



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 26, 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 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

The 2023 Employees of the Year were recognized.

Fire Department - Larry Stone

IT Department - Jeremiah Wooten

Parks and Recreation Department - Alex Bien

Police Department - Officer Nathan DeCrow

Public Works - Sean Lilly

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

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

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

CONSENT AGENDA

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

I 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)

Budgeted Expenditures \$105,587,418

Year-to-Date Expenditures \$80,000,728

Budgeted Revenues \$105,587,418

Year-to-Date Revenues \$74,450,118

NEW BUSINESS**I Appoint Ray Schwill to the Beer Board. (David Parsons, Mayor)**

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

2 Appoint Sylvia Montague to Bartlett City Beautiful Commission. (David Parsons, Mayor)

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

OPEN DISCUSSION

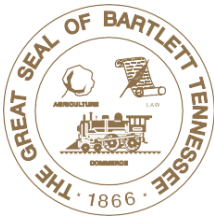
Alderman Kevin Quinn reported that the Wolf River District, Boy Scouts of America, will be honoring former Alderman Emily Elliot as Bartlett's 2024 Good Scout of the Year. Mayor Parsons and the Board of Aldermen have all received invitations for the event on Thursday, April 4 at Bartlett United Methodist Church, 5676 Stage Road. The festivities begin at 6:00 p.m.

Mayor Parsons recognized Alderman Monique Williams' birthday by relaying greetings and leading the chamber in singing "Happy Birthday".

Director of Community Relations Debbie Gelineau gave a report on the upcoming "Total Eclipse in the Park" on Monday, April 8. Information is available on the City's website as well all social media platforms.

ADJOURNMENT

Meeting adjourned at 6:17 PM



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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	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)**

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

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Brad King, Alderman
AYES:	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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brad King, Alderman
SECONDER:	David Reaves, Alderman
AYES:	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)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	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

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

David Parsons, Mayor

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



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.)

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|---|---|
| <p>☐ <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>☐ <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>☐ <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>☒ <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. Requires approval by the Board of Mayor and Aldermen.</p> |
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Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

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|---|--|
| <p>☐ <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>☐ <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>☐ <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>☐ <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>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p>☐ <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>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <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>☐ <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>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
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Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		X		Location. 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	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		X		Land-use compatibility. 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		Compliance with other regulations. 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- mitted ✓ or X	OK	N/A		Comments										
9			X	<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10			X	In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11			X	<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12			X	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		X		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			X	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15			X	<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16			X	<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		X		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18			X	<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19			X	<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20			X	<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21		X		<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

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

	Required ✓ or X	N/A		Comments
22	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- mitted ✓ 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 ✓ 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: 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

5.1.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).

PRODUCER Clay and Land Insurance, Inc. 866 Ridgeway Loop Rd Suite 200 Memphis TN 38120	CONTACT NAME: Caylee Zuk PHONE (A/C, No, Ext): (901) 767-3600 FAX (A/C, No): E-MAIL ADDRESS: czuk@clayandland.com																					
INSURED ELLENDAL BAPTIST CHURCH PO BOX 487 ELLENDAL 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 #																				
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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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC 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 & 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	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ 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	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE 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	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A		N/A	WC 9106985	01/01/2024	01/01/2025	<table><tr><td>☒ 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>	☒ PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000						
☒ 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

-  Directions
-  Save
-  Nearby
-  Send to phone
-  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)



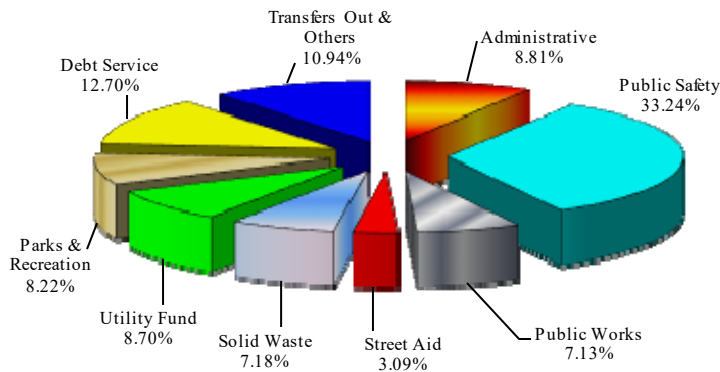
City of Bartlett

FINANCIAL REPORT

February 29, 2024

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

WHERE THE \$ GOES (Does not include School)

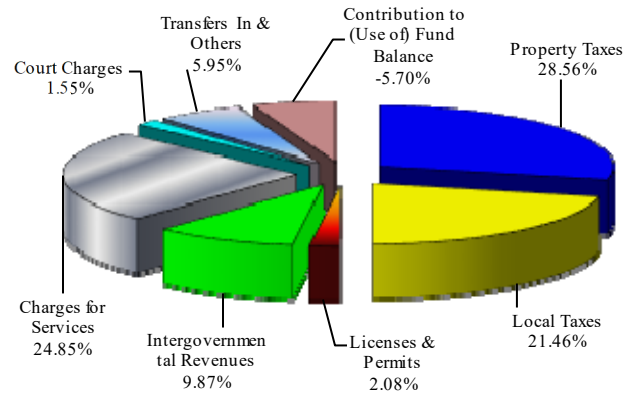


BUDGET HIGHLIGHTS

- 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
General Fund Expenditures		
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
Subtotal	\$ 65,450,633	\$ 45,140,535
General Fund Revenues		
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
Subtotal	\$ 65,450,633	\$ 48,111,065
Special Rev. Funds - Expenditures	\$ 12,618,476	\$ 11,573,253
Special Rev. Funds - Revenues	\$ 12,618,476	\$ 10,668,927
Utility Expenses	\$ 15,386,187	\$ 11,949,739
Utility Revenues	\$ 15,386,187	\$ 8,500,475
Debt Service Expenditures	\$ 12,132,122	\$ 11,337,200
Debt Service Revenues	\$ 12,132,122	\$ 7,169,650
Total Expenditures	\$ 105,587,418	\$ 80,000,728
Total Revenues	\$ 105,587,418	\$ 74,450,118

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 Actual	FY 2024 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2023	Year-to-Date Actual FY 2024	Increase/ Decrease in \$	Percent of FY 2023 Actual	Percent of FY 2024 Budget	Increase/ Decrease in %
General Fund Expenditures									
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%
Total General Fund Expenditures	\$ 62,007,941	\$ 65,450,633	\$ 3,442,691	\$ 42,747,911	\$ 45,140,535	\$ 2,392,625	68.94%	68.97%	0.03%
General Fund Revenues									
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%
Total General Fund Revenues	\$ 63,794,284	\$ 65,450,633	\$ 1,656,349	\$ 46,776,267	\$ 48,111,065	\$ 1,334,798	73.32%	73.51%	0.18%
Special Revenue Funds									
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%
Special Revenue Funds - Expenditures	\$ 17,909,991	\$ 12,618,476	\$ (5,291,515)	\$ 8,777,559	\$ 11,573,253	\$ 2,795,694	49.01%	91.72%	42.71%
Special Revenue Funds - Revenues	\$ 19,548,168	\$ 12,618,476	\$ (6,929,692)	\$ 10,001,145	\$ 10,668,927	\$ 667,782	51.16%	84.55%	33.39%
Utility Fund									
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%
Total Utility Expenses	\$ 8,814,043	\$ 15,386,187	\$ 6,572,144	\$ 5,525,025	\$ 11,949,739	\$ 6,424,714	62.68%	77.67%	14.98%
Total Utility Revenues	\$ 10,973,767	\$ 15,386,187	\$ 4,412,421	\$ 7,093,140	\$ 8,500,475	\$ 1,407,335	64.64%	55.25%	-9.39%
Debt Service Fund									
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%
Total Expenditures	\$ 97,821,498	\$ 105,587,418	\$ 7,765,919	\$ 65,568,102	\$ 80,000,728	\$ 14,432,626	67.03%	75.77%	8.74%
Total Revenues	\$ 103,631,534	\$ 105,587,418	\$ 1,955,884	\$ 70,911,361	\$ 74,450,118	\$ 3,538,757	68.43%	70.51%	2.08%

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

BEER BOARD

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

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

CITY BEAUTIFUL COMMISSION

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