



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

**TUESDAY, DECEMBER 13, 2016 - BARTLETT STATION MUNICIPAL CENTER,
COMM ROOM A - 7:00 PM**

INVOCATION

Opening Prayer by Andrew Raymond, New Hope Christian Church

FUTURE MEETINGS

Bartlett Board of Education, December 15 at 7 p.m.

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

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

City Beautiful Commission, January 5 at 7 p.m.

Family Assistance Commission, January 9 at 6 p.m.

Planning Commission, January 9 at 7 p.m.

Bartlett Historical Society, January 9 at 7 p.m.

RECOGNITIONS

Recognize Paul Wright for being awarded Tennessee Parks and Recreation 2016 Special Events Award

Commemoration of the City's Sesquicentennial by the Historical Society

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the November 22, 2016 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA**1 Purchase replacement auto control valve for Rivercrest water storage tank. (Rick McClanahan, Director of Engineering)**

Recommend approving the purchase of a new auto control valve unit for the Rivercrest elevated storage tank in the amount of \$14,523.28. Funds are available in Account 510.51200.262.

2 Purchase of police ammunition. (Gary Rikard, Chief of Police)

Recommend purchasing ammunition from Gulf State Distributors at a total cost of \$10,108.00. This vendor is on the state bid list. Funds are available in Account 110.42100.158.

3 Bid to equip eight police vehicles. (Gary Rikard, Chief of Police)

Recommend accepting the lowest bid from ComServ Wireless at a total cost of \$40,605.00. Funds are available in Account 311.48311.785.20317.

4 Bid for 33 conversion kits for vehicles with portable radios. (Dick Phebus, Director of Finance)

Recommend accepting the bid proposal from AMK/Harris in the amount of \$37,047.00. AMK/Harris is a sole source vendor for these kits. This is a budgeted item with funds to come from multiple departments' account.

5 Proposal for architectural design of Bartlett Recreation Center partial roof replacement. (Shan Criswell, Assistant Director of Parks and Recreation)

Recommend accepting the proposal from Ross Witt LLC in the amount of \$11,500 to provide design services for the Bartlett Recreation Center High Roof Replacement over the gymnasium and swimming pool. Funds are available in Account 311.48311.780.54317.

6 Planning Commission Report for December 2016. (Terry Emerick, Director of Planning and Economic Development)**NEW BUSINESS****1 Resolution 46-16, to amend the Fiscal Year 2017 General Fund Budget to provide funds to Bartlett City Schools for the purchase of land (soccer fields) from Bartlett United Methodist Church. (Dick Phebus, Director of Finance)**

- 2 **Resolution 47-16, a Joint Resolution by the City of Bartlett, Tennessee Board of Mayor and Aldermen and the Bartlett City Board of Education agreeing to nonrecurring expenditures for the Fiscal Year 2017 to fund one-time capital project expenditures. (Dick Phebus, Director of Finance)**

- 3 **Swear in Michael Bollinger as Bartlett Performing Arts and Conference Center Director. (A. Keith McDonald)**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

**TUESDAY, NOVEMBER 22, 2016 - BARTLETT STATION MUNICIPAL CENTER,
COMM ROOM A - 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 David Smith, New Hope Christian Church

FUTURE MEETINGS

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

Family Assistance Commission, December 5 at 6 p.m.

Planning Commission, December 5 at 7 p.m.

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

Bartlett Board of Education Work Session, December 8 at 7 p.m.

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

RECOGNITIONS

Firefighter Badge Presentation

Chief Terry Wiggins, Assistant Chief Danny Burns, and Mayor McDonald presented promotional badges to John Burns and Rodney Bohanon. They were promoted from firefighter to apparatus driver.

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

Mayor McDonald announced an emergency expenditure of \$45,850 for two HVAC units at Singleton Community Center.

Minutes Acceptance: Minutes of Nov 22, 2016 7:00 PM (MINUTES ACCEPTANCE)

MINUTES ACCEPTANCE**Minutes of the November 10, 2016 Board of Mayor and Aldermen Regular Meeting**

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

PUBLIC HEARING

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

1. Resolution 14-16, a resolution approving amendments to the Richland Valley Planned Development.

Mayor McDonald noted this item withdrawn by applicant November 22, 2016.

No one spoke for or against Resolution 14-16.

Adjourned at 7:07 p.m.

2. Ordinance 16-07, an ordinance to designate the Brunswick Rosenwald School, 4549 Brunswick Road, a historic landmark.

No one spoke for or against Ordinance 16-07.

Adjourned at 7:08 p.m.

3. Ordinance 16-08, an ordinance to designate Cedar Hall, 3712 Broadway Road, a historic landmark.

No one spoke for or against Ordinance 16-08.

Adjourned at 7:09 p.m.

4. Ordinance 16-09, an ordinance amending Title 20, Chapter I Air Pollution Control Code, to update permit and emissions fees.

No one spoke for or against Ordinance 16-09.

Adjourned at 7:10 p.m.

UNFINISHED BUSINESS

1. **Resolution 14-16, a resolution approving amendments to the Richland Valley Planned Development. (Terry Emerick, Director of Planning and Economic Development)**

Withdrawn by the applicant November 22, 2016.

2. **Third Reading of Ordinance 16-07, an ordinance to designate the Brunswick Rosenwald School, 4549 Brunswick Road, a historic landmark. (Terry Emerick, Director of Planning and Economic Development)**

Minutes Acceptance: Minutes of Nov 22, 2016 7:00 PM (MINUTES ACCEPTANCE)

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

3 Third Reading of Ordinance 16-08, an ordinance to designate Cedar Hall, 3712 Broadway Road, a historic landmark. (Terry Emerick, Director of Planning and Economic Development)

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

4 Third Reading of Ordinance 16-09, an ordinance amending Title 20, Chapter I Air Pollution Control Code, to update permit and emissions fees. (Mark Brown, Chief Administrative Officer)

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

CONSENT AGENDA

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

1 Authorization to purchase Right-of-Way for the widening of Old Brownsville Road. (Rick McClanahan, Director of Engineering)

Request approval to purchase one right-of-way tract for a total of \$71,411.00. Funds are available in Account 311.48311.770.422.

2 Site Plan contract for L.A. Fitness. (Rick McClanahan, Director of Engineering)

The developer, Realty Income Properties 17, LLC. will pay \$10,133.98 in City Fees. The Bond is set at \$72,955.00.

3 Treasurer's Report for October 2016. (Dick Phebus, Director of Finance)

Budgeted expenditures	\$72,630,170
Year-to-date expenditures	\$27,368,218
Budgeted revenues	\$72,630,170
Year-to-date revenues	\$12,212,331

NEW BUSINESS**I Appoint Michael Bollinger as Director of Bartlett Performing Arts and Conference Center. (A. Keith McDonald, Mayor)**

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

2 Appeal of the Design Review Commission's decision regarding the proposed multi-tenant ground sign for LA Fitness, 6050 Stage Road. (Terry Emerick, Director of Planning and Economic Development)

Mr. Emerick explained that the applicant had its site and sign plan approved at the November Design Review Commission's meeting. The Commission could not approve the requested ground sign because it is unable to be surrounded by three feet of landscaping in all directions. Additionally, the sign would be an off-premises permit for the second tenant, which is not allowed by the sign ordinances.

Alderman Elliott, the Board's liaison to the Commission, said the Commission was in favor of the signage. She noted that the amount of landscaping will exceed the requirements; it's simply in a different configuration.

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

OPEN DISCUSSION

No one spoke.

ADJOURNMENT

Meeting adjourned at 7:17 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Nov 22, 2016 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 12/13/16 07:00 PM

Department: Engineering

Category: Purchase

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

AGENDA ITEM

Purchase replacement auto control valve for Rivercrest water storage tank.

The City needs to replace a solenoid operated auto control valve (ACV). This valve is the inlet duct to the Rivercrest elevated water storage tank. It was serviced with replacement rubber and leather internal parts more than a year ago. Wear on the expensive stainless steel and bronze parts were recently observed. The original valve was installed in April 1999.

This unit will be replaced with a new unit in kind from the sole provider and model recommendation from the manufacturer.

Please authorize \$14,523.28 to purchase and install a new ACV unit from Account 510.51200.262.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 12/13/16 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

AGENDA ITEM

Purchase of police ammunition.

The Bartlett Police Department respectfully requests permission to purchase ammunition from Gulf States Distributors. The total purchase is \$10,108.00 for 18,500 Federal Cartridges, 5.56 NATO 55gr (target ammo); 17,000 Speer Lawman, 9mm, 147 gr (target ammo); 1,500 Federal Cartridge Tactical, 12 ga. 8-pellet LR OOB; 750 Federal Cartridge Tactical, 12 ga. Rifled Slug LR. This would be purchased from account 110.42100.158. This is a budgeted item and funds are available. Gulf States Distributors are on the state bid list.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 12/13/16 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid to equip eight police vehicles.

On November 8, 2016 an ad was placed in *The Daily News*. On November 22, 2016, the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

ComServ Wireless	\$40,605.00
Nroute Enterprises	\$44,347.75

We recommend the bid be awarded to Comserv Wireless for a total price of \$40,605.00.

Funds are available in Account 31148311.785.20317.

Thank you for your consideration.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 12/13/16 07:00 PM

Department: Finance

Category: Proposal

Prepared By: Dick Phebus

Department Head: Dick Phebus

Bid for 33 conversion kits for vehicles with portable radios.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 12/13/16 07:00 PM

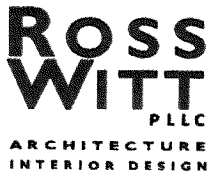
Department: Parks and Recreation

Category: Agreement

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Proposal for architectural design of Bartlett Recreation Center partial roof replacement.



November 28, 2016

Ms. Debbie Cairncross
Purchasing Agent
 City of Bartlett
 6400 Stage Road
 Bartlett, TN 38134

RE: **City of Bartlett – Roof Replacement at Bartlett Recreational Center**
 (RWAID No 17-117)

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 the proposed roof repair is the high roof area above the gymnasium and swimming pool areas. An overlay roof is proposed, not a full tear-off. There is a limited amount of wet insulation above the gymnasium that needs to be removed and replaced.

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
- Provide architectural plans and specifications for the roof areas for contractor bidding, permitting, and for construction
- Manage the bidding of the plans to contractors so that a contractor construction contract may be approved by the Mayor and Board

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

\$ 11,500.00 lump sum

Also, please note that Asbestos Abatement Design is not proposed for this project.

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	\$147/hour
Drafting and Technical Support	\$ 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.

Attachment: Ross Witt Agreement-BRC High Roof Replacement 12-2016 (1980 : BRC High Roof Replacement over Gym and Pool)

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: 12/13/16 07:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Terry Emerick

Planning Commission Report for December 2016.

NEW BUSINESS

Site Plan

Chairman polled the commission regarding changing the agenda to switch the second item Site Plan to Number 1. Voice Vote: All voted yes.

I. Gateway Tire - South side of Summer Avenue, West of Kirby Whitten Parkway (Stephen Steinbach, Urban Institute, LLP)

INTRODUCTION: Mr. Stephen Steinbach with the Urban Institute is requesting Planning Commission approval of a site plan for Gateway tire. The subject property is located on the south side of Summer Avenue, west of Kirby-Whitten Parkway (adjacent to the Shell Gas Station/Circle K), at the T-intersection of Summer Oaks and Summer Avenue, within the “C-H” Highway Business zoning district.

BACKGROUND: The subject property is currently a vacant .80-acre lot located within the Bartlett Commons subdivision (Lot 1), and is sandwiched between the Shell/Circle K and Christian Brother Automotive within the Bartlett’s city limits. The Gateway Tire store is within

the City of Memphis’s city limits, and backs up to the rear of the subject property. The existing Gateway Tire site has 48-parking spaces, including 2-handicap spaces.

DISCUSSION: The specific request by the applicant is for the approval of a site plan to develop the subject property into a fenced and gated parking lot for Gateway Tire. The proposed site plan includes a 27-space parking lot expansion that will be surrounded by a 6-foot tall chain-link fence (east and west sides), and a 6-foot tall wrought iron fence and gate facing Summer Avenue (north side). The back of the parking will have open cross access to the Gateway Tire property. Landscaping will be installed around the perimeter of the fence, and at the entrance on both sides of the driveway apron from Summer Avenue. Two light poles will be installed to illuminate the parking lot. The applicant proposes 37% green space, and an irrigation system will be installed.

Approval with conditions of staff.

CONTINUED

Hearing

Note: This was deferred at the last meeting for 30 days. We received a request from Lou Jones, McWaters & Associates, Realtors, for continuance of at least 30 days more or until the next Planning Commission Meeting in January.

2. Harmony Church of Bartlett, Southwest Corner of Old Brownsville and Oak Road (Lou Jones, Harmony Church of Bartlett)

INTRODUCTION: Mr. Lou Jones with Harmony Church of Bartlett is requesting Planning Commission approval for a Special Use Permit (SUP) to allow a new church within the “R-E” Residential Estate zoning district. The subject property is located at the intersection of Old Brownsville Road and Oak Road on the southwest corner.

BACKGROUND: Harmony Church of Bartlett is a 70 member congregation that was established 4 ½ years ago. Currently, worship services are held in the Bartlett Square Office Building located at 5705 Stage Road.

Article V, Chart I of the Bartlett Zoning Ordinance permits the church use in the “R-E” Residential Estate zoning district with the granting of a Special Use Permit by the Board of Mayor and Aldermen. Surrounding uses include: residential single family homes with “R-E” zoning to the east and south, “RS-18” zoning to the north, and “RS-15” zoning to the west.

DISCUSSION: The applicant’s request for the SUP includes a conceptual outline plan for the future development of the property. The property is an 8.52-acre site that will potentially contain the following: a 5,000-square foot building, a 200-seat sanctuary, and driveway access off Old Brownsville Road and Oak Road.

Should the Planning Commission provide a positive recommendation to the Board of Mayor and Aldermen, and the SUP is granted, the applicant would be required to return to the Planning Commission for site plan approval.

Motion to deny Special Use Permit, Seconded, roll call vote - 3 yes, 5 no. Motion fails. SUP is still alive.

Planning would need the information requested by staff within two weeks in order to review for staff recommendations. Discussed 60 day deferral.

Motion was made to deny deferral, seconded, roll call vote - 3 no, 5 yes. Motion carried. Deferral denied.

Motion was made for Unfavorable Recommendation to be given to the Board of Mayor and Aldermen due to lack of significant information being submitted by applicant

- seconded - roll call vote - 6 yes, 2 no. Motion carried. Unfavorable recommendation approved.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 1978)

Meeting: 12/13/16 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1978

Resolution 46-16, to amend the Fiscal Year 2017 General Fund Budget to provide funds to Bartlett City Schools for the purchase of land (soccer fields) from Bartlett United Methodist Church.

WHEREAS, Bartlett City Schools have entered into an agreement to purchase soccer fields from Bartlett United Methodist Church; and

WHEREAS, the City of Bartlett desires to make an one-time non-recurring transfer from its General Fund to the Bartlett City Schools for the purpose of purchasing this capital item; and

WHEREAS, it is necessary to amend the Fiscal Year 2017 General Fund Operating Budget to provide funding for this one-time non-recurring expenditure;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that a one-time non-recurring transfer of \$315,000 from the General Fund to the Bartlett City Schools Capital Projects Fund be approved and the FY17 General Fund operating budget be amended to provide for the one-time transfer of \$315,000 as follows:

		Increase	Decrease
110.4600.9843	Transfers to BCS Capital Projects	\$292,982.64	
110.4600.9842	Transfers out 1/2 cent balance		\$292,982.64
		Revenue	Expenditures
110.30000.36990	Use of Fund Balance	\$22,017.36	
110.46000.9843	Transfers to BCS Capital Projects		\$22,017.36

Adopted this day of December 13, 2016

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 1979)

Meeting: 12/13/16 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1979

Resolution 47-16, a Joint Resolution by the City of Bartlett, Tennessee Board of Mayor and Aldermen and the Bartlett City Board of Education agreeing to nonrecurring expenditures for the Fiscal Year 2017 to fund one-time capital project expenditures.

WHEREAS, Tennessee Code Annotated §49-3-314(c)(4) allows an exemption from Maintenance of Effort requirements for local governments to appropriate funds for education for nonrecurring expenditures to the local education agency (LEA); and

WHEREAS, said Tennessee Code Annotated §49-3-314(c)(4) section requires a written agreement between the local government and LEA, which is subject to review by the State Department of Education; and

WHEREAS, the City of Bartlett Fiscal Year 2017 budget, presented to the Board of Mayor and Aldermen on June 16, 2016, requires an amendment to allocate \$315,000 to the Bartlett City Board of Education for nonrecurring, one-time expenditures to fund nonrecurring capital project expenditures. For a description of this payment see Exhibit A, attached to this Joint Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Mayor and Aldermen for the City of Bartlett, Tennessee and the Bartlett City Board of Education hereby agree and acknowledge that the additional \$315,000 in one-time funding allocated to the Bartlett City Board of Education as an amendment to the City's Fiscal Year 2017 Budget will be used to fund school-related nonrecurring capital project expenditures, and shall not be included in the School's Maintenance of Effort calculations pursuant to Tennessee Code Annotated §49-3-314(c)(4).

BE IT FURTHER RESOLVED that the \$315,000 one-time payment will be applied by the Bartlett City Board of Education to fund nonrecurring capital project expenditures which are

more fully described in Exhibit A, attached to the Joint Resolution.

BE IT FURTHER RESOLVED that this resolution shall become effective from and after its adoption by the City of Bartlett, Tennessee Board of Mayor and Aldermen and the Bartlett City Board of Education.

Approved and Agreed to this 13th day of December, 2016

Bartlett Board of Education

City of Bartlett

Jeff Norris, Chairman

A. Keith McDonald, Mayor

David Stephens, Superintendent

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

APPROVED AS TO FORM:

ATTEST:

Board Attorney, Kari Shoopman

**Stefanie McGee, City
Clerk**

APPROVED AS TO FORM:

City Attorney, Ed McKenney

EXHIBIT A

City of Bartlett, Tennessee and
Bartlett City Board of Education
FY17 Budget Amendment Proposal for Nonrecurring Expenses

CITY OF BARTLETT
Items to be Paid by the City

Capital Purchase	\$315,000.00
This represents FY17 payment for land comprising of soccer fields purchased from Bartlett United Methodist Church. Soccer fields currently adjacent to Ferguson Road in Bartlett, Shelby County, Tennessee.	