



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

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

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.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

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

CONSENT AGENDA

- 1 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)**

NEW BUSINESS

- 1 Appoint Don Baldock to Parks and Recreation Advisory Board. (A. Keith McDonald, Mayor)**

- 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)**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 22, 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 Michael Gill, New Hope Christian Church

FUTURE MEETINGS

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

City Beautiful Commission, March 3 at 6:30 p.m.

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

Planning Commission, March 7 at 7 p.m.

RECOGNITIONS

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

Mayor McDonald announced an emergency agreement entered with DebrisTech, LLC as a result of the severe winter weather on February 3, 2022. Chief Administrative Officer Mark Brown stated that this contract may exceed \$50,000 and was necessary debris monitoring as required by FEMA.

Minutes Acceptance: Minutes of Feb 22, 2022 6:00 PM (MINUTES ACCEPTANCE)

MINUTES ACCEPTANCE**Minutes of the February 8, 2022 Board of Mayor and Aldermen Regular Meeting**

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

CONSENT AGENDA

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

- I Special event permit for Running of the Rams 5K Run/Walk Fundraiser. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, May 13 from 5 p.m. to 10 p.m. at Oak Elementary School.
- 2 Commercial site plan contract for Sunbelt Rentals. (John Horne, Assistant Director of Engineering)**
The developer, Southernaire Properties, LLC will pay \$29,203.24 in City fees. The bond is set at \$152,948.00.

NEW BUSINESS

- I Appoint New Members to City's Boards and Commissions. (A. Keith McDonald, Mayor)**

City Beautiful Commission

Appoint Matt Meador. His term will expire December 31, 2022.

Pension Board

Appoint Danny Baxter and Craig Jones. Their terms will expire December 31, 2022.

Retirement Plan Committee

Appoint Danny Baxter and Craig Jones. Their terms will expire December 31, 2022.

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

- 2 Resolution 06-22, a resolution of the City of Bartlett, Tennessee to authorize the Mayor to execute an agreement by and between the City of Bartlett and PATH Company LLC for a Streetlight Project Development Study. (Dick Phebus, Director of Finance)**

Minutes Acceptance: Minutes of Feb 22, 2022 6:00 PM (MINUTES ACCEPTANCE)

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

OPEN DISCUSSION**ADJOURNMENT**

Meeting adjourned at 6:09 PM

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

A. Keith McDonald, Mayor

Minutes Acceptance: Minutes of Feb 22, 2022 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/08/22 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Memphis Classic Chevy Car Show.



Monday week
Before Board
Meeting



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

2629 BARTLETT BLVD

Address

38134

Zip Code

MAY 7 - 2022

Dates of the Event

8AM - 5PM

Hours of the Event

CAR SHOW

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

CITY OF BARTLETT

Property Owner

MEMPHIS CLASSIC CHEVYS

Special Event Permit Applicant

6088 YORKHILL DR BARTLETT 38134

Address of Applicant

901-351-0808

Phone Number

6088 YORKHILL DR. BARTLETT

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

JACK MARRY

Responsible Person

2-15-22

Date

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

APPROVAL

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

Attachment: 2629 BARTLETT BLVD-CAR SHOW-MAY 2022 (3099 : Car Show)

Special Event Checklist

Event: MEMPHIS CLASSIC CHEVY CAR SHOW
 Location: W. J. Freeman Park - Pavilion
 Dates: 5-7-22

Type of special event: (Check one.)

- | | |
|---|--|
| <p>☐ <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p>☒ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. Requires approval by the Board of Mayor and Aldermen.</p> |
|---|--|

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

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

Performance standards:

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

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

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

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

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

Conditions

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

	Required ✓ or X	N/A		Comments
22	X		Limitations on signs.	2 OR 3 SIGNS
23	✓		Temporary arrangements for parking and traffic circulation.	
24	✓		Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	MCCC TO CLEAN UP.
25	✓		Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	8AM - 5PM
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. <i>JACK MABRY 6088 YORKHILL DR. BARTLETT TN 38135</i>	
30		X		Names and address of the owner of the premises on which the proposed event is to be held. <i>CITY OF BARTLETT 2629 BARTLETT BLVD</i>	
31		X		Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	<i>SAME</i>
32		X		Description of the site on which the proposed event is to be held. <i>FREEMAN PARK PAVILLION</i>	
33		X		Date of the proposed event. <i>MAY 7, 2022</i>	
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.	<i>BARTLETT BLVD NEAR FERGUSON</i>
35		X		A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36		X		Location and number of proposed temporary public toilets.	<i>USE OF CITY OF BARTLETT FACILITIES</i>
37		X		Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		X		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

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

Laura Jenkins

From: gbonner792@att.net
Sent: Saturday, February 19, 2022 11:43 AM
To: Laura Jenkins
Cc: Jack Mabry'
Subject: [External] Memphis Classic Chevy Club - Banner pic -7May2022 car show
Attachments: MCCC Banner for car shows - May2022.jpg

Ms. Laura,

Attaching picture for your records and our Special Events Application of the Banner we plan to use for our May 7, 2022 Car Show at Freeman Park.

I have requested a Certificate of Liability Insurance from Hagerty Insurance showing City of Bartlett as Certificate Holder and will forward to you upon receipt.

Thank you,
Gala Bonner

Attachment: 2629 BARTLETT BLVD-CAR SHOW-MAY 2022 (3099 : Car Show)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/21/2022

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 Hagerty Insurance Agency, LLC 121 Drivers Edge Traverse City MI 49684-1303	CONTACT NAME: PHONE (A/C, No, Ext): (888) 216-2420 FAX (A/C, No): E-MAIL ADDRESS: <table style="width: 100%;"> <tr> <td style="width: 80%;">INSURER(S) AFFORDING COVERAGE</td> <td style="width: 20%;">NAIC #</td> </tr> <tr> <td>INSURER A: Markel Insurance Company</td> <td>38970</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Markel Insurance Company	38970	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Memphis Classic Chevy Club 6088 Yorkhill Drive Bartlett TN 38135															

COVERAGES**CERTIFICATE NUMBER:** Cert ID 12188**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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
A	☒ COMMERCIAL GENERAL LIABILITY <table style="width: 100%;"> <tr> <td>☐ CLAIMS-MADE</td> <td>☒ OCCUR</td> </tr> </table> GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	☐ CLAIMS-MADE	☒ OCCUR		CVG9915-01	09/08/2021	09/08/2022	<table style="width: 100%;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>MED EXP (Any one person)</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;">\$ 3,000,000</td> </tr> <tr> <td>PRODUCTS - COMP/OP AGG</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 1,000,000		\$
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	AUTOMOBILE LIABILITY <table style="width: 100%;"> <tr> <td>☐ ANY AUTO</td> <td>☐ SCHEDULED AUTOS</td> </tr> <tr> <td>☐ OWNED AUTOS ONLY</td> <td>☐ NON-OWNED AUTOS ONLY</td> </tr> <tr> <td>☐ HIRED AUTOS ONLY</td> <td>☐</td> </tr> </table>	☐ ANY AUTO	☐ SCHEDULED AUTOS	☐ OWNED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY	☐ HIRED AUTOS ONLY	☐					<table style="width: 100%;"> <tr> <td>COMBINED SINGLE LIMIT (Ea accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$
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	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					<table style="width: 100%;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>AGGREGATE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$										
EACH OCCURRENCE	\$																					
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				<table style="width: 100%;"> <tr> <td>PER STATUTE</td> <td>OTH-ER</td> <td></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	PER STATUTE	OTH-ER		E.L. EACH ACCIDENT		\$	E.L. DISEASE - EA EMPLOYEE		\$	E.L. DISEASE - POLICY LIMIT		\$				
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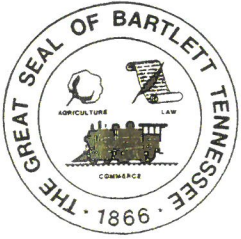
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Include as additional insured: Certificate Holder but only with respects to the named insured's actions and / or negligence and subject to the provisions and limitations of form CG20120413 - Additional Insured - State or Governmental Agency or Subdivision or Political Subdivision - Permits or Authorizations with regards to the event to be held at W.J. Freeman Park on May 07, 2022.

CERTIFICATE HOLDER**CANCELLATION**

City of Bartlett 6400 Stage Road Bartlett TN 38134	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--





City of Bartlett

PARKS & RECREATION

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

February 25, 2022

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

The Memphis Chevy Classic Club has requested the use of W. J. Freeman Park's A. Keith McDonald Pavilion parking area for their Car Show. This event will be held from 8:00am until 5:00pm, 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:
Cookie Bonner, Memphis Chevy Classic Club

Attachment: 2629 BARTLETT BLVD-CAR SHOW-MAY 2022 (3099 : Car Show)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/08/22 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for January 2022.



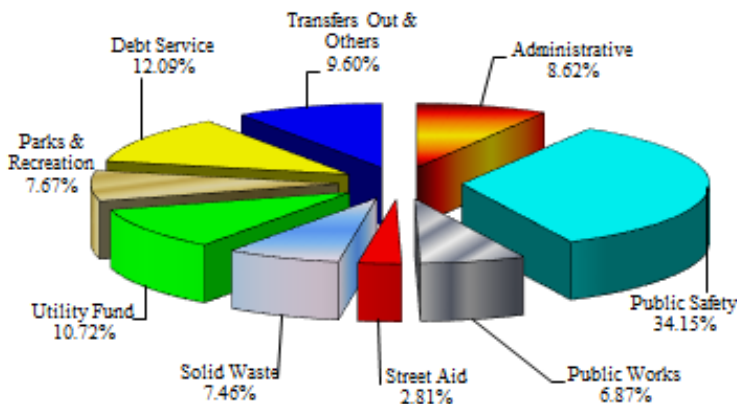
City of Bartlett

FINANCIAL REPORT

January 31, 2022

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

WHERE THE \$ GOES (Does not include School)

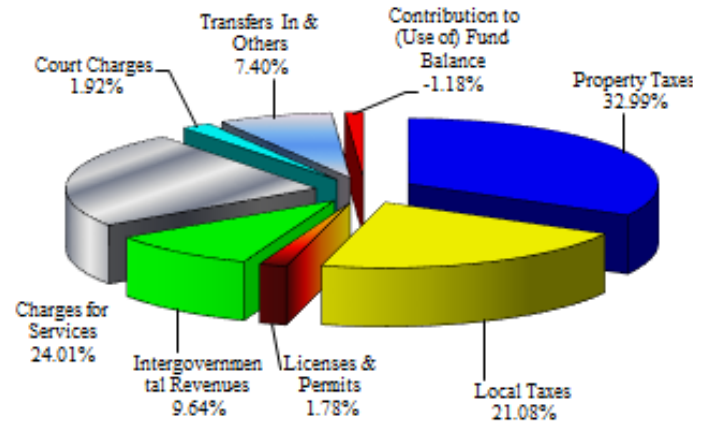


BUDGET HIGHLIGHTS

- June 30, 2021 year-to-date actual is audited.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2020 property taxes were submitted to the Trustee for collection.

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 January 31, 2022

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,038,743	\$ 4,039,366
Public Safety	29,839,577	18,137,884
Public Works	5,975,848	3,282,667
Parks and Recreation	6,206,768	3,703,107
Performing Arts	601,966	410,217
Transfers & Other Gen. Fund Items	7,389,019	6,901,019
Subtotal	\$ 57,051,921	\$ 36,474,260
General Fund Revenues		
Property Taxes	\$ 29,305,000	\$ 20,842,688
Local Taxes	14,894,090	6,719,381
Building and Development Fees	1,577,000	841,561
Intergovernmental	6,464,000	3,101,781
Charges for Services	3,106,325	2,023,289
Court Charges	1,406,000	718,249
Other Revenue	299,506	836,583
Subtotal	\$ 57,051,921	\$ 35,083,533
Special Rev. Funds-Expenditures	\$ 11,225,055	\$ 9,557,945
Special Rev. Funds-Revenues	\$ 11,225,055	\$ 9,715,050
Utility Expenses	\$ 10,169,300	\$ 5,463,846
Utility Revenues	\$ 10,169,300	\$ 5,927,425
Debt Service Expenditures	\$ 9,511,132	\$ 7,650,701
Debt Service Revenues	\$ 9,511,132	\$ 7,420,269
Total Expenditures	\$ 87,957,409	\$ 59,146,752
Total Revenues	\$ 87,957,409	\$ 58,146,277

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

Attachment: Jan22FinRpt (3098 : Treasurer's Report for January 2022)



City of Bartlett -- Financial Summary
For The Period Ending For The Period Ending January 31, 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	\$ 7,389,575	\$ 7,038,743	\$ (350,832)	\$ 4,189,448	\$ 4,039,366	\$ (150,082)	56.69%	57.39%	0.69%
Public Safety	28,533,748	29,839,577	1,305,829	16,933,949	18,137,884	1,203,936	59.35%	60.78%	1.44%
Public Works	5,363,791	5,975,848	612,057	3,193,278	3,282,667	89,389	59.53%	54.93%	-4.60%
Parks and Recreation	5,497,026	6,090,520	593,494	3,197,983	3,703,107	505,124	58.18%	60.80%	2.62%
Performing Arts	494,296	718,214	223,918	217,851	410,217	192,366	44.07%	57.12%	13.04%
Transfers & Other Gen. Fund Items	8,341,345	7,389,019	(952,326)	5,901,524	6,901,019	999,495	70.75%	93.40%	22.65%
Total General Fund Expenditures	\$ 55,619,780	\$ 57,051,921	\$ 1,432,141	\$ 33,634,032	\$ 36,474,260	\$ 2,840,227	60.47%	63.93%	3.46%
General Fund Revenues									
Property Taxes	\$ 26,041,658	\$ 29,305,000	\$ 3,263,342	\$ 17,444,016	\$ 20,842,688	\$ 3,398,672	66.99%	71.12%	4.14%
Local Taxes	15,924,499	14,894,090	(1,030,409)	6,293,325	6,719,381	426,056	39.52%	45.11%	5.59%
Building and Development Fees	1,580,278	1,577,000	(3,278)	825,727	841,561	15,834	52.25%	53.36%	1.11%
Intergovernmental	7,139,019	6,464,000	(675,019)	2,727,091	3,101,781	374,690	38.20%	47.99%	9.79%
Charges for Services	3,120,059	3,106,325	(13,734)	1,417,058	2,023,289	606,232	45.42%	65.13%	19.72%
Court Charges	1,518,058	1,406,000	(112,058)	802,417	718,249	(84,168)	52.86%	51.08%	-1.77%
Other Revenue	4,835,411	299,506	(4,535,905)	4,581,299	836,583	(3,744,716)	94.74%	279.32%	184.58%
Total General Fund Revenues	\$ 60,158,982	\$ 57,051,921	\$ (3,107,060)	\$ 34,090,933	\$ 35,083,533	\$ 992,600	56.67%	61.49%	4.83%
Special Revenue Funds									
Street Aid Fund	\$ 2,172,003	\$ 2,500,000	\$ 327,997	\$ 1,291,955	\$ 1,561,313	\$ 269,358	59.48%	62.45%	2.97%
Solid Waste Fund	6,051,288	7,166,944	1,115,656	3,735,920	3,711,828	(24,091)	61.74%	51.79%	-9.95%
General Improvement Fund	703,729	787,500	83,771	308,804	353,084	44,280	43.88%	44.84%	0.96%
Drug Enforcement Fund	103,033	370,000	266,967	55,211	74,137	18,926	53.59%	20.04%	-33.55%
DEA Enforcement Fund	121,269	95,500	(25,769)	50,640	163,740	113,100	41.76%	171.46%	129.70%
Drainage Control Fund	111,622	125,111	13,489	68,057	66,859	(1,199)	60.97%	53.44%	-7.53%
Park Improvement Fund	142,367	150,000	7,633	133,000	7,921	(125,079)	0.00%	0.00%	0.00%
E-Citation Fund	15,656	30,000	14,344	15,656	3,166	(12,490)	0.00%	10.55%	10.55%
Grant Funds	3,958,780	0	(3,958,780)	1,871,383	3,615,896	1,744,513	47.27%	0.00%	-47.27%
Special Revenue Funds - Expenditures	\$ 13,379,749	\$ 11,225,055	\$ (2,154,694)	\$ 7,530,626	\$ 9,557,945	\$ 2,027,319	56.28%	85.15%	28.86%
Special Revenue Funds - Revenues	\$ 14,440,053	\$ 11,225,055	\$ (3,214,998)	\$ 7,675,498	\$ 9,715,050	\$ 2,039,552	53.15%	86.55%	33.39%
Utility Fund									
Total Utility Operations	\$ 7,505,517	\$ 9,798,173	\$ 2,292,656	\$ 4,497,490	\$ 4,387,921	\$ (109,569)	59.92%	44.78%	-15.14%
Total Utility Debt Expenses	1,155,469	1,230,979	75,510	1,040,507	1,075,925	35,419	90.05%	87.40%	-2.65%
Total Utility Expenses	\$ 8,660,986	\$ 11,029,152	\$ 2,368,166	\$ 5,537,997	\$ 5,463,846	\$ (74,150)	63.94%	49.54%	-14.40%
Total Utility Revenues	\$ 9,611,167	\$ 11,029,152	\$ 1,417,985	\$ 5,625,168	\$ 5,927,425	\$ 302,257	58.53%	53.74%	-4.78%
Debt Service Fund									
Total Debt Service Expenditures	\$ 9,169,024	\$ 9,552,500	\$ 383,476	\$ 7,387,481	\$ 7,650,701	\$ 263,220	80.57%	80.09%	-0.48%
Total Debt Service Revenues	\$ 10,105,513	\$ 9,552,500	\$ (553,013)	\$ 6,524,701	\$ 7,420,269	\$ 895,568	64.57%	77.68%	13.11%
Total Expenditures	\$ 86,829,539	\$ 88,858,628	\$ 2,029,090	\$ 54,090,136	\$ 59,146,752	\$ 5,056,616	62.29%	66.56%	4.27%
Total Revenues	\$ 94,315,715	\$ 88,858,628	\$ (5,457,086)	\$ 53,916,299	\$ 58,146,277	\$ 4,229,978	57.17%	65.44%	8.27%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/08/22 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

Appoint Don Baldock to Parks and Recreation Advisory Board.

Don Baldock will complete Shene Simon's term. The term will expire December 31, 2022.

PARKS REC. ADVISORY BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Baldock, Don	12/31/2022	New Appointment (replacing Sheneé Simon)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/08/22 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Department Head: Dick Phebus

Professional fee proposal for one-year extension of audit contract with Watkins Uiberall, PLLC with option to renew for two additional years.

Recommend accepting the proposed fee schedule for a one-year contract extension to audit financial records of the City of Bartlett plus Bartlett City Schools from Watkins Uiberall, PLLC. Total fees proposed are \$145,500 in FY22. Option to renew for additional two years for \$150,000 in FY23 and \$154,500 in FY24. Renewal for FY23 and FY24 must be approved prior to March 1, 2023. School system will reimburse the City for their portion of the audit fees or be billed separately. School activity funds will be a separate audit contract with the Bartlett Board of Education. Funds are available in Account 110.41300.175.



Watkins Uiberall, PLLC

1661 Aaron Brenner Drive • Suite 300
Memphis, Tennessee 38120
901.761.2720 • Fax: 901.683.1120

417 West Main Street • Suite 100
Tupelo, Mississippi 38804
662.269.4014 • Fax: 662.269.4016

www.wucpas.com

February 24, 2022

Mr. Dick Phebus
Director of Finance, Bartlett Tennessee
6400 Stage Road
City of Bartlett, Tennessee 38134

Mr. Phebus,

Per our discussion, we would like to request a three-year extension of our contract to perform audit services for the City of Bartlett. The following table outlines the current fees for FY21 and the proposed fees for FY22 to FY24:

	Current FY21	Proposed		
		FY22	FY23	FY24
City of Bartlett audited financials	\$ 60,250	\$ 70,000	\$ 72,250	\$ 74,500
City of Bartlett Single Audit	8,650	9,500	10,000	10,500
Bartlett Schools Education Fund	28,500	46,500	47,750	49,000
Bartlett Schools Single Audit	12,250 **	9,500	10,000	10,500
	<u>\$ 109,650</u>	<u>\$ 135,500</u>	<u>\$ 140,000</u>	<u>\$ 144,500</u>
 Bartlett Pension Fund	 \$ 10,250	 \$ 10,000	 \$ 10,000	 \$ 10,000
 Bartlett School Activity Funds	 \$ 28,000	 \$ 36,000	 \$ 37,250	 \$ 38,500
 Grand total of all contracts	 <u>\$ 147,900</u>	 <u>\$ 181,500</u>	 <u>\$ 187,250</u>	 <u>\$ 193,000</u>

**** FY 21 Includes \$7,000 extra billing for additional major federal programs required to be tested.**

\$ Increase	\$ 33,600	\$ 5,750	\$ 5,750
% Increase	23%	3%	3%

Based on the significant fee discounts related to the School System over the past five years and considering the size and scope of activities of the City and its school system in relation to other local municipalities, we believe our proposed fees are fair and reasonable. Please feel free to contact me with any questions. Your consideration in this matter is greatly appreciated.

Sincerely,


Jeffrey L. Thomason, CPA
Chief Manager