



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, SEPTEMBER 13, 2016 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer by David Tillman, New Hope Christian Church

FUTURE MEETINGS

Bartlett City Board of Education Work Session, September 15 at 7 p.m.

Historic Preservation Commission, September 19 at 7 p.m.

BPACC Advisory Board, September 20 at 6 p.m.

Bartlett Arts Council, September 20 at 6:30 p.m.

Design Review Commission, September 20 at 6:30 p.m.

Bartlett City Board of Education, September 22 at 7 p.m.

RECOGNITIONS

Lawful Sons Motorcycle Club check presentation to Bartlett First Responders Monument

Mayor's Youth Council Class of 2017

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the August 23, 2016 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- I **Special seasonal event permit for Big Jim's Christmas Trees and Pumpkins.
(Jim Brown, Director of Code Enforcement)**

The event will be held September 20 through December 20 from 9 a.m. to 8 p.m. at 6777 Stage Road.

2 Special event permit for Memphis Euro Fest Car Show. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, October 1 from 8 a.m. to 5 p.m. at Youth Villages, 7410 Memphis Arlington Rd.

3 Special event permit for Fall Festival and Craft Sale. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, October 22 from 9 a.m. to 3 p.m. at Ellendale United Methodist Church.

4 Annual Contribution to the County's Household Hazardous Waste Collection Facility. (Bill Yearwood, Director of Public Works)

Approve yearly contribution of \$20,000 to waste facility, as approved in Resolution 43-05. Funds are available in account 122.48122.899.

5 Purchase seven radar units for new police vehicles. (Gary Rikard, Chief of Police)

Request authorization to purchase seven Stalker dual radar units from Applied Concepts, Inc. at a total cost of \$10,815.00. This purchase would be from a State bid contract. Funds are available in Account 311.48311.785.20317.

6 Purchase seven in-car video cameras for new police vehicles. (Gary Rikard, Chief of Police)

Request authorization to purchase seven WatchGuard in-car video cameras from WatchGuard at a total cost of \$36,190.00. WatchGuard is a sole-source provider. Funds are available in Account 311.48311.785.20317.

7 Purchase Wireless Access Points and server for patrol video. (Gary Rikard, Chief of Police)

Request authorization to purchase Wireless Access points and server in order to automatically download the WatchGuard video from patrol cars at a cost of \$23,005.00. WatchGuard is a sole-source provider. Funds are available in Account 311.48311.785.20317.

8 Bid for Riding Mower with 104" Deck. (Shan Criswell, Assistant Director of Parks and Recreation)

Recommend accepting the lowest bid from Bartlett Small Engines at a cost of \$19,995.00. This mower will be used for Bartlett City Schools Maintenance. Funds are available in Account 110.44400.939.

9 Bid for crew cab pickup truck with 6.5 ft. bed. (Bill Yearwood, Director of Public Works)

Recommend accepting the lowest bid from Premier Automotive for one 2016 Dodge Ram at a cost of \$24,644.36. Funds are available in Account 510.51300.935.

10 Bid for one extended cab pickup truck with 6.5-foot bed. (Bill Yearwood, Director of Public Works)

Recommend accepting the lowest bid from Homer Skelton CDJ - Ram, at a cost of \$22,046.00. Funds are available in Account 510.51300.935.

11 Bid for a walking floor transport trailer. (Bill Yearwood, Director of Public Works)

Recommend accepting the lowest bid from Spector Manufacturing at a cost of \$74,587.00. Funds are available in Account 122.48122.939.

12 Bid for day cab tractor with dump trailer. (Rick McClanahan, Director of Engineering)

Recommend accepting the lowest qualified bid from Tag Truck Center at a cost of \$145,775.00. Funds are available in Account 510.51400.935.

13 Authorization to purchase two Right-of-Way tracts for the widening of Old Brownsville Road between Austin Peay Hwy and Kirby Whitten. (Rick McClanahan, Director of Engineering)

Request approval to purchase two right-of-way tracts for a total of \$80,821.00. Funds are available in Account 311.48311.770.422.

14 Design services for Singleton Community Center roof replacement. (Shan Criswell, Assistant Director of Parks and Recreation)

Recommend approving a contract with Ross Witt, PLLC for design services to document existing conditions as necessary for roof replacement at Singleton Community Center. The cost should not exceed \$23,300. Funds are available in Account 110.44100.921.

15 Professional services agreement for W. J. Freeman Park road and parking improvements. (Shan Criswell, Assistant Director of Parks and Recreation)

Recommend accepting the proposal to provide professional design services for W.J. Freeman Park road and parking area improvements (Phase I) from Dalhoff Thomas Design Studio. The fees agreed to in this contract are \$74,000. Funds are available in Account 311.48311.780.51401.

NEW BUSINESS

- 1 Resolution 40-16, a resolution approving an intergovernmental agreement between the City of Bartlett and County of Shelby, Tennessee in connection with Division 14 General Sessions Court for enforcement of City Ordinances involving environmental violations. (Jim Brown, Director of Code Enforcement)**
- 2 Resolution 41-16, a resolution to approve the purchase of a Dodge Ram truck for Parks School Ground Maintenance from Premier Automotive and to amend the Fiscal Year 2017 Operating Budget to appropriate \$24,644.36 for the purchase. (Dick Phebus, Director of Finance)**
- 3 Appoint Shan Criswell as the Director of Parks and Recreation. (A. McDonald, Mayor)**
- 4 Swear-in Appointee.**

OPEN DISCUSSION**ADJOURNMENT**



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, AUGUST 23, 2016 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Bartlett City Board of Education, August 25 at 7 p.m.

Family Assistance Commission, August 29 at 6 p.m.

City Beautiful Commission, September 1 at 7 p.m.

Planning Commission, September 6 at 7 p.m.

Bartlett Station Commission, September 7 at 7:30 a.m.

Parks and Recreation Advisory Board, September 8 at 7 p.m.

Bartlett Historical Society, September 12 at 7 p.m.

RECOGNITIONS

The Aldermen recognized Boy Scouts who attended the meeting to earn their Communication and Citizenship in the Community Merit Badges. The Scouts were from Troops 450, 459, 261, 332.

Reserve Firefighters check presentation to Muscular Dystrophy Association

Michael McElwee, president of the Bartlett Reserve Firefighters, presented Laura Lutrick of the Muscular Dystrophy Association a \$4,000 check. These funds were raised through a local Fill the Boot campaign.

Minutes Acceptance: Minutes of Aug 23, 2016 7:00 PM (MINUTES ACCEPTANCE)

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the August 9, 2016 Board of Mayor and Aldermen Regular Meeting**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Young

CONSENT AGENDA

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

- 1 Special event permit for Tennessee Baptist Children's Home Fundraiser. (Jim Brown, Director of Code Enforcement)**
The festival and car show will be held on Saturday, October 15 from 9 a.m. to 2 p.m. at the Tennessee Baptist Children's Home.
- 2 Special event permit for Hunters Walk Neighborhood Sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, October 1 from 5 a.m. to 3 p.m. at Hunters Walk Neighborhood.
- 3 Bid for two Knuckleboom Trash Loaders. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Tag Truck Center at a cost of \$129,687.08 per truck or a total cost of \$259,374.16. Funds are available in Account 122.48.122.935.
- 4 Bid for purchase of an Automated, Side-Loader Refuse Truck. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Sansom at a cost of \$ 234,500.00. Funds are available in Account 122.48.122.935.
- 5 Bid for one Ford F-150 and one Dodge Ram 1500 (Rick McClanahan, Director of Engineering)**
Recommend accepting the bid from Country Ford at a cost of \$23,997 as well as Premier Automotive at a cost of \$20,895.36. Funds are available in Account 510.51200.935.
- 6 Authorization to purchase two Right-of-Way tracts for the widening of Old Brownsville Road between Austin Peay Hwy and Kirby Whitten. (Rick McClanahan, Director of Engineering)**

Minutes Acceptance: Minutes of Aug 23, 2016 7:00 PM (MINUTES ACCEPTANCE)

Request approval to purchase two right-of-ways tracts for a total of \$62,173.00. Funds are available in Account 311.48311.770.422.

7 Site plan contract for Brimhall expansion. (Rick McClanahan, Director of Engineering)

The developer, TBLN Investments LLC, will pay 38,946.18 in City fees. The bond is set at \$175,803.89.

NEW BUSINESS

1 Set a public hearing for September 27, 2016 for Resolution 19-16, a resolution approving amendments to the planned development for Brunswick Village at Wolfchase, Phase 2. (Terry Emerick, Director of Planning and Economic Development)

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

2 Resolution 39-16, a resolution to open a deposit account with First Citizens National Bank and to authorize transactions relating to proceeds from 2016 Series General Obligation Bonds. (Dick Phebus, Director of Finance)

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

OPEN DISCUSSION

Alderman Parsons announced that the Bartlett BBQ Fest is now accepting applications to compete in the event, scheduled for Saturday, October 1. This will be the first year this contest will be a Memphis Barbecue Network sanctioned event. Teams will compete in pulled pork and ribs. Trophies will be awarded for first through fifth place with first place also winning \$500.

ADJOURNMENT

Meeting adjourned at 7:14 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Aug 23, 2016 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special seasonal event permit for Big Jim's Christmas Trees and Pumpkins.



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

6777 Stage Rd. 38134
 Address Zip Code
9/20/16 - 12/20/16 9 AM - 8 PM
 Dates of the Event Hours of the Event
Seasonal Sales Christmas Trees + Pumpkins
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Gene Boyd.
 Property Owner
Timmy Wade. Big Jim's Seasonal Sales
 Special Event Permit Applicant Address of Applicant
901 568-0505
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

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

[Signature]
 Responsible Person

7/12/2016
 Date

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

APPROVAL

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

Special Event Checklist

Event: Season ~~Sales~~ Sales Christmas Trees & Pumpk

Location: 6777 Stage Rd.

Dates: 9/20/2016 - 12/20/2016

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		L		<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		L		Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		✓		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		✓		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9				<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	9/20/2016 — 12/20/2016
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10				In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11				<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

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

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

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

Conditions

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

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

Special event permit application, content and submission requirements

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

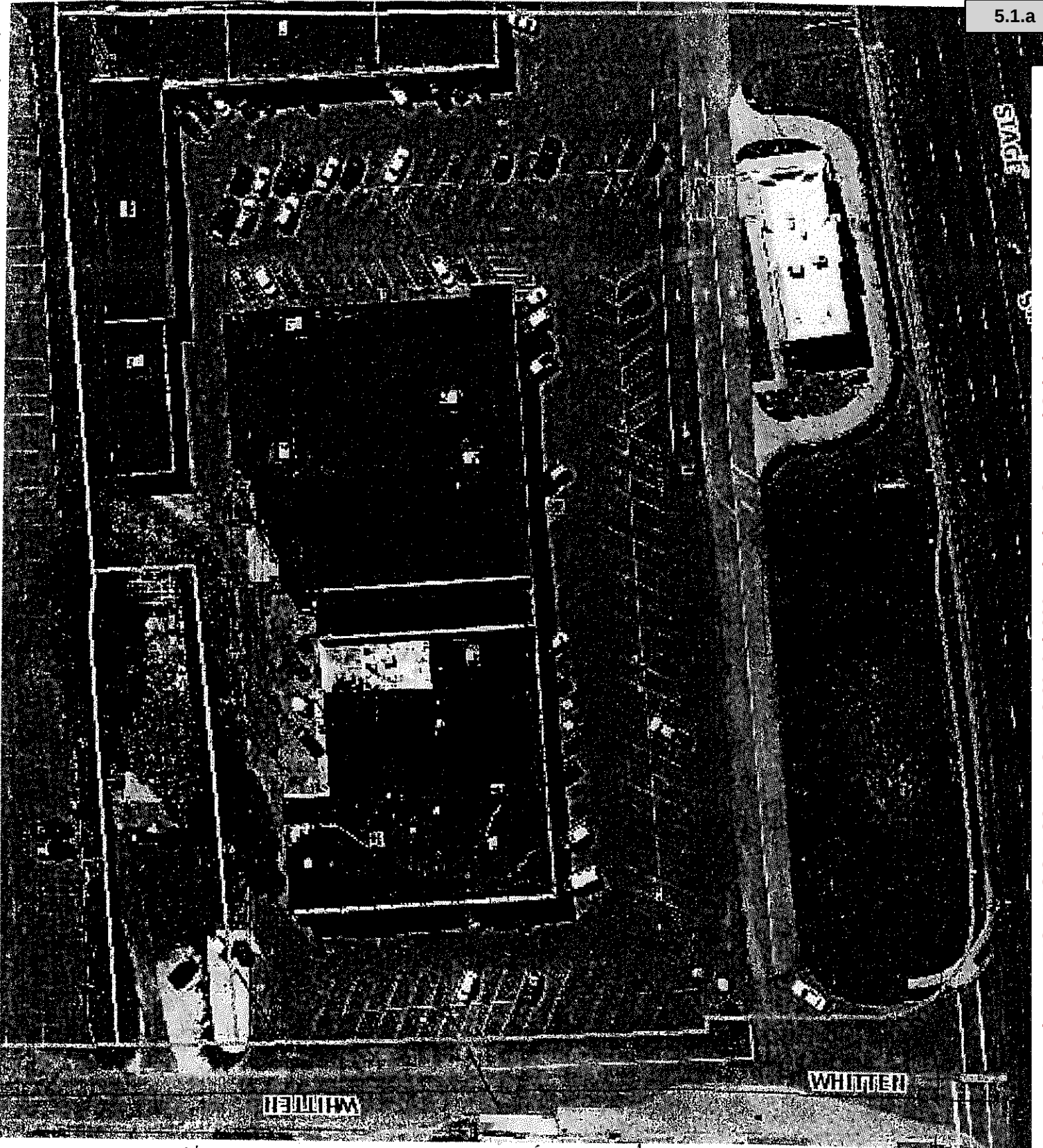
The application shall set forth and contain the following information:

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

Special event permit - authorization by Permitting Official

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

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40	✓		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.	



Seasonal &
Children to
enjoy only
during Christmas
Tree Season like
we do every
year...

3' x 15" Banner *

Pumpkins

Christmas Trees

* Same as we
use every year
for appropriate
event

tentnology®

Tentnology® Co.
15427-86th Avenue
Surrey, British Columbia
Canada V3S 2A1

Tel: 604 597-8368
Fax: 604 597-8749
Toll Free (Canada & USA)
1-800-883-8858
Web Site: www.tentnology.com
Email: tentn@tentnology.com

TO WHOM IT MAY CONCERN

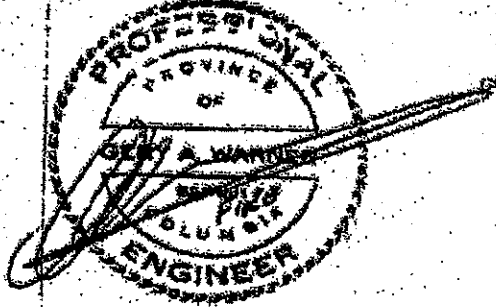
FLAME RETARDANCY

This is to certify that the fabric used to manufacture Tentnology® Marquee, Saddle Span, Mega 4x4 and Max Headroom tents and fabric structures satisfies the following specifications for flame retardancy:

ULC S109 M 1987
NFPA 701 Large Scale Test
State of California Fire Marshall
Underwriters Laboratory - Method 214
National Coal Board Specification 245/1961 for flame retardancy

Tentnology® tents with Tentnology original manufactured parts display the flame certificate on the label for the first two of these - S109 & NFPA 701.

Yours truly,
TENTNOLOGY CO.



Flame Retardancy Certificate
Doc 27004 - Rev 1.1

Page 1 of 1

11/16/2004 14:46

SCHERBA INDUSTRIES

PAGE 03

CERTIFICATE OF CONFORMANCE

This is to certify that 533 Yards

Of material Acron 27 PP Black

Shipped to Scherba Industries

On Customer Order No. 8617

Analysis and physical properties of specification FAB 25, 851 RAR B

LOT # 96-607

MEG DATE: 7/9/96

Test Reports on file at Hoffman Products, El Monte, California subject to examination at any time.

Date: 7/9/96

Signature [Signature]
JOAN ESTRADA/TECHNICAL DIRECTOR

Shipped and subjected before me this _____ day of _____ 19__

NOTARY PUBLIC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/11/2016

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		CONTACT NAME: LEISA FOSTER	
BROOKS EDWARD MCDONALD		PHONE (A/C, No, Ext): 901-385-1234 EXT 305	FAX (A/C, No): 901-388-9526
5820 STAGE RD		E-MAIL ADDRESS: FOSTEL1@NATIONWIDE.COM	
BARTLETT TN 38134		INSURER(S) AFFORDING COVERAGE	
		INSURER A: NATIONWIDE MUTUAL INSURANCE COMPANY	NAIC # 23787
INSURED		INSURER B:	
JAMES R WADE-JR		INSURER C:	
DBA BIG JIM'S CHRISTMAS TREES		INSURER D:	
6777 STAGE RD		INSURER E:	
BARTLETT TN 38134-3867		INSURER F:	

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		ACP GLO 5645249935	09/02/2015	09/02/2016	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO					BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$
	DED ☐ RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☐ N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

City of Bartlett Code Enforcement 6382 Stage Road Bartlett TN 38134	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE LEISA FOSTER <i>Leisa Foster</i>
--	---

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Boyd & Sons Real Estate & Investment, Inc.

8487 Pleasant Ridge Road
Arlington, TN 38002
829-3289

Bartlett Code Enforcement

With Your Approval, I give Jimmy Wade permission to sell Pumpkins & Christmas Trees at the Stage Rd Plaza Shopping Center at 6743 Stage Rd. Bartlett, Tenn. 38134.

I appreciate your corporation. Thank You.

Sincerely,

Mark D Boyd
Mark D Boyd
Mark D Boyd

8-22-16

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Memphis Euro Fest Car Show.



APPLICATION FOR SPECIAL EVENT

OFFICE OF
BARTLETT CODE ENFORCEMENT6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

Address

Zip Code

7410 Memphis Arlington Rd.

38135

Dates of the Event

Hours of the Event

Oct. 1, 2016

8:00 AM To 5:00 PM

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

Car Show

Property Owner

Youth Villages

Special Event Permit Applicant

Address of Applicant

Jim Hofer

496 Melody Ln, Memphis, TN.

Phone Number

Fax Number

901-487-4645

901-789-2628

Check all items that apply:

For information call (901) 385-6425.

☐ State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)☒ Letter of Permission☐ Insurance☐ Tents (Fire Retardant letter included)☒ Special Event Checklist☒ Map☒ Sign or Banner☐ \$60.00 Special Event Fee
☐ \$4.00 Permit Issuing Fee☐ Total

Jim Hofer

Aug 2, 2016

Responsible Person

Date

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

APPROVAL

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

Special Event Checklist

Event: Car Show
 Location: 7410 Memphis Arlington Rd.
 Dates: Oct: 1, 2016

Type of special event: (Check one.)

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

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

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

Performance standards:

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

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

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

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

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

Conditions

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

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

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29		✓		Name and address of the applicant.	
30		✓		Names and address of the owner of the premises on which the proposed event is to be held.	
31		✓		Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32		✓		Description of the site on which the proposed event is to be held.	
33		✓		Date of the proposed event. <i>Oct. 1, 2016</i>	
34		✓		A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35		✓		A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36		✓		Location and number of proposed temporary public toilets.	
37		✓		Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

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

September 30th & October 1st, 2016

British Sports Car Club of Memphis
Memphis Euro-Fest 2016
 Saturday October 1, 2016
 In support of 7410 Memphis-Arlington Road
 8:00am to 3:00 pm
Youth VILLAGES.
 Two hours for toddlers



Celebrating the 100th Anniversary of the *Ultimate Driving Machine*

MINI
ROADSHOW

BMW

GOSSETT MOTOR CARS
 100% of profits support Youth Villages

Hosted by the  British Sports Car Club LTD, Memphis, TN www.memphisbritishcars.org/england

Patron of the Arts

SCHEDULE OF EVENTS

Friday, September 30th, 2016

6:00 - 10:00 PM: Early Registration under the stars in the Main Tent at Youth Villages Bartlett Campus .

Saturday, October 1st, 2016

8:00 - 10:00 AM: Registration at Youth Villages Bartlett Campus

10:00 AM - 2:00 PM: Car Show is open to the public...and judging is in process

3:00 PM: Awards presentation

2016 MEMPHIS EURO FEST REGISTRATION



EARLY REGISTRATION IS APPRECIATED!

(No registration will be accepted after 10:00 AM on October 1st)

Please complete this form and send it, along with a check or money order (in U.S. funds) payable to The British Sports Car Club at this address:

The British Sports Car Club of Memphis

P.O. Box 38134

Germantown, TN 38183-0134

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email address: _____

Club Affiliation: _____

VEHICLES TO BE REGISTERED

Year	Make	Model	Series (coupe/roadster)	Color
One: _____				
Two: _____				
Three: _____				

REGISTRATION FEES

Registration fee: First Car \$35.00 (Motorcycle \$15.00)	\$35.00	\$
Additional fee: Each subsequent car or motorcycle	\$10.00	\$
TOTAL		\$

Please staple check or money order to this form...payable to "British Sports Car Club"

Proceeds from the event will be donated to Youth Villages

Car number and class will be assigned at the show:

WAIVER

I am aware of the hazards inherent with motor vehicle events and specifically release and do indemnify the organizers, supporting sponsors, Youth Villages and the various participating car clubs collectively and separately, from any and all liability from personal injury or property damage incurred by me or my guests while participating in the 2016 Memphis Euro Auto Fest.

I understand that the organizers of Memphis Euro Auto Fest reserve the right to revoke my registration and retain my registration fee should I engage in reckless, dangerous and/or unsafe behavior.

I have read, understand, and agree to this release.

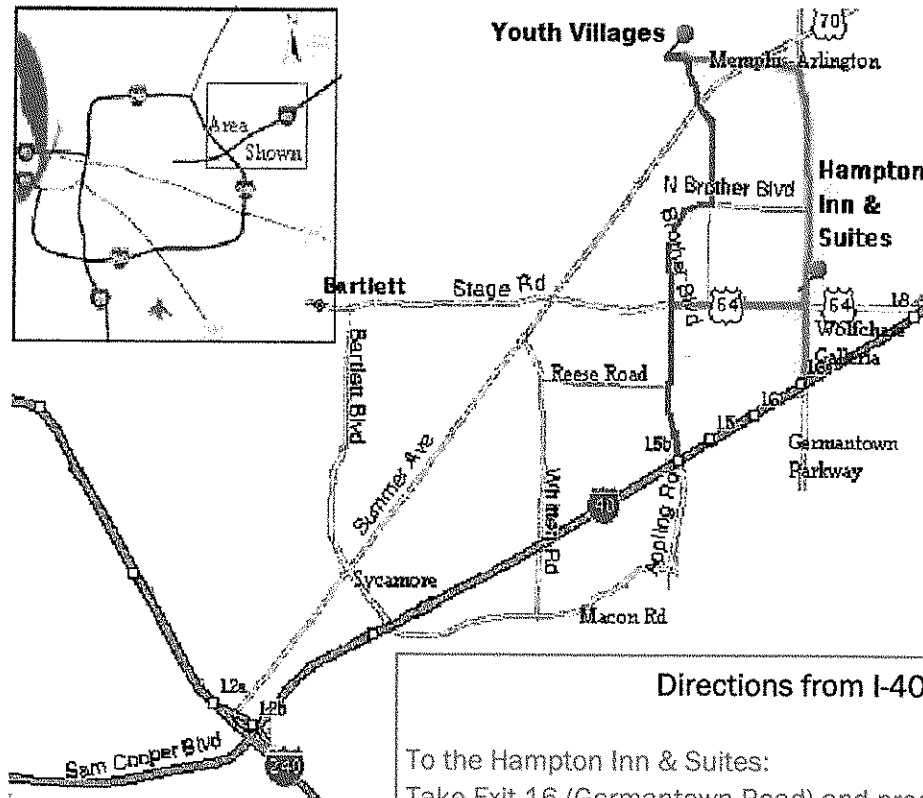
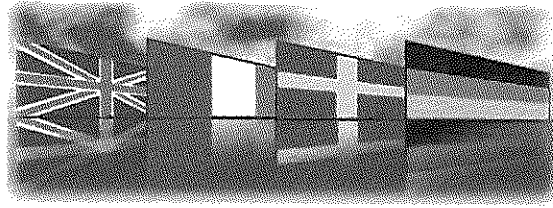
Signature _____ Date _____

Your signature on the above line will be required before your registration can be processed.

Car#

Class

Attachment: MEMPHIS EURO FEST CAR SHOW-7410 MEMPHIS ARLINGTON-2016 (1900 : Memphis Euro Fest Car Show)



Directions from I-40

To the Hampton Inn & Suites:

Take Exit 16 (Germantown Road) and proceed north. The 3rd traffic light is Highway 64. After you pass Highway 64, the Hampton Inn & Suites will be on your left.

To Youth Villages Bartlett Campus:

Take Exit 15 (Appling Road) and proceed north. The 2nd traffic light is Highway 64. After passing Highway 64, the name of the street changes to Brother Blvd. After a sweeping right-hand curve, you'll come to a traffic light. Turn left here, and you'll be back on Appling Road. Follow Appling across Highway 70 until it ends at Memphis-Arlington Road. Turn left, and Youth Villages Bartlett Campus will be immediately on your right.

To return to the hotel, go east on Memphis-Arlington, past Hwy 70, then right on Germantown Road



August 4, 2016

Memphis British Sports Car Club, LTD
Jim Hofer, Co-Director

Dear Jim,

Youth Villages is very pleased to have the Memphis Euro Fest back on our Bartlett Campus grounds for September 30th and October 1st. We're looking forward to seeing all the unique cars this special event brings to Bartlett and to Youth Villages.

This letter is a statement of permission to use the Youth Villages Bartlett Campus located at 7410 Memphis-Arlington Road, Bartlett, TN 38135 as the location for the Memphis Euro Fest.

Thank you once again for all the great work you do for the children and families here at Youth Villages.

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Mullen".

Amanda Mullen
Development Coordinator
Youth Villages



YOUTVIL-01

CLPA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/11/2016

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.

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PRODUCER Kemmons Wilson Ins Group, LLC 8700 Trail Lake Drive West Suite 300 Memphis, TN 38125		(901) 346-8808 CONTACT NAME: Patsy Clark - Senior Client Executive PHONE (A/C No. Ext): 901-345-1988 FAX (A/C No.): 901-345-8280 E-MAIL ADDRESS: pclark@kwilson.com														
INSURED Youth Villages, Inc. 3320 Brother Blvd Memphis, TN 38133		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER A</th> <th>NAIC #</th> </tr> <tr> <td>Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B: Cigna/Life Insurance Company of NA.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER A	NAIC #	Philadelphia Indemnity Insurance Company	18058	INSURER B: Cigna/Life Insurance Company of NA.		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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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.

INSUR LTR	TYPE OF INSURANCE	ADDL. SUBR. INSR. (W/D)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	PHPK1530829	8/1/2016	8/1/2017	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR					MED EXP (Only one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	☒ POLICY ☐ PROJECT ☐ LOC					GENERAL AGGREGATE \$ 3,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMP/OP AGG \$ 3,000,000
	☐ ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	UMBRELLA LIAB	☐ OCCUR				PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB	☐ CLAIMS-MADE				\$
	DED ☐ RETENTION \$					EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N				WC STATUTORY LIMITS
	If yes describe under DESCRIPTION OF OPERATIONS below	N/A				OTH. ER
B	Accident & Health		AHH002695	8/11/2015	8/11/2016	E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
						\$25,000

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

Car Show held on September 30-October 1, 2016 at the Youth Villages Bartlett Campus. Certificate holder is added as additional insured with respect to the written contract, ATIMA.

CERTIFICATE HOLDER

CANCELLATION

City of Bartlett
 6452 Stage Rd
 Bartlett, TN 38134-

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

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

Attachment: MEMPHIS EURO FEST CAR SHOW-7410 MEMPHIS ARLINGTON-2016 (1900 : Memphis Euro Fest Car Show)

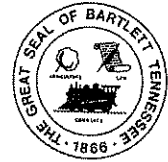
**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Fall Festival and Craft Sale.



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

7217 Centralia 38029
 Address Zip Code

Oct. 22, 2016 9^{am} - 3 pm
 Dates of the Event Hours of the Event

Fall Festival + Craft Sale
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Ellendale United Methodist Church
 Property Owner

Same as above P.O. Box 85
 Special Event Permit Applicant Address of Applicant

901-386-0205 901-386-8967
 Phone Number Fax Number
cell# 388-1641

Check all items that apply:

For information call (901) 385-6425.

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

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

Shirley Dorsey 8/31/2016
 Responsible Person Date

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

APPROVAL

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

Special Event Checklist

Event: Fall Festival & Craft Sale
 Location: 7217 Centralia - Ellendale United Methodist Church
 Dates: October 22, 2016

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		✓		Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5			✓	The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6			✓	The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		✓		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		✓		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

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

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

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

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

Conditions

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

	Required ✓ or X	N/A		Comments
22		✓	Limitations on signs.	
23		✓	Temporary arrangements for parking and traffic circulation.	
24		✓	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25	✓		Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	9:00 AM - 3:00 PM
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		✓	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		✓	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29		✓		Name and address of the applicant.	
30		✓		Names and address of the owner of the premises on which the proposed event is to be held.	
31			✓	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32		✓		Description of the site on which the proposed event is to be held.	
33		✓		Date of the proposed event.	
34		✓		A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35		✓		A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36		✓	✓	Location and number of proposed temporary public toilets. <i>No temporary</i>	<i>Inside church are ample toilets</i>
37			✓	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/02/2016

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

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

PRODUCER Church Mutual Insurance Company 3000 Schuster Lane P.O. Box 357 Merrill WI 54452		CONTACT NAME: Brittany J Grosskurth PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 FAX (A/C, No): 855-264-2329 E-MAIL: cs18@churchmutual.com ADDRESS:	
INSURED ELLENDALE UNITED METHODIST CHURCH INC 7217 CENTRALIA RD ELLENDALE TN 38029		INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18767	

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	N	0014882-02-782818	03/08/2015	03/08/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED. ☐ RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				

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

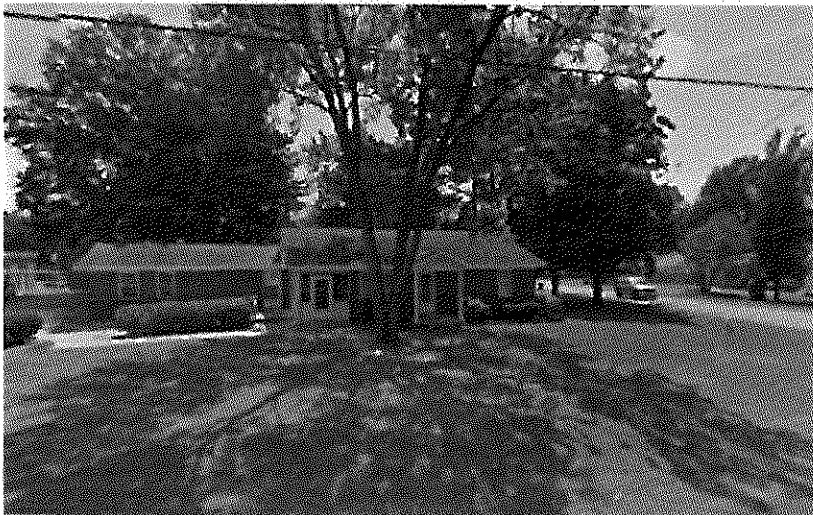
Evidence of Liability Insurance for a Craft Show on October 21, 2016 and October 22, 2016 at Ellendale United Methodist Church Inc., 7217 Centralia Rd., Ellendale, TN 38029. RUAP 264

CERTIFICATE HOLDER CITY OF BARTLETT PO BOX 341027 BARTLETT TN 38184-1027		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE	
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Google Maps Ellendale United Methodist Church



Map data ©2016 Google 200 ft



This is the office!

Ellendale United Methodist Church

1 review

Church

7205 Centralia Rd, Memphis, TN 38135

ellendale-methodist.com

(901) 386-0205



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Judy Willis

Department Head: Bill Yearwood

Annual Contribution to the County's Household Hazardous Waste Collection Facility.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase seven radar units for new police vehicles.

STALKER radar**QUOTE**
#2003347

applied concepts, inc.

2609 Technology Dr.
Plano, TX 75074
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Donna Russell
972-801-4803Reg Sales Mgr: Debbie Aull
214-551-5538

Page 1 of 1

Date: 08/23/16

Effective From : 08/23/2016

Valid Through: 11/21/2016

Lead Time: 21 working days

Bill To: Bartlett Police Dept 3730 Appling Rd Bartlett, TN 38133-2745	Customer ID: 381341 Accounts Payable	Ship To: Bartlett Police Dept 3730 Appling Rd Bartlett, TN 38133-2745	UPS Ground Jeff Cox
---	---	---	--

Grp	Qty	Package	Description	Wmty/Mo	Price	Ext Price
1	7	805-0022-00	Dual - 2 Antenna Radar System	36	\$1,545.00	\$10,815.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	7	200-0998-00	Dual Enhanced Counting Unit, 1.5 PCB		\$0.00
2	7	200-0996-30	Dual Modular Display, Bright LEDs		\$0.00
3	14	200-0326-35	Dual Enhanced Ka-band Antenna		\$0.00
4	7	200-0920-00	Dual SL Remote Control w/Screw Latch		\$0.00
5	7	200-0769-00	25 MPH/40 KPH KA Tuning Fork		\$0.00
6	7	200-0770-00	40 MPH/64 KPH KA Tuning Fork		\$0.00
7	7	200-0243-00	Counting/Display Tall Mount		\$0.00
8	7	200-0244-00	Antenna Dash Mount		\$0.00
9	7	200-0245-00	Antenna Tall Deck Mount		\$0.00
10	7	200-0648-00	Display Sun Shield		\$0.00
11	7	155-2055-04	Antenna Cable, 4 Ft		\$0.00
12	7	155-2055-20	Antenna Cable, 20 Ft		\$0.00
13	7	155-2283-70*	CAN/VSS Cable with Voltage Detection		\$0.00
14	7	200-0820-00	Dual Manual Kit		\$0.00
15	7	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
16	7	060-1000-36	36 Month Warranty		\$0.00

Group Total \$10,815.00

Product	\$10,815.00	Sub-Total:	\$10,815.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$0.00
		Total:	\$10,815.00

001

Attachment: Applied Concepts, Stalker (1897 : Radar Purchase for New Police Interceptors)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase seven in-car video cameras for new police vehicles.



4RE/VISTA Price Quote

CUSTOMER: Bartlett Police Department

ISSUED: 7/19/2016 4:37 PM

EXPIRATION: 8/31/2016 5:00 AM

Attn: Accounts Payable,
PO Box 341148,
Bartlett, TN, United States,
38134

TOTAL PROJECT ESTIMATED AT:
\$36,190.00

ATTENTION: Jeff Cox

SALES CONTACT: Jean Farmer

PHONE: 901-385-5560

DIRECT: (469) 342-8917

E-MAIL: jcox@bartlettspolice.org

E-MAIL: JFarmer@WatchGuardVideo.com

4RE and VISTA Proposal

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	7.00	\$150.00	\$0.00	\$1,050.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-STD-GPS-RV2	4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket.	7.00	\$4,795.00	\$0.00	\$33,565.00
CAM-4RE-ZSL-UWD	Front Camera, 4RE, HD Zero Sightline (ZSL)	7.00	\$0.00	\$0.00	\$0.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	7.00	\$200.00	\$0.00	\$1,400.00

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	7.00	\$0.00	\$0.00	\$0.00

415 Century Parkway • Allen, TX • 75013
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping and Handling Charges	1.00	\$175.00	\$0.00	\$175.00
					\$36,190.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts \$0.00

Additional Quote Discount \$0.00

Total Amount \$36,190.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

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Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase Wireless Access Points and server for patrol video.



4RE/VISTA Price Quote

CUSTOMER: Bartlett Police Department

ISSUED: 7/19/2016 4:15 PM

EXPIRATION: 8/31/2016 5:00 AM

Attn: Accounts Payable,
PO Box 341148,
Bartlett, TN, United States,
38134

TOTAL PROJECT ESTIMATED AT:
\$23,005.00

ATTENTION: Jeff Cox

SALES CONTACT: Jean Farmer

PHONE: 901-385-5560

DIRECT: (469) 342-8917

E-MAIL: jcox@bartlettspolice.org

E-MAIL: JFarmer@WatchGuardVideo.com

4RE and VISTA Proposal

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License Key	1.00	\$1,000.00	\$0.00	\$1,000.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	30.00	\$200.00	\$0.00	\$6,000.00
WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, Sector	4.00	\$250.00	\$0.00	\$1,000.00

Server Hardware and Software

Part Number	Detail	Qty	Direct	Discount	Total Price
HDW-4RE-SRV-201	Server, 3U Rack Mount 16 SATA Drive Server, Intel Xeon E5-2620 V3 2.4GHz 6 Core 12 Threads, 32GB RAM, 2x128GB SSD 6GB/S MLC drives (boot) 3x800GB SSD MLC drives (sql), Windows Server 2012 R2 64-bit, SQL Server 2012 (SCAL), 3-Year full service (on-site or reimbursed) warranty.	1.00	\$8,850.00	\$0.00	\$8,850.00
HDW-4RE-HDD-4TB	Hard Drive, Server, 4TB, 7,200 RPM, 4RE	7.00	\$490.00	\$0.00	\$3,430.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
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Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com

Attachment: Wireless Access, WatchGuard (1899 : Wireless Access Points)



4RE/VISTA Price Quote

SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (WG-TS)	1.00	\$2,500.00	\$0.00	\$2,500.00
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Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping and Handling Charges	1.00	\$225.00	\$0.00	\$225.00
					\$23,005.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts \$0.00

Additional Quote Discount \$0.00

Total Price \$23,005.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 09/13/16 07:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Bid for Riding Mower with 104" Deck.

On August 17, 2016, an ad was placed in *The Daily News*. On September 1, 2016, the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Bartlett Small Engines	\$ 19,995.00
Barton Equipment Co.	\$ 22,500.00
Hustler Turf Equipment	\$ 21,750.00

We recommend the bid be awarded to Bartlett Small Engines for a total price of \$19,995.00

Funds are available in Account 11044400.939.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 09/13/16 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Judy Willis

Department Head: Bill Yearwood

Bid for crew cab pickup truck with 6.5 ft. bed.

On July 21, 2016, an ad was placed in *The Daily News*. On August 4, 2016 the City of Bartlett received eight bids, which were opened at City Hall.

Lowest bids received from the following companies:

CDJR of Columbia	\$ 26,331.00
Country Ford	\$ 27,457.44
Ford of Murfreesboro	\$ 25,380.00
Golden Circle	\$ 27,566.00
Homer Skelton CJR	\$ 25,707.00
Premier Automotive	\$ 24,644.36

We recommend the bid be awarded to Premier Automotive for a total price of \$24,644.36.

Funds are available in Account 510.51300.935.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 09/13/16 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Judy Willis

Department Head: Bill Yearwood

Bid for one extended cab pickup truck with 6.5-foot bed.

On July 21, 2016 an ad was placed in *The Daily News*. On August 4, 2016 the City of Bartlett received eight bids, which were opened at City Hall.

The lowest bids were received from the following companies:

Cdj of Columbia - Ram	\$ 22,670.00
Country Ford	\$ 24,990.00
Ford of Murfreesboro	\$ 23,895.00
Golden Circle - Ford	\$ 25,097.00
Premier Automotive - Ram	\$ 22,344.36
Homer Skelton Cdj - Ram	\$22,046.00

We recommend the bid be awarded to Homer Skelton CDJ, for a total price of \$ 22,046.00.

Funds are available in account 510.51300.935.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 09/13/16 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Judy Willis

Department Head: Bill Yearwood

Bid for a walking floor transport trailer.

On July 29, 2016, an ad was placed in *The Daily News*. On August 18, 2016, the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

Spector Manufacturing	\$74,587.00
Mac Trailers	\$74,597.00
Southern States	\$81,500.00
Stringfellow	\$80,420.00

We recommend the bid be awarded to Spector Manufacturing for a total price of \$74,587.00.

Funds are available in Account 122.48122.939.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 09/13/16 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Bid for day cab tractor with dump trailer.

On August 10, 2016, the City placed an ad in *The Daily News*. On August 25, 2016 the City of Bartlett received seven bids, which were opened at City Hall.

Bids were received from the following companies:

*Summit Truck Sales Bid #2	\$144,518.64 / \$142,718.64
*Tri-State Truck Center	\$145,290.00
*Summit Truck Sales Bid #1	\$147,301.20 / \$145,501.20
Tag Truck Center	\$147,575.00 / \$145,775.00
General Trucks Sales	\$155,743.74 / \$153,943.74
*Crow's Truck Service	\$100,805.00
*Technology International	\$57,575.00

*Incomplete bids or unmet specifications.

We recommend the bid be awarded to Tag Truck Center for a total price of \$145,775.00 for a truck cab and trailer to haul sludge.

Funds are available in Account 510.51400.935.

Thank you for your consideration.

BID RESPONSE SHEET

**SB FY2017-07-004 DAY CAB TRACTOR WITH DUMP TRAILER
DUE 8/25/201 AT 2:00 P.M.**

Company/Bidder	Total Bid	Alternates (See Notes)	Notes
Summit Truck Sales Bid #2	\$144,518.64	\$142,718.64	International Prostar Tractor; Navistar Engine Alt: Deduct \$1800.00 for square nosed trailer
Tri- State Truck Center	\$145,290.00		Mack Tractor; Mack Engine
Summit Truck Sales Bid #1	\$147,301.20	\$145,501.20	International Prostar Tractor; Cummins Engine Alt: Deduct \$1800.00 for square nosed trailer
Tag Truck Center	\$147,575.00	\$145,775.00	Freightliner Tractor; Detroit Diesel DD13 Engine Alt: Deduct \$1800.00 for square nosed trailer
General Trucks Sales	\$155,743.74	\$153,943.74	Volvo Tractor; Volvo D13 Engine Alt: Deduct \$1800.00 for square nosed trailer
Crow's Truck Service	\$100,805.00		Western Star 4700 Tractor; Detroit Diesel DD13 Engine Day Cab Tractor Bid Only
Technology International	\$57,575.00		Trailer Bid Only

**** All Trailers Bid are Travis Model S96 Wave



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 09/13/16 07:00 PM

Department: Engineering

Category: Purchase

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Authorization to purchase two Right-of-Way tracts for the widening of Old Brownsville Road between Austin Peay Hwy and Kirby Whitten.

The following two tracts have been negotiated and right-of-way offers have been accepted.
Please authorize payment to:

Tract 28	Bubby and Ronda Cranford	\$48,376
	*moving expense	\$500
Tract 19	Rivercrest Baptist Church	\$31,945
	TOTAL	\$80,821

Please authorize these purchases with funds to come from Old Brownsville Road Right-of-Way, Account 311.48311.770.422.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Parks and Recreation

Category: Proposal

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Design services for Singleton Community Center roof replacement.



August 10, 2016

Revised September 7, 2016

**Ms. Debbie Cairncross
Purchasing Agent**

City of Bartlett
6400 Stage Road
Bartlett, TN 38134

RE: **City of Bartlett – Roof Replacements at Singleton Community Center**
(RWAID No 16-122)

Dear **Ms. Cairncross,**

ROSS WITT ARCHITECTURE, PLLC is excited to be considered to provide professional design services for the above referenced project and we look forward to working with the City of Bartlett once again.

We understand that there are three separate roof areas that need replacement; 1-the shingle roof area at Singleton Community Center, 2-and metal roof at the gym at Singleton (with new HVAC units on ground).

We propose to provide the following services:

- Investigate and document existing conditions as necessary for roof replacement design
- Provide drawings of existing conditions with reasonable accuracy for Bidding and Construction
- With ACL, inc. of Bartlett, TN as the consultant, provide sampling/testing of materials as necessary to determine the existence of asbestos containing materials which may need abatement
- Provide architectural plans and specifications for each of the roof areas for contractor bidding, permitting, and for construction
- Provide Statements of Probable Construction Cost for each of the areas
- Manage the bidding of the plans to contractors so that a contract may be approved by the Mayor and Board

Fees for the above Scope are proposed to be as follows:

1	Singleton Community Center (shingle roof)	\$ 9,500.00 lump sum
2	Singleton Gym metal roof and new HVAC design (HNA Engineering)	\$12,000.00 lump sum
3	Asbestos Survey/Testing	\$500.00 lump sum
4	Asbestos Abatement Design (if necessary)	\$1,300.00 lump sum

Attachment: Ross Witt Roof Replacements Singleton Revised 9-7-2016 (1909 : Design Services for Singleton Roof Replacements)

Please note that these fees are based on the assumption that Items 1 through 4 will proceed simultaneously. We understand, however, that construction may be delayed for the Community Center depending upon available funding.

Also, please note that Item 4 (Asbestos Abatement Design) will only be necessary should Asbestos be discovered during the Survey/Testing phase in Item 3.

If additional services beyond the above Scope are requested by the City, then we will negotiate an agreeable lump sum fee based on the following hourly rates for this project:

Benjamin Witt or Debbie Ross	\$144/hour
Drafting and Technical Support (Interns)	\$ 98/hour

We have not included time for City of Bartlett Design Review or Planning Commission meetings and submissions as we would expect that such services would not be needed for roof replacements.

Invoices will be sent via email to the City once a month and will be based upon the percentage of work completed during the preceding month. We appreciate payments to be made within 21 days of the receipt of our Invoices.

If printing of multiple copies of plans and specs are required during bidding, then these will be invoiced as a reimbursable expense.

Should you have any questions please do not hesitate to contact me.

Thanks again and we look forward to hearing from you soon.

Sincerely,

ROSS WITT ARCHITECTURE, PLLC



Benjamin Witt, AIA
Principal Architect

Approved by: _____, _____
Signature and title date

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Parks and Recreation

Category: Agreement

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Professional services agreement for W. J. Freeman Park road and parking improvements.



6465 North Quail Hollow Road | Suite 401
 Memphis, Tennessee 38120
 901.646.5070

720 North Lamar Blvd | Suite A
 Oxford, Mississippi 38655
 662.550.4454

dt-designstudio.com
 info@dt-designstudio.com

August 8, 2016

Mr. Rick McClanahan
 6382 Stage Road
 Bartlett, TN 38134

**RE: PROFESSIONAL SERVICE AGREEMENT
 FREEMAN PARK – PARK ROAD & PARKING LOT IMPROVEMENTS**

Dear Mr. McClanahan:

We appreciate the opportunity to submit this proposal to provide the following professional design services for Freeman Park. Dalhoff Thomas *design/studio* and our design team will provide the design services needed to complete the required tasks of this project.

The services for this project have been delineated so that we both understand the scope of services to be provided, along with the cost for those services. It's our understanding that the improvements will include a new park road and small parking areas.

Design services are lump sum based on the scope of services indicated. This proposal includes expenses incurred directly in connection with the project such as in-house printing, mileage, and delivery services. Printing of the Construction Documents for contractors is not included in this proposal. It is our understanding that Dalhoff Thomas *design/studio* will handle the distribution of the Construction Documents to contractors. Dalhoff Thomas *design/studio* will provide an electronic copy of the Construction Documents to contractors for a minimal fee.

SERVICES INCLUDED

I. SURVEYING

A. Topographic Surveying

1. Dalhoff Thomas *design/studio* will use the existing topographic survey prepared by Allen Hoshall, Inc. and dated May 25, 2014.

Mr. Rick McClanahan
August 8, 2016
Page 2

2. Allen Hoshall, Inc. will add the following additional topographic information to the existing survey.
 - a. Intersection of the Proposed Park Road and Ivanhoe Road
 - b. The existing median south of Ivanhoe Road
 - c. Cross section the existing ditch at the proposed Park Road location and provide an elevation of the flow line 100' upstream and downstream

Deliverable: Hard copy of topographic survey.

Fee for Topographic Surveying.....\$3,000.00

II. GEOTECHNICAL SERVICES

The Geotechnical Engineer anticipates that the geotechnical issues that subsurface exploration needs to address include:

1. The presence of soft or compressible soils
2. Groundwater depth

Geotechnical Engineer (Geotechnology) recommends the follows investigation:

1. Three (3) Park Road borings and two (2) borings at the reinforced box culvert
2. Two (2) boring in the proposed large parking lot and one (1) in the location of the proposed restroom/pavilion.
3. Laboratory testing will include typical index test such as moisture content, atterberg limits, unit weight, and unconfined compression
4. A report will summarize the results of the borings, laboratory test and engineering analyses and design recommendations will be provide for Site excavation and placement of fill and pavement design.

Deliverable: Hard copy of a report that includes the results of the field and laboratory test results, analyses, and recommendations pertinent to design and construction.

Fee for Geotechnical Services.....\$5,600.00

III. PERMITTING SERVICES

A. Two General Aquatic Resource Alteration Permit (ARAP)

1. It is anticipated that a General Aquatic Resource Alteration Permit (ARAP) from the Tennessee Department of Environment and Conservation (TDEC) will be required for construction of the box culvert in the existing ditch. We will prepare and submit the General ARAP application.
2. It is anticipated that a General Aquatic Resource Alteration Permit (ARAP) from the Tennessee Department of Environment and Conservation (TDEC) will be required for the discharge of storm drainage at directed point along Harrington Creek
3. Application fees will be paid by the City of Bartlett.

Mr. Rick McClanahan
August 8, 2016
Page 3

B. Stormwater Pollution Prevention Plan (SWPPP)

1. We will prepare a Notice of Intent (NOI) for General NPDES Permit for Stormwater Discharges from Construction Activities and the accompanying Stormwater Pollution Prevention Plan (SWPPP) for Phase 1 land disturbance activities. We will submit the NOI and SWPPP to the TDEC for review and approval.

C. U.S. Corps of Engineers (COE)

1. It's not anticipated that a Nationwide Permit from the COE will be required for the park improvements associated with this project, however, coordinate with the COE is need to ensure that the project is exempt from permit requirements.

Deliverable: One hard copy of the permit documents.

Fee.....\$11,400.00

IV. CONSTRUCTION DOCUMENTS

Preparation of Construction Documents to include:

A. Overall Site Plan

B. Enlarged Site Plans

C. Plan and Profile Sheets for the Park Road

D. Grading Plan

1. Existing Contours
2. Proposed Contours (one foot)
3. Spot Elevations

E. Drainage Plans

1. Storm Sewer System Design
2. Drainage structures, pipes and tables meeting City of Bartlett requirements
3. Construction Details will be provided for the storm water flows into Harrington Creek

F. Erosion and Sediment Control Plans

1. Plans will provide construction phasing information, erosion control details, storm water management practices, and site stabilization requirements

G. Bartlett Boulevard Median Modifications

1. Preparation of Median Modification Plans for a left turn lane at Ivanhoe Road

H. Traffic Control Plans

Mr. Rick McClanahan
August 8, 2016
Page 4

1. Prepare a Traffic Control Plan for construction activities associated with connecting the Park Road to Bartlett Blvd., Bartlett Road and construction of Left Turn Lane in the existing median

I. Box Culvert Crossing at the Existing Ditch

1. It is anticipated that a Tennessee Department of Transportation structural box culvert will be referenced for structural details of the culvert
2. We will assess the hydraulic capacity required for the culvert
3. The 100 year design storm will be used as the basis for design unless another design storm is selected by the City of Bartlett

J. Electrical Plans

1. We will select 4 options for the Park Road lighting standard and will meet with the City to review.
2. Survey existing conditions
3. Lighting Design for new Park Road
4. Electrical distribution
5. Coordinate with MLG&W

K. Landscape Plans

1. Grassing Plan for disturbed areas
 - a. Seeded Areas (with or without erosion control matting)
 - b. Sodded Areas

L. Contract Documents

1. Preparation of Construction Cost Estimates
2. Technical Specifications (only)
3. Front End Documents provided by City of Bartlett. Dalhoff Thomas Design will prepare the Bid Books for Bidding
4. We will address Contractor Questions during Bidding and prepare and issue Addendums if required
5. Assistance with Bidding the Project
6. Evaluate Contractors Bids, Check References, and make Recommendation to the City of Bartlett concerning the Award of a Construction Contract

Fee for Construction Documents.....\$ 54,000.00

SUMMARY OF FEES

I.	Topographic Surveying.....	\$ 3,000.00
II.	Geotechnical Services	\$ 5,600.00
III.	Permitting Services.....	\$ 11,400.00
IV.	Construction Documents.....	\$ 54,000.00
	Total fee.....	\$ 74,000.00

Mr. Rick McClanahan
August 8, 2016
Page 5

The above scope of services does not include:

1. Traffic analysis/design, warrants analysis, traffic studies, signal design
2. Intersection Improvements other than median modifications reference above
3. Detention design
4. Utility design
5. FEMA – flood analysis, no rise certifications, etc.
6. Lighting plans for the existing park road and parking lots
7. Preparing submittal information or attending a DRC meeting
8. It's our understanding the construction documents will be approved administratively

It is recognized that you may request additional work and if so desired, additional cost can be mutually agreed upon at the time requested. The hourly rates for this project shall be as follows:

Principal Landscape Architect	\$170/hr
Landscape Architect I.....	\$110/hr
Landscape Architect II.....	\$100/hr
Landscape Architect III.....	\$ 80/hr
Senior Project Engineer	\$175/hr
Senior Engineer	\$170/hr
Senior Designer	\$150/hr
Clerical	\$ 45/hr

Note: Hourly rates are subject to change with 30 days prior notice.

We will bill you monthly until completion of the project (or upon completion of the project). Payment is due within 30 days from the date of the invoice.

In the event of breach or non-payment, the contracting party agrees to pay reasonable expenses of enforcement including attorney fees and costs. Venue for enforcement of this Agreement shall be in Shelby County, Tennessee.

The obligation to provide further services under the Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of termination, Dalhoff Thomas *design/studio* will be paid for all services rendered to the date of termination and all reimbursable expenses.

The fees shown in this proposal are based on the Owner agreeing to limit the Professional's liability for all planning, engineering and surveying services to the Owner, all construction contractors, and subcontractors on the project, due to the Professional's negligent acts, errors or omissions, such that the total aggregate liability of the Professional to all those named shall not exceed the Professional's total fee for services rendered on the project.

Mr. Rick McClanahan
 August 8, 2016
 Page 6

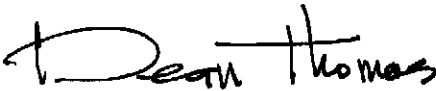
The parties hereto agree that Dalhoff Thomas *design/studio* will be held harmless from any claims existing and future that may come from the use of any Boundary and Topographic Survey furnished to Dalhoff Thomas *design/studio* by the Owner or others.

This proposal represents the entire understanding between you and us in respect to the "Project" and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of the arrangement between us, we would appreciate you signing the enclosed copy of the Letter Agreement in the space provided and returning it to Dalhoff Thomas *design/studio*.

We anticipate the Construction Documents will be complete within 3 month from Notice to Proceed.

We are looking forward to working with you on this project. If you have any questions regarding this proposal, please do not hesitate to call. We will be waiting for your approval to proceed.

Sincerely,
 DALHOFF THOMAS Design



Dean Thomas, PLA, CLARB
 Principal

Notice to Proceed:

 Rick McClanahan

 Date



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 1904)

Meeting: 09/13/16 07:00 PM
Department: Code Enforcement
Category: Agreement
Prepared By: Stefanie McGee
Initiator: Jim Brown
Sponsors:
DOC ID: 1904

Resolution 40-16, a resolution approving an intergovernmental agreement between the City of Bartlett and County of Shelby, Tennessee in connection with Division 14 General Sessions Court for enforcement of City Ordinances involving environmental violations.

WHEREAS, Chapter 772 of the Public Acts of 1982 has been amended by Public Chapter 426 of the General Assembly, 1991 to create a Division Fourteen of General Sessions Court to handle and dispose of environmental violations of municipal ordinances; and

WHEREAS, Shelby County Charter Section 3.03(E) provides that City and County may agree on services which may be rendered more efficiently or economically by mutual understanding; and

WHEREAS, Tennessee Code Annotated Section 12-9-104(a) provides for agreement by the governing bodies of counties and municipalities in accordance with Tennessee Code Annotated 8-8-201(34) and Tennessee Code Annotated 16-15-501, for enforcement of city ordinance violations; and

WHEREAS, The City of Bartlett and County of Shelby desire to enter into an Agreement in which Division Fourteen of the General Sessions Court will enforce city ordinances involving environmental violations.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Intergovernmental Agreement between the City of Bartlett and the County of Shelby, Tennessee, for said purposes, is hereby approved.

ADOPTED THIS 13th DAY OF SEPTEMBER 2016.

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

A. Keith McDonald, Mayor

Stefanie McGee, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 1915)

Meeting: 09/13/16 07:00 PM

Department: Finance

Category: Bid

Prepared By: Stefanie McGee

Initiator: Dick Phebus

Sponsors:

DOC ID: 1915

Resolution 41-16, a resolution to approve the purchase of a Dodge Ram truck for Parks School Ground Maintenance from Premier Automotive and to amend the Fiscal Year 2017 Operating Budget to appropriate \$24,644.36 for the purchase.

WHEREAS, Parks School Ground Maintenance needs a Dodge Ram 6100 GVWR Crew Cab with 6.5' bed, and sealed bids were received on August 11, 2016 for purchase of various fleet vehicles for the Bartlett Public Works Department; and

WHEREAS, the Parks Department wants to use the bids for the purchase of a Dodge Ram 6100 GVWR Crew Cab with 6.5' bed and is recommending accepting the bid from Premier Automotive - Ram in the amount of \$24,644.36 for delivery in 120 days; and

WHEREAS, it is necessary to amend the 2017 Operating Budget to increase the Parks School Ground Maintenance Budget in the amount of \$24,644.36, and funds are available from general fund reserves; and

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the bid from Premier Automotive - Ram for the purchase of a Dodge Ram 6100 GVWR Crew Cab with 6.5' bed in the amount of \$24,644.36 be approved. And the Fiscal Year 2017 operating budget be amended to increase the Parks School Ground Maintenance Budget in the amount of \$24,644.36. Funds are available from general fund reserves.

Adopted this day of September 13, 2016

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

Bid for one Dodge Ram w/Crew Cab and 6.5' Bed

Sealed bids were received on August 11, 2016 for purchase of various fleet vehicles for the Bartlett Public Works Department. The Parks Department desires to use the bids for the purchase of a Dodge Ram 6100 GVWR Crew Cab with 6.5' bed.

Bids were received from the following companies:

Autonation-Ford	\$27,610.44
Chrysler Dodge Jeep Ram –Columbia-Ram	\$26,331.00
Country Ford	\$27,457.44
Ford of Murfreesboro	\$25,380.00
Golden Circle Ford	\$27,566.00
Homer Skelton CDJ – Ram	\$25,707.00
Landers Ford	\$27,910.00
Premier Automotive - Ram	\$24,644.36

We recommend the bid be awarded to Premier Automotive for a Dodge Ram 6100 GVWR Crew Cab with 6.5' bed for a bid price of \$24,644.36 for delivery in 120 days.

Funds are available in account 110.44400.935 with budget to be amended.

Thank you for your consideration of this request.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 09/13/16 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Stefanie McGee

Department Head: A. Keith McDonald

Appoint Shan Criswell as the Director of Parks and Recreation.