



*City of Bartlett*  
A. Keith McDonald, Mayor

## **BOARD OF MAYOR AND ALDERMEN MEETING AGENDA**

**TUESDAY, DECEMBER 10, 2013 - COUNCIL CHAMBER - 7:00 PM**

### **INVOCATION**

Opening Prayer by Josh Ross, Sycamore View Church of Christ

### **FUTURE MEETINGS**

Parks and Recreation Advisory Board, December 12 at 7 p.m.

Historic Preservation Commission, December 16 at 7 p.m.

BPACC Advisory Board, December 17 at 6 p.m.

Design Review Commission, December 17 at 7 p.m.

### **RECOGNITIONS**

Alan Helms for donating Christmas Village to the City

Bartlett Hills Baptist Church to present check to Family Assistance Commission

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

### **MINUTES ACCEPTANCE**

**Minutes of the November 26, 2013 Board of Mayor and Aldermen Regular Meeting**

**Minutes of the November 27, 2013 Board of Mayor and Aldermen Special Called Meeting**

### **CONSENT AGENDA**

- I Special event permit for the Bartlett Station Farmer's Market. (Jim Brown, Director of Code Enforcement)**

The event will be held every Saturday starting May 17 thru September 27, 2014 from 7 a.m. til 12 pm at Freeman Park, 2629 Bartlett Blvd.

**2 Special event permit for Oak Elementary PTA-5K Run/Walk Fund Raiser (Jim Brown, Director of Code Enforcement)**

The event will be held on Friday, May 16, 2014 from 5 til 10 pm at Oak Elementary School, 3573 Oak Road.

**3 Authorization to auction surplus property. (Dick Phebus, Director of Finance)**

Twenty-seven items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.

**4 Planning Commission Report for December 2013. (Terry Emerick, Director of Planning and Economic Development)**

**NEW BUSINESS**

**I Resolution 29-13, a resolution to appropriate funds for the Bartlett City Schools for startup costs from January to March 2014. (Mark Brown, Chief Administrative Officer)**

**OPEN DISCUSSION**

**ADJOURNMENT**



# City of Bartlett

A. Keith McDonald, Mayor

## BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, NOVEMBER 26, 2013 - COUNCIL CHAMBER - 7:00 PM

### CALL TO ORDER

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

### INVOCATION

Opening Prayer by Jack Young, Vice Mayor

### FUTURE MEETINGS

Family Assistance Commission, December 2 at 7 p.m.

Planning Commission, December 2 at 7 p.m.

Bartlett Station Commission, December 4 at 7:30 a.m.

Bartlett Historical Society, December 9 at 7 p.m.

### RECOGNITIONS

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

### MINUTES ACCEPTANCE

Minutes of the November 12, 2013 Board of Mayor and Aldermen Regular Meeting

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | Bobby Simmons, Alderman                              |
| <b>SECONDER:</b> | David Parsons, Alderman                              |
| <b>AYES:</b>     | Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick |

### PUBLIC HEARING

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. Resolution 21-13, a Resolution Approving a Special Use Permit for an Assisted Living Facility to be Located on the East Side of Kirby-Whitten Road in the Robinwood Commercial Center between Summer Avenue and Stage Road.

Minutes Acceptance: Minutes of Nov 26, 2013 7:00 PM (MINUTES ACCEPTANCE)

**COMMENTS - Current Meeting:**

Cindy Reaves with SR Consulting, 5909 Shelby Oaks Drive, attended to represent the applicant.

No one spoke for or against Resolution 21-13.

|                |               |
|----------------|---------------|
| <b>RESULT:</b> | <b>CLOSED</b> |
|----------------|---------------|

2. Resolution 24-13, a Resolution Approving a Special Use Permit for El Primo Auto Repair and Used Tire Center to operate an Automobile Repair Shop (excluding Body Work) and the Sale of Class A Used Tires within the "C-H" Highway Business Zoning District.

**COMMENTS - Current Meeting:**

Paul Bray, 2950 Stage Plaza N., attended on behalf of the applicant.

No one spoke for or against Resolution 24-13.

|                |               |
|----------------|---------------|
| <b>RESULT:</b> | <b>CLOSED</b> |
|----------------|---------------|

**UNFINISHED BUSINESS**

- 1 Resolution 21-13, a Resolution Approving a Special Use Permit for an Assisted Living Facility to be Located on the East Side of Kirby-Whitten Road in the Robinwood Commercial Center between Summer Avenue and Stage Road. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick noted that this assisted living facility will have a maximum capacity of 66 residents. It will have one driveway. The Planning Commission recommended approval and the conditions are attached. Upon Board approval, the applicant will go to the Planning Commission and Design Review Commission for site plan approval.

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | W.C. Pleasant, Alderman                              |
| <b>SECONDER:</b> | David Parsons, Alderman                              |
| <b>AYES:</b>     | Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick |

- 2 Resolution 24-13, a Resolution Approving a Special Use Permit for El Primo Auto Repair and Used Tire Center to operate an Automobile Repair Shop (excluding Body Work) and the Sale of Class A Used Tires within the "C-H" Highway Business Zoning District. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick explained that the sale of used goods and auto repair require a special use permit. This building will have three overhead doors and sell used tires. While it will provide auto repair service, it will not offer auto body service. The Planning Commission recommended approving this special use permit.

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

### **CONSENT AGENDA**

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

**1      Special Use Permit Contract for El Primo Auto Repair and Used Tire Center. (Rick McClanahan, Director of Engineering)**

The developer will pay \$19,035 to the City in lieu of constructing the required street improvements.

**2      Bid for one 2014 Ford Explorer SUV. (Terry Wiggins, Fire Chief)**

Recommend accepting the lowest bid from AutoNation Ford Memphis at a cost of \$28,205.00. Funds are available in account 311.48311.785.25714.

**3      Treasurer's Report for October 2013 (Dick Phebus, Director of Finance)**

|                           |              |
|---------------------------|--------------|
| Year-to-date expenditures | \$20,961,742 |
| Budgeted expenditures     | \$62,822,095 |
| Year-to-date revenues     | \$10,845,913 |
| Budget revenues           | \$62,822,095 |

**4      Dispense with the second Board of Mayor and Aldermen meeting in December. (A. McDonald, Mayor)**

### **NEW BUSINESS**

**1      Resolution 29-13, a resolution to approve Amendment 9 to the Retirement System of the City of Bartlett Defined Benefit Plan (as amended and restated effective November 10, 1998, as amended). (Peter Voss, Director of Personnel)**

Vice Mayor Young noted that this resolution amends the pension plan to allow employees' beneficiaries to receive 100 percent of their benefit if the employee dies prior to retirement.

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | W.C. Pleasant, Alderman                              |
| <b>SECONDER:</b> | Bobby Simmons, Alderman                              |
| <b>AYES:</b>     | Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick |

**OPEN DISCUSSION****ADJOURNMENT**

Meeting adjourned at 7:15 PM

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

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A. Keith McDonald  
Mayor

Minutes Acceptance: Minutes of Nov 26, 2013 7:00 PM (MINUTES ACCEPTANCE)



# City of Bartlett

A. Keith McDonald, Mayor

## BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

WEDNESDAY, NOVEMBER 27, 2013 - BARTLETT CITY HALL - 6:00 PM

### CALL TO ORDER

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

### NEW BUSINESS

#### **I Agreement of Compromise and Settlement. (Ed McKenney, City Attorney)**

Mayor McDonald stated that the Bartlett Board of Education will pay \$608,193 per year for the next 12 years beginning November 1, 2014 to the Shelby County School Board in exchange for running its own school system and taking ownership of the 11 school facilities within the Bartlett City limits, along with all furniture, fixtures and equipment therein. These funds will be paid to the Shelby County Schools Other Post Employment Benefits (OPEB) Trust.

Mayor McDonald thanked City Attorney Ed McKenney for his hard work in getting this agreement prepared and negotiated.

|                  |                                             |
|------------------|---------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | Bobby Simmons, Alderman                     |
| <b>SECONDER:</b> | Jack Young, Vice Mayor                      |
| <b>AYES:</b>     | Pleasant, Parsons, Simmons, Young, Sedgwick |

#### **2 Quit Claim Deed for 11 School Buildings. (Ed McKenney, City Attorney)**

Mayor McDonald noted that the Quit Claim deed granting ownership of the 11 school facilities within the City limits to the Bartlett Board of Education contains a delinquency reverter clause, which states that if the Bartlett Board of Education defaults on its agreement to educate Bartlett students within the first 25 years the school facilities will be given back to the Shelby County School System.

|                  |                                             |
|------------------|---------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | Bobby Simmons, Alderman                     |
| <b>SECONDER:</b> | David Parsons, Alderman                     |
| <b>AYES:</b>     | Pleasant, Parsons, Simmons, Young, Sedgwick |

#### **3 Exhibit B: Representations and Covenants related to agreement of Compromise and Settlement (Ed McKenney, City Attorney)**

This letter states that the City of Bartlett and the Bartlett Board of Education agree to preserve the tax-exempt status of the Special General Obligation and General Obligation Bonds that were issued to construct Bartlett school facilities.

Minutes Acceptance: Minutes of Nov 27, 2013 6:00 PM (MINUTES ACCEPTANCE)

|                  |                                             |
|------------------|---------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | Bobby Simmons, Alderman                     |
| <b>SECONDER:</b> | David Parsons, Alderman                     |
| <b>AYES:</b>     | Pleasant, Parsons, Simmons, Young, Sedgwick |

Meeting adjourned at 6:26 PM

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

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A. Keith McDonald  
Mayor

Minutes Acceptance: Minutes of Nov 27, 2013 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 12/10/13 07:00 PM  
Department: Code Enforcement  
Category: Special event permit  
Prepared By: Valerie Brantley  
Department Head: Jim Brown

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**Special event permit for the Bartlett Station Farmer's Market.**



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

2629 Bartlett Blvd - Freeman Park 38134  
Address Zip Code

May 17 - Sep 27 Saturdays 7:00 am - 12:00 pm  
Dates of the Event Hours of the Event

Farmers Market (Bartlett Station)  
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett  
Property Owner

Bartlett Station Commission 6400 Stage Rd 38134  
Special Event Permit Applicant Address of Applicant

(901) 604-3111 (901) 372-9488  
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☐ Letter of Permission  
☐ Insurance  
☐ Tents (Fire Retardant letter included)  
☐ Special Event Checklist  
☐ Map  
☐ Sign or Banner

        \$60.00         Special Event Fee  
        \$4.00         Permit Issuing Fee

                         Total

Kim Dyer  
Responsible Person

12-1-13  
Date

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

APPROVAL

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

Attachment: BARTLETT STATION FARMERS MARKET-2014 (1139 : Farmer's Market (Bartlett Station))

## Special Event Checklist

Event: Bartlett Station Farmers Market  
 Location: 2629 Bartlett Blvd- Freeman Park  
 Dates: May 17, 2014- September 27, 2014

Type of special event: (Check one.)

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <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><input checked="" type="checkbox"/> <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><input type="checkbox"/> <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><input type="checkbox"/> <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. <b>Requires approval by the Board of Mayor and Aldermen.</b></p> |
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**Exempt events:** (If any of these apply, the special event is exempt from the permit requirement.)

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <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><input checked="" type="checkbox"/> <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><input type="checkbox"/> <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><input type="checkbox"/> <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><input type="checkbox"/> <i>Yard sales.</i> Yard sales regulated under Article VI, Section I of the Zoning Ordinance.</p> | <p><input type="checkbox"/> <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><input type="checkbox"/> <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p><input type="checkbox"/> <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><input type="checkbox"/> <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><input type="checkbox"/> <i>Political campaigning.</i> Campaigning for public office.</p> |
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## Performance standards:

|   | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments           |
|---|--------------------------|----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 |                          |    | ✓   | <i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.                                                                                                                                              |                    |
| 2 |                          |    | ✓   | For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.                                                                                                                                                                                                                                | No Street Closures |
| 3 |                          |    | ✓   | <b>Type 3</b> outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.                                                                                                                                                                                            |                    |
| 4 |                          | ✓  |     | <i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.                                                                                                                                                                                                                                                                                                 |                    |
| 5 |                          | ✓  |     | The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.                                                                                                                                                                                                                                                                                                                              |                    |
| 6 |                          | ✓  |     | The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.                                                                                                                                         |                    |
| 7 |                          | ✓  |     | <i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.                                                                                                                                                                                                                                                                                                                           |                    |
| 8 |                          | ✓  |     | Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense. |                    |

|                            | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments              |          |                       |         |                          |         |                    |         |                            |         |                                                                                   |
|----------------------------|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|-----------------------|---------|--------------------------|---------|--------------------|---------|----------------------------|---------|-----------------------------------------------------------------------------------|
| 9                          | ✓                        |    |     | <p><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.</p> <p><b>Table V.27-1: Special Event Maximum Duration</b></p> <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 | Saturdays<br>May 17 -<br>Sept 27<br>2014<br><br>7am - Noon<br><br>(20 days total) |
| 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                         |                          |    | ✓   | <p>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.</p>                                                                                                                                                                                                                                                                                                                   |                       |          |                       |         |                          |         |                    |         |                            |         |                                                                                   |
| 11                         |                          |    | ✓   | <p><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.</p>                                                                                                                                                                                                                                                                                                                                             |                       |          |                       |         |                          |         |                    |         |                            |         |                                                                                   |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Comments |
|----|--------------------------|----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12 |                          |    | ✓   | <p><b>Type 3</b> outdoor sales at a specific location may be permitted only as follows:</p> <ul style="list-style-type: none"> <li>a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days.</li> <li>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.</li> <li>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.</li> </ul> <p>Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.</p> |          |
| 13 |                          | ✓  |     | <p><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.</p>                                                                                                                                                                                                                                                                             |          |
| 14 |                          |    | ✓   | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Comments                                                            |
|----|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 15 | ✓                        | ✓  | ✓   | <p><i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary.</p> <p>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.</p> <p>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.</p> <p>c. No open fires shall be permitted unless advance approval is obtained from the Fire Department.</p> <p>d. Fire extinguishers shall be available as determined by the Fire Chief.</p> <p>e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code.</p> <p>f. Tents shall comply with the Fire Code and applicable building codes.</p> <p>g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.</p> | <p>available</p> <p>Parks Dept.</p> <p>Vendor require-<br/>ment</p> |
| 16 |                          | ✓  |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                     |
| 17 | ✓                        |    |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 additional trash can                                              |
| 18 |                          | ✓  |     | <p><i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                     |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Comments                                   |
|----|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 19 |                          | ✓  |     | <p><i>Area of parking lot dedicated to outdoor special events.</i></p> <p>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.</p> <p>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.</p> |                                            |
| 20 | ✓                        |    |     | <p><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.</p>                                                                                                                                                                                                          | Barricades to close Market area to traffic |
| 21 |                          | ✓  |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Vendor requirement of \$1m                 |

## Conditions

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

|    | Required<br>✓ or X | N/A |                                                                                                                                                                                                                                                            | Comments                                  |
|----|--------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 22 | ✓                  |     | Limitations on signs.                                                                                                                                                                                                                                      | 2 banners and<br>1 yard sign -<br>see map |
| 23 | ✓                  |     | Temporary arrangements for parking and traffic circulation.                                                                                                                                                                                                |                                           |
| 24 | ✓                  |     | Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.                                                                                                                                          |                                           |
| 25 | ✓                  |     | Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.                                                                                                                    |                                           |
| 26 |                    | ✓   | The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval. |                                           |
| 27 |                    | ✓   | The provision of traffic control or security personnel to ensure the public safety and convenience.                                                                                                                                                        |                                           |
| 28 | ✓                  |     | Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.                       |                                           |

### Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Comments |
|----|--------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 29 |                          | ✓  |     | Name and address of the applicant.                                                                                                                                                                                                                                                                                                                                                                                                                      |          |
| 30 |                          | ✓  |     | Names and address of the owner of the premises on which the proposed event is to be held.                                                                                                                                                                                                                                                                                                                                                               |          |
| 31 |                          |    | ✓   | Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.                                                                                                                                                                                                                                                                                                                        |          |
| 32 | ✓                        |    |     | Description of the site on which the proposed event is to be held.                                                                                                                                                                                                                                                                                                                                                                                      | See Map  |
| 33 | ✓                        |    |     | Date of the proposed event.                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
| 34 | ✓                        |    |     | A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event. |          |
| 35 | ✓                        |    |     | A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.                                                                                                                                                                                                                    |          |
| 36 |                          |    | ✓   | Location and number of proposed temporary public toilets.                                                                                                                                                                                                                                                                                                                                                                                               |          |
| 37 |                          |    | ✓   | Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.                                                                                                                                                                                                                                                                                        |          |
| 38 | ✓                        |    |     | Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.                                                                                                                                                                                                                                                                                                                    |          |

### Special event permit - authorization by Permitting Official

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

|    | OK<br>✓ 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:<br>a. The special event will comply with the special event performance standards...;                                                              |          |
| 43 | ✓            |     | b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points; |          |
| 44 | ✓            |     | c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;             |          |
| 45 | ✓            |     | d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.                                                            |          |



## BARTLETT STATION FARMERS MARKET

2969 Elmore Park Road Bartlett, TN 38134

voice: 901.604.3111 fax: 901.372.9488

bartlettstationfarmersmarket@gmail.com

December 1, 2013

**EXECUTIVE SUMMARY:** Bartlett Station Farmers' Market – Special Event Application Cover Memo

**FROM:** Bartlett Station Commission, Justin Emmons, Chairman; Kimberly Dyer, Market Manager

**WHAT:** Bartlett Station Farmers' Market

**WHEN:** May 17, 2014 – September 27, 2014, every Saturday

**TIME:** Market will operate from 7:00am until 12:00pm  
Set-up time is 6:00am until 7:00am and break-down is 12:00pm until 12:30pm

**WHERE:** Freeman Park (2969 Bartlett Blvd) – west end, north of the tennis courts

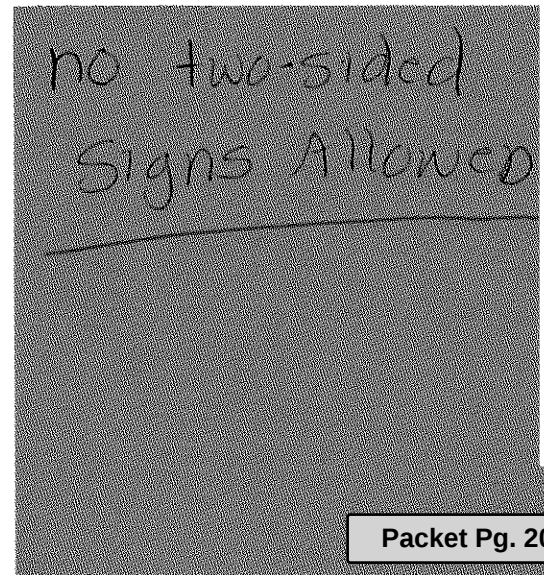
**ATTENDANCE:** Market visitors come and go throughout operating hours. Last year's busiest day saw approximately 500 visitors.

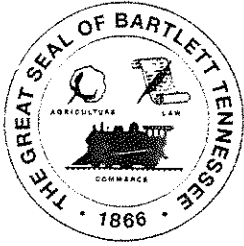
**STRUCTURES & SIGNAGE:** Structures will be tents/canopies. Signage will consist of one banner located at the corner of Stage and Bartlett Blvd (up from Thursday through Saturday), one seasonal permanent sign parallel to the roadway at park entrance, and one double-sided yard sign (18"x24") perpendicular to roadway at park entrance.

**WHY:** Promote locally grown / locally produced items to the community  
Provide venue to increase revenues for local participants  
Increase traffic / exposure for businesses in Bartlett Station  
Spotlight Freeman Park

Thank you,

Kimberly Dyer  
Market Manager





# City of Bartlett

## PARKS & RECREATION

A. Keith McDonald, Mayor  
David D Thompson, Parks Director

November 21, 2013

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

The Bartlett Station Commission has requested the use of W. J. Freeman Park for their Farmer's Market in 2014. The location for their event will be in the parking lot and grass area at the rear of the park. The Farmers Market will be held each Saturday from sunrise until 12:00 p.m. from May 17, 2014, until September 27, 2014.

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

Sincerely,

David Thompson  
Director Parks and Recreation  
City of Bartlett

Attachment: BARTLETT STATION FARMERS MARKET-2014 (1139 : Farmer's Market (Bartlett Station))

# 1 - Main Market Boundaries 2 - Vendor Parking

One (1) temporary banner located at Stage and Bartlett Blvd to be put up on Thursday afternoon and taken down after each Market Day

One (1) temporary sign (18"x24") perpendicular to roadway to be displayed only during Market hours

One (1) seasonal permanent banner located at park entrance

Temporary power outlet on pole

**Board of Mayor and Aldermen**

6400 Stage Road  
Bartlett, TN 38134

**SCHEDULED****AGENDA ITEM**

Meeting: 12/10/13 07:00 PM  
Department: Code Enforcement  
Category: Special event permit  
Prepared By: Valerie Brantley  
Department Head: Jim Brown

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## **Special event permit for Oak Elementary PTA-5K Run/Walk Fund Raiser**



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

3573 Oak Road 38135  
Address Zip Code

May 16, 2014 5pm - 10pm  
Dates of the Event Hours of the Event

5K Run/Walk Fund Raiser  
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Marie F. DeLockery, Principal of Oak Elementary  
Property Owner

Oak Elementary PTA c/o Meredith Flores 3573 Oak Rd, 38135  
Special Event Permit Applicant Address of Applicant

901.373.2646 901.373.1415  
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

- ☒ Letter of Permission  
☒ Insurance  
☐ Tents (Fire Retardant letter included)  
☒ Special Event Checklist  
☒ Map  
☒ Sign or Banner

    \$60.00     Special Event Fee  
    \$4.00     Permit Issuing Fee  
    64.00     Total

Meredith Flores 12.3.13  
Responsible Person 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: OAK ELEMENTARY 5K RUN-WALK-2014 (1140 : Oak Elementary PTA-5K Run/Walk Fund Raiser)

## Special Event Checklist

Event: Running of the Rams 5K Run/Walk  
 Location: Oak Elementary School  
 Dates: Friday, May 16, 2014 5pm-10pm

Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

## Performance standards:

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

|                            | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments              |          |                       |         |                          |         |                    |         |                            |         |                                                     |
|----------------------------|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|-----------------------|---------|--------------------------|---------|--------------------|---------|----------------------------|---------|-----------------------------------------------------|
| 9                          | ✓                        |    |     | <p><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.</p> <p><b>Table V.27-1: Special Event Maximum Duration</b></p> <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 | Friday,<br>May 16, 2014<br>from 5:00pm -<br>10:00pm |
| Type of Special Event      | Duration                 |    |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |
| Type 1: Noncommercial      | 30 days                  |    |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |
| Type 2: Special Seasonal   | 90 days                  |    |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |
| Type 3: Commercial         | 14 days                  |    |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |
| Type 4: Public Attractions | 14 days                  |    |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |
| 10                         |                          |    | ✓   | In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.                                                                                                                                                                                                                                                                                                                          |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |
| 11                         |                          |    | ✓   | <i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.                                                                                                                                                                                                                                                                                                                                                    |                       |          |                       |         |                          |         |                    |         |                            |         |                                                     |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments |
|----|--------------------------|----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12 |                          |    | ✓   | <p>Type 3 outdoor sales at a specific location may be permitted only as follows:</p> <ul style="list-style-type: none"> <li>a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days.</li> <li>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.</li> <li>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.</li> </ul> <p>Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.</p> |          |
| 13 |                          | ✓  |     | <p><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.</p>                                                                                                                                                                                                                                                                      |          |
| 14 |                          |    | ✓   | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments                                |
|----|--------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 15 |                          | ✓  |     | <p><i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c. No open fires shall be permitted unless advance approval is obtained from the Fire Department.</li> <li>d. Fire extinguishers shall be available as determined by the Fire Chief.</li> <li>e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code.</li> <li>f. Tents shall comply with the Fire Code and applicable building codes.</li> <li>g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.</li> </ul> |                                         |
| 16 |                          | ✓  |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |
| 17 | ✓                        |    |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Porta Potties - see enclosed site map.  |
| 18 | ✓                        |    |     | <p><i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Stage w/ music - see enclosed site map. |

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Comments                                                                                                                     |
|----|--------------------------|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 19 |                          | ✓  |     | <p><i>Area of parking lot dedicated to outdoor special events.</i></p> <p>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.</p> <p>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.</p> |                                                                                                                              |
| 20 | ✓                        |    |     | <p><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.</p>                                                                                                                                                                                                          | <p>Approved by Insp. Jeff C. Police Dept will be closing part of Oak Rd in sections due to 5k runners. See enclosed map.</p> |
| 21 | ✓                        |    |     | <p><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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>copy enclosed.</p>                                                                                                        |

## Conditions

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

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

### Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

|    | Sub-<br>mitted<br>✓ or X | OK | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Comments                         |
|----|--------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 29 | ✓                        |    |     | Name and address of the applicant.                                                                                                                                                                                                                                                                                                                                                                                                                      |                                  |
| 30 | ✓                        |    |     | Names and address of the owner of the premises on which the proposed event is to be held.                                                                                                                                                                                                                                                                                                                                                               |                                  |
| 31 | ✓                        |    |     | Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.                                                                                                                                                                                                                                                                                                                        | see enclosed approval.           |
| 32 | ✓                        |    |     | Description of the site on which the proposed event is to be held.                                                                                                                                                                                                                                                                                                                                                                                      | see enclosed site map.           |
| 33 | ✓                        |    |     | Date of the proposed event.                                                                                                                                                                                                                                                                                                                                                                                                                             |                                  |
| 34 | ✓                        |    |     | A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event. | see enclosed Sponsor Packet.     |
| 35 | ✓                        |    |     | A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.                                                                                                                                                                                                                    | see enclosed site map.           |
| 36 | ✓                        |    |     | Location and number of proposed temporary public toilets.                                                                                                                                                                                                                                                                                                                                                                                               | see enclosed site map.           |
| 37 |                          | ✓  |     | Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.                                                                                                                                                                                                                                                                                        | Bottled Water will be available. |
| 38 |                          | ✓  |     | Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.                                                                                                                                                                                                                                                                                                                    |                                  |

### Special event permit - authorization by Permitting Official

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

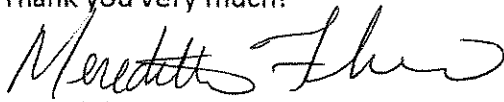
|    | OK<br>✓ or X | N/A |                                                                                                                                                                                                     | Comments |
|----|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 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:<br>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.                                                            |          |

December 4, 2013

To Whom It May Concern:

Due to this event being a fundraiser for Oak Elementary School to benefit the technology fund, would you please consider waiving the "Special Event Fee" and the "Permit Issuing Fee"?

Thank you very much!

A handwritten signature in black ink, appearing to read "Meredith Flores". The signature is fluid and cursive, with the first name "Meredith" written in a larger, more prominent script than the last name "Flores".

Meredith Flores

Oak Elementary PTA VP of Programs

5K Race Director




**Women's All Time Hoodie**

**39.99**

**Academy**  
SPORTS & OUTDOORS  
RIGHT SUEFT LOW PRICE. EVERYDAY!

**SHOP NOW**

(<http://myrunmapmyrun.com/>)

M (/my\_home/)

MY HOME (/) DISCOVER (/US/)

# IMPROVE (/IMPROVE/)

Choose map location

3573 Oak Rd, Bartlett

SEARCH

Import (/workout/import/dashboard/)

Help ?

## Route Details

Run / Jog \*

Running of the Rams 5K Run/Walk

Send to Phone ☐ SAVE ROUTE

Map of the streets around Oak Elementary for the 5K route

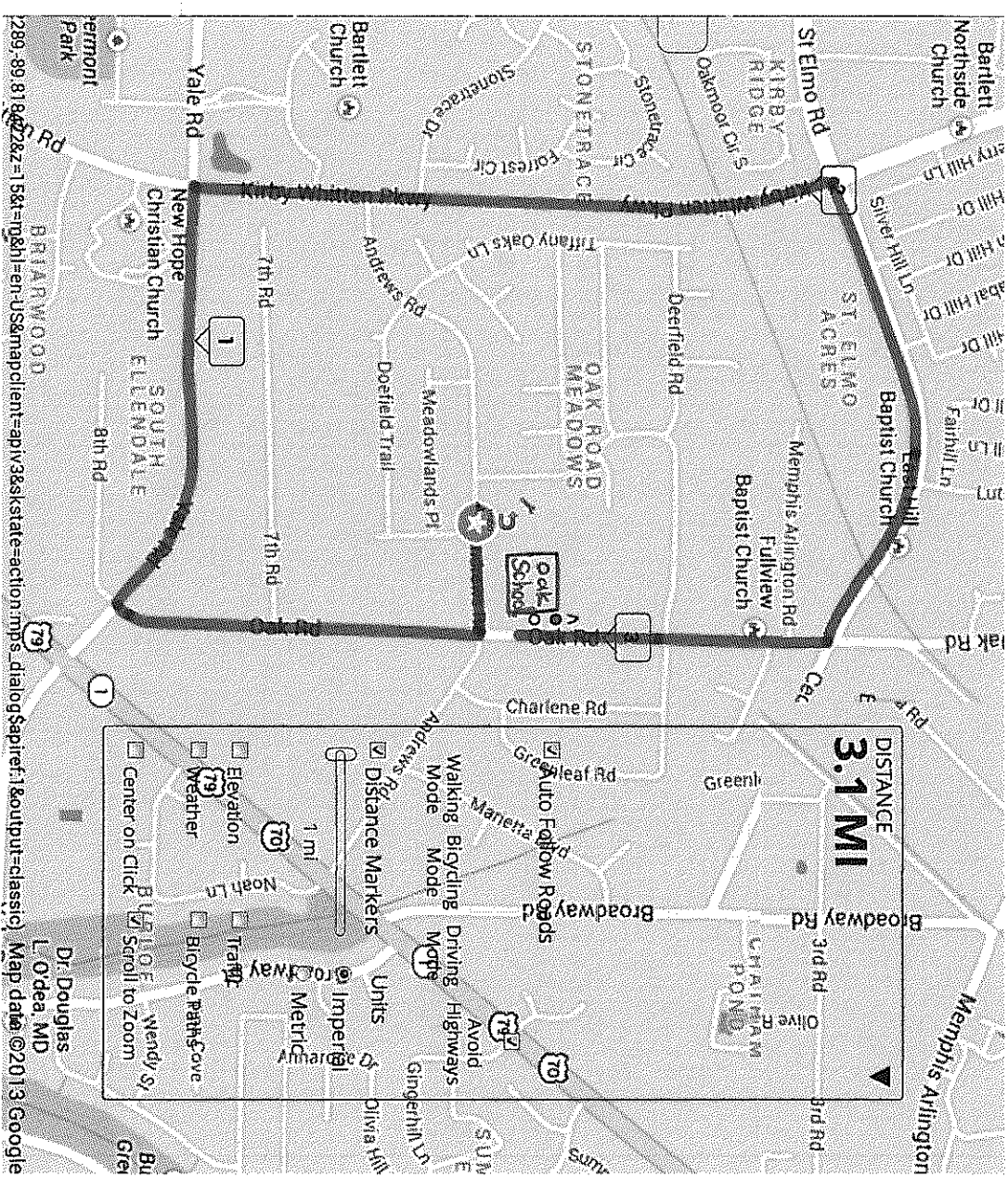
Public

Starts from ... School

Log as a Workout

Directions / Notes

[\(\(routes/print/332115417/\)\)](/routes/print/332115417/)



**M Flores**

---

**From:** "Jeff Cox" <jcox@cityofbartlett.org>  
**To:** "M Flores" <jmflores6@comcast.net>  
**Cc:** "David Cupp" <dcupp@cityofbartlett.org>  
**Sent:** Wednesday, December 04, 2013 9:09 AM  
**Subject:** RE: Approval for 5K Route

Looks good with me please don't forget to touch base with us closer to the race so we can set up our personnel. Let me know if you need anything else.

**Inspector Jeff Cox**  
**Bartlett Police Department**  
 3730 Appling Road  
 Bartlett, TN 38133  
 (901) 385-5541  
 jcox@bartlettpolice.org  
 www.bartlettpolice.org

---

**From:** M Flores [mailto:jmflores6@comcast.net]  
**Sent:** Wednesday, December 04, 2013 9:02 AM  
**To:** Jeff Cox  
**Subject:** Fw: Approval for 5K Route

----- Original Message -----

**From:** M Flores  
**To:** jcox@bartlettpolice.org  
**Sent:** Wednesday, December 04, 2013 7:13 AM  
**Subject:** Approval for 5K Route

Inspector Cox:

The attached link is a map of our school's 5K run/walk that I would like to have approved for Friday, May 16, 2014 with a start time of 6:00pm. Our race will be called the "Running of the Rams 5K". It will start on Andrews Rd in front of Oak Elementary School and finish off of Oak Rd in the Oak Elementary side parking lot. I would appreciate your approval so I may submit it to the City Board. Please let me know if you need anything else!

<http://www.mapmyrun.com/routes/view/332115417>

Thank you!  
 Meredith Flores  
 Oak Elementary PTA VP of Programs  
 901-262-5101

Attachment: OAK ELEMENTARY 5K RUN-WALK-2014 (1140 : Oak Elementary PTA-5K Run/Walk Fund Raiser)

12/4/2013

Packet Pg. 36



**Association Insurance Management, Inc.**  
your partner for insurance and risk solutions

**MEMBER CERTIFICATE OF INSURANCE**

12/3/13

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: TN9102

**NAMED INSURED MEMBER:**

Oak ES PTA  
Attn: Lisa Proctor or Current Officer  
3573 Oak Rd.  
Bartlett, TN 38135

**Named Insured & Mailing Address**

Education Support Purchasing Group  
c/o AIM  
P.O. Box 742946  
Dallas TX, 75374-2946

**PRODUCER NAME**

AIM Association Insurance  
Management, Inc.  
PO Box 742946  
Dallas TX, 75374-2946

| Company / Coverage                                                                          | Policy # | Effective Dates   | Deductible | Limits of Insurance                                                         |              |
|---------------------------------------------------------------------------------------------|----------|-------------------|------------|-----------------------------------------------------------------------------|--------------|
| Homeland Ins Co of New York / BW75995<br>Commercial General Liability                       |          | 11/5/13 - 11/5/14 | NONE       | Each Occurrence                                                             | \$1,000,000  |
|                                                                                             |          |                   |            | General Aggregate                                                           | \$2,000,000  |
|                                                                                             |          |                   |            | Products - COMP/OPS Aggregate                                               | \$2,000,000  |
|                                                                                             |          |                   |            | Personal & Advertising Injury                                               | \$1,000,000  |
|                                                                                             |          |                   |            | Fire Damage (any one fire)                                                  | \$50,000     |
| Homeland Ins Co of New York / BW75995<br>Medical (Accident Medical)                         |          | 11/5/13 - 11/5/14 | NONE       | Any One Person                                                              | \$25,000     |
|                                                                                             |          |                   |            | Aggregate                                                                   | \$25,000     |
| Homeland Ins Co of New York / BV57131<br>Comm'l Crime & Fidelity (Bond)                     |          | 11/5/13 - 11/5/14 | \$ 250     | Each Occurrence                                                             | \$50,000     |
| Homeland Ins Co of New York / BV57131<br>Property (Bus. Personal<br>Prop/Comp Sys)          |          | 11/5/13 - 11/5/14 | \$ 250     | Each Occurrence                                                             | \$10,000     |
| Homeland Ins Co of New York / BX57192<br>Non-profit Prof Liability (Officers<br>Liability)* |          | 11/5/13 - 11/5/14 | \$ 1,500   | Aggregate                                                                   | \$1,000,000  |
|                                                                                             |          |                   |            | *Annual Aggregate applies to all<br>member certificate holders<br>combined. | \$20,000,000 |
| Retro-active Effective Date:                                                                |          | 11/5/13           |            |                                                                             |              |

**Certificate Holder:**

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at [www.aim-companies.com](http://www.aim-companies.com)

**AUTHORIZED REPRESENTATIVE**

Attachment: OAK ELEMENTARY 5K RUN-WALK-2014 (1140 : Oak Elementary PTA-5K Run/Walk Fund Raiser)



Association Insurance Management, Inc.  
your partner for insurance and risk solutions

### MEMBER CERTIFICATE OF INSURANCE

12/3/13

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: TN9102

#### NAMED INSURED MEMBER:

Oak ES PTA  
Attn: Lisa Proctor or Current Officer  
3573 Oak Rd.  
Bartlett, TN 38135

#### Named Insured & Mailing Address

Education Support Purchasing Group  
c/o AIM  
P.O. Box 742946  
Dallas TX, 75374-2946

#### PRODUCER NAME

AIM Association Insurance  
Management, Inc.  
PO Box 742946  
Dallas TX, 75374-2946

| Company / Coverage                                                                          | Policy # | Effective Dates   | Deductible | Limits of Insurance                                                         |              |
|---------------------------------------------------------------------------------------------|----------|-------------------|------------|-----------------------------------------------------------------------------|--------------|
| Homeland Ins Co of New York / BW75995<br>Commercial General Liability                       |          | 11/5/13 - 11/5/14 | NONE       | Each Occurrence                                                             | \$1,000,000  |
|                                                                                             |          |                   |            | General Aggregate                                                           | \$2,000,000  |
|                                                                                             |          |                   |            | Products - COMP/OPS Aggregate                                               | \$2,000,000  |
|                                                                                             |          |                   |            | Personal & Advertising Injury                                               | \$1,000,000  |
|                                                                                             |          |                   |            | Fire Damage (any one fire)                                                  | \$50,000     |
| Homeland Ins Co of New York / BW75995<br>Medical (Accident Medical)                         |          | 11/5/13 - 11/5/14 | NONE       | Any One Person                                                              | \$25,000     |
|                                                                                             |          |                   |            | Aggregate                                                                   | \$25,000     |
| Homeland Ins Co of New York / BV57131<br>Comm'l Crime & Fidelity (Bond)                     |          | 11/5/13 - 11/5/14 | \$ 250     | Each Occurrence                                                             | \$50,000     |
| Homeland Ins Co of New York / BV57131<br>Property (Bus. Personal<br>Prop/Comp Sys)          |          | 11/5/13 - 11/5/14 | \$ 250     | Each Occurrence                                                             | \$10,000     |
| Homeland Ins Co of New York / BX57192<br>Non-profit Prof Liability (Officers<br>Liability)* |          | 11/5/13 - 11/5/14 | \$ 1,500   | Aggregate                                                                   | \$1,000,000  |
|                                                                                             |          |                   |            | *Annual Aggregate applies to all<br>member certificate holders<br>combined. | \$20,000,000 |

Retro-active Effective Date: 11/5/13

City of Bartlett is added as an additional insured to the General Liability policy only.

#### Certificate Holder:

City of Bartlett  
6400 Stage Road  
Bartlett, TN 38134  
Event: Running of the Rams 5K Run/Walk  
Date: Friday, May 16, 2014 6:00 pm

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at [www.aim-companies.com](http://www.aim-companies.com)

AUTHORIZED REPRESENTATIVE



POLICY NUMBER: BW00001-2013

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| <b>Name Of Additional Insured Person(s) Or Organization(s)</b>                                         |
| City of Bartlett is added as an additional insured to the General Liability policy only.               |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

**Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented by you.

- Home
- Mail
- News
- Sports
- Finance
- Weather
- Games
- Groups
- Answers
- Screen
- Flickr
- Mobile
- Mo

Site Map

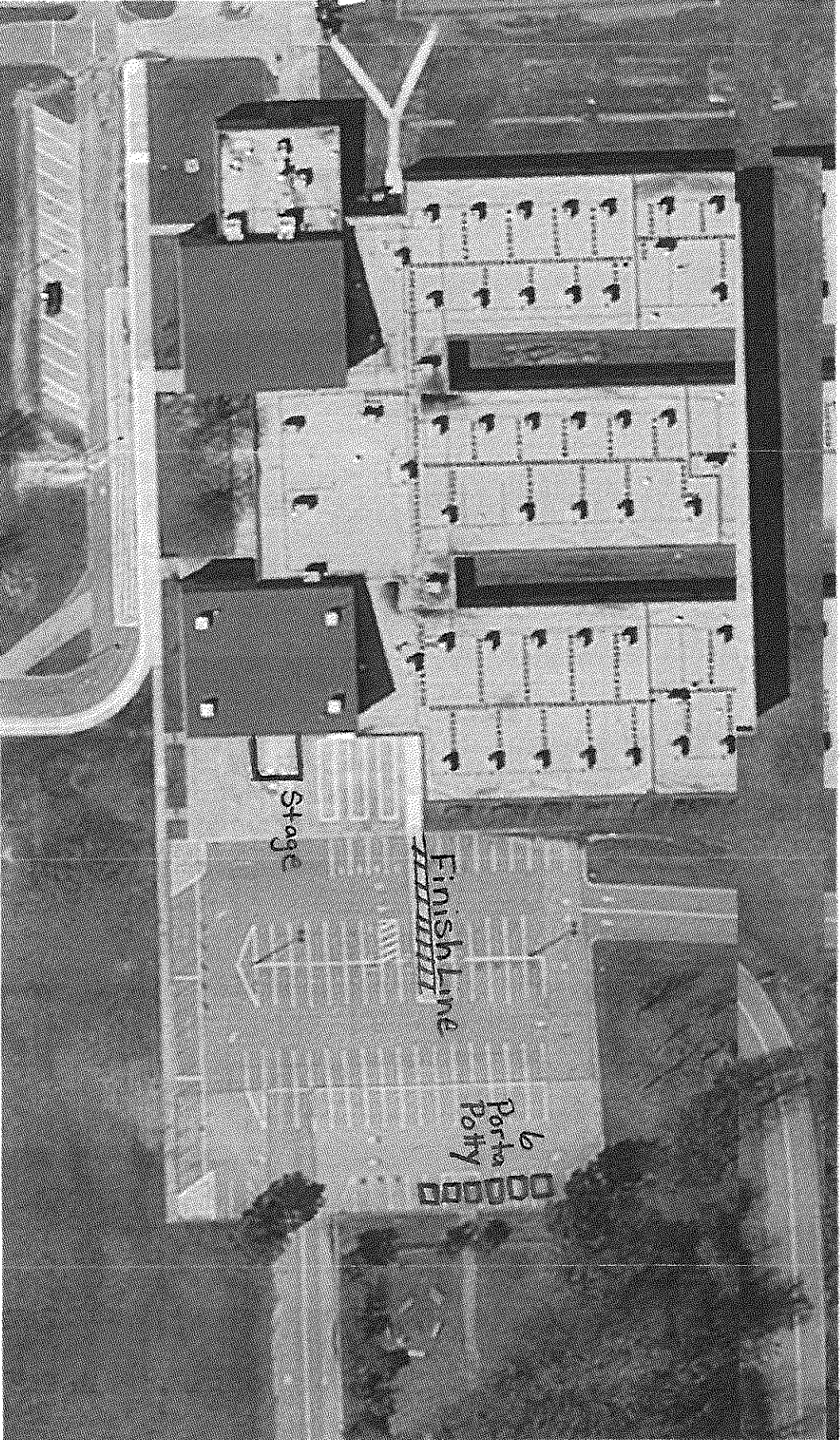
Oak Elementary School

Search Maps

Search W

Sign In

Mail



Andrews Rd



December 3, 2013

To: Oak Elementary PTA

Re: Property Approval for  
Running of the Ram 5K Run/Walk

To Whom It May Concern:

I grant permission for Oak Elementary PTA to sponsor the "Running of the Rams 5K Run/Walk" event on the property of Oak Elementary School located on 6382 Stage Road in Bartlett, TN on May 16, 2014 at 6:00pm.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marie F. DeLockery', is written over a horizontal line.

Marie F. DeLockery  
Principal, Oak Elementary School

## SPONSORSHIP INFORMATION

Running of the Rams 5K  
Friday, May 16, 2014 at 6:00pm  
Oak Elementary School  
3573 Oak Road  
Bartlett, TN 38135



OAK ELEMENTARY SCHOOL  
HOME OF THE RAMS

<http://www.scsk12.org/SCS/elementary/Oak/default.htm>

**EVENT DESCRIPTION:**

The Running of the Rams 5K Run/Walk is a fundraiser for Oak Elementary PTA. This event will assist the school in raising funds for technology to purchase 40+ new computers for the students of Oak Elementary to continue to excel in education in our home town of Bartlett. The 5K Run/Walk is designed to be a "family friendly" event in which young and old, beginner and advanced runners can participate. There will be food, music, awards, prizes, and more.

**WHEN:**

Friday, May 16, 2014 at 6:00pm

**WHERE:**

Oak Elementary School  
3573 Oak Road  
Bartlett, TN 38135

**REGISTRATION INFORMATION:**

|                     | Through 5/9/14 | After 5/9/14 |
|---------------------|----------------|--------------|
| 5K Runner/Walker    | \$20           | \$25         |
| Children 17 & under | \$15           | \$20         |
| Ghost Runner        | \$15           | \$15         |

**DISCOUNTS:**

|                                                  |     |
|--------------------------------------------------|-----|
| Unified School District Employees (Employee ID#) | \$5 |
| MRTC Members (Member ID#)                        | \$2 |

**AWARDS:**

Overall - Top Male and Female Participant  
Masters - Top Male and Female Participant  
Grandmaster - Top Male and Female Participant  
Wheelchair - Top Male and Female Participant  
\*Overall Winners are not eligible for age division awards

**AGE DIVISION:**

6 and under, 7-8, 9-10, 11-12, 13-15, 16-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70 and over

**TIMING:**

Provided by Terry Townsend with Wolfman Racing

## SPONSORING OPPORTUNITIES



### PLATINUM (\$3000 DONATIONS)

- Company name/logo prominently displayed in the title of the race
- Company name/logo prominently on race shirts, website (link), & marketing materials
- Company name/logo on banner in front of school one month prior to race day
- Company name/logo prominently displayed at Mile Marker Signs & Water Table
- Recognition from stage by MC as the Platinum sponsor
- Promotional Table at the event
- Opportunity to donate company items for participant goody bags
- 10 complimentary race entries & shirts

### GOLD (\$1000 DONATIONS)

- Company name/logo on race shirts, website (link), & marketing materials
- Company name/logo on banner in front of school one month prior to race day
- Company name/logo displayed at Mile Marker Signs
- Recognition from stage by MC as a Gold sponsor
- Promotional Table at the event
- Opportunity to donate company items for participant goody bags
- 5 complimentary race entries & shirts

### SILVER (\$500 DONATIONS)

- Company name/logo on race shirts, website (link), & marketing materials
- Company name/logo on banner in front of school one month prior to race day
- Company name/logo displayed at Water Table
- Opportunity to donate company items for participant goody bags
- 3 complimentary race entries & shirts

### BRONZE (\$250 DONATIONS)

- Company name on race shirts, website (link), & marketing materials
- Company name on banner in front of school one month prior to race day
- Opportunity to donate company items for participant goody bags
- 2 complimentary race entries & shirts

### IN-KIND DONATIONS

If you are interested in donating products or services, we will assign you the appropriate level of sponsor benefits according to the value of your donation. Examples include food, drinks, gift certificates, etc.

# SPONSOR CONTRACT



Company/Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Sponsor Name (as it should appear in print): \_\_\_\_\_  
 Web Page to link for Advertising purposes: \_\_\_\_\_

## SPONSORSHIP OPPORTUNITIES:

- |                                           |        |                                                 |          |
|-------------------------------------------|--------|-------------------------------------------------|----------|
| <input type="checkbox"/> Platinum Sponsor | \$3000 | <input type="checkbox"/> In-Kind Donation Value | \$ _____ |
| <input type="checkbox"/> Gold Sponsor     | \$1000 | Description:                                    | _____    |
| <input type="checkbox"/> Silver Sponsor   | \$500  |                                                 | _____    |
| <input type="checkbox"/> Bronze Sponsor   | \$250  |                                                 | _____    |

**TOTAL SPONSOR DONATION:** \$ \_\_\_\_\_  
**CHECK #:** \_\_\_\_\_ (Payable to Oak Elementary PTA)

**ALL DONATIONS ARE TAX DEDUCTIBLE!**

## PLEASE RETURN THIS SPONSOR CONTRACT TO:

**Oak Elementary School PTA**  
 ATTN: Meredith Flores, 5K Race Director  
 3573 Oak Road  
 Bartlett, TN 38135  
 Office: 901-373-2646  
 FEIN# 62-1327228

For additional information or questions, please contact Meredith Flores, 5K Race Director, via email at [Jmflores6@comcast.net](mailto:Jmflores6@comcast.net). Deadline to return Sponsor Contract with your donation is March 1, 2014.

Thank you so much for sponsoring the "Running of the Rams 5K" at Oak Elementary School. Your gift will benefit the Technology Fund to purchase 40+ new computers for the students to continue to excel in education in our home town of Bartlett! Your donation is greatly appreciated!



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

### SCHEDULED

### AGENDA ITEM

Meeting: 12/10/13 07:00 PM

Department: Finance

Category: Proposal

Prepared By: Stefanie McGee

Department Head: Dick Phebus

## Authorization to auction surplus property.

**Article V Section 4 of the Charter of the City of Bartlett designates the authority to the Mayor to sell surplus property with Board approval for items valued over \$500. The following items have been identified as surplus with a potential value of over \$500 and are eligible to be sold at public auction.**

| Department   | Year | Make/Model                         | Color         | Vehicle ID#       |
|--------------|------|------------------------------------|---------------|-------------------|
| Public Works | 1996 | Ford F-150                         | White         | 1FTEF15NXTLB68407 |
| Public Works | 1986 | Chevrolet C-30                     | White         | 1GCGC24J6GF417005 |
| Police       | 2000 | Jeep Cherokee                      | Tan           | 1J4G248S6YC258372 |
| Police       | 2002 | Ford Taurus                        | Green         | 1FAPF53U62A102746 |
| Police       | 2000 | Ford Explorer                      | Purple        | 1FMZU62E7YZA33717 |
| Police       | 1999 | Chrysler 300                       | Gold          | 2C3HE66G4XH245549 |
| Police       | 1996 | Infinity I30                       | Black         | JNKCA21D5TT001296 |
| Police       | 1994 | Ford Ranger                        | Red           | 1FTCR10X1RUC46972 |
| Police       | 1991 | Honda Accord                       | White         | 1HGCB7655MA009913 |
| Police       | 1997 | Chevrolet Tahoe                    | Green         | 1GNEK13R5VJ440076 |
| Police       | 1995 | GMC Sonoma                         | Red           | 1GTCS1941S8500496 |
| Police       | 1993 | Ford Escort                        | Gray          | 1FAPP15J2PW345195 |
| Police       | 1994 | Plymouth Acclaim                   | White         | 1P3AA46K0RF217009 |
| Police       | 1992 | Honda Accord                       | Brown         | 1HGCB7655NL004474 |
| Police       | 2001 | Chevrolet Tahoe                    | White         | 1GNEK13T31R211984 |
| Police       | 1998 | Mercury Sable                      | Green         | 1MEFM50U3WA635939 |
| Police       | 2000 | Pontiac Grand Am                   | Red           | 1G2NF52TXYM750359 |
| Police       |      | Sony PS3 Game; Midnight Hour       |               |                   |
| Police       |      | Sony PS3 Game; Grand Theft Auto IV |               |                   |
| Police       |      | Sony PS3 Game; Call of Duty        |               |                   |
| Police       |      | Kicker Amplifier                   | Black         | 44124073000820    |
| Police       |      | Rush Pedal Pads PM-230EZ           |               |                   |
| Police       |      | Grant Steering Wheel 838 Series    |               |                   |
| Police       |      | Kicker Speakers Dcomp S1           | Gray          | 40149013000818    |
| Police       |      | Adidas Men's Shoes                 | Blk/White     |                   |
| Police       |      | Spreey Women's Shoes               | Biscayne Navy |                   |
| Police       |      | OEM Steering Wheel Puller Set      |               | 27017             |

***It is our recommendation that these items be approved to be sold at public auction. If approved, the City of Bartlett will advertise the items to be auctioned on the GovDeals website ([www.govdeals.com](http://www.govdeals.com)).***

***Thank you for your consideration of the above item.***



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

### SCHEDULED

### AGENDA ITEM

Meeting: 12/10/13 07:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Terry Emerick

## Planning Commission Report for December 2013.

### NEW BUSINESS

#### Site Plan

#### **I. Bartlett Alzheimer's Special Care Facility, North of Highway 70, east side of Kirby-Whitten Road, and south of Stage Road (Carl Sanders, JEA Senior Living)**

**INTRODUCTION:** Mr. Carl Sanders with JEA Senior Living, is requesting Planning Commission approval of a site plan for the new Bartlett Alzheimer's Special Care facility. The subject property is located on the east side of Kirby-Whitten Road, north of Highway 70 and south of Stage Road within the "SC-1" Planned Unit Development Commercial Zoning District.

**DISCUSSION:** The specific request by the applicant is for the approval of a site plan to construct a 37,873 square foot building and parking lot on 4.399-acres of land. Other features of the development include a detention area at the northeast corner of the property, a fenced yard area at the northeast side of the building, and a dumpster area southeast of the building. Access to the site will be from two curb-cuts/drives from Kirby-Whitten Road, and an access easement (24-foot wide) from the property to the south of the subject property. The specifics of the site plan are as follows:

| <b>Site Data</b>                                                   |                                          |
|--------------------------------------------------------------------|------------------------------------------|
| <b>Site Area:</b>                                                  | <b>4.399-acres (191,631 square feet)</b> |
| <b>Total Required Parking Spaces (based on number of beds): 22</b> |                                          |
| <b>Total Proposed Parking Spaces:</b>                              | <b>43</b>                                |
| <b>Handicap Accessible:</b>                                        | <b>4</b>                                 |
| <b>Regular:</b>                                                    | <b>39</b>                                |
| <b>Proposed Building Area:</b>                                     | <b>37,873 square feet</b>                |
| <b>Greenspace/Openspace:</b>                                       | <b>58.4%</b>                             |
| <b>Building Height:</b>                                            | <b>Not Provided</b>                      |

#### Motion for approval with conditions of staff.

#### Engineering Conditions:

- I. Plat:
  - a) A draft plat should be included to show all easements, standard notes, and subdivision name.
2. Drainage:
  - a) The two swales in the detention basin should be concrete, and sized appropriately for the volume they are intended to carry.
  - b) Place the stormwater calculations in charts with appropriate grids (much easier to read) and labels.
  - c) Add a summary for the pre and post conditions for the 2, 5, 10, and 25 year storms.
  - d) Sheet C-2.1 shows two drainage structures labeled as #4. One of them should be #10. This is correctly shown on sheet C-2.2.
3. Erosion control: Recommend extra measures along Kirby Whitten.
  - a) Must keep all silt & gravel out of road. The drainage flows into a detention basin across the street and then to another one across Summer Oaks. Applicant's contractor will be

responsible for all silt removal from those basins. Before and after pictures will be necessary, as both basin are sensitive.

- b) Move construction entrance to south driveway. Direct access onto Kirby Whitten for construction vehicles will not be allowed.
- c) Silt fence shall not be orange in order to avoid any potential confusion with the tree protection fencing.
- d) A SWPPP must be submitted to TDEC if 1 acre or more is disturbed, and an NOC shall be given to the City of Bartlett prior to any work beginning on site.

#### 4. Landscaping

Seed/sod:

- a) The bottom of the detention basin shall be sodded.
- b) For any areas intended to be seeded, the grass shall be fully mature before completion/occupancy of the facility.
- c) The streetscape along Kirby Whitten shall be a modified version to allow for the overhead wires and the sewer easement. The cherrybark oak proposed as shown will not work relative to the overhead wires. Clearly show the sewer easement and power poles to assist the landscape architect in his planning.

#### 5. Water:

- a. Provide an Autocad file showing the site plan to the City of Bartlett ([therndon@cityofbartlett.org](mailto:therndon@cityofbartlett.org) <<mailto:therndon@cityofbartlett.org>> ) for use in the design of the water lines and fire hydrants required.
- b. An additional fire hydrant will be required near the PIV valve.

- 6. A Site Plan contract will be required with fees and a bond for the public infrastructure and conditioned items.

#### **Planning Conditions:**

- 1. The number of required parking spaces is based on the number of beds (66) in the proposed facility. The number of handicap accessible parking spaces and regular parking spaces shown on the plans exceed the minimum requirements of the Bartlett parking regulations.
- 2. The Bartlett Tree and Landscape Ordinance require a minimum 20-foot wide landscape buffer along the lot's frontage on Kirby-Whitten Road. A line delineating the landscape buffer shall be added to the site plan.
- 3. The owner/applicant shall be present at the meeting in order to make decisions relative to any 2.

#### **Subdivision**

##### **Master Plan**

#### **2. Kate Hyde-64 Subdivision, Northeast corner of Kate Hyde Boulevard and Highway 64 (Spence Ray, Kate Hyde -64 Partnership)**

**INTRODUCTION:** Mr. Spence Ray with Kate Hyde-64 Partnership is requesting Planning Commission approval of a Master Plan for a 3-lot commercial subdivision. The subject property is located at the northeast corner of Kate Hyde Boulevard and Highway 64 within the "C-H" Business Highway Zoning District.

**BACKGROUND:** This is the former site of a carwash, and the former potential site of a Ruby Tuesday's Restaurant.

**DISCUSSION:** The specific request by the applicant is to subdivide 4.740-acres of land into a 3-lot commercial subdivision. The lot sizes will range from 1.2-acres to 1.78-acres in size. Lot 1 will have access from Stage Road, Lots 2 and 3 will have access from Kate Hyde Boulevard. These lots are being subdivided for the future development of a bank and restaurant.

**Motion for approval with conditions of staff.****Engineering Conditions:**

1. Plat (when submitted):
  - a. All 5' utility easements existing from the original plats shall require releases from Comcast, ATT, and MLGW, as part of the subdivision process. Copies of each release shall be provided to the city engineer's office. New 5' utility easements are required along all lots lines.
  - b. No additional driveways will be approved. The right-in drive to lot 1 on Hwy64 can remain as-is.
  - c. Include the standard notes available in digital format from the city engineer's office.
  - d. Each Site Plan application shall also be submitted to the Groundwater Control Institute for approval. This shall be noted on the plat
2. Drainage:
  - a. Several drainage structures currently exist just outside the public right of way. As each site plan is developed and they are modified, the separation point for public vs. private is at the 6-72 inlets where they exist, and for the two in the future driveways, the split is at the right of way line.
  - b. Detention is not required, as it was addressed in the original subdivisions for all of lots 1, 2, and 3.
  - c. Each site plan shall submit a SWPPP to TDEC and must receive an NOC prior to any work being performed on site.
3. Utilities:
  - a. Water services shall align with the ingress/egress driveways since they will be at the back of each building.
  - b. Our drawings show sewer services exist to all three lots, but we do not have as-built updates on them.
  - c. There is a water main that runs along the east 'side' of these proposed lots. The easement for the line shall be shown. To assist, applicant's engineer and surveyor advise us when they are ready, and we will have the water line located and marked, so your surveyor can record its location throughout. Some of this line may have to be relocated in order to pursue a site plan (specifically on lot 1), or while providing access via the driveways from Wal-Mart (the line may not be deep enough).
  - d. With each site plan, provide an AutoCAD file showing the site plan to the City of Bartlett ([therndon@cityofbartlett.org](mailto:therndon@cityofbartlett.org) <<mailto:therndon@cityofbartlett.org>> ) for use in the design of any water line relocations or addition of fire hydrants.
4. A full subdivision contract will be required. Credit will be provided for any sewer and water tap fees documented and paid in the original subdivision contracts.
5. Retaining walls may be necessary against the Wal-Mart property.

**Planning Conditions:**

1. The proposed Master Plan shows a 10-foot landscape buffer along Stage Road and Kate Hyde Boulevard frontages. The Bartlett Tree and Landscape Ordinance require a minimum 20-foot wide landscape buffer along the street frontages. A reduced landscape buffer will require a variance from the Board of Zoning Appeals.
2. Lot 1 is a corner lot with two front yards and two side yards with no rear yard setbacks other than the 5-foot utility easements. The final plat and site plan shall have the correct noted setbacks.
3. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.



## Board of Mayor and Aldermen

6400 Stage Road  
Bartlett, TN 38134

**REVIEWED**

### RESOLUTION (ID # 1144)

Meeting: 12/10/13 07:00 PM  
Department: Administration  
Category: Budget  
Prepared By: Stefanie McGee  
Initiator: Mark Brown  
Sponsors:  
DOC ID: 1144

## Resolution 29-13, a resolution to appropriate funds for the Bartlett City Schools for startup costs from January to March 2014.

**WHEREAS**, the Bartlett City School Board has met and voted to approve a budget for startup costs for the Bartlett City Schools for the period of January to March 2014, as presented on the attached schedule; and

**WHEREAS**, these are the projected startup costs for the schools and the budget for the remainder of Fiscal Year 2014 will be prepared by the school Superintendent and presented to the Board of Mayor and Aldermen for approval at a later date; and

**WHEREAS**, it is necessary to amend the Fiscal Year 2014 City of Bartlett Operating Budget to appropriate the funds for the projected schools startup costs and funds are available from the City's unassigned fund balance; and

**WHEREAS**, during this start up period the financial activities for the Bartlett City Schools will be managed and accounted for by the City of Bartlett finance and accounting staff; and

**NOW THEREFORE BE IT RESOLVED** that the City of Bartlett Operating Budget be amended to appropriate funds for projected startup costs for the Bartlett City Schools in the amount of \$727,800 as presented on the attached schedule and funds are available from the City's unassigned fund balance.

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

\_\_\_\_\_  
A. Keith McDonald, Mayor

\_\_\_\_\_  
Stefanie McGee, City Clerk

**Bartlett City Schools  
Projected Start Up Costs  
January - March 2014**

**Personnel Note:** Totals include salary and benefits for all personnel listed in Departmental area

| <u>DEPARTMENTAL AREA</u>            | <u>Personnel</u>                                      | <u>January 2014 - March 2014<br/>Totals</u> |
|-------------------------------------|-------------------------------------------------------|---------------------------------------------|
| <b>BOARD OF EDUCATION SERVICES</b>  |                                                       |                                             |
|                                     | 5 Board of Education                                  | \$ 11,291                                   |
| <b>OFFICE OF SUPERINTENDENT</b>     |                                                       |                                             |
|                                     | 1 Superintendent                                      | \$ 62,276                                   |
|                                     | 1 Secretary                                           |                                             |
| <b>SPECIAL SERVICES</b>             |                                                       |                                             |
|                                     | 1 Deputy Superintendent                               | \$ 54,422                                   |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>FISCAL SERVICES</b>              |                                                       |                                             |
|                                     | 1 Chief Financial Officer                             | \$ 67,141                                   |
|                                     | 1 Purchasing Supervisor                               |                                             |
|                                     | 1 Secretary                                           |                                             |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>HUMAN RESOURCES</b>              |                                                       |                                             |
|                                     | 1 Human Resources Director                            | \$ 68,011                                   |
|                                     | 1 Human Resources Supervisor                          |                                             |
|                                     | 1 Secretary                                           |                                             |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>STUDENT SERVICES</b>             |                                                       |                                             |
|                                     | 1 Student Services Supervisor                         | \$ 33,997                                   |
|                                     | 1 Alternative School Specialist                       |                                             |
|                                     | 1 Health Specialist                                   |                                             |
|                                     | 1 Safety Specialist                                   |                                             |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>SUPPORT: REGULAR INSTRUCTION</b> |                                                       |                                             |
|                                     | 1.5 PK-5 Elementary & Middle / High School Supervisor | \$ 85,738                                   |
|                                     | 0.5 Vocational Technology Supervisor                  |                                             |
|                                     | 1 Media Specialist                                    |                                             |
|                                     | 1 Secretary                                           |                                             |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>SUPPORT: SPECIAL EDUCATION</b>   |                                                       |                                             |
|                                     | 1 Special Ed. / Federal Projects Supervisor           | \$ 39,632                                   |
|                                     | 1 Secretary                                           |                                             |
| <b>TECHNOLOGY</b>                   |                                                       |                                             |
|                                     | 1 Technology Supervisor                               | \$ 45,572                                   |
|                                     | 1 Technology Specialist                               |                                             |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>TRANSPORTATION / PLANNING</b>    |                                                       |                                             |
|                                     | 1 Transportation Supervisor                           | \$ 37,537                                   |
|                                     | 1 Transportation Assistant                            |                                             |
|                                     | 1 Planning / Routing Specialist                       |                                             |
|                                     | 1 Clerical Personnel                                  |                                             |
| <b>MAINTENANCE OF PLANT</b>         |                                                       |                                             |
|                                     | 1 Maintenance / Operations Supervisor                 | \$ 13,182                                   |
|                                     | 1 Secretary                                           |                                             |
| <b>Total Personnel</b>              | <b>38</b>                                             | <b>Personnel Cost \$ 518,800</b>            |
| <b>Travel Expenses</b>              |                                                       | <b>\$ 9,000</b>                             |
| <b>Technology</b>                   |                                                       | <b>\$ 40,000</b>                            |
| <b>Dues and Memberships</b>         |                                                       | <b>\$ 10,000</b>                            |
| <b>Other expenses</b>               |                                                       | <b>\$ 100,000</b>                           |
| <b>Consulting</b>                   |                                                       | <b>\$ 50,000</b>                            |
| <b>TOTAL JAN.-MARCH 2014</b>        |                                                       | <b>\$ 727,800</b>                           |