



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, OCTOBER 14, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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 Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Historic Preservation Commission, October 20 at 7 p.m.

BPACC Advisory Board, October 21 at 6 p.m.

Design Review Commission, October 21 at 7 p.m.

RECOGNITIONS

Firefighter Promotion

Matt Henry was promoted to Paramedic Lieutenant from Paramedic. Lt. Henry has worked for the City for eight years.

Donation presentations to Bartlett Education Foundation

The Mayor's Youth Council presented the Bartlett Education Foundation's president Jason Sykes with a check for \$665. The Council raised the funds with a dunk tank at the Bartlett Festival. The City presented a check for \$1,225 to Mr. Sykes. The funds were raised from hot air balloon rides during the festival.

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

Mayor McDonald reported an emergency expenditure of \$28,684.26 for flood cleanup from the September 11, 2014 flood at the Bartlett Station Municipal Center.

MINUTES ACCEPTANCE

Minutes of the September 23, 2014 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

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 14-08, an ordinance to amend Ordinance 98-15.

No one spoke for or against this ordinance

RESULT:	CLOSED
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UNFINISHED BUSINESS

- I **Third Reading of Ordinance 14-08, an ordinance to amend Ordinance 98-15. (Rick McClanahan, Director of Engineering)**

Mr. McClanahan explained that this ordinance serves to update the City's subdivision contract and fee structure for the North Annexation Area. The original ordinance was approved in 1998. The fee structure will now reflect current fees and, from this point forward, be amended via the annual budget ordinance.

Mr. McClanahan noted that Section 6 to add that credits can be assigned to the land being developed.

RESULT:	APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

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

- I **Special event permit for the Ashley Scott 5K Race. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, October 18 from 6 to 9:30 a.m. The race will begin and end at Bartlett Baptist Church.
- 2 **Special event permit for Ellendale Baptist Church Fall Festival. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, October 31 from 5:30 to 8:30 p.m. on the church campus.

- 3 Repair for filter at Germantown Road Water Plant. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lowest bid from Ronald Franks Construction in the amount of \$98,444.12, plus a contingency amount of \$10,000.00 for a total cost of \$108,444.12. Funds are available in Account 312.48312.780.720.
- 4 Well at Ardie Road Water Plant. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lower bid from Layne Christensen Company in the amount of \$513,000, plus a contingency amount of \$80,000 for a total cost of \$593,000. Funds are available in Account 312.48312.780.719.
- 5 Aerator Calibration and Incidental Work to start operation of new well. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lowest, qualified bid from Ronald Franks Construction in the amount of \$267,783.28, plus a contingency amount of \$40,200 for a total cost of \$307,983.28. Funds are available in Accounts 312.48312.780.719 and 312.48312.780.70315.
- 6 Resurfacing of the Bartlett Justice Center's parking lot. (Gary Rikard, Chief of Police)**
Recommend using the City's FY15 contract asphalt paving (Lehman-Roberts) and pavement marking (Trafmark) companies to resurface and re-stripe the Justice Center's parking lot. This project will cost \$72,000. Funds are available in Account 311.48311.780.212.
- 7 Bid for three 2015 Ford Taurus vehicles. (Gary Rikard, Chief of Police)**
Recommend accepting the sole bid from Auto Nation Ford Memphis at a cost of \$23,300.00 each, for total cost of \$69,900.00. Funds are available in Account 129.48129.935.
- 8 Bid for one 2015 Model 33,000 GVWR Truck with 9-Yard Flat Bed. (David Thompson, Director of Parks and Recreation)**
Recommend accepting the lower bid from Scruggs Equipment Co. at a total cost of \$81,344. Funds are available in Account 311.4.47.47048311.785.50715.
- 9 Bid for one 7050 GVWR 2015 Model Super-Cab Pickup with a 6.5' Bed. (David Thompson, Director of Parks and Recreation)**
Recommend accepting the sole bid from AutoNation Ford Memphis at a cost of \$21,768.00.
Funds are available in Account 311.48311.785.50715.
- 10 Bid for one 2015 Model XLT F150 Super Cab Pickup with 6.5-foot bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lower bid from Golden Circle Ford at a cost of \$24,939.00. Funds are available in account 122.48122.935.

- I1 Bid for one 2015 Model 6750 GVWR Regular Cab, 2-Wheel Drive Pickup with 8-foot Bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lower bid from Golden Circle Ford at a cost of \$19,877.00. Funds are available in Account 510.51300.935.
- I2 Bid for one 2015 Model Compact Track Loader with Vertical Lift Arms. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lower bid from Williams Equipment at a cost of \$55,295.00. Funds are available in Account 311.48311.785.30715.
- I3 Bid for one 2015 Model F350 XL Super duty/Super cab truck with 9-foot Utility Crane Bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Auto Nation at a cost of \$43,027.00. Funds are available in Account 510.51300.935.
- I4 Bid for two 2015 Model 33,000 XL GVWR Trucks with 9-Yard Dump Bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Scruggs Equipment at a cost of \$81,019.00 each, with a total cost of \$162,038.00. Funds are available in Accounts 510.51300.935 and 311.48311.785.30715.
- I5 Bid for two 2015 Ford four-door Explorer XLT vehicles. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Golden Circle Ford at a cost of \$28,142.00. The total cost will be \$56,284.00. Funds are available in Account 311.48311.785.30715.
- I6 Planning Commission Report for October 2014. (Terry Emerick, Director of Planning and Economic Development)**

Item 1 - Rezoning of approximately three acres from office/commercial to RS-18 (residential) for the expansion of Ave Maria nursing home/assisted living.

Item 2 - Special use permit for the expansion of Ave Maria nursing home/assisted living.

NEW BUSINESS

- I Cancel the first Board of Mayor and Aldermen meeting in November and second meeting in December. (A. McDonald, Mayor)**

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

- 2 **Set a public hearing for November 25, 2014 for Resolution 30-14, a Resolution Approving a Special Use Permit for a Nursing Home/Assisted Living Facility to be expanded and located adjacent to the existing facility on the East Side of Charles Bryan Rd in the Bartlett Oaks Office Park Subdivision between Summer Oaks and Charles Bryan Road. (Terry Emerick, Director of Planning and Economic Development)**

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 3 **Resolution 34-14, A resolution to accept a grant from the State of Tennessee Highway Safety Office in the amount of \$66,219.20 for a 2015 Multiple Violations Traffic Grant and amend the Fiscal Year 2015 Budget to appropriate the grant funds. (Dick Phebus, Director of Finance)**

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Emily Elliott, Alderman
SECONDER: Jack Young, Vice Mayor
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 4 **Resolution 35-14, a resolution to donate surplus personal property to the Bartlett City Schools. (Dick Phebus, Director of Finance)**

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: Paula Sedgwick, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 5 **First Reading of Ordinance 14-09, an Ordinance to Rezone from O-C to RS-18 Property on the East Side of Charles Bryan Road. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick noted that this rezoning ordinance is part of the Ave Maria nursing home/assisted living facility expansion.

RESULT: **APPROVED ON FIRST READING [UNANIMOUS] Next: 10/28/2014 7:00 PM**
MOVER: Jack Young, Vice Mayor
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

Kim Dyer thanked City staff for their support of this year's Bartlett Farmers' Market.

David Neyman, 3075 Court, is a former police officer for Bartlett. He suspects misconduct of a current officer.

Charles Warrington, 4135 Canna Hill Court, voiced concern about the September flooding. He said since purchasing his home he has spent more on flood cleanup than he paid for the house. He wants the City to have a relief center for victims of recurrent flooding.

Fire Chief Terry Wiggins announced that the Annual Volunteer Firefighters Pancake Breakfast raised about \$8,000. The funds will be donated to Dream Factory, Ronald McDonald House and used to make food baskets for the needy at Christmas.

ADJOURNMENT

Meeting adjourned at 7:30 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, SEPTEMBER 23, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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 Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Bartlett Station Commission, October 1 at 7:30 a.m.

City Beautiful Commission, October 2 at 7 p.m.

Planning Commission, October 6 at 7 p.m.

Family Assistance Commission, October 6 at 7 p.m.

Parks and Recreation Advisory Board, October 9 at 7 p.m.

Bartlett Historical Society, October 13 at 7 p.m.

RECOGNITIONS

Cub Scout Pack 241 attended the meeting as part of earning their Citizenship Pins.

Mayor's Youth Council

The Board recognized this year's Mayor's Youth Council, which will be raising money to attend the National League of Cities Conference in Washington DC in March 2014.

Gloria Bowens, senior at Bartlett High

Austin Brown, sophomore at Bolton High

Tyler Brown, freshman at Bartlett Ninth Grade Academy

Madeline Demetriou, sophomore at Bartlett High

Bria Dodd, eighth grader at Appling Middle

Emily Dowty, sophomore at Bolton High

Anna Elmore, junior at Bolton High

Haley Elmore, freshman at Bartlett Ninth Grade Academy

Cheyen Gregory, freshman at Bartlett Ninth Grade Academy

Emily Jones, senior at Bartlett High

Libby Claire McGhee, eighth grader at St. Ann

Ellen McLeod, eighth grader at Appling Middle

Minutes Acceptance: Minutes of Sep 23, 2014 7:00 PM (MINUTES ACCEPTANCE)

Andrea McMahan, eighth grader at Appling Middle
 Ryan McVay, seventh grader at Elmore Park
 Joey Rodriguez, sophomore at Memphis University School
 Sarah Ryan, junior at St. Benedict
 Aaron Shankle, seventh grader at Elmore Park
 Madeline Strickland, freshman at Bartlett Ninth Grade Academy
 Justyce White, sophomore at Bolton High

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

MINUTES ACCEPTANCE

Minutes of the September 9, 2014 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

UNFINISHED BUSINESS

I Second Reading of Ordinance 14-08, an ordinance to amend Ordinance 98-15. (Rick McClanahan, Director of Engineering)

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 10/14/2014 7:00 PM
MOVER:	Emily Elliott, Alderman	
SECONDER:	Jack Young, Vice Mayor	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

CONSENT AGENDA

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

- I Special event permit for the Tennessee Baptist Children's Home Annual Fall Festival. (Jim Brown, Director of Code Enforcement)**
 The event will be held on Saturday, October 18 from 9 a.m. to 2 p.m. at the children's home.
- 2 Special event permit for New Hope Christian Church's Fallapalooza Fall Festival. (Jim Brown, Director of Code Enforcement)**
 The event will be held on Sunday, October 19 from 3 to 6 p.m. on the church campus.

Minutes Acceptance: Minutes of Sep 23, 2014 7:00 PM (MINUTES ACCEPTANCE)

3 Proposal for Engineering and Administration of Disaster Recovery Grant. (Rick McClanahan, Director of Engineering)

Recommend approving the proposed project design and grant administration for a repair along Fletcher Creek and a reworking of the headwall at Stage near the library due to 2011 flooding from Barge Waggoner Sumner and Cannon. This project will be paid for 100 percent by a Disaster Recover Grant.

4 Purchase of file server hardware. (Dick Phebus, Director of Finance)

Recommend purchase of file server hardware from pre-negotiated government contract vendors. File server replacement is needed to accommodate MUNIS financial software upgrade. Funds are available in Accounts 123.48123.255 and 123.48123.933.

5 Purchase of 12 2014 Dodge Chargers. (Gary Rikard, Chief of Police)

Recommend purchasing 12 Dodge Chargers from Chrysler Jeep of Columbia, Tenn. via the State's bid list for \$23,616.00 each. The total cost is \$283,392. Funds are available in multiple accounts.

6 Bid for Basketball Uniforms for 2014 Season. (David Thompson, Director of Parks and Recreation)

Recommend accepting the lowest bid from The Awards Place at a cost \$18.92 per uniform, with a total cost of \$10,879. Funds are available in Account 11044200.335.

7 Softball Tournament requests for 2014. (David Thompson, Director of Parks and Recreation)

8 Residential Subdivision Contract for Alexander Hodge Subdivision. (Rick McClanahan, Director of Engineering)

The developer, Anthony Alexander, will pay \$7,929.00 in City fees. The bond is set for \$76,296.00.

NEW BUSINESS

1 Re-Appoint Deidre Seymour to the Bartlett Arts Council. (A. McDonald, Mayor)

Ms. Seymour's term will expire September 30, 2016.

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

2 Resolution 33-14, a resolution to accept a Bulletproof Vest Partnership Grant from the U.S. Department of Justice FY14 Programs in the amount of \$6,282.57 and to amend the Fiscal Year 2015 Grant Operating Budget to appropriate the funds. (Dick Phebus, Director of Finance)

The U.S. Department of Justice Bulletproof Vest Partnership Grants is in the amount of \$6,282.57.

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

3 Resolution 31-14, a resolution to accept a 2011 CDBG Disaster Grant in the amount of \$1,000,000 from the State of Tennessee and to amend the Fiscal Year 2015 Grant Operating Budget to appropriate the funds. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this grant is 100 percent reimbursable, which means the City needs to record the revenue and expense. This grant is to repair damage from the 2011 flood.

Alderman Pleasant asked if the projects have been planned. Mr. McClanahan explained that the projects had to be described within the grant application, and therefore, were pre-planned.

Alderman Parsons asked if the \$193,000 grant administration cost was included in the reimbursable portion. Mr. McClanahan said that yes, it is.

Mr. McClanahan noted that the two projects are stabilizing the bank and protecting a sewer line on Appling Road near the water tank, and the second is modifying the wing wall and head wall to help curb flooding near the Library.

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

4 Resolution 32-14, a resolution to write off outstanding checks receivable resulting from uncollectable bad checks payable to the City of Bartlett. (Dick Phebus, Director of Finance)

Mr. Phebus noted that this resolution will write off uncollectable, returned checks dating back to 1998.

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

OPEN DISCUSSION

Fire Chief Terry Wiggins announced the 34th annual Volunteer Firefighters Pancake Breakfast will be held Saturday, October 11 at Bartlett Station Municipal Center from 7 to 11 a.m.

Debbie Morrison, Director of Community Relations stated that the Bartlett Festival will be this weekend at W.J. Freeman Park. She also announced that this year's City Christmas ornament will be the Bartlett City Schools' logo.

Police Lt. Todd Halford announced a drug take-back event Saturday, September 27 from 10 a.m. to 2 p.m. at the Kroger on Highway 70.

Rick McClanahan, Director of Engineering, stated that a public hearing for the Metropolitan Planning Organization will be held at City Hall Wednesday, September 24 at 5:30 p.m. to discuss the Regional Transportation Livability Plan.

ADJOURNMENT

Meeting adjourned at 7:21 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Sep 23, 2014 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 1330)

Meeting: 10/14/14 07:00 PM

Department: Engineering

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Rick McClanahan

Sponsors:

DOC ID: 1330 A

Ordinance 14-08, an ordinance to amend Ordinance 98-15.

BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, as follows:

Section 1. In the North Basin ~~(as set forth on the attached plat)~~, the maximum overall density shall be two lots per acre as a general rule. *Note: See North Basin area map.*

Section 2. A looped water system and sewer outfall system will be designed and installed by the developers in the North Basin. *Note: Creditable Water Lines and Sewer Line map.*

Section 3. A dry sewer system is required to be ~~installed~~ *designed and paid for* by the developer at the developer's expense where septic tanks are being used. ~~(This does not apply to one-lot subdivisions.)~~ *The developer will complete the design and pay the in-lieu construction costs to the City of Bartlett with appropriate easements.*

Section 4. Amend the Residential Subdivision Contract, Water Extension Contract, and Sewer Extension Contract fee page as follows: ~~(See attached fee page.)~~ as adopted in latest approved yearly budget.

These new fees will apply to any development construction plans submitted ~~and accepted by the Planning Department prior to May 25, 1993~~ for subdivision contracts after the budget approval in the new budget year.

Section 5. All lots and dwelling units being served by the City of Bartlett sewer lagoon or waste water treatment plant will be included in the new sewer tap fee.

All lots and/or dwelling units being served by the Bartlett water system will be subject to the new water tap fees. ~~The existing sewer contract with Leader Enterprises shall remain in effect at the current sewer rates.~~

Section 6. The offsite water loop extension and sewer outfall costs will be determined and approved by the Bartlett City Engineer for bonding and calculations of credits if any are due. Sewer tap fees, water tap fees, and water plant expansion fee can only be applied as credit for appropriate system construction cost. If construction costs exceed the credit allowance, the developer will be required to absorb these expenses. Construction of work other than the loop water mains and sewer outfalls shown on the map attachment to Ordinance ~~93-15~~ will not be eligible for credits. Carryover of these credits will only be allowed for developments of the same company and are nontransferable or ~~assignable~~ *are directly assigned to the land being developed under the master plan.*

Section 7. Developer will pay at his expense for all water and sewer mains at the size determined by the City Engineer and pay the fees as outlined in ~~Section 4~~ *the subdivision contract*.

~~**Section 8.** Engineering and inspection fees will not be waived. No direct expenses incurred by the City of Bartlett will be waived.~~

~~**Section 9 8.** Commercial sewer rates will be at the rates established by Ordinance 92-2 and 92-17 or \$1,750.00 per acre or \$25 per front foot or as amended by the City's fiscal budget.~~

BE IT FURTHER ORDAINED that all Ordinances heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Ordinance.

BE IT FURTHER ORDAINED that this Ordinance take effect from and after its final passage, the public welfare requiring it.

First reading September 9, 2014

Second reading September 23, 2014

Third reading October 14, 2014

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

A. Keith McDonald
Mayor

Stefanie McGee, City Clerk

HISTORY:

09/09/14 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 09/23/14

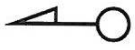
09/23/14 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 10/14/14

RESULT: **APPROVED ON THIRD AND FINAL RE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

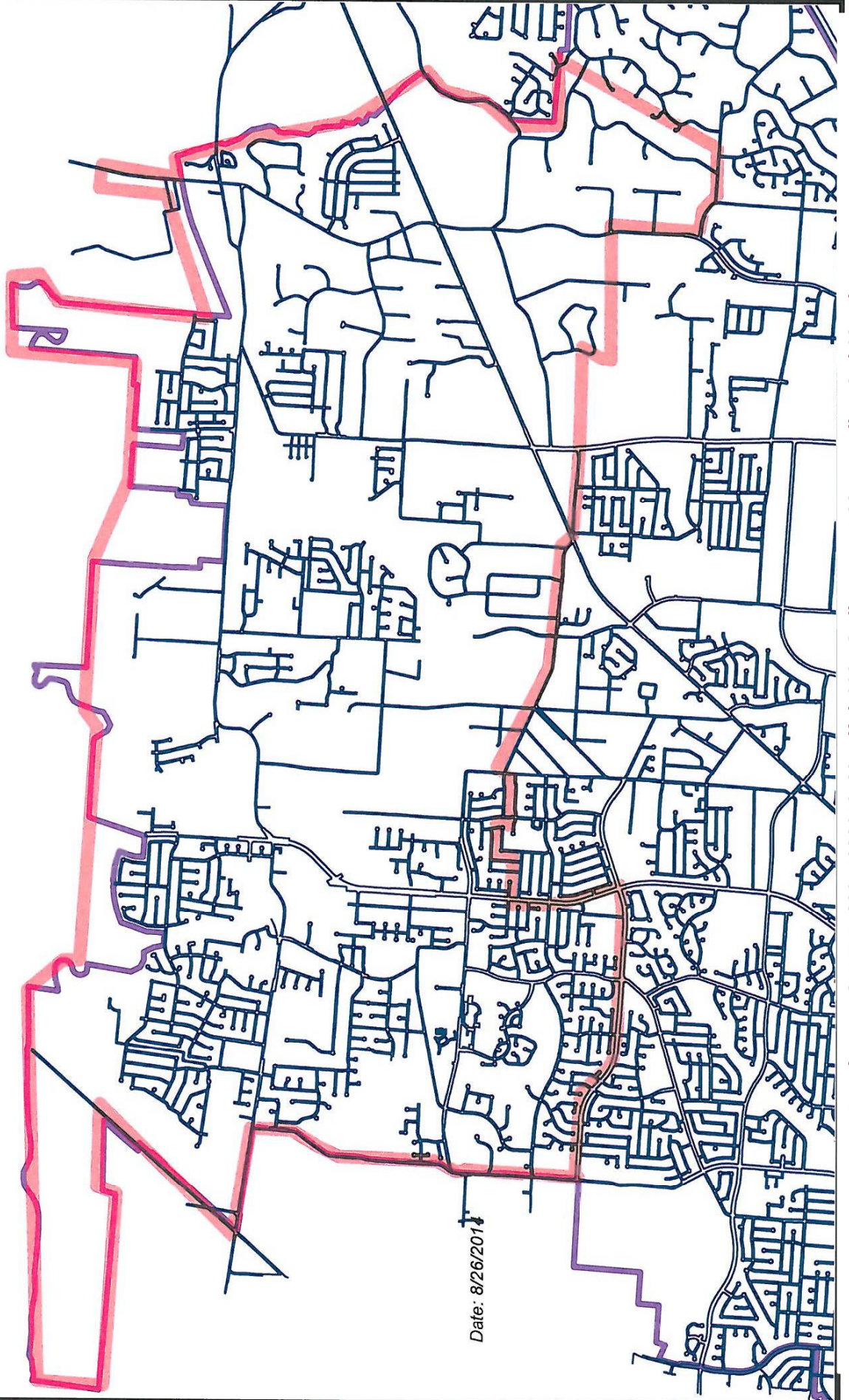
SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Legend

 NORTH BASIN AREA

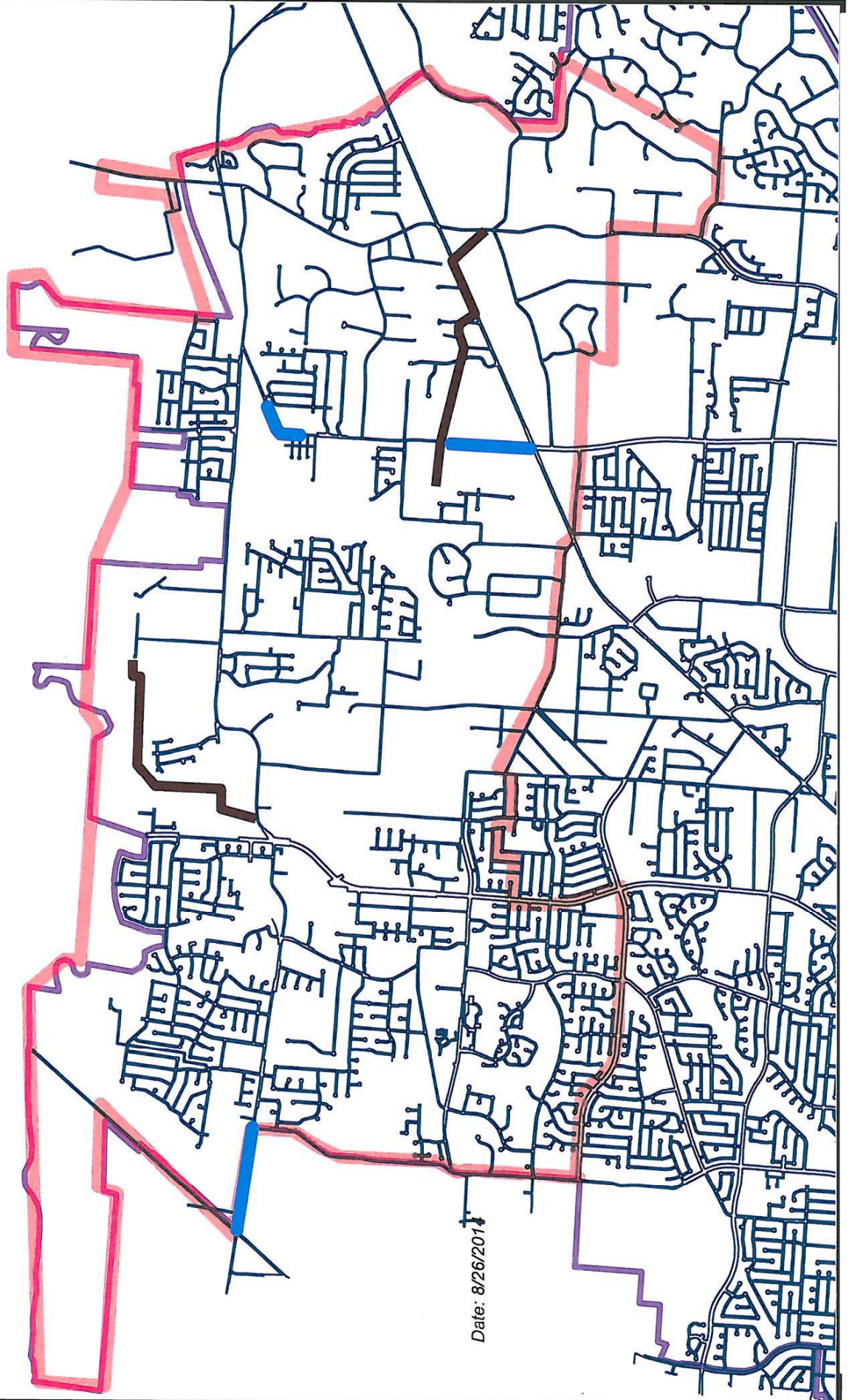


Date: 8/26/2014



Legend

-  CREDITABLE WATER LINES
-  CREDITABLE SEWER LINES
-  NORTH BASIN AREA



Date: 8/26/2011

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 10/14/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for the Ashley Scott 5K Race.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Bobby Simmons, Alderman**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



64.00

385-6434

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



3465 Kirby Whitten Rd.
 Address

38135
 Zip Code

October 18, 2014
 Dates of the Event

6 AM to 930 PM
 Hours of the Event

Ashley Scott 5K Race
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Bartlett Baptist Church
 Property Owner

Bolton High School
 Special Event Permit Applicant

7323 Brunswick - Arlington
 Address of Applicant
 TN

901-873-8150
 Phone Number

901-829-2435
 Fax Number

38002

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

64.00 Total

Deborah ON
 Responsible Person

9-3-14
 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.

Attachment: Ashley Scott 5K Race-2014 (1357 : Ashley Scott 5K Race)

Special Event Checklist

Event: Ashley Scott Memorial 5K Race

Location: Bartlett Baptist Church

Dates: October 18, 2014

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 1 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			✓	<i>Type 3 outdoor sales</i> 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 border="1"> <thead> <tr> <th>Type of Special Event</th> <th>Duration</th> </tr> </thead> <tbody> <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> </tbody> </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	
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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.	
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.	parking at church
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.	we clean up
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.	

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Attachment: Ashley Scott 5K Race-2014 (1357 : Ashley Scott 5K Race)

	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		N/A	Limitations on signs.	
23	✓		Temporary arrangements for parking and traffic circulation.	police helping
24		N/A	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		N/A	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		N/A	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.	police helping
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.	

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Attachment: Ashley Scott 5K Race-2014 (1357 : Ashley Scott 5K Race)

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.

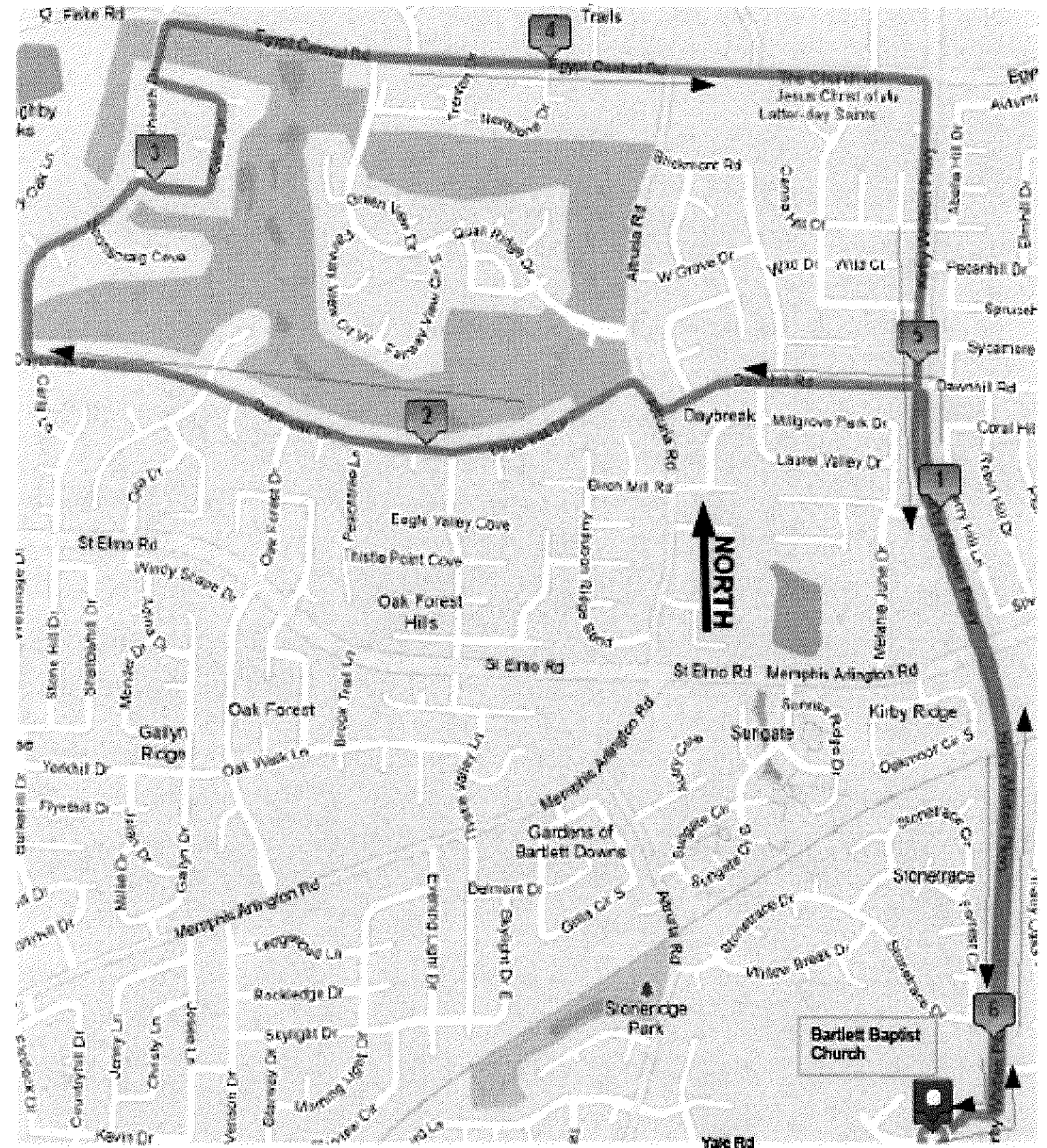
The application shall set forth and contain the following information:

	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.	

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Attachment: Ashley Scott 5K Race-2014 (1357 : Ashley Scott 5K Race)





3060 South Church Street P.O. Box 286
 Burlington, North Carolina 27216
 (Local) 336-584-8892
 (Toll-Free) 800-334-5579
 (FAX) 336-584-8880
 (Claims FAX) 336-538-0094

Binder Summary Sheet

Insured:

The Ashley Scott Memorial 5K , Race, Bolton High
 School
 c/o Deborah Williams
 7323 Brunswick Road
 Arlington, TN 38002

Producer:

4130754
 Brooks McDonald Insurance Agency
 5820 Stage Rd
 Ste 3
 Bartlett, TN 38134
 Producing Agent: Allen Keith McDonald

Insurer:

Nautilus Insurance Company

Effective/Expiration Date: 10/18/2014 to 10/19/2014

Term: One Day

Binder ID: KBWFB-Q

State: TN

Percent Earned: 100%

In accordance with your instructions, we have bound the following General Liability coverage; provided we receive a properly completed application and a premium payment within 12 days of the effective date shown above.

Comments: Premium quoted includes charge for additional insured.
 Excludes Athletic Participants

General Liability:

\$ 2,000,000 General Aggregate
 \$ Included Products/Completed Operations Aggregate
 \$ 1,000,000 Personal Injury/Advertising Injury
 \$ 1,000,000 Each Occurrence Limit
 \$ 50,000 Damage to Premises Rented to You
 \$ 1,000 Medical Payments
 \$ **500 BI/PD Deductible Per Claimant

39078 - Runathons
 Days 1

49950 - Additional Insured
 Units 1

* Excludes Professional, Nuclear Energy, War, Punitive, Exemplary, Asbestos, Silica, Lead, Toxic Substances, Total Pollution, Radon Gas, Subsidence, Mold, Spores, Fungus, Known Injury or Damage, Exclusion - Losses, Claims and Litigation Preceding Inception of Policy, Property Damage Claims in Progress, Participants, Assault & Battery, Abuse or Molestation, Liquor, Communicable Disease, Cancer, Employment Related Practices, Leased Workers, Voluntary Labor, Electromagnetic Fields, Injury To Contractors / Independent Contractors / Subcontractors, Radioactive Contamination, New Entities, Hired & Non Owned Auto, Year 2000 Computer Related and Other Electronic Problems, Violations of Statutes That Govern E-Mails / Fax / Phone Calls. Classification & Contractual Liability Limitations and Minimum and Deposit Premium Endorsement Apply. Terrorism is excluded unless coverage is purchased per the requirements of the Terrorism Risk Insurance Program Reauthorization Act of 2007. This list is for informational purposes only and does not intend to represent the entire list of forms and/or endorsements that may be attached to any policy issued as a result of this quotation.
 Total Liquor Liability Exclusion Applies.

Location 1: 3465 Kirby Whitten Road, Bartlett, TN 38135

Attachment: Ashley Scott 5K Race-2014 (1357 : Ashley Scott 5K Race)

Code: 39078, Runathons, No alcohol

Coverage Type	Basis	User Adj. Rate
GL	\$1	71.9280

Code: 49950, Additional Insured, Special Event

Coverage Type	Basis	User Adj. Rate
Units	1	25.0000

We have bound General Liability coverage provided we receive a properly completed application and a premium payment within 12 days of the effective date shown above. Please return a copy of this binder with your net premium check to TAPCO. Failure to remit the net premium within 12 days of the effective date shown above will nullify and void this binder.

Please note that this binder is for temporary insurance for a twelve-day period. This binder exists on its own terms and expires on its own terms. When a binder expires on its own terms, no coverage exists thereafter. Requirements for notice of cancellation to insureds do not apply to expired binder.

All applications to be completed have been attached to this account. Please note should any additional information/application be needed, it will be requested at the time of issuance.

Any policy issued subsequent to this binder will be per the terms, coverages, limits and forms outlined in this binder. Differences in terms, coverages, limits and forms received on any application will NOT revise, change or update the policy at time of issuance. Any changes to this binder and any subsequent policy must be requested in writing by a separate request and any changes must be made by endorsement.

The insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as a surplus lines coverage pursuant to the Tennessee insurance statutes.

Nautilus Insurance Company, 7273 EAST BUTHERUS DRIVE, Scottsdale, AZ 85260

GL Premium:	\$250.00
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Premium:	\$250.00
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Total Premium:	\$250.00
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Policy Fee:	\$50.00
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Tax:	\$15.00
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Total:	\$315.00
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Binder ID: KBWFB-Q

**Board of Mayor and Aldermen**

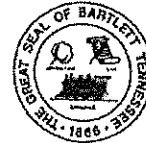
6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 10/14/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Ellendale Baptist Church Fall Festival.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Bobby Simmons, Alderman**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



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

3861 Broadway Rd, Ellendale 38029
 Address Zip Code
Friday October 31, 2014 5:30pm - 8:30pm
 Dates of the Event Hours of the Event
Fall Festival
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Ellendale Baptist Church
 Property Owner
Lynn Butler (Ellendale B.C.) same
 Special Event Permit Applicant Address of Applicant
901-386-4676 901-386-1096
 Phone Number Fax Number

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

64.00 Total

[Signature]
 Responsible Person

9-25-14
 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.

Attachment: ELLENDALE BAPTIST CHURCH FALL FESTIVAL-2014 (1358 : Ellendale Baptist Church Fall Festival)

Special Event Checklist

Event: Fall Festival
 Location: Ellendale Baptist - Shepherds Field
 Dates: Friday October 31, 2014

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 1 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			X	<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			X	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			X	<i>Type 3 outdoor sales</i> 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		X		<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			X	The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		X		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		X		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		X		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		X		<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	
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11			X	<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			X	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		X		<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			X	<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		X		<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		X		<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		X		<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		X		<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			X	<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			X	<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		X		<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		X	Limitations on signs.	
23		X	Temporary arrangements for parking and traffic circulation.	
24		X	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		X	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		X	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		X	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		X	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		X		Name and address of the applicant.	
30		X		Names and address of the owner of the premises on which the proposed event is to be held.	
31			X	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32		X		Description of the site on which the proposed event is to be held.	
33		X		Date of the proposed event.	
34		X		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		X		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		X		Location and number of proposed temporary public toilets.	
37			X	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			X	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.	



CERTIFICATE OF LIABILITY INSURANCE

DATE
3/18/2014

8.2.a

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 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 Cossio Insurance Agency PO Box 188 Simpsonville, SC 29681 (864) 888-0121	Contact Name: Catherine Walton Phone (A/C, No, Ext): 9017548907 E-Mail: cathy@bouncefunvents.com Per (A/C, No): 8017548117
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: Bounce N Fun Event Rentals LLC Bounce N Fun 1016 West Poplar, Suite 106 & 115 Collierville, TN 38017	INSURER(S) AFFORDING COVERAGE INSURER A: United States Fire Insurance Company INSURER B: Riverport Insurance Company (MINNEAPOLIS, MN) INSURER C: INSURER D: INSURER E:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

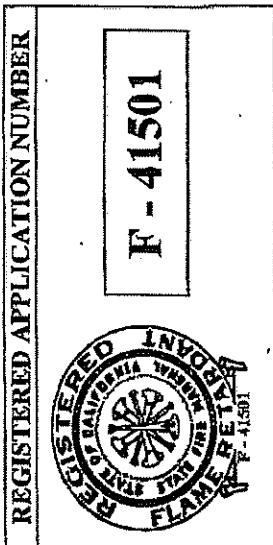
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

INSTR	TYPE OF POLICY	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ ☐ GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	☒		SRPGP1010413 USP134140	12/7/2013	12/7/2014	Per Occurrence \$1,000,000.00 General Aggregate \$2,000,000.00 Products/Completed Operations \$2,000,000.00 Personal and Advertising Injury \$1,000,000.00 Medical Expenses \$5,000.00 Deductible \$0.00 Fire Legal Liability \$300,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐						COMBINED SINGLE LIMIT (Eg accident) \$ BODILY INJURY (Per Person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						
B	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	WC419202381701	6/25/2013	6/25/2014	PER STATUTE Each Accident \$1,000,000.00 Disease Aggregate \$1,000,000.00 Disease Per Employee \$1,000,000.00
A	Accident Medical			US166864	12/7/2013	12/7/2014	Maximum Medical Benefit per Claim \$10,000.00 Accidental Death/Dismemberment B \$10,000.00 Dental Benefit Included Deductible \$0.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Party Equipment Rentals Operations located at 1016 W. Poplar, Ste 106 & 116 Collierville, TN 38017. Certificate Holder As Additional Insured
Amusement devices on file with the company for special event(s) dated 4/1/2014 to 12/7/2014 located at 3861 Broadway Road, Bartlett, TN 38135

CERTIFICATE HOLDER: Ellendale Baptist Church 3861 Broadway Road Bartlett, TN 38135	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
--	---

CERTIFICATE OF FLAME RESISTANCE



TRADE NAME
of
FLAME-RESISTANT FABRIC

F/R SEA TEX

ISSUED BY

SEATTLE TEXTILE COMPANY
3434 2nd Avenue South
Seattle, WA 98134

This is to certify that the materials described below have been flame-retardant treated
(or are inherently nonflammable) and were supplied to: **Jumpions**

Description: 61" 18oz "F/R" SEA TEX Matte

Style: AS-4 (M) (FR) Item #: VI-ST18-061-XXM

Color(s):

Certification is hereby made that:

The articles described on this certificate have been made from a flame-resistant fabric Registered and approved by the California State Fire Marshal, equal to or exceeds CSFPM, NFPA 701 - Test 1 (Small Scale), NFPA 701 - Test 2 (Large Scale), CPAI-84, & NYC MEA

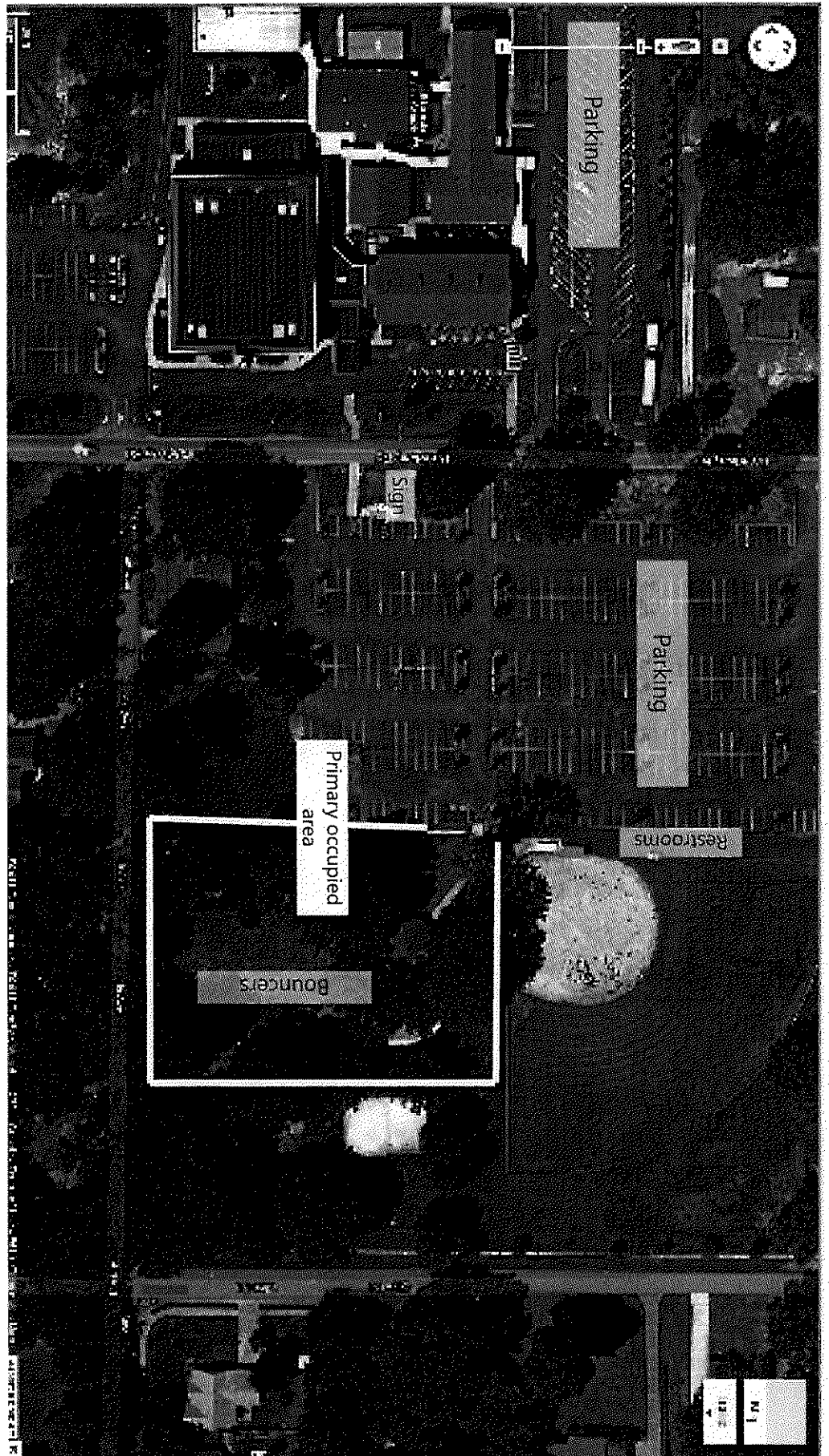
The Flame Retardant Process Used **WILL NOT** Be Removed By
Washing And Is Effective For The Life Of The Fabric

SEATTLE TEXTILE COMPANY

Name of Applicator of Flame Resistant Finish

Signed: Scott Kaczmarek

Certification Specialist - Scott Kaczmarek / Seattle Textile Company



The "Shepherd's Field" area of Ellendale Baptist Church will be the area primarily occupied at the special event on October 31, 2014. It includes open grassy areas with a pavilion and baseball field.



presents

Family Fall Festival

Games

October 31

Bouncers

Trunk-A-Treat
for Kids

6pm-8pm

ebcbaptist.org

Free Food



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Repair for filter at Germantown Road Water Plant.

The Germantown Road Water Plant Filter #3 Repair was advertised in *The Commercial Appeal* on Thursday, August 28, 2014.

On Thursday, September 26, 2014 the City of Bartlett bid repairs to Filter #3 at the Germantown Road Water Plant. Four companies picked up bids for this work and provided bids as outlined:

Ronald Franks Construction *	\$ 98,444.12
Tech Coat, Inc	\$102,223.00
Chris-Hill Construction	\$125,700.00
J.S. Haren Company	\$129,000.00

* Low Bid

Attached is the recommendation to award the bid to Ronald Franks Construction.

Please award the contract to Ronald Franks Construction for \$98,444.12 with a contingency amount of \$10,000.00 for a total of \$108,444.12.

Funding to come from account # 312.48312.780.720 with a budget of \$110,000.00.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



September 26, 2014

The Honorable A. Keith McDonald, Mayor
City of Bartlett TN
6400 Stage Road
Bartlett, TN 38134

RE: Bartlett Water Treatment Plant Filter No. 3 Repair

A2H#: 14210

Dear Mayor McDonald:

This is to inform you that the bids have been reviewed for completeness. It is recommended that **Ronald Franks Construction Company, LLC of Savannah, Tennessee** be awarded the contract as listed below:

Total Base Bid	\$ 98,444.12
-----------------------	---------------------

The bid tabulation is attached for your convenience.

Sincerely,

A2H, INC.

Ryan McDaniel, PE
Senior Structural Engineer – Manager, Associate

Attachment: agenda.pdf (1362 : Germantown Road Water Plant Filter #3 Repair)



ENGINEERS ARCHITECTS PLANNERS

A2H, INC.
3009 DAVIES PLANTATION ROAD
LAKELAND, TN 38002
PH# 901-372-0404

UNIT PRICE BID TABULATION
BARTLETT WATER TREATMENT PLANT FILTER NO. 3 REPAIR
CITY OF BARTLETT TN
A2H# 14210

Thursday, September 26, 2014

Item #	Description	Quantity	Unit	Ronald Franks Construction		Tech Coat, Inc.		Chris-Hill Construction		J.S. Haren Company	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	PIPE PENETRATION REPAIRS	2	EA	\$2,498.99	\$4,997.98	\$1,909.00	\$3,818.00	\$700.00	\$1,400.00	\$250.00	\$500.00
2	PATCH REPAIRS	81	SF	\$59.07	\$4,784.67	\$157.00	\$12,717.00	\$80.00	\$6,480.00	\$15.00	\$1,215.00
3	CRACK REPAIRS	4	LF	\$1,194.97	\$4,779.88	\$417.00	\$1,668.00	\$375.00	\$1,500.00	\$50.00	\$200.00
4	REMOVAL OF EXISTING FILTER MEDIA	1	LS	\$5,423.94	\$5,423.94	\$4,200.00	\$4,200.00	\$9,420.00	\$9,420.00	\$20,500.00	\$20,500.00
5	REMOVAL OF EXISTING CLAY UNDERDRAINS	1	LS	\$11,359.03	\$11,359.03	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00
6	APPLY COATING TO FILTER SURFACE	840	SF	\$6.38	\$5,359.20	\$5.50	\$4,620.00	\$17.50	\$14,700.00	\$2.00	\$1,680.00
7	INSTALL NEW CLAY UNDERDRAINS (INCLUDES GROUT, ANCHORAGE, FLUME BLOCKS, STANDARD BLOCKS, ETC.) COMPLETE AND IN PLACE	180	SF	\$264.67	\$47,640.60	\$250.00	\$45,000.00	\$355.00	\$63,900.00	\$300.00	\$54,000.00
8	INSTALL NEW FILTER MEDIA 12" ANTHRACITE (.95-1.05 UC OF 1.4) 18" SAND (.45-.55MM, UC<1.6) 6" GRAVEL (1/8 X 1/16) 2" GRAVEL (1/4 X 1/8) 2" GRAVEL (1/2 X 1/4) 3" GRAVEL (3/4 X 1/2)	1	EA	\$14,098.82	\$14,098.82	\$20,200.00	\$20,200.00	\$18,300.00	\$18,300.00	\$30,905.00	\$30,905.00
TOTAL BASE BID					\$98,444.12		\$102,223.00		\$125,700.00		\$129,000.00

Amounts shown incorrect on bid.

BASE BID

Tech Coat, Inc.

Total Base Bid Submitted at \$102,263.00.

I hereby certify that the above Bid Tabulation is true and correct to the best of my knowledge.

By:

Ryan McDaniel, PE
Senior Structural Engineer - Manager, Associate





Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Well at Ardie Road Water Plant.

The New Well at Ardie Road Water Plant was advertised in *The Commercial Appeal* on August 28, 2014.

On September 26, 2014 the City of Bartlett bid the construction and installation of a new well at the Ardie Road Water Plant and abandoning and filling three old abandoned wells. The bids for this work are shown below:

Layne Christensen Company *	\$513,000
Mid South Water, LLC	\$721,590

* Low Bid

There is also a requirement of \$80,000 contingency for other unforeseen items needed as part of this bid. The total dollars needed to drill this new well and abandon the three old wells is \$593,000 as recommended by A2H. (See attached letter)

Please award the contract to Layne Christensen Company for \$593,000 with an available budget of \$653,400 with funds available in Account 312.48312.780.719.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



September 26, 2014

The Honorable A. Keith McDonald, Mayor
City of Bartlett TN
6400 Stage Road
Bartlett, TN 38134

RE: Bartlett Water Well No. 4

A2H#: 14102

Dear Mayor McDonald:

This is to inform you that the bids have been reviewed for completeness. It is recommended that **Layne Christensen Company of Memphis, Tennessee** be awarded the contract as listed below:

Total New Well Bid	\$ 451,500.00
Total Well Abandonment	\$ 61,500.00
Total Base Bid	\$ 513,000.00

It is recommended that a construction contingency of \$80,000.00, (15% of Total Base Bid) be approved for this project to cover unknown or unexpected conditions during the installation of this well.

The bid tabulation is attached for your convenience.

Sincerely,

A2H, Inc.

A handwritten signature in blue ink that reads 'Ed Hargraves'.

Ed Hargraves, PE
Senior Associate Principal

3009 DAVIES PLANTATION ROAD LAKELAND, TN 38002 PHONE: 901.372.0404 FAX: 901.373.4002
WWW.A2H.COM

Attachment: SKMBT_28314100808200.pdf (1363 : New Well at Ardie Road Water Plant)



A2H, INC.
3009 DAVIES PLANTATION ROAD
LAKE LAND, TN 38002
PH# 901-372-0404

UNIT PRICE BID TABULATION
BARTLETT WATER WELL NO. 4
CITY OF BARTLETT TN
A2H# 14102
Thursday, September 26, 2014

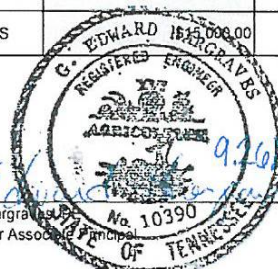
				Layne Christensen Company		Mid South Water LLC	
Item #	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount
A. PHASE I - GROUND WATER TEST SURVEY							
1	One (1) test hole to a base depth of bottom of Memphis sand, including laboratory testing of formation samples	1	EA	\$65,000.00	\$65,000.00	\$60,000.00	\$60,000.00
2	Geophysical logging service (including electrical and natural gamma logging) as specified.	1	LS	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00
3	Clearing of site for new well.	1	LS	\$18,500.00	\$18,500.00	\$20,000.00	\$20,000.00
4	Installation of crushed limestone access drive.	240	LF	\$13.50	\$3,240.00	\$50.00	\$12,000.00
TOTAL BID PHASE I					\$87,740.00		\$98,000.00
B. PHASE II - WATER SUPPLY PRODUCTION WELL							
1	Construction of one (1) 1,600 GPM well w/24 inch outer casing, 16 inch inner casing, blank and screen. Consisting of 400 feet of outer casing, 80 feet of inner casing and 100 feet of screen, including development and test pumping. Including all applicable permits from TDEC and Shelby County Health Department.	1	EA	\$194,460.00	\$194,460.00	\$369,590.00	\$369,590.00
2	Furnish and install one (1) 1,600 GPM vertical turbine pump assembly @ 20 PSI discharge pressure 12- inch column assembly with ductile iron couplings with ductile integral cast spiders, complete with 3-phase, 60 Hertz, 480 voltage, 1,770 RPM, VHS electric motor.	1	EA	\$115,700.00	\$115,700.00	\$100,000.00	\$100,000.00
3	General site work, 12 -inch discharge assembly with air release, gate and check valves, test tee with blind flange, ¾ -inch MNPT thermal dispersion switch as specified on the drawings, 1 -inch freeze proof hose bib, insulation, ¾ -inch sampling cock, and miscellaneous work as per the plans and specifications.	1	LS	\$19,000.00	\$19,000.00	\$20,000.00	\$20,000.00
4	Connection of new 12" well discharge piping to existing raw water line with 12" tapping tee and valve.	1	LS	\$14,000.00	\$14,000.00	\$15,000.00	\$15,000.00
5	Relocation and installation of existing fencing as shown on plans	1	LS	\$4,500.00	\$4,500.00	\$10,000.00	\$10,000.00
6	Chemical corrosion protective coating for pump assembly.	1	LS	\$6,100.00	\$6,100.00	\$10,000.00	\$10,000.00
7	Electrolysis protection installed	1	LS	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00
8	Earthen berm and silt fence as required for control of run off during well testing	1	LS	\$2,600.00	\$2,600.00	\$8,000.00	\$8,000.00
9	Installation of solid sod on all disturbed grass areas.	1	LS	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00
10	Water sampling as stipulated in special conditions.	1	LS	\$3,800.00	\$3,800.00	\$10,000.00	\$10,000.00
TOTAL BID PHASE II					\$363,760.00		\$548,590.00
TOTAL NEW WELL BID (Phase I and II)					\$451,500.00		\$646,590.00
C. WELL ABANDONMENT							
1	Alturia Road Water Plant	1	EA	\$27,000.00	\$27,000.00	\$30,000.00	\$30,000.00
2	Old Ellendale Water Plant - Well # 1	1	EA	\$18,500.00	\$18,500.00	\$20,000.00	\$20,000.00
3	Old Ellendale Water Plant - Well # 2	1	EA	\$16,000.00	\$16,000.00	\$25,000.00	\$25,000.00
TOTAL WELL ABANDONMENT					\$61,500.00		\$75,000.00
TOTAL NEW WELL AND WELL ABANDONMENT BID					\$513,000.00		\$721,590.00

			Layne Christensen Company	Mid South Water LLC
Item #	Description	Unit	Unit Price	Unit Price
MISCELLANEOUS UNIT PRICES				
A	Provide temporary power supply for pump test if permanent power supply is not available at time of pump tests.	LS	\$5,000.00	\$7,000.00
B	For development of test well with air surge plunger or jetting tool, in excess of twelve (12) hours.	HOUR	\$825.00	\$250.00
C	For development of an additional formation horizon and obtaining a water sample in the same test hole.	EACH	\$25,000.00	\$40,000.00
D	For test pumping of the test well in excess of the twenty-five (25) hour period specified, and authorized by the Engineer.	HOUR	\$415.00	\$250.00
E	For standby time, in excess of the twenty-four (24) hours specified for the Engineer to make a determination whether to proceed with the construction of a test well or permanent well, based on eight (8) hours per day.	HOUR	\$825.00	\$100.00
F	For abandonment of test hole as per requirements of state if test hole is not used for permanent well construction.	LS	\$18,500.00	\$15,000.00
G	For adjustment of base price for length of 24 inch outer casing, add for each foot more or deduct for each foot less than 400 feet.	LF	\$125.00	\$100.00
H	For adjustment of base price for length of screen, add for each foot more or deduct for each foot less than 100 feet.	LF	\$135.00	\$200.00
I	For adjustment of base price for length of stainless steel inner casing, add for each foot more or deduct for each foot less than 80 feet.	LF	\$1.00	\$150.00
J	If a "witnessed" performance test of the pump bowl is required, add the lump sum of cost of	LS	\$15,000.00	\$3,000.00

I hereby certify that the above Bid Tabulation is true and correct to the best of my knowledge.

By:

Ed Hargrave
Senior Associate



Attachment: SKMBT_28314100808200.pdf (1363 : New Well at Ardie Road Water Plant)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Aerator Calibration and Incidental Work to start operation of new well.

The Project New Aerator Calibration and Incidental Work to Put New Well in Service was advertised in *The Commercial Appeal* on August 28, 2014.

On September 26, 2014 the City of Bartlett bid a new aerator and miscellaneous work to make the new well operational. Four contractors bid on this work as shown below:

Viktorhall Construction, LLC	\$248,459.18
Ronald Franks Construction	\$267,783.28
J.S. Haren Company	\$319,299.18
Chris-Hill Construction	\$354,024.18

The low bid from Viktorhall was disqualified because the bid packet was incomplete. The second lowest bid from Ronald Franks Construction is therefore the lowest and best bid.

Please award the contract to Ronald Franks Construction for \$267,783.28 with a \$40,200 contingency amount for a total project cost of \$307,983.28.

This project will use the balance in funds from the well project of \$59,234.66 with \$248,748.62 being used from the Woodlawn Water Plant repair project to make up the balance of construction dollars.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



October 1, 2014

The Honorable A. Keith McDonald
Mayor, City of Bartlett TN
6400 Stage Road
Bartlett, TN 38134

RE: Bartlett Aerator No. 3 Addition and Miscellaneous Improvements

A2H#: 14102

Dear Mayor McDonald:

This is to inform you that the bids have been reviewed for completeness. It is recommended that **Viktorhall Construction, LLC of Memphis, Tennessee**, who was the apparent low bidder of this project, that their bid be rejected because of their failure to include a Bid Bond with their bid, as required by the Contract Documents.

We therefore recommend the award to **Ronald Franks Construction Company**, in the amount of **\$267,783.28**, whose bid has been reviewed and is complete as required by the Contract Documents.

It is also recommended that a construction contingency of \$40,200.00 (15% of the Total Base Bid) be approved to cover unknown or unexpected conditions encountered during the construction of this project.

The bid tabulation is attached for your convenience.

Sincerely,

A2H, Inc.

Ed Hargraves, PE
Senior Associate Principal

A2H

ENGINEERS ARCHITECTS PLANNERS

A2H, INC.
3009 DAVIES PLANTATION ROAD
LAKELAND, TN 38002
PH# 901-372-0404

UNIT PRICE BID TABULATION
BARTLETT AERATOR NO. 3 ADDITION AND MISCELLANEOUS IMPROVEMENTS
CITY OF BARTLETT TN
A2H# 14102
Thursday, September 26, 2014

Item #	Description	Quantity	Unit	Victorhall Construction, LLC Unit Price	Amount	Ronald Franks Construction Unit Price	Amount	J.S. Haren Company Unit Price	Amount	Chris-Hill Construction Unit Price	Amount
1	New 1900 gpm induced draft aerator, installed with new piping and valves as detailed and electrical starter, feeders, controls, and circuit protection with wiring for blower motor. This includes all conductors and conduit in the plant building.	1	EA	\$118,500.00	\$118,500.00	\$117,301.81	\$117,301.81	\$198,000.00	\$198,000.00	\$169,630.00	\$169,630.00
2	Electrical starter, feeders, controls, and circuit protection with wiring for new well including equipment and connections at well. This includes conductors and conduit for the well site outside and inside the plant building.	1	LS	\$81,880.00	\$81,880.00	\$53,549.70	\$53,549.70	\$50,000.00	\$50,000.00	\$50,440.00	\$50,440.00
3	Installation of gravel access drive as detailed.	280	TONS	\$52.00	\$14,560.00	\$110.98	\$31,074.40	\$20.00	\$5,600.00	\$50.00	\$14,000.00
4	Asphalt trench repair as detailed.	100	LF	\$30.00	\$3,000.00	\$100.41	\$10,041.00	\$20.00	\$2,000.00	\$80.50	\$8,050.00
5	Grassed area trench repair as detailed.	25	LF	\$100.00	\$2,500.00	\$111.56	\$2,789.00	\$8.00	\$150.00	\$60.00	\$1,500.00
6	Installation of air release structure.	1	LS	\$9,800.00	\$9,800.00	\$20,908.69	\$20,908.69	\$20,000.00	\$20,000.00	\$66,450.00	\$66,450.00
7	Replacement of concrete sidewalk and asphalt pavement removed during installation of new air release structure. Concrete replacement shall match existing in finish and thickness. Asphalt shall match existing thickness including base material in type of material and thickness.	1	LS	\$11,000.00	\$11,000.00	\$4,127.79	\$4,127.79	\$5,250.00	\$5,250.00	\$18,230.00	\$18,230.00
8	Light pole with fixture and circuit. This includes conduit and conductors from the well site.	1	LS	\$7,000.00	\$7,000.00	\$6,693.71	\$6,693.71	\$8,000.00	\$8,000.00	\$4,425.00	\$4,425.00
9	Allowance for the following is a list of equipment and piping to modify the existing chlorination system: a. Rotameter, 100PPD, CL2 - UXF20847 b. 100 PPD Automatic - PFX-36598 c. 210S Auto Switchover Package, 200 PPD - VR1CACX d. 150# Two Cylinder Digital Scale W/ G2 Indicator - CFS-GR150-2 e. GRP P.M KIT, 200/500 PPD VAC RE - AAA1160 f. KIT, PM V10K - AJA4393 g. KIT, PM 1" STD. Injector - AJE4406 h. STEM-DAPH, Check (1" Injector) - P97048 i. Office, V Notch Plug, TEF - P37657 j. Knob, Positioner - P97070 k. Miscellaneous Poly Tubing & Fittings	1 2 2 1 1 2 2 2 2 2 1 1	LS EA EA EA EA EA EA EA EA EA EA EA EA	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18	\$9,299.18 \$2,299.18 \$2,299.18 \$9,299.18 \$9,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18 \$2,299.18
10	Allowance for payment to MLGW for transformer change out.	1	LS	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
	TOTAL BASE BID			\$249,499.18	\$249,499.18	\$267,783.28	\$267,783.28	\$319,299.18	\$319,299.18	\$354,024.18	\$354,024.18

Amounts shown Incorrect on bid.

BASE BID
Ronald Franks Construction Co., LLC
Total Base Bid Submitted at \$267,713.28

I hereby certify that the above Bid Tabulation
is true and correct to the best of my knowledge.



By: *Ed Hargraves*
Ed Hargraves, PE
Senior Associate Principal

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 10/14/14 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Resurfacing of the Bartlett Justice Center's parking lot.

The Bartlett Police Department respectfully requests to resurface and re-stripe the Justice Center's parking lot. Lehman-Roberts (paving) and Trafmark (signage) are on contract as the City of Bartlett's low bidders. The cost for this project is \$72,000.00 and is budgeted in account 311.48311.780.212.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Police

Category: Bid

Prepared By: Stefanie McGee

Department Head: Gary Rikard

Bid for three 2015 Ford Taurus vehicles.

An ad was placed in *The Daily News*. On September 18, 2014, the City of Bartlett received one bid, which was opened at City Hall.

Bids were received from the following companies:

Auto Nation Ford Memphis	\$23,300

We recommend the bid be awarded to Auto Nation Ford Memphis for a total price of \$69,900.00.

Bids were originally requested for Nissan Altimas or equivalent and the bid process revealed that Nissan no longer carries 6 cylinder Altima in their base model.

Funds are available in account 129.48129.935.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: David Thompson

Bid for one 2015 Model 33,000 GVWR Truck with 9-Yard Flat Bed.

On September 9, 2014, an ad was placed in *The Daily News*. On September 23, 2014 the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Scruggs Equipment Co.	\$81,344.00
Tri-State Truck Center, Inc.	\$92,911.00

We recommend the bid be awarded to **Scruggs Equipment Co.** for a total price of **\$81,344.**

Funds are available in account 311.4.47.47048311.785.50715.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: David Thompson

Bid for one 7050 GVWR 2015 Model Super-Cab Pickup with a 6.5' Bed.

On September 9, 2014, an ad was placed in *The Daily News*. On September 23, 2014, the City of Bartlett received one bid, which was opened at City Hall.

Bids were received from the following companies:

AutoNation Ford Memphis	\$21,768.00

We recommend the bid be awarded to **AutoNation Ford Memphis** for a total price of **\$21,768.00**.

Funds are available in Account 311.48311.785.50715.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for one 2015 Model XLT F150 Super Cab Pickup with 6.5-foot bed.

On September 2, 2014, an ad was placed in *The Commercial Appeal*. On September 18, 2014 the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Golden Circle Ford	\$24,939.00
Auto Nation	\$26,380.00

We recommend the bid be awarded to Golden Circle Ford for a total price of \$24,939.00.

Funds are available in account 122.48122.935.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for one 2015 Model 6750 GVWR Regular Cab, 2-Wheel Drive Pickup with 8-foot Bed.

On September 2, 2014, an ad was placed in *The Commercial Appeal*. On September 18, 2014 the City of Bartlett received 2 bids, which were opened at City Hall.

Bids were received from the following companies:

Golden Circle Ford	\$19,877.00
Auto Nation	\$21,518.00

We recommend the bid be awarded to Golden Circle Ford for a total price of \$19,877.00.

Funds are available in account 510.51300.935.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for one 2015 Model Compact Track Loader with Vertical Lift Arms.

On September 8, 2014, an ad was placed in *The Commercial Appeal*. On September 18, 2014 the City of Bartlett received two bids, which opened at City Hall.

Bids were received from the following companies:

Williams Equipment	\$55,295.00
H E Equipment	\$62,107.00

We recommend the bid be awarded to Williams Equipment for a total price of \$55,295.00.

Funds are available in account 311.48311.785.30715.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for one 2015 Model F350 XL Super duty/Super cab truck with 9-foot Utility Crane Bed.

On September 2, 2014, an ad was placed in *The Commercial Appeal*. On September 18, 2014 the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Auto Nation	\$43,027.00
Golden Circle Ford	\$43,316.00
Beaman Automotive	\$44,016.00

We recommend the bid be awarded to Auto Nation for a total price of \$43,027.00.

Funds are available in account 510.51300.935.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for two 2015 Model 33,000 XL GVWR Trucks with 9-Yard Dump Bed.

On September 9, 2014, an ad was placed in *The Commercial Appeal*. On September 18, 2014 the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Scruggs Equipment	\$81,019.00
Tag Truck Center	\$86,370.00
Crows Truck	\$98,610.00

We recommend the bid be awarded to Scruggs Equipment for a price of \$81,019.00 each.

Funds are available in account 510-51300-935 and 311-48311-785-30715.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for two 2015 Ford four-door Explorer XLT vehicles.

On September 18, 2014, an ad was placed in *The Commercial Appeal*. On October 8, 2014, the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Golden Circle Ford	\$28,142.00 each
Auto Nation	\$28,246.00 each
Beaman Automotive	\$28,421.00 each

We recommend the bid be awarded to Golden Circle Ford for a total price of \$56,284.00 each.

Funds are available in account 311.48311.785.30715.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 10/14/14 07:00 PM
Department: Planning and Economic Development
Category: Report
Prepared By: Sam Harris
Department Head: Terry Emerick

Planning Commission Report for October 2014.

NEW BUSINESS

Public Hearings

REZONING

1. Ave Maria, 2840 Charles Bryan Road, 6573-6583 Stage Oaks Drive, and 2821 Summer Oaks Drive (Mike Davis, The Reaves Firm)

INTRODUCTION: Mr. Mike Davis with the Reaves Firm is requesting Planning Commission approval to rezone 3.095-acres of land from "O-C" Office to "RS-18" Residential. The rezoning is being requested in an effort to expand the Ave Maria nursing/assisted living facility. The subject property is located at 2840 Charles Bryan Road (rezone a portion of the lot), 6573-6583 Stage Oaks Drive, and 2821 Summer Oaks Road.

BACKGROUND: The properties that surround the proposed rezoning consist of: "RS-10" Residential, "O-R-1" Office and "O-C" Office to the north; R-E" Residential Estate to the southwest; "RS-18" Residential and "O-R-2" Office to the south. The existing Ave Maria facility is located on the west side of Charles Bryan Road, south of Stage Road.

On December 3, 2007, the Planning Commission approved a Special Use Permit for the expansion of the existing Ave Maria nursing home/assisted living facility on property adjacent to the original facility.

DISCUSSION: According to "Article V, Chart I Uses Permitted in Zoning Districts" of the Bartlett Zoning Ordinance, nursing homes/assisted-care living facilities are permitted in the "RS-18" zoning district with the approval of a SUP. Should the proposed rezoning be approved, the applicant will move forward with a conjunctive request for the SUP.

Recommendation: Approval.

SPECIAL USE PERMIT

2. Ave Maria, 2751-2767 Charles Bryan Road, 2840 Charles Bryan Road, 6573-6583 Stage Oaks Drive, and 2821 Summer Oaks Drive (Mike Davis, The Reaves Firm)

INTRODUCTION: Mr. Mike Davis with the Reaves Firm is requesting Planning Commission approval of a Special Use Permit (SUP) to expand the existing Ave Maria nursing home/assisted living facility. The property for the proposed expansion is located at 2751-2767 Charles Bryan Road (south of the existing facility), 2840 Charles Bryan Road, 6573-6583 Stage Oaks Drive, and 2821 Summer Oaks Drive. A portion of the property is currently zoned "R-E" Residential

Estate and “RS-18” Residential. Other portions of the subject property are being rezoned from “O-C” and Office to “RS-18” Residential in order to qualify for the SUP.

BACKGROUND: According to Article V, Chart I of the Bartlett Zoning Ordinance, a Special Use Permit is required for nursing home/assisted-care living facility uses in the “R-E” and “RS-18” zoning District. Surrounding uses include: single-family homes, offices, a school and the existing Ave Maria nursing home and assisted living facility.

DISCUSSION: The specific request by the applicant is for the Planning Commission to recommend the approval of the SUP to the Board of Mayor and Aldermen in order for the nursing home/assisted-care living facility to expand on a 2.44-acre site and a 4.95-acre site. According to the concept plan, three new green houses and on-site parking will be built south of the existing facility (at 2751-2767 Charles Bryan Road), three green houses and an adult daycare with a parking lot will be built east of the existing facility (at 2840 Charles Bryan, 6573-6583 Stage Oaks Drive, and 2821 Summer Oaks Drive).

Recommendation: Approval with conditions of staff, and recommendation for approval of change of setback from 50 feet to 30 feet on the east side of Charles Bryan Road.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 10/14/14 07:00 PM
Department: Board of Mayor and Aldermen
Category: Change Order
Prepared By: Stefanie McGee
Department Head: A. Keith McDonald

Cancel the first Board of Mayor and Aldermen meeting in November and second meeting in December.

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 11-14

Meeting: 10/14/14 07:00 PM
Department: Planning and Economic Development
Category: Special use permit
Prepared By: Sam Harris
Initiator: Terry Emerick
Sponsors:
DOC ID: 1365

Set a public hearing for November 25, 2014 for Resolution 30-14, a Resolution Approving a Special Use Permit for a Nursing Home/Assisted Living Facility to be expanded and located adjacent to the existing facility on the East Side of Charles Bryan Rd in the Bartlett Oaks Office Park Subdivision between Summer Oaks and Charles Bryan Road.

WHEREAS, an application has been made for a Special Use Permit for expansion of a Nursing Home/Assisted Care Facility located on Charles Bryan Road and Summer Oaks Road in the Bartlett Oaks Office Park Subdivision.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit for a Nursing Home/Assisted Living facility expansion between the East side of Charles Bryan and Summer Oaks Road in the Bartlett Oaks Office Park Subdivision, on Monday, October 6th, 2014, in accordance with their regulations and recommended the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 25th day of November 2014 and approved the Special Use Permit for an assisted living facility between the East side of Charles Bryan Road and Summer Oaks Road in the Bartlett Office Park Subdivision, subject to the following conditions:

Engineering Conditions:

- I. Ave Maria, 2840 Charles Bryan Rd & 2826 Summer Oaks Rd
Conditions: (this application involves changes to four separate subdivisions. Conditions below are split based on each subdivision)

Bartlett Oaks Office Park Subdivision - Lots 2 & 3 - 0.4115 & 0.413 ac respectively - PB 120 Pg 35:

- 1) POA: There is an existing Property Owners Association associated with this subdivision. It appears to still be run by EDCO Properties (the original developer - Terry Edwards). This rezoning will involve 2 lots from phase of this subdivision. Applicant shall work with the Property Owners Association to begin 'participating' in responsibilities with the 'development' of these 2 lots, or work out an agreement with all owners to be removed from same. This action would require a re-recording of the Plat (PB 120 Pg 35) to reflect this change.
- 2) Ingress/Egress Easement: Each lot in the Bartlett Oaks Office Park Subdivision has been responsible for construction of its portion of the 24' wide ingress/egress easement. Although only creating a parking lot on Lots 2 & 3, the remainder of the ingress/egress easement shall be constructed as part of this improvement.
- 3) The proposed improvements on these two existing lots will result in a total of 48 parking

spaces near the 4 new greenhouses. That is in addition to the 18 spaces being created on the other adjacent lot and nearer to the greenhouses. This total of 66 spaces (for 3 greenhouses and an adult day care with a separate drop-off function under a canopy), while reduced slightly from the original plan and appears excessive. Applicant shall explain the need for these parking spaces, and if not approved by the Planning Commission, then possibly more of the 48 parking spaces shall be changed to green space and a small park-like setting with perhaps a walking trail around it for the residents.

- 4) Detention for these two lots has been accommodated in the original subdivision utilizing an underground detention basin, which, per the plat, applicant will become a participant in the maintenance of. Prior to any construction, applicant will need to inspect the condition of the basin to ensure no additional silt buildup occurs as a result of applicant's work.
- 5) A tree survey will be required in accordance with the tree ordinance, followed up with a tree protection plan for all trees being saved.
- 6) A letter requesting flexibility relative to constructing the adult day care facility or instead constructing a fourth greenhouse was submitted on September 25. This needs to be addressed during the Site Plan submittal to the Planning Commission.

Bartlett Oaks Office Park Ph-II - Lot 6 - 0.71 ac - Inst BY9403

- 7) With no common facilities, the existing plat does not address a Property Owners Association.
- 8) Detention was accounted for with the adjacent phase of this subdivision, so none is required for this lot.
- 9) All storm water runoff through this lot flows to a small pond on the adjacent commercial property. Applicant shall take this into consideration when preparing an erosion control plan in an effort to control silt/sediment from leaving the site.

Formerly Parcel B015700285C - 3.37 acres

- 10) A note on the drawing indicates applicant intends to request a variance from the 50' set back to 30'. The setback shown to the north (commercial) in PB 120 Pg 35 is 30 feet and the setback shown to the south (residential) in PB 120 Pg 1 is 40 feet. Recommend the setback remain at 40' to be consistent with the residential neighborhood to the south of this site.
- 11) Detention is required.
- 12) The roadside swale along Charles Bryan Rd will require re-grading.
- 13) A tree survey will be required in accordance with the tree ordinance, followed up with a tree protection plan for all trees being saved.
- 14) The landscape buffer will need to include the full fence and landscaping along the south property line.

Resubdivision of (various lots) J.D. & J.A. Kearney Subdivision - Lots 11 & 12 - 1.227 & 1.202 ac respectively - PB 15, Pg 74

- 15) Comment only: The original plat lists several restrictions that appear to have an automatic renewal clause that becomes applicable every 10 years. The first restriction (A) limits all structures to one and two family dwellings, which is contrary to applicant's proposal. Restriction 'G' notes that a majority of the owners can agree to make any changes. There

are 64 lots in this subdivision, and applicant owns at least 4 of them. While the City does not enforce Covenants and Restrictions, recommend applicant pursue collection of signatures of 51% of the owners (total of 33) in this subdivision to avoid matters as addressed in Restriction 'H'.

16) The landscape buffer will require the full fence and landscaping along the south a west property lines.

17) Detention is required.

18) The roadside swale along Charles Bryan will require re-grading.

19) A tree survey will be required in accordance with the tree ordinance, followed up with a tree protection plan for all trees being saved.

Planning Conditions:

1. The applicant has provided a site concept plan to show the proposed development. The applicant shall submit a formal site plan application to the Planning Commission and the Design Review Commission after the Board of Mayor and Aldermen approves the Special Use Permit and rezoning of this property.
2. The site plan that is submitted to the Planning Commission shall be modified to show the correct setbacks for the "R-E" and "RS-18" residential zoning districts for other uses unless a variance is granted.
 - a. Lot 12 which is in the "R-E" zoning district and is on the west side of Charles Bryan has a side yard requirement of 20-feet unless it is incorporated with the property to the north. Lot 11 shall also be incorporated into the property to the north to correct the side yard setback issue.
 - b. The lots that are on the east side of Charles Bryan Road are also required to have 50-foot front yard setback per the "RS-18" zoning district. **Approval is granted for the 30- foot front yard setback.**
 - c. The lot that fronts Summer Oaks Drive is required to have a 50-foot front yard setback per the "RS-18" zoning district.
 - d. Lots 2 and 3 may have a 50-foot front yard setback requirement from the private road (Stage Oaks Drive).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit for a Nursing Home/Assisted Living facility expansion in the Bartlett Oaks Office Park Subdivision, between Charles Bryan Road and Summer Oaks Road, incorporating the above listed conditions, is approved.

ADOPTED THIS 25TH DAY OF NOVEMBER 2014.

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 12-14

Meeting: 10/14/14 07:00 PM

Department: Finance

Category: Grant

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1348

Resolution 34-14, A resolution to accept a grant from the State of Tennessee Highway Safety Office in the amount of \$66,219.20 for a 2015 Multiple Violations Traffic Grant and amend the Fiscal Year 2015 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 \$66,219.20 for overtime costs and operating expenses for the 2015 Police Traffic Services, Multiple Violations Grant ; and

WHEREAS, it is necessary to accept the grant and amend the Fiscal Year 2015 Grant Fund and General Fund budgets 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 Highway Safety Office Grant in the amount of \$66,219.20 is accepted and the Fiscal Year 2015 Grant Fund and General Fund budgets be amended to appropriate the grant.

Adopted this day of October 14, 2014

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

08-21-14 GG
COPY



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date October 1, 2014	End Date September 30, 2015	Agency Tracking # Z15GHS017	Edison ID 42992
Grantee Legal Entity Name Bartlett Police Department			Edison Vendor ID 1617
Subrecipient or Contractor ☒ Subrecipient ☐ Contractor		CFDA # 20.600	
Service Caption (one line only) Police Traffic Services, Multiple Violations			
Funding —			
FY	State	Federal	Interdepartmental
2015		\$66,219.20	
TOTAL:		\$66,219.20	
			\$66,219.20
Grantee Selection Process Summary			
☒ Competitive Selection		Grant applications are reviewed based on set criteria. Each criteria section contains several questions which are graded with an "agree, somewhat agree or disagree" answer along with a scale of 1-5 based on the overall quality of each section. The answers are given a point value unknown to the evaluator. Grants are awarded based on the highest scores and funding availability.	
☐ Non-competitive Selection			
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.		<i>CPO USE - GG</i>	
Speed Chart (optional)	Account Code (optional) 71302000		

15-42992
Address # 3

8/22/2014

Attachment: HighwaySafetyOffice Award 2015.pdf (12-14 : Res 34-14, Highway Safety Grant 2015)

ATTACHMENT ONE
PAGE 1

GRANT BUDGET				
Agency Name: Bartlett Police Department				
Project Title: Police Traffic Services, Multiple Violations				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 10/01/2014 END: 09/30/2015				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1 & 2	Salaries, Benefits & Taxes	\$55,099.20	\$0.00	\$55,099.20
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$3,620.00	\$0.00	\$3,620.00
11, 12	Travel, Conferences & Meetings	\$7,500.00	\$0.00	\$7,500.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$66,219.20	\$0.00	\$66,219.20
¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, <i>Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A</i>, (posted on the Internet at: http://www.state.tn.us/finance/act/documents/policy3.pdf). ² Applicable detail follows this page if line-item is funded.				



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 13-14

Meeting: 10/14/14 07:00 PM
Department: Finance
Category: Agreement
Prepared By: Stefanie McGee
Initiator: Dick Phebus
Sponsors:
DOC ID: 1361

Resolution 35-14, a resolution to donate surplus personal property to the Bartlett City Schools.

WHEREAS, the City of Bartlett currently owns one 2005 Ford Crown Victoria vehicle which have been declared surplus property; and

WHEREAS, the Bartlett City Schools has expressed a desire to obtain this surplus personal property from the City of Bartlett; and

WHEREAS, Tennessee Code Annotated, § 12-3-1005 grants authority to transfer surplus personal property among governmental entities; and

WHEREAS, the Board of Mayor and Aldermen of Bartlett, Tennessee has determined that it is good public policy to transfer by gift surplus personal property to other local governmental entities as circumstances and needs arise,

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the one 2005 Ford Crown Victoria vehicle declared as surplus personal property by the City of Bartlett Police Department is hereby transferred by gift to the Bartlett City Schools.

Adopted this day of October 14, 2014

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 1367)

Meeting: 10/14/14 07:00 PM
Department: Planning and Economic Development
Category: Zoning
Prepared By: Sam Harris
Initiator: Terry Emerick
Sponsors:
DOC ID: 1367

Ordinance 14-09, an Ordinance to Rezone from O-C to RS-18 Property on the East Side of Charles Bryan Road.

WHEREAS, an application has been received to rezone property described herein from O-C to RS-18; and

WHEREAS, a public hearing was held before this body on the 25th day of November 2014, and notice thereof published in *The Bartlett Express*,

NOW, THEREFORE, be it ordained by the Board of Mayor and Aldermen of the City of Bartlett:

SECTION I. The property described as follows is hereby rezoned from O-C to RS-18.

BEING A DESCRIPTION PART OF THE AVE MARIA HOME PROPERTY AS RECORDED IN INSTRUMENTS 07043355, ALL OF THE AVE MARIA HOME PROPERTY AS RECORDED IN INSTRUMENT 10027839 AND 10032235, AND LOT 6 OF THE BARTLETT OAKS OFFICE PARK SUBDIVISION AS RECORDED IN PLAT BOOK 132, PAGE 94, ALL OF RECORD IN THE SHELBY COUNTY REGISTER'S OFFICE, LOCATED IN BARTLETT, SHELBY COUNTY, TENNESSEE AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND IRON PIN ON THE EAST RIGHT-OF-WAY LINE OF CHARLES BRYAN ROAD (50.00 FOOT WIDE PUBLIC RIGHT-OF-WAY), SAID IRON PIN BEING S02°05'33"W A DISTANCE OF 364.47 FEET FROM THE INTERSECTION OF THE EAST RIGHT-OF-WAY LINE OF SAID CHARLES BRYAN ROAD WITH THE SOUTH RIGHT-OF-WAY LINE OF STAGE ROAD (106.00 FOOT WIDE PUBLIC RIGHT-OF-WAY), SAID IRON PIN ALSO BEING THE SOUTHWEST CORNER OF LOT 5 OF THE PROPERTY SHOWN ON THE RE-REVISED FINAL PLAN FOR THE BARTLETT OAKS OFFICE PARK SUBDIVISION AS RECORDED IN BOOK 120, PAGE 35 AT SAID REGISTER'S OFFICE; THENCE S87°51'56"E ALONG THE SOUTH LINE OF SAID LOT 5 AND ALONG THE SOUTH LINE OF LOT 4 (PLAT BOOK 120, PAGE 35) A DISTANCE OF 180.00 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUING S87°51'56"E ALONG THE SOUTH LINE OF SAID LOT 4 A DISTANCE OF 41.19 FEET TO THE SOUTHEAST CORNER OF SAID LOT 4; THENCE N01°45'22"E ALONG THE EAST LINE OF SAID LOT 4 A DISTANCE OF 178.92 FEET TO THE NORTHEAST CORNER OF SAID LOT 4, SAID POINT ALSO LIES ON THE SOUTH LINE OF LOT 7 (PLAT BOOK 120, PAGE 35); THENCE S88°14'38"E ALONG THE SOUTH LINE OF SAID LOT 7 AND ALONG THE SOUTH LINES OF LOTS 8 AND 9 (PLAT BOOK 120, PAGE 35) A DISTANCE OF 200.00 FEET TO THE NORTHWEST CORNER OF LOT 1 (PLAT BOOK 120, PAGE 35); THENCE S01°45'22"W ALONG THE WEST LINE OF SAID LOT 1 A DISTANCE OF 180.24 FEET TO A FOUND IRON PIN AT THE SOUTHWEST CORNER OF SAID LOT 1 (PLAT BOOK 120, PAGE 35), SAID IRON PIN ALSO LIES ON THE NORTH LINE OF LOT 1 OF THE BARTLETT OAKS OFFICE PARK SUBDIVISION AS RECORDED IN PLAT BOOK 132, PAGE 94 AT SAID REGISTER'S OFFICE; THENCE N87°51'56"W ALONG THE NORTH LINE OF SAID LOT 1 (PLAT BOOK 132, PAGE 94) A DISTANCE OF 98.04 FEET TO THE NORTHWEST CORNER OF SAID LOT 1 (PLAT BOOK 132, PAGE 94); THENCE S08°51'01"W ALONG THE WEST LINE OF LOTS 1 AND 2 (PLAT BOOK 132, PAGE 94) A DISTANCE OF 181.09 FEET TO A FOUND IRON PIN AT THE SOUTHWEST CORNER OF SAID LOT 2 (PLAT BOOK 132, PAGE 94); THENCE S14°57'44"E ALONG THE WEST LINE OF LOT 3 (PLAT BOOK 132, PAGE 94) A DISTANCE OF 104.63 FEET TO THE NORTHWEST CORNER OF LOT 6 (PLAT BOOK 132, PAGE 94); THENCE S87°49'51"E ALONG THE NORTH LINE OF SAID LOT 6

A DISTANCE OF 213.78 FEET TO THE NORTHEAST CORNER OF SAID LOT 6, SAID POINT LIES ON THE WEST RIGHT-OF-WAY LINE OF SUMMER OAKS DRIVE (68.00 FOOT WIDE PUBLIC RIGHT-OF-WAY); THENCE ALONG THE WEST RIGHT-OF-WAY LINE OF SAID SUMMER OAKS DRIVE FOLLOWING A CURVE TO THE RIGHT HAVING A RADIUS OF 366.00 FEET, AN ARC LENGTH OF 74.94 FEET (CHORD S17°11'34"W -74.81 FEET) TO THE POINT OF TANGENCY; THENCE S23°03'30"W AND CONTINUING ALONG THE WEST RIGHT-OF-WAY LINE OF SAID SUMMER OAKS DRIVE A DISTANCE OF 146.72 FEET TO A POINT OF CURVATURE; THENCE CONTINUING ALONG THE WEST RIGHT-OF-WAY LINE OF SUMMER OAKS DRIVE FOLLOWING A CURVE TO THE LEFT HAVING A RADIUS 434.00 FEET, AN ARC LENGTH OF 27.29 FEET (CHORD S21°15'26"W-27.28 FEET) TO THE SOUTHEAST CORNER OF SAID LOT 6; THENCE N48°59'14"W ALONG THE SOUTH LINE OF SAID LOT 6 A DISTANCE OF 103.63 FEET TO A FOUND IRON PIN AT THE SOUTHWEST CORNER OF SAID LOT 6, SAID IRON PIN ALSO LIES ON THE NORTH LINE OF LOT 5A OF THE WEST SUMMER OAKS SUBDIVISION AS RECORDED IN PLAT BOOK 163, PAGE 11 AT SAID REGISTER'S OFFICE; THENCE N87°53'40"W ALONG THE NORTH LINE OF LOTS 5A AND 58 (PLAT BOOK 163, PAGE 11) A DISTANCE OF 204.73 FEET TO THE NORTHWEST CORNER OF SAID LOT 58; THENCE N02°05'33"E A DISTANCE OF 450.10 FEET TO THE POINT OF BEGINNING AND CONTAINING 134,818 SQUARE FEET OR 3.095 ACRES.

SECTION 2. SEVERABILITY - Should any provision or part of this Ordinance be rendered void or unenforceable by any court of law, statute or other authority, the rest and remainder of this Ordinance shall remain in full force and effect.

SECTION 3. EFFECTIVE DATE - This Ordinance shall be effective from and after its final passage, the public welfare requiring it.

First Reading: October 14, 2014

Second Reading: October 28, 2014

Third Reading: November 25, 2014

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

A. Keith McDonald, Mayor

Stefanie McGee, City Clerk

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next:
	10/28/2014 7:00 PM	
MOVER:	Jack Young, Vice Mayor	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	