



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, OCTOBER 22, 2019 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer by Todd Oakley, Bartlett Baptist Church

FUTURE MEETINGS

Board of Education, October 24 at 7 p.m.

Family Assistance Commission, November 4 at 6 p.m.

Planning Commission, November 4 at 7 p.m.

Beer Board, November 5 at 6 p.m.

Bartlett Station Commission, November 6 at 7 a.m.

City Beautiful Commission, November 7 at 6:30 p.m.

Bartlett Historical Society, November 11 at 7 p.m.

RECOGNITIONS

Presentation of the Jeanette Rainey Volunteer of the Year Awards

Fire Prevention Poster Contest Winners

Bartlett 4-H Community Club Presentation

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the October 8, 2019 Board of Mayor and Aldermen Regular Meeting

PUBLIC HEARING

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

- I. Ordinance 19-04, an ordinance to amend the City of Bartlett Zoning Ordinance, by amending Article I, Section 2, Definitions, to add Residential Mixed Use Development; to amend Article V Chart I, Uses Permitted in Zoning Districts by adding Residential Mixed Use Development allowed with a Special Use Permit; and by replacing Article VI, Supplementary District Regulations Section 29, RC Residential Condominium Overlay District with RMU Residential Mixed Use Overlay District.

UNFINISHED BUSINESS

- I **Third Reading of Ordinance 19-04, an ordinance to amend the City of Bartlett Zoning Ordinance, by amending Article I, Section 2, Definitions, to add Residential Mixed Use Development; to amend Article V Chart I, Uses Permitted in Zoning Districts by adding Residential Mixed Use Development allowed with a Special Use Permit; and by replacing Article VI, Supplementary District Regulations Section 29, RC Residential Condominium Overlay District with RMU Residential Mixed Use Overlay District. (Kim Taylor, Director of Planning and Economic Development)**

CONSENT AGENDA

- I **Special event permit for the American Indian Association Walk. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturday, November 23 from 7 a.m. to 12 p.m. at W.J. Freeman Park.

- 2 **Special event permit for Bartlett High School Softball Cornhole Event. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturday, October 26 from 10 a.m. to 4 p.m. at W.J. Freeman Park.

- 3 **Special event permit for Tim Creager 5K Run/Walk. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturday, November 16 from 9 a.m. to 12 p.m. at Bartlett Hills Baptist Church.

- 4 **Bid for body armor entry vests. (Glen Williamson, Chief of Police)**

Recommend accepting the lowest bid from ADS at a cost of \$29,793.10 for 14 S.W.A.T. vests. Funds are available in Account 124.48124.340.

5 Signal design for Bartlett Blvd. & Ivanoe. (Rick McClanahan, Director of Engineering)

Recommend Pickering's signal design at a total cost of \$48,813.00.
Funds are available in Account 311.48311.459.

6 Planning Commission Report for October 2019. (Kim Taylor, Director of Planning and Economic Development)

7 Presentation of General Obligation Bonds, Series 2019. (Dick Phebus, Director of Finance)

NEW BUSINESS

1 Appoint Mandy Young to the Historic Preservation Commission. (A. Keith McDonald, Mayor)

2 Appoint Paul Kaiser to Board of Zoning Appeals. (A. Keith McDonald, Mayor)

3 Appoint Penny Medlock as Public Records Request Coordinator. (A. Keith McDonald, Mayor)

4 Appoint Jeff Cox as Chief of Police, effective January 4, 2020. (A. Keith McDonald, Mayor)

5 Proposal to rename the Banquet Hall at the Bartlett Station Municipal Center to the Rainey Banquet Hall in honor of Jay and Jeanette Rainey. (A. Keith McDonald, Mayor)

6 Resolution 35-19, a resolution to accept a grant from the State of Tennessee Highway Safety Office in the amount of \$20,000 and amend the Fiscal Year 2020 Grant Fund Budget to appropriate the grant funds. (Dick Phebus, Director of Finance)

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, OCTOBER 8, 2019 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Mark Gates, Bartlett Baptist Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, October 10 at 7 p.m.

Bartlett Historical Society, October 14 at 7 p.m.

Bartlett Arts Council, October 15 at 6 p.m.

BPACC Advisory Board, October 15 at 6 p.m.

Design Review Commission, October 15 at 6:30 p.m.

Historic Preservation Commission, October 21 at 7 p.m.

RECOGNITIONS

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the September 24, 2019 Board of Mayor and Aldermen Regular Meeting

Minutes Acceptance: Minutes of Oct 8, 2019 7:00 PM (MINUTES ACCEPTANCE)

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: W.C. Pleasant, Alderman
SECONDER: David Parsons, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 19-04, an ordinance to amend the City of Bartlett Zoning Ordinance, by amending Article I, Section 2, Definitions, to add Residential Mixed Use Development; to amend Article V Chart I, Uses Permitted in Zoning Districts by adding Residential Mixed Use Development allowed with a Special Use Permit; and by replacing Article VI, Supplementary District Regulations Section 29, RC Residential Condominium Overlay District with RMU Residential Mixed Use Overlay District. (Kim Taylor, Director of Planning and Economic Development)**

RESULT: **APPROVED ON SECOND READING [UNANIMOUS]** Next: 10/22/2019 7:00 PM
MOVER: Jack Young, Vice Mayor
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT: **APPROVED [UNANIMOUS]**
MOVER: W.C. Pleasant, Alderman
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- I **Special event permit for Walk of Hope "The Spring Steppin in Faith" Fall Cancer Walk. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, October 19 from 8 a.m. to 11 a.m. at Saint Francis Hospital-Bartlett.
- 2 **Bid for Justice Center Roof Replacement. (Glen Williamson, Chief of Police)**
Recommend accepting the lowest qualifying bid from Affordable Construction at a cost of \$256,840. Funds are available in Account 311.48311.780.20519.
- 3 **Bid for two Ford F-550 regular cab trucks with 4x2 Godwin 184 dump beds. (Mike Adams, Director of Public Works)**
Recommend accepting the lower bid from Landers Ford Collierville at a cost of \$58,291.90 each for a total cost of \$116,583.80. Funds are available in Account 122.48122.935.

Minutes Acceptance: Minutes of Oct 8, 2019 7:00 PM (MINUTES ACCEPTANCE)

- 4 **Bid for a Crawler Dozer. (Matt Crenshaw, Assistant Director of Public Works)**
Recommend accepting the sole bid from Stribling Equipment at a cost of \$143,988.00. Funds are available in Account 311.48311.785.30720.
- 5 **Contract for Construction Oversight with CSX Transportation at Bartlett Blvd. Bridge Rehabilitation (Rick McClanahan, Director of Engineering)**
Recommend accepting the Construction Agreement from CSX Transportation, Inc. (CSXT) in the amount of \$148,818.00. Funds are available in Account 311.48311.780.302.
- 6 **Subdivision Contract for Brunswick Village Phase 2. (John Horne, Assistant Director of Engineering)**
The developer, Regency Homebuilders, will pay \$5,957.19 in City fees. The bond is set at \$191,906.46.
- 7 **Bid for one Sport Utility Vehicle. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lowest bid from Freeland Automotive for one 2020 Jeep Grand Cherokee Laredo at a cost of \$25,000.00. Funds are available in Account 311.48311.785.42020.

NEW BUSINESS

- I **Appoint Mariesa Bridges to Historic Preservation Commission. (A. Keith McDonald, Mayor)**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 2 **Resolution 33-19, a resolution to accept a Bulletproof Vest Partnership Grant from the U.S. Department of Justice FY19 Programs in the amount of \$10,415.83 and to amend the Fiscal Year 2020 Grant Fund to appropriate the funds. (Dick Phebus, Director of Finance)**

Dick Phebus stated this grant is similar to last year's and requires 50 percent matching.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

3 Resolution 34-19, a resolution to amend the Fiscal Year 2020 Grants Fund budget to appropriate funds for a State of Tennessee Department of Environment and Conservation direct appropriation for paving walking paths. (Dick Phebus, Director of Finance)

Mr. Phebus explained this is a 100 percent grant received from the State of Tennessee. Representative Leatherwood had this grant approved in the State budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

Alderman Parsons thanked Glen Mullins, Vice Chair of Bartlett Station Commission, for his hard work in making Bartlett Movies in the Park a huge success this season.

Fire Chief, Terry Wiggins, invited all to attend the Annual Volunteer Firefighter's Pancake Breakfast on October 19, 2019 from 7 a.m. - 11 a.m.

Mayor A. Keith McDonald reminded everyone that the Bartlett Farmer's Market is open through the end of October on Saturdays from 8 a.m. to noon. The Mayor also recognized Debbie Gelineau, Director of Community Relations; the Board of Mayor and Alderman, and all City employees and citizens for a great Bartlett Festival. Friday evening's events brought in record crowds.

ADJOURNMENT

Meeting adjourned at 7:16 PM

W.C. Pleasant, Register to the
Board of Mayor and Alderman

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Oct 8, 2019 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2674)

Meeting: 10/22/19 07:00 PM

Department: Planning and Economic Development

Category: Amendment

Prepared By: Sam Harris

Initiator: Kim Taylor

Sponsors:

DOC ID: 2674

Ordinance 19-04, an ordinance to amend the City of Bartlett Zoning Ordinance, by amending Article I, Section 2, Definitions, to add Residential Mixed Use Development; to amend Article V Chart I, Uses Permitted in Zoning Districts by adding Residential Mixed Use Development allowed with a Special Use Permit; and by replacing Article VI, Supplementary District Regulations Section 29, RC Residential Condominium Overlay District with RMU Residential Mixed Use Overlay District.

WHEREAS, the Board of Mayor and Aldermen finds that the intent and purpose of all residential zoning districts in the City of Bartlett is to establish areas that are primarily residential in character; and

WHEREAS, with the rise of the sharing economy, the City of Bartlett and cities across the country have seen growth in the popularity of residential mixed use developments, which are a mixture of residential housing types with commercial and office uses; and

WHEREAS, with the growing need for housing choices and sustainable communities, said Ordinance will assist with providing new housing options with commercial and office uses to support the local economy; and

WHEREAS, the City of Bartlett Planning Commission reviewed the proposed amendment during its regular meeting held on September 9, 2019, and made a recommendation to the Board of Mayor and Aldermen that the proposed amendment be approved; and

WHEREAS, a public hearing before the Board of Mayor and Aldermen was held on October 22, 2019, pursuant to notice thereof published in a newspaper of general circulation on October 3, 2019.

WHEREAS, the Board of Mayor and Aldermen desires to amend the Bartlett Zoning Ordinance by amending Article I, Section 2, Definitions, to add Residential Mixed Use Development; to amend Article V Chart I, Uses Permitted in Zoning Districts by adding Residential Mixed Use Development allowed with a Special Use Permit; and by replacing Article VI, Supplementary District Regulations Section 29, RC Residential Condominium Overlay District with RMU Residential Mixed Use Overlay District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that:

Article I, Section 2, Definitions, shall be amended to add the following definition:

Residential Mixed Use Development - A development that includes primarily residential land uses along with commercial/retail and office uses within the same development.

Article V Chart I, of the Bartlett Zoning Ordinance, Uses Permitted in the Zoning Ordinance shall be amended as follows:

Add the following language to the "Legend" after the "S- Uses recommended for approval with Special Use Permit approval by the Planning Commission and the Board of Mayor and Aldermen"; S* Special Use Permit with the addition of a Master Plan of Development concept and Outline Plan of Conditions.

Article VI, Supplementary District Regulations Section 29, RC Residential Condominium Overlay District to be replaced by RMU Residential Mixed Use Overlay District as follows:

A. General Description

The "Residential Mixed Use" (RMU) is a site specific special use intended to allow residential uses with mixed uses including commercial and office developments in buildings of two or more stories. Also, single family residential may be integrated into the overall development but it is the intent of this ordinance that the mixed use character be maintained. The RMU shall be applied for as a Special Use Permit that will be reviewed by the Planning Commission, requiring the final action of the Board of Mayor and Aldermen.

B. General Requirements for the Special Use Permit

The Special Use Permit for the RMU may be allowed in suitable areas of the City of Bartlett having one of the following "office" or "commercial" zoning classifications: OR-1, OR-2, O-C, C-L, C-G, C-H, or SC-1. The RMU may also be allowed in residential zoning districts (RE, RS, R-TH, RM) where existing commercial and office zoning directly abuts residential zoning or on lots with combination zoning that includes residential zoning along with commercial, and/or office zoning, and having major and/or minor road frontage.

Density, yards, and lot coverage within the proposed development will be regulated to ensure adequate sunlight, air, and open space. A 5-acre minimum is required, except for properties within the Bartlett Station area (CG-MS General Business Main Street Overlay District). Density is subject to available sewer and water capacity. The location and intensity of the land use should not cause traffic congestion or preclude the amenities of good housing.

The provisions of this ordinance shall supersede any more restrictive provisions of the underlying zoning ordinance, except where noted.

Board of Mayor and Aldermen and/or Planning Commission: The application for the Special Use Permit must include:

- 1) A Master Plan of Development conceptual sketch design that provides the location of land uses with acreages and/or square footages, number of residential units, major, minor and collector roads, streetscape, and landscape screen delineations.
- 2) An outline plan describing the rules, regulations, and requirements for the development.

C. Development Requirements

Planning Commission: Following the approval of the RMU Special Use Permit by action of the Board of Mayor and Aldermen, the applicant shall apply to the Planning Commission by way of the individual applications in the order as listed:

- 1) Master Plan that provides the locations of all land uses and land use acreages as they relate to the layout of the buildings and number of buildings (units and/or square footages), parking areas, driveways, alleys, roads, open space, landscaping, garbage collection areas, etc. with an outline plan
- 2) Construction Plan
- 3) Final Plan with the final outline plan
- 4) Site Plan

The Master Plan application may include a phasing plan for the development with the intent that Construction Plans, Final Plans, and Site Plans will follow in coordination with each phase.

When the proposed development does not require the subdivision of land, the applicant will be required to obtain approval of the Master Plan of Development from the Planning Commission with an outline plan and may propose a phasing plan. Upon the approval of the Master Plan of development the applicant shall return to the Planning Commission with a site plan application including construction details for necessary infrastructure and/or public improvements.

A final plat shall be recorded within five years from the date of the approval of the Special Use Permit for the RMU; or, if no subdivision of land is needed, a site plan must be approved and a building permit must be current within five years of the approval date by the Board of Mayor and Aldermen for the Special Use Permit. The Board of Mayor and Aldermen may grant an extension of time based upon the written request by the applicant/developer prior to the five year expiration date of the Special Use Permit. The Board of Mayor and Aldermen will conduct a public hearing to determine the applicability of granting the time extension. If the final plat is not recorded, or the building permit has expired within the allotted time period, the underlying zoning will apply to any future development of the property.

Design Review Commission: The environment of the development must be desirable in

character while incorporating sustainable features. Following Final Plan and Site Plan approval from the Planning Commission, the applicant shall obtain Design Review Commission approval for building exterior materials and colors, all common open space feature materials, landscaping, subdivision fence, lighting, garbage collection areas, and signage.

D. Uses Allowed:

1. Residential single family homes, townhomes, apartments and condominiums in multi-story buildings.
2. Banks/Credit Unions (not Consumer Lending), Beauty/Barber Shops, Child Care Center (13+), Church, Convenience Store, Pharmacy/Drug Store, Hotel, Indoor Flower or Plant Store, Grocery and/or Food Market, Offices, Medical Clinics, Small Fitness Centers (3,000 square feet or less), Restaurants, Retail Shops (new merchandise), Retail Bakery, Antique Store (not second hand goods) Business Services, and Personal Services.

A combination of retail, personal service, business service, office and coffee shop uses may be permitted on the first floor in buildings of two or more stories with residential uses located on the second, third or fourth stories. However, certain building designs may incorporate commercial/office uses in limited areas on the upper floors of the building. Free-standing restaurants over 3,000 square feet (kitchen and seating area combined) or with drive thru windows service, and free-standing office and commercial retail buildings and uses over 3,000 square feet will only be permitted on outparcels of the development that have major or minor road frontage, or located in a pre-designated area within the development plan that is identified in the Master Plan of Development.

E. Yard Requirements and Setbacks:

Minimum yards shall be as listed in Article V, Chart 2. However, the applicant may propose to the Planning Commission reduced setback and yard requirements with the Special Use Permit application. The applicant may incorporate transect (template) designs into the Master Plan to show setbacks and yards as they relate to street frontages, sidewalks and building frontages, side and rear yards, alleys with rear load garages, and parking areas. Lot coverage requirements in the residential sections of the development will be based on the setbacks.

F. Building Height:

Building height shall be as listed in Article V, Chart 2. Provisions shall be made to ensure adequate water pressure throughout buildings for both fire protection and domestic use, as determined by the appropriate City departments.

G. Off-Street Parking:

The number of off-street parking spaces shall be as provided in Article VI, Section 12, Part B of

the Bartlett Zoning Ordinance for commercial/office and residential uses. However, should the applicant provide evidence that less than the minimum number of required parking is needed (based on the use), the Planning Commission may approve a reduction in the required number of parking spaces.

1. Single Family and Townhomes: Parking area designs that would result in a cluttered appearance along street frontages are discouraged. Although street parking and front load garages are permitted. Where streets are 22-feet wide or less, parking inlets shall be installed adjacent to the sidewalk so as to keep the driving surface clear of vehicles. Front load garages must be recessed at least 20-feet from the front porch or wall of the house.
2. Alleys will be permitted with rear load garages. A two car rear load garage is required to have a parking pad in front of the garage door setback at least 20-feet from the alley. Where rear loaded garages are not setback at least 20-feet from the alley, a parking pad shall be provided alongside of the garage.
3. Condominiums, Multi-Family Units, and Commercial: An off-street parking lot may be placed between a street and a building with a streetscape landscape screen as provided in Article VI, Section 23 of the Tree and Landscape Ordinance, but parking behind or on the side of buildings is preferred with a front yard setback up to the required streetscape when not in conflict with utilities. Parking structures may be permitted to avoid excessive use of land for surface parking.

Assigned parking spaces for tenants and guests are highly encouraged. Parking areas shall be separated with a designation for commercial/office uses.

H. Green Open Space:

Plans for open space on the site or development plan shall be prepared by a registered landscape architect. Green open space for the entire development shall be required at 20% of the overall acreage. Green open space shall be dispersed throughout the development, but it shall also be placed in locations for the convenience of the residents.

Storm-water detention areas may only be included in the 20% green open space requirement when it is incorporated into useable areas such as: pocket parks, play yards, walking trails, water activity and communal areas.

In addition to the 20% green open space requirement, the applicant shall follow the development requirements of Article VI, Section 23 of the "Tree and Landscape Ordinance" to comply with the tree density count, streetscape, parking areas, garbage collection areas, and landscape screening requirements. Also, where an RMU abuts an existing single family

residential development, a 30-foot wide landscape screen and fence will be required with a 100-foot building setback. The landscape screen may be reduced to 20-feet with a building setback of 50-feet when a section of single family residential homes or townhomes not to exceed 35-feet in height are placed abutting the existing single-family residential neighborhood.

I. Communal space and amenities:

Communal space may include amenities within the development such as shared live-work space, community gathering rooms for social events, pocket parks, splash parks, play yards, walking trails, outdoor activity areas, dog parks, and carwash bays. Also, the integration of some of the natural features with activity areas within the landscape like a rope swing across a creek that is part of the water detention, etc. Creativity in the design of communal space is highly encouraged.

A central mail delivery location is required by the US Postal Service.

J. Connectivity:

Walkable connective pedestrian sidewalks shall be designed throughout the development so that all uses are easily accessible and comply with ADA requirements.

K. Property Maintenance:

A property maintenance association and/or homeowner association shall be assigned the duties of the exterior building maintenance and grounds keeping maintenance for the entire development. This includes but is not limited to: all building exteriors and roofing, landscaping, common amenities, lighting, garbage collection, street cleaning and repaving, storm-water detention basin(s) mailboxes and signage. A note to this effect shall be placed on the final recorded plat for the development.

Effective Date. BE IT FURTHER ORDAINED that this ordinance shall take effect upon its passage on the third and final reading, the public welfare requiring it.

FIRST READING: September 24, 2019

SECOND READING: October 8, 2019

THIRD READING: October 22, 2019

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald
Mayor

ATTEST: _____

Penny Medlock
City Clerk

HISTORY:

09/24/19 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 10/08/19

Ms. Taylor explained Ordinance 19-04 will permit residential mixed use in commercial and office zoning districts. The mixed use will be allowed on residential zoned properties that abut commercial or office zoning, or properties that have commercial or office split zoning with residential zoning. This ordinance will expand the housing types within the mixed use development as compared to the current RC zoning overlay only permitting commercial, office and condos.

10/08/19 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 10/22/19

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for the American Indian Association Walk.



**APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425**

2629 Bartlett Blvd 38134
Address Zip Code

11/24/2019 7:00 - 12:00 AM
Dates of the Event Hours of the Event

Walk
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett
Property Owner

American Indian Assoc. 3416 Scenic Terr
Special Event Permit Applicant Address of Applicant

901-857-8700 N/A
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☒ State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)
☒ Letter of Permission
☒ Insurance
☒ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner

 \$60.00 Special Event Fee
 \$4.00 Permit Issuing Fee

 Total

Jimmie Chapman
Responsible Person

10/1/2019
Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: Walk for Trail of Tears
 Location: Bartlett stag road
 Dates: November 23, 2019

Type of special event: (Check one.)

- | | |
|---|--|
| <p>☐ <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p>☒ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. Requires approval by the Board of Mayor and Aldermen.</p> |
|---|--|

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

- | | |
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| <p>☒ <i>Public property.</i> Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.</p> <p>☐ <i>Public parks.</i> Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)</p> <p>☐ <i>City sponsorship.</i> Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.</p> <p>☐ <i>Special use permit or site plan.</i> Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.</p> <p>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p>☐ <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <i>Certain solicitations.</i> Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.</p> <p>☐ <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
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Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1				<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2	✓			For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5	✓			The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	Police will Support
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7			✓	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			✓	Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9		✓		<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	1-Day
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10		✓		In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11		✓		<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12			✓	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13	✓			<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	Route to be submitted & Police to assist
14			✓	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15			✓	<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16		✓		<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17			✓	<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18			✓	<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19			✓	<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20		✓		<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21	✓			<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	To be submitted upon approval

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A	•	Comments
22		✓	Limitations on signs.	
23	✓		Temporary arrangements for parking and traffic circulation.	
24		✓	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		✓	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27	✓		The provision of traffic control or security personnel to ensure the public safety and convenience.	work with Bartlett Police
28		✓	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days** prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30				Names and address of the owner of the premises on which the proposed event is to be held.	Freeman Park 2629 Bartlett Blvd
31	✓			Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32				Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	11/23/2019
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35				A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36			✓	Location and number of proposed temporary public toilets.	
37			✓	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38				Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	X		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40	X		The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		✓	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	✓		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	✓		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	✓		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	✓		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	

Valerie Brantley

From: Jimmie Thigpen <jim-dancer@hotmail.com>
Sent: Wednesday, October 2, 2019 6:06 AM
To: Valerie Brantley
Subject: Fw: Trail of tears walk for November 2019

Mis Valerie please see the email below from Captain Page is this sufficient for what you need?

Thanks

Jimmie Thigpen

From: Chris Page <cpage@bartlettspolice.org>
Sent: Tuesday, October 1, 2019 12:11 PM
To: Jimmie Thigpen <jim-dancer@hotmail.com>
Cc: Robert Allen <RAllen@bartlettspolice.org>
Subject: Re: Trail of tears walk for November 2019

Mr. Thigpen,

I apologize for the delay in responding to your email. We will be able to provide traffic control in the same manner as we did last year. We will have officers present at the businesses located and Hwy 70 and Stage road at 06:45 that morning.

Please let me know if you need any further assistance.

"Leadership is an attitude not a position."--Kevin Burns

Captain Christopher Page
 Bartlett Police Department
[3730 Appling Road](#)
[Bartlett, TN 38133](#)
[901-385-5529 ext. 2401](#) Office
[901-828-6608](#) Cell
cpage@bartlettspolice.org

On Sep 26, 2019, at 10:29, Jimmie Thigpen <jim-dancer@hotmail.com> wrote:

Sirs

please find the two attached files one being a narrative and second a map showing the walk route.

I'm in the process of submitting the application for the permit just waiting for my insurance policy from the insurance company.

Attachment: 2629 BARTLETT BLVD-AMERICAN INDIAN ASSOCIATION WALK-2019 (2689 : American Indian Association Walk)

Everything should be the same format as last years walk. I've all ready gotten in contact with the park commission and have their approval so far.

If you require more information or another face to face please let me know I will be happy to do so.

Respectfully
Jimmie Thigpen
Chair of The American
Association



Virus-free. www.avg.com

<trail of tears walk narrative 2019.doc>

<Trail of Tears walk 2019.JPG>

Valerie Brantley

From: Steve Sones
Sent: Wednesday, October 9, 2019 5:07 PM
To: Valerie Brantley
Cc: Glen Williamson; Chris Page
Subject: FW: American Indian Assoc. Walk-November 24, 2019

Valerie,

I have spoken with Chief Williamson, as indicated below, and he has approved the Special Event Walk that is scheduled for November 24th. Please let me know if you need anything else to proceed.

Respectfully,



From: Glen Williamson
Sent: Wednesday, October 9, 2019 4:20 PM
To: Steve Sones <SSones2@bartlettpolice.org>
Subject: Re: American Indian Assoc. Walk-November 24, 2019

Approved

On Oct 9, 2019, at 3:51 PM, Steve Sones <SSones2@bartlettpolice.org> wrote:

Chief Williamson,

We have reviewed the provided route and will be able to accommodate their request. Please let me know if you need any other information.

Respectfully,
 <image001.jpg>

Attachment: 2629 BARTLETT BLVD-AMERICAN INDIAN ASSOCIATION WALK-2019 (2689 : American Indian Association Walk)

From: Glen Williamson
Sent: Wednesday, October 9, 2019 3:45 PM
To: Steve Sones <SSones2@bartlettspolice.org>
Subject: Fwd: American Indian Assoc. Walk-November 24, 2019

Begin forwarded message:

From: Valerie Brantley <vbrantley@cityofbartlett.org>
Date: October 9, 2019 at 2:37:14 PM CDT
To: Glen Williamson <gwilliamson@bartlettspolice.org>
Cc: Jeff Cox <jcox@bartlettspolice.org>
Subject: American Indian Assoc. Walk-November 24, 2019

Chief Williamson,

Attached is the email that you requested I send to you for a Special Event. Chris Page sent an email to Mr. Thigpen. Mayor McDonald asked that I make sure that this route has been cleared by you. Please let me know if this is approved.

Sincerely,

Valerie Brantley, CPT
Administrative Secretary
Bartlett Code Enforcement
Code Construction Division
6382 Stage Rd
Bartlett TN 38134
Office-901-385-6425
Fax-901-385-6434
www.cityofbartlett.org



**The American Indian Association
P.O. Box 775 Millington, TN. 38053**

Event Narrative

The American Indian Association is organizing a commemorative walk for the Trail of Tears for the second year.

The walk will start around sunrise Saturday November 23rd 2019 at Stage Rd and Highway 70, (Summer Ave). The Walk will proceed westward down Stage Rd. to Bartlett Blvd where we will then turn south and travel to Freeman Park where the walk will end.

Because of the time of year for this kind of event here in Shelby County and the facts that it being November and six days before Thanks Giving day we estimate the attendance to be no more then around 50 people at best.

Accompanying this Event Narrative please see the Map sheet showing the route with the estimated walking time and distance. Due to some people not being able to walk as fast as others the pace will be that of our slowest walker the amount of time may take longer then the projected 46 minutes shown on the map.

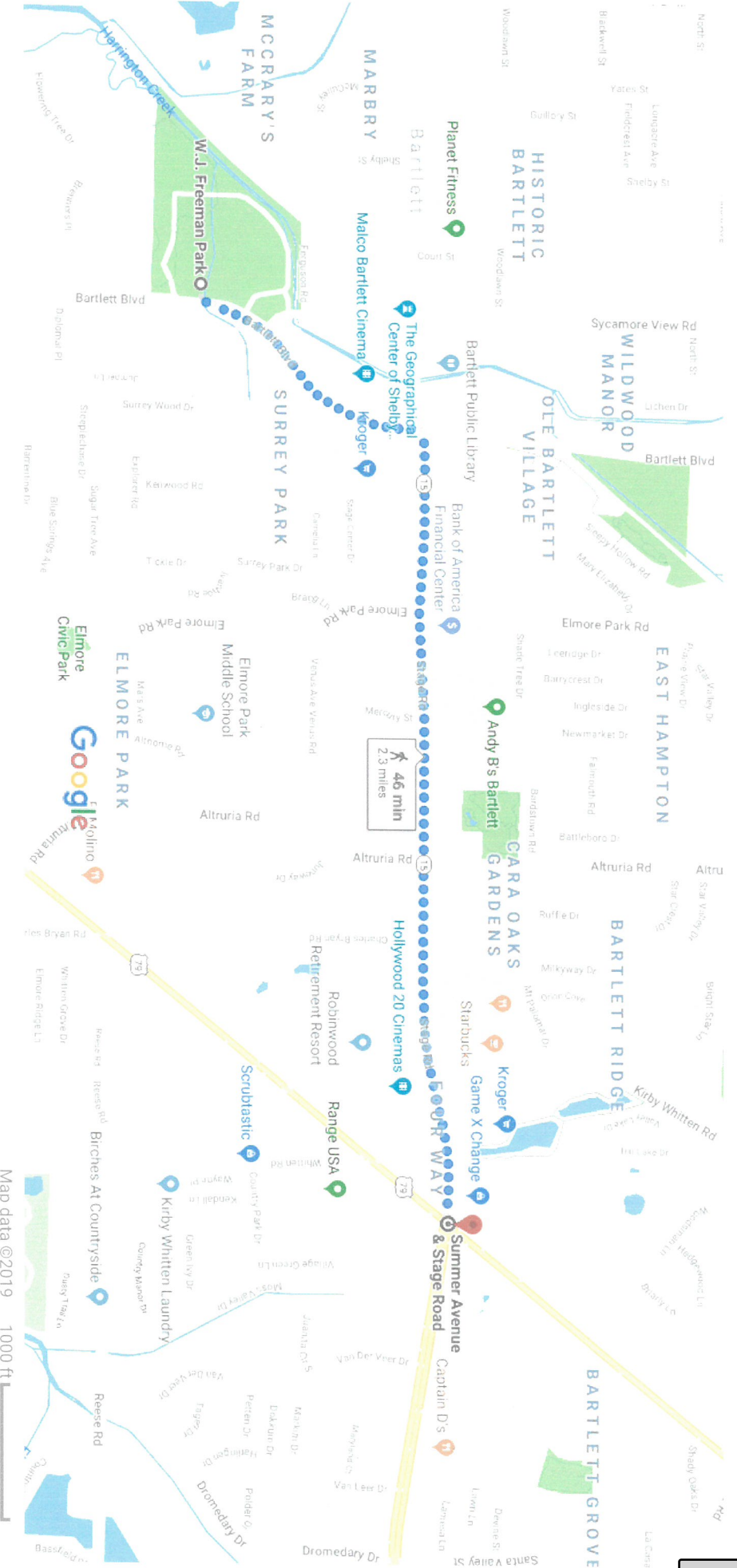
Respectfully

Jimmie E. Thigpen
Chairman of The
American Indian Association
901-857-8700
jim-dancer@hotmail.com

Google Maps

W.J. Freeman Park to Summer Avenue & Stage Road

Walk 2.3 miles, 46 min





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Clay and Land Insurance, Inc. 866 Ridgeway Loop Rd Suite 200 Memphis TN 38120	CONTACT NAME: Jo Beth Glassco PHONE (A/C, No, Ext): (901) 767-3600 FAX (A/C, No): (901) 763-2613 E-MAIL ADDRESS: jbglassco@clayandland.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Mount Vernon Fire Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1993018068 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		CL2754201	11/23/2019	11/26/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 1,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG EXCLUDED
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTHER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED.

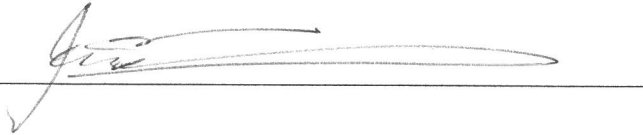
CERTIFICATE HOLDER CITY OF BARTLETT OFFICE OF CODE ENFORCEMENT 6382 STAGE ROAD BARTLETT TN 38134	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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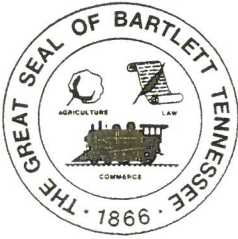
October 9, 2019

The Magic Wireless store at 6870 Stage Rd. Bartlett, TN. 38134 gives Jimmie Thigpen Chairman of the American Indian Association the permission to gather here the morning of November 23, 2019 for the beginning of the Trail of Tears walk.

Magic Wireless representative

Date 10-09-2019

Attachment: 2629 BARTLETT BLVD-AMERICAN INDIAN ASSOCIATION WALK-2019 (2689 : American Indian Association Walk)



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, CPRP, Parks Director

October 9, 2019

City of Bartlett
Code Enforcement
6462 Stage Rd.
Bartlett, TN 38134

The American Indian Association has requested to use W. J. Freeman Park on Saturday, November 23, 2019, from 7:00 am – 12:00 Noon for a commemorative walk for the Trail of Tears. Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Shan Criswell
Director, Parks and Recreation

Cc: Jimmie Thigpin

Attachment: 2629 BARTLETT BLVD-AMERICAN INDIAN ASSOCIATION WALK-2019 (2689 : American Indian Association Walk)

TRAIL OF TEARS COMMEMORATIVE WALK

On November 24th 2018 the American Indian Association of West Tennessee sponsored the first Trail of Tears walk through Shelby county Tennessee since the original forced walk in 1838. We are planning another walk this year November 23rd 2019.

The original walk came through Shelby County TN. November 21st- 25th 1838, 181 years ago. In honor of our relatives and ancestors that were forced on this walk under the "Indian removal act" we are retracing this walk through the city of Bartlett TN. on November the 23rd 2019.

Please come join us or come out to honor us on the side line. Your support will be greatly appreciated.

We will start at sunrise about 7:00 am at Stage Rd and HWY.70. We will travel west down Stage Rd to Bartlett Blvd. then turn south to Freeman Park.



Any donations you can give will help with the expense of permits, insurance, advertisement etc. A.I.A is a 501 (C) 3 nonprofit association. All gifts are tax deductible. Send gifts to; American Indian Association of West Tennessee, P.O, Box 775 Millington, TN. 38083.

For more information see our new face book page or contact Jimmie Thigpen at 901-857-8700 or at jim-dancer@hotmail.com.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Bartlett High School Softball Cornhole Event.



APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

2629 Bartlett Blvd.
Freeman Park
 Address

38134
 Zip Code

10/26/2019

10am-4pm

Dates of the Event

Hours of the Event

Bartlett High School Softball Cornhole Event

Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett

Property Owner

Coach Hasey Crabblock

5688 Woodlawn

Special Event Permit Applicant

Address of Applicant

901-282-9881 (Tami Edwards)

Phone Number

Fax Number

Bartlett Softball@gmail.com

Check all items that apply:

For information call (901) 385-6425.

- ☒ Letter of Permission
☒ Insurance
☒ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner

\$60.00 Special Event Fee
\$4.00 Permit Issuing Fee

 Total

Tami Edwards
 Responsible Person

10/31/19
 Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: Bartlett High School Softball
 Location: Freeman Park
 Dates: 10/26/19

Type of special event: (Check one.)

- | | |
|--|---|
| <p>☒ <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p>☐ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. Requires approval by the Board of Mayor and Aldermen.</p> |
|--|---|

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

- | | |
|--|--|
| <p>☐ <i>Public property.</i> Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.</p> <p>☒ <i>Public parks.</i> Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)</p> <p>☐ <i>City sponsorship.</i> Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.</p> <p>☐ <i>Special use permit or site plan.</i> Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.</p> <p>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p>☐ <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <i>Certain solicitations.</i> Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.</p> <p>☐ <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
|--|--|

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1	✓	✓		<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2		✓		For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4	/	✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		✓		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		✓		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9	✓			<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	Type 4
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Type 4: Public Attractions	14 days														
10			✓	In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11			✓	<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12			✓	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		✓		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			✓	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15		✓		<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	Using 1 for Speaker
16		✓		<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		✓		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		✓		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		✓		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20		✓		<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21	✓			<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22		✓	Limitations on signs.	
23		✓	Temporary arrangements for parking and traffic circulation.	
24	✓		Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25	✓		Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		✓	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28	✓		Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least ten (10) days prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30		✓		Names and address of the owner of the premises on which the proposed event is to be held.	
31	✓			Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	✓			Description of the site on which the proposed event is to be held.	Fundraiser for softball team
33	✓			Date of the proposed event.	
34		✓		A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35				A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36		✓		Location and number of proposed temporary public toilets.	
37		✓		Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40	✓		The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41	✓		An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	✓		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	✓		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	✓		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	✓		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	



Attachment: 2629 BARTLETT BLVD-BARTLETT HIGH SCHOOL SOFTBALL CORNHOLE EVENT-2019 (2701 : Bartlett High School Softball

[Search](#)[Details](#)[Layers](#)**Property Details**

Owner Name:	BARTLETT CITY OF
Property Address:	0, Bartlett 38134
Parcel ID:	B0156 00594
2018 Appraisal:	\$380,700
Tax District:	Bartlett
Tax Map:	106G (http://register.shelby.tn.us/taximg.php?imgtype=pdf&map=106G)
Year Built:	

Tami Rice

From: BHS Softball <bartlettsoftball@gmail.com>
Sent: Thursday, October 03, 2019 2:29 PM
To: Tami Rice; Kasey Craddock
Subject: Fwd: Bartlett Softball Cornhole Tournament
Attachments: APPLICATION FOR SPECIAL EVENT PERMIT (2014)_201604211214338326.pdf

Here is the form. Looks like it needs to be filled out quickly to get submitted and on the agenda for the next meeting.

----- Forwarded message -----

From: **Debbie Christopher** <dchristopher@cityofbartlett.org>
 Date: Thu, Oct 3, 2019 at 11:01 AM
 Subject: Bartlett Softball Cornhole Tournament
 To: bartlettsoftball@gmail.com <bartlettsoftball@gmail.com>, tami.edwards@clkmm.com
 <tami.edwards@clkmm.com>

Good Morning,

I talked with Tammy from BHS Softball team October 2, 2019. She was asking permission to use the W. J. Freeman Park Pavilion to host a "fund raiser" Cornhole Tournament for the BHS softball team.

I told her I would have to get permission from our Parks Director, Shan Criswell. We could not give permission until today, 10/3/19 that the tournament could take place in our park.

We do not allow fundraisers to take place in any of our parks; but due to the construction going on at BHS, we are giving permission for this year only.

In order for you to host the tournament, an "Application for Special Event Permit" must be filled out and turned in to Code Enforcement and must be approved by the Mayor and Board of Alderman.

The next meeting is October 8th and October 22nd. Your application must be turned in asap in order for the item to be placed on the Mayor and Board of Alderman (MOBA) agenda.

The deadline for the October 8th meeting was 10/1/19. The deadline for the October 22nd meeting will be 10/15/19.

I have attached the application for you to complete and get to Code Enforcement to be placed on the MOBA. Their phone number is 901-385-6425 if you have any questions.

Our office will send Code a letter giving permission for BHS to use W. J. Freeman Park pavilion for this one time.

If you have any questions, please give our office a call. Please let me know you received this email.

Thank you,

Debbie Christopher

Administrative Secretary

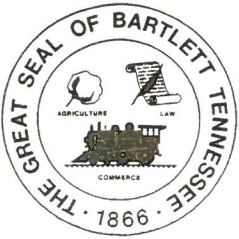
City of Bartlett Parks and Recreation

5868 Stage Road

Bartlett, TN 38134

(901) 385-5590

dchristopher@cityofbartlett.org



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, CPRP, Parks Director

October 4, 2019

City of Bartlett
Code Enforcement
6462 Stage Road
Bartlett, TN 38134

The Bartlett High School Softball team has requested to use the W. J. Freeman Park pavilion and field area Saturday, October 26, 2019. They will be holding their annual Cornhole Tournament from 10:00 am until 4:00 pm.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Shan Criswell
Director Parks and Recreation Department
City of Bartlett

Cc: Coach Bill Gardner - bnpgardner@gmail.com

Attachment: 2629 BARTLETT BLVD-BARTLETT HIGH SCHOOL SOFTBALL CORNHOLE EVENT-2019 (2701 : Bartlett High School Softball

CERTIFICATE OF INSURANCE

PRODUCER FOUR-WAY INSURANCE, LLC 7909 US HWY 70 BARTLETT TN 38133	DATE: 10/15/2019 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.				
INSURED BARTLETT CITY BOARD OF EDUCAT 5705 STAGE RD BARTLETT TN 38134	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">COMPANIES AFFORDING COVERAGE</th> </tr> <tr> <td>COMPANY LETTER A PUBLIC ENTITY PARTNERS</td> </tr> <tr> <td>COMPANY LETTER B</td> </tr> <tr> <td>COMPANY LETTER C</td> </tr> </table>	COMPANIES AFFORDING COVERAGE	COMPANY LETTER A PUBLIC ENTITY PARTNERS	COMPANY LETTER B	COMPANY LETTER C
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COMPANY LETTER C					

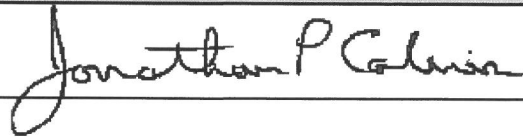
COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO	TYPE OF INSURANCE	Add'l Insd	POLICY #	POLICY PERIOD	LIMITS	
A	GENERAL LIABILITY	X	PLI-0651-20	7/1/2019 - 7/1/2020	TORT	
	☒ Commercial General Liability				PER PERSON/BODILY INJURY/PERSONAL INJURY	\$300,000
	☒ Claims Made				PER OCCUR/BODILY INJURY/PERSONAL INJURY	\$700,000
	☒ Personal Injury Liability				PER OCCURENCE/PROPERTY DAMAGE	\$100,000
	☒ Claims Made				NON TORT	
	☒ Law Enforcement Liability				PER OCCURRENCE/EACH OTHER LOSS	\$1,000,000
	☒ Claims Made					
A	ERRORS or OMISSIONS LIAB		PLI-0651-20	7/1/2019 - 7/1/2020	PER OCCURRENCE	\$1,000,000
	☒ Claims Made					
	AUTOMOBILE LIABILITY				TORT	
	☐ Owned Autos				PER PERSON/BODILY INJURY	
	☐ Hired Autos				PER OCCURRENCE/BODILY INJURY	
	☐ Non-owned Autos				PER OCCURENCE/PROPERTY DAMAGE	
	☐ Physical Damage				NON TORT	
					PER OCCURRENCE/EACH OTHER LOSS	
	WORKERS COMPENSATION				WC STATUTORY COVERAGE	
	EMPLOYERS LIABILITY				EMPLOYERS LIAB-EACH ACCIDENT	
					EMPLOYERS LIAB-DISEASE-POLICY LIMIT	
					EMPLOYERS LIAB-DISEASE-EACH PERSON	
	PROPERTY & CRIME				BUILDINGS/PERS PROPERTY	
	PROPERTY-PART I				EDP EQUIPMENT	
	Causes of Loss				MOBILE EQUIPMENT	
	☐ Special				EQUIPMENT BREAKDOWN	
	☐ Flood				AUTOMATIC COVERAGES	
	☐ Earthquake					
	CRIME-PART II				EMPLOYEE DISHONESTY	
	☐ Blanket Crime				FORGERY OR ALTERATION	
					THEFT, DISAPPEARANCE OR DESTRUCTION	
					COMPUTER FRAUD	

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY, OPERATIONS. VEHICLES OR SPECIAL ITEMS.
 As respects use of Pavillion at Freeman Park.

AN ADDITIONAL INSURED IS EXTENDED COVERAGE BY THIS POLICY IF A CHECK IS SHOWN IN THE 'Add'l Ins' COLUMN. THE COVERAGE AFFORDED TO THE ADDITIONAL INSURED IS SOLELY LIMITED TO LIABILITY SPECIFICALLY RESULTING FROM THE CONDUCT OF A NAMED INSURED WHICH MAY BE IMPUTED TO THE ADDITIONAL INSURED. LIMITS PROVIDED TO AN ADDITIONAL INSURED WILL NOT EXCEED THOSE APPLICABLE TO THE NAMED INSURED. THIS POLICY DOES NOT OPERATE TO PROVIDE COVERAGE OR INDEMNIFICATION OF LIABILITY ARISING FROM ACTS OR OMISSIONS OF THE ADDITIONAL INSURED OR FROM ANY OTHER THIRD PARTY. ALL COVERAGE AFFORDED TO AN ADDITIONAL INSURED IS SUBJECT TO THE CONDITIONS, TERMS AND EXCLUSIONS CONTAINED IN THE POLICY.

CERTIFICATE HOLDER	CANCELLATION
ADDITIONAL INSURED City of Bartlett	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE 



Public Entity Partners - 5100 Maryland Way Brentwood TN 37027 - 615-371-0049

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Tim Creager 5K Run/Walk.



APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

Address 4641 Ellendale Rd Zip Code 38135
 Dates of the Event 11-16-19 Hours of the Event 3 hrs 9 AM - 12 PM
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction) 5K Race Fundraiser
 Property Owner Bartlett Hills Baptist Church
 Special Event Permit Applicant Bartlett Hills Baptist Church Address of Applicant 4641 Ellendale Rd 38135
 Phone Number 901-386-9763 Fax Number 901-386-5358

Check all items that apply:

For information call (901) 385-6425.

____ State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)
 ____ Letter of Permission
☒ Insurance
 ____ Tents (Fire Retardant letter included)
 ____ Special Event Checklist
☒ Map
☒ Sign or Banner yard signs

\$60.00 Special Event Fee
\$4.00 Permit Issuing Fee
\$ 2% Credit Card Fee
\$ 64.00 Total Permit Fee

Responsible Person

9.5.19
 Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: Tim Creager Memorial 5K Run / Walk
 Location: Bartlett Hills Baptist Church 4641 Ellendale Rd 38135
 Dates: 11.16.19

Type of special event: (Check one.)

- ☒ **Type 1: Noncommercial Events.** Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.
- ☐ **Type 2: Special Seasonal Events.** Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.
- ☐ **Type 3: Commercial Events.** Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.
- ☐ **Type 4: Public Attractions.** Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. **Requires approval by the Board of Mayor and Aldermen.**

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

- ☐ **Public property.** Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.
- ☐ **Public parks.** Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)
- ☐ **City sponsorship.** Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.
- ☐ **Special use permit or site plan.** Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.
- ☐ **Yard sales.** Yard sales regulated under Article VI, Section I of the Zoning Ordinance.
- ☐ **Auctions/estate sales.** Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.
- ☐ **Business deliveries.** Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.
- ☐ **Certain solicitations.** Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.
- ☐ **First Amendment activity.** The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.
- ☐ **Political campaigning.** Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1	✓			<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2	✓			For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		✓		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			✓	Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

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12			✓	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
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14			✓	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15		✓		<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16			✓	<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		✓		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		✓		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		✓		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20	✓			<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21		✓		<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22	✓		Limitations on signs.	
23		✓	Temporary arrangements for parking and traffic circulation.	
24		✓	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		✓	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27	✓		The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		✓	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days** prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30	✓			Names and address of the owner of the premises on which the proposed event is to be held.	
31			✓	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32			✓	Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35	✓			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36			✓	Location and number of proposed temporary public toilets.	
37			✓	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38			✓	Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40		X	The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		X	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	✓		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	✓		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	✓		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	✓		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	

Valerie Brantley

From: So Chhim <schhim82@gmail.com>
Sent: Monday, September 30, 2019 11:51 AM
To: Robert Allen
Cc: Valerie Brantley
Subject: Re: Tim Creager 5K

Memphis Runners Track Club will be coning the course. The event starts at 9am.

Thanks,

So Chhim

> On Sep 30, 2019, at 11:46 AM, Robert Allen <RAllen@bartlettpolice.org> wrote:

>

> We would be happy to assist. What time are you planning for the race to start, and are you taking care of providing traffic cones for the event?

>

> Sent from my iPhone

>

>> On Sep 30, 2019, at 11:22 AM, Sothearath Chhim <schhim82@gmail.com> wrote:

>>

>> <Tim Creager course.png>

>> Hello! I was hoping you could assist with traffic control for my race this year? It's Saturday, November 16. The course is the same as last year.

>>

>> Thanks,

>>

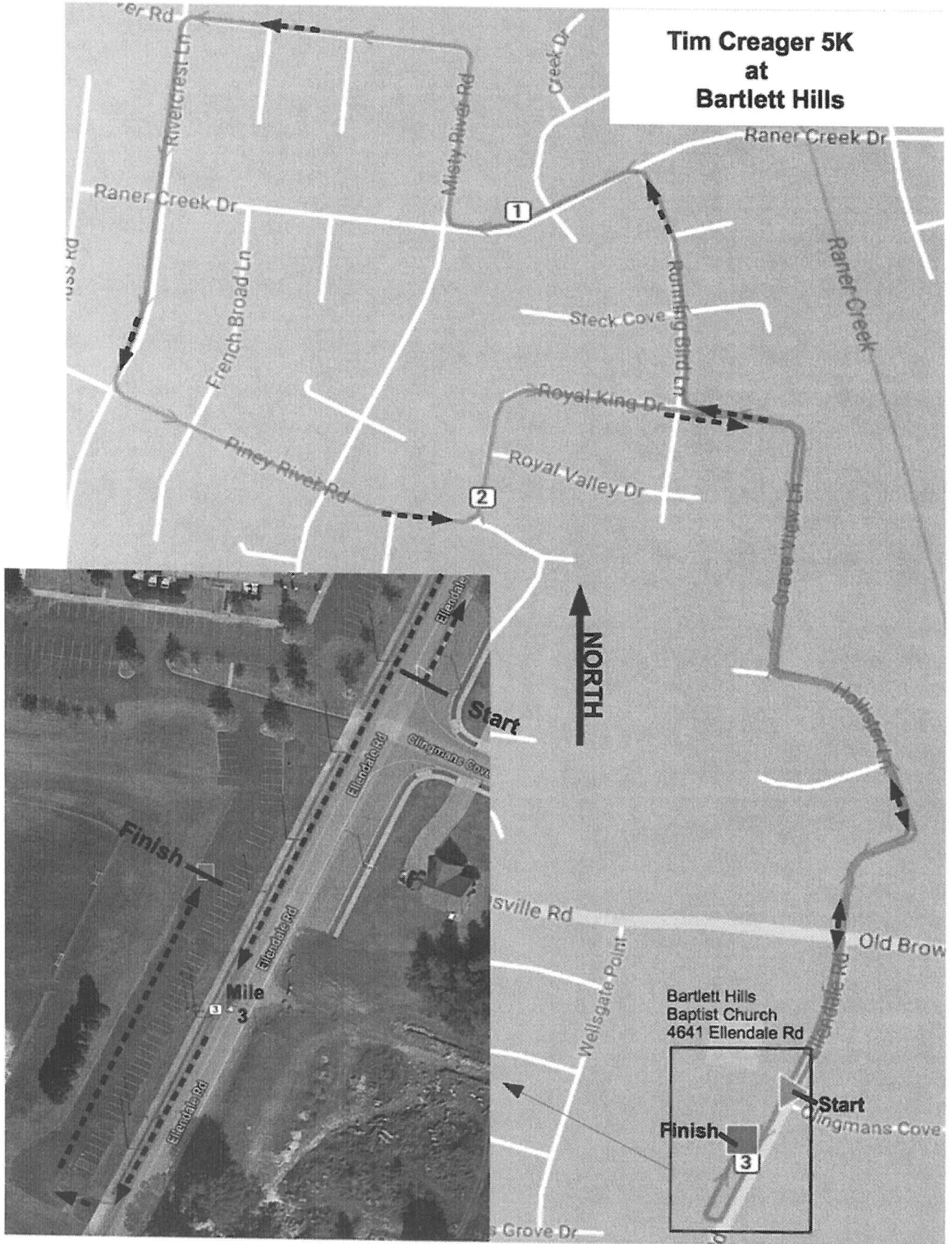
>> So Chhim

>>

>> --

>> Sothearath "So" Chhim

Attachment: 4641 ELLENDALE RD-TIM CREAGER MEMORIAL 5K RUN-WALK-2019 (2687 : Tim Creager 5K Run/Walk)



Attachment: 4641 ELLENDALE RD-TIM CREAGER MEMORIAL 5K RUN-WALK-2019 (2687 : Tim Creager 5K Run/Walk)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lipscomb & Pitts Insurance, LLC 2670 Union Ave. Ext. Suite 100 Memphis TN 38112	CONTACT NAME: PHONE (A/C, No, Ext): 901-321-1000 FAX (A/C, No): 901-321-1099 E-MAIL ADDRESS: joannef@lpinsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURED Bartlett Hills Baptist Church 4641 Ellendale Road Memphis TN 38135	INSURER A: Technology Insurance Company, Inc. NAIC # 42376 INSURER B: Wesco Insurance Company 25011 INSURER C: The Hartford Accident & Indemnity 22357 INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 705680437**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		TPP1235242	4/27/2019	4/27/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			TPP1235242	4/27/2019	4/27/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			WUM1617032	4/27/2019	4/27/2020	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WECAD7DRP	8/14/2019	8/14/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Bartlett
 6462 Stage Rd.
 Bartlett TN 38134

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 10/22/19 07:00 PM

Department: Police

Category: Bid

Prepared By: Juliea Goodman

Department Head: Glen Williamson

Bid for body armor entry vests.

On September 5, 2019 an ad was placed in *The Daily News*. On September 19, 2019, the City received three bids which were opened at City Hall.

Bids were received from the following companies:

ADS	\$29,793.10
KONOVAL	\$23,156.00 (Did not meet specifications)
MES	\$29,540.00 (Did not meet specifications)

We recommend the bid be awarded to ADS for a total price of \$29,793.10.

Funds were budgeted and are available in Account 124.48124.340.

Thank you for your consideration.

June

DUE 09/19/2019 AT 2:00 P.M.

COMPANY/BIDDER	TOTAL BID	PUBLIC ACTS	NOTES
ADS	29,793.10	V	Meets Spec.
KONOVAL	23,156.00	V	Does not meet spec. Yes
MES	29,544. ⁰⁰ 36,540.00	V	Does not meet spec. Pikes
*Tentative award pending review			

 10-11-2015

BODY ARMOR - SWAT VEST
FY2020-09-022
DUE: SEPTEMBER 19, 2019

ADS KONOVAL MES

Line No.	Item No.	Description	Unit	Qty.	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	LBT-6094QRC-BK-L	Plate Carrier – quad release – Large, black	Each	14	\$381.80	\$5,345.20	\$235.00	\$3,290.00	\$1,080.00	\$15,120.00
2	LBT-2100G2-BK	Police Patch – screen printed, set, black	Each	14	\$13.25	\$185.50	\$0.00	\$0.00	\$0.00	\$0.00
3	23707-3	Plates – NIJ 06 Level III++ stand alone, 10 x 12	Each	28	\$473.55	\$13,259.40	\$555.00	\$15,540.00	\$250.00	\$7,000.00
4	CAG-CMR3A-6094 FBS	Soft Armor Inserts – for 6094 LBT carrier	Each	14	\$367.50	\$5,145.00	\$300.00	\$4,200.00	\$0.00	\$0.00
5	6094-CMR3A-BP	Ancillary Bicep Set (6094)	Each	14	\$125.00	\$1,750.00	\$0.00	\$0.00	\$265.00	\$3,710.00
6	6094-CMR3A-GP	Ancillary Groin (6094)	Each	14	\$62.00	\$868.00	\$0.00	\$0.00	\$125.00	\$1,750.00
7	6094-CMR3A-TP	Ancillary Throat (6094)	Each	14	\$57.50	\$805.00	\$0.00	\$0.00	\$65.00	\$910.00
8	6094-CMR3A-CP	Ancillary CP Collar (6094)	Each	14	\$125.00	\$1,750.00	\$0.00	\$0.00	\$75.00	\$1,050.00
9	LBT-2020A-BK	Removable shoulder Pads, black (set of 2)	Each	14	\$28.00	\$392.00	\$0.00	\$0.00	\$0.00	\$0.00
10	LBT-6901F	Modular Front Panel (for 6094QRC carriers)	Each	5	\$40.00	\$200.00	\$18.00	\$90.00	\$0.00	\$0.00
11	LBT-6901B	Modular Back Panel (for 6094QRC carriers)	Each	2	\$46.50	\$93.00	\$18.00	\$36.00	\$0.00	\$0.00
TOTALS						\$29,793.10		\$23,156.00		\$29,540.00

A. Keith McDonald
Mayor



City of Bartlett
Police Department

Glen L. Williamson
Chief of Police



After reviewing the demo vest provided by Midwest Armor as a part of the Konoval, LLC bid and comparing the vest to the specific requirements contained within the bid request, we have determined the following in regards to each requirement:

1. Modular Webbing – Requirement Met
2. Four Point Release System – Insufficient – The vest does have a 'four-point release system' however evaluators have determined this system to not be user friendly citing the difficulty in accessing the primary emergency release point, the amount of force necessary to activate the primary release and the common occurrence of the two cummerbund release points requiring manual release even after the primary release has been pulled. Additionally, the only Velcro section on the front of the vest for a required 'POLICE' patch surrounds the primary emergency release point hindering access to the primary emergency release point when a 'POLICE' patch is placed over it.
3. Front and Rear Detachable Panel System – Insufficient – The vest does not have either front or detachable rear panels rather a single Velcro pocket on the front abdominal area.
4. Hydration Hose / Radio Cable Routing System – Insufficient – The vest does not have a 'hydration hose/radio cable routing system' or any alternative means to suitably organize wires and hoses associated with common tactical equipment.
5. Removable Shoulder Pads – Requirement Met
6. Reinforced Drag Handle – Insufficient – The vest does have a sewn drag handle; however, evaluators have determined that the drag handle does not appear reinforced to their desired level.
7. Attachment Points for Ancillary Kit – Insufficient – The vest does not have any obvious attachment points for either biceps, groin, neck, or throat protection.
8. Weight < 3.5 lbs – Requirement Met

The vest provided by Midwest Armor as a part of the Konoval, LLC bid failed to meet 5 of 8 specific requirements contained within the bid request. Therefore, evaluators determined the vest to be insufficient for the department's needs.

Attachment: SWAT Vest Bids (2683 : Body Armor Entry Vests)

A. Keith McDonald
Mayor



City of Bartlett
Police Department

Glen L. Williamson
Chief of Police



After reviewing the specification sheet of the 10260 Hard Armor Plate by Paraclete provided by MES as a part of the MES bid and comparing the vest to the specific requirements contained within the bid request, we have determined the following in regards to the ballistic performance requirement:

1. Threat Type - Level III - Requirement Met
2. 7.62 x 51 - M80 Ball - Requirement Met
3. 7.62 x 39 - Ball / Steelcore - Insufficient
4. 5.56 x 45 M193 - Requirement Met
5. 5.56 x 45 - M855/SS109 - Insufficient

The 10260 Hard Armor Plate by Paraclete offered as part of the MES bid failed to meet two specific ballistic requirements contained within the bid request. Therefore, evaluators determined the vest to be insufficient for the department's needs.

Attachment: SWAT Vest Bids (2683 : Body Armor Entry Vests)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 10/22/19 07:00 PM

Department: Engineering

Category: Purchase

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Signal design for Bartlett Blvd. & Ivanoe.

The City of Bartlett is requesting Pickering, who designed the signal at Stage Road & Elmore, to design a signal at Bartlett Blvd. & Ivanhoe, adjacent to the park entrance. The fees for this work are as follows:

Warrant Study	\$ 7,990
<u>Survey & Design</u>	<u>\$40,823</u>
TOTAL	\$48,813

Funds are available in Account 311.48311.459.



October 8, 2019

Ms. Rebecca A. Bailey, PE
Traffic Engineer
City of Bartlett
6382 Stage Road
Bartlett, TN 38134

**RE: Professional Services for Bartlett Blvd and Ivanhoe Road Signal
Bartlett, TN**

Dear Becky:

Pickering Firm, Inc., herein known as Pickering (the "Consultant"), is pleased to submit this scope of work to the City of Bartlett, herein known as the City (the "Client"), to provide professional survey and design services for the development of the referenced project. The project will be developed in accordance with City of Bartlett, City of Memphis, and TDOT standards and specifications as applicable. Our scope of services is shown below.

SCOPE OF SERVICES

Task A – Signal Warrant Study

1. Pickering will prepare a traffic signal warrant study for the intersection of Bartlett Blvd and Ivanhoe Road in accordance with the current version of the MUTCD. The warrant study will be performed utilizing traffic projections based on a single 12 hour field traffic count of the study intersection obtained by Pickering. The field count will be performed for 12 hours during an average workday while schools are in regular session. Additionally, 7 day bi-directional volumes will be collected along the north and south approaches. The bi-directional volumes will include a one day classification count and speed study report.

Task B – NEPA Documents and Environmental Permitting

1. Environmental documents, permitting, and studies of any kind are not included.

Task C – Field Surveys

1. Limited digitized topography, including edges of pavement, curb and gutter, sidewalk, curb ramps, etc. in the immediate vicinity of the intersection (300 ft. on each approach) will be obtained using aerial mapping methods. Survey will be on state plane coordinates.
2. Existing utilities will be added to the survey from available mapping, as-built plans, etc. Existing features visible at grade will be located along with any paint from one-call locates. Subsurface utility exploration is not included.
3. Property/boundary surveys are not included; however, property lines and existing R.O.W./easements will be added to the survey based on property maps, subdivision plans,

and other records.

Task D – Geotechnical Investigation

1. Geotechnical investigations are not included.

Task E – Roadway Designs

1. Roadway designs are not included; however, proposed ADA compliant curb ramps are included at each signal pole location in accordance with the current City of Memphis and/or TDOT standards.

Task F – Traffic Designs

1. Pickering will incorporate applicable traffic control standard drawings and notes required for construction. Traffic control plans are not included.
2. Roadside, overhead, and private signs are not included.
3. Pickering will include refreshing permanent pavement markings on all four approaches.
4. Traffic signal plans will be prepared for Bartlett Blvd and Ivanhoe Road (if warranted). The signal plans will be prepared at one inch equals 20 feet scale and will contain required notes, details, and otherwise as required in conformance with standard TDOT and City of Memphis practice. Phasing, sequencing, and signal timings will be provided based on an optimized design in Synchro. The intersection will be analyzed as a standalone signal.
5. Designs for networking or signal interconnection with other signals in the vicinity of the site are not included.
6. TDOT standard drawings and specifications, supplemented with City of Memphis and MUTCD details and specifications as required, will be used for all traffic designs.

Task G – Miscellaneous

1. Pickering will identify the various utility companies who own facilities within the project limits and provide information to them for determination of any impacts. Utility relocation designs are not included.
2. Erosion control plans and storm water pollution prevention plans are not included.
3. Landscaping plans and landscape irrigation plans are not included.
4. All plans shall be in accordance with TDOT and City of Memphis standards. Final plans shall be submitted on 4 mil mylar. The plans shall become City of Bartlett property after design completion. A MicroStation or AutoCAD compatible disk of the drawings will be furnished to the City of Bartlett at design completion if requested. Pickering will print plans for project review meetings, approvals, and bidding.

5. Street lighting designs are not included.
6. All proposed design is to be contained within the existing ROW and/or easements; however, four small easements may be required for new pole locations. Plats and legal descriptions for four easements is included.
7. Pickering will attend project related meetings and field reviews as required and will prepare written minutes of meetings as necessary.
8. Pickering will review shop drawings and submittals as outlined in the project specifications.

Task H – Bid Phase

1. Pickering will prepare the project bid book using the template provided by the City. The bid book will include specifications and general conditions for TDOT, City of Memphis, and the City.
2. Pickering will determine required construction quantities and prepare a quantities listing for inclusion in the project bid book. The roadway quantity item numbers will be in TDOT format and in accordance with TDOT construction specifications.
3. Pickering will assist the City with the bidding process, including advertisement, plans issuance, bid opening and analysis, and recommendation for contract award.

Task I – Construction Phase

The Engineer will provide Construction Engineering and Inspection (CEI) services as requested by the Client at a later date if the project moves to construction.

Schedule for Basic Services

The Consultant will develop the survey and design services within a 120 – 180 day period after receipt of fully executed contractual agreement and NTP. Schedule does not account for excessive review periods, right-of-way acquisitions, utility relocations, or other factors outside of our control.

Ms. Rebecca A. Bailey, PE
October 8, 2019
Page 4 of 4

Compensation for Basic Services

We will invoice you monthly based on a percentage of work completed. We propose to complete the work in the scope of services for a lump sum fee. Any unknown customer reimbursable expenses will be billed at actual cost.

Signal Warrant Study (see Attachment 1) Lump Sum Fee..... \$7,990.00

Survey and Design (see Attachment 1) Lump Sum Fee..... \$40,823.00

Please review and advise accordingly.

Sincerely,

PICKERING FIRM INCORPORATED



Patrick W. Neal, PE
Principal/Project Manager

Attachment: Pickering Professional Services (2704 : Signal design for Bartlett Blvd. & Ivanoie)

ATTACHMENT 1

MAN-HOUR ESTIMATE/FEE PROPOSAL
 Bartlett Blvd and Ivanhoe Road Signal
 Bartlett, TN
 October 8, 2019

MAN-HOURS PER CLASSIFICATION							
ITEM (See Scope of Work)	Senior Project Manager	Senior Engineer	Engineer	Senior Designer	Senior Tech	Direct Expenses	Item Subtotal
Signal Warrant Study							
A.1	1.0	10.0	16.0	6.0	-	\$2,900 Traffic Data Collection	
Man-Hour Total Per Class	1.0	10.0	16.0	6.0	0.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$190	\$1,800	\$2,320	\$780	\$0	\$2,900	\$7,990
SIGNAL WARRANT STUDY TOTAL						\$7,990	

MAN-HOURS PER CLASSIFICATION							
ITEM (See Scope of Work)	Senior Project Manager	Senior Engineer	Engineer	Senior Designer	Senior Tech	Direct Expenses	Item Subtotal
NEPA Documents and Environmental Permitting							
B.1	-	-	-	-	-		
Man-Hour Total Per Class	0.0	0.0	0.0	0.0	0.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Surveys							
C.1	-	1.0	2.0	4.0	4.0	\$2,500 Aerial mapping	
C.2	-	1.0	2.0	4.0	4.0		
C.3	-	1.0	2.0	4.0	4.0		
Man-Hour Total Per Class	0.0	3.0	6.0	12.0	12.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$0	\$540	\$870	\$1,560	\$1,260	\$2,500	\$6,730
Geotechnical Investigation							
D.1	-	-	-	-	-		\$0
Roadway Designs							
E.1	-	2.0	4.0	8.0	4.0		
Man-Hour Subtotal	0.0	2.0	4.0	8.0	4.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$0	\$360	\$580	\$1,040	\$420	\$0	\$2,400
Traffic Designs							
F.1	-	1.0	2.0	4.0	4.0		
F.2	-	-	-	-	-		
F.3	-	-	1.0	2.0	2.0		
F.4	2.0	16.0	24.0	40.0	40.0		
F.5	-	-	-	-	-		
F.6	-	-	0.5	1.0	1.0		
Man-Hour Subtotal	2.0	17.0	27.5	47.0	47.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$380	\$3,060	\$3,988	\$6,110	\$4,935	\$0	\$18,473
Miscellaneous							
G.1	1.0	4.0	8.0	-	-		
G.2	-	-	-	-	-		
G.3	-	-	-	-	-		
G.4	-	-	2.0	4.0	-	\$500 (Mylars, Printing)	
G.5	-	-	-	-	-		
G.6	-	1.0	2.0	4.0	4.0		
G.7	-	4.0	4.0	-	-		
G.8	-	2.0	4.0	-	-		
Man-Hour Subtotal	1.0	11.0	20.0	8.0	4.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$190	\$1,980	\$2,900	\$1,040	\$420	\$500	\$7,030
Bid Phase							
H.1	1.0	8.0	12.0	-	-		
H.2	-	2.0	4.0	4.0	4.0		
H.3	-	2.0	4.0	-	-		
Man-Hour Subtotal	1.0	12.0	20.0	4.0	4.0		
Man-Hour Rate Per Class	\$190	\$180	\$145	\$130	\$105		
Subtotal Fee Per Class	\$190	\$2,160	\$2,900	\$520	\$420	\$0	\$6,190
SURVEY AND DESIGN TOTAL						\$40,823	

Attachment: Pickering Professional Services (2704 : Signal design for Bartlett Blvd. & Ivanhoe)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 10/22/19 07:00 PM
Department: Planning and Economic Development
Category: Report
Prepared By: Sam Harris
Department Head: Kim Taylor

Planning Commission Report for October 2019.

New Business Construction Plan

I. Lot 3A, Phase 2 Re-subdivision of Lot 3 Whitten Lakes Subdivision, East side of Kirby Whitten Parkway, Northeast of the intersection of Mt. Palomar Drive and Kirby Whitten Parkway (David Bray, The Bray Firm)

INTRODUCTION: Mr. David Bray with The Bray Firm is requesting Planning Commission approval of a revised Construction Plan for the Whitten Lakes Subdivision Phase 2 Re-subdivision of Lot 3. The subject property is located along the east side of Kirby Whitten Parkway, northeast of the intersection of Mt. Palomar Drive and Kirby Whitten Parkway. It is within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On June 4, 2018, the Planning Commission granted Construction and Final Plan approval for the Whitten Lakes Subdivision Phase 2 Re-subdivision of Lot 3 into a 4-lot commercial subdivision.

DISCUSSION: The specific request by the applicant is for the approval of a revised Construction Plan to address the clearing, grading, and tree removal for Lot 3A. The prior approved Construction Plan stated that, "the existing trees on Lot 3A would be evaluated when a site plan application was filed." The applicant requests to revise the Construction Plan to allow Lot 3A to be cleared and graded to make the lot more appealing for a potential developer. Access to Lot 3A will be from an existing 50-foot wide ingress/egress easement along the south property line. Access to Lots 3B, 3C, and 3D will be from a proposed curb cut off Kirby Whitten Parkway with a 22-foot wide to 25-foot wide ingress/egress easement along those lots.

Other features of the development include a streetscape landscape buffer along the Kirby Whitten Parkway frontage, a streetscape landscape buffer along the ingress/egress easement on Lot 3A, and a landscape buffer along the rear property lines adjacent to the bordering residential zoning. The storm water detention will be handled by the existing drainage detention area in Kirby Lakes Subdivision. The construction plans for the subdivision include the following: tree protection plan, grading and drainage plan, erosion control plan, and sanitary sewer plan.

Approved with conditions of staff.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM
Department: Finance
Category: Presentation
Prepared By: Penny Medlock
Department Head: Dick Phebus

Presentation of General Obligation Bonds, Series 2019.

State of Tennessee Comptroller's Office requires presentation to the Board of Mayor and Aldermen of the Report on Debt Obligation form for General Obligation Bonds, Series 2019. The attached form reflects the \$6,560,000 bonds approved on August 27, 2019.

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:	
Name:	City of Bartlett, Tennessee
Address	6400 Stage Road
	Bartlett, TN 38134
Debt Issue Name:	General Obligation Public Improvement Bonds, Series 2019
If disclosing Initially for a program, attach the form specified for updates, indicating the frequency required.	

2. Face Amount:	\$ 6,560,000.00
Premium/Discount:	\$ 1,216,125.45

3. Interest Cost:	2.3936 %	☒ Tax-exempt	☐ Taxable
☒ TIC	☐ NIC		
☐ Variable:	Index _____ plus _____ basis points; or		
☐ Variable: Remarketing Agent	_____		
☐ Other:	_____		

4. Debt Obligation:		
☐ TRAN	☐ RAN	☐ CON
☐ BAN	☐ CRAN	☐ GAN
☒ Bond	☐ Loan Agreement	☐ Capital Lease
If any of the notes listed above are Issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").		

5. Ratings:	
☐ Unrated	
Moody's <u>Aa1</u>	Standard & Poor's <u>AAA</u> Fitch _____

6. Purpose:	
	BRIEF DESCRIPTION
☒ General Government	100.00 % Public buildings and facilities, parks and road projects
☐ Education	_____ %
☐ Utilities	_____ %
☐ Other	_____ %
☐ Refunding/Renewal	_____ %

7. Security:	
☒ General Obligation	☐ General Obligation + Revenue/Tax
☐ Revenue	☐ Tax Increment Financing (TIF)
☐ Annual Appropriation (Capital Lease Only)	☐ Other (Describe): _____

8. Type of Sale:	
☒ Competitive Public Sale	☐ Interfund Loan _____
☐ Negotiated Sale	☐ Loan Program _____
☐ Informal Bid	

9. Date:	
Dated Date: <u>10/17/2019</u>	Issue/Closing Date: <u>10/17/2019</u>

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2020	\$ 205,000.00	5.0000 %	2031	\$ 345,000.00	4.0000 %
2022	\$ 215,000.00	5.0000 %	2032	\$ 360,000.00	4.0000 %
2022	\$ 225,000.00	5.0000 %	2033	\$ 375,000.00	4.0000 %
2023	\$ 235,000.00	5.0000 %	2034	\$ 390,000.00	4.0000 %
2024	\$ 245,000.00	5.0000 %	2035	\$ 405,000.00	4.0000 %
2025	\$ 260,000.00	5.0000 %	2036	\$ 420,000.00	4.0000 %
2026	\$ 275,000.00	5.0000 %	2037	\$ 440,000.00	4.0000 %
2027	\$ 290,000.00	5.0000 %	2038	\$ 455,000.00	4.0000 %
2028	\$ 300,000.00	5.0000 %	2039	\$ 475,000.00	4.0000 %
2029	\$ 315,000.00	5.0000 %		\$	%
2030	\$ 330,000.00	4.0000 %		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

☐ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 20,000	PFM Financial Advisors LLC
Legal Fees	\$ 0	
Bond Counsel	\$ 16,000	Bass, Berry & Sims PLC
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 650	U.S. Bank
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 31,000	S&P, Moody's
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 31,747	INTL FCStone Financial Inc.
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 5,000	i-Preo, The Commercial Appeal, Miscellaneous
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs	\$ 0	
TOTAL COSTS	\$ 104,397	

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:☐ No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent		
Paying Agent / Registrar	400	
Trustee		
Liquidity / Credit Enhancement		
Escrow Agent		
Sponsorship / Program / Admin		
Other		

13. Disclosure Document / Official Statement:☐ None Prepared☒ EMMA link<https://emma.msrb.org/IssueView/Details/ER393868> or☐ Copy attached**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?

☒ Yes ☐ No

Is there a continuing disclosure obligation agreement related to this debt?

☒ Yes ☐ NoIf yes to either question, date that disclosure is due Within 1 yr of FY endName and title of person responsible for compliance Dick Phebus, Finance Director**15. Written Debt Management Policy:**Governing Body's approval date of the current version of the written debt management policy 12/13/2011

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes ☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes ☐ No**17. Submission of Report:**

To the Governing Body: on _____ and presented at public meeting held on _____

Copy to Director to OSLF: on _____ either by:

☐ Mail to:

OR

☒ Email to:505 Deaderick Street, Suite 1600
James K. Polk State Office Building
Nashville, TN 37243-1402StateAndLocalFinance.PublicDebtForm@cot.tn.gov**18. Signatures:**

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	A. Keith McDonald <i>A. Keith McDonald</i>	Lillian Blackshear
Title	Mayor	Member
Firm		Bass, Berry & Sims PLC
Email	kmcdonald@cityofbartlett.org	lblackshear@bassberry.com
Date	10/17/2019	10/17/2019

Attachment: CT0253, Debt Obligation, Bond (2699 : CT0253 Bonds 2019)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 10/22/19 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

AGENDA ITEM

Appoint Mandy Young to the Historic Preservation Commission.

Mandy Young will fill the position vacated by Paul Kaiser. Her term will expire December 31, 2021. Paul Kaiser transferred from the Historic Preservation Commission to the Board of Zoning Appeals. Mandy Young will also remain on the Planning Commission.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

Appoint Paul Kaiser to Board of Zoning Appeals.

Paul Kaiser will fill the position vacated by Jeremy Stafford. His term will expire December 31, 2021. Paul is transferring off the Historic Preservation Commission with this appointment but will remain on the Planning Commission.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 10/22/19 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Penny Medlock
Department Head: A. Keith McDonald

AGENDA ITEM

Appoint Penny Medlock as Public Records Request Coordinator.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: A. Keith McDonald

Appoint Jeff Cox as Chief of Police, effective January 4, 2020.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 10/22/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: A. Keith McDonald

Proposal to rename the Banquet Hall at the Bartlett Station Municipal Center to the Rainey Banquet Hall in honor of Jay and Jeanette Rainey.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2693)

Meeting: 10/22/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2693

Resolution 35-19, a resolution to accept a grant from the State of Tennessee Highway Safety Office in the amount of \$20,000 and amend the Fiscal Year 2020 Grant Fund Budget to appropriate the grant funds.

WHEREAS, the Police Department did apply for and receive a 100 percent funded grant from the State of Tennessee Highway Safety Office in the amount of \$20,000 for overtime costs and operating expenses for the 2019-2020 State and Community Highway Safety Grant; and

WHEREAS, it is necessary to accept the grant and amend the Fiscal Year 2020 Grant Fund budget to appropriate the grant revenues and expenditures; and

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the State of Tennessee Community Highway Safety Office Grant in the amount of \$20,000 is accepted and the Fiscal Year 2020 Grant Fund Budget shall be amended to appropriate the grant as follow:

Org Code	Object Code	Project	Description	Expenditure	Revenue
13142100	994	02120	Transfers to Gen Fund	20,000.00	
13130000	33683	02120	TDOT Grants		20,000.00
11042100	122		Overtime Wages	16,200.00	
11042100	163		Travel	2,000.00	
11042100	341		Supplies	1,800.00	
11042100	36705		Transfers from Grant		20,000.00

Adopted this day of October 22, 2019

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Penny Medlock, City Clerk