



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, APRIL 11, 2017 - 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 John Panzer, New Hope Christian Church

FUTURE MEETINGS

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

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

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

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

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

Bartlett Board of Education Work Session, April 20 at 7 p.m.

RECOGNITIONS

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

MINUTES ACCEPTANCE

Minutes of the March 28, 2017 Board of Mayor and Aldermen Regular Meeting

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

CONSENT AGENDA

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

- 1 Special event permit for Brunswick Farms neighborhood garage sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 29 with rain date of Saturday, May 6 from 7 a.m. to 2 p.m. in the Brunswick Farms Subdivision.
- 2 Renewal of service agreement for legislative meeting management. (Mark Brown, Chief Administrative Officer)**
Request to renew service agreement with Accela for meeting agenda and recording software in the amount of \$18,135.22. This is an annual agreement running from June 1, 2017 to May 31, 2018. Funds are available in Account 123.48123.264.
- 3 Bid for one fuel lube truck. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Ford of Murfreesboro at a cost of \$123,923. Funds are available in Account 311.48311.785.30717.
- 4 Bid for Animal Control Truck. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest, qualified bid from AutoNation at a cost of \$37,938.56. Funds are available in Account 311.48311.785.30717.
- 5 Bid for one super cab, 4x4 pickup truck. (Wade Towles, Assistant Director of Engineering)**
Recommend accepting the lowest bid from Ford of Murfreesboro at a cost of \$25,767.00. Funds are available in Account 311.48311.785.42017.
- 6 Bid to replace Ardie Road Water Plant dehumidifier. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lowest bid from National HVAC Service at a cost of \$105,765, plus a contingency amount of \$9,235, for a total cost of \$115,000. Funds are available in Account 312.48312.780.723
- 7 Bid for tennis courts renovations. (Wade Towles, Assistant Director of Engineering)**
Recommend accepting the lowest bid from Dana Freeman Construction, Inc. in the amount of \$80,000.00 for the base bid and \$15,000.00 for the alternate bid, for a total cost of \$95,000.00. Tennis courts at Madison Arthur Byrd Park and W.J. Freeman Park will be renovated. Funds are available in Account 311.48311.780.51417.

8 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 \$16,550. Funds are available in Account 311.48311.770.422.

9 Site plan contract for Youth Villages Boy's Residential Treatment Center. (Rick McClanahan, Director of Engineering)

The Developer, Youth Villages, will pay \$50,482.90 in City Fees. The Bond is set at \$186,453.33.

10 Planning Commission Report for April 2017. (Terry Emerick, Director of Planning and Economic Development)

- 1) Master Plan for Village at Deer Run, Phase I was approved with conditions.
- 2) Site plan for Walmart Academy was approved with conditions.
- 3) Site plan for Christian Life Tabernacle Church, Phase I was approved with conditions.
- 4) Site plan for Calvary Baptist Church, Phases I & 2 were approved with conditions.
- 5) Historic Landmark Designation for Barteau-Dickey House was forwarded to the Board of Mayor and Aldermen with a favorable recommendation.

11 Treasurer's Report for February 2017. (Dick Phebus, Director of Finance)

Adopted Budget Expenditures	\$72,630,170
Year-to-date Expenditures	\$55,012,175
Adopted Budget Revenues	\$72,630,170
Year-to-date Revenues	\$51,840,206

NEW BUSINESS

I Appoint and re-appoint members to City's Boards and Commissions. (A. McDonald, Mayor)

Bartlett Arts Council

Reappoint Christy Kinard. Her term will expire September 30, 2018.

Bartlett Station Commission

Reappoint Alderman Paula Sedgewick. Her term will expire December 31, 2020.

Appoint Vincent Robert. His term will expire December 31, 2021.

Beer Board

Reappoint Cordell Battles and Deborah Williams. Their terms will expire December 31, 2018.

Appoint Ryan Smith. His term will expire December 31, 2018.

BPACC Advisory Board

Reappoint Sandy Dunn and Polly Schrimper. Their terms will expire December 31, 2019.

Appoint Steve Stewart. His term will expire December 31, 2018.

Appoint Hank Winkler. His term will expire December 31, 2019.

City Beautiful Commission

Reappoint Joe Bledsoe, Bill Browning, Mark Guenin, Donald Keith, Tommie Jean Moore, Kenneth Parks, Laurie Rieman, Tom Rieman, Debbie Ross, Becky Sykes, and Danny Thompson. Their terms will expire December 31, 2017.

Appoint Linda Howe and Tamela Thompson. Their terms will expire December 31, 2017.

Code Appeals Board

Reappoint Leon Hurd. His term will expire December 31, 2018.

Appoint Aleta Jones. Her term will expire December 31, 2018.

Design Review Commission

Reappoint Casper Briggs, Stan Burton, Chris Triplett, Keith Whaley. Their terms will expire December 31, 2018.

Appoint Jason Payne. His term will expire December 31, 2017.

Family Assistance Commission

Reappoint Paul Foree and Ken Twiss. Their terms will expire December 31, 2019.

Grievance Review Board

Reappoint Bo Maharrey, Chris Armstrong, Jonathan Jewell, Charlene Mitchel, Ted Rasbach, Alderman Jack Young. Their terms will expire December 31, 2017.

Historic Preservation Commission

Reappoint Paul Kaiser. His term will expire December 31, 2021.

Reappoint Alderman Paula Sedgwick. Her term will expire December 31, 2020.

Appoint Nikia Johnson. Her term will expire December 31, 2017.

Appoint Kevin Quinn. His term will expire December 31, 2021.

Industrial Development Board

Reappoint Stan Burton, Greg Evans, Kelly Price, Burk Renner, and Randal Webb. Their terms will expire January 25, 2021.

Parks and Recreation Advisory Board

Reappoint Matt Goodhart, Paul Ireland, and Warren Young. Their terms will expire December 31, 2019.

Appoint Bob Brown. His term will expire December 31, 2018.

Pension Board

Reappoint Matt Crenshaw and Cathy Lyons. Their terms will expire December 31, 2020.

Appoint Patrick Cici. His term will expire December 31, 2020.

Retirement Plan Committee

Reappoint Matt Crenshaw and Cathy Lyons. Their terms will expire December 31, 2020.

Appoint Patrick Cici. His term will expire December 31, 2020.

Planning Commission

Reappoint Ron Sandlin. His term will expire December 31, 2019.

Appoint Mandy Young. Her term will expire December 31, 2018.

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

2 Resolution 10-17, a resolution to request unclaimed balance of accounts remitted to State Treasurer under the Unclaimed Property Act. (Dick Phebus, Director of Finance)

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

3 Resolution 11-17, a resolution to amend the Fiscal Year 2017 Operating Budget to appropriate \$50,400 for education incentive pay for Fire Department personnel. (Dick Phebus, Director of Finance)

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

4 Letter of Intent to purchase 13 acres of property for the future construction of Tennessee College of Applied Technology. (Mark Brown, Chief Administrative Officer)

Chief Administrative Officer Mark Brown noted that this property is located at the intersection of Yale Road and Brother Boulevard.

Alderman Parsons said he is excited that the Tennessee College of Applied Technology (TCAT) plans to invest \$17 million into the community.

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

OPEN DISCUSSION

Alderman Elliott thanked the Sungate Homeowners Association for its contribution to the City Beautiful Commission.

City Engineer Rick McClanahan announced the CSX Railroad will close Old Brownsville Road crossing near the intersection of Germantown and Old Brownsville Roads starting April 24.

Alderman Parsons asked when the asphalt overlay of Kirby Whitten Road would be complete. Mr. McClanahan said by Friday, April 14.

ADJOURNMENT

Meeting adjourned at 7:19 PM



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 28, 2017 - 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 David Smith, New Hope Christian Church

FUTURE MEETINGS

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

Planning Commission, April 3 at 7 p.m.

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

City Beautiful Commission, April 6 at 7 p.m.

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

RECOGNITIONS

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

MINUTES ACCEPTANCE

Minutes of the March 14, 2017 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Mar 28, 2017 7:00 PM (MINUTES ACCEPTANCE)

CONSENT AGENDA

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

- 1 Special event permit for Oak Elementary 5K Run. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, May 12 from 4 to 10 p.m. at Oak Elementary School.
- 2 Special event permit for Stomp Out Hunger 5K Run. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 15 from 2 to 4 p.m. at Bartlett United Methodist Church.
- 3 Authorization to purchase Right-of-Way for the widening of Old Brownsville Road. (Rick McClanahan, Director of Engineering)**
Request approval to purchase three right-of-way tracts for a total of \$95,870. Funds are available in Account 311.48311.770.422.
- 4 Reimburse Rivercrest Baptist Church for sprinkler and light relocation due to purchase of right-of-way. (Rick McClanahan, Director of Engineering)**
City shall reimburse Rivercrest Baptist Church to relocate a portion of the church's sprinkler system and a light pole that is located on a recently-purchased right-of-way parcel. Total cost for both projects is \$15,328. Funds are available in Account 311.48311.770.422.
- 5 Bid for Recreation Center roof maintenance. (Wade Towles, Assistant Director of Engineering)**
Recommend accepting the lowest bid from J. D. Ventures, LLC in the amount of \$177,185, plus a contingency amount of \$10,000 for a total cost of \$187,185.00. Additionally, this project requires construction management, which will be provided by RossWitt for a cost of \$3,620. The total cost of this project will be \$190,805. Funds are available in Account 311.48311.780.54317.
- 6 Bid for Buckhead Creek sewer project. (Wade Towles, Assistant Director of Engineering)**
Recommend accepting the lowest alternate bid from ENSCOR, LLC in the amount of \$261,233.80, plus a contingency amount of \$30,000 for a total cost of \$291,233.80. Funds are available in Account 312.48312.780.81915.
- 7 Pictometry contract with Shelby County. (Rick McClanahan, Director of Engineering)**
Authorize payment of \$12,097.92 to Shelby County for the provision of pictometry aerials.
Funds are available in Account 123.48123.264.

Minutes Acceptance: Minutes of Mar 28, 2017 7:00 PM (MINUTES ACCEPTANCE)

- 8 Authorization to sign contract with Federal Emergency Management Agency for Hazard Mitigation. (Rick McClanahan, Director of Engineering)**
 Authorize the Mayor to sign two FEMA contracts for Hazard Mitigation. Projects will be reimbursed by State and Federal governments totaling \$421,500.
- 9 Site plan contract for Resource Label Group. (Rick McClanahan, Director of Engineering)**
 The Developer, Agracel, Inc. will pay \$14,789.81 in city fees. The bond is set at \$114,649.47.

NEW BUSINESS

I Appoint members to Board of Zoning Appeals. (A. Keith McDonald, Mayor)

Stan Burton and Jeremy Stafford were appointed to new terms that will expire December 31, 2018.

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

2 Resolution 09-17, a resolution to amend the Fiscal Year 2017 Grants Fund Budget to provide funding and appropriations for FEMA/TEMA Hazard Mitigation Grants. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this resolution appropriates funds for the two projects in Consent Agenda Item 8.

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

OPEN DISCUSSION

ADJOURNMENT

Meeting adjourned at 7:07 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Mar 28, 2017 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/11/17 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

**Special event permit for Brunswick Farms neighborhood
garage sale.**

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: David Parsons, Alderman
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



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

8957 Sweetthorn DR 88002
 Address Zip Code
Sat 4/29 7-2pm
 Dates of the Event Hours of the Event
Garage Sale - Brunswick Farms
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Cherita Carpenter
 Property Owner
8957 Sweetthorn DR
 Special Event Permit Applicant Address of Applicant
901-480-6532
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

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

[Signature]
 Responsible Person

3-21-17
 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: Garage Sale
 Location: Brunswick Farms
 Dates: 4/29 - rain date 5/10
 Type of special event: (Check one.)

☐ *Type 1: Noncommercial Events.* Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.

☐ *Type 2: Special Seasonal Events.* Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.

☐ *Type 3: Commercial Events.* Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.

☒ *Type 4: Public Attractions.* Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. **Requires approval by the Board of Mayor and Aldermen.**

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

☐ *Public property.* Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.

☐ *Public parks.* Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)

☐ *City sponsorship.* Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.

☐ *Special use permit or site plan.* Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.

☒ *Yard sales.* Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.

☐ *Auctions/estate sales.* Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.

☐ *Business deliveries.* Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.

☐ *Certain solicitations.* Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.

☐ *First Amendment activity.* The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		✓		<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district , except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			N/A	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			N/A	<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			N/A	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			N/A	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			N/A	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			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			N/A	<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			N/A	<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			N/A	<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			N/A	<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.	
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			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				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

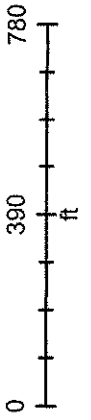
Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	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.	

My Map



**TOM LEATHERWOOD, REGISTER OF DEEDS
SHELBY COUNTY, TENNESSEE**



DISCLAIMER: PROPERTY TAX MAPS AND PARCEL BOUNDARIES DO NOT REFLECT ACCURATE SURVEY INFORMATION OR EXACT LEGAL OWNERSHIP BOUNDARIES, AND ARE ONLY PROVIDED FOR GENERAL INFORMATION PURPOSES. THEREFORE, THEY SHOULD NOT BE RELIED UPON AS A REPRESENTATION OF ANY PROPERTY FOR ANY PURPOSE.

MAP DATE: March 21, 2017



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/11/17 07:00 PM
Department: Administration
Category: Agreement
Prepared By: Stefanie McGee
Department Head: Mark Brown

Renewal of service agreement for legislative meeting management.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Quote

2633 Camino Ramon, Suite 500
San Ramon CA 94583

Bill To
Bartlett City, TN
6400 Stage Road
Bartlett TN 38134

Ship To
Bartlett City, TN
6400 Stage Road
Bartlett TN 38134

Date 03/20/2017
Quote # 6163
Page 1 of 1
Payment Terms Net 30
Due Date
PO #
Account Manager
Project
Term Start Date 06/01/2017
Term End Date 05/31/2018
Currency USD

Item / SKU	Qty	Description	Amount
SR60CSTT14CI001	1	Civic Streaming Subscription	\$7,556.34
SR60CSTT28CI001	1	Agenda and Minutes Subscription Estimate for annual renewal for the period 6/1/17 - 5/31/18 *please note, billing for this renewal will be on an annual billing cycle	\$10,578.88

Tax Total \$0.00

Total \$18,135.22

Please direct inquiries to:
Accounts Receivable Dept. at (925) 659-3275
Send an email to: accountsreceivable@accela.com

Accela TAX ID: 94-276-7676

Remit To:
Accela Inc.
774375
4375 Solutions Center
Chicago, IL 60677-4003

Wiring Instructions
Wells Fargo Bank
For credit to: Accela Inc.
Account: 412-1765507
ABA: 121000248

Attachment: Accela (2066 : Accela renewal)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Judy Willis

Department Head: Bill Yearwood

Bid for one fuel lube truck.

On February 14, an ad was placed in *The Daily News*. On March 16, the City of Bartlett received seven bids, which were opened at City Hall.

Bids were received from the following companies:

Ford of Murfreesboro	\$123,923.00
Autonation	\$144,964.00
Country Ford	\$133,937.00
Freeland CDJR	\$127,000.00
Golden Circle	\$135,696.00
Landers Ford	\$129,433.00
Premier Automotive	\$140,431.36

We recommend the bid be awarded to Ford of Murfreesboro for a total cost of \$123,923.

Funds are available in Account 311.48311.785.30717.

Thank you for your consideration.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Mike Adams

Department Head: Bill Yearwood

Bid for Animal Control Truck.

On March 14, an ad was placed in *The Daily News*. On March 30 the City of Bartlett received five bids, which were opened at City Hall.

Bids were received from the following companies:

AutoNation	\$37,938.56
Country Ford - (did not specifications)	\$37,388.65
Hartstra	\$60,450.00
Landers Ford	\$38,443.00
Ted Russell Parkside Ford	\$39,300.00

We recommend the bid be awarded to AutoNation for a total price of \$37,938.56.

Funds are available in Account 311.48311.785.30717.

Thank you for your consideration.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Wade Towles

Department Head: Wade Towles

Bid for one super cab, 4x4 pickup truck.

On February 21, an ad was placed in *The Daily News*. On March 16, 2017 the City of Bartlett received six bids, which were opened at City Hall.

Bids were received from the following companies:

Ford of Murfreesboro	\$25,767.00 on a 2017 Ford F150
Country Ford, Inc.	\$25,990.00 on a 2017 Ford F150
AutoNation Ford of Memphis	\$26,183.50 on a 2017 Ford F150
Golden Circle Ford	\$26,996.00 on a 2017 Ford F150
Landers Ford	\$29,191.00 on a 2017 Ford F150
Premier Automotive	\$24,108.36 on a 2016 Dodge Ram 1500

The bid received from Premier Automotive does not meet the specifications.

We recommend the bid be awarded to Ford of Murfreesboro for a total price of \$25,767.00.

Funds are available in Account 311.48311.785.42017.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

BID RESPONSE SHEET

6.5.a

SB FY2017-02-042 PICK-UP TRUCK 4X4 SUPER CAB (Engineering)
DUE 3/16/2017 AT 2:00 P.M.

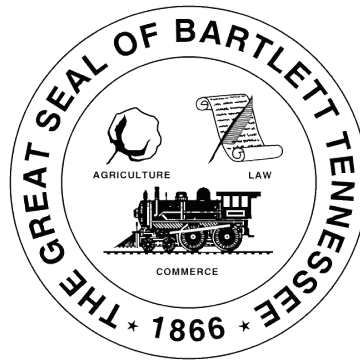
	COMPANY/BIDDER	BID AMOUNT	OTHER NOTES
	AUTONATION	\$26,183.56	2017 F150
	COUNTRY FORD, Inc.	\$25,990.00	2017 F150
	FORD OF MURFREESBORO	\$25,767.00	2017 F150
	GOLDEN CIRCLE FORD	\$26,996.00	2017 F150
	LANDERS FORD	\$29,191.00	2017 F150
	PREMIER AUTOMOTIVE	\$24,108.36	2016 RAM 1500
	The bid from Premier Automotive does not meet the specifications.		

Attachment: FY2017-002-042 PICK-UP TRUCK 4X4 SUPER CAB bid response sheet (2048 : Pick-up

CITY OF BARTLETT

*6400 STAGE ROAD
BARTLETT, TENNESSEE 38134*

A. Keith McDonald, Mayor
Mark Brown, Chief Administrator Officer
Dick Phebus, Finance Director
Rick McClanahan, Engineering Director



REQUEST FOR SEALED BIDS

SB # FY2017-03-042

DUE: Thursday, March 16, 2017, no later than 2:00 p.m. (CST)

PICK-UP TRUCK, 4X4 SUPER CAB

ENGINEERING DEPARTMENT

The City of Bartlett Engineering Department is seeking to purchase one (1) 2017-2018 Pick-up Truck, Super Cab, 4x4 with 6.5' bed or equal as per the written specifications.

PICK-UP TRUCK – Engineering Dept.
 Sealed Bid: FY2017-03-042
 Due Date: March 16, 2017

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on March 16, 2017**. All bid packets, with an original, clearly identified, and two copies, must be labeled **“One (1) 2017-2018 PICK-UP TRUCK, 4X4 SUPER CAB”** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on attached bid sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

 NAME OF FIRM

 EMAIL

 ADDRESS

 PHONE

 SIGNATURE OF AUTHORIZED
 REPRESENTATIVE

 PRINT NAME

 DATE

Attachment: FY2017-03-042 PICK-UP TRUCK SUPER CAB 4X4 bid (1) (2048 : Pick-up Truck4X4 Super Cab Engineering Department)

PICK-UP TRUCK – Engineering Dept.
 Sealed Bid: FY2017-03-042
 Due Date: March 16, 2017

INTENT

The intent of these specifications is to provide sufficient specified information to permit prospective bidders to submit proposals **One (1) 2017-2018 Pick-up Truck, 4x4 Super Cab with 6.5' Bed or equal.** The awarded supplier will be required to deliver the vehicle to the City of Bartlett Fleet Services located at 3583 Altruria Road, Bartlett, TN. 38135.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the specification check list, along with the signed pricing sheet and the signed and notarized Public Acts 109 form (page 11). **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. All prices are to be firm for **120** days from bid due date.
4. The City reserves the right to reject any and all bids.
5. The bid shall state the manufacturer's warranty, along with owner's manuals.
6. An Award Letter and purchase order will be issued to the successful vendor.
7. All charges for transportation and unloading are to be pre-paid by the successful bidder, and are not the responsibility of the City of Bartlett.
8. Unit delivered as a result of the award of this bid shall be a current year model, new and unused.

Note: Bidder may include any additional information or brochures on equipment being presented in the bid package.

PICK-UP TRUCK – Engineering Dept.

Sealed Bid: FY2017-03-042

Due Date: March 16, 2017

DETAILED SPECIFICATIONS

(Include one original and two copies with bid pricing sheet and Public Acts 109 form)

Specifying: One (1) 2017-2018 Ford F150 XL 4x4 Super Cab with 6.5' Bed or equal

	COMPLIANCE ANSWER		
	<u>YES</u>	<u>NO</u>	<u>OFFER</u>
Fuel			
Unleaded or Flex Fuel (if available)	_____	_____	_____
Fuel Tank			
23 Gallon Capacity	_____	_____	_____
Engine			
3.5 L V6 FFV or equal	_____	_____	_____
Transmission			
Electronic 6-speed automatic w/Tow, Haul Mode	_____	_____	_____
Steering			
Tilt steering wheel with electric power assist	_____	_____	_____
Brakes			
Power 4-Wheel Disc with Anti-Lock	_____	_____	_____
Wheels			
Four (4) 17" Silver Steel wheels	_____	_____	_____
Tires			
Four (4) P245-70R17 BSW All Season Tires	_____	_____	_____
One (1) P245-70R17 BSW All Season <u>Spare</u> Tire	_____	_____	_____
Bumpers			
Bumpers – Chrome front & rear	_____	_____	_____
Grill – Black with bar style insert	_____	_____	_____
Exterior Color			
Oxford White	_____	_____	_____

Initials

PICK-UP TRUCK – Engineering Dept.

Sealed Bid: FY2017-03-042

Due Date: March 16, 2017

		COMPLIANCE ANSWER		
		<u>YES</u>	<u>NO</u>	<u>OFFER</u>
Interior Color				
	Medium Earth Gray	_____	_____	_____
Seats				
	Front – Vinyl 40/20/40	_____	_____	_____
	Rear – 60/40 Folding seat	_____	_____	_____
Floor Covering				
	Vinyl - black	_____	_____	_____
Gauges				
	Speedometer	_____	_____	_____
	Volt-meter	_____	_____	_____
	Oil pressure with indicator lights	_____	_____	_____
	Coolant temperature	_____	_____	_____
	Fuel gauge	_____	_____	_____
	Display center	_____	_____	_____
Mirrors				
	Dual manual side mirrors	_____	_____	_____
Windshield Wipers				
	Interval Wipers	_____	_____	_____
Accessories				
	Manual Air Conditioning	_____	_____	_____
	Electronic AM-FM Stereo Radio with Clock, single CD with auxiliary audio input jack	_____	_____	_____
	Fixed Rear Privacy Glass	_____	_____	_____
	Dual Inside Sun-visors	_____	_____	_____
	Advance Trac with Roll Stability	_____	_____	_____
	Class IV Trailer Hitch	_____	_____	_____
	Spray-in Bedliner	_____	_____	_____

Initials

PICK-UP TRUCK – Engineering Dept.
 Sealed Bid: FY2017-03-042
 Due Date: March 16, 2017

COMPLIANCE ANSWER
YES **NO** **OFFER**

Power windows and power door locks

Side window deflectors

Black Platform running boards

End of Detailed Specifications

OWNERS MANUALS

Furnish ALL manuals – DVD format preferred however, book format is acceptable

Service/Repair Manual

Parts Manual

Operators Manual

Specify ALL warranties available _____

ALL WARRANTY INFORMATION TO BE PROVIDED UPON DELIVERY OF VEHICLE.

ALL WARRANTY WORK TO BE DONE WITHIN 50 MILES OF BARTLETT CITY LIMITS

DELIVERY - Must be delivered to:

City of Bartlett – Fleet Services

3583 Altruria Rd.

Bartlett, TN 38135

 Initials

PICK-UP TRUCK – Engineering Dept.
 Sealed Bid: FY2017-03-042
 Due Date: March 16, 2017

BID PRICING SHEET

(One original, clearly marked, and two copies, including the specification check list and the Public Acts 109 form)

One (1) 2017-2018 Pick-up Truck, 4x4 Super Cab with 6.5' Bed

Make and model # of unit bid _____

Delivered Price \$ _____

Time required for delivery: _____ days.

Total Bid in Words:

 NAME OF FIRM

 Email

 Authorized Representative
 (Typed or Printed)

 Telephone Number

 Authorized Representative Signature

 Date

Attachment: FY2017-03-042 PICK-UP TRUCK SUPER CAB 4X4 bid (1) (2048 : Pick-up Truck4X4 Super Cab Engineering Department)

PICK-UP TRUCK – Engineering Dept.
 Sealed Bid: FY2017-03-042
 Due Date: March 16, 2017

PUBLIC ACTS 109

“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalties of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.”

Full text of Public Chapters can be found on the Tennessee Secretary of State’s website: [http://tnsos.org/acts/](http://tnsos.org/acts/PublicActs.109.php) PublicActs.109.php.

Print Name _____

Signed _____

Title _____

Subscribed and sworn before me this ____ day of _____, 20____.

Signed _____ Print Name _____

Title _____

My commission expires: _____, 20_____.

NOTE: Bids cannot be considered nor awards made to anyone without the above required statement.

Attachment: FY2017-03-042 PICK-UP TRUCK SUPER CAB 4X4 bid (1) (2048 : Pick-up Truck4X4 Super Cab Engineering Department)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Bid to replace Ardie Road Water Plant dehumidifier.

On February 14, an ad was placed in *The Daily News*. On March 23, the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

National HVAC Service	\$105,765
Southmark Air Conditioning	\$112,955
Metro Mechanical Contractors	\$138,445

The Contract Committee recommends the bid be awarded to National HVAC Service for a total price of \$105,765.

Funds are available in Account 312.48312.780.723.

Thank you for your consideration.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



March 24, 2017

Rick McClanahan, P.E.
Department of Engineering
6382 Stage Road
Bartlett, TN 38134

RE: FY2017-02-036 - Ardie Road Water Plant Dehumidifiers
Bartlett, TN

A2H#: 16328.01

Dear Mr. McClanahan, PE,

This is to inform you that the bids have been reviewed for technical and legal responsiveness. The apparent low bidder is responsive and responsible; therefore, it is recommended that **National HVAC Service of Memphis, Tennessee** be awarded the contract as listed below:

Base Bid	\$ 105,765.00
Total Bid Awarded	\$ 105,765.00

The bid tabulation is attached for your convenience.

Sincerely,

A2H, INC.

Bennie Allen, P.E.
Senior Mechanical Engineer



LUMP SUM BID TABULATION

PROJECT

Name: FY2017-02-036 - Ardie Road
Dehumidifier Replacement
A2H #: 16328.01
A2H PM: Ben Allen

DETAILS

Date: March 23, 2017
Time: 2:00 PM
Location: City of Bartlett

COMPANY	TOTAL LUMP SUM BID	DELIVERY TIME	MODEL NUMBER
National HVAC Service	\$105,765.00	60-80 Days	DCA-MHDCA7000T
Metro Mechanical Contractors, Inc.	\$138,445.00	8-10 Weeks	DCA7000T
Southmark Air Conditioning, Inc.	\$112,955.00	10 Weeks	DCA-DCA7000T

I hereby certify that the above Lump Sum Bid Tabulation is true and correct to the best of my knowledge.

Ben Allen, PE
Senior Mechanical Engineer





Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Wade Towles

Department Head: Wade Towles

Bid for tennis courts renovations.

The Tennis Courts Renovations Parks and Recreation was advertised in *The Daily News* and on the City of Bartlett web site on February 22. The contractors that picked up Bid Documents are as follows:

Barnes & Brower, Inc.
Hellas Construction, Inc.
Dana Freeman Construction, Inc.
Greg Pilcher Construction

On March 23, 2017 we received three bids for the construction of the **Tennis Courts Renovations Parks and Recreation**. The apparent low bidder, Dana Freeman Construction, Inc. submitted a base bid of **\$80,000.00 plus an alternate bid of \$15,000.00 for a Total Bid of \$95,000.00.**

Based on the bid prices submitted, I recommend awarding this bid based on the Base Bid Price, plus the Alternate bid price. The bids received have been reviewed by the Consultant/Contract review committee. It concluded that Dana Freeman Construction, Inc. has submitted the lowest and best bid and recommend the City of Bartlett award this contract to Dana Freeman Construction, Inc. in the base bid amount plus the alternate bid amount. The total cost shall not exceed \$95,000.00. Dana Freeman Construction, Inc. has performed work for the City of Bartlett on other projects.

Funding is available in Account 311.48311.780.51417.

Bidder	Total Base Bid plus Alternate Bi
Dana Freeman Construction, Inc.	\$95,000.00
Barnes & Brower, Inc.	\$161,064.00
Hellas Construction, Inc.	\$168,270.00

A copy of the bid document (plans and bid book) is located in the Alderman's Conference Room for review. A copy of the bid tabulation is located in the Alderman's Conference Room for review.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Engineering

Category: Purchase

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Authorization to purchase Right-of-Way for the widening of Old Brownsville Road.

The following tract has been negotiated and the right-of-way offer has been accepted. Please authorize payment to:

Tract 16	Robert & Theresa Graue	\$16,550

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

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/11/17 07:00 PM

Department: Engineering

Category: Contract

Prepared By: John Horne

Department Head: Rick McClanahan

Site plan contract for Youth Villages Boy's Residential Treatment Center.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** David Parsons, Alderman**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

SITE PLAN, GRADING, AND EROSION CONTROL CONTRACT

THIS AGREEMENT, made and executed this _____ day of _____, _____ between the CITY OF BARTLETT, SHELBY COUNTY , TENNESSEE, hereinafter referred to as the CITY and YOUTH VILLAGES, hereinafter referred to as the DEVELOPER.

WITNESSETH:

WHEREAS, the CITY PLANNING COMMISSION has by resolution of March 7, 2016, approved the Site Plan, Grading, and Erosion Control Plans for BOY'S RESIDENTIAL TREATMENT CENTER, and established certain conditions for approval of this Site Plan, Grading, and Erosion Control Contract by the CITY BOARD OF MAYOR AND ALDERMEN; and

WHEREAS, the CITY and the DEVELOPER by the terms of this contract desire to specify those detailed costs, division of responsibilities and maintenance and other conditions in addition to the Subdivision Regulations and the Site Plan, Grading, and Erosion Control Plans heretofore approved, according to Law by the CITY PLANNING COMMISSION, said additional terms not to be considered as a variance from or modification to regulations, plans or plat, as approved on the date of execution; and

WHEREAS, this Site Plan, Grading, and Erosion Control Contract is entered into by the CITY at the insistence of the DEVELOPER upon the understanding that the DEVELOPER shall remain fully responsible for specific compliance with the requirements of the Subdivision Regulations, the Technical Specifications of the CITY, and the Site Plan, Grading, and Erosion Control Plan, duly approved by the CITY PLANNING COMMISSION subject to review and recommendation of the CITY ENGINEER, and

NOW, THEREFORE, in consideration of the promises and mutual covenants of the

parties herein contained, and other considerations herein recited, it is agreed and understood as follows:

I

GENERAL PROVISIONS

1. That the DEVELOPER shall at its expense provide all improvements and installations to be constructed as set forth herein and on the approved Site Plan, Grading, and Erosion Control Plans, including construction of all off-site improvements and erosion control systems (pertaining to this development).
2. That the DEVELOPER shall pay the expenses of engineering inspection by the CITY ENGINEER, however, that the DEVELOPER shall remain fully responsible for construction to the approved design and quality control, and that the CITY ENGINEER is vested with the right of periodic inspections, final approval and stop work order as a measure of secondary or subsequent enforcement.
3. That the CITY in its proprietary function does not purport to specify the development layout nor the choice of available land uses; nor does the CITY PLANNER design, supervise, nor certify the adequacy, structural integrity, or capacity of improvements or installations within or without the limits of the development; neither is the CITY ENGINEER vested with any authority or responsibility for the design of any improvements or installations within or without the limits of the development; nor is the CITY ENGINEER required to determine the structural integrity, capacity, elevation, location, type or adequacy of any improvements or installations.
4. That in providing technical assistance, planning and review of the proposed grading and erosion control measures the CITY seeks to enforce its minimal governmental standards and does not relieve or accept any of the DEVELOPER'S liability and responsibility for proper design, construction and installation of improvements within or without the limits of the site plan.
5. That subject to the warranty provisions herein, after completion of the improvements, subject to

final inspection and written approval of the CITY ENGINEER, the DEVELOPER does thereafter accept responsibility for all the maintenance of all improvements.

6. That the DEVELOPER shall haul all scrap building materials, debris, rubbish, and other de-gradable materials to a permitted landfill, and not bury any such materials within the limits of said site plan (except if they are permitted to burn by Shelby County Health Department and the Bartlett Fire Department).

7. That if a bond has been executed to secure the value of the improvements to be constructed and installed under this contract and said bond, due to inflation and/or rising costs, is inadequate to secure the cost of said improvements when an extension of the contract period is sought, the DEVELOPER shall provide the additional security to bring the bond amount in line with current cost projections by the CITY ENGINEER and approved by the CITY BOARD OF MAYOR AND ALDERMEN.

8. That the CITY and any of its agencies will not unreasonably withhold approval of time extensions where the DEVELOPER has provided the required notice to the CITY ENGINEER and such additional security as may be deemed necessary.

9. That the DEVELOPER understands that failure to follow this time extension procedure constitutes a breach of contract and places the DEVELOPER in violation of the Subdivision Regulations and subject to a declaration of default.

10. That the DEVELOPER will not transfer the property on which this subdivision is to be located without first providing the CITY ENGINEER with prior notice of when and to whom transfer is to be made. If the transferee intends to develop this site plan in accordance with the approved Master Plan, the DEVELOPER shall provide the CITY ENGINEER and the CITY ATTORNEY an Assumption Agreement by which the transferee agrees to perform and complete all the requirements of this contract and to provide the surety needed to secure such performance. Said

agreement shall be subject to approval of the CITY BOARD OF MAYOR AND ALDERMEN.

11. That the DEVELOPER understands that transfer of said property without providing the notice of transfer and Assumption Agreement as required herein shall be a breach of contract and places the DEVELOPER in violation of the Subdivision Regulations and subject to a declaration of default.

12. That the DEVELOPER shall comply with all applicable Federal, State, and local laws, and it shall be the DEVELOPER'S responsibility to furnish proof of said compliance upon demand.

13. That should the DEVELOPER default in any part of this contract and it becomes necessary to engage an attorney to file necessary legal action to enforce the provisions of this contract or sue for any sums of money due and owing or liability arising incident to this contract, the DEVELOPER shall pay to the CITY reasonable attorney's fees.

14. That the Developer shall furnish, on demand of the CITY ATTORNEY, satisfactory evidence that the DEVELOPER has the lawful right to enter into this contract for the purpose herein contained.

II

FIXED IMPROVEMENTS

1. The construction of all required improvements by the DEVELOPER including but not limited to the sediment ponds, silt fence, rip-rap check dams, erosion control blankets, storm drain systems, sidewalk, driveway apron, landscape screen, and other related items, shall be in accordance with the subdivision regulations and specifications of the CITY OF BARTLETT, which are incorporated by reference herein and said fixed improvements required approval and acceptance by the CITY OF BARTLETT. Said plans shall bear the signature of approval by the CITY ENGINEER before construction may commence. The DEVELOPER will pay the expenses of engineering inspection by the CITY ENGINEER, the DEVELOPER shall remain primarily responsible for construction to approve design and quality control and the CITY ENGINEER is

vested with the right of periodic inspections, final approval and stop work order as a measure of secondary or subsequent enforcement.

III

SEDIMENT AND DEBRIS

1. The DEVELOPER will hold the CITY OF BARTLETT and the CITY ENGINEER harmless and defend all claims, judgments and demands of all persons for damage caused by the deposit of more sediment or debris from drainage flowing from said site plan. Further, the DEVELOPER shall bear the expense of erosion and sediment control and dust abatement before, during and after construction during the warranty period.
2. That the DEVELOPER shall provide necessary erosion control in accordance with the CITY Subdivision Regulations and Technical Specifications and TDEC approval. All freshly excavated and embankment areas, not covered with satisfactory vegetation, shall be fertilized, mulched and seeded and/or sprigged and/or sodded as required by the CITY ENGINEER to prevent erosion. In event it is determined by the CITY ENGINEER that the necessary erosion control is not being provided by the DEVELOPER, the CITY ENGINEER shall officially notify the DEVELOPER of the problem. If the DEVELOPER fails to provide satisfactory erosion control within fifteen (15) days after notice, then the CITY shall make all necessary improvements to eliminate the erosion problem, documenting all expenses incurred performing the work. Prior to releasing any bonds or other securities covering said subdivision, all expenses incurred by the CITY shall be paid in full by the DEVELOPER.
3. That the DEVELOPER shall maintain work sites within and without the subdivision in a manner which will prevent increased sedimentation, debris and pollution from drainage flowing from said site. In the event of a stop work order issued by the CITY ENGINEER, the

DEVELOPER shall be permitted a reasonable time to continue work required to comply with this Section. Further, the DEVELOPER shall bear the expense of erosion, sediment, and insect vector control before, during and after construction, and until termination of the warranty period. It is noted that the warranty period shall run for an indefinite period until such time as the punch list is complete, or warranty period ends; whichever is later.

IV

DRAINAGE DESIGN RESPONSIBILITIES

1. That the DEVELOPER shall construct and install all erosion control measures, including swales, ditches, sedimentation ponds and etc. Said erosion control measures system shall be designed such that the amount and rate of water from all sources leaving the subdivision after full building development shall not be significantly different after than before said development unless approved by the CITY ENGINEER upon certification of a Professional Engineer registered in the State of Tennessee that the Drainage system design and improvements are sufficient to accept surface and ground water reasonably expected to flow onto the subdivision and discharge all waters reasonably expected to flow from the property so as not to damage or flood properties nor to increase the established base flood elevation of the upstream or downstream portion of Flood Way within or without the site. Further, that the adequacy of the drainage shall in all cases be certified by the DEVELOPER'S engineer by his signature and seal affixed upon the Site Plan, Grading, and Erosion Control Plans of said property prior to the final approval by the CITY PLANNING COMMISSION.

2. That in any development which alters or revises the Flood Plain or Flood Way shown on the Flood Hazard Boundary Map issued by the Federal Emergency Management Region Office, the DEVELOPER shall provide to the CITY FLOOD ADMINISTRATOR a Development Permit issued by the Federal Insurance Administration Regional Office accepting said alteration or revision of the Flood Plain or Flood Way. Further, until said Development Permit is provided the DEVELOPER shall not proceed with any work affecting the Flood Plain or Flood Way.
3. It is understood and agreed that the CITY OF BARTLETT in its proprietary function does not purport to specify the development layout nor the choice of available land uses; nor does the CITY OF BARTLETT design, construct, supervise nor certify the adequacy of the drainage improvements.
4. Neither is the CITY ENGINEER vested with any responsibility for the design of drainage improvements nor is he required to determine drainage capacities, survey elevation, cross check adequacy nor specify the type and locations of drainage improvements; and in providing technical assistance, planning and review the CITY OF BARTLETT does not commit itself to the construction, improvements or modification of the drainage system within or without the development.
5. Rather it is the responsibility of the DEVELOPER to properly anticipate, survey, design and construct all grading and erosion control improvements so that the development will not increase, alter or affect the flow of surface waters or channelized waters from or onto any property so as to damage or flood any property nor contribute to the same.
6. In providing technical assistance, planning and review the CITY OF BARTLETT seeks to enforce its minimal governmental standards and does not relieve or accept any of the Developers liability and responsibility to properly design and construct the site plan, grading, and erosion control measures.

7. The DEVELOPER further agrees to hold harmless the CITY OF BARTLETT and the CITY ENGINEER from any loss or damage from any claim, cause of action or liability resulting in whole or part from the design, construction and/or installation of the grading and erosion control measures including reasonable costs, litigation expenses and attorneys fees for defense of same.

8. As long as the City of Bartlett holds security, be it bond, letter of credit or otherwise, the City of Bartlett reserves the right to use said security for completion or repair of the erosion control measures during the warranty period of the development or for routine maintenance not performed by the DEVELOPER.

V

WARRANTY PROVISIONS

1. That neither the final certificate of payment nor any provision of this contract or its incorporated documents shall constitute an approval or acceptance of any work not performed in accordance with the contract and its incorporated documents, nor relieve the DEVELOPER of liability with respect to any express warranty or responsibility for faulty materials or workmanship.

2. That the DEVELOPER shall remedy any defects in work and pay for any damage to other work resulting therefrom which shall appear within a period of one (1) year from the date of final written approval and acceptance. The CITY shall give notice of observed defects with reasonable promptness. Further, this Construction Warranty does not effect but is in addition to the rights and liabilities assessed herein unless a longer period is specified.

3. That throughout the warranty period beginning at final acceptance the DEVELOPER shall provide a bond or other surety securing such warranty for all improvements in a form, amount and with terms acceptable to the CITY BOARD OF MAYOR AND ALDERMEN. The warranty period is to extend to a minimum of one (1) year after the City's final acceptance.

4. That the DEVELOPER shall complete all improvements in this contract within 360 consecutive calendar days from the date hereof; however, if due to unforeseen circumstances, the DEVELOPER is unable to complete said work within the times specified, but desires to complete said contract to the satisfaction of the CITY, the DEVELOPER will submit a written request for extension of the contract period to the CITY ENGINEER at least sixty (60) days prior to the expiration date for such completion, but in no case shall such date exceed one (1) calendar year from the completion date specified in any Performance Bond, provided said bond can be extended for the additional period.

VI

BONDING REQUIREMENTS

That prior to proceeding with any site preparation, construction or installation of improvements the DEVELOPER shall deposit with the CITY all required fees and assessments for said improvements in a form approved by the CITY BOARD OF MAYOR AND ALDERMEN.

Further, prior to proceeding as stated herein, the DEVELOPER shall deliver to the CITY a Certificate of Deposit, Letter of Credit, or cash bond in the amount identified on Page 12 of said contract and with terms stated in the CITY PLANNING COMMISSION RESOLUTION dated July 8, 1967 and amended to September 5, 1989. Further, prior to proceeding as stated herein, the DEVELOPER shall deliver to the City an approved N.O.I. (Notice of Intent), and SWPPP (Storm Water Pollution Prevention Plan) approved by TDEC (Tennessee Department of Environment and Conservation) as required by the Storm Water Phase 2 requirements.

VII

HOLD HARMLESS

That the DEVELOPER shall hold harmless the CITY and the CITY ENGINEER from any claim, cause of action or liability resulting in whole or in part from the design, construction or installation of the improvements within and without the limits of the subdivision, including reasonable costs, litigation expenses and attorney's fees for defense of same.

XVII
PAYMENT AND SCHEDULE BARTLETT, TENNESSEE
THE DEVELOPER WILL PAY TO THE CITY OF BARTLETT THE FOLLOWING
AMOUNTS AS HEREINBEFORE DETAILED FOR:
YOUTH VILLAGES

I. Due at Execution of Site Plan, Grading, and Erosion Control Contract and before Construction Begins:

- | | | |
|----|---|---------------------------|
| 1. | Water Plant Expansion
@ 15% of Water Main Cost
(Water Main Cost = \$127,630.00) | <u>\$19,144.50</u> |
| 2. | a. 'Water System Engineering and
Subdivision Review @)
6% of Water Main Cost \$127,630.00 | <u>\$7,657.80</u> |
| | b. Subdivision and Site Plan Review Fee
@ \$175 per lot or 1.5% of Public
Improvement Cost, whichever is greater
<div style="margin-left: 100px;"> \$175 x 1 = \$ 175.00
 1.5% of \$186,453.33 \$2,796.80 </div> | <u>\$2,796.80</u> |
| 3 | Sewer Review Fee - \$10 per lot or \$25 per 250 feet
of sewer line extension (whichever is greater)
Minimum charge of \$25 per contract
<div style="margin-left: 100px;"> \$10.00 implies \$10.00
 \$25.00 implies \$0.00 </div> | <u>\$25.00</u> |
| 4 | Water Connection Fee
@ \$3,000.00 per service (1) 3" Domestic
1 | <u>\$3,000.00</u> |
| 5 | City Site Plan Inspection @
A: 3% of Development Cost \$5,593.60
or B: \$300.00 per Lot \$300.00
Whichever is greater
Development Cost = \$186,453.33 | <u>\$5,593.60</u> |
| 6 | Cost of Water and Sewer Mains to the Subdivision | |

SEWER BASIN: SOUTH

7	Sewer Connection Charge at Greater of either @ \$2333 per acre	4.40 Acres (Phase V)	
	\$ 10,265.20		\$10,265.20
	\$33 per Front Foot x 000'		\$0.00
	<i>Based on the Youth Villages Masterplan, This Contract is for Phase V, which is approximately 4.4 Acres.</i>		<u>\$10,265.20</u>

DRAINAGE BASIN: SOUTH

8	a. 'Drainage Control Fee for those lots not served by a Detention Basin at \$500.00 per half acre or fraction thereof (in multiples of \$500)		
	b. 'Drainage Control Fee for those lots served by a Detention Basin at \$250 per half acre or fraction thereof (in multiples of \$250) <i>Pond A detains 1.96 AC. & Pond B detains 1.95 AC</i>		
	3.91 \$ 2,000.00		<u>\$ 2,000.00</u>
9	City portion of Water Improvements		N/A
	TOTAL DUE CITY		\$50,482.90

II. Due after date of Subdivision Contract and within 30 days
after written request from the City's Department of Public Works.

1. Asphalt Paving Cost (Estimated Construction Cost)	\$ -
2. Street Light (Estimated (Street Light Removal)	\$ -
TOTAL DUE II	<u>\$ -</u>

III. Upon Execution of Subdivision Contract and
Before Construction Begins 100% of Development
Cost (BOND) **\$186,453.33**

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals at

Bartlett, Tennessee, this _____ day of _____, _____.

A. Keith McDonald
MAYOR, CITY OF BARTLETT

DEVELOPER: YOUTH VILLAGES

By:_____

Printed Name: _____

ATTEST:

CITY CLERK

BONDING COMPANY

LETTER OF CREDIT, APPROVED BY CITY ATTORNEY

BY:_____
CITY ENGINEER

DATE APPROVED BY BOARD OF MAYOR AND ALDERMEN _____



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/11/17 07:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Terry Emerick

Planning Commission Report for April 2017.

NEW BUSINESS

Subdivision

Master Plan

I. Phase I, Village at Deer Run Subdivision, East Side of Kirby-Whitten at Jessica Drive (Paul Bray, The Bray Firm)

INTRODUCTION: Mr. Paul Bray with The Bray Firm is requesting Planning Commission approval of a Master Plan for Phase I of the Village at Deer Run Subdivision. The subject property is located north of the Windsong Subdivision on the east side of Kirby-Whitten Road, west of Jessica Drive within the "RS-15" Residential zoning District.

DISCUSSION: The specific request by the applicant is for the approval of a Master Plan for 20 residential lots on 12.1-acres of land. However, the entire subdivision will have 60-lots and will be built in three phases (requiring 3 Master Plans approvals) on a total of 38.1-acres. The lot sizes will range in size from 15,000 square feet to 17,825 square feet. The northernmost side of the property will have 3.34-acres of common open space area which is part of the greenbelt, and an area reserved for storm-water detention. Access to the subdivision will be from Kirby-Whitten Road to the proposed Wind Way Drive.

The applicant provided the tree plans survey. This is a double frontage lot subdivision on Kirby-Whitten Road. The ordinance requires a double front subdivision to have a shadowbox fence 20 foot on center. Mr. Bray is asking for relief from this requirement. The fence will have to be approved by the DRC at a later date. Ms. Taylor stated Mr. Bray is requesting the 20 foot on center be changed to 50 foot on center to fit the lots.

Mr. Paul Bray, The Bray Firm, was present to represent this application. He was asked if he received and reviewed the conditions of staff and was in agreement with the conditions. He stated yes we have. Application letter is in the packet for variance on lengths between the columns. Chair asked Engineers if this was okay with them. Rick McClanahan stated that is fine. Mr. Bray wants the columns to match the road conditions along the subdivision.

Approved with conditions of staff.

Site Plan

2. Wal-Mart #9050 Academy, 8400 Hwy 64, (Brian Keith Moore II, PE, Carlson Consulting Engineers, Inc.)

INTRODUCTION: Mr. Keith Moore with Carlson Consulting Engineers, Inc. is requesting Planning Commission approval of a revised site plan for a building addition to the Walmart/Sam's Club site. The subject property is located at 8400 Hwy 64, within the "C-H" Highway Business Zoning District.

BACKGROUND: The 35.52-acre subject property is two separate lots owned by Walmart. In February 1997, the Planning Commission approved a site plan for Walmart on the 17.22-acre lot located to the west. In July 1999, the Planning Commission approved a site plan for Sam's Club on the 18.30-acre lot located to the east. On September 6, 2016, the Planning Commission approved a site plan to construct a 3,075-square foot building addition to facilitate training for Walmart associates. The building was to be located between Walmart and Sam's Club buildings on the Sam's Club property.

DISCUSSION: The specific request by the applicant is for the approval to construct an 8,346-square foot building addition to facilitate training for Walmart associates. The building will be located on the southwest corner of the Walmart property which is adjacent to Lot 2 of the Kate Hyde Subdivision. Access to the site will be from the existing shared common parking lot for Walmart and the southern access drive which connects to Kate Hyde Boulevard through the Kate Hyde Subdivision and runs the perimeter of the Walmart/Sam's Club property. The existing drainage basin will handle the drainage capacity. Landscape islands will be added north and south of the proposed building addition. The existing parking spaces will be reduced by 56 parking spaces, but there will be no changes to the handicap accessible parking except for the addition of the required van accessible spaces to be located adjacent to the proposed building addition. The specifics of the site plan are as follows:

Site Data	
Overall Site Area:	35.52-acres
Disturbed Site Area:	0.85-acres
Proposed Building Area:	8,346-square feet
Existing Building Area:	336,184-square feet (Walmart-206,667-sq.ft./Sam's Club-129,517-sq.ft.)
Total Building Area:	344,530-square feet
Total Existing Parking Spaces:	1,505
Total Required Parking Spaces: (4.0 spaces per 1,000-sq.ft.)	1,378
Total Proposed Parking Spaces:	1,449
Handicap Accessible:	49 (47 existing/2 added - both van accessible)

Handicap Accessible Required:	25
Building Height:	1 Story

Approved with conditions of staff.

3. Christian Life Tabernacle Church - Phase I (Roy Lamica, Allen & Hoshall)

INTRODUCTION: Mr. Roy Lamica with Allen & Hoshall Engineering is requesting Planning Commission approval of a revised site plan for a new church. The subject property is located north of Interstate 40 on the south side of Davies Plantation Road, east of Hillman Way Drive (the location of the former Davies Manor Subdivision), within the “R-E” Residential Estate Zoning District.

BACKGROUND: The Davies Manor Subdivision was an approved subdivision with eighteen 1-acre lots. The plat for the subdivision was recorded and improvements were made to the property. On August 6, 2012, the Planning Commission approved a Special Use Permit (SUP) to allow a new church and a conceptual outline plan to include the following: sanctuary, gymnasium, softball field, two soccer fields, playground, pavilion, maintenance shed, walking path, and water retention area. A condition for SUP approval required the applicant to return to the Planning Commission for site plan approval. On November 2, 2015, the Planning Commission approved a site plan for 19,800-square feet of building area with 219 parking spaces.

DISCUSSION: The specific request by the applicant is for the approval of a revised site plan to construct an 18,600 square foot main building and a 1,200 square foot storage building. The main building will be located at the center of the property and setback 260 feet south of Davies Plantation Road, and the storage building will be located 360 feet east of the main building and setback 260 feet south of Davies Plantation Road. Access to the site will be from two curb cuts to the existing cul-de-sac streets installed for the Davies Manor Subdivision. An existing retention pond on the west side of the property will be enlarged. The specifics of the site plan are as follows:

Site Data	
Overall Site Area:	20.76-acres
Disturbed Site Area:	3.25-acres
Proposed Building Area:	19,800 square feet
Main Building:	18,600 square feet
Storage Building:	1,200 square feet
Number of Seats in Auditorium:	426
Total Proposed Parking Spaces:	110 (107 Required)

Total Handicap Accessible Parking:	7 / 4 Van Accessible (5 Required)
Greenspace/Open space:	86.5%
Building Height:	Main Building 35-feet / Storage Building 20-feet

Approved with conditions of staff .

4. Calvary Baptist Church, Parking Lot (Paul Bray, The Bray Firm)

INTRODUCTION: Mr. Paul Bray with The Bray Firm is requesting Planning Commission approval of a revised site plan for Calvary Baptist Church. The subject property is located at 6252 Memphis-Arlington Road, within the “RS-10” residential zoning district.

BACKGROUND: On October 4, 2010, the Planning Commission approved a revised site plan to add a new 3,000 square foot pavilion which included a workshop and storage area along with some landscape screening.

DISCUSSION: The specific request by the applicant is for the approval of a revised site plan to make the following changes to the site in two phases:

- Phase 1: Expand the parking lot from **34 spaces to 86 spaces** (incl. 6 handicap accessible spaces), a fence and landscape screen along the east and west property lines
- Phase 2: Demolish the existing sanctuary and build a new sanctuary
- Phase 2: A building addition onto an existing building.

Site Data	
Site Area:	7.23-acres (314,939 square feet)
Total Required Parking Spaces: (344 seats at 1 space per 4 seats)	86
Total Proposed Parking Spaces:	86
Handicap Accessible Required:	4
Handicap Proposed:	6
Regular:	80
Existing Building Area: Proposed	12,976 square feet
Total Building Area:	Not provided
Existing Greenspace/Open-space:	76%
Require Greenspace/Open-space:	35% Not provided

Proposed Green/Open-space: (Phase 2 completion)	
Building Height:	Not provided

Approved with conditions of staff both Phase 1 (parking lot expansion and screening) and Phase 2 (building additions).

Application for Historic Landmark Designation

5. Barteau-Dickey House, 2943 Sycamore View Road (Kevin and Crandall Quinn)

Kevin and Crandall Quinn are requesting Planning Commission approval to place a local historic landmark designation on property located at 2943 Sycamore View Road known as the Barteau-Dickey House which was built in 1866.

On February 20, 2017, the Bartlett Historic Preservation Commission made a favorable recommendation to accept the Barteau-Dickey House for a local landmark designation. Information regarding the site is attached.

Recommendation to be forwarded for approval by Board of Mayor and Aldermen.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/11/17 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for February 2017.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** David Parsons, Alderman**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

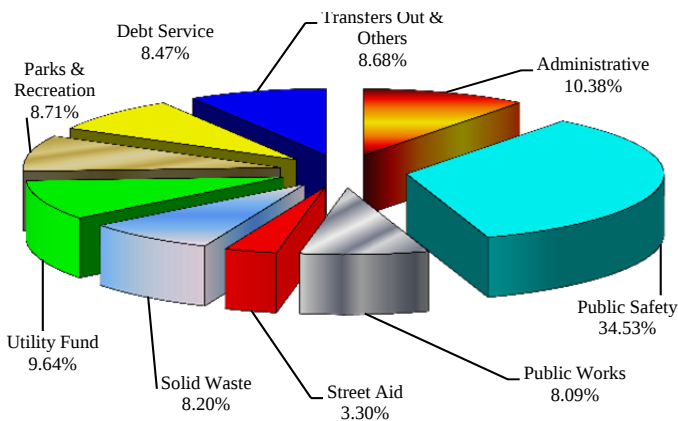


City of Bartlett

FINANCIAL REPORT

February 28, 2017

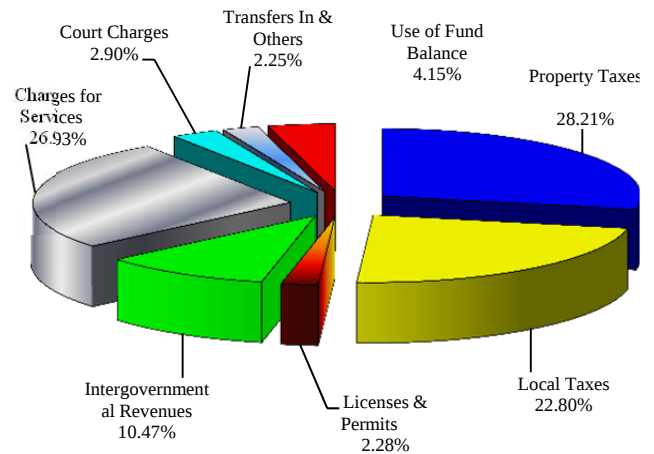
Total Expenditures, FY 2017 Budget: \$72,630,170



BUDGET HIGHLIGHTS

- Building & Development Fees are more than budget. Local Sales Tax & Court Charges are below budget. Other revenues are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2015 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2018 budgets are being prepared by the departments now.

Total Revenues, FY 2017 Budget: \$72,630,170



FY 2017 YEAR-TO-DATE For The Period Ending February 28, 2017

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,139,615	\$ 4,249,074
Public Safety	24,640,729	16,580,599
Public Works	5,760,665	3,753,345
Parks and Recreation	5,634,400	3,453,015
Performing Arts	601,966	381,816
Transfers & Other Gen. Fund Items	3,855,646	3,929,759
Subtotal	\$ 47,633,021	\$ 32,347,607
General Fund Revenues		
Property Taxes	\$ 20,492,302	\$ 19,324,108
Local Taxes	13,222,946	6,821,900
Building and Development Fees	1,657,700	1,071,862
Intergovernmental	6,027,000	2,846,887
Charges for Services	3,985,384	2,345,380
Court Charges	1810,000	1,066,973
Other Revenue	437,689	249,879
Subtotal	\$ 47,633,021	\$ 33,726,990
Special Rev. Funds - Expenditures	\$ 9,855,446	\$ 10,451,296
Special Rev. Funds - Revenues	\$ 9,855,446	\$ 9,663,782
Utility Expenses	\$ 10,606,000	\$ 7,830,463
Utility Revenues	\$ 10,606,000	\$ 5,818,266
Debt Service Expenditures	\$ 4,535,703	\$ 4,382,810
Debt Service Revenues	\$ 4,535,703	\$ 2,631,169
Total Expenditures	\$ 72,630,170	\$ 55,012,175
Total Revenues	\$ 72,630,170	\$ 51,840,206

Note: FY 2017 Adopted Budget includes use of fund balance in the Special Revenue Funds, Utility Fund and Debt Service Fund.

Attachment: Feb17FinRpt (2059 : Treasurer's Report for February 2017)



City of Bartlett -- Financial Summary For The Period Ending February 28, 2017



	FY 2016 Actual	FY 2017 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2016	Year-to-Date Actual FY 2017	Increase/ Decrease in \$	Percent of FY 2016 Actual	Percent of FY 2017 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,495,877	\$ 7,139,615	\$ 643,738	\$ 3,934,582	\$ 4,249,074	\$ 314,492	60.57%	59.51%	-1.06%
Public Safety	23,004,852	24,640,729	1,635,877	15,656,621	16,580,599	923,978	68.06%	67.29%	-0.77%
Public Works	5,393,002	5,760,665	367,663	3,480,610	3,753,345	272,735	64.54%	65.15%	0.62%
Parks and Recreation	5,247,535	5,599,118	351,583	3,472,567	3,453,015	(19,553)	66.18%	61.67%	-4.50%
Performing Arts	561,925	637,248	75,323	377,000	381,816	4,816	67.09%	59.92%	-7.17%
Transfers & Other Gen. Fund Items	5,409,674	3,855,646	(1,554,028)	3,991,790	3,929,759	(62,031)	73.79%	101.92%	28.13%
Total General Fund Expenditures	\$ 46,112,864	\$ 47,633,021	\$ 1,520,157	\$ 30,913,169	\$ 32,347,607	\$ 1,434,438	67.04%	67.91%	0.87%
General Fund Revenues									
Property Taxes	\$ 20,086,325	\$ 20,492,302	\$ 405,977	\$ 19,218,592	\$ 19,324,108	\$ 105,516	95.68%	94.30%	-1.38%
Local Taxes	12,924,927	13,222,946	298,019	6,640,461	6,821,900	181,439	51.38%	51.59%	0.21%
Building and Development Fees	1,681,585	1,657,700	(23,885)	910,615	1,071,862	161,247	54.15%	64.66%	10.51%
Intergovernmental	5,862,933	6,027,000	164,068	2,770,249	2,846,887	76,638	47.25%	47.24%	-0.01%
Charges for Services	3,854,134	3,985,384	131,250	2,294,291	2,345,380	51,090	59.53%	58.85%	-0.68%
Court Charges	1,452,213	1,810,000	357,787	933,921	1,066,973	133,052	64.31%	58.95%	-5.36%
Other Revenue	453,379	437,689	(15,690)	307,639	249,879	(57,760)	67.85%	57.09%	-10.76%
Total General Fund Revenues	\$ 46,315,496	\$ 47,633,021	\$ 1,317,525	\$ 33,075,768	\$ 33,726,990	\$ 651,221	71.41%	70.81%	-0.61%
Special Revenue Funds									
Street Aid Fund	\$ 2,208,900	\$ 2,395,000	\$ 186,100	\$ 1,489,649	\$ 1,568,672	\$ 79,023	67.44%	65.50%	-1.94%
Solid Waste Fund	6,214,573	6,157,049	(57,524)	4,174,218	3,937,868	(236,350)	67.17%	63.96%	-3.21%
General Improvement Fund	662,366	662,500	134	525,753	525,668	(85)	79.37%	79.35%	-0.03%
Drug Enforcement Fund	268,214	334,400	66,186	143,661	110,242	(33,419)	53.56%	32.97%	-20.59%
DEA Enforcement Fund	213,598	100,500	(113,098)	177,951	142	(177,808)	83.31%	0.14%	-83.17%
Drainage Control Fund	95,245	115,711	20,466	64,901	66,660	1,759	68.14%	57.61%	-10.53%
Park Improvement Fund	0	90,286	90,286	0	0	0	0.00%	0.00%	0.00%
Grant Funds	3,382,687	0	(3,382,687)	1,255,659	4,242,044	2,986,384	37.12%	0.00%	-37.12%
Special Revenue Funds - Expenditures	\$ 13,045,583	\$ 9,855,446	\$ (3,190,137)	\$ 7,831,791	\$ 10,451,296	\$ 2,619,504	60.03%	106.05%	46.01%
Special Revenue Funds - Revenues	\$ 12,093,363	\$ 9,855,446	\$ (2,237,917)	\$ 6,936,010	\$ 9,663,782	\$ 2,727,771	57.35%	98.06%	40.70%
Utility Fund									
Total Utility Operations	\$ 6,355,674	\$ 8,989,401	\$ 2,633,727	\$ 3,926,864	\$ 6,317,622	\$ 2,390,758	61.79%	70.28%	8.49%
Total Utility Debt Expenses	1,675,471	1,616,599	(58,872)	1,596,853	1,512,841	(84,012)	95.31%	93.58%	-1.73%
Total Utility Expenses	\$ 8,031,145	\$ 10,606,000	\$ 2,574,855	\$ 5,523,717	\$ 7,830,463	\$ 2,306,746	68.78%	73.83%	5.05%
Total Utility Revenues	\$ 8,789,603	\$ 10,606,000	\$ 1,816,397	\$ 5,671,498	\$ 5,818,266	\$ 146,768	64.53%	54.86%	-9.67%
Debt Service Fund									
Total Debt Service Expenditures	\$ 4,202,697	\$ 4,535,703	\$ 333,006	\$ 4,088,315	\$ 4,382,810	\$ 294,495	97.28%	96.63%	-0.65%
Total Debt Service Revenues	\$ 4,104,772	\$ 4,535,703	\$ 430,931	\$ 2,335,514	\$ 2,631,169	\$ 295,655	56.90%	58.01%	1.11%
Total Expenditures	\$ 71,392,289	\$ 72,630,170	\$ 1,237,881	\$ 48,356,992	\$ 55,012,175	\$ 6,655,183	67.73%	75.74%	8.01%
Total Revenues	\$ 71,303,234	\$ 72,630,170	\$ 1,326,936	\$ 48,018,790	\$ 51,840,206	\$ 3,821,416	67.34%	71.38%	4.03%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/11/17 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

Appoint and re-appoint members to City's Boards and Commissions.

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

BARTLETT ARTS COUNCIL

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Kinard, Christy	9/30/2018	Re-appoint

BARTLETT STATION COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Sedgwick, Paula	12/31/2020	Re-appoint
Vincent Robert	12/31/2021	New Appointment (replacing Justin Emmons)

BEER BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Battles, Cordell	12/31/2018	Re-appoint
Smith, Ryan	12/31/2018	New Appointment (replacing Don Todd)
Williams, Deborah	12/31/2018	Re-appoint

BPACC ADVISORY BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Dunn, Sandy	12/31/2019	Re-appoint
Schrimper, Polly	12/31/2019	Re-appoint
Stewart, Steve	12/31/2018	New Appointment (replacing Beverly Holmgren)
Winkler, Hank	12/31/2019	New Appointment (replacing Laqueta Ferguson)

CITY BEAUTIFUL COMMISSION

NAME	TERM EXPIRES	NEW / RE-APPOINT
Bledsoe, Joe	12/31/2017	Re-appoint
Browning, Bill	12/31/2017	Re-appoint
Howe, Linda	12/31/2017	New Appointment (replacing Nancy Burross)
Guenin, Mark	12/31/2017	Re-appoint
Keith, Donald	12/31/2017	Re-appoint
Moore, Tommie Jean (Chairman)	12/31/2017	Re-appoint
Parks, Kenneth	12/31/2017	Re-appoint
Rieman, Laurie	12/31/2017	Re-appoint
Rieman, Tom	12/31/2017	Re-appoint
Ross, Debbie	12/31/2017	Re-appoint
Sykes, Becky	12/31/2017	Re-appoint
Thompson, Danny	12/31/2017	Re-appoint
Thompson, Tamela	12/31/2017	New Appointment (replacing Sheree Ozier)

CODE APPEALS BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Hurd, Leon	12/31/2018	Re-appoint
Jones, Aleta	12/31/2018	New Appointment (replacing Henry Miller)

DESIGN REVIEW COMMISSION

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Briggs, Casper	Mechanical Engineer	12/31/2018	Re-appoint
Burton, Stan	Citizen Member	12/31/2018	Re-appoint
Payne, Jason	Electrician	12/31/2017	New Appointment (replacing Bill Simpson)
Triplett, Chris	Registered Engineer	12/31/2018	Re-appoint
Whaley, Keith	Architect	12/31/2018	Re-appoint

FAMILY ASSISTANCE COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Foree, Paul	12/31/2019	Re-appoint
Twiss, Ken	12/31/2019	Re-appoint

GRIEVANCE REVIEW BOARD

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Bo Maharrey	Administrative Representative (Admin., Parks, Court, BPACC)	12/31/2017	Re-appoint
Chris Armstrong	Public Safety Representative (Fire, EMS, Police, Codes)	12/31/2017	Re-appoint
Jonathan Jewell	Public Works/Utilities/Engineering Representative	12/31/2017	Re-appoint
Charlene Mitchell	Citizen	12/31/2017	Re-appoint
Ted Rasbach	Citizen	12/31/2017	Re-appoint
Jack Young Alderman Position 5/Vice Mayor	Alderman	12/31/2017	Re-appoint

BOARD MEMBERS

APPOINTMENTS

APRIL 11, 2017

Attachment: Appointments to Boards--2017--Agenda (2061 : Appoint and re-appoint members to City's Boards and Commissions)

HISTORIC PRESERVATION COMMISSION

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Johnson, Nikia	Citizen Member	12/31/2017	New Appointment (replacing Joseph Wiscombe)
Kaiser, Paul	Planning Commission Member	12/31/2021	Re-appoint
Quinn, Kevin	Citizen Member	12/31/2021	New Appointment (replacing Joe Harvill)
Sedgwick, Paula	Board of Mayor & Aldermen Member	12/31/2020	Re-appoint

INDUSTRIAL DEVELOPMENT BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Burton, Stan	1/25/2021	Re-appoint
Evans, Greg	1/25/2021	Re-appoint
Price, Kelly	1/25/2021	Re-appoint
Renner, Burk	1/25/2021	Re-appoint
Webb, Randal	1/25/2021	Re-appoint

PARKS AND REC. ADVISORY BD.

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Brown, Bob	12/31/2018	New Appointment (replacing Henry Aden)
Goodhart, Matt	12/31/2019	Re-appoint
Ireland, Paul	12/31/2019	Re-appoint
Young, Warren	12/31/2019	Re-appoint

**PENSION BOARD
(Defined Benefit Plan)**

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Cici, Patrick Police Dept.	12/31/2020	New Appointment (replacing Dennis Canon)
Crenshaw, Matt Public Works Employee	12/31/2020	Re-appoint
Lyon, Cathy Parks & Recreation Employee	12/31/2020	Re-appoint

THE RETIREMENT PLAN COMMITTEE
(Cash Balance Plan -- post July 1, 2014)

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Cici, Patrick Police Dept.	12/31/2020	New Appointment (replacing Dennis Canon)
Crenshaw, Matt Public Works Employee	12/31/2020	Re-appoint
Lyon, Cathy Parks & Recreation Employee	12/31/2020	Re-appoint

PLANNING COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Sandlin, Ron	12/31/2019	Re-appoint
Young, Mandy	12/31/2018	New Appointment (replacing John Roberts)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2060)

Meeting: 04/11/17 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2060

Resolution 10-17, a resolution to request unclaimed balance of accounts remitted to State Treasurer under the Unclaimed Property Act.

Whereas, Tennessee Code Annotated § 66-29-102 and § 66-29-123, as amended by Public Chapter 401, Acts of 1985, provide that a municipality or county in Tennessee may request payment for the unclaimed balance of funds reported and remitted by or on behalf of the local government and its agencies if it exceeds \$100, less a proportionate share of the cost of administering the program; and

Whereas, the City of Bartlett and/or its agencies have remitted unclaimed accounts to the State Treasurer in accordance with the Uniform Disposition of Unclaimed Property Act for the report year ending December 31, 2014; and

Whereas, the City of Bartlett agrees to meet all of the requirements of Tennessee Code Annotated § 66-29-101 et seq. and to accept liability for future claims against accounts represented in funds paid to it and to submit an annual report of claims received on these accounts to the State Treasurer by September 1 each year; and

Whereas, it is agreed that this local government will retain a sufficient amount to insure prompt payment of allowed claims without deduction for administrative costs or service charge and that the balance of funds will be deposited in this local government's general fund;

THEREFORE, BE IT RESOLVED that the Board of Mayor and Alderman of the City of Bartlett requests the State Treasurer to pay the unclaimed balance of funds remitted for the 2014 report year to it in accordance with the provisions of Tennessee Code Annotated § 66-29-121. A list of remittances made by or on behalf of the local government and its agencies is attached.

Adopted this day of April 11, 2017

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2050)

Meeting: 04/11/17 07:00 PM

Department: Finance

Category: Budget

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2050

Resolution 11-17, a resolution to amend the Fiscal Year 2017 Operating Budget to appropriate \$50,400 for education incentive pay for Fire Department personnel.

WHEREAS, the State of Tennessee Commission on Fire Fighting has approved the 2017 Education Incentive Pay for eligible Bartlett Fire Department personnel in the amount of \$50,400 and the funds have been received by the City; and

WHEREAS, in order to distribute the funds to the eligible fire personnel it is necessary to amend the Fiscal Year 2017 Operating Budget for the Fire Department to appropriate the revenues and expenditures; and

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the Fiscal Year 2017 Operating Budget be amended to appropriate \$50,400 in revenues and expenditures for the 2017 Education Incentive Pay for fire and ambulance personnel.

Adopted this day of April 11, 2017

W.C. Pleasant, Register to the

Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/11/17 07:00 PM
Department: Administration
Category: Agreement
Prepared By: Stefanie McGee
Department Head: Mark Brown

**Letter of Intent to purchase 13 acres of property for the
future construction of Tennessee College of Applied
Technology.**

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

March 14, 2017

Scott Quiseng

RE: Approximately 13.0 acres of real property, together with improvements if any, located in Bartlett, Shelby County, Tennessee, and being tax parcel numbers B015700790 and B015700842 (together, the "Property")

Dear Sir;

I am writing to outline the terms and conditions under which The City of Bartlett and/or assigns is willing to enter into a Real Estate Purchase Agreement to purchase the Property:

Property:	approximately 13.0 acres of real property, together with improvements, located in Bartlett, Shelby County, Tennessee, and being tax parcel numbers B015700790 and B015700842
Purchaser:	City of Bartlett
Seller:	Scott Quiseng
Purchase Price:	\$375,000.00 U.S. Dollars, payable in cash at closing.
Due Diligence:	Ninety (90) days
Closing Date:	Closing shall be held on or before thirty (30) days after the expiration of the due diligence period.
Earnest Money Deposit:	Purchaser shall deposit \$1,000.00 with Chicago Title Insurance Company as earnest money to be applied at closing toward the purchase price. Upon the expiration of the due diligence period, said earnest money shall be non-refundable provided Seller complies with the covenants and warranties contained herein.
Due Diligence:	1. Purchaser's review and satisfaction all conditions of the Property.

Attachment: TCAT letter of intent (2065 : Letter of Intent for TCAT)

2. Satisfactory review of the title to the Property.
3. Purchaser obtaining a copy of its Phase I environmental survey of the Property that shows the Property free and clear of all hazardous materials or contamination.

Closing Costs:

Seller shall pay for the preparation of a General Warranty Deed. Purchaser is to pay for recording of General Warranty Deed, state tax, and recording fees on Deed, title search, or abstract and title insurance, if any. If Purchaser obtains a loan on the Property, Purchaser shall pay all expenses incident thereto. All escrow fees shall be split between the parties. Each party shall pay their own attorney fee. All ad valorem taxes for the current year are to be prorated as of the date of closing. If there is no assessment as of the date of closing, then the parties proration shall be based upon a land value assessment and execute a Tax Proration Agreement as to any additional tax assessments that shall survive closing, provided that said tax proration shall not cover the period of time for which tenants occupy the real property through the end of the calendar year.

Possession:

Possession of the Property shall be given to Purchaser at closing free and clear of all right and claims of third parties whatsoever.

Broker:

Both parties represent that there are no Brokers in this transaction other than John Greene on behalf of the Seller.

It is agreed by all parties that this Agreement is **non-binding**, and furthermore, it is non-inclusive of all specific terms and conditions, but is intended to express the intent of both parties in pursuing a Real Estate Purchase Agreement under the above terms and conditions. If this letter of intent is acceptable, please sign and return to Mark Brown of City of Bartlett. This Letter of Intent is null and void if not signed and returned within thirty (30) days.

SELLER:



SCOTT QUISENG

DREAM ON, LLC

Its: _____

Date: 3/31/17

PURCHASER:

THE CITY OF BARTLETT

By: _____

Its: _____

Date: _____

Attachment: TCAT letter of intent (2065 : Letter of Intent for TCAT)