



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, APRIL 27, 2021 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Chief of Police, Jeff Cox

FUTURE MEETINGS

Family Assistance Commission, May 3 at 6 p.m.

Planning Commission, May 3 at 7 p.m.

City Beautiful Commission, May 6 at 6:30 p.m.

RECOGNITIONS

Kids to Parks Day Proclamation

Building Safety Month Proclamation

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the April 13, 2021 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

I Purchase two Lifepak 15 Monitor/Defibrillators. (Terry Wiggins, Fire Chief)

Request authorization to purchase two Lifepak 15 V4 Monitor/Defibrillator from Stryker at a total cost of \$48,841.46. This is a single-source provider. Funds are available in Account 110.42300.939.

2 Bid for one Ford 2021 F-150 XL or equal. (Dick Phebus, Director of Finance)

Recommend accepting the lowest bid from Friendship Ford of Bristol at a total cost of \$27,521.00. This vehicle is for the Engineering Department. Funds are available in Account 110.43100.935.

3 Bid for two 2021 Ford F-150 XLs or equal. (Dick Phebus, Director of Finance)

Recommend accepting the lowest bid from Ford of Murfreesboro at a cost of \$26,035.00 each for a total cost of \$52,070.00. These vehicles are for Code Enforcement. Funds are available in Account 110.42400.935.

4 Bid for one 2021-2022 Ford F-150 XL with 8' bed. (Dick Phebus, Director of Finance)

Recommend accepting the lowest bid from Friendship Ford of Bristol at a total cost of \$24,459.00. This vehicle is for Building and Grounds. Funds are available in Account 110.41200.935.

5 Authorization to auction surplus property. (Dick Phebus, Director of Finance)

Twelve items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com

6 Treasurer's Report for March 2021. (Dick Phebus, Director of Finance)

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, APRIL 13, 2021 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Vice Mayor, Jack Young

FUTURE MEETINGS

These meetings will be held via teleconference and follow Governor Lee's Executive Order No. 78, extending Order No. 16.

Board of Zoning Appeals, April 15 at 6:30 p.m.

Bartlett Arts Council, April 20 at 6 p.m.

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

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

RECOGNITIONS

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

Vice Mayor, Jack Young, announced two emergency purchases. The first was a waste water plant screen from Lakeside Equipment at a cost of \$106,350.00. The second was the repair of the Ardie Road Water Plant, well #2 at a cost of \$26,316.00 from Layne Company.

Minutes Acceptance: Minutes of Apr 13, 2021 6:00 PM (MINUTES ACCEPTANCE)

MINUTES ACCEPTANCE**Minutes of the March 23, 2021 Board of Mayor and Aldermen Regular Meeting**

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

CONSENT AGENDA

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

- 1 Special event permit for St. Ann Fall Fest. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, October 15 from 5:30 p.m. to 9:30 p.m. and Saturday, October 16 from 8:00 a.m. to 10:00 p.m. at St. Ann Catholic Church.
- 2 Purchase Life Fitness cardio equipment. (Shan Criswell, Director of Parks and Recreation)**
Recommend the purchase of new cardio equipment from Life Fitness, a sole source provider, at a cost of \$67,886.15, with trade-in for existing equipment at the Bartlett Recreation Center. Funds are available in Account 110.44900.939.
- 3 Purchase 22 programmable school zone flashing light systems. (Rick McClanahan, Director of Engineering)**
Request authorization to purchase 22 programmable school zone flashing light systems from Temple, Inc. at a total cost of \$67,860.00. Temple, Inc. is a sole source provider. Additionally recommend McCrory Electric install the lights at a total cost of \$6,600.00, plus a contingency amount of \$5,540.00. Total project cost will not exceed \$80,000.00. Funds are available in Account 110.44400.939.
- 4 Bartlett Blvd. change order for flagman and other CSX services. (Rick McClanahan, Director of Engineering)**
The City of Bartlett has completed the repairs on the Bartlett Blvd. railroad overpass. CSX railroad has provided the City with the final numbers on their cost of coordinating service for this project. Request for overrun approval in the amount of \$85,503.00.
- 5 Treasurer's Report for February 2021. (Dick Phebus, Director of Finance)**

Budgeted Expenditures	\$85,525,146
Year-to-date Expenditures	\$60,289,041
Budgeted Revenues	\$85,525,146
Year-to-date Revenues	\$66,189,568

NEW BUSINESS**I Resolution 12-21, a resolution to amend the Fiscal Year 2021 Bartlett City Schools Education Capital Project Fund and General Purpose School Fund. (Dick Phebus, Director of Finance)**

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

OPEN DISCUSSION

Chief of Police, Jeff Cox, announced the Drug Take Back Event on Saturday, April 24, 2021 from 10 a.m. to 2 p.m. at Kroger, 7615 Highway 70.

Director of Planning, Rick McClanahan, encouraged the community to participate in this event and not flush medicines down the toilet, as it can harm the water supply.

Alderman Elliott reminded everyone about the COVID-19 Vaccination Center at Faith Baptist Church. Appointments can be made at <https://covid19.memphistn.gov>.

Nicole Aufdenkamp, 5950 Spruce Hollow, Bartlett, TN, expressed concern over open discussion comments made at the March 23, 2021 Board of Mayor and Aldermen meeting regarding not caring for the neighborhood. She has chickens in her back yard and because she is on a corner lot, she stated she could not have a privacy fence. She also stated that having a concrete pad would be detrimental to the chickens, as they have need to forage for bugs such as flies, fleas, ticks, etc. She said they have sand and lime for the flooring. She mentioned that her roosters have crow collars, and they cannot be heard. She also has a dog that digs. She wanted the Board to know that she does care about the neighborhood and her neighbors.

Vice Mayor, Jack Young, asked Director of Code Enforcement, Jim Brown, why a privacy fence isn't permitted on a corner lot. Mr. Brown explained that her yard has three road frontages, and a fence would have to be set further back.

Aldermen Elliott and Parsons asked about fencing on the side and back yard. Mr. Brown restated that a split rail or wrought iron fence is permitted, but a privacy fence would need to be set back considerably unless the owner went before the Board of Zoning Appeals for a variance.

Alderman Simmons inquired as to the status of this violation as it was discussed at the previous meeting. Mr. Brown explained that the violation was issued in November 2020 and has gone to court. It was determined that since the matter is in court, that the Board would await the outcome of that decision.

ADJOURNMENT

Meeting adjourned at 6:19 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Apr 13, 2021 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 04/27/21 06:00 PM

Department: Fire

Category: Purchase

Prepared By: Cindy Barnett

Department Head: Terry Wiggins

Purchase two Lifepak 15 Monitor/Defibrillators.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/27/21 06:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Bid for one Ford 2021 F-150 XL or equal.

On April 2, 2021 an ad was placed in *The Daily News*. On April 16, 2021, the City of Bartlett received three bids which were opened at City Hall.

Bids were received from the following companies:

Friendship Ford of Bristol	\$27,521.00
Ford of Murfreesboro	\$28,475.00
Freeland Chevrolet	\$26,800.00 (Rejected - no delivery date)

We recommend the bid be awarded to Friendship Ford of Bristol for a total price of \$27,521.00.

Funds are available in Account 110.43100.935.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/27/21 06:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Bid for two 2021 Ford F-150 XLs or equal.

On April 2, 2021, an ad was placed in *The Daily News*. On April 16, 2021, the City of Bartlett received three bids which were opened at City Hall.

Bids were received from the following companies:

Ford of Murfreesboro	\$52,070.00
Friendship Ford of Bristol	\$56,482.00
Freeland Chevrolet	\$48,000.00 (Rejected - no delivery date)

We recommend the bid be awarded to Ford of Murfreesboro for a total price of \$52,070.00.

Funds are available in Account 110.42400.935.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/27/21 06:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Bid for one 2021-2022 Ford F-150 XL with 8' bed.

On April 2, 2021, an ad was placed in *The Daily News*. On April 16, 2021, the City of Bartlett received three bids which were opened at City Hall.

Bids were received from the following companies:

Friendship Ford of Bristol	\$24,459.00
Ford of Murfreesboro	\$25,164.00
Freeland Chevrolet	\$22,150.00 (Rejected - no delivery date)

We recommend the bid be awarded to Friendship Ford of Bristol for a total price of \$24,459.00.

Funds are available in Account 110.41200.935.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/27/21 06:00 PM
Department: Finance
Category: Presentation
Prepared By: Penny Medlock
Department Head: Dick Phebus

Authorization to auction surplus property.

Department	Year	Make/Model	Color	Vehicle ID#
BPACC	2008	Ford Explorer	White	1FMEU63E98UA38413
Fire	2009	Taylor F-450 Ambulance	White	1FDAF46R59EA04847
Public Works	1989	Ford L700	White	1FDWR72P1KVA56758
Public Works	1991	Ford F800	White	1FDPK84A5MVA08531
Public Works	1992	International 8100	White	1HSHCA7R6NH415599
Public Works	1997	Ford F800	White	1FDXF80C5VVA41090
Public Works	1999	International 4900	White	1HT5HADT9XH664274
Public Works	1999	International 4700	White	1HTSCABN3H203087
Public Works	2002	International 4900	White	1HTSDAAR52H529743
Public Works	2002	International 4700	White	1HTSCAB52H529742
Public Works	2004	International 7400	White	1HTWCAAR24J089870
Public Works	2005	International 7400	White	1HTWCAZR15J131287

Article V Section 4 of the Charter of the City of Bartlett designates the authority to the Mayor to sell surplus property with Board approval for items valued over \$500. The following items have been identified as surplus with a potential value of over \$500 and are eligible to be sold at public auction.

It is our recommendation that these items be approved to be sold at public auction. If approved, the City of Bartlett will advertise the items to be auctioned on the GovDeals website (www.govdeals.com).

Thank you for your consideration of the above item.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 04/27/21 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for March 2021.



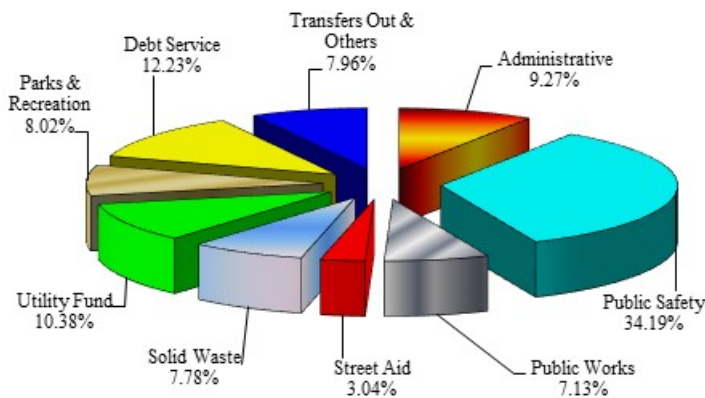
City of Bartlett

FINANCIAL REPORT

March 31, 2021

Total Expenditures, FY 2021 Budget: \$85,955,789

WHERE THE \$ GOES (Does not include School)

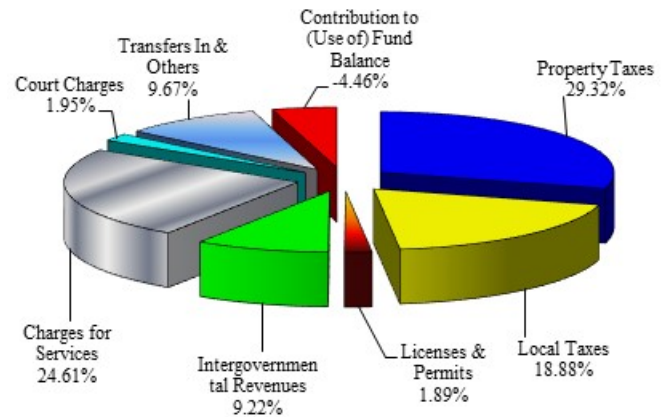


BUDGET HIGHLIGHTS

- Local and State Sales Taxes are exceeding budget while Local Charges for Services and Court Fees are below budget. Other revenues are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Fiscal Year 2022 budget requests are being reviewed by the Mayor and CAO.

Total Revenues, FY 2021 Budget: \$85,955,789

WHERE THE \$ COMES FROM (Does not include School)



FY 2021 YEAR-TO-DATE For The Period Ending March 31, 2021

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,319,463	\$ 5,144,338
Public Safety	28,675,627	21,496,717
Public Works	6,004,981	4,029,969
Parks and Recreation	6,289,003	4,046,723
Performing Arts	601,966	310,883
Transfers & Other Gen. Fund Items	6,084,019	5,901,524
Subtotal	\$ 54,975,059	\$ 40,930,154
General Fund Revenues		
Property Taxes	\$ 25,205,000	\$ 25,667,125
Local Taxes	12,948,653	9,137,418
Building and Development Fees	1,626,500	1,042,962
Intergovernmental	5,763,000	3,902,978
Charges for Services	3,413,000	1,934,643
Court Charges	1,410,000	1,025,799
Other Revenue	4,608,906	4,613,562
Subtotal	\$ 54,975,059	\$ 47,324,486
Special Rev. Funds - Expenditures	\$ 11,549,138	\$ 9,602,411
Special Rev. Funds - Revenues	\$ 11,549,138	\$ 10,225,455
Utility Expenses	\$ 9,712,500	\$ 6,700,215
Utility Revenues	\$ 9,712,500	\$ 7,030,342
Debt Service Expenditures	\$ 9,288,449	\$ 8,767,894
Debt Service Revenues	\$ 9,288,449	\$ 7,328,250
Total Expenditures	\$ 85,525,146	\$ 66,000,674
Total Revenues	\$ 85,525,146	\$ 71,908,532

Note: FY 2021 Adopted Budget includes use of fund balance in the General Fund, the Special Revenue Funds, the Utility and the Debt Service Fund.

Attachment: Mar21FinRprt (2941 : Treasurer's Report for March 2021.)



City of Bartlett -- Financial Summary
For The Period Ending For The Period Ending March 31, 2021

	FY 2020 Actual	FY 2021 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2020	Year-to-Date Actual FY 2021	Increase/ Decrease in \$	Percent of FY 2020 Actual	Percent of FY 2021 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,751,319	\$ 7,319,463	\$ (431,856)	\$ 5,530,080	\$ 5,144,338	\$ (385,742)	71.34%	70.28%	-1.06%
Public Safety	27,760,465	28,675,627	915,162	21,425,107	21,496,717	71,610	77.18%	74.97%	-2.21%
Public Works	6,458,857	6,004,981	(453,876)	4,946,309	4,029,969	(916,340)	76.58%	67.11%	-9.47%
Parks and Recreation	5,240,721	6,120,690	879,969	4,313,496	4,046,723	(266,773)	82.31%	66.12%	-16.19%
Performing Arts	595,582	770,279	174,697	525,047	310,883	(214,164)	88.16%	40.36%	-47.80%
Transfers & Other Gen. Fund Items	5,513,783	6,084,019	570,236	5,501,019	5,901,524	400,505	99.77%	97.00%	-2.77%
Total General Fund Expenditures	\$ 53,320,726	\$ 54,975,059	\$ 1,654,333	\$ 42,241,058	\$ 40,930,154	\$ (1,310,904)	79.22%	74.45%	-4.77%
General Fund Revenues									
Property Taxes	\$ 26,104,843	\$ 25,205,000	\$ (899,843)	\$ 25,626,168	\$ 25,667,125	\$ 40,957	98.17%	101.83%	3.67%
Local Taxes	13,754,798	12,948,653	(806,145)	8,180,572	9,137,418	956,846	59.47%	70.57%	11.09%
Building and Development Fees	1,543,949	1,626,500	82,551	1,007,783	1,042,962	35,178	65.27%	64.12%	-1.15%
Intergovernmental	6,462,189	5,763,000	(699,189)	3,678,950	3,902,978	224,028	56.93%	67.72%	10.79%
Charges for Services	3,529,930	3,413,000	(116,930)	3,005,863	1,934,643	(1,071,220)	85.15%	56.68%	-28.47%
Court Charges	1,209,473	1,410,000	200,527	997,601	1,025,799	28,198	82.48%	72.75%	-9.73%
Other Revenue	480,352	4,608,906	4,128,554	271,206	4,613,562	4,342,356	56.46%	100.10%	43.64%
Total General Fund Revenues	\$ 53,085,534	\$ 54,975,059	\$ 1,889,525	\$ 42,768,142	\$ 47,324,486	\$ 4,556,343	80.56%	86.08%	5.52%
Special Revenue Funds									
Street Aid Fund	\$ 2,482,694	\$ 2,610,000	\$ 127,306	\$ 1,675,655	\$ 1,535,737	\$ (139,918)	67.49%	58.84%	-8.65%
Solid Waste Fund	6,857,392	7,282,780	425,388	4,834,736	4,622,003	(212,733)	70.50%	63.46%	-7.04%
General Improvement Fund	803,953	820,500	16,547	578,772	384,208	(194,564)	71.99%	46.83%	-25.16%
Drug Enforcement Fund	123,191	306,200	183,009	96,304	79,952	(16,352)	78.17%	26.11%	-52.06%
DEA Enforcement Fund	141,454	378,700	237,246	140,854	91,564	(49,290)	99.58%	24.18%	-75.40%
Drainage Control Fund	106,946	120,558	13,612	82,390	85,229	2,839	77.04%	70.70%	-6.34%
Park Improvement Fund	22,700	0	(22,700)	22,700	133,000	110,300	0.00%	0.00%	0.00%
E-Citation Fund	9,608	30,400	20,792	9,608	15,656	6,048	0.00%	51.50%	51.50%
Grant Funds	1,387,330	0	(1,387,330)	294,156	2,655,061	2,360,905	21.20%	0.00%	-21.20%
Special Revenue Funds - Expenditures	\$ 11,935,268	\$ 11,549,138	\$ (386,130)	\$ 7,735,176	\$ 9,602,411	\$ 1,867,235	64.81%	83.14%	18.33%
Special Revenue Funds - Revenues	\$ 11,998,984	\$ 11,549,138	\$ (449,846)	\$ 8,136,519	\$ 10,225,455	\$ 2,088,937	67.81%	88.54%	20.73%
Utility Fund									
Total Utility Operations	\$ 7,310,618	\$ 8,921,824	\$ 1,611,206	\$ 5,595,862	\$ 5,590,924	\$ (4,938)	76.54%	62.67%	-13.88%
Total Utility Debt Expenses	1,160,668	1,221,319	60,652	1,115,573	1,109,291	(6,281)	96.11%	90.83%	-5.29%
Total Utility Expenses	\$ 8,471,285	\$ 10,143,143	\$ 1,671,858	\$ 6,711,435	\$ 6,700,215	\$ (11,219)	79.23%	66.06%	-13.17%
Total Utility Revenues	\$ 9,693,500	\$ 10,143,143	\$ 449,643	\$ 6,984,103	\$ 7,030,342	\$ 46,239	72.05%	69.31%	-2.74%
Debt Service Fund									
Total Debt Service Expenditures	\$ 8,609,215	\$ 9,288,449	\$ 679,234	\$ 8,512,062	\$ 8,767,894	\$ 255,832	98.87%	94.40%	-4.48%
Total Debt Service Revenues	\$ 8,138,085	\$ 9,288,449	\$ 1,150,364	\$ 6,694,835	\$ 7,328,250	\$ 633,415	82.27%	78.90%	-3.37%
Total Expenditures	\$ 82,336,495	\$ 85,955,789	\$ 3,619,294	\$ 65,199,731	\$ 66,000,674	\$ 800,943	79.19%	76.78%	-2.40%
Total Revenues	\$ 82,916,103	\$ 85,955,789	\$ 3,039,686	\$ 64,583,599	\$ 71,908,532	\$ 7,324,934	77.89%	83.66%	5.77%