



# *City of Bartlett*

David Parsons, Mayor

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

**TUESDAY, MARCH 26, 2024 - BARTLETT CITY HALL - 6:00 PM**

### **INVOCATION**

Opening Prayer by Pastor Mark Johnson, Fountain of Truth

### **FUTURE MEETINGS**

Family Assistance Commission, April 1 at 6 p.m.

Planning Commission, April 1 at 6:30 p.m.

Beer Board, April 2 at 6 p.m.

Bartlett Station Commission, April 3 at 7:30 a.m.

City Beautiful Commission, April 4 at 6:30 p.m.

### **RECOGNITIONS**

Employee of the Year Recognitions

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

### **MINUTES ACCEPTANCE**

**Minutes of the March 12, 2024 Board of Mayor and Aldermen Regular Meeting**

### **CONSENT AGENDA**

- 1 Special event permit for the Flashlight Easter Egg Hunt. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Friday, March 29 from 7 p.m. to 9:30 p.m. at Ellendale Baptist Church.

- 2 Treasurer's Report for February 2024. (Dick Phebus, Director of Finance)**

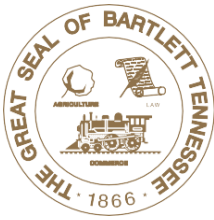
**NEW BUSINESS**

- 1 Appoint Ray Schwill to the Beer Board. (David Parsons, Mayor)**
- 2 Appoint Sylvia Montague to Bartlett City Beautiful Commission. (David Parsons, Mayor)**

**OPEN DISCUSSION**

The public shall be provided an opportunity to address the Board or Commission during an Open Discussion period at the end of each regular and special meeting of the governing body. Prior to the start of the meeting, individuals will be required to complete and present to the Clerk the Open Discussion Citizen form provided at each meeting. The Open Discussion period for regular and special meetings of the Board or Commission shall be limited to twenty (20) minutes. Individuals shall be allowed to speak for up to three (3) minutes each. Open Discussion periods will not be held for any meeting where there are no actionable items on the agenda or meetings where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body.

**ADJOURNMENT**



# City of Bartlett

David Parsons, Mayor

## BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 12, 2024 - BARTLETT CITY HALL - 6:00 PM

### ATTENDANCE

Mayor David Parsons: Present, Alderman Brad King: Present, Alderman Robert Griffin: Present, Alderman David Reaves: Present, Alderman Monique L. Williams: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present.

### INVOCATION

Opening Prayer by Bo Grace, Waypoint Baptist Church

### FUTURE MEETINGS

Parks and Recreation Advisory Board, March 14 at 6 p.m.

Historic Preservation Commission, March 18 at 6:30 p.m.

Bartlett Arts Council, March 19 at 6 p.m.

BPACC Advisory Board, March 19 at 6 p.m.

Design Review Commission, March 19 at 6:30 p.m.

### RECOGNITIONS

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

### MINUTES ACCEPTANCE

Minutes of the February 27, 2024 Board of Mayor and Aldermen Regular Meeting

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                                           |
| <b>MOVER:</b>    | David Reaves, Alderman                                                                |
| <b>SECONDER:</b> | Jack Young, Vice Mayor                                                                |
| <b>AYES:</b>     | Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn |

Minutes Acceptance: Minutes of Mar 12, 2024 6:00 PM (MINUTES ACCEPTANCE)

**PUBLIC HEARING**

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

- I. Ordinance 24-02, an ordinance establishing the YMCA Advisory Board.

No one spoke for or against.

Adjourned at 6:04 p.m.

**UNFINISHED BUSINESS**

- I **Third Reading of Ordinance 24-02, an ordinance establishing the YMCA Advisory Board. (Ed McKenney, City Attorney)**

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED ON THIRD AND FINAL RE [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | David Reaves, Alderman                                                                |
| <b>SECONDER:</b> | Robert Griffin, Alderman                                                              |
| <b>AYES:</b>     | Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn |

**CONSENT AGENDA**

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                           |
| <b>MOVER:</b>    | Jack Young, Vice Mayor                                                                |
| <b>SECONDER:</b> | Brad King, Alderman                                                                   |
| <b>AYES:</b>     | Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn |

- I **Special event permit for Bartlett Station Farmers Market. (Trey Arthur, Director of Code Enforcement)**  
The event will be held from May 18 to September 28 from 8 a.m. to 12 p.m. at W.J. Freeman Park.
- 2 **Special event permit for Faith Baptist One Less Orphan 5K Race. (Trey Arthur, Director of Code Enforcement)**  
The event will be held on Saturday, June 1 from 8 a.m. to 11 a.m. at Faith Baptist Church.
- 3 **Special event permit for MCCC Spring Car Show. (Trey Arthur, Director of Code Enforcement)**  
The event will be held on Saturday, May 11 from 7 a.m. to 4 p.m. at W. J. Freeman Park.
- 4 **Subdivision Contract for Carter Subdivision. (John Horne, Director of Engineering)**  
The developer, Niki Carter, will pay \$3,700.00 in City fees. The bond is set at \$0.00.
- 5 **Subdivision Contract for Croy Subdivision. (John Horne, Director of Engineering)**  
The developer, William Croy, will pay \$3,700.00 in City fees. The bond is set at \$0.00.

Minutes Acceptance: Minutes of Mar 12, 2024 6:00 PM (MINUTES ACCEPTANCE)

**6 Subdivision Contract for McCann Subdivision. (John Horne, Director of Engineering)**

The developer, Matt McCann, will pay \$3,700.00 in City fees. The bond is set at \$0.00.

**7 March Planning Commission Report. (Kim Taylor, Director of Planning and Economic Development)**

**Master and Construction Plans:**

*National Cities Subdivision, 7543 Highway 70.* This will be a small retail, multi-tenant space.

**Recommendation:** Approved with conditions of staff.

**Site Plans:**

*Christian Life Church Expansion, 9375 Davies Plantation Road.* The church plans to construct a 17,430 square foot church addition to include a gymnasium, and classrooms. A playground is also proposed.

**Recommendation:** Approved with conditions of staff.

*New Retail Development, 7418 Highway 70.* This is for a new 6,000 square foot, four tenant retail building.

**Recommendation:** Approved with conditions.

*Flex Space, Summer Avenue North of Elmore Road.* This is a commercial flex space area to include five buildings totaling 34,640 square feet of commercial flex-space use.

**Recommendation:** Continuing until the developer narrows down intended uses for the site and returns with a clearer planning that complies with the Zoning Ordinance.

**NEW BUSINESS**

**I Appoint Members to YMCA Advisory Board. (David Parsons, Mayor)**

Chief Administrative Officer Steve Sones explained that this board would provide oversight and guidance on the contract between the City of Bartlett and the YMCA on the management of the Bartlett Recreation Center. It includes reviewing financial statements and/or rate increases, the summer outdoor experience, and providing guidance on what the citizens may want. The Board will work in partnership with the City and the YMCA to make sure we are moving the Bartlett Y in the right direction.

Alderman King confirmed that the membership terms are in conjunction with the alderman's terms in which they were nominated.

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                           |
| <b>MOVER:</b>    | Brad King, Alderman                                                                   |
| <b>SECONDER:</b> | David Reaves, Alderman                                                                |
| <b>AYES:</b>     | Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn |

**2 Resolution 11-24, a resolution to amend the Fiscal Year 2024 Bartlett City Schools General Purpose School Fund and Education Capital Project Fund. (Dick Phebus, Director of Finance)**

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                           |
| <b>MOVER:</b>    | David Reaves, Alderman                                                                |
| <b>SECONDER:</b> | Jack Young, Vice Mayor                                                                |
| <b>AYES:</b>     | Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn |

**OPEN DISCUSSION**

Director of Parks and Recreation Paul Wright made a presentation of the upcoming Easter Egg Event on March 23, 2024 sponsored by Brother Industries. The event will be held at the W.J. Freeman Park A. Keith McDonald Pavilion. The event begins at 9:30 a.m. with a hat contest and local sweet treat vendors followed by the egg hunt at 10 a.m. There will be music and inflatables and there is no admittance charge. The hat contest and egg hunt will be divided into four age groups; three and under, ages four to five, six to seven, and eight to ten.

Director of Community Relations Debbie Gelineau shared that a Solar Eclipse event will be held on April 8 from 11 a.m. - 3 p.m. More details would follow at the next meeting.

Alderman Williams asked if posters could be made to announce the event. Ms. Gelineau said that could be done.

**ADJOURNMENT**

Meeting adjourned at 6:16 PM

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Harold Brad King, Register to the  
Board of Mayor and Aldermen

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David Parsons, Mayor

Minutes Acceptance: Minutes of Mar 12, 2024 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 03/26/24 06:00 PM  
Department: Code Enforcement  
Category: Special event permit  
Prepared By: Valerie Brantley  
Department Head: Trey Arthur

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**Special event permit for the Flashlight Easter Egg Hunt.**



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

3861 Broadway Bartlett 38135  
 Address Zip Code

3.29.24 7:00 p.m - 9:30 p.m.  
 Dates of the Event Hours of the Event

Flashlight Easter Egg Hunt  
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Ellendale Baptist Church  
 Property Owner

Stuart McCollough 3632 Oak Rd. Bartlett 38135  
 Special Event Permit Applicant Address of Applicant

901.438.1020 901.  
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☐ State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)

☐ Letter of Permission

☒ Insurance

☐ Tents (Fire Retardant letter included)

☒ Special Event Checklist

☒ Map

☐ Sign or Banner

|                |                    |
|----------------|--------------------|
| <u>\$60.00</u> | Special Event Fee  |
| <u>\$5.00</u>  | Permit Issuing Fee |
| <u>\$7.00</u>  | Software Fee       |
| <u>\$</u>      | 2% Credit Card Fee |
| <u>\$</u>      | Total Permit Fee   |

Stuart McCollough Stuart McCollough 3.6.24  
 Responsible Person Signature and Printed Name 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: Flashlight Easter Egg Hunt  
 Location: Ellendale Baptist Church 3861 Broadway Rd 38135  
 Dates: March 29, 2024

### Type of special event: (Check one.)

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p><input type="checkbox"/> <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p><input type="checkbox"/> <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p><input checked="" type="checkbox"/> <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. <b>Requires approval by the Board of Mayor and Aldermen.</b></p> |
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### Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <i>Public property.</i> Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.</p> <p><input type="checkbox"/> <i>Public parks.</i> Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)</p> <p><input type="checkbox"/> <i>City sponsorship.</i> Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.</p> <p><input type="checkbox"/> <i>Special use permit or site plan.</i> Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.</p> <p><input type="checkbox"/> <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p><input type="checkbox"/> <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p><input type="checkbox"/> <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p><input type="checkbox"/> <i>Certain solicitations.</i> Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.</p> <p><input type="checkbox"/> <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p><input type="checkbox"/> <i>Political campaigning.</i> Campaigning for public office.</p> |
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## Performance standards:

|   | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments |
|---|--------------------------|----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1 |                          | X  |     | <b>Location.</b> 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 |                          |    | X   | 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 |                          |    | X   | <b>Type 3 outdoor sales</b> 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 |                          | X  |     | <b>Land-use compatibility.</b> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.                                                                                                                                                                                                                                                                                                 |          |
| 5 |                          | X  |     | The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.                                                                                                                                                                                                                                                                                                                              |          |
| 6 |                          | X  |     | 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 |                          | X  |     | <b>Compliance with other regulations.</b> All structures shall meet all applicable provisions of the Building Code.                                                                                                                                                                                                                                                                                                                           |          |
| 8 |                          |    | X   | 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-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments              |          |                       |         |                          |         |                    |         |                            |         |  |
|----------------------------|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|-----------------------|---------|--------------------------|---------|--------------------|---------|----------------------------|---------|--|
| 9                          |                          |    | X   | <p><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.</p> <p><b>Table V.27-1: Special Event Maximum Duration</b></p> <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                         |                          |    | X   | <p>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.</p>                                                                                                                                                                                                                                                                                                                   |                       |          |                       |         |                          |         |                    |         |                            |         |  |
| 11                         |                          |    | X   | <p><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.</p>                                                                                                                                                                                                                                                                                                                                             |                       |          |                       |         |                          |         |                    |         |                            |         |  |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments |
|----|--------------------------|----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12 |                          |    | X   | <p>Type 3 outdoor sales at a specific location may be permitted only as follows:</p> <ul style="list-style-type: none"> <li>a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days.</li> <li>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.</li> <li>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.</li> </ul> <p>Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.</p> |          |
| 13 |                          | X  |     | <p><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.</p>                                                                                                                                                                                                                                                                      |          |
| 14 |                          |    | X   | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments |
|----|--------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 15 |                          |    | X   | <p><i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c. No open fires shall be permitted unless advance approval is obtained from the Fire Department.</li> <li>d. Fire extinguishers shall be available as determined by the Fire Chief.</li> <li>e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code.</li> <li>f. Tents shall comply with the Fire Code and applicable building codes.</li> <li>g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.</li> </ul> |          |
| 16 |                          |    | X   | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |
| 17 |                          | X  |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |
| 18 |                          |    | X   | <p><i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Comments |
|----|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 19 |                          |    | X   | <p><i>Area of parking lot dedicated to outdoor special events.</i></p> <p>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.</p> <p>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.</p> |          |
| 20 |                          |    | X   | <p><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.</p>                                                                                                                                                                                                          |          |
| 21 |                          | X  |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |

## Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

|    | Required<br>✓ or X | N/A |                                                                                                                                                                                                                                                            | Comments |
|----|--------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 22 | X                  |     | Limitations on signs.                                                                                                                                                                                                                                      |          |
| 23 |                    | X   | Temporary arrangements for parking and traffic circulation.                                                                                                                                                                                                |          |
| 24 |                    | X   | Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.                                                                                                                                          |          |
| 25 |                    | X   | Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.                                                                                                                    |          |
| 26 |                    | X   | 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 |                    | X   | The provision of traffic control or security personnel to ensure the public safety and convenience.                                                                                                                                                        |          |
| 28 |                    | X   | 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-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Comments |
|----|--------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 29 | X                        |    |     | Name and address of the applicant.                                                                                                                                                                                                                                                                                                                                                                                                                      |          |
| 30 | X                        |    |     | Names and address of the owner of the premises on which the proposed event is to be held.                                                                                                                                                                                                                                                                                                                                                               |          |
| 31 | X                        |    |     | Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.                                                                                                                                                                                                                                                                                                                        |          |
| 32 | X                        |    |     | Description of the site on which the proposed event is to be held.                                                                                                                                                                                                                                                                                                                                                                                      |          |
| 33 | X                        |    |     | Date of the proposed event.                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
| 34 |                          | X  |     | 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 |                          | X  |     | 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 |                          |    | X   | Location and number of proposed temporary public toilets.                                                                                                                                                                                                                                                                                                                                                                                               |          |
| 37 |                          |    | X   | 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 |                          | X  |     | 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<br>✓ or X | N/A |                                                                                                                                                                                                     | Comments |
|----|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 39 | X            |     | 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:<br>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.                                                            |          |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/08/2024

4.1.a

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Clay and Land Insurance, Inc.<br>866 Ridgeway Loop Rd<br>Suite 200<br>Memphis TN 38120 | <b>CONTACT NAME:</b> Caylee Zuk<br><b>PHONE (A/C, No, Ext):</b> (901) 767-3600<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> czuk@clayandland.com                                                                                                                                                                                                                                                                                                       |                               |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------|------------|------------------------------------|-------|------------|-------------------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED</b><br>ELLENDALE BAPTIST CHURCH<br>PO BOX 487<br>ELLENDALE TN 38029-0487                       | <table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Selective Insurance Co. of America</td><td>12572</td></tr><tr><td>INSURER B:</td><td>Selective Insurance Co of Southeast</td><td>39926</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | Selective Insurance Co. of America | 12572 | INSURER B: | Selective Insurance Co of Southeast | 39926 | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NAIC #                        |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:                                                                                                | Selective Insurance Co. of America                                                                                                                                                                                                                                                                                                                                                                                                                           | 12572                         |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:                                                                                                | Selective Insurance Co of Southeast                                                                                                                                                                                                                                                                                                                                                                                                                          | 39926                         |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |  |        |            |                                    |       |            |                                     |       |            |  |  |            |  |  |            |  |  |            |  |  |

## COVERAGES

CERTIFICATE NUMBER: CL241877416

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                                        | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------|-------------------------------------------|--------------|------------------------------|------------|--------------------------------|--------------|-------------------|--------------|-------------------------|--------------|--|----|
| A                                               | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | S 2588889     | 01/01/2024              | 01/01/2025              | <table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMPI/OP AGG</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table> | EACH OCCURRENCE                                 | \$ 1,000,000 | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 500,000   | MED EXP (Any one person)     | \$ 5,000   | PERSONAL & ADV INJURY          | \$ 1,000,000 | GENERAL AGGREGATE | \$ 3,000,000 | PRODUCTS - COMPI/OP AGG | \$ 3,000,000 |  | \$ |
| EACH OCCURRENCE                                 | \$ 1,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| DAMAGE TO RENTED PREMISES (Ea occurrence)       | \$ 500,000                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| MED EXP (Any one person)                        | \$ 5,000                                                                                                                                                                                                                                                                                                        |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| PERSONAL & ADV INJURY                           | \$ 1,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| GENERAL AGGREGATE                               | \$ 3,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| PRODUCTS - COMPI/OP AGG                         | \$ 3,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
|                                                 | \$                                                                                                                                                                                                                                                                                                              |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| A                                               | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                       |           |          | S 2588889     | 01/01/2024              | 01/01/2025              | <table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td>Medical payments</td><td>\$ 5,000</td></tr></table>                                                                                                           | COMBINED SINGLE LIMIT (Ea accident)             | \$ 1,000,000 | BODILY INJURY (Per person)                | \$           | BODILY INJURY (Per accident) | \$         | PROPERTY DAMAGE (Per accident) | \$           | Medical payments  | \$ 5,000     |                         |              |  |    |
| COMBINED SINGLE LIMIT (Ea accident)             | \$ 1,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| BODILY INJURY (Per person)                      | \$                                                                                                                                                                                                                                                                                                              |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| BODILY INJURY (Per accident)                    | \$                                                                                                                                                                                                                                                                                                              |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| PROPERTY DAMAGE (Per accident)                  | \$                                                                                                                                                                                                                                                                                                              |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| Medical payments                                | \$ 5,000                                                                                                                                                                                                                                                                                                        |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| A                                               | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                    |           |          | S 2588889     | 01/01/2024              | 01/01/2025              | <table><tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table>                                                                                                                                                                                                                                                                                | EACH OCCURRENCE                                 | \$ 3,000,000 | AGGREGATE                                 | \$ 3,000,000 |                              | \$         |                                |              |                   |              |                         |              |  |    |
| EACH OCCURRENCE                                 | \$ 3,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| AGGREGATE                                       | \$ 3,000,000                                                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
|                                                 | \$                                                                                                                                                                                                                                                                                                              |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| B                                               | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                      | Y/N       | N/A      | WC 9106985    | 01/01/2024              | 01/01/2025              | <table><tr><td><input checked="" type="checkbox"/> PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>                                                                                                                                             | <input checked="" type="checkbox"/> PER STATUTE | OTH-ER       | E.L. EACH ACCIDENT                        | \$ 500,000   | E.L. DISEASE - EA EMPLOYEE   | \$ 500,000 | E.L. DISEASE - POLICY LIMIT    | \$ 500,000   |                   |              |                         |              |  |    |
| <input checked="" type="checkbox"/> PER STATUTE | OTH-ER                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| E.L. EACH ACCIDENT                              | \$ 500,000                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| E.L. DISEASE - EA EMPLOYEE                      | \$ 500,000                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |
| E.L. DISEASE - POLICY LIMIT                     | \$ 500,000                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |              |                                           |              |                              |            |                                |              |                   |              |                         |              |  |    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*George Edmiston*

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Google Maps 3861 Broadway Rd



Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 Google 50 ft



3861 Broadway Rd

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[Send to phone](#)
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[Share](#)

 3861 Broadway Rd, Memphis, TN 38135

 65JJ+C6 Memphis, Tennessee

Attachment: 3861 BROADWAY-ELLENDALE BAPTIST CHURCH-FLASHLIGHT EGG HUNT-2024 (3515 : Flashlight Easter Egg Hunt)

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

---

Meeting: 03/26/24 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

---

**Treasurer's Report for February 2024.**



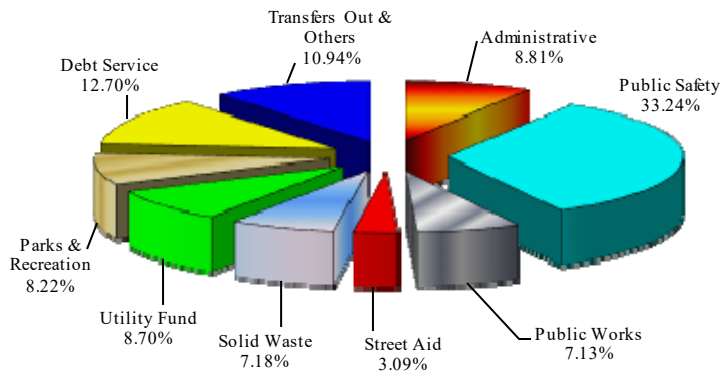
City of Bartlett

# FINANCIAL REPORT

*February 29, 2024*

Total Expenditures, FY 2024 Budget: \$105,587,418

## WHERE THE \$ GOES (Does not include School)

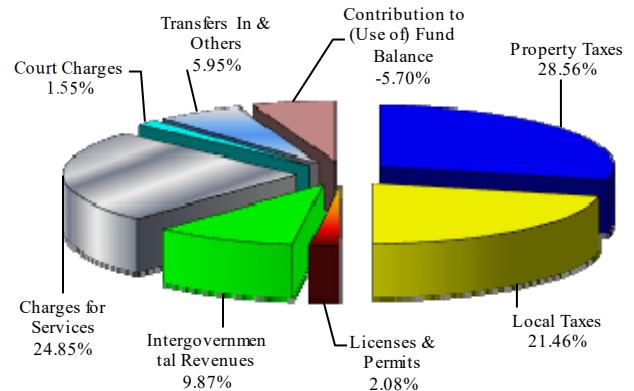


## BUDGET HIGHLIGHTS

- Property taxes are below budgeted. Building & Development fees and interest are exceeding budget. Other revenues are within budget.
- Property taxes were due February 28 and delinquent March 1.
- Fiscal Year 2024 budgets were prepared by the departments. Budget meetings with the departments will start in March and April.

Total Revenues, FY 2024 Budget: \$105,587,418

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



## FY 2024 YEAR-TO-DATE For The Period Ending February 29, 2024

|                                          | Adopted Budget        | Year-to-Date Actual  |
|------------------------------------------|-----------------------|----------------------|
| <b>General Fund Expenditures</b>         |                       |                      |
| Administrative                           | \$ 8,316,654          | \$ 4,955,002         |
| Public Safety                            | 34,679,607            | 23,060,339           |
| Public Works                             | 7,384,012             | 4,630,365            |
| Parks and Recreation                     | 7,818,801             | 5,179,503            |
| Performing Arts                          | 862,540               | 586,661              |
| Transfers & Other Gen. Fund Items        | 6,389,019             | 6,728,665            |
| <b>Subtotal</b>                          | <b>\$ 65,450,633</b>  | <b>\$ 45,140,535</b> |
| <b>General Fund Revenues</b>             |                       |                      |
| Property Taxes                           | \$ 30,153,000         | \$ 28,380,792        |
| Local Taxes                              | 17,881,181            | 9,399,647            |
| Building and Development Fees            | 2,191,200             | 1,614,462            |
| Intergovernmental                        | 8,316,500             | 4,180,671            |
| Charges for Services                     | 4,507,715             | 2,965,632            |
| Court Charges                            | 1,337,000             | 904,199              |
| Other Revenue                            | 1,064,037             | 665,662              |
| <b>Subtotal</b>                          | <b>\$ 65,450,633</b>  | <b>\$ 48,111,065</b> |
| <b>Special Rev. Funds - Expenditures</b> | <b>\$ 12,618,476</b>  | <b>\$ 11,573,253</b> |
| <b>Special Rev. Funds - Revenues</b>     | <b>\$ 12,618,476</b>  | <b>\$ 10,668,927</b> |
| <b>Utility Expenses</b>                  | <b>\$ 15,386,187</b>  | <b>\$ 11,949,739</b> |
| <b>Utility Revenues</b>                  | <b>\$ 15,386,187</b>  | <b>\$ 8,500,475</b>  |
| <b>Debt Service Expenditures</b>         | <b>\$ 12,132,122</b>  | <b>\$ 11,337,200</b> |
| <b>Debt Service Revenues</b>             | <b>\$ 12,132,122</b>  | <b>\$ 7,169,650</b>  |
| <b>Total Expenditures</b>                | <b>\$ 105,587,418</b> | <b>\$ 80,000,728</b> |
| <b>Total Revenues</b>                    | <b>\$ 105,587,418</b> | <b>\$ 74,450,118</b> |

Note: FY 2024 Adopted Budget includes use of fund balance in the General Fund, Special Revenue Funds, Utility Fund and the Debt Service Fund.

Attachment: Feb24FinRprt (3519 : Treasurer's Report for February 2024)



## City of Bartlett -- Financial Summary

### For The Period Ending For The Period Ending February 29, 2024



|                                             | FY 2023<br>Actual     | FY 2024<br>Adopted<br>Budget | Increase/<br>Decrease<br>in \$ | Year-to-Date<br>Actual<br>FY 2023 | Year-to-Date<br>Actual<br>FY 2024 | Increase/<br>Decrease<br>in \$ | Percent<br>of FY 2023<br>Actual | Percent<br>of FY 2024<br>Budget | Increase/<br>Decrease<br>in % |
|---------------------------------------------|-----------------------|------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|---------------------------------|---------------------------------|-------------------------------|
| <b>General Fund Expenditures</b>            |                       |                              |                                |                                   |                                   |                                |                                 |                                 |                               |
| Administrative                              | \$ 7,401,480          | \$ 8,316,654                 | \$ 915,174                     | \$ 4,772,914                      | \$ 4,955,002                      | \$ 182,088                     | 64.49%                          | 59.58%                          | -4.91%                        |
| Public Safety                               | 31,909,622            | 34,679,607                   | 2,769,985                      | 22,031,156                        | 23,060,339                        | 1,029,183                      | 69.04%                          | 66.50%                          | -2.55%                        |
| Public Works                                | 6,801,474             | 7,384,012                    | 582,537                        | 4,362,277                         | 4,630,365                         | 268,088                        | 64.14%                          | 62.71%                          | -1.43%                        |
| Parks and Recreation                        | 7,075,135             | 7,818,801                    | 743,666                        | 4,800,158                         | 5,179,503                         | 379,344                        | 67.85%                          | 66.24%                          | -1.60%                        |
| Performing Arts                             | 801,412               | 862,540                      | 61,128                         | 505,386                           | 586,661                           | 81,275                         | 63.06%                          | 68.02%                          | 4.95%                         |
| Transfers & Other Gen. Fund Items           | 8,018,818             | 6,389,019                    | (1,629,799)                    | 6,276,019                         | 6,728,665                         | 452,646                        | 78.27%                          | 105.32%                         | 27.05%                        |
| <b>Total General Fund Expenditures</b>      | <b>\$ 62,007,941</b>  | <b>\$ 65,450,633</b>         | <b>\$ 3,442,691</b>            | <b>\$ 42,747,911</b>              | <b>\$ 45,140,535</b>              | <b>\$ 2,392,625</b>            | <b>68.94%</b>                   | <b>68.97%</b>                   | <b>0.03%</b>                  |
| <b>General Fund Revenues</b>                |                       |                              |                                |                                   |                                   |                                |                                 |                                 |                               |
| Property Taxes                              | \$ 29,768,045         | \$ 30,153,000                | \$ 384,955                     | \$ 28,562,832                     | \$ 28,380,792                     | \$ (182,040)                   | 95.95%                          | 94.12%                          | -1.83%                        |
| Local Taxes                                 | 16,976,562            | 17,881,181                   | 904,619                        | 9,127,976                         | 9,399,647                         | 271,672                        | 53.77%                          | 52.57%                          | -1.20%                        |
| Building and Development Fees               | 1,715,368             | 2,191,200                    | 475,832                        | 1,025,020                         | 1,614,462                         | 589,442                        | 59.76%                          | 73.68%                          | 13.92%                        |
| Intergovernmental                           | 8,043,637             | 8,316,500                    | 272,863                        | 4,020,593                         | 4,180,671                         | 160,079                        | 49.98%                          | 50.27%                          | 0.28%                         |
| Charges for Services                        | 4,663,003             | 4,507,715                    | (155,288)                      | 2,822,273                         | 2,965,632                         | 143,359                        | 60.52%                          | 65.79%                          | 5.27%                         |
| Court Charges                               | 1,331,287             | 1,337,000                    | 5,713                          | 859,670                           | 904,199                           | 44,529                         | 64.57%                          | 67.63%                          | 3.05%                         |
| Other Revenue                               | 1,296,382             | 1,064,037                    | (232,346)                      | 357,904                           | 665,662                           | 307,758                        | 27.61%                          | 62.56%                          | 34.95%                        |
| <b>Total General Fund Revenues</b>          | <b>\$ 63,794,284</b>  | <b>\$ 65,450,633</b>         | <b>\$ 1,656,349</b>            | <b>\$ 46,776,267</b>              | <b>\$ 48,111,065</b>              | <b>\$ 1,334,798</b>            | <b>73.32%</b>                   | <b>73.51%</b>                   | <b>0.18%</b>                  |
| <b>Special Revenue Funds</b>                |                       |                              |                                |                                   |                                   |                                |                                 |                                 |                               |
| Street Aid Fund                             | \$ 1,851,698          | \$ 3,260,000                 | \$ 1,408,302                   | \$ 933,297                        | \$ 1,136,106                      | \$ 202,808                     | 50.40%                          | 34.85%                          | -15.55%                       |
| Solid Waste Fund                            | 6,917,292             | 7,642,070                    | 724,778                        | 4,329,685                         | 4,955,735                         | 626,050                        | 62.59%                          | 64.85%                          | 2.26%                         |
| General Improvement Fund                    | 1,045,060             | 1,154,800                    | 109,740                        | 495,870                           | 535,374                           | 39,504                         | 47.45%                          | 46.36%                          | -1.09%                        |
| Drug Enforcement Fund                       | 192,234               | 300,000                      | 107,766                        | 72,199                            | 144,488                           | 72,289                         | 37.56%                          | 48.16%                          | 10.60%                        |
| DEA Enforcement Fund                        | 112,744               | 102,500                      | (10,244)                       | 3,249                             | 1,325                             | (1,924)                        | 2.88%                           | 1.29%                           | -1.59%                        |
| Drainage Control Fund                       | 121,509               | 143,106                      | 21,597                         | 78,813                            | 89,738                            | 10,925                         | 64.86%                          | 62.71%                          | -2.15%                        |
| Park Improvement Fund                       | 135,000               | 0                            | (135,000)                      | 0                                 | 0                                 | 0                              | 0.00%                           | 0.00%                           | 0.00%                         |
| E-Citation Fund                             | 667                   | 16,000                       | 15,333                         | 0                                 | 3,099                             | 3,099                          | 0.00%                           | 19.37%                          | 19.37%                        |
| Grant Funds                                 | 7,533,785             | 0                            | (7,533,785)                    | 2,864,446                         | 4,707,389                         | 1,842,943                      | 38.02%                          | 0.00%                           | -38.02%                       |
| <b>Special Revenue Funds - Expenditures</b> | <b>\$ 17,909,991</b>  | <b>\$ 12,618,476</b>         | <b>\$ (5,291,515)</b>          | <b>\$ 8,777,559</b>               | <b>\$ 11,573,253</b>              | <b>\$ 2,795,694</b>            | <b>49.01%</b>                   | <b>91.72%</b>                   | <b>42.71%</b>                 |
| <b>Special Revenue Funds - Revenues</b>     | <b>\$ 19,548,168</b>  | <b>\$ 12,618,476</b>         | <b>\$ (6,929,692)</b>          | <b>\$ 10,001,145</b>              | <b>\$ 10,668,927</b>              | <b>\$ 667,782</b>              | <b>51.16%</b>                   | <b>84.55%</b>                   | <b>33.39%</b>                 |
| <b>Utility Fund</b>                         |                       |                              |                                |                                   |                                   |                                |                                 |                                 |                               |
| Total Utility Operations                    | \$ 7,904,678          | \$ 14,113,841                | \$ 6,209,163                   | \$ 4,659,080                      | \$ 10,802,811                     | \$ 6,143,732                   | 58.94%                          | 76.54%                          | 17.60%                        |
| Total Utility Debt Expenses                 | 909,365               | 1,272,346                    | 362,981                        | 865,945                           | 1,146,928                         | 280,982                        | 95.23%                          | 90.14%                          | -5.08%                        |
| <b>Total Utility Expenses</b>               | <b>\$ 8,814,043</b>   | <b>\$ 15,386,187</b>         | <b>\$ 6,572,144</b>            | <b>\$ 5,525,025</b>               | <b>\$ 11,949,739</b>              | <b>\$ 6,424,714</b>            | <b>62.68%</b>                   | <b>77.67%</b>                   | <b>14.98%</b>                 |
| <b>Total Utility Revenues</b>               | <b>\$ 10,973,767</b>  | <b>\$ 15,386,187</b>         | <b>\$ 4,412,421</b>            | <b>\$ 7,093,140</b>               | <b>\$ 8,500,475</b>               | <b>\$ 1,407,335</b>            | <b>64.64%</b>                   | <b>55.25%</b>                   | <b>-9.39%</b>                 |
| <b>Debt Service Fund</b>                    |                       |                              |                                |                                   |                                   |                                |                                 |                                 |                               |
| Total Debt Service Expenditures             | \$ 9,089,523          | \$ 12,132,122                | \$ 3,042,599                   | \$ 8,517,608                      | \$ 11,337,200                     | \$ 2,819,593                   | 93.71%                          | 93.45%                          | -0.26%                        |
| Total Debt Service Revenues                 | \$ 9,315,315          | \$ 12,132,122                | \$ 2,816,807                   | \$ 7,040,808                      | \$ 7,169,650                      | \$ 128,842                     | 75.58%                          | 59.10%                          | -16.49%                       |
| <b>Total Expenditures</b>                   | <b>\$ 97,821,498</b>  | <b>\$ 105,587,418</b>        | <b>\$ 7,765,919</b>            | <b>\$ 65,568,102</b>              | <b>\$ 80,000,728</b>              | <b>\$ 14,432,626</b>           | <b>67.03%</b>                   | <b>75.77%</b>                   | <b>8.74%</b>                  |
| <b>Total Revenues</b>                       | <b>\$ 103,631,534</b> | <b>\$ 105,587,418</b>        | <b>\$ 1,955,884</b>            | <b>\$ 70,911,361</b>              | <b>\$ 74,450,118</b>              | <b>\$ 3,538,757</b>            | <b>68.43%</b>                   | <b>70.51%</b>                   | <b>2.08%</b>                  |

Attachment: Feb24FinRprt (3519 : Treasurer's Report for February 2024)

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 03/26/24 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: David Parsons

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**Appoint Ray Schwill to the Beer Board.**

Ray Schwill will complete Cordell Battles' term. His term will expire December 31, 2024.

# BEER BOARD

| NAME         | TERM<br>EXPIRES | NEW / RE-APPOINT                               |
|--------------|-----------------|------------------------------------------------|
| Schwill, Ray | 12/31/2024      | New appointment<br>(replacing Cordell Battles) |

Attachment: Appointment to Beer Board--03-26-24-Agenda (3517 : Appoint Ray Schwill to the Beer Board)

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 03/26/24 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: David Parsons

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## **Appoint Sylvia Montague to Bartlett City Beautiful Commission.**

Sylvia Montague will fill the position vacated by Joe Bledsoe. Her term will expire December 31, 2024.

# CITY BEAUTIFUL COMMISSION

| NAME             | TERM EXPIRES | NEW / RE-APPOINT                                     |
|------------------|--------------|------------------------------------------------------|
| Montague, Sylvia | 12/31/2024   | New Appointment<br>(formerly Joe Bledsoe's position) |