



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, MARCH 22, 2022 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Larry Turner, Harmony Church

FUTURE MEETINGS

Family Assistance Commission, April 4 at 6 p.m.

Planning Commission, April 4 at 7 p.m.

Beer Board, April 5 at 6 p.m.

Bartlett Station Commission, April 6 at 7:30 a.m.

City Beautiful Commission, April 7 at 6:30 p.m.

RECOGNITIONS

Government Finance Officers Association Distinguished Budget Presentation Award (Dick Phebus)

2021 Employees of the Year (Ted Archdeacon)

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the March 8, 2022 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- I **Special event permit for 2022 National Police Week 5K Race. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturday, May 7 from 8 a.m. to 1 p.m. at Appling Lake First Responder Monument.

2 Ninth year renewal of water tank maintenance project (10 Years). (Rick McClanahan, Director of Engineering)

In 2013, the bid for water tank maintenance from Utility Service Company (Suez) was accepted. The project bid in 2013 was for maintenance during a 10 year period. Please award year nine of the project for a total amount of \$396,667.29. Funds are available in Account 510.51200.945.

3 Treasurer's Report for February 2022. (Dick Phebus, Director of Finance)

NEW BUSINESS

I Survey and engineering design services for pond grading and erosion repairs at Stoneridge Park Lake in the amount of \$38,000.00. (Shan Criswell, Director of Parks and Recreation)

Recommend approving the Allen and Hoshall proposal in the amount of \$38,000.00. Funds are available in Account 311.48311.780.51422.

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 8, 2022 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

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 Kevin Quinn: Present.

INVOCATION

Opening Prayer by Chief of Police Jeff Cox

FUTURE MEETINGS

Parks and Recreation Advisory Board, March 10 at 6 p.m.

Bartlett Arts Council, March 15 at 6 p.m.

BPACC Advisory Board, March 15 at 6 p.m.

Historic Preservation Commission, March 21 at 7 p.m. (canceled)

RECOGNITIONS

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

MINUTES ACCEPTANCE

Minutes of the February 22, 2022 Board of Mayor and Aldermen Regular Meeting

Minutes Acceptance: Minutes of Mar 8, 2022 6:00 PM (MINUTES ACCEPTANCE)

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

CONSENT AGENDA

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

I Special event permit for Memphis Classic Chevy Car Show. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, May 7 from 8 a.m. to 5 p.m. at W. J. Freeman Park.

2 Treasurer's Report for January 2022. (Dick Phebus, Director of Finance)

Budgeted Expenditures	\$87,957,409
Year-to-date Expenditures	\$59,146,752
Budgeted Revenues	\$87,957,409
Year-to-date Revenues	\$58,146,277

NEW BUSINESS

I Appoint Don Baldock to Parks and Recreation Advisory Board. (A. McDonald, Mayor)

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

2 Professional fee proposal for one-year extension of audit contract with Watkins Uiberall, PLLC with option to renew for two additional years. (Dick Phebus, Director of Finance)

Alderman Quinn inquired as to the price increase. Director of Finance Dick Phebus explained there had been no price increase in three years and the City was receiving a 40 percent discount.

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

OPEN DISCUSSION

Alderman Simmons congratulated the Bartlett High School's boys bowling team coach, Stephen Woody, on being awarded the All-Metro Coach of the Year.

Minutes Acceptance: Minutes of Mar 8, 2022 6:00 PM (MINUTES ACCEPTANCE)

Alderman Parsons congratulated the Bartlett High School's boys basketball team on winning the District 15-AAAA Championship, Regional 8-AAAA Championship, and heading to the State Championship on March 16, 2022.

ADJOURNMENT

Meeting adjourned at 6:08 PM

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

A. Keith McDonald, Mayor

Minutes Acceptance: Minutes of Mar 8, 2022 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/22/22 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for 2022 National Police Week 5K Race.



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

3599 Appling Address 38133 Zip Code
05/07/2022 Dates of the Event 0800-1pm Hours of the Event
Fundraiser / Public Attraction Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
City of Bartlett Property Owner
P.O. Box 495 Ellendale, TN 38029 Special Event Permit Applicant Address of Applicant
901-734-6203 Phone Number — Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

\$60.00 Special Event Fee
\$4.00 Permit Issuing Fee
\$ 2% Credit Card Fee
\$64.00 Total Permit Fee

CK# 1003

Chris Armstrong Responsible Person 3-9-2022 Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: Police Week 5K
 Location: 3599 Appling Road
 Dates: 05/07/2022
 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			MA	<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.	Attached
3			MA	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		Y		<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		Y		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		Y		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			MA	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			MA	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	mom Attached
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			MA	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			MA	<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			MA	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.	mem attached
14		Y		<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.	mem attached

	Sub- mitted ✓ or X	OK	N/A		Comments
15			MR	<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			MR	<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.	Attached
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.	Attached

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		NA	Limitations on signs.	
23	Y		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		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		Y		Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32		Y		Description of the site on which the proposed event is to be held.	
33		Y		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			MP	Location and number of proposed temporary public toilets.	
37			MP	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		Y		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	Y		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.	



Bartlett Police Charitable Foundation
 P.O. Box 495
 Ellendale, Tennessee 38029
 901-734-6203
carmstrong@bartlettspolice.org

To: The City of Bartlett Board of Mayor and Alderman

The Bartlett Police Charitable Foundation (B.P.C.F.) is requesting a permit to host a 5K event in conjunction with the 2022 National Police Week 5K race that will take place on May 7, 2022. All proceeds go to Concerns of Police Survivors (C.O.P.S.) as they work to support survivors who have lost a loved one to a line of duty death. In addition, we hope us hosting this 5K will bring the community and its officers closer together while raising awareness of fallen officers.

Who we are and what we do: The B.P.C.F. comprises officers, dispatchers, and Jailers who work for the Bartlett Police Department and Civilians who volunteer for this charity. All members of the B.P.C.F. are volunteers. The B.P.C.F. is a 501 (c) (3) charity and hosts several events each year aiming to connect local law enforcement and Bartlett citizens in order to assist those in need.

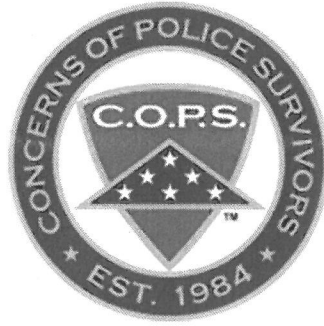
The Concern of Police Survivors (C.O.P.S.) was organized in 1984 with 110 individual members. Today, C.O.P.S. membership is over 48,000 survivors. Survivors include spouses, children, parents, siblings, significant others, and co-workers of officers who have died in the line of duty, according to Federal government criteria. In addition, C.O.P.S. has over 50 Chapters nationwide that work with survivors at the grass-root level.

We appreciate your consideration and look forward to hearing from you.

Sincerely,

Bartlett Police Charitable Foundation Board Members

Chris Armstrong, President
 Brittni Vick, Vice President
 Jessyca Baker, Secretary
 Kristina Headley, Treasure



Concerns of Police Survivors (C.O.P.S.)

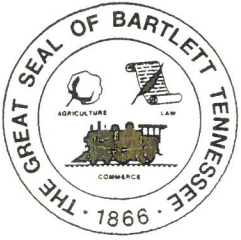
Each year, between 140 and 160 officers are killed in the line of duty and their families and co-workers are left to cope with the tragic loss. C.O.P.S. provides resources to help them rebuild their shattered lives. There is no membership fee to join C.O.P.S., for the price paid is already too high.

C.O.P.S. was organized in 1984 with 110 individual members. Today, C.O.P.S. membership is over 48,000 survivors. Survivors include spouses, children, parents, siblings, significant others, and co-workers of officers who have died in the line of duty according to Federal government criteria. C.O.P.S. is governed by a national board of law enforcement survivors. All programs and services are administered by the National Office in Camdenton, Missouri. C.O.P.S. has over 50 Chapters nationwide that work with survivors at the grass-roots level.

C.O.P.S. programs for survivors include the National Police Survivors' Conference held each May during National Police Week, scholarships, peer-support at the national, state, and local levels, "C.O.P.S. Kids" counseling reimbursement program, the "C.O.P.S. Kids" Summer Camp, "C.O.P.S. Teens" Outward Bound Adventure for young adults, special retreats for spouses, parents, siblings, adult children, extended family, and co-workers, trial and parole support, and other assistance programs.

C.O.P.S. knows that a survivor's level of distress is directly affected by the agency's response to the tragedy. C.O.P.S., therefore, offers training and assistance to law enforcement agencies nationwide on how to respond to the tragic loss of a member of the law enforcement profession. C.O.P.S. is a 501(c) (3) non-profit organization. C.O.P.S. programs and services are funded by grants and donations.

<https://www.concernsofpolicesurvivors.org>



City of Bartlett

PARKS & RECREATION

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

March 3, 2022

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

The Bartlett Police Charitable Foundation has requested the use of Appling Lake First Responder's area at 3599 Appling Rd. for their Police Week 5K. This event will be held from 9:00am until 1:00pm, Saturday, May 7, 2022.

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

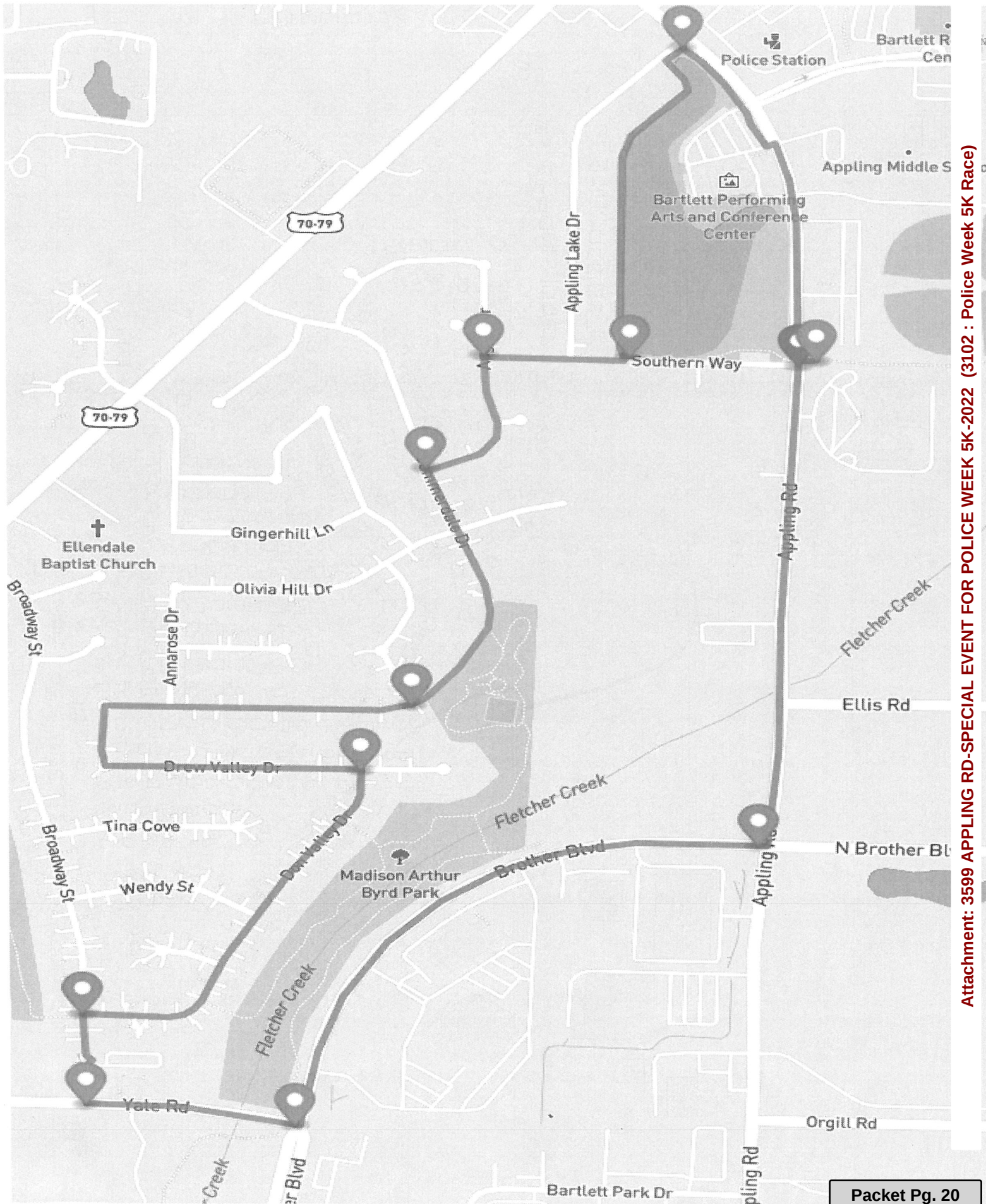
Sincerely,

Shan Criswell
Parks and Recreation Department Director
City of Bartlett

cc: Lt. Chris Armstrong

Attachment: 3599 APPLING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)

2022 Police Week 5K Route/ 3.2 Miles



**K9
Demo
Area**

Portal Potties



Food Trucks



Archie's

Voodoo Cafe

Start/Finish

Appling Rd

Appling Rd

Southern Way

Southern Way



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/09/2022

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

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

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising Underwriting PHONE (A/C, No, Ext): 800-426-2889 FAX (A/C, No): 260-459-5105 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:																					
INSURED Bartlett Police Charitable Foundation DBA: City of Bartlett P.O. Box 495 Ellendale, TN 38029 A Member of the Sports, Leisure & Entertainment RPG	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Nationwide Mutual Insurance Company</td><td>23787</td></tr> <tr> <td>INSURER B:</td><td></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> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nationwide Mutual Insurance Company	23787	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Nationwide Mutual Insurance Company	23787																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** W02125549**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 ☐ PROJECT ☐ LOC OTHER:	X		6BRPG0000007787200	05/07/2022 12:01 AM EDT	05/08/2022 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ NOT PROVIDED WHILE IN HAWAII ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000007787200	05/07/2022 12:01 AM EDT	05/08/2022 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

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

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Event Name: Bartlett Police Charitable Foundation Type of Event: Walk and Run Distance:5K

Event Date (including ancillary events and set-up/tear-down): 5/7/2022 to 5/7/2022 Number of Participants: 200 Event Location: Bartlett First Responders Monument , 3899 Appling Road, Bartlett

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER

City of Bartlett
 6400 Stage Road
 Bartlett, TN 38134
 (Owner/Lessor of Premises)

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

Scott Burkhead

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

Permit LOCAL 21

Shelby County Health Department

1826 SYCAMORE VIEW

Memphis, Tennessee 38134

Permit Number: #2297

Permit Fee: \$150.00

This is to certify that

ARCHIE'S

is granted permission to operate the below facility in accordance with the ordinances of the city of Memphis or other municipality, the County of Shelby, and/or under the rules and regulations of the Shelby County Health Department.

In accepting this permit, the holder agrees to permit inspection of this establishment or premise whenever such inspection may be deemed necessary by the Health Department. In food establishments the holder further agrees to permit samples of food and food products, and such may be deemed necessary, for analysis.

This permit is issued for one year ending June 30, 2022 unless revoked by the Health Department. This permit is not transferable.



ARCHIE'S
5743 N. LAKE OAKS DR
BARTLETT, TN 38134

KEEP THIS PERMIT POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS.

Kasia Alexander
Administrator
Shelby County Health





STATE FARM FIRE AND CASUALTY COMPANY
A STOCK COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS

Po Box 88854
Dunwoody, GA 30356-0854

Named Insured

000652 3123
ARGUELLO, ALEJANDRO A
DBA ARCHIE'S SHAVED ICE
5743 N LAKE OAKS DR
BARTLETT TN 38134-5778

M-11-152F-FA3A F Z



DECLARATIONS

5.1.a

Policy Number	92-EF-M424-0	
Policy Period	Effective Date	Expiration Date
12 Months	APR 13 2021	APR 13 2022
The policy period begins and ends at 12:01 am standard time at the premises location.		

Agent and Mailing Address
PHILLIP GOOCH
8820 TRINITY RD STE 102
CORDOVA TN 38018-2735

PHONE: (901) 757-2741

Food Shop Policy

Automatic Renewal - If the **policy period** is shown as **12 months**, this policy will be renewed automatically subject to the premiums, rules and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

Entity: Individual

POLICY PREMIUM \$ 325.00
Minimum Premium

Prepared
APR 21 2021
CMP-4000

005786 290 I
N 1R

© Copyright, State Farm Mutual Automobile Insurance Company, 2008
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Continued on Reverse Side of Page

Page 1 of 6

Packet Pg. 24

Attachment: 3599 APPLYING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)

DECLARATIONS (CONTINUED)

Food Shop Policy for ARGUELLO, ALEJANDRO A
 Policy Number 92-EF-M424-0

SECTION I - PROPERTY SCHEDULE

Location Number	Location of Described Premises	Limit of Insurance* Coverage A - Buildings	Limit of Insurance* Coverage B - Business Personal Property	Seasonal Increase-Business Personal Property
001	5743 N LAKE OAKS DR BARTLETT TN 38134-5778	No Coverage	\$ 4,000	25%

* As of the effective date of this policy, the Limit of Insurance as shown includes any increase in the limit due to Inflation Coverage

SECTION I - INFLATION COVERAGE INDEX(ES)

Cov A - Inflation Coverage Index: N/A
 Cov B - Consumer Price Index: 263.0

SECTION I - DEDUCTIBLES

Basic Deductible \$500

Special Deductibles:

Money and Securities	\$250	Employee Dishonesty	\$250
Equipment Breakdown	\$500		

Other deductibles may apply - refer to policy.

Prepared
 APR 21 2021
 CMP-4000

005786

© Copyright, State Farm Mutual Automobile Insurance Company, 2008
 Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Continued on Next Page

Page 2 of 6

Attachment: 3599 APPLYING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)



**SHELBY COUNTY
MINIMAL ACTIVITY LICENSE**

RECEIPT NUMBER	212002464
LICENSE NUMBER	210005110
THIS LICENSE EXPIRES	5/15/2022

OWNER(S)
ALEJANDRO ARGUELLO

ARCHIES

**5743 N. LAKE OAKS DRIVE
BARTLETT, TN 38134**

BUSINESS LOCATION ADDRESS
5743 N. LAKE OAKS DRIVE BARTLETT, TN 38134

DETACH LICENSE AND DISPLAY IN A PUBLIC AREA

RECEIPT NUMBER	212002464
LICENSE NUMBER	210005110
CLASSIFICATION	2

	CITY	COUNTY
MINIMAL ACTIVITY FEE		\$15.00
CREDIT CARD FEE		
TOTAL DUE		\$15.00

LICENSE PERIOD

FROM	STARTED
TO	05/06/2021

ISSUE DATE 05/06/2021

Wanda Halbert

WANDA HALBERT, COUNTY CLERK

ANTHONY MAPLES

DEPUTY CLERK

Effective January 1, 2014, counties and cities will issue a minimal activity business license to any person with annual sales of more than \$3,000 but less than \$10,000 per year within a jurisdiction.

The minimal activity license will be issued upon receipt of an application and payment of a \$15 fee. The applicant must attest that the applicant is engaged in business within the county or incorporated municipality and has sales of less than \$10,000 per year within the jurisdiction. No person with sales of more than \$3,000 but less than \$10,000 can engage in business in the jurisdiction without first obtaining the minimal activity license.

If a person has more than one location in the jurisdiction, a separate minimal activity license and \$15 fee is required for each location. Any person obtaining a minimal activity license must display the license in the person's place of business. Persons with \$3,000 or less in annual sales in any incorporated municipality or county may, but are not required to, have a minimal activity license.

Each minimal activity license will expire thirty days after the end of what would be the taxpayer's filing period if the person were filing a business tax return. Each year, a new minimal activity license must be obtained for each of the persons locations if the person will meet the qualifying gross receipts criteria; another \$15 license fee must be paid for each new minimal activity license.

In any year in which the person's gross receipts in the jurisdiction are \$10,000 or more, the person will be required to file a regular business tax return for the tax year.

Attachment: 3599 APPLYING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)

Bartlett Business License

License

License reference **7966** +1 Account ID **7806** C

MAIN LOCATION DATES/OTHER STATISTICS TEXT/COMMENTS NOTES

Dates

Application date 05/11/2021 
 Issue date 05/11/2021 
 Expire date 05/15/2022 
 Last bill date 04/01/2021 

Account ID * **7806** +1
 Out of Local Area
 Development
 Location **5743** Unit
 Address **N. LAKE OAKS DR**
 City/State **38134** ... **BARTLETT** **TN**
 Parcel ID
 Address Descr **5743 N. LAKE OAKS DR**
 ID **0**
 Jurisdiction **Munis**

DBA
 Status **ACTIVE**
 Municipality **BART - CITY OF BARTLETT**
 Area **BL - BUSINESS LICENSE**
 Type **PROP** ... **PROPRIETORSHIP**
 Square Feet
 Last maint **05/11/2021**  By **lbrady**
 Last audit
 Assoc business

BUSINESS INFO NAICS/SIC CONTACT INFO TEXT/COMMENTS OTHER FACILITY

Business Owner **240938** ... 
ARCHIES
 License CIDs
 Owner **0** ... 
 Agent/Operator **240938** ... 
ARCHIES
 Other CID **0** ... 

C of O
 Fiscal Mon
 Insurance
 Bus Start/C
 Lease End
 Bankruptcy
 Last Licens
 Filing histc

Permit LOCAL 21

Shelby County Health Department

Permit Number: #85277

1826 SYCAMORE VIEW
Memphis, Tennessee 38134

Permit Fee: 150.00

This is to certify that

VOODOO CAFE



is granted permission to operate the below facility in accordance with the ordinances of the city of Memphis or other municipality, the County of Shelby, and/or under the rules and regulations of the Shelby County Health Department.

In accepting this permit, the holder agrees to permit inspection of this establishment or premise whenever such inspection may be deemed necessary by the Health Department. In food establishments the holder further agrees to permit samples of food and food products, and such may be deemed necessary, for analysis.

This permit is issued for one year ending JUNE 30, 2022 unless revoked by the Health Department. This permit is not transferable.



VOODOO CAFE
302 LOCUST
MEMPHIS, TN 38018

Kasia Alexander

Administrator
Shelby County Health

KEEP THIS PERMIT POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS.

Bartlett Business License

5.1.a

Account ID *	7572 +1	DBA	
Out of Local Area	☐	Status	ACTIVE
City/Development		Municipality	BART - CITY OF BARTLETT
Address	2780 Unit	Area	BL - BUSINESS LICENSE
Street	BARTLETT BLVD	Type	...
City/State	38134 ... BARTLETT TN	Square Feet	
Parcel ID		Last maint	02/09/2021 By sgilow
Location Descr	2780 BARTLETT BLVD	Last audit	
P ID	0	Assoc business	
Source	Munis		

BUSINESS INFO NAICS/SIC CONTACT INFO TEXT/COMMENTS OTHER FACILITY

Business Owner	212527 ...	
3A *	VOODOO CAFE LLC	
License CIDs		
E Owner	0 ...	
Agent/Operator	212527 ...	
	VOODOO CAFE LLC	
Other CID	0 ...	

C of O
Fiscal M
Insurance
Bus Star
Lease E
Bankrup
Last Lic
Filing hi

License reference	7733 +1	Account ID	7572	DBA	
-------------------	---------	------------	------	-----	--

MAIN LOCATION DATES/OTHER STATISTICS TEXT/COMMENTS NOTES

Application date	01/06/2020	
Issue date	02/09/2021	
Expire date	05/15/2022	
Last bill date	08/17/2009	

Attachment: 3599 APPLYING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)

PROGRESSIVE
P.O. BOX 6807
CLEVELAND, OH 44101
1-800-444-4487

PROGRESSIVE
COMMERCIAL

Policy number: 02904483

Underwritten by:
Progressive Hawaii Insurance Corp
NAIC Number: 10067
November 20, 2021
Page 1 of 1

Certificate of Insurance

Certificate Holder

VOODOO CAFE LLC
2780 BARTLETT BLVD
BARTLETT, TN 38134-0000

Insured

VOODOO CAFE LLC
2780 BARTLETT BLVD
BARTLETT, TN 38134

Agent

NORTHEAST AGENCIES
8209 IBM DR BLDG 102
CHARLOTTE, NC 28262

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This Certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies. Liability coverage may not apply to all scheduled vehicles.

Policy Effective Date: Nov 20, 2021

Policy Expiration Date: Nov 20, 2022

Insurance coverage(s)

Limits

Bodily Injury/Property Damage

\$1,000,000 Combined Single Limit

Uninsured Motorist Bodily Injury

\$1,000,000 Combined Single Limit

Description of Location/Vehicles/Special Items

Scheduled autos only

1957 Ford VANETTE UNKNOWN

Medical Payments
Comprehensive
Collision

\$5,000
\$1,000 Ded
\$1,000 Ded

Stated Amount \$10,000

Form 5241 (05/16)

Attachment: 3599 APPLING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)



TENNESSEE DEPARTMENT OF HEALTH FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

SCORE

97

Establishment Name VOODOO CAFE (MOBILE) Type of Establishment ☐ Permanent ☒ Mobile
 Address 302 LOCUST GROVE
 City Cordova Time in 09:45 AM AM / PM Time out 10:10 AM AM / PM
 Inspection Date 10/28/2021 Establishment # 605250550 Embargoed 000
 Purpose of Inspection ☒ Routine ☐ Follow-up ☐ Complaint ☐ Preliminary ☐ Consultation/Other
 Risk Category ☐ 1 ☒ 2 ☐ 3 ☐ 4 Follow-up Required ☐ Yes ☒ No Number of Seats 0

Risk factors are food preparation practices and employee behaviors most commonly reported to the Centers for Disease Control and Prevention as contributing factors in foodborne illness outbreaks. Public Health interventions are control measures to prevent illness or injury.

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

(Mark designated compliance status (IN, OUT, NA, NO) for each numbered item. For items marked OUT, mark COS or R for each item as applicable. Deduct points for category or subcategory.)

IN= in compliance				OUT= not in compliance				NA= not applicable				NO= not observed				COS= corrected on-site during inspection				R= repeat (violation of the same code provision)													
Compliance Status								Compliance Status								Compliance Status																	
IN	OUT	NA	NO					COS	R	WT	IN	OUT	NA	NO					COS	R	WT												
Supervision																																	
1	☒	☐	☐	☐	Person in charge present, demonstrates knowledge, and performs duties.				☐	☐	5																						
Employee Health																																	
2	☒	☐	☐	☐	Management and food employee awareness, reporting				☐	☐	5																						
3	☒	☐	☐	☐	Proper use of restriction and exclusion				☐	☐	5																						
Good Hygienic Practices																																	
4	☒	☐	☐	☐	Proper eating, tasting, drinking, or tobacco use				☐	☐	5																						
5	☒	☐	☐	☐	No discharge from eyes, nose, and mouth				☐	☐	5																						
Preventing Contamination by Hands																																	
6	☒	☐	☐	☐	Hands clean and properly washed				☐	☐	5																						
7	☒	☐	☐	☐	No bare hand contact with ready-to-eat foods or approved alternate procedures followed				☐	☐	5																						
8	☒	☐	☐	☐	Handwashing sinks properly supplied and accessible				☐	☐	2																						
Approved Source																																	
9	☒	☐	☐	☐	Food obtained from approved source				☐	☐	5																						
10	☒	☐	☐	☐	Food received at proper temperature				☐	☐	5																						
11	☒	☐	☐	☐	Food in good condition, safe, and unadulterated				☐	☐	5																						
12	☒	☐	☐	☐	Required records available: shell stock tags, parasite destruction				☐	☐	5																						
Protection from Contamination																																	
13	☒	☐	☐	☐	Food separated and protected				☐	☐	4																						
14	☒	☐	☐	☐	Food-contact surfaces: cleaned and sanitized				☐	☐	5																						
15	☒	☐	☐	☐	Proper disposition of unsafe food, returned food not re-served				☐	☐	2																						
Cooking and Reheating of Time/Temperature Control For Safety (TCS) Foods																																	
16	☒	☐	☐	☐	Proper cooking time and temperatures				☐	☐	5																						
17	☒	☐	☐	☐	Proper reheating procedures for hot holding				☐	☐	5																						
Cooling and Holding, Date Marking, and Time as a Public Health Control																																	
18	☒	☐	☐	☐	Proper cooling time and temperature				☐	☐	5																						
19	☒	☐	☐	☐	Proper hot holding temperatures				☐	☐	5																						
20	☒	☐	☐	☐	Proper cold holding temperatures				☐	☐	5																						
21	☒	☐	☐	☐	Proper date marking and disposition				☐	☐	5																						
22	☒	☐	☐	☐	Time as a public health control: procedures and records				☐	☐	5																						
Consumer Advisory																																	
23	☒	☐	☐	☐	Consumer advisory provided for raw and undercooked food				☐	☐	4																						
Highly Susceptible Populations																																	
24	☒	☐	☐	☐	Pasteurized foods used; prohibited foods not offered				☐	☐	5																						
Chemicals																																	
25	☒	☐	☐	☐	Food additives: approved and properly used				☐	☐	5																						
26	☒	☐	☐	☐	Toxic substances properly identified, stored, used				☐	☐	5																						
Compliance with Approved Procedures																																	
27	☒	☐	☐	☐	Compliance with variance, specialized process, and HACCP plan				☐	☐	5																						

Good Retail Practices are preventive measures to control the introduction of pathogens, chemicals, and physical objects into foods.

GOOD RETAIL PRACTICES

OUT= not in compliance				COS= corrected on-site during inspection				R= repeat (violation of the same code provision)							
Compliance Status								Compliance Status							
OUT	COS	R	WT	OUT	COS	R	WT	OUT	COS	R	WT				
Safe Food and Water															
28	☒	☐	1	Pasteurized eggs used where required				☐	☐	1					
29	☒	☐	2	Water and ice from approved source				☐	☐	2					
30	☒	☐	1	Variance obtained for specialized processing methods				☐	☐	1					
Food Temperature Control															
31	☒	☐	2	Proper cooling methods used; adequate equipment for temperature control				☐	☐	2					
32	☒	☐	1	Plant food properly cooked for hot holding				☐	☐	1					
33	☒	☐	1	Approved thawing methods used				☐	☐	1					
34	☒	☐	1	Thermometers provided and accurate				☐	☐	1					
Food Identification															
35	☒	☐	1	Food properly labeled; original container; required records available				☐	☐	1					
Prevention of Food Contamination															
36	☒	☐	2	Insects, rodents, and animals not present				☐	☐	2					
37	☒	☐	1	Contamination prevented during food preparation, storage & display				☐	☐	1					
38	☒	☐	1	Personal cleanliness				☐	☐	1					
39	☒	☐	1	Wiping cloths, properly used and stored				☐	☐	1					
40	☒	☐	1	Washing fruits and vegetables				☐	☐	1					
Proper Use of Utensils															
41	☒	☐	1	In-use utensils; properly stored				☐	☐	1					
42	☒	☐	1	Utensils, equipment and linens; properly stored, dried, handled				☐	☐	1					
43	☒	☐	1	Single-use/single-service articles; properly stored, used				☐	☐	1					
44	☒	☐	1	Gloves used properly				☐	☐	1					
Utensils and Equipment															
45	☒	☐	1	Food and nonfood-contact surfaces cleanable, properly designed, constructed, and used				☐	☐	1					
46	☒	☐	1	Warewashing facilities, installed, maintained, used, test strips				☐	☐	1					
47	☒	☐	1	Nonfood-contact surfaces clean				☐	☐	1					
Physical Facilities															
48	☒	☐	2	Hot and cold water available; adequate pressure				☐	☐	2					
49	☒	☐	2	Plumbing installed; proper backflow devices				☐	☐	2					
50	☒	☐	2	Sewage and waste water properly disposed				☐	☐	2					
51	☒	☐	1	Toilet facilities: properly constructed, supplied, cleaned				☐	☐	1					
52	☒	☐	1	Garbage/refuse properly disposed; facilities maintained				☐	☐	1					
53	☒	☐	1	Physical facilities installed, maintained, and clean				☐	☐	1					
54	☒	☐	1	Adequate ventilation and lighting; designated areas used				☐	☐	1					
Administrative Items															
55	☒	☐	0	Current permit posted				☐	☐	0					
56	☒	☐	0	Most recent inspection posted				☐	☐	0					
Compliance Status															
YES NO WT															
Non-Smokers Protection Act															
57	☒	☐	0	Compliance with TN Non-Smoker Protection Act				☐	☐	0					
58	☒	☐	0	Tobacco products offered for sale				☐	☐	0					
59	☒	☐	0	If tobacco products are sold, NSPA survey completed				☐	☐	0					

Failure to correct any violations of risk factor items within ten (10) days may result in suspension of your food service establishment permit. Repeated violation of an identical risk factor may result in revocation of your food service establishment permit. Items identified as constituting imminent health hazards shall be corrected immediately or operations shall cease. You are required to post the food service establishment permit in a conspicuous manner and post the most recent inspection report in a conspicuous manner. You have the right to request a hearing regarding this report by filing a written request with the Commissioner within ten (10) days of the date of this report. T.C.A. sections 68-14-703, 68-14-704, 68-14-706, 68-14-708, 68-14-711, 68-14-715, 68-14-716, 4-5-329.

Signature of Person in Charge [Signature] Date 10/28/2021 Signature of Environmental Health Specialist [Signature] Date 10/28/2021

**** Additional food safety information can be found on our website, <http://tn.gov/health/article/eh-foodservice> ****

PH-2267 (Rev. 6-15) Free food safety training classes are available each month at the county health department. Please call () 9012229200 to sign-up for a class. RDA 629

Observed Violations

Total # 3

Repeated # 0

45: Rusty exterior on grill equipment.
47: Food residue on equipment.
53: Exhaust system extremely dirty.

***See page at the end of this document for any violations that could not be displayed in this space.

Establishment Information

5.1.a

Establishment Name: VODOO CAFE (MOBILE)

Establishment Number : 605250550

Comments/Other Observations (cont'd)**Additional Comments (cont'd)**

Source Type: Water

Source: City

Source Type: Food

Source: Restaurant Depot

Source Type:

Source:

Source Type:

Source:

Source Type:

Source:



**FOOD
LIABILITY
INSURANCE
PROGRAM**

<http://www.fliprogram.com>
844-520-6992
Powered by Veracity Insurance
Solutions, LLC



Great American Alliance Insurance Company
301 E. Fourth Street, 25 S
Cincinnati, OH 45202-4201

COMMERCIAL GENERAL LIABILITY COVERAGE PART - OCCURRENCE FORM CERTIFICATE PAGE

IT IS AGREED THAT THIS CERTIFICATE IS ISSUED TO THE CERTIFICATE HOLDER LISTED BELOW TO CERTIFY COVERAGE UNDER THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY LISTED BELOW.

INSURANCE COMPANY: GREAT AMERICAN ALLIANCE INSURANCE COMPANY	POLICY NUMBER: PL3403151
NAMED INSURED: BEAUTY HEALTH & TRADE ALLIANCE	
CERTIFICATE HOLDER: Voodoo Cafe LLC	CERTIFICATE NUMBER: F114993
ADDRESS: 2780 BARTLETT BLVD, BARTLETT, Tennessee 38134	
POLICY PERIOD: 04/26/2021 to 04/26/2022 12:01 A.M. Standard Time at the Address of The Certificate Holder	

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$	2,000,000	
Products-Completed Operations Aggregate Limit	\$	2,000,000	
Personal and Advertising Injury Limit	\$	1,000,000	
General Each Occurrence Limit	\$	1,000,000	
Damage to Premises Rented to You Limit	\$	300,000	Any One Premises
Medical Expense Limit	\$	5,000	Any One Person
Professional Coverage Extension	\$	Not Purchased	Each Claim
	\$	Not Purchased	Aggregate
Professional Coverage Deductible	\$	Not Purchased	Each Claim
Liability Deductible		None	

FORM OF BUSINESS: LLC

PREMIUM:	\$	169	
BHTA Fee:	\$	76	
TOTAL ANNUAL COST:	\$	245	(The cost is 100% earned/non refundable)

CODE NUMBER: 11168 **PREMIUM BASIS:** Gross Sales **EXPOSURE:** Up to \$50,000

BUSINESS DESCRIPTION: Vendor, Distributor, or Manufacturer of food products; Food Truck

THIS INSURANCE IS SUBJECT TO ALL THE TERMS AND CONDITIONS, INCLUDING APPLICABLE ENDORSEMENTS, OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY. A COPY OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY ACCOMPANIES THIS CERTIFICATE. ADDITIONAL COPIES WILL BE PROVIDED TO THE CERTIFICATE HOLDER. PLEASE READ THE POLICY AND ALL ENDORSEMENTS.

NO ADMISSION OF LIABILITY MAY BE MADE EITHER VERBALLY OR IN WRITING

FULL DETAIL OF ANY INCIDENT SHOULD BE SENT IMMEDIATELY BY EMAIL TO CLAIMS@VOPINS.COM OR BY LETTER TO VERACITY INSURANCE SOLUTIONS, LLC 260 SOUTH 2500 WEST SUITE 303, PLEASANT GROVE, UT 84062.

FORMS AND ENDORSEMENTS applicable to all Coverage Parts and made part of this Policy at time of issue are listed on the attached Forms and Endorsements Schedule IL 88 01 (11/85).

ADMINISTRATED BY



Veracity Insurance Solutions, LLC
260 South 2500 West Suite 303
Pleasant Grove Utah 84062
888-568-0548
info@fliprogram.com

ADMINISTRATOR'S SIGNATURE:

Attachment: 3599 APPLING RD-SPECIAL EVENT FOR POLICE WEEK 5K-2022 (3102 : Police Week 5K Race)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/22/22 06:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Ninth year renewal of water tank maintenance project (10 Years).

Please award year nine of the project to Utility Service Company (Suez) in the amount of \$396,667.29. The project bid was for maintenance over a 10 year period. This is a budgeted item and funding is available in Account 510.51200.945.

Thank you for your consideration.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/22/22 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for February 2022.



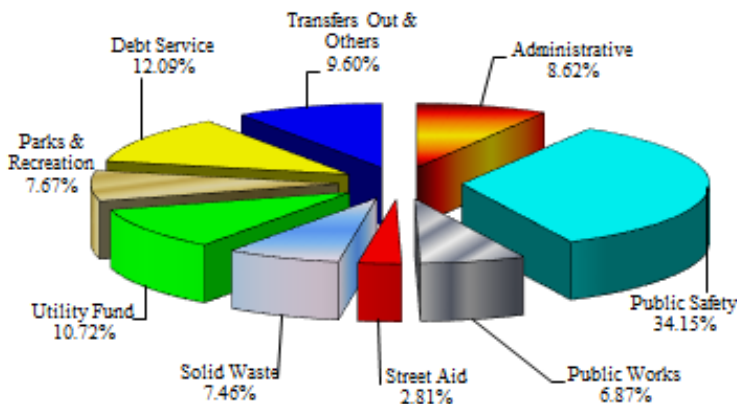
City of Bartlett

FINANCIAL REPORT

February 28, 2022

Total Expenditures, FY 2022 Budget: \$88,858,628

WHERE THE \$ GOES (Does not include School)

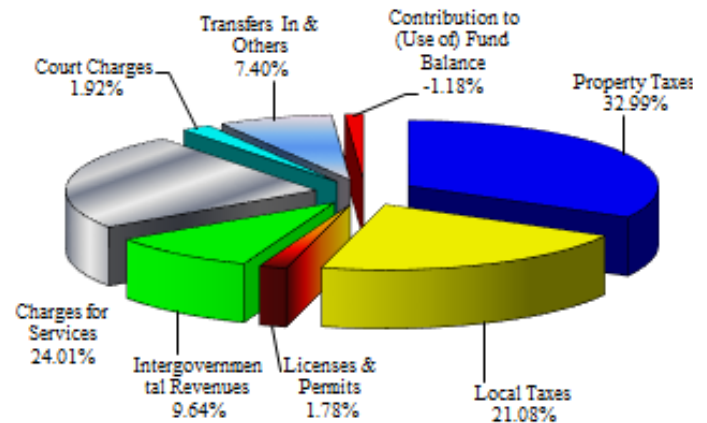


BUDGET HIGHLIGHTS

- Local and State Sales Taxes are exceeding budget while Court Fees are below budget. Other revenues are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2020 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2023 budgets are being prepared by the departments now.

Total Revenues, FY 2022 Budget: \$88,858,628

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



FY 2022 YEAR-TO-DATE For The Period Ending February 28, 2022

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,038,743	\$ 4,860,366
Public Safety	29,839,577	20,651,559
Public Works	5,975,848	3,721,162
Parks and Recreation	6,206,768	4,177,783
Performing Arts	601,966	458,727
Transfers & Other Gen. Fund Items	7,389,019	7,681,019
Subtotal	\$ 57,051,921	\$ 41,550,617
General Fund Revenues		
Property Taxes	\$ 29,305,000	\$ 28,505,280
Local Taxes	14,894,090	8,486,910
Building and Development Fees	1,577,000	983,879
Intergovernmental	6,464,000	3,781,158
Charges for Services	3,106,325	2,316,198
Court Charges	1,406,000	818,675
Other Revenue	299,506	1,066,635
Subtotal	\$ 57,051,921	\$ 45,958,735
Special Rev. Funds-Expenditures	\$ 11,225,055	\$ 10,685,681
Special Rev. Funds-Revenues	\$ 11,225,055	\$ 10,953,896
Utility Expenses	\$ 10,169,300	\$ 6,323,788
Utility Revenues	\$ 10,169,300	\$ 6,720,547
Debt Service Expenditures	\$ 9,511,132	\$ 8,953,797
Debt Service Revenues	\$ 9,511,132	\$ 7,872,194
Total Expenditures	\$ 87,957,409	\$ 67,513,883
Total Revenues	\$ 87,957,409	\$ 71,505,373

Note: FY 2022 Adopted Budget includes use of fund balance in the Special Revenue Funds and the Utility.

Attachment: Feb22FinRprt (3103 : Treasurer's Report for February 2022)



City of Bartlett -- Financial Summary
For The Period Ending For The Period Ending February 28, 2022

	FY 2021 Actual	FY 2022 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2021	Year-to-Date Actual FY 2022	Increase/ Decrease in \$	Percent of FY 2021 Actual	Percent of FY 2022 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,395,234	\$ 7,038,743	\$ (356,491)	\$ 4,669,970	\$ 4,860,366	\$ 190,396	63.15%	69.05%	5.90%
Public Safety	28,533,748	29,839,577	1,305,829	19,273,475	20,651,559	1,378,084	67.55%	69.21%	1.66%
Public Works	5,363,791	5,975,848	612,057	3,620,116	3,721,162	101,046	67.49%	62.27%	-5.22%
Parks and Recreation	5,497,026	6,090,520	593,494	3,599,774	4,177,783	578,009	65.49%	68.59%	3.11%
Performing Arts	494,296	718,214	223,918	269,770	458,727	188,957	54.58%	63.87%	9.29%
Transfers & Other Gen. Fund Items	8,341,345	7,389,019	(952,326)	5,901,524	7,681,019	1,779,495	70.75%	103.95%	33.20%
Total General Fund Expenditures	\$ 55,625,439	\$ 57,051,921	\$ 1,426,482	\$ 37,334,629	\$ 41,550,617	\$ 4,215,988	67.12%	72.83%	5.71%
General Fund Revenues									
Property Taxes	\$ 26,041,658	\$ 29,305,000	\$ 3,263,342	\$ 24,860,655	\$ 28,505,280	\$ 3,644,624	95.46%	97.27%	1.81%
Local Taxes	15,924,499	14,894,090	(1,030,409)	7,974,058	8,486,910	512,852	50.07%	56.98%	6.91%
Building and Development Fees	1,580,278	1,577,000	(3,278)	930,546	983,879	53,333	58.88%	62.39%	3.50%
Intergovernmental	7,139,019	6,464,000	(675,019)	3,384,332	3,781,158	396,826	47.41%	58.50%	11.09%
Charges for Services	3,120,059	3,106,325	(13,734)	1,642,599	2,316,198	673,599	52.65%	74.56%	21.92%
Court Charges	1,518,058	1,406,000	(112,058)	863,369	818,675	(44,695)	56.87%	58.23%	1.35%
Other Revenue	4,852,551	299,506	(4,553,045)	4,604,940	1,066,635	(3,538,304)	94.90%	356.13%	261.23%
Total General Fund Revenues	\$ 60,176,122	\$ 57,051,921	\$ (3,124,200)	\$ 44,260,500	\$ 45,958,735	\$ 1,698,235	73.55%	80.56%	7.00%
Special Revenue Funds									
Street Aid Fund	\$ 2,172,003	\$ 2,500,000	\$ 327,997	\$ 1,296,640	\$ 1,684,205	\$ 387,565	59.70%	67.37%	7.67%
Solid Waste Fund	6,051,288	7,166,944	1,115,656	4,103,427	4,174,664	71,237	67.81%	58.25%	-9.56%
General Improvement Fund	703,729	787,500	83,771	363,653	575,046	211,393	51.68%	73.02%	21.35%
Drug Enforcement Fund	103,033	370,000	266,967	62,446	141,923	79,477	60.61%	38.36%	-22.25%
DEA Enforcement Fund	121,269	95,500	(25,769)	55,010	75,523	20,513	45.36%	79.08%	33.72%
Drainage Control Fund	111,622	125,111	13,489	76,541	157,921	81,380	68.57%	126.22%	57.65%
Park Improvement Fund	142,367	150,000	7,633	133,000	3,166	(129,834)	0.00%	0.00%	0.00%
E-Citation Fund	15,656	30,000	14,344	15,656	163,928	148,272	0.00%	546.43%	546.43%
Grant Funds	3,958,780	0	(3,958,780)	1,881,207	3,709,304	1,828,097	47.52%	0.00%	-47.52%
Special Revenue Funds - Expenditures	\$ 13,379,749	\$ 11,225,055	\$ (2,154,694)	\$ 7,987,580	\$ 10,685,681	\$ 2,698,101	59.70%	95.19%	35.50%
Special Revenue Funds - Revenues	\$ 14,440,053	\$ 11,225,055	\$ (3,214,998)	\$ 8,557,669	\$ 10,953,896	\$ 2,396,228	59.26%	97.58%	38.32%
Utility Fund									
Total Utility Operations	\$ 7,887,339	\$ 9,798,173	\$ 1,910,834	\$ 5,091,624	\$ 5,206,278	\$ 114,654	64.55%	53.14%	-11.42%
Total Utility Debt Expenses	1,155,469	1,230,979	75,510	1,108,862	1,117,510	8,647	95.97%	90.78%	-5.18%
Total Utility Expenses	\$ 9,042,807	\$ 11,029,152	\$ 1,986,345	\$ 6,200,487	\$ 6,323,788	\$ 123,301	68.57%	57.34%	-11.23%
Total Utility Revenues	\$ 9,611,167	\$ 11,029,152	\$ 1,417,985	\$ 6,352,411	\$ 6,720,547	\$ 368,137	66.09%	60.93%	-5.16%
Debt Service Fund									
Total Debt Service Expenditures	\$ 9,169,024	\$ 9,552,500	\$ 383,476	\$ 8,766,345	\$ 8,953,797	\$ 187,452	95.61%	93.73%	-1.88%
Total Debt Service Revenues	\$ 10,105,513	\$ 9,552,500	\$ (553,013)	\$ 7,018,989	\$ 7,872,194	\$ 853,206	69.46%	82.41%	12.95%
Total Expenditures	\$ 87,217,020	\$ 88,858,628	\$ 1,641,609	\$ 60,289,041	\$ 67,513,883	\$ 7,224,842	69.13%	75.98%	6.85%
Total Revenues	\$ 94,332,855	\$ 88,858,628	\$ (5,474,226)	\$ 66,189,568	\$ 71,505,373	\$ 5,315,804	70.17%	80.47%	10.30%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/22/22 06:00 PM
Department: Parks and Recreation
Category: Proposal
Prepared By: Debbie Christopher
Department Head: Shan Criswell

Survey and engineering design services for pond grading and erosion repairs at Stoneridge Park Lake in the amount of \$38,000.00.

We recommend the proposal from the City approved Architect and Engineering firm, Allen and Hoshall to conduct surveying and engineering design services for the pond grading and erosion repairs at Stoneridge Park Lake for a total cost of \$38,000.00.

Funds are available in Account 311.48311.780.51422.

Thank you for your consideration.