analyst and Mathematician/Statistician during my TVA tenure.

**Self-Employed, 1981-2001, *Attorney.*** Prepared wills, tax returns, contracts, business incorporation documents, and bankruptcy petitions; negotiated contracts; interpreted leases. Essential that any conflict of interest or appearance of impropriety be avoided with regard to concurrent employment with TVA; required to disclose to TVA this law practice.

**Kellwood Company, 1970-1977, *Production Control Manager,*** (largest soft goods manufacturer for Sears, Roebuck). Negotiated production contracts from five national merchandise buyers for Sears. Responsible for: scheduling raw materials delivery and production for three shirt plants employing approximately 700; order processing and shipping for catalog and retail sales.

**The University of Tennessee Computing Center, 1968-1970, *Research Associate.*** Consultant to UT personnel regarding statistical and mathematical computer applications. Taught graduate level courses in FORTRAN programming and statistical applications

**Mark E. Littleton**  
11700 N. Monticello Drive  
Farragut, TN 37934  
865-389-8521 (mobile)  
[MarkLittleton@charter.net](mailto:MarkLittleton@charter.net)

December 3, 2015

Farragut Board of Mayor and Aldermen  
Farragut, TN 37934

I am writing to express my interest in the Alderman position that is being vacated by Mr. Honken. Please consider this letter and my attached resume in your review.

This year, due to term limits, I rotated off the Farragut/Knox County Education Relations Committee (ERC), which I chaired for the last four years. During my tenure the ERC successfully raised community school awareness by publishing a continuing "Needs List" on the Town website, improved school relations by assigning members as liaisons to each school and sought input and brokered support by hosting meetings with parents, school teachers, administrators and elected officials. In my last term the ERC developed a model for high school engagement that will provide unique, real-time government experience for today's students as they learn to lead tomorrow's communities. My ERC experiences were very rewarding and I remain interested in community service.

I am married and the father of three children who are now in high school and college. We greatly enjoy the parks, trails and family friendly environment of our community. I would like to continue contributing to the growth and success of Farragut by serving the remainder of Mr. Honken's appointment. I appreciate your consideration.

Sincerely,



Mark E. Littleton  
Attachment

**Mark E. Littleton**  
11700 N. Monticello Drive  
Farragut, TN 37934  
865-389-8521 (mobile)  
[MarkLittleton@charter.net](mailto:MarkLittleton@charter.net)

### **Civic and Career Summary for the Farragut Board of Mayor and Aldermen**

I am a native of Harriman, TN, and have lived in Lexington, KY, Jackson, TN and Morristown, TN. I travel routinely (8 countries to date) and realize that Farragut is rich in resources, beauty and opportunity. I am cognizant of the challenges we face at the individual, community and corporate level.

### **Civic Participation**

I served 4 years on the Farragut/Knox County ERC. For many years I have volunteered the equivalent of 4 hours/quarter for either Compassion Coalition or Mission of Hope. I am a deacon and active in the music ministry at my church.

### **Education**

MS Biomedical Engineering, University of Kentucky, Lexington, KY, 1994  
BS Mechanical Engineering, Tennessee Technological University, Cookeville, TN, 1984

### **Employment**

#### **2007 – Present: Aisin Automotive Casting Tennessee, Clinton, TN**

Our location is a division of Aisin Seiki, the 5<sup>th</sup> largest automotive supplier, locally supplying Toyota, Nissan, GM and Honda. I have challenging technical management assignments in Quality Engineering/Control at a facility that has reduced defects by one order of magnitude in a rapidly growing, lean manufacturing environment. I broker solutions with global personalities in an organization that is nationally and internationally competitive.

#### **2001 – 2007: GECOM (formerly OHI Automotive), Frankfort, KY (location now closed)**

Increasing responsibility in Quality Engineering/Control, Supplier Quality and ultimately Quality Manager for two facilities of a Japanese-owned firm that made body components for Nissan, Subaru, Toyota and GM. Reporting to the Corporate Director of Quality, I traveled domestically and internationally for vehicle troubleshooting, supplier audits and product development during new vehicle launches and production. I routinely led customer and supplier problem solving in diverse environments.

#### **1994-2000: Mahle Incorporated, Morristown, TN**

Process Engineering and Production Management assignments. Co-led a 20% reduction in tool inventory by consigning with vendors and eliminating obsolete tooling. Led a scrap reduction effort among shift leaders and engineers to net a 25% reduction in scrap in twelve months. Helped enhance the setup training program and taught advanced math, print reading and other courses to technicians. I initiated an engineering intern program, recruiting from a local university.

#### **1986-1994: Procter and Gamble Food Division, Jackson, TN and Lexington, KY**

As Materials Manager I eliminated packaging downtime 50%-75% by improving measuring systems and showing suppliers their gaps and improvement opportunities. As Maintenance Manager I reduced downtime (<40%) and overtime (17%) by developing maintenance-led, operator/mechanic teams. As Production Manager I used Total Quality methods to develop processing measurement and control changes later used at two other facilities. I joined the company as a Process Engineer.

(End of summary.)

# **Louise B. Povlin**

12830 Stahl Drive • Farragut, TN 37934 • (865) 671-3522  
louise.povlin@gmail.com

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## **Owner**

### **Anytime Fitness – Farragut**

**2012 to Present**

- Supervise operations of facility including membership sales, marketing, facility maintenance, personnel, instituted sales policies, and implemented policies to grow the personal training department.
- Support community outreach and seek ways to be involved in the Farragut community from both a resident and a business point of view

## **Board Member**

### **Fox Run Homeowners Association**

**2012 to Present**

- Responsible for the management of neighborhood clubhouse, including rentals, and email system, maintaining a current calendar, corresponding with renters and coordinating the rental check in/check out process, managing the maintenance of clubhouse facility, including HVAC maintenance, appliance repair, etc
- Welcome new neighbors to our neighborhood and provide them with pertinent information regarding our neighborhood.
- Organized and coordinated pool/tennis facilities key distribution for our 360 residences

## **Planning Commissioner**

### **Farragut Municipal Planning Commission Present**

**2013 to**

- Responsible for making informed planning decisions to support the long term interests of the Farragut community including quality of life for its residents and economic vitality
- Maintain familiarity with the Comprehensive Land Use Plan Update, Farragut Zoning Ordinance, Farragut Subdivision Regulations and pertinent Farragut, Tennessee – Code of Ordinances to assist in making planning decisions
- Attend training and continuing education

## **Board Member**

### **Farragut Business Alliance**

**2014 to Present**

- Support the Farragut business community by volunteering time to support FBA sponsored events and attending FBA meetings
- Advocate for the small business point of view when necessary
- Currently working to develop a framework through which new small businesses can more easily establish a business presence in Farragut.

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**COMMUNITY & VOLUNTEER ACTIVITIES**


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**Farragut Branding Committee** **2014 – 2015**

- Participated in a focus group to create a new logo and strapline for the Town of Farragut that relates more to the character of the residents and the Town

**Volunteer**  
**Farragut Public Schools** **2008 - Present**

**Meet Manager/ Runner**  
**Sugarwood Stingrays Summer Swim Team** **2010 - 2015**

**Queuer/ Lead Queuer**  
**FIRST Robotic Smoky Mountain Regional Competition** **2012 - Present**

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**PROFESSIONAL CAREER EXPERIENCE**


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Patent Agent  
 Pitts & Brittian (Knoxville, TN) 1992 – 2000

Patent Paralegal  
 Davis Hoxie Faithfull & Hapgood (New York, NY) 1989 - 1992

Research Engineer  
 Naval Research Laboratory (Washington, DC) 1987 – 1989

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**EDUCATION & PERSONAL**


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**Bachelor of Science Ceramic Engineering**  
 Rutgers University, College of Engineering – 1987

Married to Jay Povlin, three sons, Jack, Jared & Joshua  
 References Available Upon Request

# John H. Underwood

John Underwood is retired from the Ford Motor Company, Dearborn, Michigan.

John was raised in Manchester, Tennessee, and graduated from high school there in 1970. He attended the University of Tennessee, Knoxville, and received his degree, with honors, in Business Administration in 1973. John went on to graduate studies at UTK, while working as a graduate assistant in the College of Business, and received his Master of Business Administration degree in Management in 1976. During this time he also undertook studies in law and received his J.D. degree from the UT College of Law in 1976. He was admitted to the Bar of the State of Tennessee in 1976.

John met his wife, Janet, while both were attending classes at UTK.

John was recruited by Ford Motor Company and joined the company as a management trainee in labor relations in 1976. During his career with Ford, John held various management positions and he and Janet have lived in Tennessee; Oklahoma; Mexico City, Mexico; London, England; and Michigan. John has worked in human resources management positions with Ford at the plant, division, and corporate levels; and with Ford's U.S. and International operations.

John and Janet returned to Tennessee in 2003. They have lived in Fox Den in Farragut since that time, and John has maintained a solo practice in private law.

John has served on the Town of Farragut Personnel Committee for nine years, and has been Chair of the Personnel Committee for the last eight years.

John was deeply involved for several years with the care of his aging parents, who passed in 2011 and 2012. He now feels it is an appropriate time for him to devote more effort to civic and community involvement and seeks to serve the citizens of Farragut as Alderman for Ward 1 (North Ward) in the Town of Farragut.