



City of Bartlett

David Parsons, Mayor

BEER BOARD MEETING AGENDA

TUESDAY, MARCH 5, 2024 - BARTLETT CITY HALL - 6:00 PM

APPROVAL OF MINUTES

Minutes of the November 7, 2023 Beer Board Regular Meeting

PUBLIC HEARINGS

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

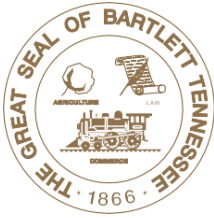
- I. Bartlett Police Charitable Foundation, represented by Chris Armstrong, has applied for a Special Event Temporary ON-Premises permit to sell beer at the Police Week 5k event on May 4, 2024 from 6 a.m. to 2 p.m. located at the First Responders Monument, 3599 Appling Rd., Bartlett, TN 38133. Beer will only be sold from the hours of 8 a.m. and 2 p.m. at this event.

NEW BUSINESS

- I **Police Week 5k Temporary Beer Permit. (Penny Medlock, City Clerk)**

OPEN DISCUSSION

The public shall be provided an opportunity to address the Board or Commission during an Open Discussion period at the end of each regular and special meeting of the governing body. Prior to the start of the meeting, individuals will be required to complete and present to the Clerk the Open Discussion Citizen form provided at each meeting. The Open Discussion period for regular and special meetings of the Board or Commission shall be limited to twenty (20) minutes. Individuals shall be allowed to speak for up to three (3) minutes each. Open Discussion periods will not be held for any meeting where there are no actionable items on the agenda or meetings where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body



City of Bartlett

David Parsons, Mayor

BEER BOARD MEETING MINUTES

TUESDAY, NOVEMBER 7, 2023 - BARTLETT CITY HALL - 6:00 PM

CALL TO ORDER

Cordell Battles: Present, Deborah Williams: Present, Ryan Smith: Absent, C.E. Zobell: Present, Eric Russell: Present.

MINUTES APPROVAL

Minutes of the October 3, 2023 Beer Board Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Cordell Battles
SECONDER:	Eric Russell
AYES:	Cordell Battles, Deborah Williams, C.E. Zobell, Eric Russell

PUBLIC HEARINGS

- I. David Allen Kirkham, 465 Old Oak Lane, Collierville, TN 38017, has applied for an on-premises permit to sell beer at Lotus Thai Restaurant located at 2845 Bartlett Blvd., Bartlett, TN 38134.

Applicant David Allen Kirkham stated that Lotus Thai Restaurant had a soft opening on August 1, 2023 and things were going well. He hopes to serve Southeast Asian beer. He said he, his wife, and daughter all have service permits and all waiters will. He stated that he was aware of all beer laws and would comply.

No one spoke against.
Adjourned at 6:03 p.m.

NEW BUSINESS

- I. Lotus Thai Restaurant beer permit.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cordell Battles
SECONDER:	Eric Russell
AYES:	Cordell Battles, Deborah Williams, C.E. Zobell, Eric Russell

OPEN DISCUSSION

No one spoke.

Minutes Acceptance: Minutes of Nov 7, 2023 6:00 PM (Approval of Minutes)

Meeting adjourned at 6:04 PM

Ryan Smith, Chairperson

Penny Medlock, City Clerk

Minutes Acceptance: Minutes of Nov 7, 2023 6:00 PM (Approval of Minutes)

**Beer Board****SCHEDULED****TEMPORARY BEER PERMIT APPLICATION (ID # 3505)**

Meeting: 03/05/24 06:00 PM

Department: Beer Board

Category: Agreement

Prepared By: Penny Medlock

Initiator: Penny Medlock

Sponsors:

DOC ID: 3505

Police Week 5k Temporary Beer Permit.

Bartlett Police Charitable Foundation, represented by Chris Armstrong, has applied for a Special Event Temporary ON-Premises permit to sell beer at the Police Week 5k event on May 4, 2024 from 6 a.m. to 2 p.m. located at the First Responders Monument, 3599 Appling Rd., Bartlett, TN 38133. Beer will only be sold from the hours of 8 a.m. and 2 p.m. at this event.

CITY OF BARTLETT MEMO

DATE: February 23, 2024

TO: The Bartlett Beer Board

FROM: Ava MacFerran

SUBJECT: Special Event Temporary Beer Permit – Bartlett Police Charitable Foundation

Please find attached an **ON-Premises** Special Event Temporary Beer Permit Application for Bartlett Police Charitable Foundation located at the First Responders Monument, 3599 Appling, Bartlett, TN 38133. Supporting documentation can be found in this packet.

- Reason for permit: Police Week 5K Event
- Applicant: Bartlett Police Charitable Foundation
- Representative: Chris Armstrong
- Location previously sold beer: No
- Background check: Passed
- Distance Boundary: Passed
- Legal Notice: Bartlett Express, 2/15/2024 edition
- Violations by this applicant: No
- Suspension/ Revocation at this location: No

Included in the application packet are copies of the Beer Ordinances as well as the explanation of the **Suspension Revocation and Civil Penalty of selling Beer to minors.**

**CONTENT AND ORDER OF ALL
BEER PERMIT APPLICATIONS**

1. AGENDA
2. LEGAL NOTICE
3. APPLICATION
4. OUR NOTICE TO THE NEWSPAPER
5. POLICE BACKGROUND CHECK OF
APPLICANT AND MANAGER (SIGNED)
6. CODE ENFORCEMENT'S BOUNDARY REPORT
(SIGNED)
7. MAP OF AREA



LEGAL NOTICE

Pursuant to the requirements of Ordinance 23-07 of the City of Bartlett, TN, the following information is made known to all interested persons:

Bartlett Police Charitable Foundation, represented by Chris Armstrong, has applied for a Special Event Temporary ON-Premises permit to sell beer at the Police Week 5k event on May 4, 2024 from 6 a.m. to 2 p.m. located at the First Responders Monument, 3599 Appling, Bartlett, TN 38133.

The Bartlett Beer Board will meet at 6:00 p.m. on March 5, 2024, at the Bartlett City Hall, 6400 Stage Road, Bartlett, TN, to consider the above application after a Public Hearing. Any citizen who would like to appear and testify either for or against this application will be heard.

David Parsons
Mayor



Special Event Temporary Beer Permit Application

APPLICATION FOR SPECIAL EVENT TEMPORARY BEER PERMIT STATE OF TENNESSEE CITY OF BARTLETT

Application for (check one):

 X SINGLE EVENT PERMIT

EVENT DATE(S): 05/04/24

EVENT HOURS: 8AM - 3PM

 MULTIPLE EVENT PERMIT

1. EVENT DATE(S): _____

EVENT HOURS: _____

2. EVENT DATE(S): _____

EVENT HOURS: _____

3. EVENT DATE(S): _____

EVENT HOURS: _____

4. EVENT DATE(S): _____

EVENT HOURS: _____

1. Applicant: Bartlett Police Charitable Foundation

2. Please indicate under which of the following categories you are applying and include supporting documentation of your eligibility status:

Charitable X Nonprofit X Political Organization _____

6400 Stage Road • P.O. Box 341148 • Bartlett, Tennessee 38134-1148 • 901-385-6400

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



Special Event Temporary Beer Permit Application

- 3. Location of the event: Bartlett First Responders Monument, 3599 Applying Rd
- 4. If the event location encompasses multiple addresses or streets, please specify where beer will be served (this location will be listed on the beer permit and in the legal notice).

5. Applicant phone number: 901-734-6203

6. Please give the following information on the person who will be managing the special event.

Name: Chris Armstrong

Driver's License # [REDACTED] State TN

Date of birth [REDACTED] Soc. Sec. # [REDACTED]

Cell phone # 901-734-6203 Alt. phone # _____

Email CArmstrong@BartlettPolice.org

- 7. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner. You must include a written statement of approval from the landowner with this application:

Bartlett First Responders Monument, 3599 Applying Rd
City of Bartlett

- 8. Has any person having at least 5% ownership interest, managers, or employees of the organization been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years? Yes _____ No X
If so, give particulars of each charge, court, and date convicted.



Special Event Temporary Beer Permit Application

9. Has this owner or the owner's organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes _____ No X If so, please give date, place, and cause of said revocation.

10. Give applicant's history of involvement with special events where beer has been served, if any.

MA

11. Give applicant's employment record for the past 10 years.

Bartlett Police Department

(The City of Bartlett has adopted Ordinance 8-313 forbidding the sale of beer and like beverages within 150 feet of a free-standing school or church; or immediately adjacent in a multi-tenant building.)

12. What is the name and address of the school or church nearest the event?

Faith Cumberland Presbyterian Church, 3427 Appleby Rd
Appleby Middle School, 3700 Appleby Rd



Special Event Temporary Beer Permit Application

Application Signature Page

I hereby make application to the City of Bartlett for a special event temporary beer permit.


The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my organization has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I understand that making false statement in this application shall precipitate forfeiture of permit and holder shall not be eligible to receive any permit for a period of ten years.

I understand that by submitting this application, a background investigation shall be conducted on the applicant.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my event causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.



Signature of Applicant/Owner (or Authorized Officer)

On behalf of: Bartlett Police Charitable Foundation
Name of Charitable, Nonprofit, or Political Organization

Sworn to and subscribed before me this 22 day of Jan., 2024



Notary Public

My Commission Expires: 06/02/2025



6400 Stage Road • P.O. Box 341148 • Bartlett, Tennessee 38134-1148 • 901-385-6400

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



Special Event Temporary Beer Permit Application

NOTICE: Non-refundable fees of \$72.00 for the application and \$100 for the required legal notice must accompany this document. If the applicant is approved you are required to provide documentation of sales tax exemption.

FOR OFFICE USE ONLY:

Completed Beer Application with Signature Notarized

Documentation showing evidence of status as a charitable, nonprofit, or political Organization

Title Company Mailing Labels

Application Fees 1/29/24 Date Paid

Beer Board Meeting Date March 5th 6PM

Approved _____

Denied _____

PLEASE COMPLETE THE ENTIRE APPLICATION, HAVE IT NOTARIZED AND RETURN ALONG WITH YOUR \$172.00 CHECK FOR PROCESSING. YOU WILL BE NOTIFIED AS TO WHEN YOUR ORGANIZATION WILL BE SCHEDULED TO APPEAR BEFORE THE BEER BOARD. YOU SHOULD MAIL OR DELIVER YOUR APPLICATION TO THE FOLLOWING:

ADDRESS: CITY OF BARTLETT
6400 STAGE ROAD
BARTLETT, TN 38134

6400 Stage Road • P.O. Box 341148 • Bartlett, Tennessee 38134-1148 • 901-385-6400

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



Special Event Temporary Beer Permit Application

AFFIDAVIT OF BEER PERMIT APPLICANT

STATE OF TENNESSEE:

COUNTY OF SHELBY:

I, Chris Armstrong make an oath and state that I comply with
[Print Your Name]

the requirements of Tennessee Code Annotated Section 57-5-108 (k) including but not limited to the following: I am not the original holder of the license, or any family member who could inherit from such individual under the statute of intestate succession, for a premise where a beer license has been revoked.

[Signature]
[Signature]

Sworn to and subscribed before me this 22 day of Jan. 2024



[Signature]
Notary Public

My Commission Expires:
06/02/2025

6400 Stage Road • P.O. Box 341148 • Bartlett, Tennessee 38134-1148 • 901-385-6400

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



Special Event Temporary Beer Permit Application

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any individual acting on behalf of the Bartlett Tennessee Beer Board bearing this release, or copy thereof, to obtain any information in your files pertaining to my criminal history, personal history, or disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Bartlett Tennessee Beer Board. Consent is granted for the Bartlett Tennessee Beer Board to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you as the custodian of such records, the City of Bartlett, the Bartlett Beer Board or any individual acting on behalf of the City or the Beer Board, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of the release, you may contact me as indicated below.

01/22/24
DATE

[Signature]
SIGNATURE

Full name (type or print):

Christopher Armstrong

Current home address:

3882 EARLY LN DR

Bartlett, TN 38133

Date of birth:

[Redacted]

Social security number:

[Redacted]

6400 Stage Road • P.O. Box 341 148 • Bartlett, Tennessee 38134-1148 • 901-385-6400

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



Special Event Temporary Beer Permit Application

Home telephone number: 901-734-6203
 Business telephone number: 901-385-5555
 Driver's license number: [REDACTED] State: TN

Witness: *Juan A. Moore* Juan A. Moore
 Signature Printed Name

Please include a clear photocopy of your driver's license with this form.

6400 Stage Road • P.O. Box 341148 • Bartlett, Tennessee 38134-1148 • 901-385-6400

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



David Parsons, *Mayor*
Paul Wright, *Parks Director*

January 9, 2024

City of Bartlett
Code Enforcement
6382 Stage Road
Bartlett, TN 38134

The Bartlett Police Charitable Foundation has requested the use of Appling Lake First Responder's area at 3599 Appling Rd. for their Police Week 5K. This event will be held Saturday, May 4, 2024 and will set up on May 3, 2024.

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

Sincerely,

A handwritten signature in black ink, appearing to be "Paul Wright", written over a circular scribble.

Paul Wright
Parks and Recreation Department Director
City of Bartlett

cc: Lt. Chris Armstrong
carmstrong@bartlettspolice.org

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Bartlett Police Charitable Foundation

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ **501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
P.O. Box 495

6 City, state, and ZIP code
Bartlett, Tennessee 38029

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

or

Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--


Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ 

Date ▶ **01/18/24**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)

CITY OF BARTLETT MEMO

DATE January 29, 2024
 TO: Chief Cox
 FROM: Ava MacFerran
 SUBJECT: Background Report

Please find attached a Special Event Temporary Beer Permit Application and Legal Notice being presented to us by Chris Armstrong on behalf of the Bartlett Police Charitable Foundation for an event located at the Bartlett First Responders Monument, 3599 Appling Road, Bartlett, TN 38133.

I have included information on Chris Armstrong who will be managing the event and representing the foundation at the Beer Board meeting at 6:00 pm on Tuesday, March 5, 2024.

Please do your usual background check based on the attached application and return to me as soon as possible. Also please include your signature and whether approved or not approved.

Thank you very much for your help!

YES Background check Has been approved.

NO Background check Has Not been approved.

Signature 

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)

CITY OF BARTLETT MEMO

DATE January 29, 2024
TO: Trey Arthur
FROM: Ava MacFerran
SUBJECT: Boundary Report

Please find attached a Special Event Temporary ON-Premises Beer Permit Application being presented to us by Chris Armstrong on behalf of the Bartlett Police Charitable Foundation for an event located at the Bartlett First Responders Monument, 3599 Appling Road, Bartlett, TN 38133.

I would appreciate it if you would please check all the distances and boundaries as required by our city ordinances and mark the appropriate Yes or No line and return with your signature as soon as possible.

Thank you very much!

Yes Y All distance and boundaries meet the requirements of the City of Bartlett. *From MEMORIAL AREA AT Appling + Southern Hwy.*

NO All distance and boundaries do not meet the requirements of the City of Bartlett.

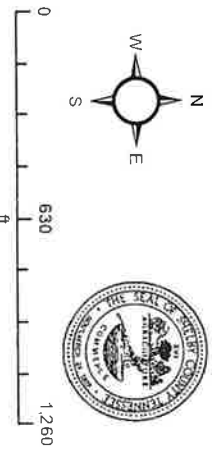
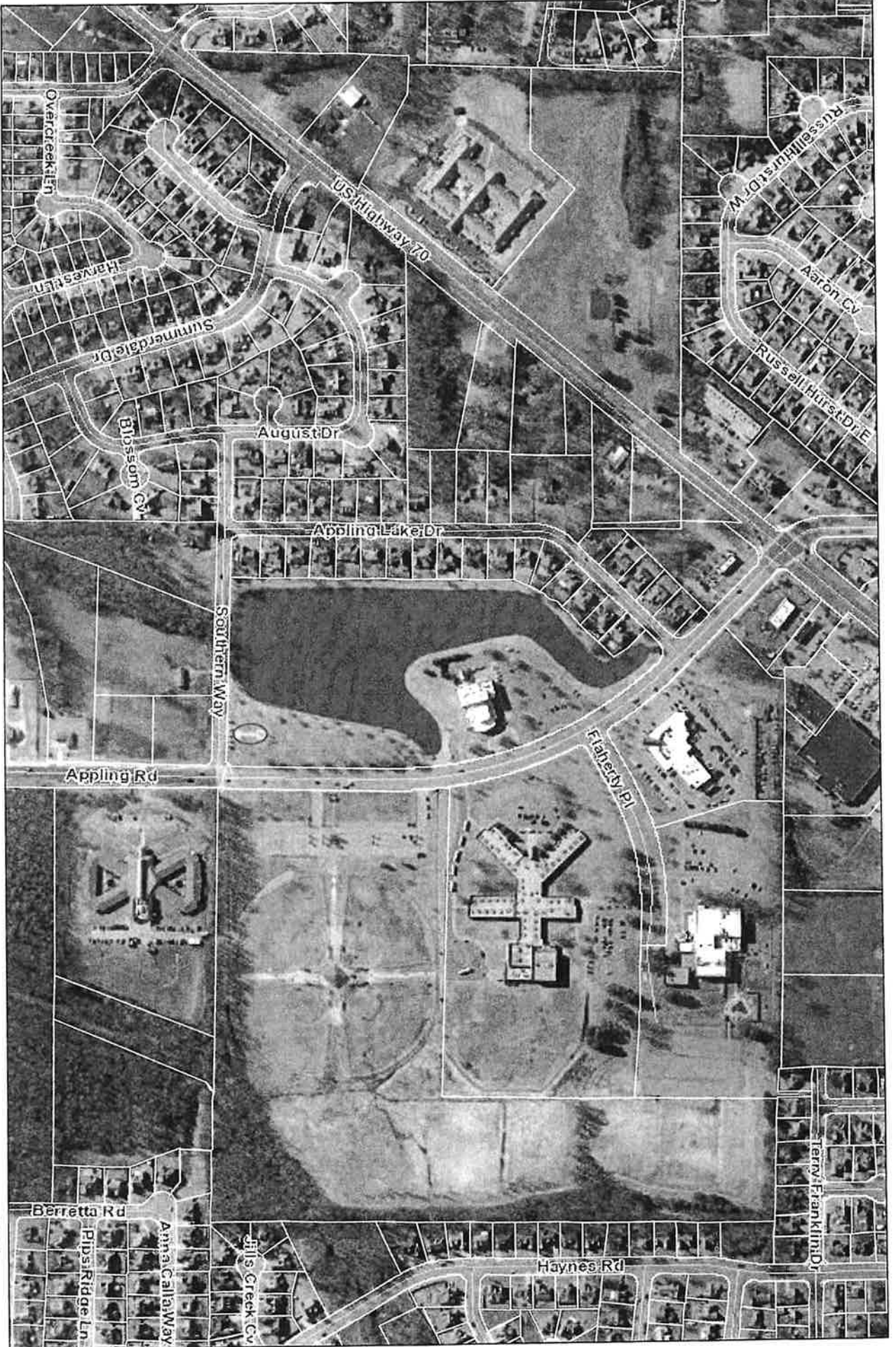
Signature  1/30/2024

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)

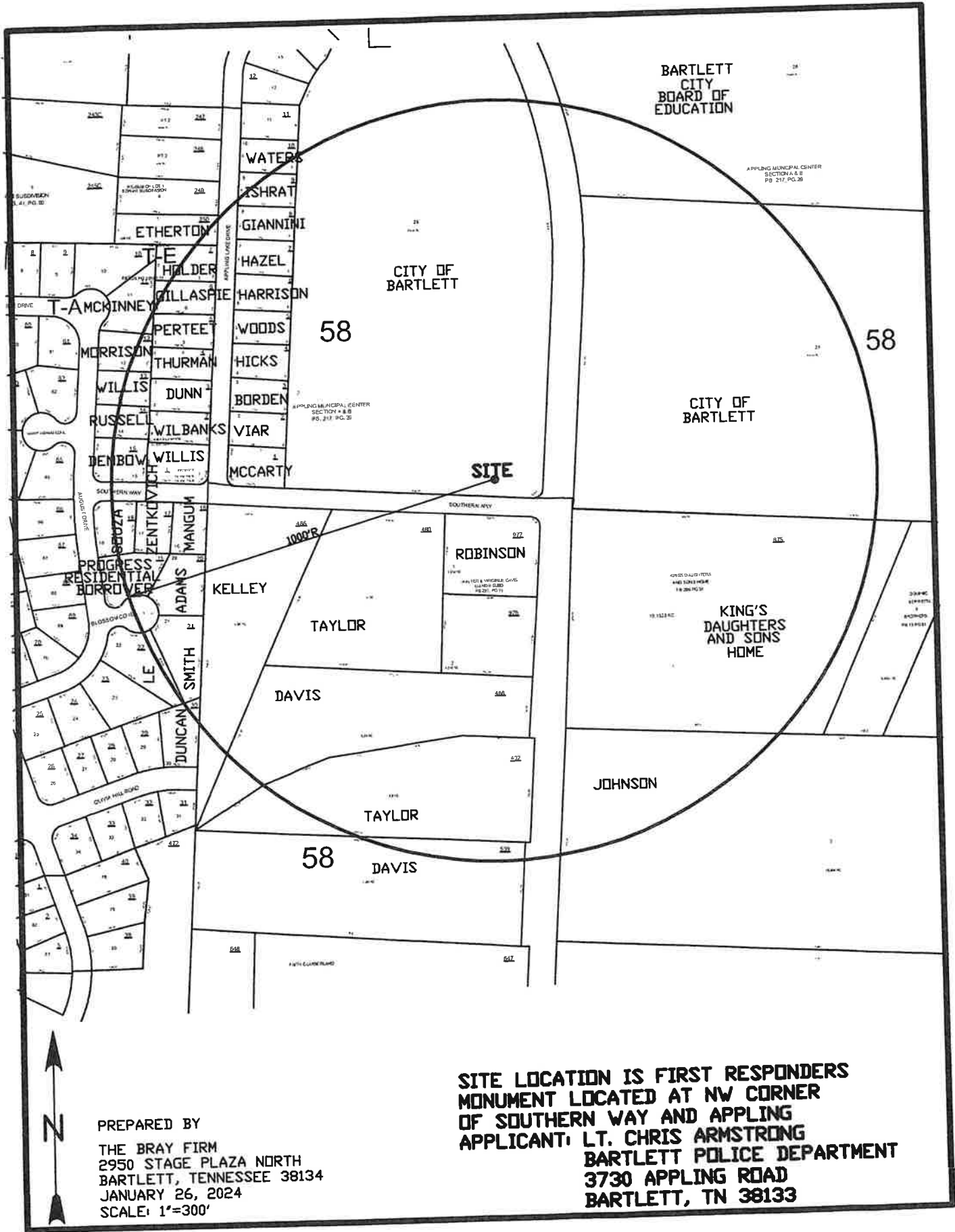


MELVIN BURGESS, ASSESSOR SHELBY COUNTY, TENNESSEE

DISCLAIMER: THIS MAP IS FOR PROPERTY ASSESSMENT PURPOSES ONLY. IT IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP AND THEREFORE SHOULD NOT BE RELIED UPON AS A REPRESENTATION OF ANY PROPERTY FOR ANY PURPOSE.
MAP DATE: February 13, 2024



Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)



Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)

**Could Be
Here!
Call
Vicki Clark
901.867.5652**



**MEET BARTLETT FIRE
JORDAN WHITTINGTON**

3.1.a

Each week, *The Bartlett Express* will introduce a member of the Bartlett Fire Department in a cut-out keepsake. This offers the community an opportunity to learn about the heroes who protect and serve Bartlett.

Sponsored by

General Heating & Cooling, Inc.
2800 Shelby St. • Bartlett, TN • 372-184



LEGAL NOTICE

Pursuant to the requirements of Ordinance 23-07 of the City of Bartlett, TN, the following information is made known to all interested persons:

Bartlett Police Charitable Foundation, represented by Chris Armstrong, has applied for a Special Event Temporary ON-Premises permit to sell beer at the Police Week 5k event on May 4, 2024 from 6 a.m. to 2 p.m. located at the First Responders Monument, 3599 Appling, Bartlett, TN 38133.

The Bartlett Beer Board will meet at 6:00 p.m. on March 5, 2024, at the Bartlett City Hall, 6400 Stage Road, Bartlett, TN, to consider the above application after a Public Hearing. Any citizen who would like to appear and testify either for or against the application will be heard.

David Parsons
Mayor

Records of FASA Records

**BARTLETT
PERFORMING ARTS
CONFERENCE CENTER**

**25TH
ANNIVERSARY**

PETER PAN

PETER PAN
Broadway's Timeless Musical

MAR. 8, 9 / 7:30P.M. & MAR. 10 / 2:00P.M.

Fly with Peter Pan, Tinkerbell, & the Darling children to Neverland for a timeless adventure

With songs like I'M FLYING – I'VE GOTTA CROW – NEVER NEVER LAND...

Make memories with Peter Pan!



TICKETS & INFO @ BPACC.org

901.385.5588 – Box Office Hours – 10a.m. to 2p.m. ♦ Michael Bo

Packet Pg. 22

Attachment: Bartlett Police Charitable Foundation temporary beer permit application (3505 : Police Week 5k Temporary Beer Permit)