



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 25, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Mayor A. Keith McDonald

FUTURE MEETINGS

Bartlett Station Commission, April 2 at 7:30 a.m.

City Beautiful Commission, April 3 at 7 p.m.

Family Assistance Commission, April 7 at 6 p.m.

Planning Commission, April 7 at 7 p.m.

RECOGNITIONS

Two Boy Scouts from Troop 335 were recognized by the Board for attending the meeting as part of earning their Communications Merit Badge.

2013 Employees of the Year

Personnel Director Peter Voss and Chief Administrative Officer Mark Brown presented awards for the 2013 Employees of the Year.

Police Department - Patrolman Dustin Stewart

Fire Department - Driver Jeremy Carver

Public Works Department - Field Supervisor Martin Perez

Parks and Recreation Department - Field Supervisor James Draffin

Engineering Department - Stormwater Coordinator Don Fent

(This fifth category is a combination of the City's smaller departments - Administration, Codes, Engineering, Personnel, Planning.)

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

As required by Codified Ordinance 5-113, Mayor McDonald announced an operational emergency expenditure by the Police Department for two hot water heaters for the Justice Center. Cordova Plumbing was awarded the bid, with the lowest cost of \$15,846.

MINUTES ACCEPTANCE**Minutes of the March 11, 2014 Board of Mayor and Aldermen Regular Meeting**

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

CONSENT AGENDA

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

- 1 Special event permit for Applling Middle School Spring Fling. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 5 from 3 to 7 p.m. at the school. The rain date is April 12.
- 2 Special event permit for Bartlett Baptist Church Easter Egg Hunt. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 19 from 12 to 2 p.m. on the church campus.
- 3 Special event permit for Ellendale Baptist Church Easter Egg Hunt. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 19 from 10:30 a.m. to 1 p.m. on the church campus.
- 4 2014 Softball and Baseball tournament requests. (David Thompson, Director of Parks and Recreation)**
- 5 Bid for one 2014 F250 XL with Super Cab Pickup with eight-foot bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Country Ford at a cost of \$31,000. Funds are available in 510.51300.935.
- 6 Bid for one 7050 GVWR 2014 Super Cab Pickup with 6.5' Bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Golden Circle Ford at a cost of \$20,705.00. Funds are available in 311.48311.785.30714.
- 7 Bid for one 2014 72" deck Kubota zero-radius mower. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lower bid from Wooten Tractor at a cost of \$13,008.00. Funds are available in 311.48311.785.30714.

8 Bid for one 2014 F350 XL with Crew Cab Pickup and a 9' Utility Bed. (Bill Yearwood, Director of Public Works)

Recommend accepting the lowest bid from Beaman Automotive at a cost of \$39,850.00. Funds are available in account 510.51300.935.

9 Contract with A2H to provide engineering services for the installation of one new water well. (Rick McClanahan, Director of Engineering)

Recommend approving contract with A2H for surveying and engineering services to install one new water well and provide specifications to abandon three wells. The proposed cost is \$46,600. Funds are available in 312.48312.772.719.

10 Contract with A2H for engineering services regarding repair of Water Filter 3. (Rick McClanahan, Director of Engineering)

Recommend approving contract with A2H for engineering services to design an appropriate repair, creation of bid documents, and administration of project. The proposed cost is \$17,800. Funds are available in 510.51200.945.

11 Planning Commission Report for March 2014. (Terry Emerick, Director of Planning and Economic Development)

Item 1 - Construction plan for Cross Subdivision was approved with conditions.

Item 2 - Final plan for Cross Subdivision was approved with conditions.

Item 3 - Special use permit for convenience store and general auto repair was approved with conditions.

Item 4 - Subdivision of Kate Hyde-64 Subdivision was approved with conditions.

Item 5 - Site plan for Kate Hyde-64 Subdivision was approved with conditions.

12 Treasurer's Report for February 2014. (Dick Phebus, Director of Finance)

Adopted budget expenditures	\$62,822,095
Year-to-date expenditures	\$42,416,820
Adopted budget revenues	\$62,822,095
Year-to-date revenues	\$45,959,593

NEW BUSINESS

I Appoint Anna Stanford to Bartlett City Beautiful Commission. (A. McDonald, Mayor)

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

2 Set a public hearing for April 22, 2014 for Resolution 06-14, a Resolution Approving a Special Use Permit for a Convenience Store with Gas Sales and to operate a General Automobile Repair Shop at 5735 Stage Road within the "C-G" General Business Zoning District. (Terry Emerick, Director of Planning and Economic Development)

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

3 Resolution 09-14, a resolution to donate surplus personal property to the Town of Mason, Tennessee. (Gary Rikard, Chief of Police)

Chief Rikard said the City will be giving two Ford Crown Victoria vehicles to the Town of Mason. The vehicles have been deemed surplus due to excessive mileage.

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

OPEN DISCUSSION

Alderman Elliott announced City Beautiful Commission Plant Sale from April 11 to 13. This event is a fundraiser for the Commission.

ADJOURNMENT

Meeting adjourned at 7:22 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 11, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Alderman David Parsons

FUTURE MEETINGS

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

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

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

Design Review Commission, March 18 at 7 p.m.

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

RECOGNITIONS

Certificates of Commendation for Lieutenant Frederick A. Johnson, Firefighter Timothy N. Peyton, and Firefighter Calvin "J.R." Vickers

Fire Chief Terry Wiggins explained that a unit was called to a structure fire on January 21. Dispatch said the owners' pets might still be in the house. Once the crew was on scene, they were informed that one of the residents was still in the structure. After searching through several smoke-filled rooms, Lt. Fred Johnson and Firefighter Timothy Peyton found the woman, who was trapped in the room where the fire originated. Once they removed her from the room, they handed her to Firefighter J.R. Vickers who carried her down the stairs and out of the house. On behalf of Mayor McDonald, Vice Mayor Young awarded each of these men with a Certificate of Commendation for their rescue and fire suppression efforts.

Minutes Acceptance: Minutes of Mar 11, 2014 7:00 PM (MINUTES ACCEPTANCE)

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

MINUTES ACCEPTANCE

Minutes of the February 25, 2014 Board of Mayor and Aldermen Regular Meeting

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

CONSENT AGENDA

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

- 1 Special event permit for St Ann/St Vincent DePaul Yard Sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 15 from 7 a.m. to 1 p.m. at St. Ann Church.
- 2 Bid for Wide Format Scanner/Plotter. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lowest net bid for one Oce' 360 Plotwave Multi-Function System to Rj Young in the amount of \$16,843.00. Funds are available in 123.48123.264.
- 3 Bid for one 2014 Ford F-150 XL truck. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lowest, statewide bid from Golden Circle Ford for one 2014 Ford F-150 XL truck in the total amount of \$18,246.88. Funds are available in Account 311.48311.785.42012.
- 4 Contract Amendment for the Fletcher Creek Greenway Project. (Rick McClanahan, Director of Engineering)**
Recommend approving the amended contract with TDOT for the design and construction of Fletcher Creek Greenway, Phase I. The City's portion for this phase will amount to \$240,000 in future years.
- 5 Proposal for Survey and Engineering design for Fletcher Creek Greenway, Phase I. (Rick McClanahan, Director of Engineering)**
Recommend approving the proposed survey and engineering design for Fletcher Creek Greenway, Phase I from Barge Waggoner Sumner and Cannon at a cost to the City of \$20,000. Funds are available in 311.48311.772.451.

Minutes Acceptance: Minutes of Mar 11, 2014 7:00 PM (MINUTES ACCEPTANCE)

6 Artist contract for 2014-2015 BPACC Season. (Ron Jewell, Director of BPACC)

Request approval of contract with Charlie Daniels Band in the amount of \$35,000.

NEW BUSINESS

1 Appoint Sam Thompson to Parks and Recreation Advisory Board. (A. McDonald, Mayor)

Sam Thompson will complete Richard Cobb's term. The term will expire December 31, 2015.

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

2 Resolution 07-14, a resolution to accept additional reimbursement from Shelby County 911 Emergency Communications District in an amount up to \$181,500 and to amend the Fiscal Year 2014 Grants Budget to appropriate the funds and authorize the purchase of equipment. (Dick Phebus, Director of Finance)

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

3 Resolution 08-14, a resolution to appropriate funds for Bartlett City Schools for startup costs from April to June 2014. (David Stephens, Superintendent)

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

OPEN DISCUSSION

Rick McClanahan, Director of Engineering announced a public hearing for March 17 regarding a disaster grant for damage of the 2011 storm. Funds will be used on possible projects needed as a result of storm damage.

Alderman Elliott asked about the progress of the traffic light installation at Memphis-Arlington and Altruria. Mr. McClanahan stated that letters are being sent to property owners to acquire the right-of-ways needed. Then the City will make offers for the right-of-ways, and the project will go to bid.

Alderman Parsons asked Superintendent David Stephens to talk about the schools' open house. Supt. Stephens stated that enrollment night for Bartlett City Schools will be held Tuesday, March 18 and Thursday, March 20. This event should remove a lot of the paperwork from registration at the beginning of the school year. These events will allow the Bartlett school system to obtain how many students will attend each of its 11 schools beginning in August 2014. Open enrollment forms will be available for students who reside outside Bartlett's city limits. Supt.

Stephens noted that there are 700 students currently attending Bolton High School who live within Bartlett's city limits and will be zoned for Bartlett High beginning in August 2014.

Alderman Parsons asked when the school system would begin hiring teachers, and Supt. Stephens expects teachers to be able to apply online in early April.

ADJOURNMENT

Meeting adjourned at 7:21 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Mar 11, 2014 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

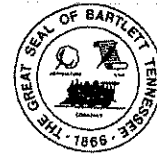
6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/25/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Appling Middle School Spring Fling.

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



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

Address 3700 Appling Road Bartlett Zip Code 38133
 Dates of the Event Saturday, April 5, 2014 Hours of the Event 3pm - 7pm Rain date April 12th
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction) Public Attraction
 Property Owner Shelby County Schools
 Special Event Permit Applicant Appling Middle School Address of Applicant 3700 Appling Road, Bartlett
 Phone Number 901-373-1410 / Jan Jones - contact - 901-484-4416 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

Responsible Person Jan Jones 901-484-4416 Date 2-26-14

****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: Appling Middle School Spring Fling (2014) (1199 : Appling Middle School Spring Fling)

Special Event Checklist

Event: Appling Middle School Spring Fling
 Location: 3700 Appling Road
 Dates: April 5, 2014
 Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		✓		<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			✓	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.	
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.	
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.	
21	✓			<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

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

	Required ✓ or X	N/A		Comments
22		✓	Limitations on signs.	no banners
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.	building open
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.	building open
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.	

February 27, 2014

Board of Mayor and Aldermen:

Appling Middle School requests your permission to host "Appling's Spring Fling" on Saturday, April 5, 2014. The event would take place on the school lawn from 3 p.m. to 7 p.m..

During our Spring Fling, we will showcase the talent of our choirs, bands, cheerleaders and other selected students. We will provide booths for home-based businesses to rent and sell their products. We will have various school booster clubs selling baked goods, food and drinks.

We will provide free face painting and blow-ups for the children in attendance.

We will recruit local businesses whose target audiences would be parents of pre-teens to partner with us and provide free, helpful information.

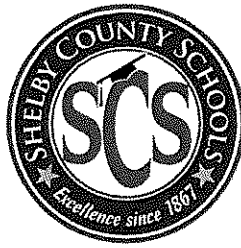
We will host a 1 mile Wildcat Walk around the track located behind/beside the school. This walk will be open to all participants free of charge.

We envision "Appling's Spring Fling" to be a fun event that draws parents, students, and local businesses to our campus to build community and celebrate the good things and great people of Appling.

We would appreciate your permission to move forward with this event.

Thank you,

Jan Jones
PTSA Special Projects
Appling Middle School

**DEPARTMENT OF RISK MANAGEMENT**

160 S. Hollywood • Memphis, TN 38112 • (901) 416-5515 • Fax (901) 416-1483 • www.scsk12.org

February 21, 2014

Mr. Jim Brown
City of Bartlett Code Enforcement
6382 Stage Road
Bartlett, TN 38134

Re: Shelby County Schools General Liability Insurance

Dear Mr. Brown:

Please accept this letter as evidence of financial responsibility regarding general liability insurance. Shelby County Schools is self funded for general liability insurance. SCS is governed in accordance with the Governmental Tort Liability Act (GTLA) T.C.A. 29-20-101.

Should you have any questions do not hesitate to contact me.

Sincerely,

R. Anthony Krone
Risk Manager

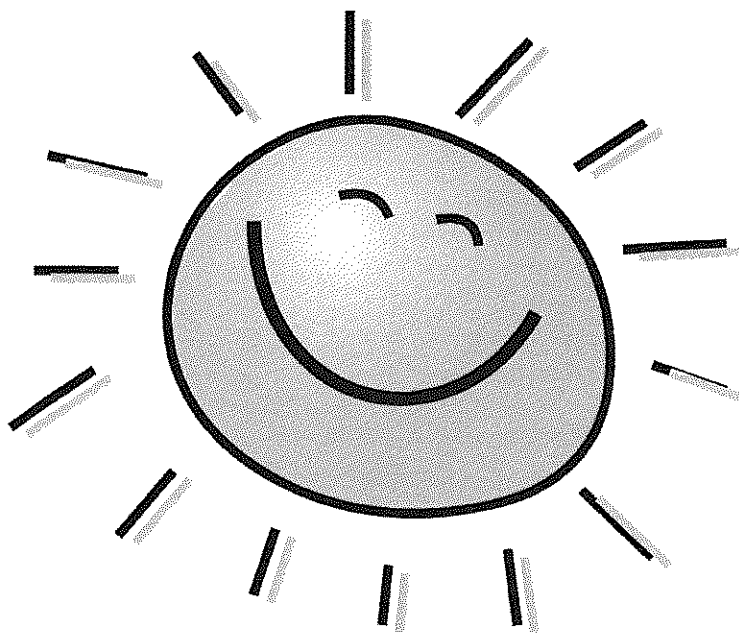
Attachment: Applying Middle School Spring Fling (2014) (1199 : Applying Middle School Spring Fling)

SAVE THE DATE

APPLING MIDDLE SCHOOL

SPRING FLING

SATURDAY, APRIL 5, 2014



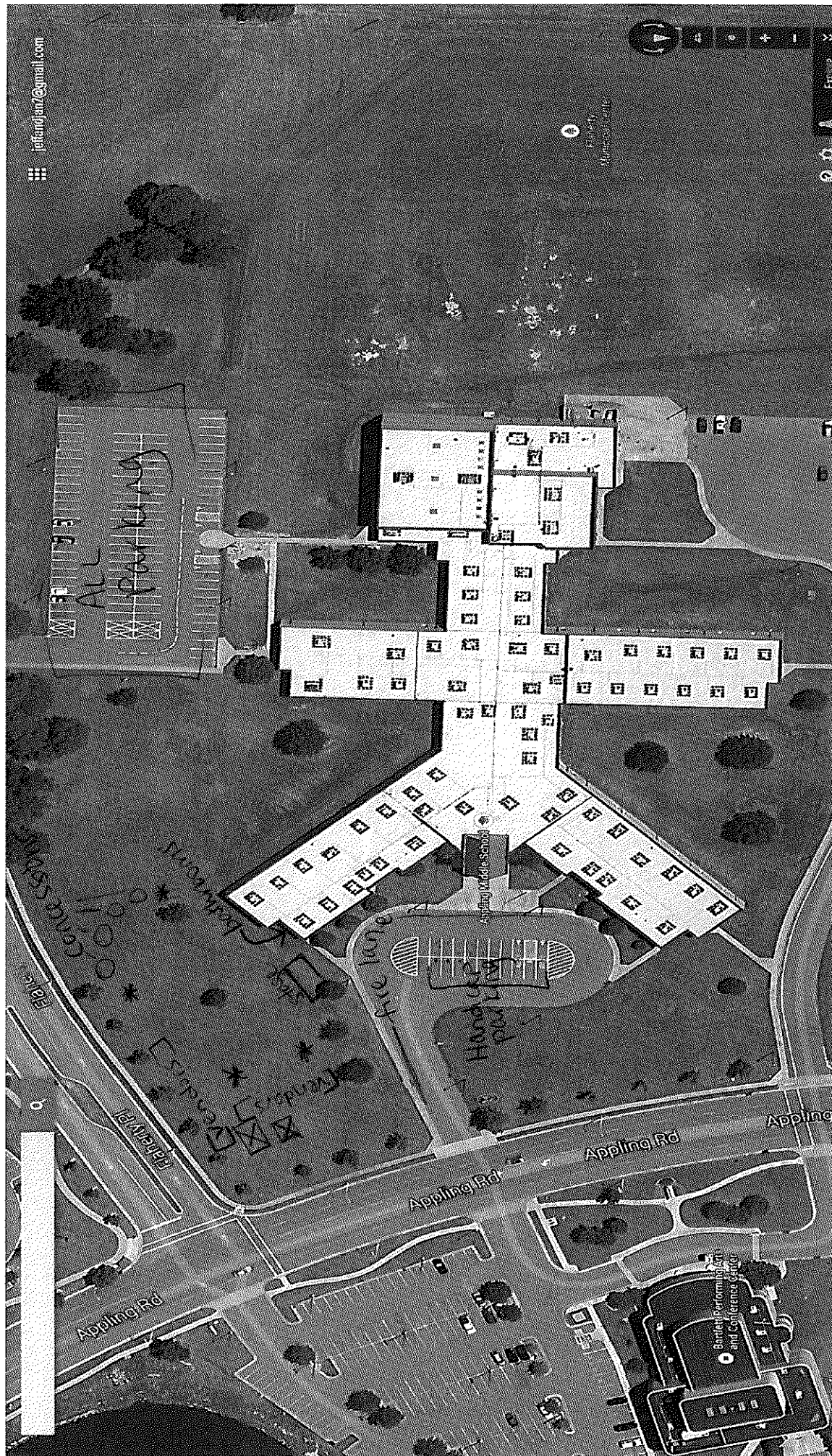
3 pm-7 pm
Appling Side Lawn
Wildcat Walk begins at 4pm
1 mile walk/run

Entertainment provided by:
Appling Choirs
Appling Bands
Appling Strings
Appling Students

Free inflatables!
Concessions will be sold by various booster clubs!
You can support Appling parents' home based businesses:
Pampered Chef, Thirty One, Avon, Mary Kay, Jewelry

Bring a lawn chair! Invite a friend!
Hope to see you as we celebrate Appling Middle School!

- concessions
- * garbage cans
- stage area/no structure
- bathrooms inside
- ☒ inf latable



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/25/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

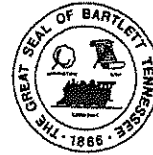
Special event permit for Bartlett Baptist Church Easter Egg Hunt.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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



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

3465 Kirby Whitten Pkwy
Address

38135
Zip Code

April 19, 2014
Dates of the Event

12-2pm
Hours of the Event

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

Bartlett Baptist Church
Property Owner

Bartlett Baptist Church - Laura Hassler 3465 Kirby Whitt
Special Event Permit Applicant Address of Applicant

901-333-3369
Phone Number

901-380-7480
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

\$64.00 Total

Laura Hassler
Responsible Person

3/10/14
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: Bartlett Baptist Church Egg Hunt (2014) (1200 : Bartlett Baptist Church Egg Hunt)

Special Event Checklist

Event: Bartlett Baptist Church Egg Hunt
 Location: 3405 Kirby Whitten Bartlett 38135
 Dates: April 19, 2014

Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		✓		<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			✓	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.	
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.	
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.	
21	✓			<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

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

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

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30	✓			Names and address of the owner of the premises on which the proposed event is to be held.	
31	✓			Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	✓			Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35	✓		✓	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.	



CERTIFICATE OF LIABILITY INSURANCE

DATE 6.2.a
3/5/2014

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 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 Insight Risk Management, LLC Menard, Gates & Mathis, Inc. 6401 Poplar Ave, Suite 250 Memphis TN 38119		CONTACT NAME: Judy Graves PHONE (A/C No. Ext): (901) 761-3100 E-MAIL ADDRESS: jgraves@mgm-ins.com FAX (A/C No.): (901) 763-0229	
INSURED Bartlett Baptist Church, Inc. 3465 Kirby Whitten Road Bartlett TN 38135		INSURER(S) AFFORDING COVERAGE INSURER A: Hanover Insurance Group INSURER B: Hanover American INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 36064	

COVERAGES **CERTIFICATE NUMBER:** CL1412805085 **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ZZ5940703902	12/14/2013	12/14/2014	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						GENERAL AGGREGATE \$ 3,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 3,000,000
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						
B	☒ UMBRELLA LIAB			UH5940695002	12/14/2013	12/14/2014	EACH OCCURRENCE \$ 2,000,000
	☒ EXCESS LIAB						AGGREGATE \$ 2,000,000
	☒ RETENTION \$ 10,000						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

RE: Easter Egg Hunt

Date of Event: 4/19/2014

Hours of Event: 12-3:00 PM

CERTIFICATE HOLDER

CANCELLATION

City of Bartlett
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

Joe Evans/JUDY

Easter Egg Hunt

April 19th 12:00PM

Toddlers-5th Grade

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/25/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Ellendale Baptist Church Easter Egg Hunt.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** David Parsons, Alderman**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



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



3861 Broadway Rd, Ellendale 38029
 Address Zip Code

Saturday, April 19th, 2014 10:30-1:00
 Dates of the Event Hours of the Event

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

Ellendale Baptist Church
 Property Owner

Lynn Butler (Ellendale B.C.) Same
 Special Event Permit Applicant Address of Applicant

901-386-4676 901-386-1096
 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
64.00 Total

Danu Parham
 Responsible Person

3-18-14
 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: ELLENDALE BAPTIST CHURCH EASTER EGG HUNT (2014) (1206 : Ellendale Baptist Church-Easter Egg Hunt)

Special Event Checklist

Event: Easter "Eggstravaganza"
 Location: Ellendale Baptist - Shepherds Field
 Dates: Saturday, 4-19-14

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 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> |
|---|---|

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> |
|---|--|

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			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		<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><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		✓	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			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.	



Rev. Lynn Butler
Minister of Education and Outreach

March 17, 2014

To Whom It May Concern:

Ellendale Baptist Church will sponsor an Easter Egg Hunt at EBC's Shepherd's Field for the Bartlett community on Saturday, April 19th, 2014. The hours of the event will be from 10:30 a.m. until 1:00 p.m. The event will include food, egg hunt, bouncy and games. Two public toilets and parking will be provided on campus. The estimated number of people to attend is 300.

If you need to contact me, please do so at the contact information provided below.

Serving for Him,

Lynn Butler
Minister of Education
901.386.4676
901.484.6919

LB/jdt

Attachment: ELLENDALE BAPTIST CHURCH EASTER EGG HUNT (2014) (1206 : Ellendale Baptist Church-Easter Egg Hunt)



CERTIFICATE OF LIABILITY INSURANCE

6.3.a

DATE (MM/DD/YYYY)

03/17/2014

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 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 Corporate Insurance Group LLC PO Box 737 Arlington, TN 38002		CONTACT NAME: Ken Brady PHONE (A/C, No, Ext): 901-867-7171 E-MAIL ADDRESS: ken@calicig.com FAX (A/C, No): 901-867-8998	
INSURED Ellendale Baptist Church PO Box 487 Ellendale TN 38029		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: Employers Insurance Company 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 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK1010059	04/23/2013	04/23/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			PHPK1010059	04/23/2013	04/23/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$			PHUB418392	04/23/2013	04/23/2014	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$
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	EIG 1311722-02	04/23/2013	04/23/2014	☒ 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**

City of Bartlett
6400 Stage Rd
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

General Partner

© 1988-2014 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

 DATE
3/18/2014

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 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 Cossio Insurance Agency PO Box 188 Simpsonville, SC 29881 (864) 688-0121	Contact Name: Catherine Walton Phone (A/C, No, Ext): 9017548007 Fax (A/C, No): 9017548117 E-Mail: cathy@bouncefunerals.com																		
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS; Bounce N Fun Event Rentals LLC Bounce N Fun 1016 West Poplar, Suite 106 & 115 Collierville, TN 38017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>United States Fire Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>Riverport Insurance Company (MINNEAPOLIS, MN)</td> <td></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> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	United States Fire Insurance Company		INSURER B:	Riverport Insurance Company (MINNEAPOLIS, MN)		INSURER C:			INSURER D:			INSURER E:		
INSURER(S) AFFORDING COVERAGE		NAIC #																	
INSURER A:	United States Fire Insurance Company																		
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INSURER C:																			
INSURER D:																			
INSURER E:																			

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 POLICY	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS								
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER: _____			SRPGRP1010413 USP134140	12/7/2013	12/7/2014	Per Occurrence \$1,000,000.00 General Aggregate \$2,000,000.00 Products/Completed Operations \$2,000,000.00 Personal and Advertising Injury \$1,000,000 Medical Expenses \$5,000.00 Deductible \$0.00 Fire Legal Liability \$300,000								
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per Person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$														
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	WC419202381701	6/25/2013	6/25/2014	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PER STATUTE</th> <th>OTH-ER</th> </tr> <tr> <td>Each Accident</td> <td>\$1,000,000.00</td> </tr> <tr> <td>Disease Aggregate</td> <td>\$1,000,000.00</td> </tr> <tr> <td>Disease Per Employee</td> <td>\$1,000,000.00</td> </tr> </table>	PER STATUTE	OTH-ER	Each Accident	\$1,000,000.00	Disease Aggregate	\$1,000,000.00	Disease Per Employee	\$1,000,000.00
PER STATUTE	OTH-ER														
Each Accident	\$1,000,000.00														
Disease Aggregate	\$1,000,000.00														
Disease Per Employee	\$1,000,000.00														
A	Accident Medical			US166864	12/7/2013	12/7/2014	Maximum Medical Benefit per Claim \$10,000.00 Accidental Death/Dismemberment B \$10,000.00 Dental Benefit Included Deductible \$0.00								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Party Equipment Rentals Operations located at 1016 W. Poplar, Ste 106 & 116 Collierville, TN 38107. Certificate Holder As Additional Insured
 Amusement devices on file with the company for special event(s) dated 4/1/2014 to 12/7/2014 located at 3861 Broadway Road, Bartlett, TN 38135

CERTIFICATE HOLDER:

 Ellendale Baptist Church
 3861 Broadway Road
 Bartlett, TN 38135

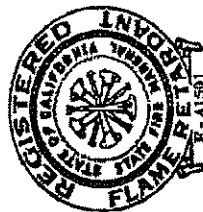
CANCELLATION

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

CERTIFICATE OF FLAME RESISTANCE

REGISTERED APPLICATION NUMBER



F - 41501

TRADE NAME

of

FLAME-RESISTANT FABRIC

FR SEA TEX

ISSUED BY

SEATTLE TEXTILE COMPANY
3434 2nd Avenue South
Seattle, WA 98134

This is to certify that the materials described below have been flame-retardant treated
(or are inherently nonflammable) and were supplied to: **Jumpions**

Description: 61" 18oz "F/R" SEA TEX Matte

Style: AS-4 (M) (FR) Item #: VI-ST18-061-XXM

Color(s):

Certification is hereby made that:

The articles described on this certificate have been made from a flame-resistant Fabric Registered and approved by the California State Fire Marshal, equal to or exceeds CSFMM, NFPA 701 - Test 1 (Small Scale), NFPA 701 - Test 2 (Large Scale), CPAI-84, & NYC MEA

The Flame Retardant Process Used **WILL NOT** Be Removed By
Washing And Is Effective For The Life Of The Fabric

SEATTLE TEXTILE COMPANY

Name of Applicator of Flame Resistant Finish

Signed: Scott Kaczmarek

Certification Specialist - Scott Kaczmarek / Seattle Textile Company

Egg Hunt

Bouncy

Games

Games

x x Picnic x x
x x Tables x x

Food
(Pavilion)

Egg Hunt
(Ballfield)

Registration Table

ELLENDALE BAPTIST CHURCH
CUDDEBERG'S FIELD

Attachment: ELLENDALE BAPTIST CHURCH EASTER EGG HUNT (2014) (1206 : Ellendale Baptist Church-Easter Egg Hunt)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/25/14 07:00 PM

Department: Parks and Recreation

Category: Proposal

Prepared By: Susan Bingel

Department Head: David Thompson

2014 Softball and Baseball tournament requests.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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

TOURNAMENT REQUESTS FOR 2014

The following is a breakdown for the tournament requests to date for BPRD:

April 1-5 DEERMONT

BPRD Bartlett Spring Fling-Baseball

April 12 APPLING

Rampage Softball-Softball

April 17-19 DEERMONT

Memphis Travelers-Baseball

April 26 APPLING

WSL-Softball

May 3 APPLING

Quest Sports-Softball

May 10 APPLING

Driver Softball-Softball

May 17 APPLING

McGlassen

May 30-June 1 DEERMONT

Memphis Travelers-Baseball

June 5-7 DEERMONT

BPRD Bartlett-Baseball

June 14 APPLING

5Th Annual Knock-out Lukemia-Softball

June 21 APPLING

WSL-Softball

July 12 APPLING

5th Annual Summer Classic-Softball

August 16 APPLING

W. Tennessee WSL State Tournament-Softball

August 29-31 DEERMONT

Memphis Travelers-Baseball

August 29-31 DEERMONT

USAA-Baseball

August 29-31 DEERMONT

USAA Fall Brawl-Baseball



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for one 2014 F250 XL with Super Cab Pickup with eight-foot bed.

On 02/24/2014 an ad was placed in *The Commercial Appeal*. On 03/11/2014 the City of Bartlett received six bids, which were opened at City Hall.

Bids were received from the following companies:

Country Ford	\$31,000
Homer Skelton Ford	\$32,450.00
Homer Skelton Ford	\$32,700.00 w/chrome grill
Golden Circle Ford	\$32,130.00
Auto Nation	\$32,366.10
Beaman Automotive	\$33,005.00

We recommend the bid be awarded to Country Ford for a total price of \$31,000.00.

Funds are available in Account 510.51300.935.

Thank you for your consideration.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for one 7050 GVWR 2014 Super Cab Pickup with 6.5' Bed.

On February 24, 2014 an ad was placed in *The Commercial Appeal*. On March 6, 2014 the City of Bartlett received seven bids, which were opened at City Hall.

Bids were received from the following companies:

Golden Circle Ford	\$20,705.00
Country Ford	\$20,994.00
Auto Nation	\$21,037.00
Mid-Tenn Ford	\$21,136.08
Ted Russell Ford	\$22,980.00 (Knoxville)
Ted Russell Ford	\$23,330.00 (Bartlett)
Serra Chevrolet	\$23,746.00

We recommend the bid be awarded to Golden Circle Ford for a total price of \$20,705.00.

Funds are available in Account 311.48311.785.30714.

Thank you for your consideration.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Stefanie McGee

Department Head: Bill Yearwood

Bid for one 2014 72" deck Kubota zero-radius mower.

On February 20, 2014 an ad was placed in *The Commercial Appeal*. On March 6, 2014, the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Wooten Tractor	\$13,008
Kalb Equipment	\$13,460

We recommend the bid be awarded to Wooten Tractor for a total price of \$13,008

Funds are available in Account 311.48311.785.30714.

Thank you for your consideration.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Stefanie McGee

Department Head: Bill Yearwood

Bid for one 2014 F350 XL with Crew Cab Pickup and a 9' Utility Bed.

On February 25, 2014 an ad was placed in The Commercial Appeal. On March 11, 2014 the City of Bartlett received six bids, which were opened at City Hall.

Bids were received from the following companies:

Beaman Automotive	\$39,850.00
Homer Skelton Ford	\$42,678.00
Golden Circle Ford	\$41,069.00
Auto Nation - Mt. Moriah	\$42,834.10
Country Ford	\$42,583.00
Mid-Tenn Ford	\$43,514.10

We recommend the bid be awarded to Beaman Automotive for a total price of \$39,850.00.

Funds are available in Account 510.51300.935.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Engineering

Category: Proposal

Prepared By: Dena Crossnine

Department Head: Rick McClanahan

Contract with A2H to provide engineering services for the installation of one new water well.

Attached is a proposal to provide surveying and engineering services to drill a new well, design all the electrical and controls to run the well, modify the software, design the piping, install a new aerator and provide specifications to abandon three old wells. The breakdown is shown below and is on the attached sheet.

Well design	\$27,600
Aerator design	\$9,000
Air Entrainment modification	\$4,500
Well abandonment at Altruria	\$3,000
Well abandonment at Ellendale (2)	\$2,500
Total cost	\$46,600

Please authorize the City to contract with A2H for the engineering with funds available in Account 312.48312.772.719.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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

A2H Job 14102

Scope of Services - Additions to Bartlett Water Treatment Plant-Ardie Road

A. New Raw Water Well:

1. Topographic survey of new well site and locate existing fence line at project site.
2. Site Plan for locating new well, yard piping.
3. Design development of the electrical power requirements, site plan and building equipment alteration requirements to provide equipment including:
 - a. New Well adjacent to existing plant site, estimated 150 Hp.
 - b. New Proportioning control equipment in the chlorine injection area.
4. Provide electrical drawings to power equipment from existing electrical system or new well electrical service. This includes Site Electrical Plan, Plant Floor Plan showing existing and new equipment, Motor Control Center Elevation and layout, Single line diagram in sufficient detail to show the existing system and new equipment power connection points.
5. Develop specifications for electrical equipment, circuits and devices generally at the 480 volt to 120 volt signal levels utilized to provide power and indications of equipment operation.
6. Develop bid documents for SCADA hardware and installation including specifications, instrument location plan, and wiring diagrams.
7. Answer contractor questions during bidding, prepare control related addenda if required
8. Incorporate addenda into bid documents for construction documents
9. Programmable Logic Controller (PLC) programming as required
10. Wonderware modifications as required
11. SCADAalarm modifications as required
12. Install updated SCADA application on eight (8) computers
13. Specifications for additions to existing Programmable Logic Controller and SCADA Hardware
14. Construction Administration and Inspection Services including Testing and Startup

B. New Induced Draft Aerator.

1. Bid Package for the addition of new induced draft aerator.
 - a. Site Plan for locating new aerator and yard piping.
 - b. Provide electrical drawings to power new aerator from existing electrical system or new aerator electrical service. This includes Site Electrical Plan, Plant Floor Plan showing existing and new equipment, Motor Control Center Elevation and layout, Single line diagram in sufficient detail to show the existing system and new equipment power connection points.
2. Construction Administration and Inspection Services including Testing and Startup.

6. Abandonment of Well #1 at Altruria Road WTP Fee Proposal

1. Specifications for well abandonment	\$ 2,000.00
2. Abandonment of Electrical System	\$ 500.00
3. Construction Administration and Inspection Services	<u>\$ 500.00</u>
Total	\$ 3,000.00

7. Abandonment of two wells at the old Ellendale WTP Fee Proposal

1. Specifications for well abandonment	\$ 2,000.00
2. Construction Administration and Inspection Services	<u>\$ 500.00</u>
Total	\$ 2,500.00

C. Removal of entrained air at the Ardie Road WTP.

1. Bid Package for the removal of entrained air that is released in the filter beds at the Ardie Road WTP.
 - a. Site plan, details and Specifications for construction of air release structure and yard piping.
2. Construction Administration and Inspection Services including Testing and Startup.

D. Abandonment of well #1 at the Altruria Road WTP.

1. Site plan and specifications for abandonment of well #1
2. Construction Administration and Inspection Services during abandonment procedure.

E. Abandonment of two wells at the old Ellendale WTP.

1. Site plan and specifications for abandonment of two wells
2. Construction Administration and Inspection Services during abandonment procedure.

3. New Raw Water Well Fee Proposal

1. Civil site plan and well specifications	\$ 3,700.00
2. Electrical plans and controls modifications and specifications	\$17,600.00
3. Civil Construction Administration and Inspection Services	\$ 3,400.00
4. Electrical Construction Administration and Inspection Services	<u>\$ 2,900.00</u>
Total	\$27,600.00

4. New Aerator Fee Proposal

1. Civil site plan and specifications	\$ 3,500.00
2. Electrical design, control modification and specifications	\$ 3,500.00
3. Civil Construction Administration and Inspection Services	\$ 1,000.00
4. Electrical Construction Administration and Inspection Services	<u>\$ 1,000.00</u>
Total	\$9,000.00

5. Air Entrainment in Filter Beds Fee Proposal

1. Civil site plan, piping modifications and specifications	\$ 3,500.00
2. Civil Construction Administration and Inspection Services	<u>\$ 1,000.00</u>
Total	\$ 4,500.00



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Engineering

Category: Proposal

Prepared By: Dena Crossnine

Department Head: Rick McClanahan

Contract with A2H for engineering services regarding repair of Water Filter 3.

Attached is a proposal to provide structural engineering design and development of bid packet to repair the Filter 3 at Germantown Road. Filter 3 has severe calcification on the concrete wall and needs to be repaired and have the interior sealed. This will require removal and replacement of the entire filter media. This proposal is to design concrete repair and create the bid documents and construction administration. The costs are as follows and as attached:

Document review	\$1,900
Construction documents	\$7,300
Bidding	\$1,300
CEI	\$5,300
As-Built drawings	\$1,200
Reimbursable expenses	\$800
Total Cost	\$17,800

Funds are available in Account 510.51200.945. Please authorize this \$17,800 expenditure with A2H.

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

MOVER: David Parsons, Alderman

SECONDER: Emily Elliott, Alderman

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



March 12, 2014

Mr. Rick McClanahan
Director & City Engineer
City of Bartlett TN
6382 Stage Road
Bartlett, TN 38134

Re: City of Bartlett TN
Bartlett Water Treatment Plant
Filter No. 3 Repair

A2H #14210

Dear Mr. McClanahan:

Attached is an original contract for your signature. If you agree with the terms as outlined within the enclosed proposal, please acknowledge your acceptance by signing and dating the contract and initialing the Terms and Conditions in the spaces indicated and returning one executed contract to our office. Please retain a copy of the contract for your files.

If selected, please note that Ryan McDaniel will serve as Project Manager for this project and will be your contact person in our office. If you have any questions or require additional information, please do not hesitate to contact either me or Ryan at any time.

Thank you for giving us the opportunity to submit this proposal.

Sincerely,

A2H, INC.

Mark W. Askew, P.E.
President

Ryan D. McDaniel, P.E., LEED AP
Structural Department Manager



March 12, 2014

Mr. Rick McClanahan
Director & City Engineer
City of Bartlett TN
6382 Stage Road
Bartlett, TN 38134

Re: City of Bartlett TN
Bartlett Water Treatment Plant
Filter No. 3 Repair

A2H #14210

Dear Mr. McClanahan:

We are pleased to respond to your request for Professional Engineering Services on the above design build project. By way of this Letter Contract, we are enclosing our proposal for Professional Engineering Services.

I. It is our understanding that the following services will be provided:

- A. Structural and Civil Engineering Services for the design of concrete repairs and filter media replacement for the Filter No. 3 Bartlett Water Treatment Plant located on North Germantown Parkway in Bartlett, TN.

II. It is our understanding that the general scope of services includes:

- A. Review of existing construction documents and a site visit to document the concrete deterioration that has taken place on the Filter No. 3.
- B. Provide construction documents including drawings and specifications for the following:
 - i. Isolate Filter No. 3
 - ii. Remove the filter media within the filter structure
 - iii. Design of concrete repairs necessary to the filter structure
 - iv. Provide sealant and lining as necessary
 - v. Replace filter media and bring filter back on line

Attachment: SKMBT_28314031910050.pdf (1209 : Filter Repair Structural Engineering)

- C. Provide assistance during the bidding process including advertisement, attending the pre-bid conference, answer contractor questions during bidding, and assist the City of Bartlett TN in evaluation of bids.
- D. Provide construction administration during construction including the following:
 - i. Attend pre-construction conference
 - ii. Review of submittals
 - iii. Periodic site visits during construction, one (1) per week for twelve (12) weeks
 - iv. Provide weekly field reports
 - v. Assist evaluation of pay requests, change orders, etc.
 - vi. One (1) visit near substantial completion for punch list
- E. Provide as-built drawings in PDF format.

III. Exclusions from scope of services are as follows:

- A. Procurement of required geotechnical investigation or environmental site assessment.
- B. Additional site visits or meetings.
- C. Surveying, Architectural, Mechanical, Electrical, Plumbing or Fire Protection Services.
- D. Development of opinions of probable cost.
- E. Responding to peer review comments or making changes to the design at the request of a third party reviewer.
- F. Procurement of construction materials testing.

IV. Our proposed Deliverables and Schedule are as follows:

- A. Provide signed and sealed engineering drawings and specifications electronically. Hardcopies may be provided at a reimbursable expense as described below.
- B. Documents will be submitted at 60% and 90% for review and comment.
- C. A2H proposes to provide 60% review drawings within four (4) weeks of the execution of this contract. 90% review drawings will be provided for review within two (2) weeks of receiving 60% comments. Signed and sealed bid documents will be submitted within two (2) weeks of receiving 90% review comments.

V. Our proposed fee for the above referenced scope of services is as follows:

Initial Site Visit and Document Review	\$ 1,900.00
Construction Documents	\$ 7,300.00
Bidding and Negotiation	\$ 1,300.00
Construction Administration	\$ 5,300.00
As-Built Drawings	\$ 1,200.00
Reimbursable Expenses	\$ 800.00
Printing, Plotting and Overnight Mailing Services	
Total Fee	\$17,800.00

ADDITIONAL SERVICES

Additional services shall consist of all services not included in the Basic Services as set forth above. No work will be performed beyond the services noted above without an express written agreement between A2H and City of Bartlett TN. Additional Services will be billed either on an hourly basis in accordance with the hourly rate schedule contained herein, or a negotiated fixed fee based on the scope of additional services requested. The A2H Hourly Rate Schedule is as follows:

STAFF MEMBER	LEVEL I	LEVEL II	LEVEL III
Principal	\$ 175.00 / HR	\$ 200.00 / HR	\$ 225.00 / HR
Project Manager	\$ 120.00 / HR	\$ 135.00 / HR	\$ 145.00 / HR
Engineer	\$ 110.00 / HR	\$ 120.00 / HR	\$ 135.00 / HR
Architect	\$ 110.00 / HR	\$ 145.00 / HR	\$ 165.00 / HR
Landscape Architect	\$ 100.00 / HR	\$ 110.00 / HR	\$ 120.00 / HR
Planner	\$ 90.00 / HR	\$ 100.00 / HR	\$ 110.00 / HR
Interior Designer	\$ 80.00 / HR	\$ 90.00 / HR	\$ 110.00 / HR
Land Surveyor	\$ 80.00 / HR	\$ 90.00 / HR	\$ 120.00 / HR
Construction Administrative	\$ 75.00 / HR	\$ 85.00 / HR	\$ 95.00 / HR
Designer	\$ 75.00 / HR	\$ 85.00 / HR	\$ 95.00 / HR
BIM/CAD Technician	\$ 70.00 / HR	\$ 80.00 / HR	\$ 90.00 / HR
Survey Crew Member	\$ 55.00 / HR	\$ 65.00 / HR	\$ 75.00 / HR
Administrative	\$ 50.00 / HR	\$ 65.00 / HR	\$ 80.00 / HR
Information Technology	\$ 70.00 / HR	\$ 85.00 / HR	\$ 95.00 / HR

If this proposal and the Terms and Conditions attached hereto and incorporated herein satisfactorily set forth your understanding and the agreement between us, we would appreciate your signing the enclosed copy of this letter agreement in the space provided below and initialing the Terms and Conditions in the space provided and returning them to us.

This proposal will be open for acceptance until **May 13, 2014**. We certainly look forward to working with you on this project and thank you for giving us the opportunity to submit this proposal.

If you have any questions, please call.

Sincerely,

A2H, Inc.



Mark W. Askew, P.E.
President

MWA/rm

Attachment: Terms and Conditions

I:\2014\14210\0 Project Management\Contracts\Proposal RFP\2014-03-12 - 14210 - City of Bartlett - Filter Repairs.doc

AGENT FOR: CITY OF BARTLETT TN

ACCEPTED BY: _____ DATE: _____

TITLE: _____

TERMS AND CONDITIONS

- 1) The parties agree that CITY OF BARTLETT TN is solely responsible for payment in accordance with the following terms. A2H, INC. (hereinafter sometimes "the Engineer") shall submit monthly invoices for work in progress. Payment shall be due upon receipt. Invoices more than 30 days old will be subject to a finance charge of 1.5% per month. The Engineer shall have the right to cease work if payment is not received within 45 days of each invoice. In addition, CITY OF BARTLETT TN agrees to pay any and all legal expenses and other costs incurred in the collection of any overdue amount.
- 2) CITY OF BARTLETT TN shall reimburse the Engineer all expenses incurred for courier service, (e.g. Federal Express, United Parcel Service, etc.) mileage, long distance telephone calls, travel, printing and postage. Reimbursable expenses shall be broken out in detail on the invoice. A handling charge of 15% shall be added to all reimbursable expenses.
- 3) In the event of any litigation arising from or related to this agreement or the services provided under this Agreement, the "prevailing party" shall be entitled to recover from the "non-prevailing party" all reasonable legal expenses and attorney's fees incurred in such litigation. For the purposes of this provision, a party asserting a claim shall be considered the "prevailing party" only if it recovers 50% or more of the amount claimed. If it does not, the claimant shall be the "non-prevailing party."
- 4) CITY OF BARTLETT TN shall make no claim for professional negligence, either directly or by way of a cross complaint against the Engineer unless CITY OF BARTLETT TN has first provided the Engineer with a written certification executed by an independent engineer currently practicing in the same discipline as the Engineer and licensed in the State of Tennessee. This certification shall: a) contain the name and license number of the certifier; b) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certification shall be provided to the Engineer not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause takes precedence over any existing state law in force at the time of the claim or demand for arbitration."
- 5) The Engineer shall commence services within seven (7) days of receiving executed acceptance of this agreement from CITY OF BARTLETT TN along with all project information needed to commence services. The Engineer shall perform the work with due diligence commensurate with sound professional practice.
- 6) The Engineer shall be responsible for the design of the items listed in the scope of services only. Responsibility for any other site requirements, structures (dumpster pad and walls, transformer pads, etc.) or utilities not specifically mentioned in the scope of services or shown on the drawings produced by A2H, shall be borne by CITY OF BARTLETT TN or its consulting architect.
- 7) In preparation of Contract Documents, the Engineer is entitled to rely upon the accuracy and completeness of information (electronic or otherwise) furnished by CITY OF BARTLETT TN, or its independent architect or other consultants. Such information includes but is not limited to topographic and/or boundary surveys, grading and drainage plans, building information, geotechnical reports, dimensions of existing construction, property data, and zoning and land use information. The Engineer is not responsible for recommendations or criteria provided in the geotechnical report. Such recommendations include, but are not limited to, foundation design criteria, anticipated movement criteria, and proposed construction methods.
- 8) Notwithstanding any other provision of this agreement or the parties' contract, in providing services under this agreement, the Engineer shall endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- 9) Construction Documents are by necessity drawn to a small scale and in many cases schematic in nature. Construction Documents cannot be perfectly prepared. Drawings and specifications need continually to be interpreted and clarified, and sometimes must be corrected or updated. Accordingly, if CITY OF BARTLETT TN does not engage the Engineer for full customary Construction Administration of this Project, CITY OF BARTLETT TN agrees to indemnify, release and hold harmless the Engineer and its employees and consultants from and against any claims of liability arising from defects in the design and/or construction work.
- 10) In the event CITY OF BARTLETT TN should require Engineer to perform construction administration services, CITY OF BARTLETT TN acknowledges that the purpose of construction observation by the Engineer is to ascertain in general whether the work when complete will be in substantial compliance with the Contract Documents. In no event shall the Engineer perform exhaustive or continuous inspection. The Engineer is not responsible for, and shall not have control of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor will it be responsible for the contractor's failure to carry out the construction work in accordance with the Contract Documents. The Engineer shall not be responsible for, nor have control or charge over the acts or omissions of the Contractor, Subcontractor, nor any of their agents or employees, or any other person performing any of the construction work. The Engineer shall not have the authority nor the responsibility to supervise or direct the construction work.

Initials

Date

11) The Engineer's review of shop drawings is solely to determine whether the submittal generally conforms to the design concept expressed in the Contract Documents and is not to verify dimensions and quantities.

12) CITY OF BARTLETT TN acknowledges the reports, plans, specifications, field data and notes and all other documents prepared by the Engineer, including all documents on electronic media, are instruments of professional service that shall remain the property of the Engineer. CITY OF BARTLETT TN shall not reuse, make, or permit to be made, any modifications to the plans and specifications without the prior written authorization of the Engineer. CITY OF BARTLETT TN agrees to indemnify, release, and hold harmless the Engineer from any claims arising from any unauthorized reuse or modification of the plans and specifications.

13) The Engineer makes no warranties, either expressed or implied, of merchantability, fitness for use for any particular purpose, or of any other nature or type. In no event shall the Engineer be liable to CITY OF BARTLETT TN for any loss of profit, loss of use, or any other consequential damages.

14) If there are protracted delays for reasons beyond the control of the Engineer, the Engineer's compensation shall be equitably adjusted.

15) Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that may be due) without the prior written consent of the other party. The Engineer shall be permitted to subcontract portions of the professional services required under this agreement to properly qualified subconsultants.

16) This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of termination, by either party, the Engineer shall be paid for all services rendered and all reimbursable expenses up to and through the date of termination.

17) The fees charged by the Engineer have been structured in part in reliance upon the agreement and covenant of the CITY OF BARTLETT TN that the liability of the Engineer for any defects in the services provided hereunder shall be limited to the total fee the Engineer charged for services rendered on the project.

18) In the event of defects in the services performed by the Engineer for which the Engineer is liable to CITY OF BARTLETT TN, the measure of damages may include the cost of remediation work, but shall not include the cost of work that adds value to the project for which CITY OF BARTLETT TN would have been obligated to pay if the services had not been defective.

19) Any and all suits for any breach of this agreement shall be instituted and maintained in any Court of competent jurisdiction in Shelby County, Tennessee and both parties expressly consent to the jurisdiction of such Court.

20) If any portion of this agreement shall in any way become violative or prohibited by or under applicable laws, that provision or part hereof shall be ineffective and void to the extent of such violation or prohibition without invalidating any of the remaining provisions of this agreement.

21) In the event CITY OF BARTLETT TN consents to, allows, authorizes or approves of changes to any plans, specifications or other construction documents, and these changes are not approved in writing by the Engineer, CITY OF BARTLETT TN acknowledges that such changes, and the results thereof, are not the responsibility of the Engineer. Therefore, CITY OF BARTLETT TN agrees to release the Engineer from any liability arising from such changes. In addition, CITY OF BARTLETT TN agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from such changes.

22) Original signed, sealed reproducible documents are the actual Contract Documents and any electronic copies provided to the Client are the Client's convenience. In the event there is a discrepancy between the original signed, sealed documents and the electronic copy, the original signed, sealed reproducible documents shall take precedence.

23) The proposal represents the entire understanding between CITY OF BARTLETT TN and A2H, INC. in the respect to the project and may be modified only by a writing signed by both parties.

24) If in the event that an executed copy of this agreement is not returned to our office, but payment is received for services rendered during the course of the project, the parties agree that these terms and conditions shall be binding upon the parties.

Accepted by CITY OF BARTLETT TN :

Signature

Date



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Terry Emerick

Planning Commission Report for March 2014.

CONTINUED:

Subdivision

I. Cross Subdivision - Construction Plan, Corner of Brother Blvd and Germantown Rd (Ray Flake with Civil Engineering Services)

INTRODUCTION: Mr. Ray Flake with Civil Engineering Services is requesting Planning Commission approval of Construction Plans for the Cross Subdivision. The subject property is located at the southwest corner of Germantown Road and Brother Boulevard within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On November 4, 2013, the Planning Commission approved the Master Plan for the Cross Subdivision with staff conditions.

DISCUSSION: More specifically, the applicant is proposing to subdivide 3.86-acres of land into a two lot commercial subdivision with Lot 1 being 1.5-acres, and Lot 2 being 2.36-acres. Lot 1 will be the future location of a Mapco service station and will have access from Germantown Road and shared access with Lot 2 from Brother Boulevard. The applicant proposes to install a detention pond on Lot 1 and install a reverse landscape screen (with a slope) along the property-line that is adjacent to a residential neighbor.

Continued until a complete application has been submitted and reviewed by staff (see Conditions).

Engineering Conditions:

1. General:
 - a. **This Construction Plan application should be deferred until the following items have been provided by the applicant:** an appropriate traffic study, a tree plan, and a full detention plan among other items noted to applicant in a meeting on February 14.
 - b. A full commercial subdivision contract will be required covering both lots. If desired, it can be split into 2 contracts, but both will need to be fully executed and bonded before any work can begin.
2. Demolition Plan:
 - a. The existing utility poles and overhead wires (single phase serving the existing house) shall be removed.
3. Site Plan:
 - a. Sidewalk on Brother Blvd shall be placed at the edge of the ROW. This will leave a 4 ½' wide planting strip between the curb and sidewalk. There will need to be a

transition length of about 20-25' starting at the corner bringing it out to the proper location.

4. Access:

Brother Blvd:

- a. Two full movement driveways will be supported for this subdivision onto Brother Blvd. One, as shown, is acceptable but is missing the provision for the future connection to Lot 2 along with the appropriate ingress/egress easement. The other shall be approximately 300' away from the first, with the approximate location so noted on the plat.
- b. Based on the proposed driveways on both Germantown Rd and Brother Blvd, a new striping plan is required for both major roads to eliminate any conflicting actions.

Germantown Rd:

- a. All driveway access and utility work within the Germantown Rd right of way will require approval and permits from TDOT. TDOT generally works with the City in approving driveways, and the City's input is essentially contained in the following conditions:
- b. With the south property line about 6 inches from the neighbor's driveway, any driveway placement on Germantown Rd must be properly coordinated.
- c. Prior to re-establishing any new driveway access to Germantown Rd, applicant shall prepare a traffic study based on current and projected traffic flows with appropriate speed and sight distance to determine how far the requested driveway must be located to be safely far enough from the signalized intersection. The City has a recent speed study conducted in the southbound right lane (which has been provided to applicant's engineer). (Note: a full movement driveway anywhere along the short Germantown Rd frontage will place the exiting cars in conflict with the northbound left turn traffic and that is not safe or acceptable). It should be noted: *The original lot had full-movement residential driveway access onto the old 2-lane Germantown Rd prior to its widening to 6 lanes plus a center median lane, and prior to the new construction of Brother Blvd with 4 lanes plus a center turn lane. When additional right of way was acquired by the State for both jobs, Germantown Rd access was removed and relocated onto Brother Blvd due to the close proximity to the new intersection and the limited 225' of Germantown Rd frontage. Thus, there is no existing driveway access to Germantown Rd for applicant's lot. Any proposed right-in/ right-out driveway onto Germantown Road shall be angled to discourage any left turns in or out, and shall include an appropriate ingress/egress easement for the adjacent property to the south for the future use when that lot develops commercially.*

5. Drainage:

- a. Detention is required for both lots. Full drawings for lot 1 and no drawings for Lot 2 have been provided. The City Engineer has determined that the Lot 2 design can be deferred until that site plan is submitted, but an adequate area shall be set aside for detention on the plat.

- b. Full detention calculations are required for the 2, 5, 10, and 25 year storms based on the lots being fully developed.
 - c. All drainage shall be designed for the 25-year storm.
 - d. Drainage on site will need to be controlled such that it does not send any more runoff onto the neighboring lot than is already flowing to that lot and the flow pattern shall keep the runoff away from the existing occupied house.
 - e. Applicant should review the proposed point flow out of the detention basin vs. the existing sheet flow onto the adjacent lot.
 - f. The existing swale along the south lot line which keeps runoff from hitting the adjacent house is not shown, and must be maintained. Part of it is on lot 1 and this will affect the grading and the landscaping plans.
 - g. The drainage from the 18" culvert under Brother Blvd must be controlled in an improved structure (concrete swale or pipe) and provide a minimum 15' wide public drainage easement. If deferred, this shall be clearly noted on the plat
 - h. The outlet structure for the only detention basin shown does not have any provision for capturing overflow, or preventing blockages at the 12" opening. A detail for a low maintenance structure has been provided to the applicant's engineer.
 - i. The pipe and structure tables for all drainage are missing from this sheet. When provided, be sure to include columns for as-built information.
 - j. Place a concrete swale in the bottom of the detention basin.
6. Erosion Control:
- a. Move the construction entrance to the new driveway location on Brother Blvd.
 - b. The mulch socks being sued along the south property line need to drain into a swale on this property. No such swale is shown.
 - c. The mulch sock detail requires a revision for the staking. Those stakes must be no more than 2' apart - not 10' and the stakes are supposed to be on the downhill side of the socks placed at an angle such that they 'trap' the sock in place. They should not penetrate the socks.
 - d. Silt fence shall be wire backed with metal stakes.
 - e. Provide a copy of the NOI, NOC, and SWPPP covering all disturbed areas prior to starting any construction work.
7. Utilities:
- a. The detention basin outlet structure should be relocated so it is not on top of the sewer main/easement.
 - b. This subdivision falls within the Wellhead Protection Zone and if the city believes any of the proposed uses could affect the groundwater aquifers below, applicant shall obtain approval from the Ground Water Quality Control Board. Further, property owners are responsible for ensuring any/all State and County permits remain current or the activity will be shut down. Note all of this on the plat.
 - c. Water and sewer taps are required for and shall be shown for both lots

- d. The existing water tap on lot 1 shall be removed and the corporate stop at the main shall be shut off.
- e. No new/additional overhead wires will be allowed on site.

8. Sewer-line Extension

- a. This nearly 650 foot extension will be serving only one customer. The original plan called for an easement across the lot to the south, which is still the preferred route, but has not been addressed as to the status of obtaining an easement. However, due to the excessive depth required for the now-proposed route, the City has taken a second look at a route on Germantown Rd under the first lane or just off the back edge of the sidewalk. It will have to be bored, but is much shorter, and more practical. This is a suggestion but the existing design will work if other alternatives cannot be worked out.
- b. With the designed depth, the easement will need to be 30' wide if this route becomes final. There is also at least one tree worthy of retention about 5' south of the property line, and it should not be damaged during construction. This may require the line to be moved a little more to the north onto lot 2.
- c. Show the north arrow on C3.2.

9. Details

- a. Eliminate the Storm Sewer Cleanout detail - if it is sanitary, then, use our standard detail (provided to applicant's engineer on February 14)

10. Landscape/Trees:

- a. A Tree Plan/Survey and Tree Preservation Plan are both required in accordance with the Tree Ordinance in the consolidated ordinances (signed by surveyor and arborist). Be sure to extend the data at least 25' beyond the property lines and include both lots. Clusters must identify all trees worthy of retention. This is to be signed by both the surveyor and an arborist.
- b. A 20' wide landscape buffer is required along the south property line using plat 23D, as long as the adjacent property is being used for residential purposes. This shall be shown on the plat. This buffer can be constructed by the builder for each lot. It is noted that the neighbor's driveway is about 6 inches from the property line, and the house, while slightly angled to the property line is only about 2-4' off of the property line, and the contours have the house about 6' below the elevation of the street. This buffer and fence will need to be adapted to reasonably blend in with the location/elevation of the existing house. As small as this lot is, the new buffer needs to extend to the west end of Lot 1. The existing vegetation is not an appropriate permanent buffer.
- c. The tulip Poplars proposed as part of the 20' wide landscape buffer are not appropriate next to the house.
- d. Designate the entire 20' wide landscape buffer on the south side, also as a slope easement - to be used only when a commercial site plan is under construction, and all

work is the responsibility of that commercial entity to the south, and will include modification to the irrigation system on the 'MAPCO' lot - as necessary. This easement will then self-cancel upon occupancy of the first commercial entity. The fence can then remain or be removed - subject to the desires of the owner of the 'MAPCO' lot.

2. Cross Subdivision - Final Plan, Corner of Brother Blvd and Germantown Rd (Tony Reasons with Reasons Engineering)

INTRODUCTION: Mr. Tony Reasons with Reasons Engineering is requesting Planning Commission approval of a Final Plan for the Cross Subdivision. The subject property is located at the southwest corner of Germantown Road and Brother Boulevard within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On November 4, 2013, the Planning Commission approved the Master Plan for the Cross Subdivision with staff conditions.

DISCUSSION: More specifically, the applicant is proposing to subdivide 3.86-acres of land into a two lot commercial subdivision with Lot 1 being 1.5-acres, and Lot 2 being 2.36-acres. Lot 1 will be the future location of a Mapco service station, and will have access from Germantown Road and shared access with Lot 2 from Brother Boulevard. The applicant proposes to install a detention pond on Lot 1, and install a reverse landscape screen (with a slope) along the property-line that is adjacent to a residential neighbor.

Approved with conditions to be contingent upon the approval of the Construction Plans, the signing of the Contract, and the recording of the Final Plat. (See comments/conditions)

NEW BUSINESS

Hearing **Special Use Permit**

3. Convenience Store & General Auto Repair, 5735 Stage Rd (Paul Bray, Bray-Davis Firm, LLC)

INTRODUCTION: Mr. Paul Bray with the Bray Davis Firm is requesting Planning Commission approval of a Special Use Permit (SUP) for a convenience store and general auto repair use with an existing service station facility. The subject property is located at 5735 Stage Road, within the "CG-MS" General Business Main Street Overlay Zoning District.

BACKGROUND: According to Article V, Chart I of the Bartlett Zoning Ordinance, a Special Use Permit is required for a convenience store, general auto repair and service station uses within the "CG-MS" Zoning District. Surrounding uses include: restaurants, an office building, and retail/commercial development.

DISCUSSION: The specific request by the applicant is for the Planning Commission to recommend the approval of an SUP to the Board of Mayor and Aldermen in order for the applicant to redevelop and operate the existing service station site to include a convenience store, general auto repair and service station use on a the subject .58-acre site within the “CG-MS” Zoning District. The applicant intends to demolish the existing convenience store and replace it with a new convenience store with two automotive repair bays. The existing gas canopy will remain.

Approved with conditions of staff. Engineering #2 changed due to conflict with the runoff to the south, rather than into the street. Grading plan will be provided with Site Plan when submitted showing where runoff will be directed.

Subdivision

4.Kate Hyde - 64 Subdivision, NE Corner of Hwy 64 & Kate Hyde Blvd (Harry L. Davidson, P.E., The Reaves Firm)

INTRODUCTION: Mr. Harry Davidson with The Reaves Firm is requesting Planning Commission approval of a Construction Plan and Final Plan for the Kate Hyde - 64 Subdivision. The subject property is located at the northeast corner of Kate Hyde Boulevard and Highway 64 within the “C-H” Highway Business Zoning District.

BACKGROUND: This is the former site of a carwash, and potential site of a Ruby Tuesday’s Restaurant. This site was a part of both the Lowes Subdivision and Walton Subdivision.

DISCUSSION: The specific request by the applicant is to subdivide 4.740-acres of land into a 3-lot commercial subdivision. The lot sizes will range from 1.2-acres to 1.78-acres in size. Lot 1 will have access from Highway 64, Lots 2 and 3 will have access from Kate Hyde Boulevard. Since this property was formerly a part of two other subdivisions, detention areas will remain off-site.

These lots are being subdivided for the future development of a bank, restaurant, and retail uses.

Approved with conditions of staff.

Site Plan

5. Kate Hyde - 64 Subdivision, Lot 1, NE Corner of Hwy 64 & Kate Hyde Blvd (Harry L. Davidson, P.E., The Reaves Firm)

INTRODUCTION: Mr. Harry Davidson with The Reaves Firm is requesting Planning Commission approval of a site Plan for Lot 1 of the Kate Hyde-64 Subdivision. The subject

property is located at the northeast corner of Kate Hyde Boulevard and Highway 64 within the “C-H” Highway Business Zoning District.

BACKGROUND: On December 2, 2013, the Planning Commission approved the Master Plan for the Kate Hyde 64 Subdivision. On January 16, 2014, the Board of Zoning Appeals approved a variance to reduce the overall required green space for the subdivision from 35% to 30%. This is the former site of a carwash, and Ruby Tuesday’s Restaurant (was not built).

DISCUSSION: The specific request by the applicant is for the approval of a site plan to construct two commercial buildings and associated parking on Lot 1 of the Kate Hyde 64 Subdivision, a 1.78-acre lot. The site will have access from Highway 64 and Kate Hyde Boulevard. One of the proposed buildings will front on Highway 64 and will house a restaurant and bank. The second proposed building will be located behind the first building and will have some retail uses.

The specifics of the site plan are as follows:

Site Data	
Site Area:	1.787-acres (77,841 square feet)
Total Required Parking Spaces (based on use): Restaurant: Bank: Retail:	69 45 11 13
Total Proposed Parking Spaces:	77
Handicap Accessible:	4
Regular:	73
Proposed Total Building Area: Restaurant/Bank: Retail Building:	10,000± square feet 7,500 square feet 2,498 square feet
Greenspace/Openspace:	30%
Building Height:	Not Provided

Approved with conditions of staff.

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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/25/14 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for February 2014.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** David Parsons, Alderman**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

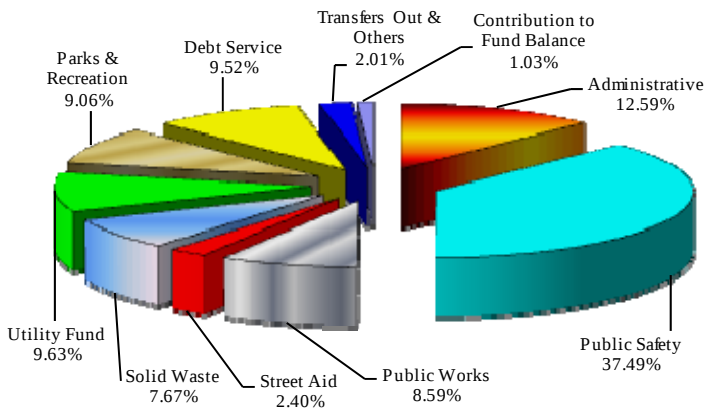


City of Bartlett

FINANCIAL REPORT

February 28, 2014

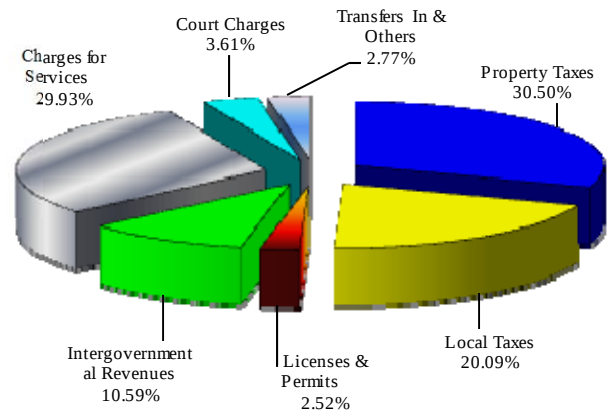
Total Expenditures, FY 2014 Budget: \$62,822,095



BUDGET HIGHLIGHTS

- Local Sales Tax & Property Taxes collections are within budget.
- Property taxes were due February 28 and delinquent March 1.
- Delinquent 2012 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2015 budgets are being prepared by the departments now.

Total Revenues, FY 2014 Budget: \$62,822,095



FY 2014 YEAR-TO-DATE For The Period Ending February 28, 2014

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,432,819	\$ 4,136,930
Public Safety	22,746,860	15,372,852
Public Works	5,214,132	3,304,564
Parks and Recreation	5,023,492	3,261,995
Performing Arts	601,966	381,967
Transfers & Other Gen. Fund Items	500,000	1,227,800
Subtotal	\$ 41,519,269	\$ 27,686,107
General Fund Revenues		
Property Taxes	\$ 18,931,000	\$ 18,742,880
Local Taxes	9,495,860	6,122,180
Building and Development Fees	1,563,450	910,929
Intergovernmental	4,960,500	2,309,306
Charges for Services	3,765,384	2,224,331
Court Charges	1,945,000	1,065,405
Other Revenue	858,075	228,393
Subtotal	\$ 41,519,269	\$ 31,603,424
Special Rev. Funds -Expenditures	\$ 8,171,631	\$ 5,758,544
Special Rev. Funds -Revenues	\$ 8,171,631	\$ 6,141,546
Utility Expenses	\$ 8,849,100	\$ 4,907,889
Utility Revenues	\$ 8,849,100	\$ 5,731,258
Debt Service Expenditures	\$ 4,282,095	\$ 4,064,281
Debt Service Revenues	\$ 4,282,095	\$ 2,483,365
Total Expenditures	\$ 62,822,095	\$ 42,416,820
Total Revenues	\$ 62,822,095	\$ 45,959,593

Note: FY 2014 Adopted Budget includes use of fund balance in General Fund and the Debt Service Fund.

Attachment: Feb14FinRprt (1212 : Treasurer's Report for February 2014)



City of Bartlett -- Financial Summary For The Period Ending February 28, 2014



	FY 2013 Actual	FY 2014 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2013	Year-to-Date Actual FY 2014	Increase/ Decrease in \$	Percent of FY 2013 Actual	Percent of FY 2014 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,378,944	\$ 7,432,819	\$ 1,053,875	\$ 4,212,921	\$ 4,136,930	\$ (75,991)	66.04%	55.66%	-10.39%
Public Safety	22,440,029	22,746,860	306,831	14,953,532	15,372,852	419,320	66.64%	67.58%	0.94%
Public Works	4,770,744	5,214,132	443,389	3,127,300	3,304,564	177,264	65.55%	63.38%	-2.17%
Parks and Recreation	4,787,759	5,030,052	242,293	3,040,647	3,261,995	221,348	63.51%	64.85%	1.34%
Performing Arts	543,777	595,406	51,629	337,259	381,967	44,708	62.02%	64.15%	2.13%
Transfers & Other Gen. Fund Items	300,000	500,000	200,000	100,000	1,227,800	1,127,800	33.33%	245.56%	212.23%
Total General Fund Expenditures	\$ 39,221,253	\$ 41,519,269	\$ 2,298,016	\$ 25,771,659	\$ 27,686,107	\$ 1,914,448	65.71%	66.68%	0.97%
General Fund Revenues									
Property Taxes	\$ 18,733,191	\$ 18,931,000	\$ 197,809	\$ 16,803,053	\$ 18,742,880	\$ 1,939,827	89.70%	99.01%	9.31%
Local Taxes	9,198,352	9,495,860	297,508	5,087,184	6,122,180	1,034,996	55.31%	64.47%	9.17%
Building and Development Fees	1,461,838	1,563,450	101,612	846,962	910,929	63,967	57.94%	58.26%	0.33%
Intergovernmental	4,736,674	4,960,500	223,826	2,256,544	2,309,306	52,762	47.64%	46.55%	-1.09%
Charges for Services	3,622,349	3,765,384	143,035	2,095,459	2,224,331	128,872	57.85%	59.07%	1.23%
Court Charges	1,904,088	1,945,000	40,912	1,158,710	1,065,405	(93,305)	60.85%	54.78%	-6.08%
Other Revenue	668,779	858,075	189,296	416,890	228,393	(188,497)	62.34%	26.62%	-35.72%
Total General Fund Revenues	\$ 40,325,271	\$ 41,519,269	\$ 1,193,998	\$ 28,664,802	\$ 31,603,424	\$ 2,938,622	71.08%	76.12%	5.03%
Special Revenue Funds									
Street Aid Fund	\$ 1,396,212	\$ 1,490,000	\$ 93,788	\$ 762,669	\$ 961,332	\$ 198,663	54.62%	64.52%	9.89%
Solid Waste Fund	5,312,880	5,262,309	(50,571)	3,767,439	3,618,163	(149,276)	70.91%	68.76%	-2.16%
General Improvement Fund	861,532	630,000	(231,532)	427,644	338,626	(89,018)	49.64%	53.75%	4.11%
Drug Enforcement Fund	174,838	382,800	207,962	108,427	181,604	73,177	62.02%	47.44%	-14.57%
DEA Enforcement Fund	63,265	140,900	77,635	62,077	2,610	(59,467)	98.12%	1.85%	-96.27%
Drainage Control Fund	93,443	119,408	25,965	65,745	69,974	4,229	70.36%	58.60%	-11.76%
Park Improvement Fund	0	0	0	0	0	0	0.00%	0.00%	0.00%
Grant Funds	1,569,865	0	(1,569,865)	405,002	586,234	181,232	25.80%	0.00%	-25.80%
Special Revenue Funds - Expenditures	\$ 9,472,037	\$ 8,171,631	\$ (1,446,620)	\$ 5,599,003	\$ 5,758,544	\$ 159,541	59.11%	70.47%	11.36%
Special Revenue Funds - Revenues	\$ 9,070,435	\$ 8,171,631	\$ (898,804)	\$ 4,976,657	\$ 6,141,546	\$ 1,164,889	54.87%	75.16%	20.29%
Utility Fund									
Total Utility Operations	\$ 5,365,766	\$ 5,976,698	\$ 610,932	\$ 3,505,744	\$ 3,431,203	\$ (74,541)	65.34%	57.41%	-7.93%
Total Utility Debt Expenses	1,554,525	1,628,832	74,307	1,475,433	1,476,686	1,253	94.91%	90.66%	-4.25%
Contribution to Fund Balance	0	1,243,570	1,243,570	0	0	0	0.00%	0.00%	0.00%
Total Utility Expenses	\$ 6,920,292	\$ 8,849,100	\$ 1,928,808	\$ 4,981,177	\$ 4,907,889	\$ (73,289)	71.98%	55.46%	-16.52%
Total Utility Revenues	\$ 8,552,001	\$ 8,849,100	\$ 297,099	\$ 5,846,761	\$ 5,731,258	\$ (115,503)	68.37%	64.77%	-3.60%
Debt Service Fund									
Total Debt Service Expenditures	\$ 3,696,482	\$ 4,282,095	\$ 585,613	\$ 3,568,017	\$ 4,064,281	\$ 496,264	96.52%	94.91%	-1.61%
Total Debt Service Revenues	\$ 3,648,238	\$ 4,282,095	\$ 633,857	\$ 1,921,884	\$ 2,483,365	\$ 561,481	52.68%	57.99%	5.31%
Total Expenditures	\$ 59,310,063	\$ 62,822,095	\$ 3,365,818	\$ 39,919,856	\$ 42,416,820	\$ 2,496,964	67.31%	67.52%	0.21%
Total Revenues	\$ 61,595,945	\$ 62,822,095	\$ 1,226,150	\$ 41,410,104	\$ 45,959,593	\$ 4,549,489	67.23%	73.16%	5.93%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/25/14 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

Appoint Anna Stanford to Bartlett City Beautiful Commission.

Anna Stanford will fill the position vacated by David Horne. Her term will expire December 31, 2014.

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/25/14 07:00 PM
Department: Planning and Economic Development
Category: Special use permit
Prepared By: Sam Harris
Department Head: Terry Emerick

Set a public hearing for April 22, 2014 for Resolution 06-14, a Resolution Approving a Special Use Permit for a Convenience Store with Gas Sales and to operate a General Automobile Repair Shop at 5735 Stage Road within the "C-G" General Business Zoning District.

WHEREAS, an application has been made for a Special Use Permit for a Convenience Store with Gas Sales and a General Automobile Repair Shop to be located at 5735 Stage Road within the "C-G" General Business Zoning District.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit for a Convenience Store with Gas Sales and a General Automobile Repair Shop to be located at 5735 Stage Road on Monday, March 3, 2014, in accordance with their regulations and recommended approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 22nd day of April 2014, and approved the Special Use Permit for a Convenience Store with Gas Sales and a General Automobile Repair Shop to be located at 5735 Stage Road, subject to the following conditions:

Engineering Conditions:

1. This lot was part of a legal lot which was 356 feet deep in 1924. In 1974, the middle section was deeded to an adjacent property owner, implying that the southern 60± feet had been previously transferred between 1924 and 1974.
2. Applicant should provide a grading plan to show the runoff direction, not into the street.
3. Greenspace is needed on this site when rebuilt. The requirement is 35 percent, which is not reasonable, but the existing, approximately 20 foot wide grass strip of land all along the south property line is recommended to be left green along with the existing green areas along the east and west property lines, and should not be a problem.

Planning Conditions:

1. On-site storage of vehicles, equipment, parts and tires shall be contained and screened from public view.
2. The applicant shall obtain Planning Commission and Design Review Commission site plan approval following the granting of the SUP.

WHEREAS, the Board of Mayor and Aldermen have determined that this Special Use Permit should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit for a Convenience Store with Gas Sales and a General Automobile Repair Shop to be located at

5735 Stage Road, incorporating the above listed conditions, is approved.

ADOPTED THIS 22nd day of April 2014.

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

A. Keith McDonald, Mayor

Attest:_____

Stefanie McGee, City Clerk

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

Bartlett Planning and
Economic Development Department
6400 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Application for Special Use Permit Approval to the Bartlett Planning Commission

Consultation with the staff is encouraged prior to the completion of this application form.

Requested Special Use CONVENIENCE STORE & GENERAL AUTO REPAIR

Property Address 5735 STAGE RD BARTLETT, TN 38134

Present Zoning C-G

Owner/Developer Contact DARIN BOMMARITO Phone 853-1006

Company Name LAUREN AND HOPE PRODP. INC Fax 861-4195

Address 1011 W. POPLAR, COLLEERVILLE, TN 38017

Architect Contact _____ Phone _____

Company Name _____ Fax _____

Address _____

Engineer Contact PAUL BRAY Phone 383-8668

Company Name BRAY-DAVIS FIRM, LLC Fax 383-8720

Address 2950 STAGE PLAZA N BARTLETT, TN 38134

Submitted by PAUL BRAY Paul Bray 2/3/14
(printed name) (signature) (date)

Darin Bommarito, owner(s) of the property, hereby authorize the filing of this application.

DB Attach a checked-off "Special Use Permit Checklist" and all items required therein.

DB Acknowledge (by initials in the blank to the left) that the "Application Instructions: Planning Commission" were obtained and read prior to submitting this application.

DB Include a fee with this application (check payable to the City of Bartlett) of \$500.00 for five (5) acres or less, plus \$50.00 per acre (after the first five) to a maximum of \$3,000.00

Information to be entered by City staff only:

Resubmittals

(See "Application Instructions: Planning Commission.")

Resubmittal Description	Required Resubmittal Date/Time	Staff Initials
	_____ a.m./p.m. on _____	
	_____ a.m./p.m. on _____	
	_____ a.m./p.m. on _____	



Bartlett Planning and
Economic Development Department
6400 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Special Use Permit Checklist

Plot Plan And Legal Description (each parcel, if more than one)

- ☒ Plot plan, drawn to scale, showing the following information for each parcel (several parcels may be included on one sheet):
 - ☒ Adjoining public street rights-of-way
 - ☒ Area (acres)
 - ☒ Present zoning
 - ☒ Requested special use, including purpose (attach statement, one page maximum)
 - ☒ Area in which buildings are proposed to be located, showing setback dimensions from line.
 - ☒ Drainage
 - ☒ Driveways
 - ☒ Parking area
 - ☒ Buffer planting areas
 - ☒ Type and location of any easements
- ☒ If Site Plan application and approval are necessary, conformance to Tree Ordinance is required.

- ☒ Other pertinent information as required through staff consultation.

- ☒ Legal description (may be attached to plot plan).

- ☒ One (1) 8 1/2" x 11" transparency of the plot plan, for use with an overhead projector.

Vicinity Map

- ☒ Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 1,000-foot radius. Every parcel shall indicate owner's name and the streets, roads or alleys that each parcel fronts upon.
- ☒ One (1) 8 1/2" x 11" transparency of the vicinity map, for use with an overhead projector.

Property Owners

- ☒ List of all property owners within 1,000 feet or a minimum of fifty (50) property owners, whichever results in the greater number of owners. A xerographic copy of the mailing labels may serve as the list.
- ☒ Self-adhesive mailing labels for the list of property owners (two sets).



The Bray – Davis Firm, LLC.

Telephone 901-383-8668
Fax 901-383-8720

2950 Stage Plaza North
Bartlett, Tennessee 38134

February 3, 2014

Terry Emerick
Director of Planning
City of Bartlett
6400 Stage Road
Bartlett, Tennessee 38134

**RE: S.U.P. - for 5735 Stage Road
Bartlett, TN**

Dear Mr. Emerick,

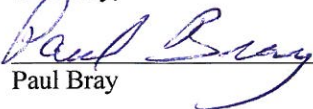
Please find attached an application for the above referenced property. This business is located in the C-G zoning district in Bartlett.

This application is to approve the following uses:

- convenience store with gas sales and
- general automotive repairs.

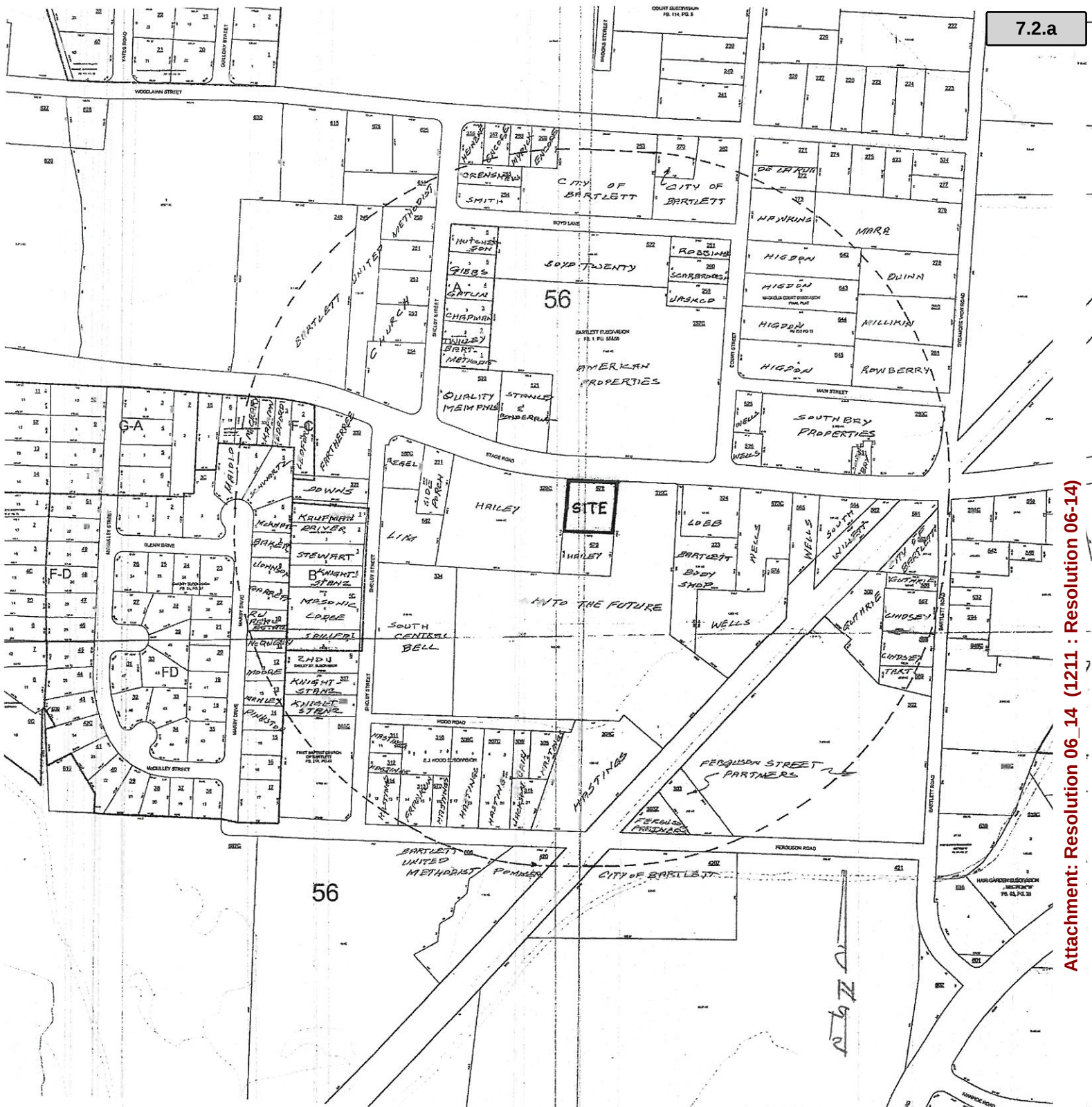
Additionally we are asking that the existing canopy be allowed to remain as an existing non-conforming structure. Thank you for considering this request. If you have any questions or need any additional information, please contact me.

Sincerely,


Paul Bray

RECEIVED
FEB 05 2014
CITY OF BARTLETT

Attachment: Resolution 06_14 (1211 : Resolution 06-14)



Attachment: Resolution 06_14 (1211 : Resolution 06-14)

Bray – Davis Firm, LLC

2950 Stage Plaza North
Bartlett, Tennessee 38134
February 3, 2014

Scale 1"=400'+/-

Telephone 901-383-8668
Fax 901-383-8720
E-mail braydavisfirm01@aol.com

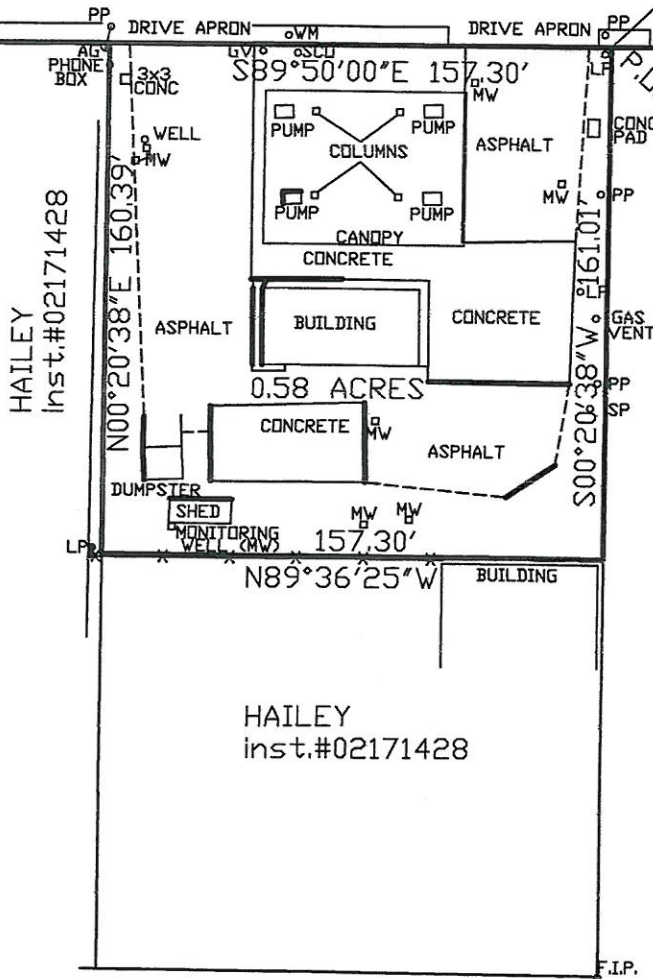
FEB 05 2014

CITY OF BARTLETT

Packet Pg. 87

STAGE ROAD (71' R.O.W.)

322.94' TO THE PROJECTED
CENTERLINE OF COURT STR.



INTO THE FUTURE, LLC
Inst.#11030916

SCALE: 1"=60'
DATE: 12/31/13

THIS SURVEY HAS BEEN MADE USING THE LATEST RECORDED DEED TO THAT PROPERTY AND SHOWS ANY OTHER PERTINENT INFORMATION SUCH AS EASEMENTS, JOINT DRIVEWAYS, ETC. OF WHICH I HAVE BEEN ADVISED BY THE TITLE ATTORNEY.

NOTE: THIS FIRM DOES NOT PERFORM TITLE SEARCHES.

THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA PER FEMA FLOOD MAP # 47157C0303 G DATED February 6, 2013

A ONE STORY BRICK BUILDING AND OTHER STRUCTURES ARE LOCATED ON THIS PROPERTY AS SHOWN AND FURTHER IDENTIFIED AS 5735 STAGE ROAD,

I HEREBY CERTIFY THAT THIS IS A CATEGORY II SURVEY AND THE ERROR OF POSITIONAL ACCURACY DOES NOT EXCEED 1/10 OF A FOOT AT ANY PROPERTY CORNER SHOWN HEREON, AND THAT THIS SURVEY MEETS THE MINIMUM REQUIREMENTS FOR THE STATE OF TENNESSEE.



**PROPERTY LINE SURVEY OF THE
TENNESSEE MARKET GROUP LLC PROPERTY
AS RECORDED BY INST. #01012201
IN THE SHELBY COUNTY REGISTER'S OFFICE
PROPERTY LOCATED IN
BARTLETT, SHELBY COUNTY, TENNESSEE**

PREPARED BY:
THE BRAY-DAVIS FIRM, LLC.
2950 STAGE PLAZA N.
BARTLETT, TN 38134
(901) 383-8668

Attachment: Resolution 06_14 (1211 : Resolution 06-14)

322.94' TO THE PROJECTED
CENTERLINE OF COURT STR.



CONCEPT PLAN
SPECIAL USE PERMIT
REQUESTED USE
CONVENIENCE STORE, GENERAL AUTOMOTIVE REPAIR
AND NON-CONFORMING STRUCTURE (CANOPY) TO REMAIN
BARTLETT, SHELBY COUNTY, TENNESSEE

Packet Pg. 89



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 06-14

Meeting: 03/25/14 07:00 PM

Department: Police

Category: Agreement

Prepared By: Stefanie McGee

Initiator: Gary Rikard

Sponsors:

DOC ID: 1217

Resolution 09-14, a resolution to donate surplus personal property to the Town of Mason, Tennessee.

WHEREAS, the City of Bartlett currently owns two 2005 Ford Crown Victoria vehicles which have been declared surplus property; and

WHEREAS, the Town of Mason, Tennessee has expressed a desire to obtain this surplus personal property from the City of Bartlett; and

WHEREAS, Tennessee Code Annotated, § 12-3-1005 grants authority to transfer surplus personal property among governmental entities; and

WHEREAS, the Board of Mayor and Aldermen of Bartlett, Tennessee has determined that it is good public policy to transfer by gift surplus personal property to other local governmental entities as circumstances and needs arise,

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the two 2005 Ford Crown Victoria vehicles declared as surplus personal property by the City of Bartlett Police Department is hereby transferred by gift to the Town of Mason, Tennessee.

Adopted this day of March 25, 2014

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

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