



**FARRAGUT BOARD OF MAYOR AND ALDERMEN**  
**Farragut Town Hall**  
**11408 Municipal Center Drive**

**AGENDA**  
**October 13, 2022**

**BMA MEETING**  
**6:00 PM**

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
  - A. September 22, 2022**
- IV. Mayor's Report**
- V. Business Items**
  - A. Approval of Resolution R-2022-16, Surplus Property**
  - B. Approval of Dates for the November & December Board of Mayor and Aldermen Meetings**
  - C. Approval of the Farragut Tourism/Visitor Advisory Committee (TVAC) Charter Amendment**
- VI. Town Administrator's Report**
- VII. Town Attorney's Report**
- VIII. Citizens Forum**

This meeting can be viewed live on the Farragut YouTube Channel and the Town of Farragut website [www.townoffarragut.org/livestream](http://www.townoffarragut.org/livestream).

The meeting will be held at the Farragut Town Hall, 11408 Municipal Center Drive

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

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

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

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given 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;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to five (5) minutes per individual. Time for public comment may be amended at the discretion of the Mayor. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; each speaker should have their own original viewpoint;
6. Comments shall address issues, not individuals or personalities;
7. Comments may support or oppose 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.

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

## **BMA MEETING MINUTES** **October 13, 2022**

### **Roll Call**

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, present; Alderman Meyer, present; Alderman Povlin, present; Alderman White, present; Mayor Williams, present; in addition to staff and members of the press.

### **Approval of Agenda**

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

### **Approval of Minutes**

Motion was made to approve the minutes of September 22, 2022, as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

### **Business Items**

#### **Approval of Resolution R-2022-16, Surplus Property**

Motion was made to approve Resolution R-2022-16. Moved by Alderman Meyer, seconded by Alderman Povlin; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

#### **Approval of Dates for the November & December Board of Mayor and Aldermen Meetings**

Motion was made to cancel the meetings of November 24 and December 22, 2022. Moved by Alderman Meyer, seconded by Alderman Povlin; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

#### **Approval of the Farragut Tourism/Visitor Advisory Committee (TVAC) Charter Amendment**

Motion was made to approve the proposed amendments to the Farragut Tourism/Visitor Advisory Committee charter. Moved by Alderman Meyer, seconded by Alderman Povlin; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

### **Town Administrator's Report**

David Smoak announced that the Intro to Farragut Graduation is October 19.

Meeting adjourned at 6:06 PM.



Ron Williams, Mayor



Allison Myers, Town Recorder

## **BMA MEETING MINUTES**

### **September 22, 2022**

#### **Roll Call**

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, present; Alderman Meyer, present; Alderman Povlin, present; Alderman White, present; Mayor Williams, present; in addition to staff and members of the press.

#### **Approval of Agenda**

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

#### **Approval of Minutes**

Motion was made to approve the minutes of September 8, 2022, as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

#### **Mayor's Report**

##### **Schools Donation Presentation**

The Board of Mayor & Aldermen presented checks to the Farragut High, Middle, Intermediate and Primary schools.

#### **Business Items**

##### **Approval of Annual Contract for 2023 Tennessee Vacation Guide print and digital advertising**

Motion was made to approve the Annual Contract for 2023 Tennessee Vacation Guide print and digital advertising in the amount of \$15,745. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

##### **Approval of Field Allocation Requirements for Tennis Court Rentals**

Motion was made to approve the recommended changes for the McFee Park Court Rental regulations. Moved by Alderman Povlin, seconded by Alderman Burnette. Janet Morgan, 710 Fox Landing Lane & Michelle Lin, 645 Gwinhurst Road both supported the recommended changes. Voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

##### **Approval of Contract 2023-06, Kingston Pike pedestrian crosswalk improvements**

Motion was made to approve Contract 2023-06, Kingston Pike Pedestrian Crosswalk Improvements, to Duracap Asphalt Paving Co. Inc, for \$258,156. Moved by Alderman Meyer, seconded by Alderman Povlin; Roll Call vote: Aldermen Burnette, yes, Alderman Meyer, yes; Alderman Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

**Approval of Agreement with the Tennessee Department of Transportation for Virtue Road Phase II**

Motion was made to approve the agreement with the Tennessee Department of Transportation for Virtue Road Phase II. Moved by Alderman Povlin, seconded by Alderman Meyer; Roll Call vote: Aldermen Burnette, yes, Alderman Meyer, yes; Alderman Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

**Approval of Appointment to the Education Relations Committee**

Motion was made to appoint Michelle Morrow to the Farragut Education Relations Committee. Moved by Alderman Povlin, seconded by Mayor Williams; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

**Town Administrator's Report**

David Smoak, Town Administrator, announced the following:

- The Town earned the GFOA Budget Award
- Allison Myers has been appointed to the State Collateral Pool Board
- David Smoak & Trevor Hobbs attended the ICMA conference in Ohio
- Intro to Farragut tour is Friday, September 23

**Citizens Forum**

Marion Seaton, 12009 Boyd Chase Blvd, addressed the board concerning golf balls from Willow Creek golf course coming onto Virtue Road. David Smoak will follow-up with Mr. Seaton.

Meeting adjourned at 6:55 PM.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

# REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Resolution R-2022-16, 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.

- **2015 ExMark Walk Behind Mower 48" Turf Tracer**

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-2022-16, 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>POVLIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



## TOWN OF FARRAGUT

### RESOLUTION R-2022-16

#### **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):

- 2015 ExMark Walk Behind Mower 48" Turf Tracer

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 13<sup>th</sup> day of October 2022.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

# REPORT TO THE BOARD OF MAYOR AND ALDERMEN

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

**SUBJECT:** Approval of Dates for the November and December Board of Mayor and Aldermen meetings

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**BACKGROUND:**

In the past the Board of Mayor and Aldermen have chosen to cancel the second meeting in November due to Thanksgiving and the second meeting in December due to Christmas.

**DISCUSSION:**

The dates for the regularly scheduled meetings are November 10 and 24 and the December meetings are December 8 and 22.

If the board wishes, the second meeting in November and December will need to be cancelled. If a need arises, a special meeting may be called.

**PROPOSED MOTION:**

To cancel the meeting of November 24, 2022, and December 22, 2022.

**BOARD ACTION:**

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

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





**REPORT TO THE BOARD OF MAYOR AND ALDERMEN**

**PREPARED BY:** Karen Tindal, Tourism Manager

**SUBJECT:** Approval of the Farragut Tourism/Visitor Advisory Committee (TVAC) Charter Amendment

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**INTRODUCTION:** The Farragut Tourism/Visitor Advisory Committee recommended at their September 20, 2022, meeting that the committee charter be amended to represent the growing number of tourism stakeholders more accurately in the community.

**DISCUSSION:** The Tourism/Visitor Advisory Committee recommended the following changes to the charter. Increase the total number of voting committee members from nine (9) members to eleven (11) members. Increase the number of representatives from a Farragut lodging business from one (1) member to two (2) members. Increase the number of representatives from a Farragut attraction business from one (1) member to two (2) members. The remainder of the committee structure would stay the same. The committee is making this recommendation based on the increasing number of tourism stakeholders in our community.

**RECOMMENDATION BY:** Karen Tindal, Tourism Manager, for approval

**PROPOSED MOTION:** To approve the proposed amendment to the Farragut Tourism/Visitor Advisory Committee charter.

**BOARD ACTION:**

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

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



## **FARRAGUT TOURISM/VISITOR ADVISORY COMMITTEE CHARTER (TVAC)**

### **ARTICLE I: NAME**

The name of this body shall be the **Farragut Tourism/Visitor Advisory Committee** (hereafter called the “committee”).

### **ARTICLE II: PURPOSE**

The purpose of the committee is to advise and assist the Town of Farragut, its elected officials, citizens and staff, and serve as an advocate in the Town’s decision-making process for promoting the tourism initiative known as Visit Farragut. Committee members will act as ambassadors for the Town and work to identify tourism opportunities which will have a positive economic impact in our community.

### **ARTICLE III: COMMITTEE**

#### **Section I. Number, Terms, Qualifications**

The committee shall consist of ~~nine (9)~~ eleven (11) voting members; ~~five (5)~~ seven (7) of these voting members shall be composed of the following:

At least one (1) member shall be a representative of the Farragut Board of Alderman appointed annually on or around July 01 by the Board of Mayor and Alderman; at least ~~one (1)~~ two (2) members shall be a representative of a Farragut lodging business; at least ~~one (1)~~ two (2) members shall be a representative of a Farragut attraction; at least one (1) member shall be representative of a Farragut dining establishment; at least one (1) shall be representative of a Farragut sales-tax producing retail establishment. The remaining four (4) at-large voting members will be representatives of our diverse community. Two-thirds (2/3) of the committee shall be Farragut residents and/or registered Farragut business owners with the remaining one-third (1/3) of the members representing community stakeholders from the East Tennessee region. The Committee shall have ~~one~~ non-voting youth members that will be selected and appointed by the majority of the committee.

- Tourism ~~Coordinator~~ Manager shall serve as an ex-officio member of this committee and be responsible for providing Town staff support to the committee as she/he deems appropriate.
- The members of the committee shall be appointed for a term of two (2) years. Committee members shall be limited to two (2) terms on this committee. Terms shall be staggered.
- The non-voting youth member's term may be for one school-year term or less depending on the youth member's availability. The non-voting youth members may be removed from the committee at any time by majority vote of the committee.

## **Section II. Appointment**

- Except for the Tourism ~~Coordinator~~ Manager and the non-voting youth members , all members of the committee shall be appointed by majority vote of the Board of Mayor and Aldermen.

## **Section III. Committee Responsibilities:**

- a) Be subordinate to the Board of Mayor and Aldermen.
- b) Annually establish committee goals and objectives and make funding recommendations to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget.
- c) Provide a written annual report to the Board of Mayor and Aldermen at the end of the fiscal year.
- d) Assist in identifying grant opportunities and preparing grant proposals to help fund the Town's tourism objectives.
- e) Assist in the conceptualization, development and prioritization of economic development projects specific to tourism.

## **Section IV. Attendance at Meetings**

Committee members serve at the pleasure of the Board of Mayor and Aldermen. The term of any member shall expire on the third absence from committee meetings during the fiscal year. 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, shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The chairman shall make the determination on whether that member shall have a vote in said matter.

# **ARTICLE IV. OFFICERS**

## **Section I. Officers**

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

## **Section II. Nomination and Election of Officers**

Any member may nominate any other member of the committee (other than the Board of Mayor and Aldermen committee member and Tourism Coordinator Manager) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee. Officers shall be elected upon inception of the committee (at the 1st official meeting).

## **Section III. Terms of Officers**

Officers of the committee shall be for a term of one year commencing after election. These positions shall be elected by a majority vote of the committee. These positions can be renewed for one additional year (two-year maximum) if elected by a majority of the committee but cannot serve more than two consecutive years in the same position.

## **Section IV. Vacancies**

A vacancy in an officer position due to 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 Tourism Coordinator Manager 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 goals and year-end report to the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

## **Section VI. Vice Chairman**

In the absence of the chairman, the vice chairman shall perform the duties of the chairman.

## **Section VII. Secretary**

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

# **ARTICLE V. MEETINGS**

## **Section I. Regular Meetings**

The committee may meet six (6) times a year at Town Hall with the time and date to be determined by the committee. The committee will determine and publish the upcoming year's schedule at the first official meeting of the fiscal year.

## **Section II. Quorum**

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

## **Section III. Special Meetings**

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