



*City of Bartlett*  
A. Keith McDonald, Mayor

## **BOARD OF MAYOR AND ALDERMEN MEETING AGENDA**

**TUESDAY, DECEMBER 11, 2018 - BARTLETT CITY HALL - 7:00 PM**

### **INVOCATION**

Opening Prayer by Brad Ratliff, New Hope Christian Church

### **FUTURE MEETINGS**

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

Board of Zoning Appeals, December 20 at 6:30 p.m.

Family Assistance Commission, January 7, 2019 at 6 p.m.

Planning Commission, January 7 at 7 p.m.

### **RECOGNITIONS**

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

### **MINUTES ACCEPTANCE**

**Minutes of the November 27, 2018 Board of Mayor and Aldermen Regular Meeting**

### **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 18-08, an ordinance to amend Title 8, Chapters 1, 2, and 3, Sections 8-101(1)(a) and (b), 8-202, 8-212, 8-216, 8-219, 8-306, and 8-310 of the Codified Ordinances.

### **UNFINISHED BUSINESS**

- I **Third Reading of Ordinance 18-08, an ordinance to amend Title 8, Chapters 1, 2, and 3, Sections 8-101(1)(a) and (b), 8-202, 8-212, 8-216, 8-219, 8-306, and 8-310 of the Codified Ordinances. (Ed McKenney, City Attorney)**

**CONSENT AGENDA**

- I      Dispense with second Board of Mayor and Aldermen meeting in December. (Mark Brown, Chief Administrative Officer)**
- 2      Move first meeting in January to January 10, 2019. (A. Keith McDonald, Mayor)**

**NEW BUSINESS**

- I      Resolution 33-18, a resolution to waive receipt of property taxes, interest, and penalties, from the City of Bartlett tax rolls and refund same to the taxpayer. (Dick Phebus, Director of Finance)**
- 2      Resolution 34-18, a resolution to approve the contract agreement between Shelby County and the City of Bartlett and to amend the Fiscal Year 2019 Grant Fund budget to provide for appropriation of CDBG Funds. (Dick Phebus, Director of Finance)**
- 3      Proposed projects submitted to the Metropolitan Planning Organization for inclusion in the five-year Transportation Improvement Plan. (Rick McClanahan, Director of Engineering)**
- 4      Resolution 35-18, a resolution to revise Chapter 2, Section 2.3 of the City of Bartlett Personnel Policy Manual, Appointed Positions to delete the positions of Director of Citizen Services and Superintendent of Grounds, and change Mayor's Administrative Assistant to Mayor's Executive Assistant. (A. Keith McDonald, Mayor)**
- 5      Appointment of City Officials. (A. Keith McDonald, Mayor)**

**OPEN DISCUSSION****ADJOURNMENT**



# City of Bartlett

A. Keith McDonald, Mayor

## BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, NOVEMBER 27, 2018 - BARTLETT CITY HALL - 7:00 PM

### **ATTENDANCE**

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 Fred Shackleford, Ellendale Baptist Church

### **FUTURE MEETINGS**

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

Planning Commission, December 3 at 7 p.m.

Bartlett Station Commission, December 5 at 7:30 a.m.

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

Bartlett Historical Society, December 10 at 7 p.m.

### **RECOGNITIONS**

#### **Fire Department Check Presentation to West Institute for Cancer Research**

Fire Chief Terry Wiggins presented Keri Burnette, representing the West Tennessee Institute for Cancer Research, with a donation check for \$4,000. The Fire Department raised these funds through the sale of Breast Cancer awareness t-shirts during October. The Department has raised and donated a total of \$41,000 to the Institute.

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

### **MINUTES ACCEPTANCE**

#### **Minutes of the November 13, 2018 Board of Mayor and Aldermen Regular Meeting**

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | David Parsons, Alderman                              |
| <b>SECONDER:</b> | Bobby Simmons, Alderman                              |
| <b>AYES:</b>     | Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick |

Minutes Acceptance: Minutes of Nov 27, 2018 7:00 PM (MINUTES ACCEPTANCE)

**UNFINISHED BUSINESS**

- I **Second Reading of Ordinance 18-08, an ordinance to amend Title 8, Chapters 1, 2, and 3, Sections 8-101(1)(a) and (b), 8-202, 8-212, 8-216, 8-219, 8-306, and 8-310 of the Codified Ordinances. (Ed McKenney, City Attorney)**

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED ON SECOND READING [UNANIMOUS]</b> Next: 12/11/2018 7:00 PM |
| <b>MOVER:</b>    | Emily Elliott, Alderman                                                |
| <b>SECONDER:</b> | W.C. Pleasant, Alderman                                                |
| <b>AYES:</b>     | Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick                   |

**CONSENT AGENDA**

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | W.C. Pleasant, Alderman                              |
| <b>SECONDER:</b> | Emily Elliott, Alderman                              |
| <b>AYES:</b>     | Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick |

- I **Commercial subdivision contract for Germantown and Brother Office Park Subdivision. (John Horne, Assistant Director of Engineering)**

The developer, TH Properties, LLC will pay \$57,453.28 in City fees. The bond is set at \$131,515.00.

- 2 **Treasurer's Report for October 2018. (Dick Phebus, Director of Finance)**

|                             |              |
|-----------------------------|--------------|
| Adopted Budget Expenditures | \$84,464,781 |
| Year-to-Date Expenses       | \$32,841,631 |
| Adopted Budget Revenues     | \$84,464,781 |
| Year-to-Date Revenues       | \$12,945,729 |

**OPEN DISCUSSION**

Erika Lathon, public relations manager for Addiction Campuses, invited the Board and citizens to an opioid abuse forum at Turning Point in Southaven on November 27, 2018.

**ADJOURNMENT**

Meeting adjourned at 7:08 PM

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

\_\_\_\_\_  
A. Keith McDonald  
Mayor

Minutes Acceptance: Minutes of Nov 27, 2018 7:00 PM (MINUTES ACCEPTANCE)



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

### SCHEDULED

### ORDINANCE (ID # 2461)

Meeting: 12/11/18 07:00 PM

Department: Legal

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Ed McKenney

Sponsors:

DOC ID: 2461

## Ordinance 18-08, an ordinance to amend Title 8, Chapters 1, 2, and 3, Sections 8-101(1)(a) and (b), 8-202, 8-212, 8-216, 8-219, 8-306, and 8-310 of the Codified Ordinances.

**WHEREAS** some of the provisions of Title 8, Chapter 1 (Alcoholic Beverages), Chapter 2 (Intoxicating Liquors), and Chapter 3 (Beer) of the Codified Ordinances of the City of Bartlett are obsolete or otherwise inadequate; and

**WHEREAS** the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, desire to amend said Chapters and Sections.

### NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, THAT:

**Section 1.** That Section 8-101(1) Definitions, subsections (a) and (b), be amended to read as follows and that a new subsection (d) be added:

**8-101. Definition of “alcoholic beverages.”** As used in this chapter, unless the context dictates otherwise:

- (a) “Alcoholic beverage,” as set forth in Tennessee Code Annotated Section 57-3-101(a)(1), means and includes alcohol, spirits, liquor, wine, high alcohol content beer, and every liquid containing alcohol, spirits, liquor, wine, or high alcohol content beer and capable of being consumed by a human being, other than patent medicine or beer, as the latter is defined in Tennessee Code Annotated Section 57-5-101(b) and in Section 8-101(b) below.
- (b) “Beer,” as set forth in Tennessee Code Annotated Section 57-5-101(b), means and includes all beer, ales, and other malt liquors having an alcoholic content of not more than eight percent (8%) by weight, other than wine as defined in Tennessee Code Annotated Section 57-3-101; provided, however, that no more than 49% of the overall alcoholic content of such beverage may be derived from the addition of flavors and other non-beverage ingredients containing alcohol. (Ord. #77-2, Feb. 1977, modified)
- (c) No changes.
- (d) “High alcohol content beer,” as set forth in Tennessee Code Annotated 57-3-101(a)(8), means an alcoholic beverage which is beer, ale or other malt beverage having an alcoholic content of more than eight percent (8%) by weight and not more

than twenty percent (20%) by weight, except wine as defined in Tennessee Code Annotated Section 57-3-101; provided, that no more than 49% of the overall alcoholic content of such beverage may be derived from the addition of flavors and other non-beverage ingredients containing alcohol.

**Section 2.** That Section 8-202 Definitions, shall be amended to read as follows:

**8-202. Definitions.** “Alcoholic beverage” or “beverage,” as used in this chapter, means and includes alcohol, spirits, liquor, wine, high alcohol content beer, and every liquid containing alcohol, spirits, liquor, wine, or high alcohol content beer and capable of being consumed by a human being, other than patent medicine and beer, as the latter is defined in Tennessee Code Annotated Section 57-5-101(b) and Section 8-101(b) above.

**Section 3.** That Section 8-212, Only one establishment to be operated by retailer, shall be amended to add the following sentence at the end of said Section:

This section shall not apply to the sale of wine in a retail food store which is eligible for the issuance of a retail food store wine license by the alcoholic beverage commission of the state, pursuant to Tennessee Code Annotated, title 57, chapter 3, part 8 and which has been issued a certificate of compliance as set forth in Tennessee Code Annotated Section 57-3-806.

**Section 4.** That Section 8-216, Zoning restriction of alcoholic beverage retailers established, shall be amended to change “five percent (5%) to eight percent (8%).

**Section 5.** That Section 8-219, Hours of sale, shall be deleted in its entirety and shall read as follows:

**8-219. Hours of sale.**

- (a) Any retailer that is permitted by the state to sell liquor or wine for on-premise consumption shall also be allowed to sell beer during the hours set forth in Tennessee Code Annotated Section 57-4-203, provided that the establishment has lawfully obtained a beer permit as required by this chapter;
- (b) For beer permit holders, the hours within which the sale of beer shall be permitted shall be from 8:00 a.m. to 3:00 a.m. Monday through Saturday, and from 10:00 a.m. Sunday until 3:00 a.m. on Monday. No beer or other alcoholic beverage shall be consumed or open for consumption on or about any premises licensed by this chapter for on-premise consumption in any glass, bottle, can, or other container after 3:15 a.m.
- (c) Retail package liquor stores may remain open between 8:00 a.m. and 11:00 p.m. Monday through Saturday, and between 10:00 a.m. and 11:00 p.m. on Sundays. The

sale of alcoholic beverages by retail package liquor stores is prohibited on Christmas, Thanksgiving and Easter.

- (d) Retail food stores may sell, give away, or otherwise dispense wine between 8:00 a.m. and 11:00 p.m. Monday through Saturday; and, effective January 1, 2019, retail food stores may sell, give away, or otherwise dispense wine on Sundays from 10:00 a.m. until 11:00 p.m. The sale of alcoholic beverages by retail food stores is prohibited on Christmas, Thanksgiving and Easter

**Section 6.** That Section 8-306, “Beer” defined, shall be modified to read as follows:

**8-306. “Beer” defined.** The term “beer” as used in this chapter shall mean and include all beers, ales and other malt liquors having an alcoholic content of not more than eight percent (8%) by weight. (Ord. #74-5, March, 1974, modified)

**Section 7.** That Section 1-310(2) Prohibited conduct or activities by beer permit holders, shall be modified to read as follows:

**Section 8-310(2)** Sell, serve, give away or otherwise allow the consumption of beer between the hours of 3:00 A.M. and 8:00 A.M. on Monday through Saturday or between the hours of 3:00 A.M. and 10:00 A.M. on Sunday. (Ord. #74-5, March 1974, as amended by Ord. #91-16, Oct. 1991, modified, and amended by Ord. #13-04, May 2013, modified)

### **Section 8. Severability**

Should any provision of this Ordinance be rendered unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

**Section 9. Effective Date.** 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: November 13, 2018

Second Reading: November 27, 2018

Third Reading: December 11, 2018

W. C. Pleasant Register to the Board

A. Keith McDonald

of Mayor and Aldermen

Mayor

ATTEST: \_\_\_\_\_

Stefanie McGee

City Clerk

**HISTORY:**11/13/18 Board of Mayor and Aldermen **APPROVED ON FIRST READING**

Next: 11/27/18

City Attorney Ed McKenney stated that Ordinance 18-08 is the first of possibly two amendments to the City's alcohol ordinances. These amendments will bring the City's ordinances in line with state law.

This amendment includes changes to the definition of beer, increasing the percent of alcohol from 5 percent to 8 percent, changes hours for sales for beer for stores with a liquor license, changes hours for Sunday sales, and changes the number of permits one permittee can obtain.

Mr. McKenney noted that Sunday wine sales will begin January 1, 2019.

11/27/18 Board of Mayor and Aldermen **APPROVED ON SECOND READING**

Next: 12/11/18

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 12/11/18 07:00 PM  
Department: Administration  
Category: Policy  
Prepared By: Stefanie McGee  
Department Head: Mark Brown

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## **Dispense with second Board of Mayor and Aldermen meeting in December.**

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 12/11/18 07:00 PM  
Department: Board of Mayor and Aldermen  
Category: Change Order  
Prepared By: Stefanie McGee  
Department Head: A. Keith McDonald

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**Move first meeting in January to January 10, 2019.**



# Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

## SCHEDULED

### RESOLUTION (ID # 2465)

Meeting: 12/11/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2465

## Resolution 33-18, a resolution to waive receipt of property taxes, interest, and penalties, from the City of Bartlett tax rolls and refund same to the taxpayer.

**WHEREAS**, payment to the Shelby County Trustee's office by a taxpayer for City of Bartlett tangible personal property taxes for the Tax Year 2010 is determined to have been made due to taxpayer error; and

**WHEREAS**, the City of Bartlett has or shall receive the above referenced property taxes from the Shelby County Trustee's Office; and

**WHEREAS**, the City of Bartlett desires to refund to the taxpayer the base tax of \$5.81 plus applicable penalties and interest for the 2010 Tax Year;

**NOW THEREFORE BE IT RESOLVED** By the **BOARD OF MAYOR AND ALDERMEN** that the base tax of \$5.81 plus interest and penalties of \$7.37 levied on Parcel B210-0830-0-0000-0 for Tax Year 2010 shall be refunded to the taxpayer within 15 days following the adoption of this resolution or receipt of the Bartlett tax levy from the Shelby County Trustee's Office, whichever occurs later.

**Adopted this day of December 11, 2018**

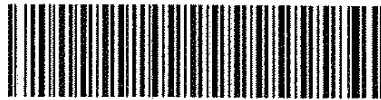
\_\_\_\_\_  
W.C. Pleasant, Register to the

\_\_\_\_\_  
A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: \_\_\_\_\_  
Stefanie McGee, City Clerk

**REGINA MORRISON NEWMAN**  
**SHELBY COUNTY TRUSTEE**  
[www.shelbycountytustee.com](http://www.shelbycountytustee.com)  
 (901) 222-0200



8.1.a

| PARCEL #           | TAXING AUTHORITY | REASON FOR NOTICE     |
|--------------------|------------------|-----------------------|
| 210-0830-0-00000-0 | B                | Receipt<br>Personalty |

COLOURS NAIL SALON  
 c/o JANICE PENNY  
 881 S COOPER ST  
 MEMPHIS TN 38104

Acreage

Classification TANGIBLE  
 Location 881 COOPER  
 Subdivision Memphis

Pay your taxes with the **payitShelby** mobile app or online at [www.shelbycountytustee.com](http://www.shelbycountytustee.com)

**PROPERTY TAX RECEIPT**

| Date       | Receipt No.  | Tax Year | Town | Base Tax | Int & Pen | Court | Atty | Misc | Amt Paid | Balance Due |
|------------|--------------|----------|------|----------|-----------|-------|------|------|----------|-------------|
| 11/14/2018 | 8043434.0001 | 2010     | B    | 5.81     | 7.37      |       |      |      | 13.18    |             |
| Total Paid |              |          |      |          |           |       |      |      | 13.18    |             |

**PAID IN FULL**

**ATTENTION: CORRECTED BILLING**

All Notices received prior to November 14, 2018 concerning the tax year (s) listed above should be disregarded.  
 Please pay using this Notice.

Services you can use:

See website for details [www.shelbycountytustee.com](http://www.shelbycountytustee.com)

Monthly Managed Pay Options  
 One-time Payment  
 Applications for Senior Services

Use your mobile to pay  
 with the payitShelby App

Home Owner Resources  
 Project H.O.M.E. Workshops  
[www.bankonmemphis.org](http://www.bankonmemphis.org)

210-0830-0-00000-0  
 COLOURS NAIL SALON  
 c/o JANICE PENNY  
 881 S COOPER ST

**Mail bottom portion with payment**

Enter address change here:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Changes require a signature of all owners

Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

**RECEIPT ONLY  
 THIS IS NOT A BILL**

DO NOT WRITE BELOW THIS LINE

ENTER AMOUNT PAID

Make check or money order payable to:

**REGINA MORRISON NEWMAN  
 SHELBY COUNTY TRUSTEE  
 PO Box 2751  
 Memphis, TN 38101-2751**

DO NOT FOLD, STAPLE OR TAPE

**2018**

Attachment: Property Tax Waiver Tax Year 2010.pdf (2465 : Res 33-18 Property Tax Waiver 2010)



# Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

## SCHEDULED

### RESOLUTION (ID # 2472)

Meeting: 12/11/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2472

## Resolution 34-18, a resolution to approve the contract agreement between Shelby County and the City of Bartlett and to amend the Fiscal Year 2019 Grant Fund budget to provide for appropriation of CDBG Funds.

**WHEREAS**, the City of Bartlett has received notice of \$200,000 Community Development Block Grant funding through Shelby County, Tennessee for Americans with Disabilities improvements to Municipal Park's restrooms; and

**WHEREAS**, the City of Bartlett will use these funds in accordance with an agreement between Shelby County and the City of Bartlett for the improvement of public facilities for persons presumed to be of low and moderate income under 24 C.F.R. 570.208 (a)(2)(I)(A); and

**WHEREAS**, a contract agreement between Shelby County and the City of Bartlett needs to be executed and revenues and expenditures for this project are required to be budgeted in the current fiscal year;

**NOW THEREFORE BE IT RESOLVED** By the Board of Mayor and Aldermen that the Mayor is authorized to sign the contract agreement between Shelby County and the City of Bartlett, and:

**BE IT FURTHER RESOLVED** that the FY2018-2019 Grant Fund budget shall be amended to reflect revenues and expenditures totaling \$200,000.00 as shown in the table below.

| Fund Account Numbers  | Expenditures | Revenues     |
|-----------------------|--------------|--------------|
| 131.44000.780.04118   | \$200,000.00 |              |
| 131.30000.33682.04118 |              | \$200,000.00 |

**Adopted this day of December 11, 2018**

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W.C. Pleasant, Register to the

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A. Keith McDonald, Mayor

Board of Mayor and Aldermen

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Attest: \_\_\_\_\_  
Stefanie McGee, City Clerk



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

### SCHEDULED

### AGENDA ITEM

Meeting: 12/11/18 07:00 PM

Department: Engineering

Category: Proposal

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

## Proposed projects submitted to the Metropolitan Planning Organization for inclusion in the five-year Transportation Improvement Plan.

The City of Bartlett is a member of the Metropolitan Planning organization, and as such we can submit projects to be funded into the Transportation Improvement Plan. The projects submitted will be evaluated and ranked for inclusion in the plan.

The following projects will be submitted for inclusion in the plan. They all may not be funded or approved but will be compared by how they rank with other projects in the metropolitan area.

### Road Projects

|                               |            |
|-------------------------------|------------|
| Old Brownsville Road widening | 22 million |
|-------------------------------|------------|

### Greenway Projects

|                                 |           |
|---------------------------------|-----------|
| Fletcher Creek Greenway Phase 2 | 1 million |
| Fletcher Creek Greenway Phase 3 | \$500,000 |
| Fletcher Creek Greenway Phase 4 | 2 million |

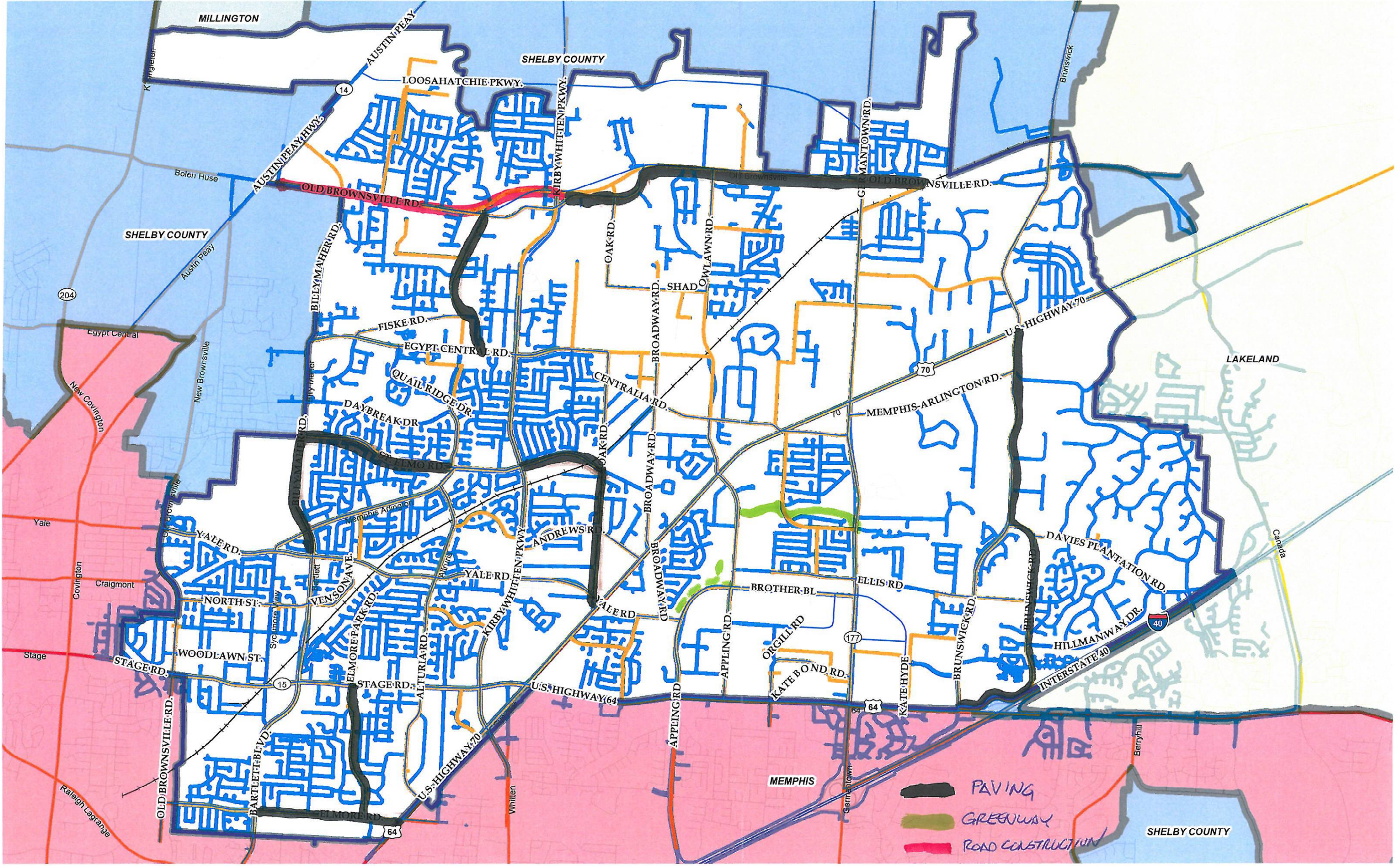
### Overlay Projects

|                                                           |             |
|-----------------------------------------------------------|-------------|
| Old Brownsville (Germantown to Ellendale)                 | 1.5 million |
| St. Elmo (Billy Maher to Altruria & Kirby Whitten to Oak) | 1.5 million |
| Billy Maher (Memphis Arlington to St. Elmo)               | \$500,000   |
| Ellendale (Egypt Central to Old Brownsville)              | \$750,000   |
| Oak (Yale to St. Elmo)                                    | \$500,000   |
| Elmore (Bartlett Blvd to Hwy 70)                          | \$500,000   |
| Elmore Park (Elmore to US64)                              | \$500,000   |
| Brunswick (US64 to US70)                                  | \$750,000   |

The attached map will outline the areas discussed above.

The projects will be funded 80 percent federal and 20 percent local match. Any comments can be made to the Engineering office.

If you have any questions, contact Rick McClanahan.



Attachment: Map of proposed transportation projects (2467 : Public Meeting for Future Transportation Improvement Projects)



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

### SCHEDULED

### RESOLUTION (ID # 2466)

Meeting: 12/11/18 07:00 PM

Department: Board of Mayor and Aldermen

Category: Amendment

Prepared By: Stefanie McGee

Initiator: A. Keith McDonald

Sponsors:

DOC ID: 2466

## **Resolution 35-18, a resolution to revise Chapter 2, Section 2.3 of the City of Bartlett Personnel Policy Manual, Appointed Positions to delete the positions of Director of Citizen Services and Superintendent of Grounds, and change Mayor's Administrative Assistant to Mayor's Executive Assistant.**

BE IT RESOLVED by the Bartlett Board of Mayor and Aldermen that Chapter 2, Section 2.3, of the City of Bartlett Personnel Policy Manual, Appointed Positions, be revised to read as follows:

1. Chief Administrative Officer
2. Mayor's Executive Assistant
3. City Clerk
4. Director of Community Relations
5. City Attorney
6. Assistant City Attorney (2)
7. City Prosecutor
8. Assistant City Prosecutor
9. City Court Clerk
10. Director of Planning and Economic Development
11. Deputy Director of Planning and Economic Development
12. Director of Finance
13. Assistant Director of Finance
14. Director of the Performing Arts and Conference Center
15. Director of Personnel
16. Assistant Director of Personnel
17. Director of Code Enforcement
18. Assistant Director of Code Enforcement
19. Police Chief
20. Assistant Police Chief
21. Rank of Inspector or above in the Police Department
22. Fire Chief
23. Assistant Fire Chief
24. Director of Parks and Recreation
25. Assistant Director of Parks and Recreation
26. Director of Public Works
27. Assistant Director of Public Works
28. Director of Engineering/City Engineer

29. Asst. Director of Engineering/Asst. City Engineer

**ADOPTED THIS 11th DAY OF DECEMBER 2018.**

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

\_\_\_\_\_  
A. Keith McDonald  
Mayor

\_\_\_\_\_  
Stefanie McGee, City Clerk



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

### SCHEDULED

### AGENDA ITEM

Meeting: 12/11/18 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Stefanie McGee

Department Head: A. Keith McDonald

## Appointment of City Officials.

### APPOINTED POSITIONS

|                                                               |                   |
|---------------------------------------------------------------|-------------------|
| 1. Chief Administrative Officer                               | Mark Brown        |
| 2. Mayor's Executive Assistant                                | Jeanie Underwood  |
| 3. City Clerk                                                 | Stefanie McGee    |
| 4. City Court Clerk                                           | Bill Lloyd        |
| 5. Director of Planning & Economic Development                | Kim Taylor        |
| 6. Director of Finance                                        | Dick Phebus       |
| 7. Director of the Performing Arts & Conference Center        | Michael Bollinger |
| 8. Director of Personnel                                      | Ted Archdeacon    |
| 9. Director of Code Enforcement                               | Jim Brown         |
| 10. Police Chief                                              | Glen Williamson   |
| 11. Assistant Police Chief                                    | Jeff Cox          |
| 12. Inspector                                                 | Tina Schaber      |
| 13. Inspector                                                 | Chris Golden      |
| 14. Inspector                                                 | Steve Sones       |
| 15. Fire Chief                                                | Terry Wiggins     |
| 16. Assistant Fire Chief                                      | Tommy Gately      |
| 17. Director of Parks and Recreation                          | Shan Criswell     |
| 18. Director of Public Works                                  | Mike Adams        |
| 19. Assistant Director of Public Works                        | Matt Crenshaw     |
| 20. Director of Engineering/City Engineer                     | Rick McClanahan   |
| 21. Assistant Director of Engineering/Assistant City Engineer | John Horne        |
| 22. Director of Community Relations                           | Debbie Gelineau   |
| 23. City Attorney                                             | Ed McKenney, Jr.  |