



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

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

INVOCATION

Opening Prayer by Jason Jones, Bartlett United Methodist Church

FUTURE MEETINGS

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

Historic Preservation Commission, March 18 at 7 p.m.

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

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

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

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the February 26, 2019 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

1 Special event permit for Bartlett Police Association 5K Virtual Run. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, May 11 from 7 a.m. to 12 p.m. at the Bartlett Police Department.

2 Bid for one 2019 Chevy Tahoe. (Glen Williamson, Chief of Police)

Recommend accepting the lowest bid from Chuck Hutton Chevrolet at a cost of \$33,565.00 for a new K-9 vehicle. Funds are available in Account 129.48129.935.

3 Architectural Services for ADA Upgrades to Municipal Park Restrooms. (Shan Criswell, Director of Parks and Recreation)

Recommend approving a contract with Ross Witt, PLLC for architectural services to provide exterior improvements and Americans with Disabilities Act (ADA) upgrades to restrooms at Municipal Park. The cost will not exceed \$38,300.00. Funds are available in Account 311.48311.772.51619

4 Proposal for citywide Fuel Management System. (Matt Crenshaw, Assistant Director of Public Works)

Recommend accepting the best proposal from Spatco for a new Fuel Management System City wide. Funds are available in Account 311.48311.785.30719.

NEW BUSINESS

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

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

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

4 Discussion of 2011 Small Cities Block Grant for Fletcher Creek Drainage Project. (Rick McClanahan, Director of Engineering)

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

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

ATTENDANCE

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

INVOCATION

Opening Prayer by Steve Brannon, Faith Baptist Church

FUTURE MEETINGS

Board of Education, February 28 at 7 p.m.
Family Assistance Commission, March 4 at 6 p.m.
Planning Commission, March 4 at 7 p.m.
Beer Board, March 5 at 6 p.m.
Bartlett Station Commission, March 6 at 7:30 a.m.
City Beautiful Commission, March 7 at 7 p.m.
Bartlett Historical Society, March 11 at 7 p.m.

RECOGNITIONS

Historic Preservation Commission awards presentation to The Woodwork Shop.

On behalf of the Historic Preservation Commission presented The Woodwork Shop with the Community Arts and Culture Recognition Award for assisting with historic restorations around the City.

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

MINUTES ACCEPTANCE

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

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

Minutes Acceptance: Minutes of Feb 26, 2019 7:00 PM (MINUTES ACCEPTANCE)

CONSENT AGENDA

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

I Bid for Appling Road Improvements. (Rick McClanahan, Director of Engineering)

Recommend accepting the lower bid for Appling Road Improvements from B & C Construction in the amount of \$487,459.50, plus a contingency amount of \$62,540.50 for a total cost of \$550,000.00. Funds are available in Accounts 311.311.48311.780.457 and 311.311.48311.780.41415.

2 Professional service agreement with Dalhoff Thomas Design Studio. (Shan Criswell, Director of Parks and Recreation)

Recommend accepting the Professional Services Agreement from Dalhoff Thomas Design Studio for design of W.J. Freeman pavilion at a cost of \$79,400. Funds are available in Account 311.48311.772.51401.

3 Treasurer's Report for January 2019. (Dick Phebus, Director of Finance)

Budgeted Expenditures	\$84,464,781
Year-to-date Expenditures	\$55,301,229
Budgeted Revenues	\$84,464,781
Year-to-date Revenues	\$46,479,670

NEW BUSINESS**I Resolution 06-19, a resolution to amend the Fiscal Year 2019 Capital Improvement Program budget to provide additional funding for Appling Road improvements. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this resolution will allocate the funds necessary to fund the first item on this agenda's Consent Agenda, Bid for Appling Road Improvements.

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

OPEN DISCUSSION

Alderman Pleasant reminded the public of the Special Election for Tennessee's Senate District 32. Early voting runs from February 27 to March 7. Election Day is March 12.

ADJOURNMENT

Meeting adjourned at 7:07 PM

Minutes Acceptance: Minutes of Feb 26, 2019 7:00 PM (MINUTES ACCEPTANCE)

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Feb 26, 2019 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/12/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Bartlett Police Association 5K Virtual Run.



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

3730 Appling Road
7025 Sepler Dr
Address 38135
Zip Code

09/11/2019
Dates of the Event 0700 - 1200
Hours of the Event

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

City of Bartlett
Property Owner

7025 Sepler Dr. Bartlett TN 38135
Special Event Permit Applicant Address of Applicant

901-493-0286
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

<u>\$60.00</u>	Special Event Fee
<u>\$4.00</u>	Permit Issuing Fee
<u>\$ 0</u>	2% Credit Card Fee
<u>\$ 64.00</u>	Total Permit Fee

Kristopher Brown or Chris Armstrong
Responsible Person 02/25/2019
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 virtual Run
 Location: 3730 Appling Road
 Dates: .

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

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

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1			N/A	<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.	map attached
3			N/A	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			N/A	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			N/A	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	Memo 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			N/A	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			N/A	<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			N/A	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.	memo attached
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.	memo attached

	Sub- mitted ✓ or X	OK	N/A		Comments
15			NA	<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			NA	<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				<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.	<i>memo</i> <i>attached</i>
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.	<i>attached</i>

Conditions

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

	Required ✓ or X	N/A		Comments
22		N/A	Limitations on signs.	
23	X		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.	

4/25/02

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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			N/A	Location and number of proposed temporary public toilets.	
37			N/A	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		X		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

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



CERTIFICATE OF LIABILITY INSURANCE

5.1.a

DATE (MM/DD/YYYY)

02/26/2019

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. 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:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Bartlett Police Association 7025 Scepter Dr. Bartlett, TN 38135 A Member of the Sports, Leisure & Entertainment RPG	INSURER A:	Nationwide Mutual Insurance Company
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W01390695

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:			6BRPG0000006420700	05/11/2019 12:01 AM EDT	05/12/2019 12:01 AM	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ NOT PROVIDED WHILE IN HAWAII						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			6BRPG0000006420700	05/11/2019 12:01 AM EDT	05/12/2019 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: ODM 5K Virtual Run Type of Event: Walk and Run Distance:5K

Event Date (including ancillary events and set-up/tear-down): 5/11/2019 to 5/11/2019 Number of Participants: 500 Event Location: Bartlett Tennessee

CERTIFICATE HOLDER

CANCELLATION

Evidence of Coverage

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

AUTHORIZED REPRESENTATIVE

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



CERTIFICATE OF LIABILITY INSURANCE

5.1.a

DATE (MM/DD/YYYY)

02/26/2019

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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
INSURED Bartlett Police Association 7025 Scepter Dr. Bartlett, TN 38135 A Member of the Sports, Leisure & Entertainment RPG	E-MAIL ADDRESS: info@sportsinsurance-kk.com	
	PRODUCER CUSTOMER ID:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Nationwide Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC # 23787		

COVERAGES**CERTIFICATE NUMBER:** W01390697**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		6BRPG0000006420700	05/11/2019 12:01 AM EDT	05/12/2019 12:01 AM	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ NOT PROVIDED WHILE IN HAWAII						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			6BRPG0000006420700	05/11/2019 12:01 AM EDT	05/12/2019 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: ODM 5K Virtual Run Type of Event: Walk and Run Distance: 5K

Event Date (including ancillary events and set-up/tear-down): 5/11/2019 to 5/11/2019 Number of Participants: 500 Event Location: Bartlett Tennessee

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 ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Fairbairn

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

Bartlett Police Association

Charitable Foundation

P.O. Box 424

Ellendale, TN 38029



To: The City of Bartlett Board of Mayor and Aldermen

The Bartlett Police Association (BPA) and the Bartlett Police Association Charitable Foundation (BPACF) are requesting a permit to host a Virtual 5K event in conjunction with the 2019 National Police Week 5K race that will take place on May 11, 2019. Funds raised by the 2019 National Police Week 5K and the funds raised by the BPA and BPACF will support the Officer Down Memorial Page in its mission to honor fallen law enforcement heroes. A portion of the proceeds will also 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.

Members of the BPA travel to Washington D.C. each year for Police Week, and we would like to send a donation from this event with those officers. We hope our hosting of this Virtual 5K will bring the community and its officers closer together while raising awareness of fallen officers.

Who we are and what we do:

The BPA is made up of over 100 police officers, dispatchers, and jailers who work for the Bartlett Police Department. The BPA takes great pride in taking care of its members and their families.

The BPAFC is a 509(a)(2) charity and is the charitable arm of the BPA. The BPACF hosts several events each year that help fund the work done by the BPA in the community with a focus on youth activities.

The Officer Down Memorial Page (ODMP) is a non-profit organization dedicated to honoring America's fallen law enforcement heroes. As the largest law enforcement memorial in the United States, ODMP preserves the memories of 23,000+ fallen officers in its online memorial and reflection pages.

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. has over 50 Chapters nationwide that work with survivors at the grass-roots level.

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

Sincerely,

Chris Armstrong
5K Race Committee Chair





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>



OFFICER DOWN MEMORIAL PAGE

REMEMBERING ALL OF LAW ENFORCEMENT'S HEROES

<https://www.odmp.org/>

ODMP Mission Statement

The Officer Down Memorial Page, Inc., (ODMP) is a non-profit organization dedicated to honoring America's fallen law enforcement heroes. More than 23,000 officers have made the ultimate sacrifice in the United States since 1791 and ODMP is honored to preserve their memories and give friends, family, other officers, and citizens alike the opportunity to remember them and honor their sacrifices.

History of the ODMP

In 1996 Chris Cosgriff, a James Madison University freshman, read a Washington Post article about the release of a murderer convicted of slaying two Prince George's County, Maryland police officers. Upon learning that this violent criminal had served only 16 years for his heinous act, Chris was compelled to find a way to honor these and other fallen officers. Thus, the Officer Down Memorial Page was created.

In the early stages of development, the ODMP honored only law enforcement officers who had been killed or wounded in 1996 but quickly expanded to include officers killed in the line of duty dating back to 1990. Then, with the help of the National Law Enforcement Officer's Memorial Fund, Inc., the site gained access to information about thousands of heroes who had given their lives in the line of duty since the 1790s.

In 2000, the Officer Down Memorial Page, Inc., was granted status as a 501(c)(3) non-profit organization. This status allowed the ODMP to greatly expand its role in honoring America's police officers killed in the line of duty.

In 2006, ODMP began hosting the annual [National Police Week 5K](#) in Washington D.C. during Police Week. Since then, the race has grown to include over 2500 runners and walkers each year, including a virtual team with participants around the globe. A portion of the money raised at this event each year goes to Concerns of Police Survivors ([C.O.P.S.](#)), a non-profit organization that provides assistance to survivors who have lost a loved one to a line of duty death.

In 2010 the ODMP was awarded a grant from the U.S. Department of Justice, Bureau of Justice Assistance, to provide nationwide line of duty death notifications and resources on benefits available to survivors of fallen law enforcement officers.

In 2011, ODMP launched another annual fundraising event, the [Officer Down Memorial Ride](#), a 60-mile motorcycle ride based in Haymarket, VA each spring. The ODMR had over 700 participants in 2018 and raised nearly \$40,000 to support ODMP's mission of honoring fallen law enforcement officers.

The Officer Down Memorial Page has further expanded to include [ODMP K9](#), the [Front Line Club](#), and the [No Parole program](#). ODMP also released a [mobile app](#) that enables followers to receive immediate Line of Duty Death (LODD) notifications, see real-time statistics and trends, and search LODDs based on location.

ODMP partners with various law enforcement-related organizations to further its mission:

- With [St. Michael's Shield Project](#) to get used, good-quality bulletproof vests to officers who are not issued this equipment by their agency.
- With [Below100](#) to promote and provide training to law enforcement aimed at decreasing preventable line of duty deaths.
- With the [Stanton Foundation](#) to provide grants to replace fallen K9 officers and outfit them with bulletproof vests.

Today ODMP is the largest law enforcement memorial in the country, and our presence online enables supporters to learn about and honor fallen heroes regardless of their geographic location. We will continue to expand our offerings in constant service to our primary mission: honoring those officers who have died in the line of duty in the U.S.

Board of Directors

The Officer Down Memorial Page, Inc., Board of Directors includes ODMP Chairman & Executive Director Chris Cosgriff, and three volunteer board members who feel it is their civic duty to honor fallen law enforcement officers:

Police Officer Chris Cosgriff founded the Officer Down Memorial Page, Inc. (ODMP) in 1996 as a freshman in college. He serves as Chairman and oversees the day-to-day efforts of ODMP staff and volunteers. As the face of ODMP, Chris has given countless media interviews about the ODMP throughout the country and was profiled in the Washington Post. In 2005, Chris received the Exemplary Service Award from the Grand Lodge Fraternal Order of Police for his work in remembering America's fallen law enforcement officers. Fulfilling his lifelong dream in 2013, Chris became a police officer for the Fairfax County (VA) Police Department. Chris holds a B.S. in Integrated Science and Technology from James Madison University.

Mr. Mike Schutz serves as Treasurer on the board of directors. An ODMP volunteer since 1997, Mike also works as technical director for the organization. He graduated from James Madison University in 1999 with a B.S. in Computer Science.

Lieutenant Steven Weiss was appointed to the board of directors in 2004. A lieutenant with the New York City Police Department, Lieutenant Weiss began volunteering for ODMP in 2001. In 2003, as a result of his dedication to honoring our country's fallen officers -- specifically those whose sacrifices had been forgotten over the years -- he took on the volunteer role of Director of Research. In this role, Steve offers guidance to a team of volunteer researchers across the country who have researched and discovered the forgotten line of duty deaths of hundreds of fallen officers. Steve holds a Bachelor of Science in Behavioral Science from New York Institute of Technology, a Master of Science in Law Enforcement and Public Safety Leadership from the University of San Diego and is a graduate of the 265th Session of the FBI National Academy.

Lieutenant W. Scott Humphrey was selected to serve on the Officer Down Memorial Page Board of Directors in 2010. He has served with the Virginia Beach (VA) Police Department since 1992 and is a lieutenant in the department's Detective Bureau and an active member of the Honor Guard since 1995. He is a founder and leader of the Police Unity Tour of Virginia, the Police Emerald Society of Tidewater, [Law Enforcement United](#), and he also helped establish the Virginia Beach Police Foundation. Together, these organizations have raised millions of dollars for the purpose of honoring law enforcement service and sacrifice, providing assistance and support to law enforcement survivors, and memorializing those officers who have died in the line of duty. Scott holds a Bachelor of Arts in Criminology from Saint Leo University and a Masters of Science in Criminal Justice with a Public Administration Specialization from Liberty University. He is a graduate of the 36th Session of the Professional Executive Leadership School (P.E.L.S.) and received the Trilogy Award from FBI-Law Enforcement Executive Development Association (LEEDA).



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 03/12/19 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Glen Williamson

Bid for one 2019 Chevy Tahoe.

On February 14, 2019, an ad was placed in *The Daily News*. On February 28, 2019, the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Chuck Hutton Chevrolet	\$33,565.00
Wilson County Motors	\$33,891.64
Freeland Chevrolet	\$35,995.00

We recommend the bid be awarded to Chuck Hutton Chevrolet for a total price of \$33,565.00

Funds are available in Account 129.48129.935.

Thank you for your consideration.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/12/19 07:00 PM

Department: Parks and Recreation

Category: Proposal

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Architectural Services for ADA Upgrades to Municipal Park Restrooms.



February 27, 2019

Mrs. Shan Criswell
 Bartlett Parks & Recreation Director
 5868 Stage Rd. Bartlett, TN 38134
 901-385-5552 Office
 901-834-8132 Cell
scriswell@cityofbartlett.org

RE: **Bartlett Municipal Park Restrooms –
 ADA Upgrades and Exterior Improvements/Addition and Site Improvements**
 RWAID No 19-134

Dear **Mrs. Criswell**,

Thank you for the opportunity to provide our Fee Proposal for Architectural and Engineering Services for the above referenced project.

We propose to provide the following services for the design:

- Topographic survey and need grading engineering of area surrounding the existing restrooms as needed to complete ADA design for accessible parking and sidewalk paths from parking to the building (Allen and Hoshall consulting for survey and civil engineering)
- Architectural and Mechanical and Electrical Engineering (HNA Engineering) design thru signed/sealed drawings and specifications as needed for permitting and for Bidding to contractors
- Bidding of project to general contractors in a publicly advertised bidding process.

The project methodology shall be as per the attached description and proposed schedule.

Fees for the above Scope are proposed as follows:

1	Survey (Allen and Hoshall)	\$ 1,400.00
2	Civil Engineering (Allen and Hoshall)	\$ 4,900.00
3	Mechanical and Electrical Engineering (HNA Engineering)	\$ 4,150.00
4	Architectural Design and Overall Project Management	\$20,650.00

Total Fees thru Bidding \$31,100.00

Construction Administration Fees are proposed to be \$7,200.00 should the project bid successfully, and a general contractor be approved for a construction contract.

If additional services beyond the above Scope are requested by the City, then we will negotiate an agreeable fee based on the following hourly rates for this project:

\$179/hour
\$ 108/hour

We have not included any services related to Asbestos or Hazardous materials that may be present in the existing buildings. We will notify you should we believe any such materials may be present and we will work together to develop a plan to address this item at that time.

Also, we have not included time for DRC or Planning Commission meetings and submissions as we understand from you that these will not be required.

The project invoicing will be monthly on approximately the 15th of each month, with invoicing from Ross Witt being transmitted via email. Payment is requested with 21 days of the date of invoice but only as the City process permits.

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

Thanks again and we look forward to our work together with Bartlett Parks and Recreation.

Sincerely,

Ross Witt Architecture, pllc

Free

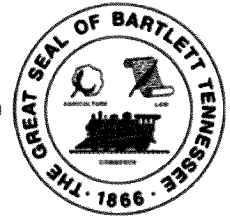
Benjamin Witt, AIA, NCARB, LEED-AP

Principal Architect

Approved by: _____, _____
Signature and title date

Municipal Park Restrooms FY2019-12-029

City of Bartlett, Tennessee



A. Keith McDonald,

Mayor

Project Approach

Design Team:

Firm Name	Disciplines	Responsibility
Ross Witt Architecture, PLLC	Architecture/Interior Design	Prime Consultant
Allen and Hoshall	Surveying/Civil Engineering	Sub-consultant
HNA Engineering	Mechanical/Electrical	Sub-consultant

Project Description

The project shall consist of Renovations, Expansion, and Improvements to City of Bartlett Municipal Park Restrooms for ADA Accessibility and Overall Longevity.

Kick-off and Programming

We will begin the project with a kickoff meeting with the City of Bartlett key staff with Park and Recreation and Engineering Departments. and Ross Witt Design Team key personnel to identify and clarify project scope, budget, and schedule – and also to review the **CBDG Grant** Requirements and milestones and coordinate this with the overall project *schedule*. At this time, we like to schedule a preliminary inspection with building personnel to identify any potential pitfalls and specific needs. Shortly after this meeting, Allen and Hoshall (Jay Caughman) will schedule and complete a survey of the specific property area and building perimeter needed to complete the project. Given the complexity of requirements for both parking and site accessibility, it is important that the property survey be completed along with Ross Witt's assessment of the existing building conditions. The proper inventory of the existing equipment and requirements will help develop the needs of the new design and will help develop the program. Once the program and concept have been developed and agreed upon, we will move to subsequent phases. In summary, this important project step includes the following:

PROGRAMMING

- Develop and confirm *schedule*
- Review **CBDG Grant** requirements
- Review of other and previous similar facilities - Discussion of Likes and Dislikes
- Interviews of Key Personnel
- Written ideas
- Written Summary of overall sizes and functions – WHATS and WHYS
- Legal and Topo Property Survey

Design Phases

SD/DD Submission: For this project we propose a Schematic design submission and a Design Development submission. At each submission design drawings, specifications, and cost estimate will be provided based upon the requirements of the Designers Manual. We encourage having a review meeting with all team members including the users of the facility and TDEC to verify all design submissions meets the scope of work and needs of the owner. At this time we will begin to discuss the required construction duration of the project and how the project needs to be phased to limit disruption to the current operation of the park and maintain safety for all park visitors and construction personnel. In summary, Schematic and Design Development includes:

SCHEMATICS

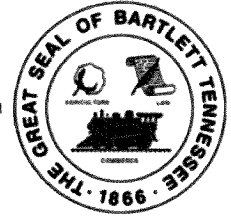
- Concept Initiation
- 3 D Models
- Choose a Direction
- Initial draft of Budget – First real sense of overall costs
- Summary of Site and Planning Issues
- Civil Engineering Concept

6500 Stage Road Suite 3 Bartlett, TN 38134 901-231-9488

**ROSS
WITT**
PLLC
ARCHITECTURE
INTERIOR DESIGN

Municipal Park Restrooms FY2019-12-029

City of Bartlett, Tennessee



A. Keith McDonald,
Mayor

DESIGN DEVELOPMENT

- 50% set of architectural and engineering drawings
- Refinement of Budget
- Avoid SCOPE CREEP
- Planning Commission issues – if needed
- CBDG Grant and Schedule Updates

100% Submission

This submission will include all comments from the earlier review meetings. At this submission we will finalize the construction phasing plan and drawings. After plans are complete (95%), the project can be advertised for bidding, coordinated and updated with the Grant, and submitted to Bartlett Codes Enforcement.

CONSTRUCTION DOCUMENTS

- Final set of architectural and engineering drawings – 95%
- Refinement of Budget
- Avoid SCOPE CREEP

BIDDING

- Pricing by Multiple Subcontractors
- Review of Budget
- Building Department Plans Review
- Addenda to Clarify or Answer Questions

Construction Administration

For this project we recommend having bi-weekly construction meetings to assist to keep the contractor on schedule and verify all items are addressed in a timely matter. All contractor paperwork will be reviewed by Ross Witt and a copy of each submittal will be sent to the owner for their review prior to returning them to the contractor. All forms used during this phase shall be pulled from the City of Bartlett Standards

At each meeting the designer will take attendance of the meeting and provide a hard and electronic copy of the meeting minutes. With our experience on multiple ADA Municipal projects, we are able to help expedite any phase of the process and provide the required submission documents for a successful project.

CONSTRUCTION

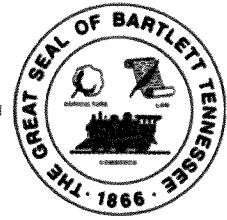
- Regular On-site Review and Progress Meetings
- Review of Paperwork
- Semi-Final and Final Review
- Pay Applications Review and Certification

6500 Stage Road Suite 3 Bartlett, TN 38134 901-231-9488

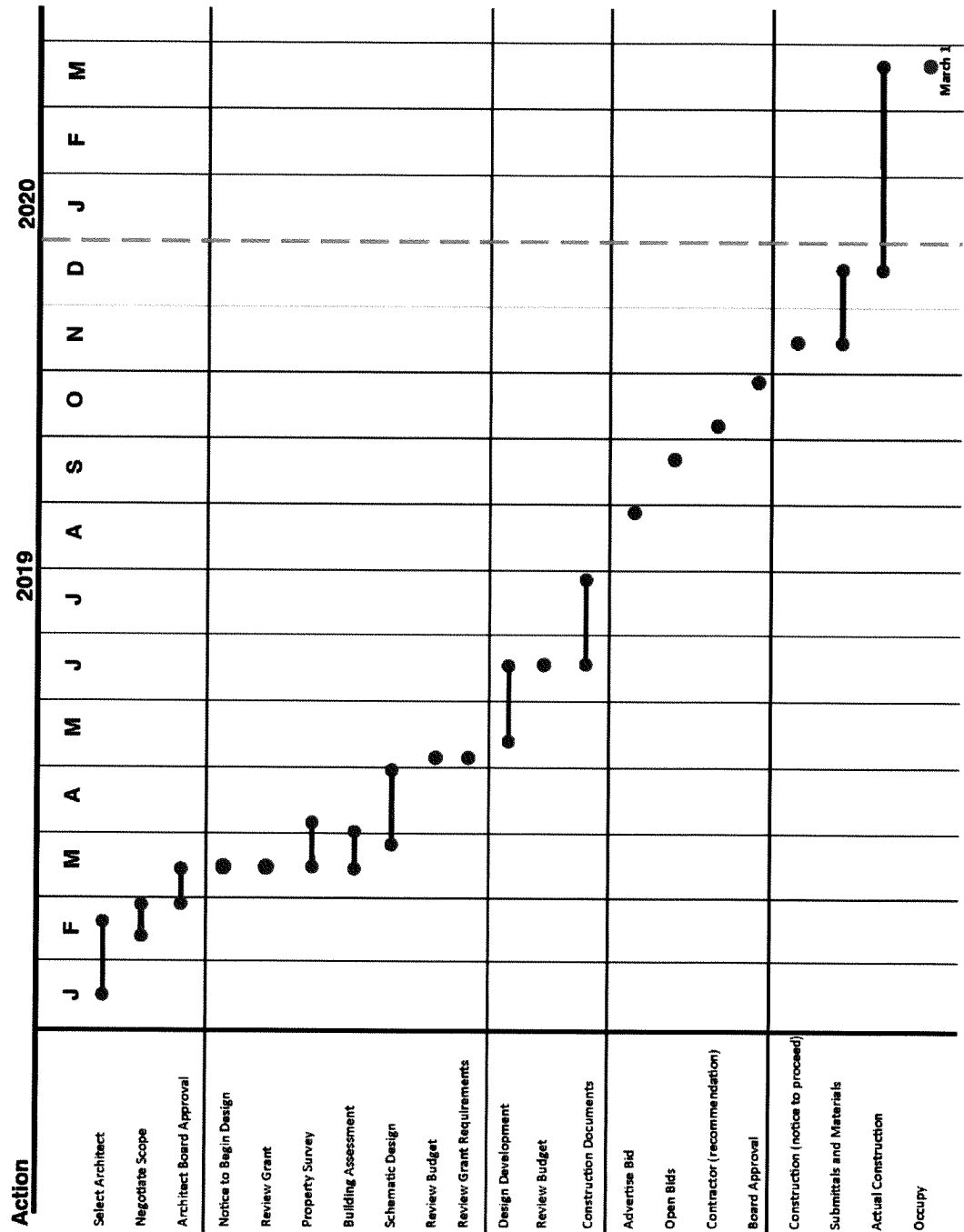
**ROSS
WITT** PLLC
ARCHITECTURE
INTERIOR DESIGN

Municipal Park Restrooms FY2019-12-029

City of Bartlett, Tennessee



A. Keith McDonald,
Mayor



VI.4

6500 Stage Road Suite 3 Bartlett, TN 38134 901-231-9488

**ROSS
WITT**
PLLC
ARCHITECTURE
INTERIOR DESIGN



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 03/12/19 07:00 PM

Department: Public Works

Category: Proposal

Prepared By: Jessica Vaughan

Department Head: Matt Crenshaw

Proposal for citywide Fuel Management System.

The request for proposal (RFP) was advertised in *The Daily News* on February 1, 2019. An email was sent to four potential suppliers, of which three attended the pre-bid meeting. On February 22, 2019, the City of Bartlett received three responses. Spatco had the highest overall score of 80.50.

The proposals were independently scored by the Director of Public Works, the Assistant Director of Public Works, the Fleet Services manager and the Administrative Secretary of Public Works. Composite scores are listed in the table below and were used to make a recommendation to the Board of Mayor and Aldermen.

Proposals were received from the following companies:

Company	Composite Score
American Petroleum	30.00
Southern Company	62.50
Spatco Energy	80.50

We recommend the proposal be awarded to Spatco in the amount of \$68,200.47. Spatco will be the preferred vendor for the new Fuel Management System. Renewals are contingent on an agreement of both parties.

Funds are available in Account 311.48311.785.30719.

Thank you for your consideration.

FUEL MANAGEMENT SYSTEM – Public Works
 RFP: FY2019-02-031
 Due Date: February 22, 2019

EXHIBIT C

COST PROPOSAL SHEET

(One original, clearly marked, and three copies)

Must be in a separate sealed envelope, and included with the original proposal.

This Cost Proposal must specifically record below the exact cost amount(s) proposed in the appropriate space(s) as required herein. Said cost proposed must incorporate all costs for the proposed scope of services for the total contract period.

The Cost Proposal shall record only the cost proposed as required. It shall not record any text that could be construed as a qualification of the cost proposed. If the Proposer fails to specify the Cost Proposal as required, the City shall determine the proposal to be nonresponsive and reject it.

The Proposer must sign and date the Cost Proposal.

The Proposer shall indicate below the offered price for providing all services proposed including all services as defined in the contract Scope of Services of this RFP.

FUEL MANAGEMENT SYSTEM-

Section I – Initial Equipment Installation

Initial cost per site for Fuel Island, per fuel site cabinets/controllers and per fuel site wireless communication and hardware

Site 1– Public Works	\$ 11,320.-
Site 2- Fire Station 1	\$ 11,320.-
Site 3 – Solid Waste	\$ 14,265. ⁸⁸
Site 4- Grounds	\$ 11,320.-

Section II – Data Based Software

Cost of FM Live cloud base software	\$ 9,682. ³⁵
Cost of prokees	\$ 3,968.-
Cost of encoder	\$ 495. ⁵³
Cost of importing vehicle/equipment data from current system to new FM live software	\$ 2,000.-
Cost to program all prokees to each existing active vehicle/equipment key.	\$ 456. ⁰⁰

 Proposer's Initials

Attachment: Spatco cost sheet (2510 : Fuel Management System)

FUEL MANAGEMENT SYSTEM – Public Works
 RFP: FY2019-02-031
 Due Date: February 22, 2019

Cost Proposal Sheet (page 2)

Section III – Warranty

Cost for full (12) month warranty for parts and service	\$ <u>0</u>
Cost for cloud base updates and maintenance of software	\$ <u>0</u>
Cost for additional ^{2 (DM)} (4) year full warranty for parts and service, after (12) month warranty expires	\$ <u>2,764.71</u>

Section IV – Training

Cost for (1) day training session for FM live software equipment and training	\$ <u>608.-</u>
---	-----------------

Pretax Grand Total \$ 68,200.47 (DM)

The proposer agrees that this bid shall be good and may not be withdrawn for a period of 60 days after the scheduled closing time for receiving bids.

Respectfully submitted:

SPATCO Energy Solutions
 NAME OF FIRM

david.medford@spatco.com
 Email

David Medford
 Authorized Representative
 (Type of Printed)

901-606-1750
 Phone Number


 Authorized Representative Signature
 (Required)

2/27/19
 Date

Attachment: Spatco cost sheet (2510 : Fuel Management System)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2514)

Meeting: 03/12/19 07:00 PM
Department: Administration
Category: Agreement
Prepared By: Stefanie McGee
Initiator: Mark Brown
Sponsors:
DOC ID: 2514

Resolution 07-19, a resolution accepting a donation by the Steinberg family of an approximate 4.7 acre tract of real property located east of Germantown Road and south of Westbrook Road, labeled as Parcel ID B0149 00147.

WHEREAS, Alvin and Emily Steinberg have offered to donate to the City of Bartlett a tract of land consisting of approximately 4.7 acres located east of Germantown Road and south of Westbrook Road, labeled as Parcel ID B0149 00147; and

WHEREAS, no goods or services were provided in exchange for said donation; and

WHEREAS, The City of Bartlett is generally authorized to accept donations of real and personal property pursuant to Article II, Section 2(8) of the Bartlett City Charter; and

WHEREAS, The Board of Mayor and Aldermen finds that it is appropriate to accept this generous offer by the Steinberg Family

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, in accordance with Article II, Section 2(8) of the Bartlett City Charter, hereby accepts the generous donation by the Steinberg Family of an approximate 4. acre tract of real property located east of Germantown Road and south of Westbrook Road, labeled as Parcel ID B0149 00147.

BE IT FURTHER RESOLVED that the City Clerk is directed to issue a letter to Alvin and Emily Steinberg acknowledging the City's receipt of said donation.

ADOPTED this 12th day of March 2019

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

A. Keith McDonald
Mayor

ATTEST: _____
Stefanie McGee, City Clerk

Alvin C. & Emily E. Steinberg Rev. Trust

422 Miracle Pt. • Memphis, TN 38120

January 2, 2019

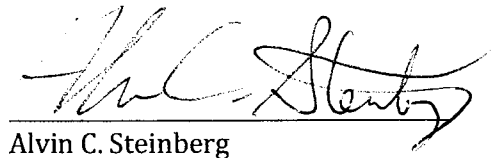
Mark Brown
City of Bartlett
6400 Stage Rd.
P.O. Box 341148
Bartlett, TN 38184-1148

Dear Mr. Brown:

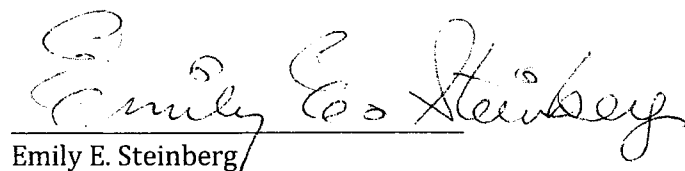
This letter is the follow-up to our conversation on Jan. 2, 2019. We would like to relinquish all rights to the Parcel #B014900147 and transfer our ownership to the City of Bartlett at this time. We understand that once the transaction is complete our evidence of ownership will be removed from the property.

Thank you very much.

Sincerely,



Alvin C. Steinberg



Emily E. Steinberg

Attachment: Steinberg family letter (2514 : Res 07-19 accepting land donation from Sterling family)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2513)

Meeting: 03/12/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2513

Resolution 08-19, a resolution to donate surplus personal property to the Bartlett City Board of Education.

WHEREAS, the City of Bartlett currently owns a 2007 Dodge Charger White, VIN #2B3KA43G67H781586 which has been declared surplus property by the Bartlett Police Department; and

WHEREAS, the Bartlett City Board of Education has expressed a desire to obtain this surplus personal property from the City of Bartlett for use in its school security officer position; and

WHEREAS, Tennessee Code Annotated, §12-2-420 grants authority to transfer surplus personal property among governmental entities; and

WHEREAS, the Board of Mayor and Aldermen 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 one 2007 Dodge Charger declared as surplus personal property by the Police Department is hereby transferred by gift to the City Board of Education.

Adopted this day of March 12, 2019

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____

Stefanie McGee, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2515)

Meeting: 03/12/19 07:00 PM

Department: Legal

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Ed McKenney

Sponsors:

DOC ID: 2515

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. Severability

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

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

First Reading: March 12, 2019

Second Reading: March 26, 2019

Third Reading: April 9, 2019

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

A. Keith McDonald
Mayor

ATTEST: _____
Stefanie McGee
City Clerk