



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, MARCH 26, 2019 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer by Steve Brannon, Faith Baptist Church

FUTURE MEETINGS

Board of Education, March 28 at 7 p.m.

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

Beer Board, April 2 at 6 p.m.

Planning Commission, April 1 at 7 p.m.

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

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

RECOGNITIONS

Healthier Bartlett awarded Move More Initiative of the Year and Social Media awards

2018 Employees of the Year

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the March 12, 2019 Board of Mayor and Aldermen Regular Meeting

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 19-01, an ordinance amending Title 8, Chapters 1, 2 and 3, Sections 8-101(1)(a), 8-202, 8-305 and 8-310 of the Codified Ordinances. (Ed McKenney, City Attorney)** The public hearing is set for April 9, 2019.

CONSENT AGENDA

- 1 Special event permit for Bartlett United Methodist Church 5K Run. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturday, April 20 from 8 a.m. to 1 p.m. at Bartlett United Methodist Church.

- 2 Special seasonal event permit for Bartlett Station Farmers Market. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturdays May 18 through September 21 from 8 a.m. to 12 p.m. at W.J. Freeman Park.

- 3 Bid for three 2019 Dodge Durango SUVs. (Glen Williamson, Chief of Police)**

Recommend accepting the lowest bid from TTC Chrysler Dodge Jeep Ram at \$28,329.36 each for three 2019 Dodge Durango SUVs for a total cost of \$84,988.08. Funds are available in Account 311.48311.785.20319.

- 4 Credit limit increase on corporate VISA card with First Tennessee Bank. (Dick Phebus, Director of Finance)**

Finance department is requesting approval to apply for credit increase on the City of Bartlett corporate VISA card with First Tennessee Bank. The increase is necessary due to increased usage of department VISA cards in recent months.

- 5 Proposal for employee compensation study. (Dick Phebus, Director of Finance)**

Recommend accepting the highest-rated proposal from Burris, Thompson & Associates to provide an employee compensation study for the City of Bartlett.

- 6 Treasurer's Report for February 2019. (Dick Phebus, Director of Finance)**

NEW BUSINESS

- 1 Resolution 03-19, a resolution to amend the Fiscal Year 2019 Capital Improvement Program budget to provide funding for city shop survey and design. (Dick Phebus, Director of Finance)**

- 2 Resolution 09-19, a resolution to amend the Fiscal Year 2019 Bartlett City Schools Education Capital Project Fund and General Purpose School Fund. (Dick Phebus, Director of Finance)**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 12, 2019 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Vice Mayor Jack Young

FUTURE MEETINGS

Parks and Recreation Advisory Board, March 14 at 7 p.m.

Historic Preservation Commission, March 18 at 7 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 26, 2019 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Mar 12, 2019 7:00 PM (MINUTES ACCEPTANCE)

CONSENT AGENDA

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

- 1 Special event permit for Bartlett Police Association 5K Virtual Run. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, May 11 from 7 a.m. to 12 p.m. at the Bartlett Police Department.
- 2 Bid for one 2019 Chevy Tahoe. (Glen Williamson, Chief of Police)**
Recommend accepting the lowest bid from Chuck Hutton Chevrolet at a cost of \$33,565.00 for a new K-9 vehicle. Funds are available in Account 129.48129.935.
- 3 Architectural Services for ADA Upgrades to Municipal Park Restrooms. (Shan Criswell, Director of Parks and Recreation)**
Recommend approving a contract with Ross Witt, PLLC for architectural services to provide exterior improvements and Americans with Disabilities Act (ADA) upgrades to restrooms at Municipal Park. The cost will not exceed \$38,300.00. Funds are available in Account 311.48311.772.51619
- 4 Proposal for citywide Fuel Management System. (Matt Crenshaw, Assistant Director of Public Works)**
Recommend accepting the best proposal from Spatco for a new Fuel Management System City wide. Funds are available in account 311.48311.785.30719.

NEW BUSINESS

- 1 Resolution 07-19, a resolution accepting a donation by the Steinberg family of an approximate 4.7 acre tract of real property located east of Germantown Road and south of Westbrook Road, labeled as Parcel ID B0149 00147. (Mark Brown, Chief Administrative Officer)**

Mr. Brown explained that the Steinbergs are holding this property in a trust and would like to donate it to the City for future use.

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

2 Resolution 08-19, a resolution to donate surplus personal property to the Bartlett City Board of Education. (Dick Phebus, Director of Finance)

At the request of Bartlett City Schools, the City will donate a surplus 2007 Dodge Charger to the school system.

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

3 First Reading of Ordinance 19-01, an ordinance amending Title 8, Chapters 1, 2 and 3, Sections 8-101(1)(a), 8-202, 8-305 and 8-310 of the Codified Ordinances. (Ed McKenney, City Attorney) The public hearing is set for April 9, 2019.

City Attorney Ed McKenney explained that he is proposing the amendments because an existing ice cream/candy business would like to begin selling alcohol-infused ice cream flavors. Since the alcohol amount will be so small, it does not fall under the Tennessee Alcoholic Beverage Commission's jurisdiction.

Proposed changes include the adding alcohol-infused items to the definition of alcoholic beverages, and granting jurisdiction over any civil violations to the Beer Board.

Mr. McKenney noted that the City doesn't approve these amendments, there would be no way to regulate the sale of such items.

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next: 3/26/2019 7:00 PM
MOVER:	David Parsons, Alderman	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young	

4 Discussion of 2011 Small Cities Block Grant for Fletcher Creek Drainage Project.

City Engineer Rick McClanahan explained that to close the grant process for funds received to stop erosion along a portion of Fletcher Creek, a public explanation and hearing needed to be included at a Board meeting.

Shannon Cotter with the Tennessee Department of Economic and Community Development worked on obtaining this grant from the Department of Housing and Urban Development on behalf of the City of Bartlett. The City received \$515,000 to stop the imminent threat of rigid erosion on the portion of Fletcher Creek behind Brimhall Foods.

Ms. Cotter stated the State audited the grant, and there were no findings.

Alderman Pleasant asked how long the improved area is. Mr. McClanahan said about 200 linear feet.

Ms. Cotter noted that more grant funding could be available soon due to recent flooding. She will let Mr. McClanahan know if that occurs.

Minutes Acceptance: Minutes of Mar 12, 2019 7:00 PM (MINUTES ACCEPTANCE)

Alderman Parsons asked if the improvements hadn't been made, would the nearby road been impacted. Mr. McClanahan explained that the imminent harm would be to parking lots and power lines. At some point the erosion would've bled outside the easement and the City would've had to stabilize using local tax funding.

OPEN DISCUSSION

*Richard Floyd, 6623 Laurel Valley Drive, attended the meeting on behalf of the Church of Jesus Christ of Latter-Day Saints. There is currently construction at the local church, and recently a gas leak was reported. Mr. Floyd thanked the police and fire departments for their handling of the situation, and apologized to the neighbors for the inconvenience.

Mr. Floyd announced that the temple will be restored and host an open house between April 13 and 20.

*Mike Glenn, 4212 Hidden Fern Lane North, lives near the Mormon Temple and said construction noise has been disruptive since it began 18 months ago. He added that since the project is scheduled to be completed within a month, then his noise concern is moot.

Vice Mayor Young stated that if the temple's construction is exceeding the City's noise ordinance, then the Code Enforcement Department should inspect the situation.

ADJOURNMENT

Meeting adjourned at 7:17 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Mar 12, 2019 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2515)

Meeting: 03/26/19 07:00 PM
Department: Legal
Category: Amendment
Prepared By: Stefanie McGee
Initiator: Ed McKenney
Sponsors:
DOC ID: 2515

Ordinance 19-01, an ordinance amending Title 8, Chapters 1, 2 and 3, Sections 8-101(1)(a), 8-202, 8-305 and 8-310 of the Codified Ordinances.

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

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

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

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

8-101(1). Definition of “alcoholic beverages.” As used in this chapter, unless the context dictates otherwise:

- (a) “Alcoholic beverage,” as set forth in Tennessee Code Annotated Section 57-3-101(a)(1), means and includes alcohol, spirits, liquor, wine, high alcohol content beer, and every liquid containing alcohol, spirits, liquor, wine, or high alcohol content beer and capable of being consumed by a human being, other than patent medicine or beer, as the latter is defined in Tennessee Code Annotated Section 57-5-101(b) and in Section 8-101(b) below. *Notwithstanding any provision to the contrary in this Chapter, “alcoholic beverage” also includes any beverage or food product containing distilled alcohol capable of being consumed by a human being manufactured or made with distilled alcohol irrespective of alcoholic content, including any alcohol-infused beverage or food product and any ice cream or other frozen dessert containing alcohol, spirits, liquor, wine, high alcohol content beer or beer.* (Ord. #77-2, Feb. 1977; modified and amended by Ord. 18-08, Dec. 2018; modified.)

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

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

Section 8-101(b) above. *Notwithstanding any provision to the contrary in this Chapter, "alcoholic beverage" also includes any beverage or food product containing distilled alcohol capable of being consumed by a human being manufactured or made with distilled alcohol irrespective of alcoholic content, including any alcohol-infused beverage or food product and any ice cream or other frozen dessert containing alcohol, spirits, liquor, wine, high alcohol content beer or beer.* (Ord. #77-2, Feb. 1977; modified and amended by Ord. 18-08, Dec. 2018; modified.)

Section 3. That Section 8-305, Powers and duties of the beer board, shall be modified to read as follows:

Section 8-305 The beer board shall have the power and it is hereby directed to regulate the selling, storing for sale, distribution for sale, and manufacturing of beer *and any alcohol-containing beverage or food product or alcohol-infused beverage or food product not regulated by the Tennessee Alcoholic Beverage Commission* within the City of Bartlett in accordance with the provisions of this chapter, and it shall have the power to promulgate reasonable rules and regulations for the conduct of its business and the enforcement of this chapter. (Ord. #74-5, March 1974, modified)

Section 4. That Section 8-310(2) Prohibited conduct or activities by beer permit holders, shall be modified as follows and to add two new sections:

Section 8-310(8) Sell beer *or any alcohol-infused beverage or food product, ice cream or other frozen dessert containing alcohol, spirits, liquor, wine, high alcohol content beer or beer* through any drive-through or delivery window or by curbside service or to deliver beer *or any alcohol-infused beverage or food product, ice cream or other frozen dessert containing alcohol, spirits, liquor, wine, high alcohol content beer or beer* to the consumer. (Ord. #13-04, May 2013, modified)

Section 8-310(9) Serve, sell, or allow the consumption on his premises of any alcohol-infused beverage or food product, ice cream or other frozen dessert containing alcohol, spirits, liquor, wine, high alcohol content beer or beer unless the following statements are prominently displayed on the printed menu (or, if no printed menus are used, on the menu board or sign setting forth the bill of fare) immediately adjacent to the listing of the item or items of alcohol-infused beverage or food product, ice cream or other frozen desserts containing alcohol, spirits, liquor, wine, high alcohol content beer or beer: (1). The sale of alcohol-infused beverage or food products, ice cream or other frozen desserts under the age of twenty-one is prohibited. (2) (Insert the name of the alcohol-infused beverage or food product, ice cream or frozen dessert) contain alcohol. (3) Notice: (Insert the name of the alcohol-infused beverage or food product, ice cream or frozen dessert) contains alcohol used as a flavoring and, as with any product that contains alcohol: (a) women should not consume alcohol during pregnancy because of the risk of birth defects; and (b) consumption of alcohol impairs your ability to drive a car or operate machinery, and may cause health problems.

Section 8-310(1) Serve, sell or allow the consumption on his premises of any alcohol-infused beverage or food product, ice cream or other frozen desserts containing alcohol, spirits, liquor, wine,

high alcohol content beer or beer by a person under the age of twenty-one.

Section 5. Severability

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

Section 6. Effective Date. BE IT FURTHER ORDAINED that this ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

First Reading: March 12, 2019
 Second Reading: March 26, 2019
 Third Reading: April 9, 2019

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

 A. Keith McDonald
 Mayor

ATTEST: _____
 Stefanie McGee
 City Clerk

HISTORY:

03/12/19 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
 Next: 03/26/19

City Attorney Ed McKenney explained that he is proposing the amendments because an existing ice cream/candy business would like to begin selling alcohol-infused ice cream flavors. Since the alcohol amount will be so small, it does not fall under the Tennessee Alcoholic Beverage Commission's jurisdiction.

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Mr. McKenney noted that the City doesn't approve these amendments, there would be no way to regulate the sale of such items.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/26/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Bartlett United Methodist Church 5K Run.



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

5676 Stage Road 38134
 Address Zip Code
April 20, 2019 8:00am - 1:00pm
 Dates of the Event Hours of the Event
Fund Raiser 5K Run/Walk
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Bartlett United Methodist Church
 Property Owner
Courtney Rhodes
 Special Event Permit Applicant Address of Applicant
901-647-7471
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☐ Letter of Permission
☒ Insurance
☐ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☐ Sign or Banner

☒ \$60.00 Special Event Fee
☒ \$4.00 Permit Issuing Fee

 Total

Courtney Rhodes
 Responsible Person

3/12/19
 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: aCrossTown 5K
 Location: Bartlett United Methodist Church
 Dates: April 20, 2019

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.)

- | | |
|---|--|
| <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	<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2				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	<i>Type 3 outdoor sales</i> 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		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		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		<i>Compliance with other regulations.</i> 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><thead><tr><th>Type of Special Event</th><th>Duration</th></tr></thead><tbody><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></tbody></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				<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		N/A	Limitations on signs.	Volunteers carry
23		N/A	Temporary arrangements for parking and traffic circulation.	
24		N/A	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		N/A	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	✓			Name and address of the applicant.	
30	✓			Names and address of the owner of the premises on which the proposed event is to be held.	
31			N/A	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	✓			Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35	✓			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			N/A	Location and number of proposed temporary public toilets.	
37			N/A	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38				Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		N/A	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)
03/08/2019

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	Peterson Insurance Services 8046 N Brother Blvd Suite 101 Bartlett, TN 38133	CONTACT NAME:	Gail Morris	
		PHONE (A/C, No, Ext):	901-302-4728	FAX (A/C, No):
		E-MAIL ADDRESS:	gail@peterson-insurance.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Southern Mutual Church Insurance Company		26468
		INSURER B: Benchmark Insurance Company		41394
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

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 GENL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER			SMP006751601	12/13/2018	12/13/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BA410078001	12/13/2018	12/13/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$ 0			UM001165201	12/13/2018	12/13/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
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	WC044-0033055-2018	10/01/2018	10/01/2019	☒ PER STATUTE ☒ OTHER 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)

RE: 5K run scheduled 04-20-2019 held at 5676 Stage Rd, Bartlett, TN 38134 City of Bartlett is named as additional insured in respects to described event.

CERTIFICATE HOLDER

CANCELLATION

City of Bartlett Fax 385-6434
 6382 Stage Road
 Bartlett, TN 38134

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

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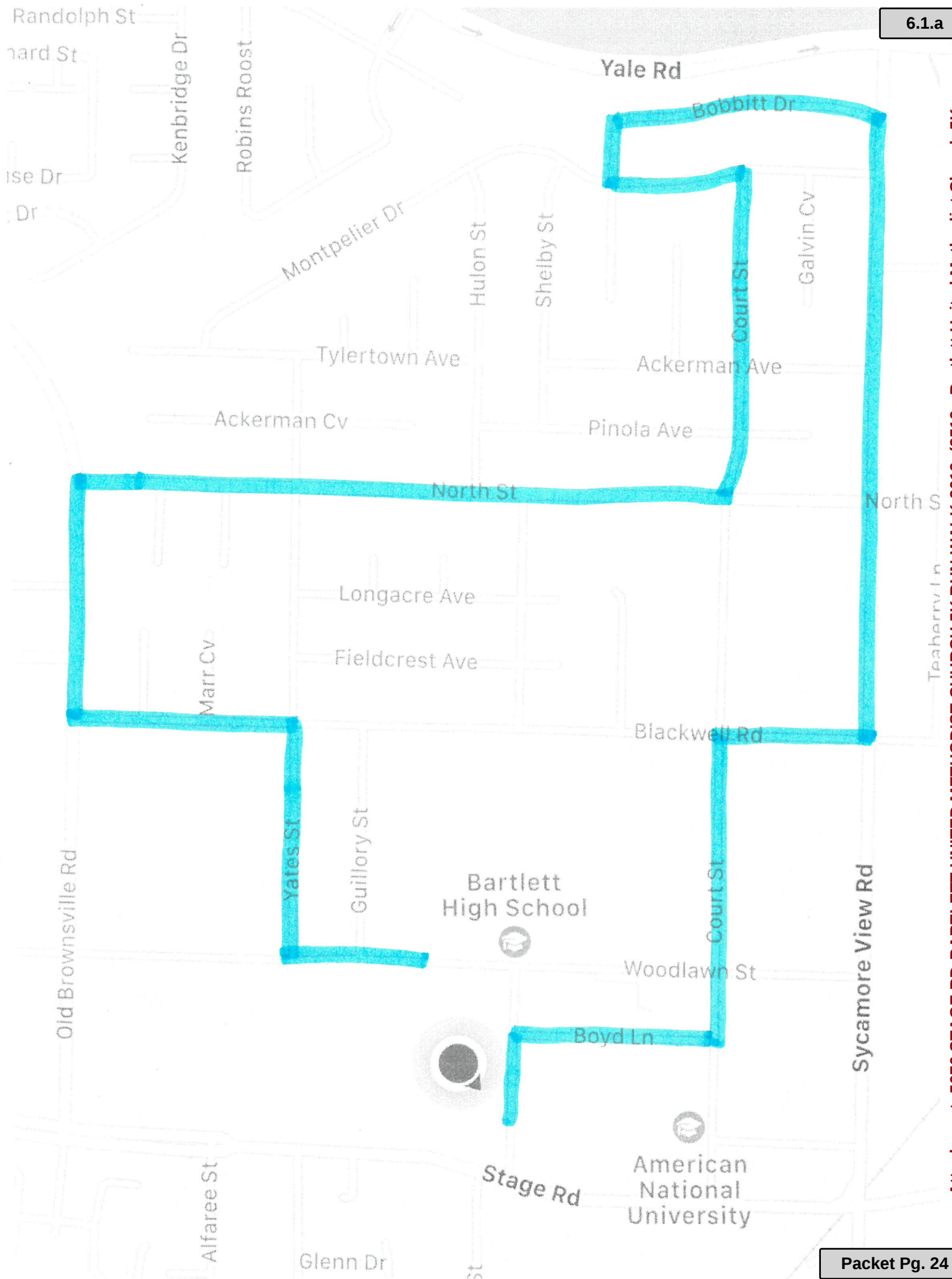
ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

Attachment: 5676 STAGE RD-BARTLETT UNITED METHODIST CHURCH 5K RUN-WALK-2019 (2519 : Bartlett United Methodist Church 5K

Narrative for Special Event Application

The race will begin at 9:00am and end around 10:30am. I will be doing set up/clean up from 6:00am-12:00pm. We typically have around 120 participants and around 30 volunteers for the race. The LEC at Bartlett UMC will be used for restrooms only. We have arrows, mile markers, and cones that will be around the course with volunteers to help aid the participants. All the standards and requirements in the permit application pertaining to the requested event have or will be met. The streets that we will running on are: Shelby Street, Woodlawn Street, Court Street, Blackwell Road, Sycamore View Road, Bobbitt Drive, Doberman Drive, Montpelier Drive, North Street, Old Brownsville Road, and Yates Street.



Courtney Rhodes

From: Chris Page <cpage@bartlettpolice.org>
Sent: Monday, March 11, 2019 5:27 PM
To: Courtney Rhodes
Subject: 5k

Courtney,

We will be happy to provide officers and assist with this race as we have in the past. I will get in touch with you as the race gets closer to make sure there isn't anything more needed from us.

If anything comes up, my cell and office numbers are listed below.

Have a great evening!

"Leadership is an attitude not a position."--Kevin Burns

Captain Christopher Page
Bartlett Police Department
3730 Appling Road
Bartlett, TN 38133
901-385-5529 ext. 2401 Office
901-828-6608 Cell
cpage@bartlettpolice.org

Courtney Rhodes

From: Darren Webb <dwebb@cityofbartlett.org>
Sent: Monday, March 11, 2019 2:53 PM
To: Courtney Rhodes
Subject: RE: aCrossTown 5k

Courtney,

I can certainly schedule an ambulance to be on-site for the event. However, the ambulance will remain in-service to respond to 911 calls if needed.

I will have them there at 8:45 on April 20, 2019 and list you as the Point of Contact. Unless the course has changed, I have the map from last year (there is no map attached to this email).

Since I only schedule the ambulances for the Fire Department, you will need to contact BPD Patrol Events to arrange PD personnel.

Thanks,

Cmdr. Darren Webb, EMT-P
 EMS Coordinator
 City of Bartlett Fire Department
 Emergency Medical Services
 2939 Altruria Road
 Bartlett, TN 38134

Office (901) 385-5536

dwebb@cityofbartlett.org



From: Courtney Rhodes [<mailto:crhodes@bartlettumc.org>]
Sent: Monday, March 11, 2019 2:17 PM
To: Darren Webb <dwebb@cityofbartlett.org>
Subject: aCrossTown 5k

Bartlett PD and Bartlett FD,

As required by the Special Event Permit for the City, I am contacting you about the possibility of having police and ambulance presence and assistance at our annual 5k race Saturday April 20th, 2019 at Bartlett United Methodist Church. You all have been gracious enough to help us for as long as this race has been happening and we cannot thank you enough for your support. The race will take place from 9am-11:30am. If we could have a few officers (4-5) assist us on

the course and traffic direction that would be incredible. We have also had an ambulance on site each year in case of an emergency. Please let me know if you have any questions or concerns. I will just need your permission and help in writing to submit with the application. I have attached the race course map to this email as well! Thank you and have a blessed day.

Courtney Rhodes
Director of Recreation Ministries
Bartlett United Methodist Church
5676 Stage Road
Bartlett, TN 38134
W: 901-386-2724
C: 901-647-7471
www.bartlettumc.org

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/26/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special seasonal event permit for Bartlett Station Farmers Market.



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

2629 Bartlett Blvd - Freeman Park
 Address

38134
 Zip Code

May 18 - Sept 21, 2019
 Dates of the Event

8:00 am - 12 pm
 Hours of the Event

Bartlett Station Farmers Market
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett
 Property Owner

Bartlett Station Commission 6400 Stage Rd. 38134
 Special Event Permit Applicant Address of Applicant

901-237-2599 901-372-9457 BACC
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

- ☒ Letter of Permission
☒ Insurance
☐ Tents (Fire Retardant letter included)
☐ Special Event Checklist
☐ Map
☒ Sign or Banner

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

 Total

Kathy Carl / D. Belincan 3/13/19 2/15/19
 Responsible Person 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.

Attachment: 2629 BARTLETT BLVD-FARMERS MARKET 2019 (2518 : Bartlett Station Farmers Market)

Special Event Checklist

Event: Bartlett Station Farmers Market
 Location: 2629 Bartlett Blvd. Freeman Park
 Dates: May 18 - Sept. 21, 2019
 Type of special event: (Check one.)

- | | |
|--|---|
| <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 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 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 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> |

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

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

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1			✓	<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			✓	For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		✓		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		✓		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

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

	Sub- mitted ✓ or X	OK	N/A		Comments
12			✓	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		✓		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			✓	<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				<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.	Parks Dept. Vendor required
16		✓		<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17				<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.	1 additional trash can
18		✓		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		✓ ✓		<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	✓			<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.	<i>Barricades to close market area to traffic are available to the manager</i>
21		✓		<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	<i>Vendor requirement of 1mil</i>

Conditions

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

	Required ✓ or X	N/A		Comments
22	✓		Limitations on signs.	
23	✓		Temporary arrangements for parking and traffic circulation.	
24	✓		Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25	✓		Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		✓	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28	✓		Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least ten (10) days prior to the requested start date of any special event.

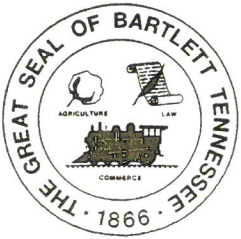
The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29				Name and address of the applicant.	
30				Names and address of the owner of the premises on which the proposed event is to be held.	
31				Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32				Description of the site on which the proposed event is to be held.	
33				Date of the proposed event.	
34				A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35				A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36				Location and number of proposed temporary public toilets.	
37				Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38				Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

	OK ✓ or X	N/A		Comments
39			A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41			An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42			The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43			b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44			c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45			d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, CPRP, Parks Direc.

March 1, 2019

City of Bartlett
Code Enforcement
6462 Stage Road
Bartlett, TN 38134

The Bartlett Station Commission has requested the use of W. J. Freeman Park for their Farmer's Market in 2019. The location for their event will be in the parking lot and grass area at the rear of the park. The Farmers Market will be held each Saturday from sunrise until 12:00 p.m. from May 18, 2019, until September 21, 2019.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Shan Criswell
City of Bartlett Parks & Recreation Director

Attachment: 2629 BARTLETT BLVD-FARMERS MARKET 2019 (2518 : Bartlett Station Farmers Market)



FARMERS MARKET





Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 03/26/19 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Glen Williamson

Bid for three 2019 Dodge Durango SUVs.

On February 21, 2019 an ad was placed in *The Daily News*. On March 7, 2019, the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

TTC Chrysler Dodge Jeep Ram	\$28,329.36 each, \$84,988.08 Total
Freeland Automotive	\$29,170.00 each, \$87,510.00 Total
Humboldt Chrysler Dodge Jeep Ram	\$29,067.00 each, \$87,201.00 Total
Wilson Motors	\$38,083.80 each, \$114,251.40 Total

We recommend the bid be awarded to TTC CDJR for a total price of \$84,988.08 Total.

Funds are available in Account 311.48311.785.20319.

Thank you for your consideration.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 03/26/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Department Head: Dick Phebus

AGENDA ITEM

**Credit limit increase on corporate VISA card with First
Tennessee Bank.**

THIS SECTION APPLIES TO: BIZESSENTIALS® LINE ACCOUNT(S), THE BUSINESS VISA CARD AND/OR THE CORPORATE VISA CARD

State of Company Tennessee

RESOLVED, that the Company shall indemnify and hold First Tennessee harmless from and against all losses, costs, damages, causes of actions, and expenses (including reasonable attorneys' fees and litigation and arbitration costs) arising out of or in connections with First Tennessee's reliance on any of these Resolutions.

Title	Printed Name	Signature
Mayor	A. Keith McDonald	
CAO	Mark Brown	
Finance Director	Dick Phebus	
Finance Manager	Kristi Francavilla	

WITNESS my hand this 26th day of March, 2019

CONFIRMATION: If these resolutions authorize the Secretary to borrow, please confirm below with another Designee's signature.

Confirmation Signature	Confirmation Name	Confirmation Title
------------------------	-------------------	--------------------

 Company Date _____

Attachment: BusinessCreditAppResolution3-26-19 (2522 : VISA Card Credit Increase)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 03/26/19 07:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Proposal for employee compensation study.

On February 8, 2019 an ad was placed in *The Daily News*. On March 1, 2019 the City received three acceptable proposals, which were reviewed and individually scored by three City Employees. Composite scores are listed in the table below and were used to make this recommendation to the Board of Mayor and Aldermen.

Proposals were received from the following companies:

Company	Composite Score
Burris, Thompson & Associates	95.00
F & H Solutions Group	82.33
Management Advisory Group	82.67

We recommend the proposal be awarded to Burris, Thompson & Associates with an overall composite score of 95.00.

Cost of compensation study not to exceed \$29,025.00. Funds are available in Account 110.41100.897.

Thank you for your consideration.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/26/19 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for February 2019.

FINANCIAL REPORT

Attachment: Feb19FinRprt (2523 : Treasurer's Report for February 2019.)



City of Bartlett -- Financial Summary For The Period Ending February 28, 2019



	FY 2018 Audited Actual	FY 2019 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2018	Year-to-Date Actual FY 2019	Increase/ Decrease in \$	Percent of FY 2018 Actual	Percent of FY 2019 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,033,438	\$ 7,671,514	\$ 638,076	\$ 4,564,189	\$ 4,720,699	\$ 156,511	64.89%	61.54%	-3.36%
Public Safety	26,002,682	27,266,139	1,263,457	17,479,599	18,287,083	807,484	67.22%	67.07%	-0.15%
Public Works	5,917,177	6,322,309	405,132	3,813,610	4,044,949	231,339	64.45%	63.98%	-0.47%
Parks and Recreation	5,509,240	5,775,044	265,804	3,678,432	3,704,856	26,424	66.77%	64.15%	-2.62%
Performing Arts	694,404	692,073	(2,331)	465,359	426,995	(38,364)	67.02%	61.70%	-5.32%
Transfers & Other Gen. Fund Items	7,078,856	6,534,019	(544,837)	6,457,522	6,662,260	204,738	91.22%	101.96%	10.74%
Total General Fund Expenditures	\$ 52,235,798	\$ 54,261,098	\$ 2,025,300	\$ 36,458,711	\$ 37,846,842	\$ 1,388,132	69.80%	69.75%	-0.05%
General Fund Revenues									
Property Taxes	\$ 25,476,449	\$ 26,095,000	\$ 618,551	\$ 24,560,608	\$ 24,943,353	\$ 382,746	96.41%	95.59%	-0.82%
Local Taxes	12,904,189	13,565,418	661,229	6,775,060	6,839,814	64,754	52.50%	50.42%	-2.08%
Building and Development Fees	1,755,784	1,816,700	60,916	1,089,839	940,417	(149,422)	62.07%	51.77%	-10.31%
Intergovernmental	6,221,427	6,141,000	(80,427)	2,931,474	3,047,020	115,546	47.12%	49.62%	2.50%
Charges for Services	4,276,451	4,238,830	(37,621)	2,514,016	2,688,609	174,593	58.79%	63.43%	4.64%
Court Charges	1,983,487	1,965,000	(18,487)	1,271,120	1,211,516	(59,604)	64.09%	61.65%	-2.43%
Other Revenue	492,679	439,150	(53,529)	330,319	316,727	(13,592)	67.05%	72.12%	5.08%
Total General Fund Revenues	\$ 53,110,467	\$ 54,261,098	\$ 1,150,631	\$ 39,472,436	\$ 39,987,456	\$ 515,020	74.32%	73.69%	-0.63%
Special Revenue Funds									
Street Aid Fund	\$ 1,524,326	\$ 2,475,000	\$ 950,674	\$ 911,181	\$ 1,440,368	\$ 529,187	59.78%	58.20%	-1.58%
Solid Waste Fund	6,187,894	6,614,577	426,683	4,360,571	4,540,979	180,408	70.47%	68.65%	-1.82%
General Improvement Fund	710,168	768,800	58,632	559,012	585,649	26,637	78.72%	76.18%	-2.54%
Drug Enforcement Fund	219,291	473,500	254,209	149,560	146,783	(2,777)	68.20%	31.00%	-37.20%
DEA Enforcement Fund	21,736	279,200	181,881	10,402	185,242	174,841	47.85%	66.35%	18.49%
Drainage Control Fund	97,319	120,526	23,207	67,394	66,843	(551)	69.25%	55.46%	-13.79%
Park Improvement Fund	55,000	16,936	(38,064)	55,000	16,936	(38,064)	0.00%	100.00%	100.00%
Grant Funds	1,710,951	0	(1,710,951)	224,283	570,801	346,518	13.11%	0.00%	-13.11%
Special Revenue Funds - Expenditures	\$ 10,526,686	\$ 10,748,539	\$ 221,853	\$ 6,337,403	\$ 7,553,601	\$ 1,216,198	60.20%	70.28%	10.07%
Special Revenue Funds - Revenues	\$ 10,678,972	\$ 10,748,539	\$ 69,567	\$ 5,806,630	\$ 6,341,327	\$ 534,697	54.37%	59.00%	4.62%
Utility Fund									
Total Utility Operations	\$ 7,062,392	\$ 9,812,225	\$ 2,749,833	\$ 5,051,296	\$ 6,949,019	\$ 1,897,723	71.52%	70.82%	-0.70%
Total Utility Debt Expenses	1,305,257	1,356,519	51,262	1,248,169	1,247,594	(575)	95.63%	91.97%	-3.66%
Total Utility Expenses	\$ 8,367,649	\$ 11,168,744	\$ 2,801,095	\$ 6,299,466	\$ 8,196,614	\$ 1,897,148	75.28%	73.39%	-1.89%
Total Utility Revenues	\$ 8,503,886	\$ 11,168,744	\$ 2,664,858	\$ 5,691,037	\$ 5,769,606	\$ 78,569	66.92%	51.66%	-15.26%
Debt Service Fund									
Total Debt Service Expenditures	\$ 8,116,874	\$ 8,471,401	\$ 354,527	\$ 8,009,371	\$ 8,363,722	\$ 354,351	98.68%	98.73%	0.05%
Total Debt Service Revenues	\$ 11,281,685	\$ 8,471,401	\$ (2,810,284)	\$ 9,337,207	\$ 6,631,681	\$ (2,705,526)	82.76%	78.28%	-4.48%
Total Expenditures	\$ 79,247,007	\$ 84,649,782	\$ 5,402,775	\$ 57,104,950	\$ 61,960,779	\$ 4,855,830	72.06%	73.20%	1.14%
Total Revenues	\$ 83,575,009	\$ 84,649,782	\$ 1,074,773	\$ 60,307,310	\$ 58,730,069	\$ (1,577,240)	72.16%	69.38%	-2.78%

Attachment: Feb19FinRprt (2523 : Treasurer's Report for February 2019.)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2524)

Meeting: 03/26/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2524

Resolution 03-19, a resolution to amend the Fiscal Year 2019 Capital Improvement Program budget to provide funding for city shop survey and design.

WHEREAS, the Board of Mayor and Aldermen did amend the Capital Improvements Program budget for Fiscal Year 2018 on July 25, 2017 which included appropriations for the land acquisition for a new maintenance shop; and

WHEREAS, the City of Bartlett now requires additional appropriations for that project to cover survey and design costs of the project; and

WHEREAS, after discussions with administration and finance staff, it has been determined the expense for survey and design work should be funded by transfers from other CIP projects which have excess funds available;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the FY 2019 Capital Improvements Program budget is amended to appropriate an additional \$250,000 for the City Shop Project as follows:

Account #	Increase	Decrease
311.48311.391710.41415		\$246,918.11
311.48311.391710.100		\$1,866.35
311.48311.36700.100		\$1,215.54
311.48311.780.41415		\$246,918.11
311.48311.780.100		\$3,081.89
311.48311.772.310	\$250,000.00	
311.48311.391710.310	\$248,784.46	
311.48311.36700.310	\$1,215.54	

Adopted this day of March 26, 2019

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2520)

Meeting: 03/26/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2520

Resolution 09-19, a resolution to amend the Fiscal Year 2019 Bartlett City Schools Education Capital Project Fund and General Purpose School Fund.

WHEREAS, the Board of Mayor and Aldermen is required to approve the Bartlett City Board of Education General Purpose School Fund budget and other School Special Revenue Fund budgets, as amended; and

WHEREAS, the Bartlett City Board of Education, using Resolution 6-6, has approved a budget amendment to its Fiscal Year 2019 Education Capital Projects Fund and its FY19 General Purpose School Fund on February 28, 2019 which is labeled Exhibit A and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the amendments to the FY2019 Education Capital Projects Fund Budget and the FY2019 General Purpose School Fund of the Bartlett City Board of Education are approved.

Adopted this day of March 26, 2019

W.C. Pleasant, Register to the

Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk



RESOLUTION 6-6

A RESOLUTION TO APPROVE THE PLANNED USE OF GENERAL FUND BALANCE AND TO AMEND THE 2018-2019 FISCAL YEAR EDUCATIONAL CAPITAL PROJECTS FUND OF THE BARTLETT CITY SCHOOLS.

WHEREAS, Tennessee Code Annotated §49-2-203(a)(10)(A)(i) requires the Bartlett City Board of Education to direct the Superintendent and the Chair to prepare a budget on forms furnished by the Commissioner, and when the budget has been approved by the Board, to then submit that budget to the Bartlett Board of Mayor and Aldermen for their approval; and

WHEREAS, these amendments to the Education Capital Projects Fund Budget change the total amount of the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION:

Section 1. That the Education Capital Projects Fund Budget for the 2018-2019 school year for the Bartlett City Schools as presented in official budget documents is hereby amended by reference in the following amounts:

2018-19 GENERAL PURPOSE FUND BUDGET FUND BALANCE	\$27,219,609
General Purpose Fund Balance is amended in the following category:	
141-34555-00000-000-0000-0000 Fund Balance is amended from \$27,219,609 to \$25,019,609	(\$2,350,000)
Amended General Purpose Fund Balance	\$24,869,609
2018-19 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	\$66,529,807
Revenues are amended in the following categories:	
177-49800-00000-000-0000-5018 Transfers In from General Fund – BHS Renovations is amended from \$0 to \$1,600,000	\$1,600,000
177-49800-00000-000-0000-5019 Transfers In from General Fund – Baseball Training Facility is amended from \$0 to \$500,000	\$500,000

177-49800-00000-000-0000-5039 Transfers In from General Fund – Altruria Asphalt Repairs is amended from \$0 to \$1000,000	\$100,000
177-44990-00000-000-0000-5049 Transfers In from General Fund – BHS HVAC Rooftop Units is amended from \$0 to \$150,000	\$150,000
Amended 2018-19 Education Capital Project Fund Budget Revenues	\$68,879,807
2018-19 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	\$66,529,807
Expenditures are amended in the following categories:	
177-91300-71100-000-0000-5018 Education Capital Projects – Furniture and Fixtures is amended from \$0 to \$1,600,000	\$1,600,000
177-91300-30400-000-0000-5019 Education Capital Projects – Architect is amended from \$0 to \$5,750	\$5,750
177-91300-32100-000-0000-5019 Education Capital Projects –Engineering Services is amended from \$0 to \$12,000	\$12,000
177-91300-70600-000-0000-5019 Education Capital Projects – Building Construction is amended from \$0 to \$482,250	\$482,250
177-91300-39900-000-0000-5039 Education Capital Projects – Other Contracted Services is amended from \$0 to \$100,000	\$100,000
177-91300-71200-000-0000-5049 Education Capital Projects – Heating & Air Conditioning Equipment is amended from \$0 to \$150,000	\$150,000
Amended 2018-19 Education Capital Project Fund Budget Expenditures	\$68,879,807

Section 2. That the budget documents required by law will be amended and submitted as required for approval to the Bartlett Board of Mayor and Aldermen, and, upon approval, shall be submitted as required to the State of Tennessee.

Section 3. That this resolution shall become effective February 28, 2019 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of February 2019.

Shirley Jackson, Chairman
Bartlett City Board of Education

Dr. David A. Stephens, Superintendent
Bartlett City Board of Education

APPROVED AS TO FORM:
Kari Shoopman, General Counsel