



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

THURSDAY, JANUARY 10, 2019 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer by Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Bartlett Historical Society, January 14 at 7 p.m.

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

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

Design Review Commission, January 15 at 6:30 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the December 11, 2018 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

1 Special event permit for Valentine's Run. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, February 9 from 9 a.m. to 1 p.m. at Bartlett Baptist Church.

2 Special event permit for Oak Elementary 5K Run fundraiser. (Jim Brown, Director of Code Enforcement)

The event will be held on Friday, May 10 from 5 to 10 p.m. at Oak Elementary School.

3 Proposal for annual fireworks display. (Debbie Gelineau, Director of Community Relations)

Recommend accepting the only proposal from Pyro Shows at a cost of \$22,000 per show. Funds are available in Account 110.41220.175.

4 Purchase of one 2019 Chevrolet Impala. (Glen Williamson, Chief of Police)

Request to purchase one 2019 Chevrolet Impala from Freeland Chevrolet at a total cost of \$28,300.00. This vehicle will be purchased from a State Contract and will be used by the Police Investigative Services Division. Funds are available in Account 124.48124.935.

5 Purchase of one 2019 Ford F150. (Glen Williamson, Chief of Police)

Request to purchase one 2019 Ford F150 from Ford of Murfreesboro at a total cost of \$26,457.50. This vehicle will be purchased from a State Contract and will be used by the Police Investigative Services Division. Funds are available in Account 124.48124.935.

6 Bid for one Ford F450XL with garbage body and 10-yard capacity. (Shan Criswell, Director of Parks and Recreation)

Recommend accepting the lowest bid from Country Ford at a total cost of \$78,985.00. Funds are available in Account 311.48311.785.50719.

7 Upgrade of current water meter reading equipment and software. (Dick Phebus, Director of Finance)

Recommend upgrading current water meter reading equipment with Beacon software and licenses at a cost of \$87,900.04 with subsequent annual maintenance fees of \$14,420.04. Funds are available in 510.51100.945.

NEW BUSINESS**1 Appoint and re-appoint members to City's Boards and Commissions. (A. Keith McDonald, Mayor)****2 Resolution 01-19, a resolution authorizing the City of Bartlett to accept up to \$5,000 in the Public Entity Partners James L. Richardson "Driver Safety" matching grant program and to amend the General Fund Fiscal Year 2019 Budget to account for revenues and expenditures. (Dick Phebus, Director of Finance)****3 Resolution 02-19, a resolution to amend the Fiscal Year 2019 Grants Fund budget to appropriate funds for a Shelby County Government grant for fire department training tower and BPACC lighting system. (Dick Phebus, Director of Finance)****4 Appoint Vice Mayor. (A. Keith McDonald, Mayor)****5 Elect Register. (A. Keith McDonald, Mayor)**

- 6 Reappoint Scott Greer as City Chaplain. (A. Keith McDonald, Mayor)**
- 7 Reappoint David Lakin as City Prosecutor and Rhea Clift as Assistant City Prosecutor. (A. Keith McDonald, Mayor)**
- 8 Swear-in City Officials. (A. Keith McDonald, Mayor)**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, DECEMBER 11, 2018 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Design Review Commission, December 18 at 6:30 p.m.

Board of Zoning Appeals, December 20 at 6:30 p.m.

Family Assistance Commission, January 7, 2019 at 6 p.m.

Planning Commission, January 7 at 7 p.m.

RECOGNITIONS

The Mayor and Aldermen recognized Boy Scout Thomas Humphreys from Troop 331. Mr. Humphreys is working to earn his Communications merit badge.

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

MINUTES ACCEPTANCE

Minutes of the November 27, 2018 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Dec 11, 2018 7:00 PM (MINUTES ACCEPTANCE)

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. Ordinance 18-08, an ordinance to amend Title 8, Chapters 1, 2, and 3, Sections 8-101(1)(a) and (b), 8-202, 8-212, 8-216, 8-219, 8-306, and 8-310 of the Codified Ordinances.

No one spoke in favor or in opposition to Ordinance 18-08.

Adjourned at 7:07 p.m.

UNFINISHED BUSINESS

- I **Third Reading of Ordinance 18-08, an ordinance to amend Title 8, Chapters 1, 2, and 3, Sections 8-101(1)(a) and (b), 8-202, 8-212, 8-216, 8-219, 8-306, and 8-310 of the Codified Ordinances. (Ed McKenney, City Attorney)**

City Attorney Ed McKenney noted that several changes were made to Ordinance 18-08 since second reading. Section 8-101(1)(a) has been clarified to be more consistent with state law. Section 8-219(c) now states that retail package stores (liquor stores) cannot sell alcohol on Easter, Thanksgiving, and Christmas. Section 8-219(d) was changed to prohibit sales of wine in grocery stores on Easter, Thanksgiving, and Christmas.

RESULT:	APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young

CONSENT AGENDA

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

- I **Dispense with second Board of Mayor and Aldermen meeting in December. (Mark Brown, Chief Administrative Officer)**
- 2 **Move first meeting in January to January 10, 2019. (A. Keith McDonald, Mayor)**

Minutes Acceptance: Minutes of Dec 11, 2018 7:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS**1 Resolution 33-18, a resolution to waive receipt of property taxes, interest, and penalties, from the City of Bartlett tax rolls and refund same to the taxpayer. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that \$5.81 in taxes were erroneously to the Shelby County Trustee. The Trustee's Office will refund the taxes, plus \$7.37 in penalties and interest, to the City of Bartlett. The City will then refund the taxpayer.

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

2 Resolution 34-18, a resolution to approve the contract agreement between Shelby County and the City of Bartlett and to amend the Fiscal Year 2019 Grant Fund budget to provide for appropriation of CDBG Funds. (Dick Phebus, Director of Finance)

Mr. Phebus stated that the Engineering Department received \$200,000 in Community Development Block Grant funds to renovate the Municipal Park restrooms to make them compliant with the Americans with Disabilities Act.

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

3 Proposed projects submitted to the Metropolitan Planning Organization for inclusion in the five-year Transportation Improvement Plan. (Rick McClanahan, Director of Engineering)

Rick McClanahan, City Engineer, explained that the City is a member of the Metropolitan Planning Office, and as a member, it submits projects for consideration for the County's transportation improvement projects.

Some of the projects Bartlett is submitting include the completion of Old Brownsville Road widening, three greenways, and overlays on eight roads. All submitted projects will be evaluated on a competitive basis, and all approved projects will be 80 funded with a 20 percent local match.

Mayor McDonald noted that although a project may be approved that doesn't mean it will be completed in the next few decades.

Alderman Elliott asked when the Old Brownsville Road widening project might be done. Mr. McClanahan stated the City is waiting on a few more right-of-way approvals from Tennessee Department of Environment and Conservation. Then, the final project design will need to be completed and then the project will put out for bid.

Mr. McClanahan said he will accept public comment on the proposal until the end of 2018.

RESULT:	NO VOTE REQUIRED
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- 4 Resolution 35-18, a resolution to revise Chapter 2, Section 2.3 of the City of Bartlett Personnel Policy Manual, Appointed Positions to delete the positions of Director of Citizen Services and Superintendent of Grounds, and change Mayor's Administrative Assistant to Mayor's Executive Assistant. (A. McDonald, Mayor)**

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

5 Appointment of City Officials. (A. Keith McDonald, Mayor)

APPOINTED POSITIONS

1. Chief Administrative Officer	Mark Brown
2. Mayor's Executive Assistant	Jeanie Underwood
3. City Clerk	Stefanie McGee
4. City Court Clerk	Bill Lloyd
5. Director of Planning & Economic Development	Kim Taylor
6. Director of Finance	Dick Phebus
7. Director of the Performing Arts & Conference Center	Michael Bollinger
8. Director of Personnel	Ted Archdeacon
9. Director of Code Enforcement	Jim Brown
10. Police Chief	Glen Williamson
11. Assistant Police Chief	Jeff Cox
12. Inspector	Tina Schaber
13. Inspector	Chris Golden
14. Inspector	Steve Sones
15. Fire Chief	Terry Wiggins
16. Assistant Fire Chief	Tommy Gately
17. Director of Parks and Recreation	Shan Criswell
18. Director of Public Works	Mike Adams
19. Assistant Director of Public Works	Matt Crenshaw
20. Director of Engineering/City Engineer	Rick McClanahan
21. Assistant Director of Engineering/Assistant City Engineer	John Horne
22. Director of Community Relations	Debbie Gelineau
23. City Attorney	Ed McKenney, Jr.

Minutes Acceptance: Minutes of Dec 11, 2018 7:00 PM (MINUTES ACCEPTANCE)

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

OPEN DISCUSSION

Mayor McDonald explained that the first Board meeting in January has been moved to Thursday, January 10, 2019, so he can meet and get to know the new legislators. The Tennessee General Assembly convenes Tuesday, January 8.

Police Chief Gary Rikard spoke to the Mayor, Aldermen, and his fellow employees since he will retire at the end of 2018. He thanked the Mayor for believing in him. He said it was an honor to serve Bartlett, which has been great to him and his family. Chief Rikard said Bartlett residents should be thankful for what we have, because we have a great deal to be thankful for.

ADJOURNMENT

Meeting adjourned at 7:26 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Dec 11, 2018 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Valentine's Run.



APPLICATION FOR SPECIAL EVENT

OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

3465 Kirby Whitten Rd Address 38135 Zip Code
February 9, 2019 Dates of the Event 9:00 A.M. to 1:00 P.M. Hours of the Event
St. Valentine's 5K/10K Run Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Bartlett Baptist Church Property Owner
City of Bartlett/Singleton C.C. 7266 Third Rd. Special Event Permit Applicant Address of Applicant
901-385-5593 Phone Number 901-385-5597 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

Paul Wright Responsible Person 12/5/18 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: 3465 KIRBY WHITTEN-ST VALENTINES DAY 5K-10K-2019 (2474 : St. Valentine's 5K/10K Run)

Special Event Checklist

Event: St. Valentine's 5K/10K Run
 Location: Bartlett Baptist Church
 Dates: February 9, 2019

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- mitted ✓ 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.	
3				Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4				<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- mitted ✓ or X	OK	N/A		Comments										
9	✓			<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
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- mitted ✓ or X	OK	N/A		Comments
12				Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13	✓			<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14	✓			<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

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

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

Conditions

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

	Required ✓ or X	N/A		Comments
22			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:

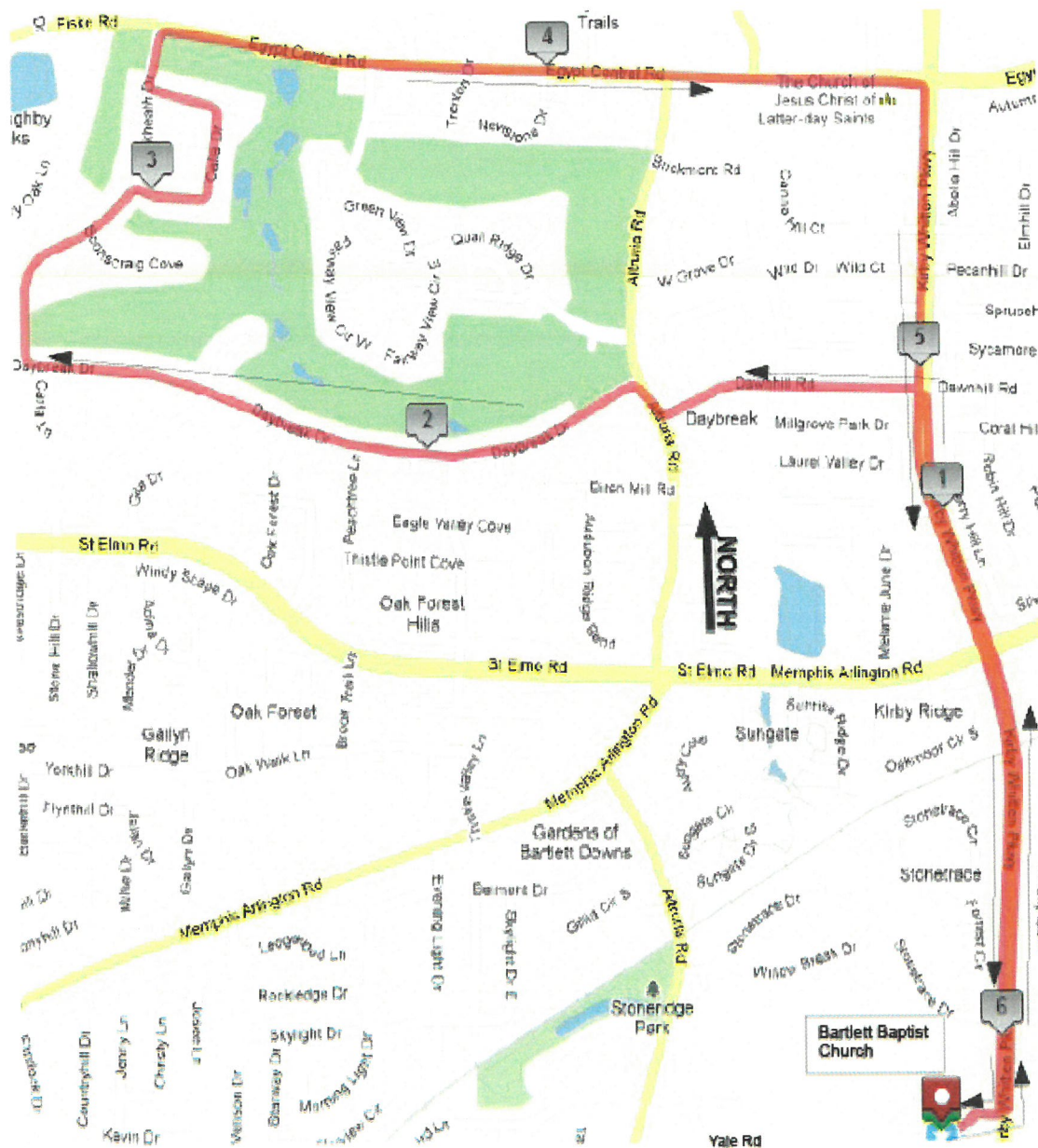
	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30	✓			Names and address of the owner of the premises on which the proposed event is to be held.	
31				Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32				Description of the site on which the proposed event is to be held.	
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:

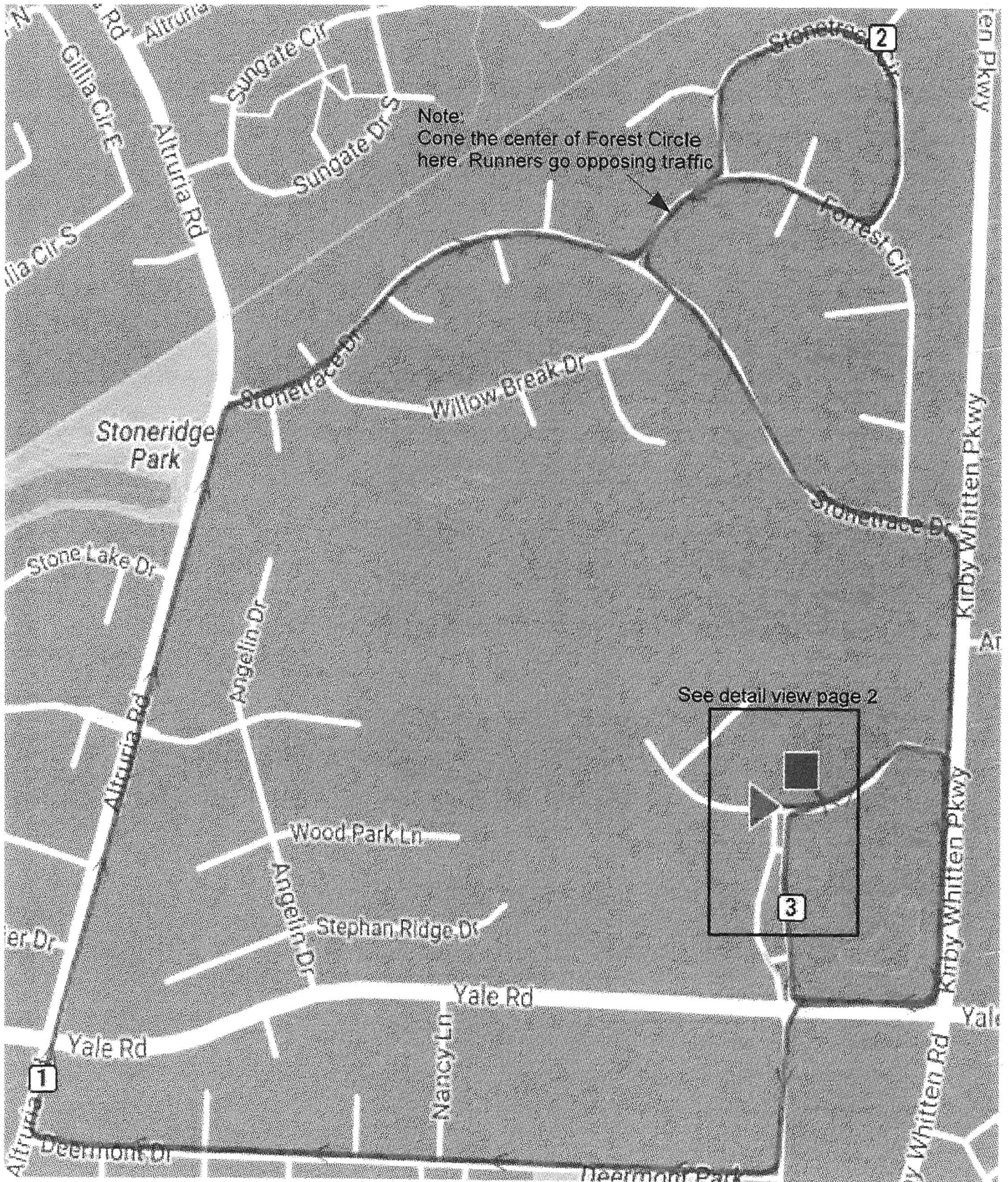
	OK ✓ or X	N/A		Comments
39			A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other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

**Bartlett Valentine 10K
TN13005MS**

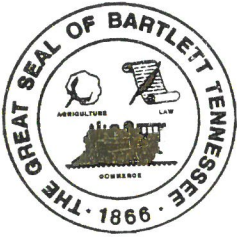


Attachment: 3465 KIRBY WHITTEN-ST VALENTINES DAY 5K-10K-2019 (2474 : St. Valentine's 5K/10K Run)

Bartlett Valentine 5K Trial 32



Attachment: 3465 KIRBY WHITTEN-ST VALENTINES DAY 5K-10K-2019 (2474 : St. Valentine's 5K/10K Run)



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, Parks Director

TO: Shan Criswell

FROM: Paul Wright

Cc: Mayor and Board of Alderman

DATE: December 4, 2018

RE: St. Valentine's Day 5K and 10K Run

I have compiled a list for your information on the upcoming St. Valentine's Day 5K and 10K Run.

1. The date is scheduled for February 9, 2019, at 9:00 a.m. The run will begin and end at the Bartlett Baptist Church at 3465 Kirby Whitten Parkway. Estimated total time is 2 hours.
2. The award categories are as follows:

Individual award categories in both 5K and 10K

Overall Male	Overall Female
Master Male	Master Female
Grandmaster Male	Grandmaster Female

1st, 2nd, and 3rd place in the following categories

14 and under	15 to 19	20 to 24
25 to 29	30 to 34	35 to 39
40 to 44	45 to 49	50 to 54
55 to 59	60 to 64	65 to 69
70 and over		

Couples Sweetheart Division for 10K only.

In this division teams consist of two members (one male and one female). They both run the entire 10K and their times are added together to determine the winner. There will be an overall winner and age group winners. Age groups are determined by the average age of the team members.

Providing Bartlett residents with quality, fun recreational opportunities and facilities.

December 4, 2018
Page 2

Couples Sweetheart Awards

Overall Winner

1st place in the following age categories

19 and under	20 to 29	30 to 39	40 to 49
50 to 59	60 to 69	70 and over	

- 3. An estimated number of (30) personnel consisting of volunteers and staff will be utilized as course monitors and to man three water stops.**
- 4. Residents along the course will be given notification of the event via flyer.**
- 5. Memphis Runners Track Club will once again be doing the start, finish and results.**

If you have any questions, please don't hesitate to ask.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Oak Elementary 5K Run fundraiser.



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

Address 3573 Oak Road Zip Code 38135
 Dates of the Event May 10, 2019 Hours of the Event 5pm - 10pm
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction) 5K Run/Walk Fundraiser
 Property Owner BCS, Stephanie Beach, Principal
 Special Event Permit Applicant Oak Elementary PTO c/o Pam Viar, 3573 Oak Rd, 38135 Address of Applicant
 Phone Number 901-373-2646 Fax Number 901-373-1415

Check all items that apply:

For information call (901) 385-6425.

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

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

Responsible Person Pam Viar Date 12-4-18

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

APPROVAL

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

Special Event Checklist

Event: Running of the Rams 5K Run/Walk
 Location: Oak Elementary School
 Dates: Friday; May 10, 2019 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- mitted ✓ 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.	see map attached
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 attached
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<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- mitted ✓ or X	OK	N/A		Comments										
9	✓			<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	Friday, May 10, 2019 From 5pm - 10pm
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- mitted ✓ or X	OK	N/A		Comments
12			✓	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		✓		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			✓	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

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

	Sub- mitted ✓ or X	OK	N/A		Comments
19		✓		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20	✓			<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	<i>Police Dept will be closing part of Oak Rd in sections due to 5K runners. See map</i>
21	✓			<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	<i>Copy enclosed</i>

Conditions

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

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

*Do I
fill out?*

STOCK COMPANY

COMMERCIAL LINES POLICY**WESTERN
WORLD**An **AIG** company**POLICY NUMBER:** CPG1084395**Prior Policy Number:** CPG1041121☐ **WESTERN WORLD INSURANCE COMPANY** ☒ **TUDOR INSURANCE COMPANY** ☐ **STRATFORD INSURANCE COMPANY****COMMON POLICY DECLARATIONS****Named Insured and Mailing Address:**Oak Elementary PTO
3573 Oak Rd
Bartlett, TN 38135**Surplus Lines License #** 747522**Agent/Broker #** 26001**Insured #** TN152012**Producer:**AIM Association Insurance Management, Inc.
P O BOX 742946
Dallas, TX 75374

Surplus Lines Producer: Elgin B. Allen, Jr.

Policy Period: (Mo/Day/Yr.)

From: 10/1/2018

To: 10/1/2019

12:01 AM, standard time at your mailing address shown above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGES FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

Other Coverages:	Commercial Property Coverage Part	\$ Not Covered
	Commercial General Liability Coverage Part	\$ Not Covered
	Commercial Auto Coverage Part	\$ Not Covered
	Miscellaneous Property Floater	\$ 63.00
		\$
		\$
	Terrorism Risk Insurance Act	\$ Not Covered
		\$
		\$
		\$
TOTAL ADVANCE PREMIUM		\$ 63.00
Policy Fee		\$ 46.34
Surplus Line Tax		\$ 5.47
Filing Fee		\$.19
		\$
		\$
		\$
GRAND TOTAL		\$ 115.00

**Forms and endorsements applying to this policy and
attached at time of issue:****See Applicable Schedule Of Forms And Endorsements**

Attachment: 3573 OAK RD-5K RUN-WALK FUNDRAISER-2019 (2480 : Oak Elementary 5K Run/Walk Fundraiser)

COMMON POLICY DECLARATIONS (continued)

POLICY NUMBER: CPG1084395

The Named Insured is:

☐ Individual ☐ Partnership ☐ Limited Liability Company ☐ Organization/Corporation ☐ Trust
☒ Other **Non-Profit**

Location of Business:

3573 Oak Rd
Bartlett, TN 38135

Business Description:

Parent Teacher Organization

THESE DECLARATIONS TOGETHER WITH THE COVERAGE PART DECLARATIONS, THE COMMON POLICY CONDITIONS, COVERAGE FORM(S), AND FORMS AND ENDORSEMENTS, IF ANY, COMPLETE THE ABOVE NUMBERED POLICY.

WESTERN WORLD INSURANCE GROUP

Western World Insurance Company
Tudor Insurance Company
Stratford Insurance Company

Administrative Office
300 Kimball Drive, Suite 500
Parsippany, New Jersey 07054

We will provide the insurance described in this policy in return for the premium and compliance with all applicable provisions of this policy. If required by state law, this policy shall not be valid unless countersigned by **our** authorized representative.


Secretary


President

Countersigned: Elgin B Allen, Jr

CEO

11/7/2018

By:



Authorized Representative

Attachment: 3573 OAK RD-5K RUN-WALK FUNDRAISER-2019 (2480 : Oak Elementary 5K Run/Walk Fundraiser)

SCHEDULE OF FORMS AND ENDORSEMENTS

POLICY NUMBER: CPG1084395		NAMED INSURED: Oak Elementary PTO	
Form/Endorsement No./Edition Date		Title (Note - Titles are indications only. See actual form for correct name.)	
WW 230	(06/17)	Common Policy Declaration	
IL 0017	(11/98)	Common Policy Conditions	
419 293	(02/16)	Miscellaneous Property Floater Form (Special Form)	
WW 22	(06/16)	Service of Suit	
WW 425	(02/08)	Exclusion of Chemical and Biological Loss or Damage	
IL 0935	(07/02)	Exclusion of Certain Computer-Related Losses	
<u>ADDITIONAL FORMS AND ENDORSEMENTS</u>			
IL 0953	(01/15)	Exclusion of Certified Acts of Terrorism	

COMMON POLICY CONDITIONS

All Coverage Parts included in this policy are subject to the following conditions.

A. Cancellation

1. The first Named Insured shown in the Declarations may cancel this policy by mailing or delivering to us advance written notice of cancellation.
2. We may cancel this policy by mailing or delivering to the first Named Insured written notice of cancellation at least:
 - a. 10 days before the effective date of cancellation if we cancel for nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
3. We will mail or deliver our notice to the first Named Insured's last mailing address known to us.
4. Notice of cancellation will state the effective date of cancellation. The policy period will end on that date.
5. If this policy is cancelled, we will send the first Named Insured any premium refund due. If we cancel, the refund will be pro rata. If the first Named Insured cancels, the refund may be less than pro rata. The cancellation will be effective even if we have not made or offered a refund.
6. If notice is mailed, proof of mailing will be sufficient proof of notice.

B. Changes

This policy contains all the agreements between you and us concerning the insurance afforded. The first Named Insured shown in the Declarations is authorized to make changes in the terms of this policy with our consent. This policy's terms can be amended or waived only by endorsement issued by us and made a part of this policy.

C. Examination Of Your Books And Records

We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.

D. Inspections And Surveys

1. We have the right to:
 - a. Make inspections and surveys at any time;

- b. Give you reports on the conditions we find; and

- c. Recommend changes.

2. We are not obligated to make any inspections, surveys, reports or recommendations and any such actions we do undertake relate only to insurability and the premiums to be charged. We do not make safety inspections. We do not undertake to perform the duty of any person or organization to provide for the health or safety of workers or the public. And we do not warrant that conditions:
 - a. Are safe or healthful; or
 - b. Comply with laws, regulations, codes or standards.

3. Paragraphs 1. and 2. of this condition apply not only to us, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations.

4. Paragraph 2. of this condition does not apply to any inspections, surveys, reports or recommendations we may make relative to certification, under state or municipal statutes, ordinances or regulations, of boilers, pressure vessels or elevators.

E. Premiums

The first Named Insured shown in the Declarations:

1. Is responsible for the payment of all premiums; and
2. Will be the payee for any return premiums we pay.

F. Transfer Of Your Rights And Duties Under This Policy

Your rights and duties under this policy may not be transferred without our written consent except in the case of death of an individual named insured.

If you die, your rights and duties will be transferred to your legal representative but only while acting within the scope of duties as your legal representative. Until your legal representative is appointed, anyone having proper temporary custody of your property will have your rights and duties but only with respect to that property.

COMMERCIAL INLAND MARINE

**This Endorsement Modifies Your Policy.
Please Read It Carefully.**

**MISCELLANEOUS PROPERTY FLOATER FORM
(Special Form)**

This policy covers the following described items which are the property of the Insured or the property of others in the custody or control of the Insured.

The maximum Amount of Insurance available for any item is \$10,000 unless the item is individually and specifically described below or on an attached schedule with a specific limit of insurance shown.

The Maximum Amount of Insurance available for all items that are not individually and specifically described below or on an attached schedule with a specific limit of insurance shown is \$10,000.

SCHEDULED ITEM DESCRIPTION	AMOUNT OF INSURANCE SCHEDULED ITEM
Miscellaneous property used by a PTA, PTO, booster club or other non-profit foundations that are established to support educational and school activities.	

THIS POLICY INSURES AGAINST

Risks of direct physical loss or damage from any external cause except as hereinafter provided.

THIS POLICY DOES NOT INSURE AGAINST

- A. Loss or damage caused by wear and tear, gradual deterioration, insect, vermin, inherent vice, extremes of temperature, atmospheric or climatic conditions; or damage sustained due to any process, or while being actually worked upon and resulting therefrom;
- B. Loss or damage caused by leakage, denting, marring or scratching, unless directly caused by fire, lightning, windstorm, cyclone, tornado, the collision, upset or overturn of the transporting conveyance;
- C. Loss or damage caused by mechanical breakdown or loss resulting from electrical injury or disturbance to electrical appliances or devices (including wiring) caused by electrical currents artificially generated unless fire ensues, and if fire does ensue, this Company shall be liable only for loss caused by such ensuing fire;
- D. Loss or damage except by fire while the insured property is waterborne unless otherwise endorsed hereon;
- E. Misappropriation, secretion, conversion, infidelity or any dishonest act on part of the Insured or other party of interest, his or their employees or agents, or others to whom the property may be entrusted (carriers for hire excepted);
- F. Loss or damage caused by earthquake or flood;
- G. Loss or damage caused by or resulting from:
 1. War risks named in the Policy to which this form is attached;
 2. Nuclear risks named in the Policy to which this form is attached.
- H. Loss or damage caused by theft from any unattended vehicle or trailer unless at the time of theft its windows, doors and compartments were closed and locked and there are visible signs that the theft was the result of forced entry.
- I. Loss or damage to property loaned, leased or rented to others.

Re: Oak Elementary 5k

**Jeff Cox** <jcox@bartlettspolice.org>

4:46 PM

To p.viar@comcast.net

Approved. Looks like the same as last year

Sent from my Verizon Motorola Smartphone

On Dec 7, 2018 4:23 PM, Pam Viar <p.viar@comcast.net> wrote:
Inspector Cox:

Attached is a map of our school's Running of the Rams 5krun/walk that I would like to have approved for Friday, May 10, 2019 with a start time of 6:30pm. It will start on Oak Road beside the school and finish off of Oak Road in the Oak Elementary side parking lot. I would appreciate your approval so that I may submit my application to Code Enforcement. Please let me know if you need additional information.

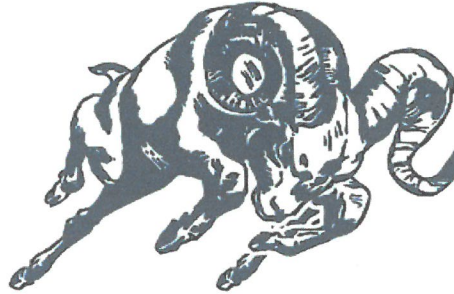
Thank you!

Pam Viar

Oak Elementary President

901-277-4621

Attachment: 3573 OAK RD-5K RUN-WALK FUNDRAISER-2019 (2480 : Oak Elementary 5K Run/Walk Fundraiser)



Oak Elementary PTO
3573 Oak Road
Bartlett, Tennessee 38135

November 17, 2018

To: Oak Elementary

Re: Property Approval for
6th Annual Running of the Rams 5K

To Whom It May Concern:

I grant my permission for Oak Elementary PTO to host the 6th Annual Running of the Rams 5K event on the property of Oak Elementary School located at 3573 Oak Road in Bartlett, TN on May 10, 2019 from 4:00pm – 10:00pm.

Sincerely,

Stephanie Beach
Principal



Attachment: 3573 OAK RD-5K RUN-WALK FUNDRAISER-2019 (2480 : Oak Elementary 5K Run/Walk Fundraiser)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Community Relations

Category: Bid

Prepared By: Stefanie McGee

Department Head: Debbie Gelineau

Proposal for annual fireworks display.

On November 30, 2018, an ad was placed in *The Daily News*. On December 21, 2018 the City of Bartlett received one proposal, which was reviewed by two employees, who determined it meets all requirements.

We recommend the bid be awarded to Pyro Shows for a total cost of \$22,000 per show. This contract contains the option to renew for three additional years after 2019 at the same price. Renewals are contingent upon agreement of both parties.

Funds are available in Account 110.41220.175.

Thank you for your consideration.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Glen Williamson

Purchase of one 2019 Chevrolet Impala.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Glen Williamson

Purchase of one 2019 Ford F150.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 01/10/19 07:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Bid for one Ford F450XL with garbage body and 10-yard capacity.

On November 15, 2018, an ad was placed in *The Daily News*. On December 6, 2018, the City of Bartlett received six bids, which were opened at City Hall.

Bids were received from the following companies:

Country Ford	\$78,985.00
CMI	N/B
Autonation Ford	\$79,521.60
MHC Ford	N/B
Summit Truck	\$86,021.00
Worldwide	N/B

We recommend the bid be awarded to Country Ford for a total price of \$78,985.00.

Funds are available in Account 311.48311.785.50719.

Thank you for your consideration.

BID RESPONSE SHEET

5.6.a

SB FY2019-11-027 REGULAR CAB TRUCK WITH GARBAGE BODY (Parks)

DUE 12/06/2018 AT 2:00 P.M.

if yes, check

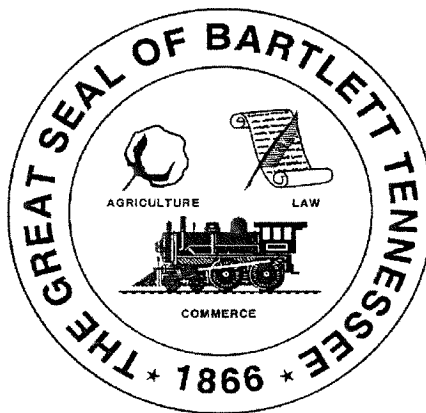
COMPANY/BIDDER	BID - 8 YARD	BID- 10 YARD	SNOW PLOW	PUBLIC ACTS	NOTES
			OPTION		
			see bid responses		
AUTONATION	78,171.60	79,521.60	185.00	✓	Ford F450 with 6 Yard or 10 Yard Martco Pakrat
CMI	115,467.00	N/B	N/B	✓	Isuzu NPR with Curbtender Tomcat
COUNTRY FORD	80,085.00	78,985.00	171.00/272.00	✓	Ford F450 with 8 Yard or 10 Yard Pakrat
MHC FORD	108,654.00	N/B	722.50	✓	Ford F450 with 8 Yard Curbtender Tomcat
SUMMIT TRUCK	N/B	86,021.00	N/B	✓	International CV truck with 10 Yard Martco Pakrat
WORLDWIDE	103,799.00	N/B	56.00	✓	Ford F450 (did not include model # of packer)
*Apparent low bidder pending review					

Attachment: Bid Response Sheet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with

CITY OF BARTLETT

6400 STAGE ROAD
BARTLETT, TENNESSEE 38134

A. Keith McDonald, Mayor
Mark Brown, Chief Administrative Officer
Dick Phebus, Finance Director
Shan Criswell, Parks and Recreation Director



REQUEST FOR SEALED BIDS

SB # FY2019-11-027

DUE: Thursday, December 6, 2018, no later than 2:00 p.m. (CST)

REGULAR CAB TRUCK WITH GARBAGE BODY

PARKS AND RECREATION

The City of Bartlett Parks and Recreations is seeking to purchase one (1) 2019/2020 Regular Cab Truck, 16,000 GVWR with Garbage Body, specifying Ford F450 XL, or equal as per the written specifications.

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, December 6, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2019-11-027
 "REGULAR CAB TRUCK WITH GARBAGE BODY"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on attached bid sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Country Ford Inc
 NAME OF FIRM
45 Goodwin Road East
Southaven, MS 38671
 ADDRESS


 SIGNATURE OF AUTHORIZED
 REPRESENTATIVE

Sales@Countryford.com
 EMAIL

6014899582
 PHONE

STEVEN D. BELL
 PRINT NAME

12-3-18
 DATE

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

INTENT

The intent of these specifications is to provide sufficient specified information to permit prospective bidders to submit proposals **One (1) 2019/2020 Regular Cab Truck, 16,000 GVWR with Garbage Body.** The awarded supplier will be required to deliver the vehicle to the City of Bartlett Fleet Services located at 3583 Altruria Road, Bartlett, TN. 38135.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the specification check list, along with the signed pricing sheet, the signed and notarized Public Acts 109 form (page 13) and current year, signed W9 form.
Note: An original, clearly marked, and two copies shall be included in the bid package.
3. All prices are to be firm for **180** days from bid due date.
4. The City reserves the right to reject any and all bids.
5. The bid shall state the manufacturer's warranty, along with owner's manuals.
6. An Award Letter and purchase order will be issued to the successful vendor.
7. All charges for transportation and unloading are to be pre-paid by the successful bidder, and are not the responsibility of the City of Bartlett.
8. Unit delivered as a result of the award of this bid shall be a current year model, new and unused.

Note: Bidder may include any additional information or brochures on equipment being presented in the bid package.

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

DETAILED SPECIFICATIONS

(Include one original and two copies with bid pricing sheet and Public Acts 109 form)

(1) Required 2019/2020 REGULAR CAB TRUCK, 16,000 GVWR with GARBAGE BODY, Specifying Ford F450 XL or equal

<u>DESCRIPTION</u>	<u>COMPLIANCE ANSWER</u>		
	<u>YES</u>	<u>NO</u>	<u>OFFER</u>
Fuel Diesel	✓	_____	_____
Fuel Tank 40 Gallon Capacity with easy fuel cap-less filler	✓	_____	_____
Engine 6.7 Diesel or equal	✓	_____	_____
Electrical Battery – two (2) 12 volt 750 CCA	✓	_____	_____
Alternator – 200 AMP	✓	_____	_____
Transmission 6-speed Torque, automatic with power takeoff provision and overspeed control on PTO	✓	_____	_____
Steering Power with tilt/telescoping	✓	_____	_____
Cab to Axle 84" or manufacturer's requirement	✓	_____	_____
Rear Axle 4.30 limited slip	✓	_____	_____
Brakes Power 4-Wheel Disc with Anti-Lock	✓	_____	_____
Tires Six (6) 225-70RX19.5 BSW All Season	✓	_____	_____
One (1) 225-70RX19.5 BSW All Season <u>Spare</u>	✓	_____	_____

RB

Initials

REGULAR CAB TRUCK WITH GARBAGE BODY
Parks and Recreation Department
Sealed Bid: FY2019-11-027
Due Date: December 6, 2018

DESCRIPTION**COMPLIANCE ANSWER**

YES **NO** **OFFER**

Wheels (Dual Rear)

Six (6) 19.5" Argent painted steel wheels

☒ ☐ ☐

One (1) 19.5" Argent painted steel wheel for spare

☒ ☐ ☐

Bumpers (standard)

Front Bumper – Black painted steel with black lower air dam

☒ ☐ ☐

Grill – Black

☒ ☐ ☐

Exterior Color

Oxford White

☒ ☐ ☐

Interior Color

Medium Earth Gray

☒ ☐ ☐

Seats

Heavy duty vinyl, 40/20/40 with center armrest console

☒ ☐ ☐

Floor Covering (standard)

Black vinyl

☒ ☐ ☐

Gauges (standard package)

Speedometer

☒ ☐ ☐

Volt-meter

☒ ☐ ☐

Oil pressure with indicator lights

☒ ☐ ☐

Coolant temperature

☒ ☐ ☐

Fuel gauge

☒ ☐ ☐

Tachometer

☒ ☐ ☐

Display center

☒ ☐ ☐

DEF

☒ ☐ ☐

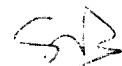
Mirrors

Manual rearview mirror day/night

☒ ☐ ☐

Manual telescoping trailer tow with 2-way fold and manual glass

☒ ☐ ☐



Initials

REGULAR CAB TRUCK WITH GARBAGE BODY
Parks and Recreation Department
Sealed Bid: FY2019-11-027
Due Date: December 6, 2018

DESCRIPTION**COMPLIANCE ANSWER**

YES **NO** **OFFER**

Windshield Wipers

Intermittent Wipers with washer

✓

Accessories (301A package or equal)

Two (2) white/amber LED lights mounted in the grill, Federal Signal MPS600U-WA or equal

✓

Dual Inside Sun Visors

✓

Manual Air Conditioning, Single zone

✓

Electronic AM/FM Stereo/Clock with two (2) speakers

✓

Power Point/Auxiliary

✓

Rear view camera and prep kit

✓

Back-up Alarm

✓

Steering damper

✓

Engine Block heater

✓

Tow Hooks in front

✓

Extra Heavy duty front end suspension

✓

Diesel engine, exhaust braking

✓

Advance Trac with Roll Stability

✓

Side window deflectors

✓

Floor Mats, Black vinyl

✓

OPTION: Snow Plow Package (see Bid Pricing sheet)

✓

SL
Initials

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY

Parks and Recreation Department

Sealed Bid: FY2019-11-027

Due Date: December 6, 2018

DESCRIPTION**COMPLIANCE ANSWER****YES NO OFFER****Specifications – 2019-2020 Side Loading Compactor Body****Body Construction**

Roof and Sides – 12 gauge steel

☒ ☐ ☐

Floor – Flat, 3/16" Steel Plate

☒ ☐ ☐

Understructure – Two (2) Longitudinal, 3/16" formed Channels, 10" wide at the floor, 4" wide at truck frame

☒ ☐ ☐

Bracing – Body shall have adequate bracing at all points to withstand repeated application of maximum packing pressure without distortion of members; all body side sheets and bracing shall be continuously welded for maximum strength

☒ ☐ ☐**Body Dimension**

Body Length – 158"

☒ ☐ ☐

Height above frame – 72"

☒ ☐ ☐

Side Doors (width x height) – 36" x 44"

☒ ☐ ☐

Top Doors (width x height) – 36" x 32"

☒ ☐ ☐

Body Weight – 4,575 lbs.

☒ ☐ ☐**Packer Panel**

Packer panel will be the full interior width and height of body; packer panel shall travel the full length of body, clearing the total area of all refuse; shall ride on eight (8) nylon pads set on 4" x 3" tube rails to prevent side sway of panel with loading from one side.

☒ ☐ ☐**Tailgate Construction**

Hydraulically-operated tailgate shall be constructed of 10-gauge rolled steel with 3x3 steel tubing frame, tailgate shall be raised by two (2) 2-1/2" double-acting cylinders, one on each side of body and held in position by two (2) steel clamp assemblies and held in place under hydraulic pressure

☒ ☐ ☐

Initials

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY

Parks and Recreation Department

Sealed Bid: FY2019-11-027

Due Date: December 6, 2018

DESCRIPTION**COMPLIANCE ANSWER****YES NO OFFER****Ejection System**

Packing panel shall act as the ejector panel, and be powered by one (1) 6" I.D., double-acting, four-stage telescopic cylinder, packer/ejector panel shall traverse the full length of the body and shall be capable of being retracted or extended from any position between full extension and full retraction.

____/____

Hydraulic System

Complete hydraulic system shall be provided, consisting of the following components and functions:

- a. Telescopic Cylinder - One (1) 6" I.D., double-acting, four-stage telescopic cylinder, packing & load ejection
- b. Double-acting Tailgate Cylinders - Two (2) 2 ½" I.D. lifting & lowering of tailgate
- c. Dead-man Controls - Single valve shall control all functions with separate spools; all functions shall cease automatically when operator releases hand-control
- d. Direct transmission-mounted Electronic Shift PTO and 18 GPM @ 1450 RPM hydraulic gear-pump; power to system
- e. Engine Throttle-Up – Shall accelerate the speed of packing cycle
- f. Filter Assembly – shall filter oil at high volume "Full-Flow", 10 Micron, with by-pass and replaceable cartridge
- g. Hydraulic Reservoir (12-gallon capacity) – shall guarantee appropriate flow to the pump and insure cool operation
- h. Sight Gauge and Thermometer - shall be mounted on the side of the hydraulic oil reservoir
- i. Relief valve - factory-preset for maximum protection of complete hydraulic system
- j. Hydraulic Hoses - wire-braid construction shall withstand four-times working system pressure

____/____

____/____

____/____

____/____

____/____

____/____

____/____

____/____

____/____

____/____

Controls

Dual Controls for the dead-man packing and ejector mechanism, one (1) on each side of the body adjacent to loading doors

____/____

Toggle-switch Throttle Advance for the dead-man packing cycle shall be provided; three (3) such controls per body: one under driver's side dash and one on each side of body adjacent to packer controls at loading doors

____/____

Initials

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY

Parks and Recreation Department

Sealed Bid: FY2019-11-027

Due Date: December 6, 2018

DESCRIPTION**COMPLIANCE ANSWER****YES NO OFFER****Controls (continued)**

Rotary Actuated Cart Tipper – one (1), mounted on the right side capable of lifting carts up to 96 gallon capacity; controls for Cart Tipper shall be located convenient for operator to safely handle the process of dumping carts

✓ _____ _____

Hopper Doors

Dutch Doors - one (1) pair on each side of packer body and two (2) hopper doors on roof to facilitate the handling of extra-large materials; each of the six (6) doors shall be capable of being operated independently; each door shall have a locking device in both the opened and closed position

Note: Sliding doors are not acceptable (potential track-jamming and problems of alignment)

✓ _____ _____

Back-up Alarm

Factory Installed - automatically sounds when the motor is running and the driver engages the reverse gear.

✓ _____ _____

Back-up Camera

Reverse camera shall be installed with one (1) camera mounted on tailgate and one (1) flat screen color monitor mounted in the truck cab for operator to view

✓ _____ _____

Lighting

Body lighting shall comply with all existing applicable regulations.

✓ _____ _____

LED Strobe lights shall be mounted front and rear of body

✓ _____ _____

All lighting shall be LED, flush with body and grommet mounted.

✓ _____ _____

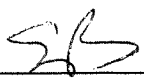
Painting

Body shall be thoroughly cleaned as per good and accepted industry practices.

✓ _____ _____

High quality primer shall be applied, followed by two (2) finish coats of white urethane enamel

✓ _____ _____


Initials

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

DESCRIPTION**COMPLIANCE ANSWER****Loading Steps**

Shall provide fold-down, skid-guard loading step on each side,
 below hopper doors

/ _____

ALTERNATE BIDS: (see Bid Pricing Sheet)

8 Cubic Yard Capacity

/ _____

10 Cubic Yard Capacity

/ _____

End of Side-loading Compactor Body Specifications

SB

Initials

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

ALL WARRANTY INFORMATION TO BE PROVIDED UPON DELIVERY OF VEHICLE.

ALL WARRANTY WORK TO BE DONE WITHIN 50 MILES OF BARTLETT CITY LIMITS

Warranty – Specify for the following:

Engine: 5yr 100,000 mile
 Transmission: 5yr 60,000 mile
 Truck: 3yr 36,000 mile
 Body: 6 months
 Body Hoist: 6 months
 Bed: 6 months

OWNERS MANUALS

Furnish ALL manuals – DVD format preferred, however, book format is acceptable

Truck and Body Service/Repair Manual

Truck and Body Parts Manual

Truck and Body Operators Manual

DELIVERY

Trash body and Loader to be mounted on the Truck Chassis and must be delivered to:

City of Bartlett – Fleet Services

3583 Altruria Rd.

Bartlett, TN 38135

End of Detailed Specifications

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

BID PRICING SHEET

(Include one original, clearly marked, and two copies, including the specification check list and Public Acts 109 form)

One (1) Required 2019/2020 REGULAR CAB TRUCK, 16,000 GVWR with GARBAGE BODY, Specifying Ford F450 XL or equal (either an 8 Cubic Yard or 10 Cubic Yard)

8 Cubic Yard Capacity Specify Make and Model Ford F450 8Yard AAKRAT

\$ 80,085

Total Delivered Price

Time required for delivery: 120 days.
Ford F450

10 Cubic Yard Capacity Specify Make and Model 10Yrd AAKRAT

\$ 78,985

Total Delivered Price

Time required for delivery: 120 days.

OPTION: list additional cost for Snow Plow Package **only** (do not list total price of vehicle)
snow plow pkg \$171
upfit module \$272

NOTE: BID PRICING TO BE FIRM FOR 180 DAYS, WITH AN OPTION TO PURCHASE ADDITIONAL VEHICLES WITHIN ONE YEAR FROM BID DUE DATE AT THE SAME PRICE.

Country Ford
 NAME OF FIRM

Sales@CountryFord.com
 Email

STEVEN D. Bell
 Authorized Representative
 (Typed or Printed)

9014899582
 Telephone Number

[Signature]
 Authorized Representative Signature

12-5-18
 Date

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

REGULAR CAB TRUCK WITH GARBAGE BODY
 Parks and Recreation Department
 Sealed Bid: FY2019-11-027
 Due Date: December 6, 2018

PUBLIC ACTS 109
(Iran Divestment Act)

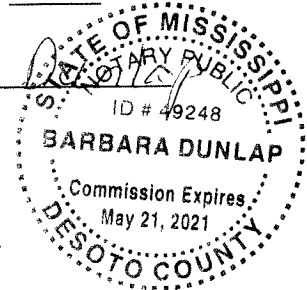
"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalties of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."

Full text of Public Chapters can be found on the Tennessee Secretary of State's website: [http://tnsos.org/acts/ PublicActs.109.php](http://tnsos.org/acts/PublicActs.109.php).

Print Name STEVEN D Bell
 Signed [Signature]
 Title Commercial Acct MGR

Subscribed and sworn before me this 5th day of DECEMBER 20 18.

Signed Barbara Dunlap Print Name Barbara Dunlap
 Title Notary
 My commission expires: may 21, 20 21.



NOTE: Bids cannot be considered nor awards made to anyone without the above required statement.

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

P. O. Box 304
95 Goodman Road East
Southaven, MS 38671



Phone (662) 349-4300
Fax (662) 349-3440

Additional Information for SB#FY2019-11-027

A 6 Yard Body is available for \$77885

The up fitter, River City Hydraulics Inc, stated that an Up Fitter Module would be required to control the RPMS through the PTO Provision. That option was not part of your spec but will be necessary. The cost of that option is \$272. I did not include that amount in my bid because it was not requested but is strongly recommended to be added to the winning bid request.

A handwritten signature in black ink, appearing to read "Steve Bell".

Steve Bell
Country Ford
901 489 9582

Attachment: Bid Packet - Regular Cab Truck w-Garbage Body (2476 : One regular cab truck with garbage body)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Finance

Category: Proposal

Prepared By: Dick Phebus

Department Head: Dick Phebus

Upgrade of current water meter reading equipment and software.

National Meter and Automation has provided a quote for upgrades to software and equipment for current water meter reading. The sole source vendor quoted hosting fees, software and licenses, Trimble Ranger Handheld devices, and charging cables, and Orion ME Pit Transmitters for \$87,900.04, with subsequent years' maintenance fees of \$14,420.04. Funds are available in 510.51100.945.

Thank you for your consideration.



QUOTATION

5215 Linbar Drive, Suite 201
Nashville, TN 37211
Phone: 615.459.8288
Fax: 615.459.8898

DATE: December 17, 2018
QUOTED BY: Theresa
CUSTOMER EMAIL: Kwilliamson@Bartlett.org
Kasey Williamson

BILL TO: City of Bartlett

SALESPERSON	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SUBJECT TO REVIEW
DJ	Net 30 Days	Best Way	FOB Nashville, TN	12-31-18

QTY	Product Description	UNIT PRICE	1st Year	Subsequent Years
1	BEACON ENGAGEMENT FEE - One-time fee billed by National Meter, for up to 50000 Services	\$5,500.00	\$5,500.00	
120000	Hosting Fee Service Units (A hosting fee service unit consists of one month of hosting per account). Hosting fee qty listed is one year (The 1st 10,000 Services x 12 Months of service), due at time of order. TO BE BILLED BY BADGER METER PN 68886-301 ORI-MP-02238-EN-03 Promo -120,000 units included 1st year.	\$0.03	N/Charge	\$3,600.00
10000 x 12				
120000				
192000	Hosting Fee Service Units (A hosting fee service unit consists of one month of hosting per account). Hosting fee qty listed is one year (The remaining 16,000 Services x 12 Months of service), due at time of order. TO BE BILLED BY BADGER METER PN 68886-301.	\$0.03	\$5,760.00	\$5,760.00
16000 x 12				
192000				
12	Mobile Read Module Software License, required for vehicle/drive-by meter reading. Purchased in multiples of twelve Service Units per License. Year 1 net price for up to 50000 Services. TO BE BILLED BY BADGER METER PN 68886-301 ORI-MP-02238-EN-03 Promo - 50% off first year.	\$241.67	\$2,900.04	
12	Mobile Read Module Software License, required for vehicle/drive-by meter reading. Purchased in multiples of twelve Service Units per License. Year 2 & 3 RENEWAL price for up to 50000 Services. TO BE BILLED BY BADGER METER PN 68886-501	\$241.67		\$2,900.04
72	Beacon AMA Field Application Suite - Mobile Read Module User Login License (One annual user login license required for each ORION Mobile Reade or Field Director Login. Year 1 price for up to 50000 Services. TO BE BILLED BY BADGER METER PN 68886-301 ORI-MP-02238-EN-03 Promo - 24 months included for 1st year.	\$30.00	\$1,440.00	\$2,160.00

Attachment: PROMO Bartlett BEACON MOBILE - Exp 11-30-18 Revised 3.pdf (2478 : Trimble Ranger Handheld Transmitters)



QUOTATION

5215 Linbar Drive, Suite 201
Nashville, TN 37211
Phone: 615.459.8288
Fax: 615.459.8898

DATE: December 17, 2018
QUOTED BY: Theresa
CUSTOMER EMAIL: Kwilliamson@Bartlett.org
 Kasey Williamson

BILL TO: City of Bartlett

SALESPERSON	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SUBJECT TO REVIEW
DJ	Net 30 Days	Best Way	FOB Nashville, TN	12-31-18

QTY	Product Description	UNIT PRICE	1st Year	Subsequent Years
6	Trimble Ranger Handheld and charging cradle (includes 3 years of maintenance) (w/o ORION CE & ME Modules)	\$7,000.00	\$42,000.00	
1	Orion ME Mobile Transceiver Kit	N/Charge	N/Charge	
1	3-Day on-site training to cover: Beacon AMA Intro, Beacon Data Exchange, Beacon Mobile Data Sync, Beacon AMA Field Application Suite, ORION Field Application and ORION Endpoint Utility for Handheld	\$3,000.00	\$3,000.00	
200	M25, RETROFIT, HRE REGISTER, USG, 8 DIAL, ORION ME PIT TRANSMITTER, PL/PS, TX.	\$136.50	\$27,300.00	
	Prices Good with Purchase of (48) ORION Mobile (ME) endpoints. Promo ends Nov. 30.2018.			
SUBTOTAL			\$ 87,900.04	\$ 14,420.04
SALES TAX			-	-
FREIGHT			Add	Add
TOTAL			\$ 87,900.04	\$ 14,420.04

Sales Tax: To be quoted at time of order

Est. Lead Time: 4 to 6 weeks ARO

THANK YOU FOR YOUR BUSINESS!!

This quotation is an offer subject to the Terms and Conditions available on our website:

www.nationalmeter.com/legal

Attachment: PROMO Bartlett BEACON MOBILE - Exp 11-30-18 Revised 3.pdf (2478 : Trimble Ranger Handheld Transmitters)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

Appoint and re-appoint members to City's Boards and Commissions.

BARTLETT STATION COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Parsons, David	12/31/2022	Re-appoint

BEER BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Battles, Cordell	12/31/2020	Re-appoint
Smith, Ryan	12/31/2020	Re-appoint
Williams, Deborah	12/31/2020	Re-appoint

BOARD OF ZONING APPEALS

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Burton, Stan	Design Review Commission Member	12/31/2021	Re-appoint
Parsons, David	Alderman Member	12/31/2022	Re-appoint
Stafford, Jeremy	Citizen Member	12/31/2021	Re-appoint
Walker, Joe	Planning Commission Member	12/31/2020	New Appointment (filling Russ Abernathy's unexpired term)

BPACC ADVISORY BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Price, Carol	12/31/2021	Re-appoint
Stewart, Steve	12/31/2021	Re-appoint
Williams, Lorraine	12/31/2021	Re-appoint

CITY BEAUTIFUL COMMISSION

6.1.a

NAME	TERM EXPIRES	NEW / RE-APPOINT
Browning, Bill	12/31/2019	Re-appoint
Gilmer, Kenneth	12/31/2019	Re-appoint
Guenin, Mark	12/31/2019	Re-appoint
Howe, Linda	12/31/2019	Re-appoint
Keane, Carolyn	12/31/2019	Re-appoint
Martin, Mike	12/31/2019	Re-appoint
Moore, Tommie Jean (Chairman)	12/31/2019	Re-appoint
Page, Michelle	12/31/2019	Re-appoint
Parks, Kenneth	12/31/2019	Re-appoint
Rieman, Laurie	12/31/2019	Re-appoint
Rieman, Tom	12/31/2019	Re-appoint
Robertson, Kathleen	12/31/2019	Re-appoint
Thompson, Danny	12/31/2019	Re-appoint
Winemiller, Karen	12/31/2019	Re-appoint

Attachment: Appointments to Boards (2481 : Appoint and re-appoint members to City's Boards and

CODE APPEALS BOARD

6.1.a

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Foshee, Brian	12/31/2020	Re-appoint
Jones, Aleta	12/31/2020	Re-appoint

Attachment: Appointments to Boards (2481 : Appoint and re-appoint members to City's Boards and

CONTRACTS COMMITTEE

6.1.a

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Brown, Mark	N/A	New Appointment

Attachment: Appointments to Boards (2481 : Appoint and re-appoint members to City's Boards and

DESIGN REVIEW COMMISSION

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Briggs, Casper	Mechanical Engineer	12/31/2020	Re-appoint
Burton, Stan	Citizen Position	12/31/2020	Re-appoint
Elliott, Emily	Alderman Member	12/31/2022	Re-appoint
Taylor, Nick	Civil Engineer	12/31/2020	New Appointment (replacing Chris Triplett)
Whaley, Keith	Architect	12/31/2020	Re-appoint

FAMILY ASSISTANCE COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Rasbach, Ted (Chairman)	12/31/2021	Re-appoint
Sturgell, Melinda	12/31/2021	Re-appoint
Vazquez, Jim	12/31/2021	Re-appoint

GRIEVANCE REVIEW BOARD

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Goldberg, Michael	Administrative Representative (Admin., Parks, Court, BPACC)	12/31/2019	New Appointment (replacing Bo Maharrey)
Jewell, Jonathan	Public Works/Utilities/Engineering Representative	12/31/2019	Re-appoint
Maser, Jeremy	Public Safety Representative (Fire, EMS, Police, Codes)	12/31/2019	Re-appoint
Mitchell, Charlene	Citizen	12/31/2019	Re-appoint
Rasbach, Ted	Citizen	12/31/2019	Re-appoint
Young, Jack Alderman Position 5 Chairman	Alderman	12/31/2022	Re-appoint

BOARD MEMBERS

APPOINTMENTS

JANUARY 10, 2019

HISTORIC PRESERVATION COMMISSION

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Clinton, Kris	Citizen Member	12/31/2023	Re-appoint
Smith, Mayrene	Citizen Member	12/31/2023	New Appointment (replacing Rachel Landsdown)

INDUSTRIAL DEVELOPMENT BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Allen, Randy	1/25/2023	Re-appoint
Pruitt, Carolyn	1/25/2023	Re-appoint
Woodall, Melissa	1/25/2023	New Appointment (replacing Joe Knipper)

PARKS AND REC. ADVISORY BD.

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Brown, Bob	12/31/2021	Re-appoint
Hardin, Kevin	12/31/2021	Re-appoint
Tullos-Leonard, Claudia	12/31/2020	New Appointment (filling Melissa Woodall's unexpired term)

PENSION BOARD

(Defined Benefit Plan)

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Rainey, Jay	12/31/2022	Re-appoint
Johnson, Johnny	12/31/2022	New Appointment (Replacing Darin Wray)

**THE RETIREMENT PLAN COMMITTEE
(Cash Balance Plan -- post July 1, 2014)**

6.1.a

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Rainey, Jay	12/31/2022	Re-appoint
Johnson, Johnny	12/31/2022	New Appointment (Replacing Darin Wray)

Attachment: Appointments to Boards (2481 : Appoint and re-appoint members to City's Boards and

PLANNING COMMISSION

6.1.a

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Conroy, John	12/31/2021	New Appointment (Replacing Russ Abernathy)
Peggs, Sr., Pastor Walter	12/31/2021	Re-appoint
Walker, Joe	12/31/2021	Re-appoint
Young, Jack	12/31/2022	Re-appoint
Young, Mandy	12/31/2021	Re-appoint

Attachment: Appointments to Boards (2481 : Appoint and re-appoint members to City's Boards and



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2473)

Meeting: 01/10/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2473 A

Resolution 01-19, a resolution authorizing the City of Bartlett to accept up to \$5,000 in the Public Entity Partners James L. Richardson “Driver Safety” matching grant program and to amend the General Fund Fiscal Year 2019 Budget to account for revenues and expenditures.

WHEREAS, the safety and well-being of the employees of the City of Bartlett is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Bartlett employees; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a “Driver Safety” Matching Grant Program; and

WHEREAS, the City of Bartlett has received notice of funding for \$5,000 with a requirement for a 100 percent match to participate in this important program; and

WHEREAS, the City of Bartlett understands that it must spend at least \$10,000 on this program to be eligible to receive the full reimbursement of \$5,000,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE the following:

SECTION 1. That the City of Bartlett is hereby accepts the \$5,000 matching grant for a “Driver Safety” Matching Grant Program through Public Entity Partners.

SECTION 2. That the City of Bartlett FY 2019 General Fund operating budget is amended by increasing revenue line item 110.30000.36907 by \$5,000 and expenditure line item 110.42300.939 by \$5,000 to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this day of January 10, 2019

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____

Stefanie McGee, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2477)

Meeting: 01/10/19 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2477

Resolution 02-19, a resolution to amend the Fiscal Year 2019 Grants Fund budget to appropriate funds for a Shelby County Government grant for fire department training tower and BPACC lighting system.

WHEREAS, the City of Bartlett has been approved for a grant from the Shelby County Government for a fire department training tower and Bartlett Performing Arts Conference Center lighting for the City; and

WHEREAS, the grant projects will be a reimbursement grant and require the City to provide invoices for completed work prior to reimbursement requests; and

WHEREAS, the estimated total project costs are \$100,000 with the City of Bartlett paying invoices for the work and requesting 100 percent reimbursement from Shelby County;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the City of Bartlett Fiscal Year 2019 Grants Fund budget is amended to appropriate funds necessary to complete the projects as provided below:

<u>Fund Account Number</u>	<u>Expenditures</u>	<u>Revenues</u>
131.42200.921.03319	\$50,000	
131.30000.33585.03319		\$50,000
131.45400.939.05319	\$50,000	
131.30000.33585.05319		\$50,000

Adopted this day of January 10, 2019

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Stefanie McGee

Department Head: A. Keith McDonald

Elect Register.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Stefanie McGee

Department Head: A. Keith McDonald

Reappoint Scott Greer as City Chaplain.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/10/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Stefanie McGee

Department Head: A. Keith McDonald

Reappoint David Lakin as City Prosecutor and Rhea Clift as Assistant City Prosecutor.