



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, AUGUST 25, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Mayor McDonald

FUTURE MEETINGS

Beer Board, September 1 at 6 p.m.

Planning Commission, September 1 at 7 p.m.

Bartlett Station Commission, September 2 at 7:30 a.m.

City Beautiful Commission, September 3 at 7 p.m.

RECOGNITIONS

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

MINUTES ACCEPTANCE

Minutes of the August 11, 2015 Board of Mayor and Aldermen Regular Meeting

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

PUBLIC HEARING

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

- I. Ordinance 15-04, an ordinance to establish an updated occupational safety and health program plan, devise rules and regulations, and to provide for a safety officer and the implementation of such program plan.

No one spoke for or against Ordinance 15-04.

Adjourned at 7:03 p.m.

UNFINISHED BUSINESS

- I **Third Reading of Ordinance 15-04, an ordinance to establish an updated occupational safety and health program plan, devise rules and regulations, and to provide for a safety officer and the implementation of such program plan. (Peter Voss, Director of Personnel)**

Mr. Voss explained that this ordinance will include the Bartlett City School System in the City's Tennessee Occupational Safety and Health Administration plan.

Alderman Simmons asked if the safety officer mentioned in the ordinance would be hired from outside the City. Mr. Voss said Jeremy Lansing has been promoted from within the Personnel Department.

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

CONSENT AGENDA

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

- I **Special event permit for Youth Villages car show. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday and Saturday, September 25 and 26 from 6 to 10 p.m. Friday and 10 a.m. to 3 p.m. Saturday at the Youth Villages campus.
- 2 **Special event permit for Hunters Walk neighborhood yard sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, October 3 from 6 a.m. to 2 p.m. in the Hunters Walk subdivision.
- 3 **Bid for four unmarked police vehicles. (Gary Rikard, Chief of Police)**
Recommend accepting the lowest bid from Chrysler Dodge Jeep RAM of Columbia, Tenn. At a total cost of \$95,706.00. This purchase will be made through a State Bid Contract. Funds are available in Account 129.48129.935.
- 4 **Bid for six Dodge Chargers. (Gary Rikard, Chief of Police)**
Recommend accepting the lowest bid from Chrysler Dodge Jeep RAM of Columbia, Tenn. at a cost of \$24,552.42 each, total cost of \$147,314.52. This purchase will be

made through a State Bid Contract. Funds are available in Account 311.48311.758.20316.

5 Bid for Harrington Creek box culvert and slope stabilization project. (Rick McClanahan, Director of Engineering)

Recommend accepting the lowest bid from Madden Phillips in the amount of \$143,028, plus a contingency amount of \$25,000, for a total cost of \$168,028.00. Funds are available in Account 131.43100.780.06511.

NEW BUSINESS

1 Appoint Sandy Dunn to the Bartlett Performing Arts and Conference Center Advisory Board. (A. Keith McDonald, Mayor)

Mayor McDonald combined the votes for all Board and Commission appoints into one.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

2 Appoint Marty Marbry to the Bartlett Station Commission. (A. Keith McDonald, Mayor)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

3 Appoint Alison Shores to the City Beautiful Commission. (A. Keith McDonald, Mayor)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

4 Appoint Lori Shores to the Family Assistance Commission. (A. Keith McDonald, Mayor)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

5 Appoint Henry Aden, Laura Ellison and Kevin Hardin to the Parks and Recreation Advisory Board. (A. Keith McDonald, Mayor)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

OPEN DISCUSSION

Joe Ozegovich, 6851 Forrest Circle, would like a "Welcome to Bartlett" sign with landscaping to be installed on Kirby-Whitten when entering the City from the south. Mr. Ozegovich noted that similar signs welcome drivers on Stage and Yale Road.

Mayor McDonald said the idea is worthwhile. A site will need to be selected and checked for vision concerns, and funding will need to be found.

ADJOURNMENT

Meeting adjourned at 7:10 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, AUGUST 11, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Vice Mayor Jack Young

FUTURE MEETINGS

Parks and Recreation Advisory Board, August 13 at 7 p.m.

Historic Preservation Commission, August 17 at 7 p.m.

BPACC Advisory Board, August 18 at 6 p.m.

Bartlett Arts Council, August 18 at 6:30 p.m.

Design Review Commission, August 18 at 6:30 p.m.

RECOGNITIONS

Three Boy Scouts from Troop 457 attended the meeting to earn their Communications Merit Badges.

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

MINUTES ACCEPTANCE

Minutes of the July 28, 2015 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Aug 11, 2015 7:00 PM (MINUTES ACCEPTANCE)

PUBLIC HEARING

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

- I. Resolution 17-15, a resolution approving amendments to the Planned Development for Bartlett Logistics P.D.

No one spoke for or against Resolution 17-15.

UNFINISHED BUSINESS

- I **Resolution 17-15, a resolution approving amendments to the Planned Development for Bartlett Logistics P.D. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick explained that the Bartlett Logistics Planned Development is fully developed with two buildings on each of the three lots. This amendment will subdivide the three lots, so each building will sit on its own lot. The building addresses will remain the same. The Planning Commission approved this amendment.

Alderman Parsons asked if this subdivision backs up to a residential area. Mr. Emerick responded that it backs up to two undeveloped phases of Richland Valley to the north. Bartlett Logistics has purchased this undeveloped property, which would need to be rezoned if the company wants to build on it. If the zoning is changed, the landscape screening requirements would also change.

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

- 2 **Second Reading of Ordinance 15-04, an ordinance to establish an updated occupational safety and health program plan, devise rules and regulations, and to provide for a safety officer and the implementation of such program plan. (Peter Voss, Director of Personnel)**

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 8/25/2015 7:00 PM
MOVER:	David Parsons, Alderman	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

CONSENT AGENDA

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

- 1 Bid for overhead stage lighting. (Jason Sykes, Director of BPACC)**
Recommend accepting the qualified bid from Memphis Audio Services at a total cost of \$19,806.51. Funds are available in Account 110.45400.266.
- 2 Infrastructure hardware purchase for digital phone system upgrade. (Dick Phebus, Director of Finance)**
Recommend purchasing HP switches for VoIP telephone upgrade in the amount of \$90,535 from LSI of Bartlett. Funds are available in Account 311.48311.785.10515.
- 3 Equipment purchase for digital phone system upgrade. (Dick Phebus, Director of Finance)**
Recommend purchasing Hewlett Packard equipment at a cost of \$12,720.00 from CDW-G for the digital telephone system/network infrastructure project. Funds are available in Account 311.48311.785.10515.
- 4 Facility maintenance fee payment to the Tennessee Department for Environment and Conservation for 2015. (Rick McClanahan, Director of Engineering)**
The City's current number of water system connections is 19,401 at \$1.30 per connection; the City's total is \$25,221.30. Funds are available in account 510.51200.644.
- 5 Apple Lease Debt Obligation Form for City Schools. (Dick Phebus, Director of Finance)**
State of Tennessee Comptroller's Office requires presentation to the Board of Mayor and Aldermen of the Report on Debt Obligation form for certain obligations. Attached form is presented for the Apple Computer capital lease approved on July 28, 2015.
- 6 Presentation of Debt Obligation Form Related to Capital Outlay Note Series 2015. (Dick Phebus, Director of Finance)**
State of Tennessee Comptroller's Office requires presentation to the Board of Mayor and Aldermen of the Report on Debt Obligation form for Capital Outlay Note Series 2015. The attached form reflects the \$1,064,000 CON approved on July 14, 2015.
- 7 Planning Commission Report for August 2015. (Terry Emerick, Director of Planning and Economic Development)**

Site plan for geriatric addition at Lakeside Behavioral Health System was approved with conditions.

Minutes Acceptance: Minutes of Aug 11, 2015 7:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS**I Appoint Leon Hurd to the Code Appeals Board. (A. Keith McDonald, Mayor)**

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

2 Appoint David Hunt to the Board of Zoning Appeals. (A. Keith McDonald, Mayor)

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

3 Resolution 23-15, a resolution supporting the display of the national motto "In God We Trust" in the City of Bartlett Council Chamber in a prominent location in City Hall. (A. Keith McDonald, Mayor and David Parsons, Alderman)

Alderman Parsons, a sponsor of this resolution, said it's an honor to be able to vote on this. He noted that U.S. Treasury Secretary Salmon Chase initiated placing this phrase on U.S. coins during the Civil War. Mayor McDonald stated that the Council Chamber will soon be renovated, so it's a good time to post the national motto in City Hall.

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

4 Resolution 24-15, an initial resolution authorizing the issuance of not to exceed five million nine hundred ninety-five thousand dollars (\$5,995,000) general obligation public improvement bonds of the City of Bartlett, Tennessee. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this initial resolution is required to issue the general obligation bonds, which will be used for the City's Fiscal Year 2016 Capital Improvement Projects.

Minutes Acceptance: Minutes of Aug 11, 2015 7:00 PM (MINUTES ACCEPTANCE)

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

- 5 Resolution 25-15, a resolution authorizing the issuance of general obligation public improvement bonds of the City of Bartlett, Tennessee in the aggregate principal amount of not to exceed \$5,995,000, in one or more series; making provision for the issuance, sale and payment of said bonds, establishing the terms thereof and the disposition of proceeds therefrom; and providing for the levy of taxes for the payment of principal of, premium, if any, and interest on the bonds. (Dick Phebus, Director of Finance)**

This resolution authorizes the City to issue a maximum of \$5,995,000 in general obligation public improvement bonds.

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

- 6 Resolution 26-15, a resolution to amend the Fiscal Year 2016 Capital Improvements Budget by appropriating an additional \$4,120,000 in federal grant funds through TDOT for Old Brownsville Road Project. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this resolution amends this Fiscal Year 2016 Capital Improvements Projects Budget to accept the Tennessee Department of Transportation funds. The State project on Old Brownsville Road was completed in 2014 with an 80/20 split. The State's portion is \$4,120,000.

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

OPEN DISCUSSION

Murphy Farley, 4624 Billy Maher Road, represented his de-annexation proposal. He doesn't believe the City has treated him fairly, morally or ethically. He specifically mentioned not having sewer service or street lighting since being annexed in 2012. He doesn't believe the City has any intention of providing the services outlined in the plan of services.

Mayor McDonald responded that the City stands by the plan of services to provide sewer as development occurs or when financially feasible.

Mr. Farley began shouting at the Mayor from the audience. Mayor McDonald asked him to sit down, but Mr. Farley continued interrupting. Mayor McDonald stated that if Mr. Farley continued, the police would remove him from the meeting.

Alderman Pleasant persuaded Mr. Farley to sit down.

Kim Hopper, 487 Watson Road in Byhalia, Miss., said she and her family moved from Bartlett after the City forced her to pay for residential sanitation service, even though she used her business's service.

Leon Hurd, 6412 Quail Ridge Drive, thanked Mayor McDonald, Mark Brown and Alderman Sedgwick for their support.

ADJOURNMENT

Meeting adjourned at 7:24 PM

Minutes Acceptance: Minutes of Aug 11, 2015 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 1559)

Meeting: 08/25/15 07:00 PM

Department: Personnel

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Peter Voss

Sponsors:

DOC ID: 1559

Ordinance 15-04, an ordinance to establish an updated occupational safety and health program plan, devise rules and regulations, and to provide for a safety officer and the implementation of such program plan.

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Bartlett hereby updates the Occupational Safety and Health Program Plan for our employees; and

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements; and

WHEREAS, the City of Bartlett established its own school system on August 4, 2014, and would like to include the system in its Occupational Safety and Health Program Plan.

NOW THEREFORE:

SECTION I. BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN FOR THE CITY OF BARTLETT, TENNESSEE, that the City of Bartlett hereby updates the Occupational Safety and Health Program Plan for our employees and amends the plan as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of The City of Bartlett.

PURPOSE:

The City of Bartlett in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 -) Top Management Commitment and Employee Involvement;
 -) Continually analyze the worksite to identify all hazards and potential hazards;
 -) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 -) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.

- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
- 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of the City of Bartlett shall apply to all employees of each administrative department, commission, board, division, or other agency, including the Bartlett City School District, whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the City of Bartlett are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this ordinance, the Health and Safety Officer is designated as the Safety Officer to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Health and Safety Officer shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the City of Bartlett.

SEVERABILITY:

SECTION 2. BE IT FURTHER ORDAINED that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

EFFECTIVE DATE:

SECTION 3. BE IT FURTHER ORDAINED that this ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

First Reading:	July 28, 2015
Second Reading:	August 11, 2015
Third Reading:	August 25, 2015

W. C. Pleasant Register to the Board

A. Keith McDonald

of Mayor and Aldermen

Mayor

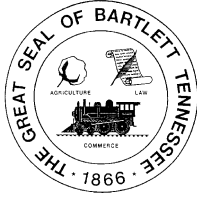
ATTEST: _____
Stefanie McGee
City Clerk

HISTORY:

07/28/15 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 08/11/15

08/11/15 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 08/25/15

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



City of Bartlett

A. Keith McDonald, Mayor

PERSONNEL DEPARTMENT MEMORANDUM

DATE: July 22, 2015
TO: Mayor A. Keith McDonald and the Board of Mayor and Aldermen
FROM: Peter Voss
RE: Ordinance to update and Amend the City's Occupational Safety and Health Program Plan.

Attached is an ordinance to update and amend the City of Bartlett's Occupational Safety and Health Program Plan. The Bartlett City Schools were notified recently by the State of Tennessee that they were no longer covered by Shelby County Government's Program Plan. This ordinance amends our current program plan to include the Bartlett City Schools and updates our plan with any changes that the State has made since our last revision a couple of years ago.

Thank you for your consideration of this item. I'll be happy to discuss this with you further if you desire.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Youth Villages car show.

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



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

Address

Zip Code

7410 Memphis Arlington Rd. 38135

Dates of the Event

Hours of the Event

Sept. 25-26, 2015

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

Car Show

Property Owner

Youth Villages

Special Event Permit Applicant

Jim Hofer

Address of Applicant

496 Melody Ln. (38120)

Phone Number

901-487-4645

Fax Number

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

64.00

Total

Jim Hofer

Responsible Person

7/29/15

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: Sept. 25-26, 2015

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>Sept. 26-27, 2015</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 25th & 26th, 2015



SCHEDULE OF EVENTS

Friday, September 25th, 2013

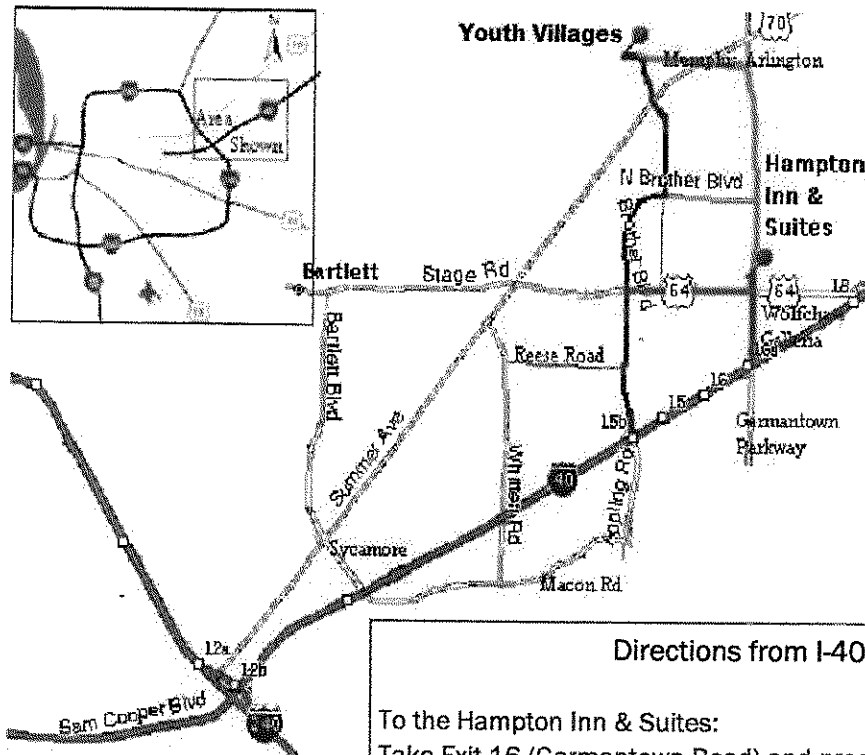
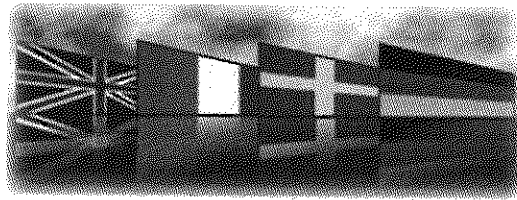
6:00 - 10:00 PM: Early Registration under the stars in the Main Tent at Youth Villages Bartlett Campus .

Saturday, September 26th, 2013

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



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



YOUTVIL-01

8.1.a

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2015

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 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. ExN): 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 INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Cigna/Life Insurance Company of NA. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18058	

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 INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☒ LOC	X	PHPK1357284	6/30/2015	8/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$ ☐ OCCUR ☐ CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ Y ☒ N				WC STATUTORY LIMITS E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
B	Accident Medical Expense		AHH002695	8/11/2015	8/11/2016	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re:Euro Fest - Car Show September 25-26, 2015 - Certificate holder is added as additional insured, ATIMA

CERTIFICATE HOLDER City of Bartlett Code Enforcement 6452 Stage Rd Bartlett, TN 38134-	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

Packet Pg. 29

Attachment: 7410 MEMPHIS ARLINGTON-YOUTH VILLAGES CAR SHOW-2015 (1580 : Car Show-Youth Villages)



July 27, 2015

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 25th and September 26th. 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 "A Mullen", written over a light blue dotted background.

Amanda Mullen
Development Coordinator
Youth Villages

Attachment: 7410 MEMPHIS ARLINGTON-YOUTH VILLAGES CAR SHOW-2015 (1580 : Car Show-Youth Villages)

**Board of Mayor and Aldermen**

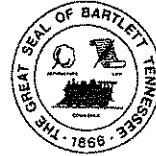
6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Hunters Walk neighborhood yard sale.

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



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

Address 4812 Onita Dr. + Alley Hunters Walk Zip Code 38002

Dates of the Event OCT. 3rd 2015 Hours of the Event 6 AM - 2 PM

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

Property Owner David Carlisle and all Residents in Hunters Walk

Special Event Permit Applicant 4812 Onita Dr. 38002 Address of Applicant

Phone Number 901-267-3008 Fax Number —

Check all items that apply:

For information call (901) 385-6425.

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

\$60.00 Special Event Fee
 \$4.00 Permit Issuing Fee
\$64 Total

Responsible Person David Carlisle

Date 8-14-2015

****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: Hunter's Walk Neighborhood Sale
 Location: Hunter's Walk Subdivision
 Dates: Oct. 3, 2015

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



Google earth



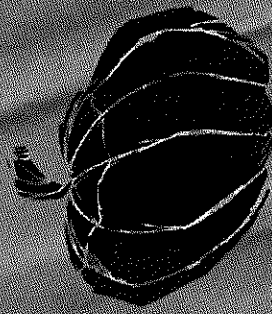
Attachment: HUNTERS WALK NEIGHBORHOOD YARD SALE-2015 (1581 : Hunters Walk Neighborhood Yard Sale)

HUNTER'S WALK

Neighborhood

Yard Sale

October 10





Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 08/25/15 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for four unmarked police vehicles.

The Bartlett Police Department respectfully requests to purchase four unmarked vehicles for the Investigative Services Division. Chrysler Dodge Jeep RAM of Columbia, TN is the vendor for the State Contract Bid. The following vehicles would be purchased from them at a cost of \$95,706.00 total:

One 2016 Dodge Grand Caravan SE	\$24,169.00
One 2016 Dodge Journey SXT FWD	\$23,199.00
Two 2016 Chrysler 200 S'	\$24,169.00 each

This purchase is budgeted in the Federal Drug Fund, Account 129.48129.935.

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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for six Dodge Chargers.

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

MOVER: Bobby Simmons, Alderman

SECONDER: Jack Young, Vice Mayor

AYES: Pleasant, Elliott, Parsons, Simmons, Young



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 08/25/15 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Bid for Harrington Creek box culvert and slope stabilization project.

On August 18, 2015 the City of Bartlett took bids to construct a slope taper inlet on the box culvert under Stage Road at the library and to stabilize the channel on the west side of the creek between the box and the foot bridge. The following bids were received:

Madden Phillips	\$143,028
Thompson & Thompson	\$173,110
Ferrell Paving	\$217,323
B&C Construction	\$245,290
Encor, LLC	\$309,550
Quinn Contracting	\$519,473

This is a grant funded project with 100 percent of the funds from the 2011 Federal Disaster Grant. Work will start immediately with construction complete by January 1, 2016. Please award the contract to Madden Phillips for \$143,028, plus a \$25,000 contingency amount, for a total cost of \$168,028. This award is contingent upon Community Development Block Grant approval.

See attachment for the bid tab.

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

BID TABULATION																	
CITY OF BARTLETT, SHELBY COUNTY 2011 BARTLETT DISASTER RECOVERY PROJECT HARRINGTON CREEK BOX CULVERT AND SLOPE STABILIZATION CONTRACT NO.: 43867 BID NO.: FY2016-07-001														August 18, 2015 BWSC Job No. 34758-03			
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	ENGINEER'S ESTIMATE		Madden Phillips Construction, Inc.		Thompson & Thompson, Inc.		Farrell Paving Inc.		B & C Construction Co., Inc.		Encor, LLC		Quinn Contracting, Inc.	
				UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	MOBILIZATION	1	LS	\$20,000.00	\$20,000.00	\$11,430.00	\$11,430.00	\$18,000.00	\$18,000.00	\$26,760.00	\$26,760.00	\$20,000.00	\$20,000.00	\$30,000.00	\$30,000.00	\$159,105.01	\$159,105.01
2	EXCAVATION AND GRADING	1	LS	\$20,000.00	\$20,000.00	\$12,500.00	\$12,500.00	\$15,000.00	\$15,000.00	\$22,350.00	\$22,350.00	\$40,000.00	\$40,000.00	\$25,000.00	\$25,000.00	\$106,755.53	\$106,755.53
3	PYRAMAT	3,380	SF	\$10.00	\$33,800.00	\$7.60	\$25,688.00	\$14.50	\$49,010.00	\$6.35	\$21,463.00	\$8.00	\$27,040.00	\$10.00	\$33,800.00	\$22.78	\$76,966.40
4	SODDING	650	SY	\$6.00	\$3,900.00	\$5.40	\$3,510.00	\$9.00	\$5,850.00	\$5.10	\$3,315.00	\$5.00	\$3,250.00	\$5.00	\$3,250.00	\$18.01	\$11,706.50
5	EROSION CONTROL	1	LS	\$10,000.00	\$10,000.00	\$5,900.00	\$5,900.00	\$5,500.00	\$5,500.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$54,452.56	\$54,452.56
6	UNDERCUT	50	CY	\$50.00	\$2,500.00	\$100.00	\$5,000.00	\$25.00	\$1,250.00	\$45.00	\$2,250.00	\$100.00	\$5,000.00	\$50.00	\$2,500.00	\$292.62	\$14,631.00
7	BOX CULVERT & WING WALLS	1	LS	\$90,000.00	\$90,000.00	\$79,000.00	\$79,000.00	\$78,500.00	\$78,500.00	\$133,685.00	\$133,685.00	\$145,000.00	\$145,000.00	\$200,000.00	\$200,000.00	\$95,826.85	\$95,826.85
BASE BID TOTAL					\$180,200.00		\$143,028.00		\$173,110.00		\$217,323.00		\$245,290.00		\$309,550.00		\$519,473.85

I hereby certify that the above is a true and correct tabulation of the bids received.

CERTIFIED

Bryant Bondurant
Bryant Bondurant
PE# 10032

DATE August 18, 2015





August 18, 2015

The Honorable Keith McDonald
Mayor
CITY OF BARTLETT
6400 Stage Road
Bartlett, Tennessee 38134

RE: RECOMMENDATION FOR AWARD
HARRINGTON CREEK BOX CULVERT AND SLOPE STABILIZATION
2011 BARTLETT DISASTER RECOVERY PROJECT
CONTRACT NO.: 43867
BID NO.: FY2016-07-001

Mayor McDonald:

Bids for the above referenced project were received August 18, 2015. Six bids were received. Each bid was reviewed for legal and technical responsiveness. It is our recommendation that the contract be awarded to the low bidder, Madden Phillips Construction Company, Inc. of 305 Mann Drive, Collierville, Tennessee 38017, in the amount of \$143,028.00 upon receipt of concurrence in the award from the State of Tennessee, Department of Economic and Community Development.

Upon receipt and review should you have any questions please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Bryant Bondurant".

Bryant Bondurant
Project Manager

cc: Shannon Cotter

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

**Appoint Sandy Dunn to the Bartlett Performing Arts and
Conference Center Advisory Board.**

Sandy Dunn will fill the position vacated by Ken Greenwood, Jr. Her term will expire December 31, 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

Appoint Marty Marbry to the Bartlett Station Commission.

Marty Marbry will fill the position vacated by Jason Sykes. Her term will expire December 31, 2017.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

Appoint Alison Shores to the City Beautiful Commission.

Alison Shores will fill the position vacated by Jason Sykes. Her term will expire December 31, 2015.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

Appoint Lori Shores to the Family Assistance Commission.

Lori Shores will fill the position vacated by Vicky Evans. Her term will expire December 31, 2017.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 08/25/15 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

**Appoint Henry Aden, Laura Ellison and Kevin Hardin to the
Parks and Recreation Advisory Board.**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

PARKS REC. ADVISORY BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Aden, Henry	12/31/2015	New Appointment (replacing Matt Meador)
Ellison, Laura	12/31/2017	New Appointment (replacing Henry Miller)
Hardin, Kevin	12/31/2015	New Appointment (replacing John Morrison)