



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, FEBRUARY 25, 2025 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Mark Johnson, Fountain of Truth

FUTURE MEETINGS

Family Assistance Commission, March 3 at 6 p.m.

Beer Board, March 4 at 6 p.m.

Bartlett Station Commission, March 5 at 7:30 a.m.

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

Parks and Recreation Advisory Board, March 6 at 6 p.m.

RECOGNITIONS

Bartlett High School Bowling Teams for Division I Championship

Paul and Shirley Smith Scholarship Fund for children of City employees

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the February 11, 2025 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- I Special event permit for Bartlett Police Charitable 5K and Obstacle Course.
(Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, May 3 from 8:00 a.m. to 3:00 p.m. at the First Responders Monument located at 3599 Appling Road.

**2 Contract for Bid Phase Services and CEI for Fletcher Creek Greenway Phase
3. (John Horne, Director of Engineering)**

Recommend accepting the design contract proposal from SSR, Inc. in the amount of \$92,740.54. Funding is available in Account 311.48311.780.4513.

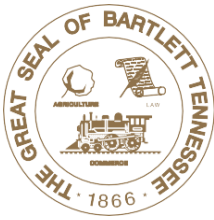
NEW BUSINESS

- 1 Resolution 04-25, a resolution to delete uncollectible accounts from utility customers' accounts receivable. (Dick Phebus, Director of Finance)**
- 2 Resolution 07-25, a resolution to delete uncollectable property taxes, interest, penalties, and associated costs from the City of Bartlett tax rolls. (Dick Phebus, Director of Finance)**
- 3 Resolution 08-25, a resolution of the Board of Mayor and Aldermen of the City of Bartlett requesting the Tennessee General Assembly to enact an amendment to the City Charter. (Ed McKenney, City Attorney)**

OPEN DISCUSSION

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

ADJOURNMENT



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 11, 2025 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

Mayor David Parsons: Present, Alderman Brad King: Present, Alderman Robert Griffin: Present, Alderman David Reaves: Present, Alderman Monique L. Williams: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present.

INVOCATION

Opening Prayer by Dr. Fred Shackelford, Ellendale Baptist Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, February 13 at 6 p.m.

Historic Preservation Commission, February 17 at 6:30 p.m.

Bartlett Arts Council, February 18 at 6 p.m.

BPACC Advisory Board, February 18 at 6 p.m.

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

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

RECOGNITIONS

Mayor Parsons recognized Leadership Bartlett 2025 attendees.

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

MINUTES ACCEPTANCE

Minutes of the January 28, 2025 Board of Mayor and Aldermen Regular Meeting

Minutes Acceptance: Minutes of Feb 11, 2025 6:00 PM (MINUTES ACCEPTANCE)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

PUBLIC HEARING

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

- I. Resolution 01-25, a resolution approving a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, within the "R-E" Residential Estate Zoning District.

In Favor:

Mohammad Ullah, 4115 Course View Cove, Bartlett, TN spoke in favor of the Special Use Permit and establishing a prayer place in Bartlett. He said he was a Muslim business owner who chose to settle in Bartlett and had always felt welcome. He said there was not a designated place in Bartlett to perform congregational prayer. He stated that men were driving 30 minutes to pray, and it was not convenient. He desired a place where their children and learn their faith and worship.

Shuja Ahmed, 7935 Ivy Lake, Bartlett, TN. He asked that the Board allow a place to pray and practice their faith in Bartlett. He mentioned the diversity in the United States and the freedoms of faith and speech. As religion is important to him in raising children and practicing faith, he seeks a place for the Muslim community to come together and meet locally. He stated that the Muslim community is growing and currently the drive to pray for him is 15 to 20 minutes.

Casey Lanhum, 3992 Davies Manor Dr., Bartlett, TN. He advised the Board that he was a life-long citizen of Bartlett and was in support of the previous speakers. He said the application process should be looked at identically to any other application of a house of worship based on freedom of religion and beliefs. He said the citizens and neighbors had an obligation to make a space for the mosque. He asked the Board to look at the application fairly and equitably.

David Burns, 3127 Valley Lake Dr., Bartlett, TN. Mr. Burns stated that he knew the applicants as good businessmen, work within the city, love their family and religion. He believed they deserve a chance to build the mosque.

Qureshi Rehman, 4285 Fiske Valley Drive, Bartlett, TN. Mr. Rehman was born and raised in Memphis and the community was small, 10 to 12 families. He said now the community was hundreds of families. He said the Bartlett Muslim community was growing. He said Germantown and Collierville's Muslim community was growing. He said with just a few mosques it was difficult with having large populations in and out. He stated there was a lot of traffic in some of those places. He said it was easier to have mosques spread out. He desired a mosque in Bartlett, close to home, where he could take his child, rather than to drive to other mosques that may be 20 miles away. As a nation of diversity, he asked the Board to consider a mosque in Bartlett, as they would consider any other temple or church. He said it would help

Minutes Acceptance: Minutes of Feb 11, 2025 6:00 PM (MINUTES ACCEPTANCE)

the community grow.

In Opposition:

Dale Mathis, 4400 Broadway Rd., Bartlett, TN. Mr. Mathis shared with the Board that he built his home on Broadway over thirty years ago. He said when he built his home, Broadway was not a problem, but since then, all the subdivisions built have been added with one way out to Bartlett, Broadway Road. He stated he read the traffic study, but he said he had seen wrecks, lots of finger-pointing and horn blowing. He stated he was not against any synagogue, church, mosque, but just not on Broadway Road. He questioned why this location would be ideal for anything. He submitted a picture for record of the location flooding after a mild rain. He said this site would require a huge retention pond. He wanted to question the applicants as to why this specific location was ideal, with the trains and school buses. He noted that the traffic study said school was in session eight months, he said school was in session August through May, which is ten months.

Brian Costner, 4200 Broadway Rd., Bartlett, TN. He told the Board that this location is not an ideal spot for any kind of development. He said the community would be up in arms to place a children's hospital or grocery store there, and they don't hate children or food. He said the traffic report goes three years out and doubles from twenty-five cars to fifty-two cars. The proposed parking lot is for fifty-two cars. He believes the report is deceptive because it doesn't consider the next three years and that churches grow. He believes the parking lot will not hold the cars in three years. He said a fifty-two-car parking lot will not accommodate for a 15,000 square foot facility. He said that growth over ten to twenty years should be considered. He stated that a mosque should be able to exist, but this was not the right spot.

Charlie Goforth, 4238 Broadway Road, Bartlett, TN. He stated he lived a third of a mile from this proposed location and frequently traffic backs up past his driveway where he cannot get out at 2 p.m. in the afternoon and in the mornings. He said the existing zoning is Residential Estate which permits one acre for every lot, with a maximum of eight houses. He does not support any Special Use Permit that would increase the traffic over what eight homes there would be.

Carrie Bristow, 4117 Broadway Road, Bartlett, TN. She lives directly across the street from the property location. She said she could speak to the experience more than any person that has spoken. She said that anyone who had spoken in favor does not live anywhere near the vicinity of this property and has no idea of the traffic nightmare. She said she cannot get out of her driveway most days and has been in two wrecks and spun into her own driveway with her daughter in the back seat in a car seat. She said it is not safe and not a wise location and doesn't understand why they will not find a different location. She said it had nothing to do with religion or faith, they were welcomed into Bartlett, but this was not an ideal location. She said that several times a year looking at the property from her front window, it is lakefront property. She also spoke about wildlife displacement. She also expressed concerns about losing a portion of her front yard with the widening of Broadway Road.

Alan Campbell, 7230 Periwinkle Cove, Bartlett, TN. Mr. Campbell stated he and his wife chose this area thirty-three years ago to raise their family. They researched the surrounding parcels of land and how they were zoned. This property was zoned residential and didn't foresee anything

else being built at this intersection. He doesn't believe this sale should have gone through. He feels that the buyer, seller, and closing attorney should all hold some responsibility for this. He said at least two of the three had to know what the zoning was at the time and now they are trying to change or adjust the zoning. He felt the sale was snuck through. He said with access roads and the store at the five-way intersection, it is more like a six or seven-way intersection. The property is tightly bordered by the railroad, Broadway Road, and tree-lined on a high residential property. The property is very low and floods. There is already a wastewater lift station on the property. He said an engineer could come up with a plan to help, but it didn't mean it was the right thing to do. He mentioned the traffic study that stated it would not make an impact; however, it was already rated an F. He felt the traffic study may be skewed just considering the intersection, because there is 25 percent of unwanted traffic that cuts through his residential area which is across the street from this property. Traffic cuts through by way of Louella and Fonta. Anything built on the property would bring more unwanted and impatient vehicle traffic that is not wide enough for two-way traffic. The small streets of Louella, Fonta, and Periwinkle Cove are filled with families taking walks, riding bikes, pushing strollers, and walking pets. He said they are often run off the road. He stated that his opposition was about the location, not the church. He said no matter the denomination, he would be against it at this location – the same if it were a store or business. He hopes they can find a great location.

Steve Howard, 7272 Louella, Bartlett, TN. Mr. Howard said they knew it was zoned residential when they bought the property. He said the property was a lake two or three times a year and it was a lake right now. He said drivers use Louella and Fonta like a racetrack already. He said that anyone who thinks Broadway and the five-way intersection are not overloaded, doesn't need a driver's license.

Randy Baldock, 7218 Centralia, Bartlett, TN. He asked the Board to listen to the Planning Commission's recommendation to say no to this resolution. He said the backroads needed to be considered with the traffic study, not just the intersection. He said anything other than houses for that property is not proper for that area.

Penny Medlock, City Clerk, read two opposition letters from:

Roger Cotton, 4341 Bishops Valley Lane. Bartlett, TN

Marla and Marjorie Simmons, 7274 Centralia Road, Bartlett, TN

Adjourned at 6:32

2. Reset the public hearing for March 11, 2025 for Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the "RS-10" Single Family Residential Zoning District.

Sam Harris, Senior Planner, advised the Board that the applicant advised the Planning Commission that their purchase option was placed on hold. This application was suspended, and no public notices were sent. The process is now proceeding so the public hearing needs to be reset.

No one spoke in favor or opposition.

Adjourned at 6:34 p.m.

3. Ordinance 24-14, an ordinance to amend the City of Bartlett Zoning Ordinance, Article VI, Section 9 Supplementary District Regulations, Parking, Storage, or Use of Major Recreational Equipment; Article VI, Section 10 Parking and the Storage of Certain Vehicles in Residential Zoning Districts by adding Definitions; and Article VI, Section 12 Minimum Off Street Parking Requirements.

No one spoke in favor.

In Opposition:

Nick Bussey, 3463 Flintlock Dr., Bartlett, TN. Mr. Bussey commented to the Board that he cannot park his trailer in the backyard. He said because of the slope of his yard; he would need to build a retaining wall and the cost of concrete to pave a parking pad was too expensive. He estimated it would cost him \$8,000.00. As a business owner who uses his trailer for his business, this would create a financial hardship. He asked if current trailer owners could be grandfathered in with a permit fee or if gravel could be an option.

Josh McDowell, 6311 Star Valley, Bartlett, TN. Mr. McDowell also has a small, mobile, dog grooming business which he just started. The only place he could park his trailer is the side yard. He said Code Enforcement previously told him he could put down gravel. He said the side yard parking is his only option.

Adjourned at 6:39 p.m.

4. Ordinance 24-15, an ordinance of the City of Bartlett, Tennessee, adopting by reference State Traffic Offenses and Rules of the Road.

No one spoke for or against.

Adjourned at 6:40 p.m.

UNFINISHED BUSINESS

- I **Resolution 01-25, a resolution approving a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, within the "R-E" Residential Estate Zoning District. (Kim Taylor, Director of Planning and Economic Development)**

Sam Harris, Senior Planner, informed the Board that properties within all residential zoning districts five acres or greater may apply for a Special Use Permit as designated within the use chart. This property exceeds five acres at 8.244 acres and the property owner has applied for a SUP as church use. The applicant was heard at the October 2023 Planning Commission meeting in which a public hearing was held, and the Commission required a traffic study to satisfy Article VI, Section 20, Subsection 3, a, h, and i, of Standards of General Applicability for a Special Use Permit. He stated the traffic study was conducted during school day with all traffic attributes in play and added trip generation from the conceptual site plan with 52 parking spaces. The traffic study revealed no additional harmful effects to the Five-Way intersection with the addition of 52 parking spaces at this location. The application was returned to the Planning Commission at the December 2024 meeting. The Planning Commission approved a non-favorable recommendation to the Board of Mayor and Aldermen. Mr. Harris explained to the Board the requirements outlined in Resolution 01-25 presented with conditions of approval that meet the nine Standards of General Applicability for Special Use Permits. Those conditions are listed within Resolution 01-25 and include

Engineering Conditions, Conceptual Site Plan and Planning Commission standards that shall be met in reference to Article VI, Section 20 and subsequent subsections of the City of Bartlett's Zoning Ordinance.

Mayor Parsons asked Developer David Bray to come forward and answer questions.

Mayor Parsons explained that current zoning permitted property more than five acres to apply for a Special Use Permit for a church.

Mayor Parsons asked Mr. Bray to shed light on one of the citizens' questions regarding a 15,000 square foot building which would permit 1,000 people, but only 52 parking spaces. He also asked Mr. Bray to explain how the initial parking plan was for 152 spaces but reduced to 52 spaces. He also asked him to address why the site was ideal.

Mr. Bray said the reduction in parking spaces from the original site plan was a misunderstanding on his part. He said they put more parking spaces on the spot than they wanted or needed.

He indicated that the parking to square feet ratio would be if it were all set as assembly space. He stated there would be meeting rooms, a kitchen, and the main assembly area. Mr. Bray deferred to Dr. Lipinski regarding traffic study questions.

Dr. Martin Lipinski, 774 Snowden Circle, Memphis, TN conducted the traffic study. He wanted to emphasize that this would be a controversial project, and he scoped the project with the City Engineering Office. He stated he didn't want to collect data when school was in session or to collect data where there might be any other areas of adverse impact. The city requires an extensive amount of data. He said traffic generated by a mosque is very different from other types of land use. He visited mosques in the Memphis area to determine peak hours and traffic patterns. He consulted with the client to also estimate how many trips would be made to and from the mosque. In June 2024, Mr. Lipinski met with the City Engineer and presented his report on trip generation. He assumed peak hours for a mosque to not be coincidental with peak traffic. He said the peak hours for a mosque would be Friday afternoons between 1 p.m. and 2 p.m. with the maximum number of vehicles at 52. They studied existing traffic in 2024 and 2025 and growth at 2% for 2028 with and without the facility. The intersections of Louella and Broadway and Shadowlawn and Broadway are at service level A. His data showed cut through traffic on Louella only when the train was there.

Alderman King asked if any data was collected on Fonta. Mr. Lipinski said no. Alderman King said that Fonta is used as a cut through when there was no train, but there were school buses. He also said when coming down Fonta in his vehicle, and a garbage truck approached, he had to get in the grass and the garbage truck had to stop for him to pass. He confirmed no data was collected on Fonta. Mr. Lipinski said he collected only where the city required.

Vice Mayor Young asked Mr. Lipinski to confirm that the mosque's peak hours would be Fridays from 1 p.m. to 2 p.m. Mr. Lipinski stated it was. Mr. Young questioned the data because that's when all the school buses leave the 9th Academy for the elementary schools.

Alderman Quinn stated he appreciated the data collection; however, in the real world, when you have a child at the Academy, the goal is to not go through Five-way but cut through Louella or similar. He said there are 700 kids in the Academy and Bartlett City Schools keep all their buses there. He said again he appreciated the data collection, but didn't see the real-world applications.

Alderman Reaves asked if data after 2 p.m. on Fridays was collected. Mr. Lipinski stated that there were not that many buses. Alderman Reaves asked if Five-way was rated an F level service. Mr. Lipinski stated that Five-way was terrible, and he would never design it. Mr. Reaves also asked if the development of Walker Phase II was considered. He asked if the 2 percent growth rate considered northern developments. He said City staff help determine the growth rate. Alderman Reaves asked Mr. Lipinski if he only focused on data and traffic movements or if he makes recommendations on projects. He said he makes recommendations to remediate problems. He gave the example of his recommendation of a traffic signal at Union Depot. Alderman Reaves also asked about meeting times. Mr. Lipinski said the times and dates of worship change with calendar similar to the Christian Easter. He said Ramadan, the major feast, could be in December or in April. Alderman Reaves asked if Mr. Lipinski had to create a model for mosques based upon data and research. He said he used limited information as a basis. It wasn't a robust data set as a restaurant. He said there were only a few data points and the fewer data points, the less certain.

Mayor Parsons stated he comes through the intersection at least twice daily. He said before Shadowlawn and Rockyford were built, he used to be able to walk to his mailbox without thinking about it. Now he has to pause and look both ways.

Badrul Hossain, 1078 Woodland Glen Dr. Cordova, TN came forward to discuss the selection of that particular location. He stated he lived in Bartlett for over 20 years, but due to personal tragedy, moved out of Bartlett. He said the Muslim Society was looking for a spot that was large enough to build a mosque. He said they were not civil engineers or planners, but chose it based on proximity because most were within five to ten minutes of the location. Mayor Parsons asked if they operated a mosque now in Bartlett and Mr. Hossain said they rented a suite in a shopping center that is not ideal. He said they cannot have separation between women and men as their prayer requires, and the meeting space was a stop gap measure. He said that currently between five to ten people attend in the mornings and evenings. He said they are highly recommended to pray in the morning and evenings, but a very low percentage of men do that, but they hope to grow past the ten to fifteen cars they have now. He said the traffic study assumed there would be a large congregation to pray on Fridays between 1 p.m. and 2 p.m., but he said he didn't think that a large group would gather during that time soon or if they would because Memphis had eight other mosques. He said the larger gatherings to hear the Imam would probably be at the larger mosque in Memphis. He indicated they desired a local place for their children to be attached to their faith and religion and to feel at home. He said in their community if members are moving to the Memphis area, they promote Bartlett as a safe, beautiful and green place to live. He mentioned that he wouldn't lie to sway the outcome of the permit, but didn't believe the mosque traffic would make the intersection worse. He said he knows how bad the intersection is. He said that the city mandate of expanding the road and other items may actually improve the area. He stated that when he moved here in 1988, he hardly knew any Muslims and that the population has grown to 20,000 in the Memphis area. He said they are good neighbors. He said in the University of Memphis area; they have house converted into a mosque. He said Friday prayers have grown so much with students and people in the area, that St. Luke's Church allow them to use their parking lot. He said they go out of their way to be good neighbors. He said the mosque he attends, Memphis Islamic Center, is near Heartsong Church and they alternate years hosting Thanksgiving dinners. He asked the Bartlett leadership to look at the positive side and see the value. He said the members were law-abided, hard-working citizens hoping to have a facility in which they do not have to drive twenty minutes in order to worship.

Mayor Parsons stated that he was thankful they had a sense of belonging in Bartlett. He said there was a place for them in Bartlett. He wanted to confirm that for those members who live in Bartlett, they currently have a place to go and pray. Mr. Hossain stated they had a temporary place in a suite in a shopping center.

Stella Yarborough, Legal Director of American Civil Liberties Union of Tennessee, representing the Bartlett Muslim Society. She submitted the letter to the city dated February 6, 2025, for record. She emphasized that state and federal law are extremely protective of the free exercise of religion and especially applies to zoning decisions like this one. She said she appreciated community members expressing their opinions and being heard. She said she had heard a lot of concerns about the traffic study and whether the traffic would worsen in an admittedly complicated intersection. She said what she thinks the traffic study shows is that the traffic would not get worse because of the presence of the mosque. She said that under federal law the city would have a high burden to meet in denying a zoning ordinance if it substantially burdens practice of religion. She said the city has to have a compelling government interest in denying the zoning application and would have to consider the least restrictive means of achieving that interest. She said in this case; courts often require cities to consider half measures or other measures that can be done to mitigate traffic or to mitigate those concerns before they deny the permit altogether. She said that as Mr. Hossain stated regarding this location, their faith requires prayer five times a day and encourages its members to pray together and that was an important aspect. For community members who live close, two to three minutes away, they picked this parcel because it is convenient. They can attend in the morning, gather, and fulfill their religious obligations, go back to work, and not be stuck in another 20-minute drive. She said she was available for any legal questions.

Mayor Parsons asked for Ms. Yarboroughs name and address and who she was with. She restated her name, said she was not a Bartlett resident, but did not give her address, and stated she was the Legal Director of the ACLU of Tennessee.

Mayor Parsons said he hoped all the citizens' questions had been answered. He said that the city had done their best to give opportunity for both sides to state their positions. He thanked all for comments on both sides.

Mayor Parsons entertained a motion and second to begin Board discussion.

Alderman Reaves stated attended Shadowlawn Middle School, rode the bus, and there was no traffic. He said living here his entire life, he has seen how much it has changed. He said the citizens who live there see a lot of traffic and it's bad. His question for Mr. Hossain was about knowing how bad the traffic was at the site, and why they picked that location. Why not a better, more accessible place? He said he was on their board, but not the decision maker. He said there was another sitting president at the time, but they liked the large, lush land and it was affordable. The criteria were proximity and affordability. Mr. Reaves asked that with all the things required to build, did that not change the affordability? Mr. Hossain said there were a lot of requirements, but they needed to meet with the community and see if they could live up to the promise, or otherwise, they would be wasting money. He said the community was hard working and God had given them wealth. If they receive approval, they will be excited to participate and can manage it. He said the decision will lie with their board but believes they will make the sacrifice to get it done. He believes they can improve the land situation even though they know it has a drainage problem. Alderman Reaves stated that he loved the fact that they were here and were glad they had a space in Bartlett where they meet, but knew they would outgrow it. Mr. Hossain said the biggest problem with the current place was no place for ladies. Alderman Reaves said he believed diversity makes the city stronger. He said the hard time he was having was reconciling citizens who have homes and streets that are constantly filled with traffic and adding any more commercial type of stuff to that area is tough. He said it placed them in a tough position. Mr. Hossain said he definitely understood. Alderman Reaves said that the city wanted to be good partners but also wanted the community to wrap their arms around the Muslim community wherever they are. He said he didn't know how well that would work because a lot of people are concerned about the traffic. He said that property and location were tough and there was reason why it hadn't been developed and was cheap. He said because probably because no one wanted or could develop it. He said he wanted them to have a place, but that spot was problematic. The amount of traffic there has put a burden on the property owners.

Alderman King asked Mr. Hossain if that during the process since 2023, if they had considered selling this property and looked for other property in Bartlett more suitable without all the restrictions. He said if it were a different location, they probably wouldn't be having this conversation. Mr. Hossain said no, they were relying on the traffic study of Dr. Lipinski and had known him since 1988 since he was the advisor to one of his friends. So, they wanted Dr. Lipinski to conduct an honest analysis with the traffic study, and if it passes, they will continue to pursue. He said the traffic study was quite expensive and that if they study showed that it would make traffic worse for the neighbors, they would have started looking at other places. He said since the findings of the study; they feel that they can continue with a small mosque. He said that they cannot expand past 5,000 square feet at will, they have to have the city's permission. He said that if it makes the neighbors feel better, they will stay at 5,000 square feet, not expand, and it will be just a prayer hall. He said that was his opinion and hadn't discussed it with everyone, but that is what he said the last time he was before the Planning Commission. He said he knew how bad the traffic was there, but if the facility doesn't add any additional burden on the traffic pattern, he felt the case should be considered with all the compassion he believes the Board has and be worked out in a positive way. He said the Board was wiser than him and they also had a responsibility to all the neighbors and residents of Bartlett. He trusted that the Board would be fair in the judgment and go from there.

Mayor Parsons confirmed that he said they would keep the mosque at 5,000 square feet. Mr. Hossain said that if it eases the situation, they were willing to do that. He said if the community grows, hopefully it will, then they could look for property somewhere else. He said if it grows, they could think about a community ten miles away. He said sometimes communities grow and sometimes they shrink because children grow and move away.

Alderman Quinn asked Mr. Hossain about their current space and how many square feet it was.

Mr. Ullah spoke as the Secretary of the Bartlett Muslim Society. He said the space was 1,500 square feet with one small office room, bathroom, and corner space. He said they were using approximately 1,000 square feet. Alderman Quinn said he spoke to the group during Ramadan a couple of years ago but had been in their space and spoke to the men, approximately 50. He said the women and children were in another space. Mr. Ullah said there was an additional space of 1,500 square feet rented for gatherings. He said the praying space was 1,500 square feet and the gathering space was 1,500 square feet, for a total of 3,000 square feet. He stated that Ramadan is always crowded. He said the way the space was created; it was difficult for prayers and not honorable for the women so most go home after they break fast. They have been in that space since 2019. Mr. Ullah said most families live within two- or three-square miles of the proposed location. Alderman Quinn stated that the land had been cleared and vacant since the 1800s. Alderman Quinn asked about the reduction in the parking plan from 152 parking spaces initially proposed in 2023 to 52 currently. Mr. Hossain said that it was a miscommunication. Alderman Quinn questioned the site plan presented to the Planning Commission as a miscommunication. Mr. Ullah said they thought there would be a lot of empty space for a 5,000 square foot facility on eight acres, rather than mud and grass, they thought they would put parking and look nice. Alderman Quinn said he attended the Planning Commission meeting in 2023, and it was stated there were sometimes weddings and special events where that amount of parking would be needed. He didn't understand how a plan drafted by the Developer David Bray and presented to the Planning Commission could be a misunderstanding. Mr. Hossain stated they may have overcompensated because they knew there would be no street parking. He said he didn't want members to even attempt to park on the street. Alderman Quinn questioned it being an error, when they stated they didn't want members parking on the street. Mr. Hossain said that it was for 52 spaces. Alderman Quinn advised in the future to look the cost of parking spaces in plans. Alderman Quinn also said they obtained the property at \$170,000.00 and asked what they anticipated the total cost to build would be including requirements of widening Broadway, boring under CSX's railroad, moving the wastewater lift station. He asked what estimates they had been given. Mr. Hossain said they had not obtained any accurate estimates. They had no estimates or idea of the cost. Mr. Hossain said they believed if the Board approves that the community will back the project. Alderman Quinn questioned the cost of the project.

Alderman Young commented that he personally doesn't have a problem with a mosque in Bartlett and wanted to make that clear. However, he said if he were going to build any kind of place of worship, it would not be on an eight-acre lot for a 5,000 square foot building in a flood plain, requiring boring under CSX railroad for both water and sewage, requiring widening the road, and adding to the traffic nightmare. He said it was originally submitted as a 15,000 square foot building with 150 parking spaces and reduced to 5,000 square feet with 52 parking and possible expansion. He said it was a bad location, and he was not in favor.

Alderman Williams' concern stems from whomever advised them to purchase this land. She said she was very happy to have a mosque in Bartlett. She stated that she was Christian but had a lot of good friends who were Muslim. She doesn't feel like they were advised correctly. She reiterated that it was a bad spot for a church, grocery store, etc. She wished someone had advised them to consider another location. She wanted to express to the Muslim Community that the Board did not feel negatively as some of the citizens voiced at the Planning Commission's 2023 meeting. She said it was a bad spot and hated to see them spend all that money to make it work in that location. She stated that they had done what was asked and it would be challenging.

Alderman King commented that having a background in construction, that if he had been hired for this project, looking at what he thinks it may cost, he would've advised to pay more for another property in Bartlett that was better suited. He said he wanted the Muslim community here, but as a builder, it would be his obligation to advise paying more for a better location.

Alderman Reaves called for a Roll Call Vote.

RESULT: DENIED [1 TO 5]
MOVER: Monique L. Williams, Alderman
SECONDER: David Reaves, Alderman
AYES: Monique L. Williams
NAYS: Brad King, Robert Griffin, David Reaves, Jack Young, Kevin Quinn

- 2 **Third Reading of Ordinance 24-14, an ordinance to amend the City of Bartlett Zoning Ordinance, Article VI, Section 9 Supplementary District Regulations, Parking, Storage, or Use of Major Recreational Equipment; Article VI, Section 10 Parking and the Storage of Certain Vehicles in Residential Zoning Districts by adding Definitions; and Article VI, Section 12 Minimum Off Street Parking Requirements. (Trey Arthur, Director of Code Enforcement)**

Alderman Quinn asked about exceptions for houses on large lots. Senior Planner Sam Harris explained that zoning regulations need to be the same across the board for zoning classifications.

Alderman Reaves asked City Attorney Ed McKenney if we treat zoning areas differently if litigation could come into play. Mr. McKenney said that it could.

RESULT: APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER: David Reaves, Alderman
SECONDER: Brad King, Alderman
AYES: Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

- 3 **Third Reading of Ordinance 24-15, an ordinance of the City of Bartlett, Tennessee, adopting by reference State Traffic Offenses and Rules of the Road. (J.J. Leatherwood, Court Clerk)**

RESULT: APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER: Jack Young, Vice Mayor
SECONDER: David Reaves, Alderman
AYES: Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Jack Young, Vice Mayor
SECONDER: Kevin Quinn, Alderman
AYES: Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

- 1 **Bid for Utility Billing Print Services. (Dick Phebus, Director of Finance)**
 Recommend accepting the lowest and best bid from Pinnacle Data Systems, a Doxim Company at an estimated cost of \$31,917.00 per year for printing. Postage costs per United States Postal Service rates. Funds are available in Account 510.51100.179.
- 2 **Renewal of Postage Machine Lease. (Dick Phebus, Director of Finance)**

3 Treasurer's Report for December 2024. (Dick Phebus, Director of Finance)**NEW BUSINESS**

- I Reset the public hearing for March 11, 2025 for Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the "RS-10" Single Family Residential Zoning District. (Kim Taylor, Director of Planning and Economic Development)**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

- 2 Resolution 06-25, a resolution to amend the Fiscal Year 2025 Bartlett City General Purpose School Fund. (Dick Phebus, Director of Finance)**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kevin Quinn, Alderman
SECONDER:	David Reaves, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

OPEN DISCUSSION

Alderman Griffin congratulated the volunteers and city employees on a successful Valentines 5k and wished Alderman King a happy birthday.

Nick Bussey, 3463 Flintlock Dr., had questions regarding paving on the side yard.

Mayor Parsons directed him to Code Compliance Coordinator, Tonya Annear.

Marva Jackson Malone, 6819 Old Brownsville addressed the Board with questions from neighbor, Doris Willis, regarding stop signs.

Mayor Parsons directed her to the Engineering Office.

ADJOURNMENT

Meeting adjourned at 8:29 PM

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Minutes Acceptance: Minutes of Feb 11, 2025 6:00 PM (MINUTES ACCEPTANCE)

February 6, 2025

VIA EMAIL

Bartlett Municipal Planning Commission
c/o Mayor David Parsons
c/o Vice Mayor/Alderman Jack Young
c/o Planning & Economic Development Director Kim Taylor
dparsons@cityofbartlett.org
jyoung@cityofbartlett.org
ktaylor@cityofbartlett.org

Bartlett City Clerk's Office
c/o City Clerk Penny Medlock
pmedlock@cityofbartlett.org

Dear Board of Mayor and Aldermen:

We write again regarding the Bartlett Muslim Society's application for a special-use permit to construct a mosque at 0 Broadway Road (Parcel B0149 00261). Our initial letter and public-records request, dated December 1, 2023, provided an overview of federal and state laws that govern religious land-use zoning requests. As a reminder, both the Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA),¹ and Tenn. Code Ann. §4-1-107, impose demanding standards of review for government actions that substantially burden religious practice. Given that the Society's traffic study concludes that the proposed mosque **will not impose any significant changes in traffic**, the City must grant the Society's permit application. Denial would constitute an impermissible and unlawful burden on the Society's religious exercise.

Background: The Bartlett Muslim Society's Special-Use Permit Application

The Society's application first came before the Bartlett Planning Commission at its regularly scheduled meeting on October 2, 2023. Public comment at this meeting was animated and divisive. While several members of the public commented on the proposed building's potential impact on neighborhood traffic, one community member stated in opposition to the permit that "Muslims do not believe in God." Another community member (who also opposed the permit) invited members of the Society to attend his Christian church instead of practicing their Muslim faith. The Planning Commission postponed its decision on the application and directed the Society to conduct an in-depth traffic study.

¹ 42 U.S.C. § 2000cc *et seq.*



Tennessee

PO Box 120160
Nashville TN 37212
(615) 320-7142
aclu-tn.org

Minutes Acceptance: Minutes of Feb 11, 2025 6:00 PM (MINUTES ACCEPTANCE)

At *significant* cost, the Society retained Dr. Martin E. Lipinski, Ph.D., to conduct the traffic impact study. Dr. Lipinski is an emeritus professor of civil engineering at the University of Memphis, where he previously served as the Chairman of the Civil Engineering Department and the Director of the Intermodal Freight Transportation Institute. He has over 35 years of experience in transportation engineering and has contributed research to several national transportation resources.

Over the course of a year, Dr. Lipinski worked in conjunction with the City's Engineering Department to conduct a traffic study within the City's specific parameters. In September 2024, he produced a report that includes over 120 pages of observations, data, and conclusions regarding the impact of the proposed mosque over a three-year timespan.² Dr. Lipinski went to extraordinary lengths to collect the relevant data, even recording traffic patterns at existing mosques in the greater Memphis area so as to better understand how traffic flows specifically at mosques.³ He collected additional data from March 18 through 22 by observing traffic flow and volume at the intersection of Broadway, Memphis-Arlington, and Centralia Roads, as well as the other intersections between Broadway and nearby streets.⁴ Using two metrics—average delay and queue length—he determined the “level of service” at the six-leg intersection during two peak traffic periods (afternoon and evening) and projected any change to the level of service posed by the proposed mosque for both 2025 and 2028.⁵

Dr. Lipinski concluded that, in both 2025 and 2028, there would be “no significant changes in levels of service” at either the six-leg intersection or any of the smaller, nearby intersections if the mosque were to be built.⁶ Even at peak traffic periods, the average delay time and queue lengths are projected to be *virtually unchanged* by the presence of the mosque.⁷

On December 2, 2024, the Planning Commission again reviewed the special use permit application, which now included Dr. Lipinski's traffic study. Based on the study, Planning & Economic Development Director Kim Taylor provided a “favorable recommendation to Board of Mayor and Alderman with conditions.”⁸ During discussion with Director Taylor, Vice Mayor Jack Young said, “I am absolutely opposed to any kind of facility . . . You can do all the studies you want, but I drive through there a lot. It doesn't matter to me about a study, I actually live through it.”⁹ Project engineer David Bray and Bartlett Muslim Society representative, Badrul Hossain, then answered several questions posed by commission members regarding the proposed use of the mosque. Mr. Hossain explained that the Society seeks to build this space to accommodate space

² A copy of the traffic study was previously submitted to the Planning Commission. Please contact counsel below if additional copies are needed.

³ Martin E. Lipinski, *Traffic Impact Study*, 4-5 (Sept. 2024).

⁴ *Id.* at 4.

⁵ *Id.* at 5.

⁶ *Id.* at 28, 47.

⁷ *Compare id.* at 19 tbl.10, with *id.* at 39 tbl.23.

⁸ These conditions were “engineering” conditions regarding upgrades to the sewer and drainage systems, among other things. See City of Bartlett, *Planning Comm'n Staff Comments*, 2-3 (Dec. 2, 2024).

⁹ City of Bartlett, [Planning Comm'n Regular Meeting](#), (Dec. 2, 2024), at 13:30-14:10.

for both men and women—but mostly young, professional men—to pray during morning and evening prayer times. Mr. Hossain also explained that mosques require separate areas for men and women to pray, which adds to their overall footprint. No questions were asked of Dr. Lipinski regarding his traffic study. The Planning Commission then unanimously voted to provide an “unfavorable recommendation” of the application to the Board of Mayor and Alderman—rejecting the Planning & Economic Development staff’s recommendation.

On February 11, 2024, the Board of Mayor and Aldermen will consider the Bartlett Muslim Society’s application. We urge you to grant the application.

Legal protections for houses of worship in zoning proceedings

As we previously outlined in our December 2023 letter, for decades, cities and towns across the country improperly denied zoning permits and other approvals for houses of worship and congregations seeking to use their property for religious purposes.¹⁰ These denials were often rooted in discrimination against a particular faith or religious practice, even as local officials cited ostensibly “neutral” reasons—such as traffic, parking, or noise concerns—for their decisions.¹¹ To put an end to these harmful zoning procedures, Congress passed the Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA). Under RLUIPA, if denying a zoning permit would substantially burden an applicant’s religious exercise, the City must demonstrate that the burden is “in furtherance of a compelling governmental interest” and “is the least restrictive means of furthering that compelling governmental interest.”¹²

This legal standard, known as “strict scrutiny,” is “rigorous” and “exceptionally demanding.”¹³ Specifically, “it requires the government to show that it lacks other means of achieving its desired goal without imposing a substantial burden on the exercise of religion.”¹⁴ Generalized and speculative concerns relating to traffic, parking, noise, safety, or other factors will *not* overcome the applicant’s religious-freedom rights.¹⁵

¹⁰ See U.S. Dep’t of Justice, [*Report on the Twentieth Anniversary of the Religious Land Use & Institutionalized Persons Act*](#), 3-5 (Sept. 22, 2020).

¹¹ See *id.* at 4.

¹² 42 U.S.C. § 2000cc(a)(1)(A)–(B).

¹³ See *Holt v. Hobbs*, 574 U.S. 352, 364 (2015) (internal quotation marks omitted).

¹⁴ *Id.* at 364-65 (internal quotation marks omitted).

¹⁵ See, e.g., *Burwell v. Hobby Lobby Stores, Inc.*, 573 U.S. 682, 726 (2014) (noting that, under strict scrutiny, the governmental interest cannot be “couched in very broad terms” but must be “focused” on the particular claimant whose religious exercise is substantially burdened) (internal quotation marks omitted); *Columbus Park Congregation of Jehovah’s Witnesses, Inc. v. Bd. of Appeals of City of Chicago*, 25 Ill. 2d 65, 72 (1962) (“[T]o deny plaintiffs the right of worship at this location, upon the speculative fears of traffic congestion, bears no reasonable relation to the general health, safety and welfare.”); *Westchester Day Sch. v. Vill. of Mamaroneck*, 417 F. Supp. 2d 477, 562-63 (S.D.N.Y. 2006), *aff’d*, 504 F.3d 338 (2d Cir. 2007) (“Factors bearing on the public health, safety and welfare, such as traffic, that may suffice to deny a permit for commercial use generally will not suffice to deny an educational or religious use.”); *Fortress Bible Church v. Feiner*, 734 F. Supp. 2d 409, 505 (S.D.N.Y. 2010), *aff’d*, 694 F.3d 208 (2d Cir. 2012).

The City cannot meet this stringent legal standard here. Dr. Lipinski's traffic study is clear: Any traffic issues near the building site will not be caused by or exacerbated by the mosque. Given the breadth and thoroughness of the traffic study, and the favorable recommendation by the City's own Planning & Economic Development Director, any purported concern about the mosque's impact on traffic is not supported by the evidence and would be nothing more than unlawful pretext if used to justify denial of the requested permit.¹⁶ Indeed, *even if* the City could show some minor traffic issues, they would not rise to the level of a *compelling* governmental interest, and RLUIPA would require that the City adopt other, less restrictive measures—rather than outright denial of the permit—to mitigate traffic in the area.

Should the City infringe the Society's RLUIPA rights, it risks two possible enforcement mechanisms. First, the U.S. Department of Justice (DOJ) has authority to investigate and sue local governments in response to RLUIPA violations.¹⁷ Second, RLUIPA authorizes applicants to file a civil lawsuit.¹⁸ If forced to do so, many plaintiffs also assert violations of other constitutional and statutory provisions, including the Free Exercise Clause of the First Amendment to the U.S. Constitution and state law.¹⁹ Here, Tennessee's Preservation of Religious Freedom Act—like

(ruling that traffic, parking, and other concerns cited by town as basis for rejecting zoning requests “were contrived for the sole purpose of rationalizing the Town’s denial”); *cf.*, *e.g.*, *Beaulieu v. City of Alabaster*, 454 F.3d 1219, 1234 (11th Cir. 2006) (holding, under strict-scrutiny analysis, that city’s “interests in aesthetics and traffic safety [were] substantial but they [were] not compelling” and could not justify restriction on political signs in residential areas).

¹⁶ Denying the permit on this pretextual ground would suggest official religious bias against the Bartlett Muslim Society and would, therefore, also violate RLUIPA's separate prohibition on “discriminat[ing] against any assembly or institution on the basis of religion or religious denomination.” 42 U.S.C. § 2000cc(b)(2). Furthermore, to the extent that the City has approved comparable permits for other, nonreligious applicants, a denial here would violate RLUIPA's separate mandate that “[n]o government shall impose or implement a land use regulation in a manner that treats a religious assembly or institution on less than equal terms with a nonreligious assembly or institution.” *See id.* § 2000cc(b)(1).

¹⁷ *Id.* § 2000cc–2(f). The DOJ's “Place to Worship Initiative” highlights the agency's role in carrying out RLUIPA's protections through investigations of local governmental entities and enforcement lawsuits. U.S. Dep't of Justice, [Place to Worship Initiative](#) (Nov. 1, 2023).

¹⁸ 42 U.S.C. § 2000cc–2(a).

¹⁹ In 2021, asserting claims under RLUIPA and the Free Exercise Clause, the ACLU and the ACLU of Mississippi sued the City of Horn Lake over its discriminatory refusal to approve a construction plan for a proposed mosque. *See Abraham House of God & Cemetery, Inc. v. City of Horn Lake*, No. 3:21-cv-00231-MPM-RP, 2021 WL 5135834 (N.D. Miss. Nov. 3, 2021). Via consent decree, the city was ordered to pay the plaintiffs \$25,000 in damages as well as the plaintiffs' attorneys' fees. No. 3:21-cv-00231-MPM-RP, Consent Decree, ECF No. 24, ¶¶ 5-6. The U.S. Court of Appeals for the Sixth Circuit, which covers Tennessee, also held recently that a religious organization was entitled to emergency judicial relief against a township, ruling that the township had likely violated RLUIPA by prohibiting religious gatherings at the organization's property and demanding that the organization remove a “prayer trail” from the property. *See generally Cath. Healthcare Int'l, Inc. v. Genoa Charter Twp.*, 82 F.4th 442 (6th Cir. 2023), *reh'g & reh'g en banc denied*, No. 22-2139, 2023 WL 7384343 (6th Cir. Oct. 20, 2023).

RLUIPA—similarly prohibits the government from imposing a substantial burden on religious exercise unless the burden is justified under strict scrutiny.²⁰

As explained in our previous letter, the legal protections for houses of worship and religious exercise in this context are robust. “Churches and synagogues cannot function without physical space adequate to their needs and consistent with their theological requirements. The right to build, buy, or rent such a space is an indispensable adjunct of the core First Amendment right to assemble for religious purposes.”²¹ We urge you to take RLUIPA and other applicable laws seriously in considering the Bartlett Muslim Society’s request for a special-use permit. By approving the permit, the City will affirm its commitment to religious liberty for people of all faiths and comply with state and federal law.

Sincerely,



Stella Yarbrough
syarbrough@aclu-tn.org
Legal Director
ACLU of Tennessee

Heather L. Weaver
Senior Counsel
ACLU Program on Freedom of
Religion and Belief

²⁰ T. C. A. § 4-1-407.

²¹ *Mintz v. Roman Catholic Bishop of Springfield*, 424 F. Supp. 2d 309, 312 (D. Mass. 2006) (quoting 146 Cong. Rec. S. 7774-5 (July 27, 2000)).

Penny Medlock

Against

From: David Parsons
Sent: Thursday, January 30, 2025 10:07 AM
To: roger@rogercotton.com
Cc: Penny Medlock
Subject: RE: [External]Special Use Permit - Broadway

Thank you Roger for reaching out with your concern . WE will make this concern is considered by board . Thank you

David Parsons | Mayor
City of Bartlett
6400 Stage Road ▪ Bartlett, TN 38134
office (901) 385-6444 ▪
website
map

Roger Cotton
4341 Bishops Valley Lane

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

From: roger@rogercotton.com <roger@rogercotton.com>
Sent: Thursday, January 30, 2025 9:26 AM
To: David Parsons <dparsons@cityofbartlett.org>
Cc: Brad King <bking@cityofbartlett.org>; Robert Griffin <rgriffin@cityofbartlett.org>; David Reaves <dreaves@cityofbartlett.org>; Megan Williams <mwilliams@cityofbartlett.org>; Jack Young <jyoung@cityofbartlett.org>; Kevin Quinn <kquinn@cityofbartlett.org>
Subject: [External]Special Use Permit - Broadway

WARNING

This email originated from outside of The City of Bartlett. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

Dear elected officials,

February 11, there will be a public hearing regarding a special use permit for a church to be built on Broadway at the 5-way intersection.

I will be unable to attend the hearing, but wanted to take a moment to express my concerns, as a citizen of Bartlett.

I am apposed to the location. I am not apposed to a church, of any religion, being built, but the proposed 8 acre location is not suitable

for this. The group is asking to build a 5,000 SF building, expandable to 15,000 SF. We automatically assume it will be a 15,000 SF build, *triple* the original ask.

The lot will need to be engineered for that building and required infrastructure. The lot is likely too small to adequately accommodate a

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15,000 SF facility with parking and amenities. But, the biggest problem is the physical location on Broadway at the 5-way intersection. Those of us who drive through that intersection several times daily can attest to the traffic load and driver confusion. I haven't seen the traffic study that was done, but from personal experience I can tell you Broadway and the surrounding roadways are not suited for this additional traffic.

I am against the building at the proposed location. What can we do to help them find a more suitable parcel?

Sincerely,

Roger Cotton
www.RogerCotton.com

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Penny Medlock

From: Marla Simmons <mrs0625@gmail.com>
Sent: Friday, February 7, 2025 2:52 PM
To: Penny Medlock
Cc: Marla Simmons
Subject: [External]Notice of Public Hearing February 11, 2025

WARNING

This email originated from outside of The City of Bartlett. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

Dear Ms. Medlock,

This is in regards to the following Resolution 01-25:

"A resolution for a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0129 00261, just north of the Ellendale Five-Way Intersection, within the "R-E" Residential Estate Zoning District."

Please advise the Board of Mayor and Aldermen that we are against this resolution and request that this matter be denied.

Please let us know if further information is required.

Marla Simmons
Marjorie Simmons
7274 Centralia Road
P.O. Box 263
Ellendale, TN 38029-0263

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**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 02/25/25 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Laura Jenkins
Department Head: Trey Arthur

Special event permit for Bartlett Police Charitable 5K and Obstacle Course.



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

3599 Appling Rd Address 38133 Zip Code

05/03/25 - Setup Day 05/02/25 Dates of the Event 8 Am - 3 pm Hours of the Event

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

City of Bartlett
 Property Owner

Bartlett Police Charitable Foundation Special Event Permit Applicant P.O. Box 495 Ellendale, TN 37029 Address of Applicant

901-734-6203 Phone Number _____ Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

\$60.00 Special Event Fee
\$4.00 Permit Issuing Fee
\$ 2% Credit Card Fee
\$ Total Permit Fee

Chris Armstrong Responsible Person _____ Date

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

APPROVAL

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

Special Event Checklist

Event: 6th Annual Pickleback 5K & Obstacle Course
 Location: 3955 Appling Rd, First Responders Monument
 Dates: 05/03/25 - Set up Day 05/02/25
 Type of special event: (Check one.)

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

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

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

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1			MA	Location. Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2	X			For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	Attached
3			MA	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		X		Land-use compatibility. The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		X		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		X		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7			MA	Compliance with other regulations. All structures shall meet all applicable provisions of the Building Code.	
8			MA	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	X			<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	memo Attached
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10			MP	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			MP	<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			MP	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		X		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	AT Michael
14		Y		<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.	AT Michael

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

	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		Y		<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.	Attached
21		Y		<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.	Attached

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		<i>MA</i>	Limitations on signs.	
23	<i>X</i>		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			NA	Location and number of proposed temporary public toilets.	
37			NA	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 Police Charitable Foundation
P.O. Box 495
Ellendale, Tennessee 38029
carmstrong@bartlettspolice.org
Chris Armstrong/901-734-6203

To: The City of Bartlett Board of Mayor and Board of Alderman

The Bartlett Police Charitable Foundation (BPCF) is requesting a permit to host the 6th Annual Police Week 5K Run/Walk and Obstacle Course **on May 3, 2025**, at the Bartlett First Responders Monument. All proceeds go to Concerns of Police Survivors (C.O.P.S.) as they work to support survivors who have lost a loved one to a line of duty death. In addition, hosting this 5K event will bring the community and its officers closer together while raising awareness of fallen officers.

Who we are and what we do: The BPCF is comprised of Bartlett Police Department officers, dispatchers, jailers, and community volunteers. All members of the BPCF are volunteers. The BPCF is a 501 (c) (3) charity and hosts several events each year aiming to connect local law enforcement and Bartlett citizens in order to assist those in need.

The Concern of Police Survivors (C.O.P.S.) was organized in 1984 with 110 individual members. Today, C.O.P.S. membership is over 48,000 survivors. Survivors include spouses, children, parents, siblings, significant others, and co-workers of officers who have died in the line of duty, according to Federal government criteria. In addition, C.O.P.S. has over 50 Chapters nationwide that work with survivors at the grassroots level.

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

Respectfully,

Bartlett Police Charitable Foundation Board Members

Chris Armstrong, President
Brittini Vick, Vice President
Kristina Headley, Secretary
Grant Young, Treasure

Respect. Honor. Remember.

David Parsons
MAYOR



City of Bartlett
Police Department

Jeff Cox
CHIEF OF POLICE



To Whom it May Concern:

The Police Department is aware of the Police Week 5K event scheduled for May 3, 2025. We will have our traffic unit handle all traffic related needs on that day up to and including the closure of Southern Way between Appling Road and Appling Lake Drive. Please let me know if you need anything else from me.

Respectfully,

A handwritten signature in blue ink that reads "Laurie Thompson".

Laurie Thompson
Chief Inspector

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)



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

December 20, 2024

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

The Bartlett Police Charitable Foundation has requested the use of Appling Lake First Responder's area at 3599 Appling Rd. for their 6th Annual Police Week 5K. This event will be held Saturday, May 3, 2025 and will set up May 2, 2025.

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

Sincerely,

A handwritten signature in black ink, appearing to read "P. Wright", is written over a faint, larger signature.

Paul Wright
Parks and Recreation Department Director
City of Bartlett

cc: Lt. Chris Armstrong
carmstrong@bartlettspolice.org

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)





CLAY AND LAND INSURANCE, INC.
866 Ridgeway Loop Road, Suite 200
Memphis, TN 38120

adavis@clayandland.com

MSE025J1189

Quote is valid until 5/3/2025

To: BARTLETT POLICE CHARITABLE FOUNDATION

Please bind effective: _____
Insured email address: _____
Insured phone number: _____

Confirm optional coverages:

- ☒ Do not include any optional coverages.
☐ Include the following optional coverages
(Taxes & Fees may apply to optional premium if purchased)
☐ Option 1 - (add: \$50) - Rain Date Coverage
☐ Option 2 - (add: \$100) - Banner Coverage
☐ Option 3 - Terrorism Coverage

From: Addison Davis

adavis@clayandland.com

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

GENERAL LIABILITY/LIQUOR LIABILITY SPECIAL EVENT POLICY INFORMATION

Carrier: Mount Vernon Fire Insurance Company
Status: Admitted
A.M. Best Rating: A++ (Superior) - XIV

GENERAL LIABILITY OCCURRENCE/ AGGREGATE	LIQUOR LIABILITY COMMON CAUSE/ AGGREGATE	GENERAL LIABILITY PREMIUM	LIQUOR LIABILITY PREMIUM
☒ \$1,000,000/\$2,000,000	\$1,000,000/\$2,000,000	\$325	\$50
☐ \$1,000,000/\$3,000,000	\$1,000,000/\$3,000,000	\$329	\$51
☐ \$2,000,000/\$2,000,000	\$2,000,000/\$2,000,000	\$374	\$58
☐ \$3,000,000/\$3,000,000	\$3,000,000/\$3,000,000	\$404	\$62
☐ \$4,000,000/\$4,000,000	\$3,000,000/\$3,000,000	\$728	\$62
☐ \$5,000,000/\$5,000,000	\$3,000,000/\$3,000,000	\$1,053	\$62

ADDITIONAL QUOTE INFORMATION

Policy Minimum Premium: \$195
Personal & Advertising Injury: Same as the Occurrence Limit
Products Aggregate: See L-535
Damages to Premises Rented: \$100,000
Medical Payments: \$1,000

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

MSE025J1189

Additional Limit Combinations may be available. Please contact your underwriter.

Refer to Covered Events section for event dates covered

Policy Period is 5/2/2025 to 5/6/2025

Pricing is contingent upon both GL & Liquor coverage being chosen

This account is subject to the following - Sections A, B and C:

Underwriter receipt, review and acceptance of the fully completed application. We may modify the terms and/or premiums quoted or rescind this quote if: 1) the information provided in the completed application is different from the original submission, 2) a web search, if completed at our discretion, reveals unsatisfactory results or indications of ineligible factors, or 3) there is a significant change in the risk from the date it was quoted.

A. Prior To Bind Requirements:

- If you have not already provided the mailing address, location address and additional insured information, we will need this information in order to bind coverage.

B. Items Required Within 21 days of the inception of coverage:

- No 21 Day Subject to Notes

C. Underwriting Notes:

- Liquor Liability Limits up to \$3M/\$3M may be available upon request.
- General Liability limits up to \$5M/\$5M may be available upon request.
- Binding order must be received prior to the start of the event or no coverage will be provided.

II. COVERED EVENTS

Event #1 - 3599 Appling Rd, Bartlett, TN 38133

Entity Type: (applicant is the host of the event)

Event Coverages: General Liability, Liquor Liability

Event	Exposure	Start Date	End Date
Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie 400 Attendees Runs (applicant is the host of the event) (Liability)		5/3/2025	5/3/2025
Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie 175 Consumers Runs (applicant is the host of the event) (Liquor)		5/3/2025	5/3/2025
Set-up and/or Take-down Coverage		5/2/2025	5/2/2025
		5/4/2025	5/5/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liability)	1 Per Additional Insured		Included
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

MSE025J1189

III. REQUIRED FORMS & ENDORSEMENTS

Common Endorsements

IL0017	(11/98) Common Policy Conditions	L-816	(11/18) Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	L-820	(12/18) Special Events Blanket Additional Insured Endorsement
IL0250	(09/08) Tennessee Changes - Cancellation And Nonrenewal	LLQ-101	(08/06) Expanded Definition Of Employee
Jacket	(07/19) Policy Jacket	LLQ-102	(02/15) Event Vendor, Exhibitor And Contractor Exclusion
L-224	(10/10) Punitive Or Exemplary Damages Exclusion	LLQ-368	(08/10) Separation Of Insureds Clarification Endorsement
L-610	(11/04) Expanded Definition Of Bodily Injury	SPE 312	(03/15) Who Is An Insured
L-656	(02/06) Extension Of Coverage - Committee Members		

General Liability Endorsements

CG 21 06	(12/23) Exclusion - Access or Disclosure of Confidential or Personal Material or Information	L-428	(04/15) Absolute Firearms Exclusion
CG0001	(12/07) Commercial General Liability Coverage Form	L-535	(03/15) Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-536	(09/09) Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
CG2109	(06/15) Exclusion – Unmanned Aircraft	L-563	(07/03) Set-Up and/or Take-Down Coverage for Special Events
CG2136	(03/05) Exclusion - New Entities	L-599	(10/07) Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
CG2139	(10/93) Contractual Liability Limitation	L-606	(02/11) Exclusion For Injury To Performers, Entertainers And Participants
CG2144	(07/98) Limitation Of Coverage To Designated Premises Or Project	L-607	(02/11) Exclusion For Climbing, Rebounding And Interactive Games And Devices
CG2147	(12/07) Employment-Related Practices Exclusion	L-609	(02/11) Animal Exclusion
CG2173	(01/15) Exclusion Of Certified Acts Of Terrorism	L-686	(10/12) Absolute Exclusion for Liquor and Other Related Liability
CG4032	(05/23) Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)	L-835	(10/22) Exclusion - Specific Activities, Operations or Features
L 427	(01/20) Exclusion for Fireworks and Other Pyrotechnic Devices	Notice-Unmanned Aircraft–GL	(05/16) Advisory Notice To Policyholders
L-387	(03/06) Exclusion - Mechanical Rides	SPE 300	(05/09) Special Events Property Damage Amendment
L-423	(02/11) Exclusion For Structure Collapse	TRIADN	(12/20) Disclosure Notice of Terrorism Insurance Coverage

Liquor Liability Endorsements

CG0033	(12/07) Liquor Liability Coverage Form	LQ-352	(09/08) Event Vendor - Other Insurance
CG2406	(04/13) Liquor Liability - Bring Your Own Alcohol Establishments	LQ-354	(10/09) Limitation of Coverage to Insured Premises
L-616	(11/09) Host/Special Event Coverage Form Change Endorsement	LQ-428	(10/16) Absolute Firearms Exclusion
L-657	(01/11) Absolute Pollution Exclusion - Liability		

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

MSE025J1189

IV. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

	Coverage	Additional Premium
Option 1	Rain Date Coverage	\$50

Important Information

- If this coverage is purchased, add L-562 Rain Date Coverage for Special Events
- This pricing is per event.

	Coverage	Additional Premium
Option 2	Banner Coverage	\$100

Important Information

- If this coverage is purchased, add L-788 Banner Coverage For Scheduled Special Events
- This pricing is per event.

	Coverage	Additional Premium
Option 3	Terrorism Coverage	See notes for rate information

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act, is available for an additional premium of \$100 or 5.00% of the total applicable premium, whichever is greater. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism. If not desired attach TRIADN Disclosure Notice of Terrorism Insurance Coverage or add form NTE Notice of Terrorism Exclusion.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

CLAY AND LAND INSURANCE, INC.
866 Ridgeway Loop Road, Suite 200, Memphis, TN 38120
Phone: (901)767-3600

Mount Vernon Fire Insurance Company

Special Events Application

MSE025J1189

You or your agent provided the information used to complete the questions below. Please answer all remaining questions in the space provided. By signing this application you are warranting that all information on this application is true and correct.

I. General Information

Applicant's Name: BARTLETT POLICE CHARITABLE FOUNDATION

Form Of Business: ☐ Individual ☐ Corporation ☐ Partnership ☐ LLC ☒ Other: Non Profit Corporation

Mailing Address: 3730 Appling Rd

City: Bartlett

State: TN

Zip: 38133

Phone Number: _____

Fax Number: _____

Web Address: _____

E-mail Address: _____

Coverage Desired:

☒ General Liability

☒ Liquor Liability

Please advise all entities requesting to be added as Additional Insured on this policy:

☐ Not Applicable

Complete Name	Address	Interest

Brief Narrative of Event(s)

Annual 5k and Obstacle Course, and MRAP pull

For this event, is the applicant acting in the capacity of a hired caterer or bartender?

☐ Yes

☒ No

Is the applicant an individual or business that regularly sells, serves or furnishes alcohol?

☐ Yes

☒ No

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

II. Location Address of the Event(s) and Corresponding Classification(s)

Location #1

Address City State Zip
 3599 Appling Rd Bartlett TN 38133
 Years At Current Location: _____

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie Runs (applicant is the host of the event)	5/3/2025	5/3/2025	400	175

Is the applicant the sole vendor/server of alcohol at the event? ☐ Yes ☒ No
 Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant? ☒ Yes ☐ No
 Will BYOB or self-service of alcohol be permitted? ☐ Yes ☒ No
 Will the event end by 3 AM? ☒ Yes ☐ No
 Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol? ☒ Yes ☐ No
 Will the event feature overnight camping, or dormitory stays on the event's premises? ☐ Yes ☒ No
 Will spectators be permitted in the water (swimming, boating, fishing, etc.)? ☐ Yes ☒ No
 Will the event feature fireworks? ☐ Yes ☒ No
 Will attendees be allowed on mechanical rides or devices at the event? ☐ Yes ☒ No
 Will the applicant be named as additional insured on the third party ride vendor's general liability policy? ☐ Yes ☐ No
 Are all rides owned and operated by a third party vendor who carries GL limits of at least \$1M/\$2M? ☐ Yes ☐ No
 Are bulldozers, backhoes, excavators or any other types of industrial machinery used for set-up or take-down (small forklifts and light machinery are acceptable)? ☐ Yes ☒ No
 Enter the number of days needed for set-up (excluding the event dates) 1
 Enter the set-up start date (mm/dd/yyyy) 05/02/2025
 Enter the set-up end date (mm/dd/yyyy) 05/02/2025
 Enter the number of days needed for take-down (excluding the event dates) 2
 Enter the take-down start date (mm/dd/yyyy) 05/04/2025
 Enter the take-down end date (mm/dd/yyyy) 05/05/2025

III. Limit of Insurance

Please select a limit:

General Liability Occurrence/Aggregate

☐ \$1,000,000/\$2,000,000

Liquor Liability Common Cause/Aggregate

☐ \$1,000,000/\$2,000,000

Additional Quote Information

Personal & Advertising Injury Will match the Occurrence Limit

Products Aggregate See L-535

Damages to Premises Rented \$100,000.00

Medical Payments \$1,000.00

General Liability Limits must be equal to or greater than Liquor Liability Limits.

Classification
Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie Runs (applicant is the host of the event) - Liquor Liability
If event has more than 5,000 consumers per day, alcohol will be served by a professional bartender or servers that have taken a formal alcohol awareness course ☒ True ☐ False

If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted

☒ True ☐ False

Classification

Additional Insured - Blanket - Special Events - Liquor Liability

Fraud Statement: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may subject such person to criminal and/or civil penalties and other sanctions.

Applicant's Warranty Statement: I warrant that the information provided in this Application, and any amendments or modifications to this Application are true and correct. I acknowledge that the information provided in this Application is material to acceptance of the risk and the issuance of the requested policy by Company. I agree that any claim, incident, occurrence, event or material change in the Applicant's operation taking place between the date this application was signed and the effective date of the insurance policy applied for which would render inaccurate, untrue or incomplete, any information provided in this Application, will immediately be reported in writing to the Company and the Company may withdraw or modify any outstanding quotations and/or void any authorization or agreement to bind the insurance. Company may, but is not required, to make investigation of the information provided in this Application. A decision by the Company not to make or to limit such investigation does not constitute a waiver or estoppel of Company's rights.

I acknowledge that this Application is deemed incorporated by reference in any policy issued by Company in reliance thereon whether or not the Application is attached to the policy.

I acknowledge and agree that a breach of this WARRANTY STATEMENT is grounds for Company to declare void any policy or policies issued in reliance thereon and/or deny any claim(s) for coverage thereunder.

Applicants Signature*: Christopher Armstrong Title: officer Date: 01/15/2025 06:43PM
 (Must be Owner, Officer or Partner) (Required) (Required)
 Brokers Signature: Addie Davis Date: 1/15/2025
 (Required)
 If your state requires that we have the name and address of your (insured's) authorized Agent or Broker.
 Name of Authorized Agent or Broker: Addie Davis
 Address: 866 RIDGEWAY LOOP RD
MEMPHIS TN 38120

SUBMITTING THIS APPLICATION DOES NOT BIND THE APPLICANT TO PURCHASE INSURANCE.
 ACCEPTANCE OF THIS APPLICATION DOES NOT BIND THE COMPANY TO ISSUE INSURANCE.

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act ("the Act"), as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that any coverage for losses caused by certified acts of terrorism is partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States reimburses 80% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the Act.

Coverage for "insured losses", as defined in the Act, is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than acts of terrorism.

You should know that the Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement, as well as insurers' liability, for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion in any one calendar year, your coverage may be reduced.

You should also know that, under federal law, you are not required to purchase coverage for losses caused by certified acts of terrorism.

REJECTION OR SELECTION OF TERRORISM INSURANCE COVERAGE

Note: In the states of California, Georgia, Hawaii, Illinois, Iowa, Maine, North Carolina, Oregon, Washington, West Virginia and Wisconsin, our terrorism exclusion makes an exception for fire losses resulting from an Act of Terrorism. In these states, if you decline to purchase Terrorism Coverage, you still have coverage for fire losses resulting from an Act of Terrorism.

Please "X" one of the boxes below and return this notice to the Company.

X	I decline to purchase Terrorism Coverage. I understand that I will have no coverage for losses arising from acts of Terrorism.
	I elect to purchase coverage for certified acts of Terrorism for a premium of \$ _____.

Christopher Armstrong

Applicant Name (Print)

Christopher Armstrong

Authorized Signature

Named Insured

01/15/2025 06:43PM UTC

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2025

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Clay and Land Insurance, Inc. 866 Ridgeway Loop Rd Suite 200 Memphis TN 38120		CONTACT NAME: Tara Miles PHONE (A/C, No, Ext): (901) 767-3600 FAX (A/C, No): E-MAIL ADDRESS: tmiles@clayandland.com	
INSURED BARTLETT POLICE CHARITABLE FOUNDATION PO BOX ELLENDALE TN 38029		INSURER(S) AFFORDING COVERAGE INSURER A: Mount Vernon Fire Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2412277900

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:			SE 2027975	05/02/2025	05/06/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				☐ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	LIQUOR LIABILITY			SE 2027975	05/02/2025	05/06/2025	GENERAL AGGREGATE 2,000,000 PER OCCURRENCE 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT ADDRESS:

3599 APPLING RD, BARTLETT TN 38133

CITY OF BARTLETT IS LISTED AS AN ADDITIONAL INSURED.

CERTIFICATE HOLDER

CANCELLATION

CITY OF BARTLETT 6400 STAGE RD BARTLETT, TN 38134	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Addie Davis/ADDIE
---	--

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ACORD 25 (2014/01)

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INS025 (201401)

NEW

Renewal of Number

Mount Vernon Fire Insurance Company**1190 Devon Park Drive, Wayne, Pennsylvania 19087**

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS**No. SE 2027975**

NAMED INSURED AND ADDRESS:

BARTLETT POLICE CHARITABLE FOUNDATION**3730 APPLING RD****BARTLETT, TN 38133**

POLICY PERIOD: (MO. DAY YR.) From: 05/02/2025 To: 05/06/2025

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Special Event

**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 COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Liability Coverage Part	\$325.00
Liquor Liability Coverage Part	\$50.00
Policy Fee	\$0.00
Broker Fee	\$0.00
Inspection Fee	\$0.00
Surplus Lines Filing Fee	\$0.00
TOTAL:	\$375.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **CLAY AND LAND INSURANCE, INC. (3659)**
866 Ridgeway Loop Road, Suite 200
Memphis, TN 38120

Issued: **01/15/2025 5:18 PM**

By:



Authorized Representative

EXTENSION OF DECLARATIONS

Policy No. SE 2027975

Effective Date: 05/02/2025

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to multiple coverage parts

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG2173	01/15	Exclusion Of Certified Acts Of Terrorism
IL0017	11/98	Common Policy Conditions
IL0021	09/08	Nuclear Energy Liability Exclusion Endorsement
IL0250	09/08	Tennessee Changes - Cancellation And Nonrenewal
Jacket	07/19	Policy Jacket
L-224	10/10	Punitive Or Exemplary Damages Exclusion
L-606	02/11	Exclusion For Injury To Performers, Entertainers And Participants
L-607	02/11	Exclusion For Climbing, Rebounding And Interactive Games And Devices
L-609	02/11	Animal Exclusion
L-610	11/04	Expanded Definition Of Bodily Injury
L-616	11/09	Host/Special Event Coverage Form Change Endorsement
L-656	02/06	Extension Of Coverage - Committee Members
L-816	11/18	Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
L-820	12/18	Special Events Blanket Additional Insured Endorsement
LLQ 102	02/15	Event Vendor, Exhibitor And Contractor Exclusion
LLQ101	08/06	Expanded Definition Of Employee
LLQ368	08/10	Separation Of Insureds Clarification Endorsement
SPE 312	03/15	Who Is An Insured
TRIADN	12/20	Disclosure Notice of Terrorism Insurance Coverage

The following forms apply to the Commercial Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG 21 06	12/23	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL MATERIAL OR INFORMATION
CG0001	12/07	Commercial General Liability Coverage Form
CG0068	05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion
CG2109	06/15	Exclusion - Unmanned Aircraft
CG2136	03/05	Exclusion - New Entities
CG2139	10/93	Contractual Liability Limitation
CG2144	07/98	Limitation Of Coverage To Designated Premises Or Project
CG2147	12/07	Employment-Related Practices Exclusion
CG4032	05/23	Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
L 427	01/20	Exclusion for Fireworks and Other Pyrotechnic Devices
L 535	03/15	Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
L-387	03/06	Exclusion - Mechanical Rides

EXTENSION OF DECLARATIONS

Policy No. SE 2027975

Effective Date: 05/02/2025

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

L-423	02/11	Exclusion For Structure Collapse
L-428	04/15	Absolute Firearms Exclusion
L-536	09/09	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
L-563	07/03	Set-Up And/Or Take-Down Coverage For Special Events
L-599	10/07	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
L-686	10/12	Absolute Exclusion for Liquor and Other Related Liability
L-816	11/18	Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
L-820	12/18	Special Events Blanket Additional Insured Endorsement
L-835	10/22	Exclusion - Specific Activities, Operations or Features
LLQ 102	02/15	Event Vendor, Exhibitor And Contractor Exclusion
Notice-Unmanned Aircraft-GL	05/16	Advisory Notice To Policyholders
SPE 300	05/09	Special Events Property Damage Amendment
SPE 312	03/15	Who Is An Insured

The following forms apply to the Liquor Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG0033	12/07	Liquor Liability Coverage Form
CG2406	04/13	Liquor Liability - Bring Your Own Alcohol Establishments
L-657	01/11	Absolute Pollution Exclusion - Liability
L-816	11/18	Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
L-820	12/18	Special Events Blanket Additional Insured Endorsement
LLQ 102	02/15	Event Vendor, Exhibitor And Contractor Exclusion
LQ-352	09/08	Event Vendor - Other Insurance
LQ-354	10/09	Limitation Of Coverage To Insured Premises
LQ-428	10/16	Absolute Firearms Exclusion
SPE 312	03/15	Who Is An Insured

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. SE 2027975
Effective Date: 05/02/2025
12:01 STANDARD TIME
LIMITS OF INSURANCE

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense Limit (Any One Person)	\$1,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	See L-535
General Aggregate Limit	\$2,000,000

LIABILITY DEDUCTIBLE
\$0
LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	3599 Appling Rd, Bartlett, TN 38133	001

PREMIUM COMPUTATION

<i>Evt #</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Pr/Co</i>	<i>All Other</i>	<i>Advance Premium</i>	
						<i>Pr/Co</i>	<i>All Other</i>
1	Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie Runs (applicant is the host of the event)	00413	400 Attendees	N/A	250.000	N/A	\$250
1	Set-up and/or Take-down Coverage	00442	Per Event	N/A	75.000	N/A	\$75
1	Additional Insured - Blanket - Special Events	49950	1 Per Additional Insured	N/A	0.000	N/A	\$0

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART:
\$169
TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART:
\$325

 (This Premium may be subject to adjustment.) **MP - minimum premium**

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95) and Form SOE (03/10)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

LIQUOR LIABILITY COVERAGE PART DECLARATIONS

Policy No. SE 2027975

Effective Date: 05/02/2025
12:01 STANDARD TIME

LIMITS OF INSURANCE

Liquor Each Common Cause Limit	\$1,000,000
Liquor Aggregate Limit	\$2,000,000

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	3599 Appling Rd, Bartlett, TN 38133	001

PREMIUM COMPUTATION

Evt #	Classification	Code No.	Premium Basis	Pr/Co	All Other	Advance Premium	
						Pr/Co	All Other
1	Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie Runs (applicant is the host of the event)	00403	175 Consumers	N/A	50.000	N/A	\$50
1	Additional Insured - Blanket - Special Events	49950	1 Per Additional Insured	N/A	0.000	N/A	\$0

MINIMUM PREMIUM FOR LIQUOR LIABILITY COVERAGE PART:

\$26

TOTAL PREMIUM FOR LIQUOR LIABILITY COVERAGE PART:

\$50

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95) and Form SOE (03/10)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

EXTENSION OF DECLARATIONS

Regardless of the dates shown on the Declarations, this insurance applies only for the location(s), event(s) and date(s) specified in this Extension of Declarations.

Policy No. SE 2027975

SCHEDULE OF EVENTS

<i>Event</i>	<i>Start Date</i>	<i>End Date</i>
Sporting Event / Tournament - Mud Runs, Obstacle Runs, Trail Runs and Zombie Runs (applicant is the host of the event)	05/03/2025	05/03/2025

Location(s):

3599 Appling Rd, Bartlett, TN 38133

<i>Event</i>	<i>Start Date</i>	<i>End Date</i>
Set-up and/or Take-down Coverage	05/02/2025	05/02/2025

Location(s):

3599 Appling Rd, Bartlett, TN 38133

<i>Event</i>	<i>Start Date</i>	<i>End Date</i>
Set-up and/or Take-down Coverage	05/04/2025	05/05/2025

Location(s):

3599 Appling Rd, Bartlett, TN 38133

Subject to the terms and conditions of this policy, coverage is provided for a maximum of twenty-four (24) hours after the scheduled end date of an event shown above.

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/16/2025

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Chick-fil-A Operator Insurance Program Administered by Lockton Affinity, LLC P.O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PHONE (A/C, No. Ext):</td> <td style="width: 40%;">888-403-3845</td> <td style="width: 30%;">FAX (A/C, No.):</td> <td></td> </tr> <tr> <td colspan="4">E-MAIL ADDRESS: cfa@locktonaffinity.com</td> </tr> </table>	PHONE (A/C, No. Ext):	888-403-3845	FAX (A/C, No.):		E-MAIL ADDRESS: cfa@locktonaffinity.com			
PHONE (A/C, No. Ext):	888-403-3845	FAX (A/C, No.):							
E-MAIL ADDRESS: cfa@locktonaffinity.com									
INSURER(S) AFFORDING COVERAGE									
INSURER A: Arch Insurance Company									
INSURER B: Arch Specialty Insurance Company									
INSURER C: Arch Insurance Company									
INSURER D:									
INSURER E:									
INSURER F:									

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS										
A	☒ COMMERCIAL GENERAL LIABILITY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">CLAIMS-MADE</td> <td style="width: 10%;">☒</td> <td style="width: 60%;">OCCUR</td> </tr> </table>	CLAIMS-MADE	☒	OCCUR			31GPP1012106	01/01/2025	01/01/2026	EACH OCCURRENCE	\$ 5,000,000						
	CLAIMS-MADE	☒	OCCUR														
				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 5,000,000												
				MED EXP (Any one person)	Excluded												
			PERSONAL & ADV INJURY	\$ 5,000,000													
	GEN'L AGGREGATE LIMIT APPLIES PER: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">POLICY</td> <td style="width: 10%;">☐</td> <td style="width: 10%;">PRO-JECT</td> <td style="width: 10%;">☒</td> <td style="width: 40%;">LOC</td> </tr> </table> OTHER:	POLICY	☐	PRO-JECT	☒	LOC						GENERAL AGGREGATE	\$ 25,000,000				
POLICY	☐	PRO-JECT	☒	LOC													
							PRODUCTS - COMP/OP AGG	\$ 10,000,000									
A	AUTOMOBILE LIABILITY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">☒ ANY AUTO</td> <td style="width: 10%;"></td> <td style="width: 60%;"></td> </tr> <tr> <td>☐ ALL OWNED AUTOS</td> <td>☐</td> <td>SCHEDULED AUTOS</td> </tr> <tr> <td>☒ HIRED AUTOS</td> <td>☒</td> <td>NON-OWNED AUTOS</td> </tr> </table>	☒ ANY AUTO			☐ ALL OWNED AUTOS	☐	SCHEDULED AUTOS	☒ HIRED AUTOS	☒	NON-OWNED AUTOS			31CAB1044806/31CAB1045106	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
	☒ ANY AUTO																
	☐ ALL OWNED AUTOS	☐	SCHEDULED AUTOS														
	☒ HIRED AUTOS	☒	NON-OWNED AUTOS														
			BODILY INJURY (Per person)	\$													
			BODILY INJURY (Per accident)	\$													
			PROPERTY DAMAGE (Per accident)	\$													
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$									
							AGGREGATE	\$									
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	LCWC10024200	01/01/2025	01/01/2026	☒ PER STATUTE ☐ OTH-ER										
							E.L. EACH ACCIDENT	\$ 2,000,000									
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000									
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000									
B	Employment Practices Liability Insurance			EPL1000084-02	01/01/2025	01/01/2026	Limit of Liability	\$ 1,000,000									

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Covered Location: 04023 - The Shoppes at Bartlett FSU - 2940 Kirby Whitten Rd, Bartlett, TN 38134

RE: Bartlett Police Week 5K & Obstacle Course on May 3, 2025

CERTIFICATE HOLDER Bartlett Police Department 3730 Appling Rd Bartlett, TN 38133	CANCELLATION 2962890 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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City of Bartlett Business Tax Standard License

This certificate must be publicly displayed.

CHICK-FIL-A AT THE SHOPPES AT BARTLETT
2940 KIRBY WHITTEN RD
BARTLETT TN 38134-2824



Date Issued:	28-Feb-2024
Classification:	2
Letter ID:	L1277073728
License Number:	1001006301
Expiration Date:	15-May-2025



TENNESSEE DEPARTMENT OF HEALTH FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

SCORE

98

Establishment Name: **CHICK-FIL-A** Type of Establishment: ☒ Farmer's Market Food Unit ☐ Mobile ☐ Permanent ☐ Temporary ☐ Seasonal

Address: **2940 KIRBY WHITTEN**

City: **Memphis** Date: **11:15 AM** AM / PM Date out: **12:00 PM** AM / PM

Inspection Date: **10/22/2024** Establishment #: **605254328** Employees: **0**

Purpose of inspection: ☒ Routine ☐ Follow-up ☐ Complaint ☐ Preliminary ☐ Consultation/Other

Risk Category: ☐ 1 ☒ 2 ☐ 3 ☐ 4 Follow-up Required: ☐ Yes ☒ No Number of Cuts: **112**

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

When completed, compliance status (IN, OUT, NA, NO) for each item listed below. For items marked OUT, mark YES or NO for each item as applicable. Select action for category or intervention.

Item	IN	OUT	NA	NO	Comments	CCS	R	WT
Supervision								
1	IN	OUT	NA	NO	Person in charge present, demonstrates knowledge, and performs duties.			1
Employee Health								
2	IN	OUT	NA	NO	Management and food employee addresses, reporting.			1
3	IN	OUT	NA	NO	Proper use of restriction and exclusion.			1
Good Hygiene Practices								
4	IN	OUT	NA	NO	Proper eating, drinking, or tobacco use.			1
5	IN	OUT	NA	NO	No discharge from eyes, nose, and mouth.			1
Preventing Contamination by Hands								
6	IN	OUT	NA	NO	Hands clean and properly washed.			1
7	IN	OUT	NA	NO	No bare hand contact with ready-to-eat foods or approved alternate procedures followed.			1
8	IN	OUT	NA	NO	Handwashing sinks properly supplied and accessible.			1
Approved Sources								
9	IN	OUT	NA	NO	Food obtained from approved source.			1
10	IN	OUT	NA	NO	Food received at proper temperature.			1
11	IN	OUT	NA	NO	Food in good condition, safe, and unadulterated.			1
12	IN	OUT	NA	NO	Required records available: shell stock logs, parasite distribution.			1
Protection from Contamination								
13	IN	OUT	NA	NO	Food segregated and protected.			1
14	IN	OUT	NA	NO	Food-contact surfaces, cleaned and sanitized.			1
15	IN	OUT	NA	NO	Proper disposition of unsafe food; adulterated food not re-served.			1

Good Retail Practices are preventive measures to control the introduction of pathogens, chemicals, and physical objects into foods.

GOOD RETAIL PRACTICES

When completed, compliance status (IN, OUT, NA, NO) for each item listed below. For items marked OUT, mark YES or NO for each item as applicable. Select action for category or intervention.

Item	IN	OUT	NA	NO	Comments	CCS	R	WT
Safe Food and Water								
23	IN	OUT	NA	NO	Prepackaged eggs stored where required.			1
24	IN	OUT	NA	NO	Water and ice from approved source.			1
25	IN	OUT	NA	NO	Ice storage obtained for specialized processing methods.			1
Food Temperature Control								
31	IN	OUT	NA	NO	Proper cooking methods used; adequate equipment for temperature control.			1
32	IN	OUT	NA	NO	Plant food properly cooked for hot holding.			1
33	IN	OUT	NA	NO	Approved thawing methods used.			1
34	IN	OUT	NA	NO	Thermometers provided and accurate.			1
Food Identification								
35	IN	OUT	NA	NO	Food properly labeled, original container, required records available.			1
Prevention of Food Contamination								
36	IN	OUT	NA	NO	Insects, rodents, and animals not present.			1
37	IN	OUT	NA	NO	Contamination prevented during food preparation, storage & display.			1
38	IN	OUT	NA	NO	Personal electronics.			1
39	IN	OUT	NA	NO	Wiping cloths, properly used and stored.			1
40	IN	OUT	NA	NO	Washing cloths and mop heads.			1
Proper Use of Utensils								
41	IN	OUT	NA	NO	In-use utensils, properly stored.			1
42	IN	OUT	NA	NO	Utensils, equipment and items, properly stored, used, handled.			1
43	IN	OUT	NA	NO	Single-use/throwaway service articles, properly stored, used.			1
44	IN	OUT	NA	NO	Utensils stored properly.			1
Utensils and Equipment								
45	IN	OUT	NA	NO	Food and non-food contact surfaces, cleanable, properly designed, constructed, and used.			1
46	IN	OUT	NA	NO	Warewashing facilities, installed, maintained, used, test strips.			1
47	IN	OUT	NA	NO	Nonfood-contact surfaces, clean.			1
Physical Facilities								
48	IN	OUT	NA	NO	Hot and cold water available, adequate pressure.			1
49	IN	OUT	NA	NO	Flushing installed, proper backflow devices.			1
50	IN	OUT	NA	NO	Grease and waste water properly disposed.			1
51	IN	OUT	NA	NO	Toilet facilities, properly constructed, supplied, cleaned.			1
52	IN	OUT	NA	NO	Garbage/disposal properly disposed, for items, maintained.			1
53	IN	OUT	NA	NO	Physical facilities, installed, maintained, and clean.			1
54	IN	OUT	NA	NO	Adequate ventilation and lighting, designated areas used.			1
Administrative Items								
55	IN	OUT	NA	NO	Current permit posted.			1
56	IN	OUT	NA	NO	Signs, notices, inspection posted.			1
Compliance Status								
Non-Smokers Protection Act								
57	IN	OUT	NA	NO	Compliance with TN Non-Smoker Protection Act.			1
58	IN	OUT	NA	NO	Tobacco products offered for sale.			1
59	IN	OUT	NA	NO	Tobacco products are sold, TSPS survey completed.			1

Failure to correct any violations of this Food Code within the 30-day time period may result in suspension of your food service establishment permit. Suspending your food service establishment permit may result in suspension of your food service establishment permit. You are required to post the Food Code violations and corrective actions in a conspicuous location and post the food service inspection report in a conspicuous location. You have the right to request a hearing regarding this report by filing a written request with the Commissioner within 30 days of the date of this report. T.D.A. website: 26-2-101, 26-2-102, 26-2-103, 26-2-104, 26-2-105, 26-2-106, 26-2-107, 26-2-108, 26-2-109, 26-2-110, 26-2-111, 26-2-112, 26-2-113, 26-2-114, 26-2-115, 26-2-116, 26-2-117, 26-2-118, 26-2-119, 26-2-120, 26-2-121, 26-2-122, 26-2-123, 26-2-124, 26-2-125, 26-2-126, 26-2-127, 26-2-128, 26-2-129, 26-2-130, 26-2-131, 26-2-132, 26-2-133, 26-2-134, 26-2-135, 26-2-136, 26-2-137, 26-2-138, 26-2-139, 26-2-140, 26-2-141, 26-2-142, 26-2-143, 26-2-144, 26-2-145, 26-2-146, 26-2-147, 26-2-148, 26-2-149, 26-2-150, 26-2-151, 26-2-152, 26-2-153, 26-2-154, 26-2-155, 26-2-156, 26-2-157, 26-2-158, 26-2-159, 26-2-160, 26-2-161, 26-2-162, 26-2-163, 26-2-164, 26-2-165, 26-2-166, 26-2-167, 26-2-168, 26-2-169, 26-2-170, 26-2-171, 26-2-172, 26-2-173, 26-2-174, 26-2-175, 26-2-176, 26-2-177, 26-2-178, 26-2-179, 26-2-180, 26-2-181, 26-2-182, 26-2-183, 26-2-184, 26-2-185, 26-2-186, 26-2-187, 26-2-188, 26-2-189, 26-2-190, 26-2-191, 26-2-192, 26-2-193, 26-2-194, 26-2-195, 26-2-196, 26-2-197, 26-2-198, 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26-2-799, 26-2-800, 26-2-801, 26-2-802, 26-2-803, 26-2-804, 26-2-805, 26-2-806, 26-2-807, 26-2-808, 26-2-809, 26-2-810, 26-2-811, 26-2-812, 26-2-813, 26-2-814, 26-2-815, 26-2-816, 26-2-817, 26-2-818, 26-2-819, 26-2-820, 26-2-821, 26-2-822, 26-2-823, 26-2-824, 26-2-825, 26-2-826, 26-2-827, 26-2-828, 26-2-829, 26-2-830, 26-2-831, 26-2-832, 26-2-833, 26-2-834, 26-2-835, 26-2-836, 26-



HEALTH PERMIT
STATE OF TENNESSEE
DEPARTMENT OF HEALTH
ANDREW JOHNSON TOWER - 4TH FLOOR
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
Food Service Establishment

13968235

This Permit Expires
on 06/30/2025

CAPACITY: 112
COUNTY: Shelby

HE 605254328
ATTN: CHICK-FIL-A
CHICK-FIL-A
2940 KIRBY WHITTEN
Memphis TN 38134

*I am known that above operator has made application and paid the sum prescribed
by law, and is hereby authorized to conduct said business.
As Witness Myself I have affixed my Hand at Nashville, Tennessee*

Ralph Averilio
Ralph Averilio, MD FACP
Commissioner
Department of Health

Don Whitton
Don Whitton
County Director
Environmental Health



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/1/2024

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Trey Clemens 2919 Elmore Park Road Suite 3 Bartlett TN 381348363	CONTACT Trey Clemens PHONE (A/C, No, Ext): 901-755-4172 FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : State Farm Fire and Casualty Company</td> <td>25143</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : State Farm Fire and Casualty Company	25143	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED LIBERTY SIFUENTES 6102 IVAWOOD DR BARTLETT TN 38134-5562															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			92-NM-A191-7	09/28/2024	09/28/2025	EACH OCCURRENCE \$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300000
							MED EXP (Any one person) \$ 5000
							PERSONAL & ADV INJURY \$ 1000000
							GENERAL AGGREGATE \$ 2000000
							PRODUCTS - COMP/OP AGG \$ 2000000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER \$
							E L EACH ACCIDENT \$
							E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

This form was system-generated on 11/1/2024



1 of 5

TENNESSEE DEPARTMENT OF HEALTH
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

5.1.a

SCORE

100

Establishment Name: AUNT MIMI'S CAKE POPS Type of Establishment: ☐ Farmer's Market Food List ☐ Permanent ☒ Mobile

Address: 6102 Ivawood Dr ☐ Temporary ☐ Seasonal

City: Bartlett Time in: 08:30 AM AM / PM Time out: 08:50 AM AM / PM

Inspection Date: 05/31/2024 Establishment #: 605321909 Embargoed: 0

Purpose of Inspection: ☒ Routine ☐ Follow-up ☐ Complaint ☐ Preliminary ☐ Consultation/Other

Risk Category: ☐ 0 ☒ 1 ☐ 2 ☐ 3 ☐ 4 Follow-up Required: ☐ Yes ☒ No Number of Seats: _____

Risk Factors are food preparation practices and employee behaviors most commonly reported to the Centers for Disease Control and Prevention as contributing factors in foodborne illness outbreaks. Public Health interventions are control measures to prevent illness or injury.

FOODSERVICE (LUNDS) RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

(Mark designated compliance status (S, O, NA, NO) for each numbered item. For items marked O, mark COS to show each item is applicable. Detail public health category or intervention.)

Item compliance					COS (not in compliance)					NA (not applicable)					NO (not observed)					COS (corrected on-site during inspection)					R (repeat violation of the same code provision)				
Compliance Status										Compliance Status																			
IN	OUT	NA	NO							IN	OUT	NA	NO																
Supervisors										Cooking and Reheating of Time/Temperature Control For Safety (TCS) Foods																			
1	☒	☐	☐	☐	Person in charge present, demonstrates knowledge, and performs duties.						14	☒	☐	☐	☐	Proper cooking time and temperatures.													
Employee Health										Cooling and Hot Holding, Date Marking, and Time as a Public Health Control																			
2	☒	☐	☐	☐	Management and food employee awareness, reporting.						17	☐	☐	☒	☐	Proper reheating procedures for hot holding.													
3	☒	☐	☐	☐	Proper use of restriction and exclusion.						Consumer Advisory																		
Good Hygiene Practices										Highly Susceptible Populations																			
4	☒	☐	☐	☐	Proper eating, talking, drinking, or tobacco use.						18	☐	☐	☒	☐	Proper cooling time and temperatures.													
5	☒	☐	☐	☐	No discharge from eyes, nose, and mouth.						19	☐	☐	☐	☒	Proper hot holding temperatures.													
Preventing Contamination by Hands										Chemicals																			
6	☒	☐	☐	☐	Hands clean and properly washed.						20	☐	☐	☐	☐	Toxic substances properly identified, stored, used.													
7	☒	☐	☐	☐	No bare hand contact with ready-to-eat foods or approved alternate procedures followed.						21	☐	☐	☒	☐	Proper cold holding temperatures.													
Approved Sources										Compliance with Approved Procedures																			
8	☒	☐	☐	☐	Handwashing times properly supplied and accessible.						22	☐	☐	☒	☐	Proper date marking and disposition.													
9	☒	☐	☐	☐	Food obtained from approved source.						Time as a public health control procedures and records.																		
10	☒	☐	☐	☐	Food received at proper temperature.						IN	OUT	NA	NO															
11	☒	☐	☐	☐	Food in good condition, safe, and unadulterated.						Consumer Advisory																		
12	☐	☐	☒	☐	Required records available: shelf stock logs, parasite destruction.						23	☐	☐	☒	☐	Consumer advisory provided for raw and undercooked food.													
Protection from Contamination										Highly Susceptible Populations																			
13	☒	☐	☐	☐	Food separated and protected.						24	☐	☐	☒	☐	Pasteurized foods used, prohibited foods not offered.													
14	☒	☐	☐	☐	Food-contact surfaces, cleaned and sanitized.						IN	OUT	NA	NO															
15	☒	☐	☐	☐	Proper disposition of unsafe food, returned food not re-served.						Chemicals																		

Good Retail Practices are preventive measures to control the introduction of pathogens, chemicals, and physical objects into foods.

Item compliance					COS (not in compliance)					NA (not applicable)					NO (not observed)					COS (corrected on-site during inspection)					R (repeat violation of the same code provision)				
Compliance Status										Compliance Status																			
IN	OUT	NA	NO							IN	OUT	NA	NO																
Safe Food and Water										Utensils and Equipment																			
26	☐	☐	☐	☐	Pasteurized eggs used where required.						46	☐	☐	☐	☐	Food and nonfood-contact surfaces cleanable, properly designed, constructed, and used.													
27	☐	☐	☐	☐	Water and ice from approved source.						46	☐	☐	☐	☐	Warewashing facilities, installed, maintained, used, hot strips.													
30	☐	☐	☐	☐	Variance obtained for specialized processing methods.						47	☐	☐	☐	☐	Nonfood-contact surfaces clean.													
Food Temperature Control										Physical Facilities																			
31	☐	☐	☐	☐	Proper cooking methods used, adequate equipment for temperature control.						48	☐	☐	☐	☐	Hot and cold water available, adequate pressure.													
32	☐	☐	☐	☐	Pare food properly cooked for hot holding.						49	☐	☐	☐	☐	Plumbing installed, proper backflow devices.													
33	☐	☐	☐	☐	Approved thawing methods used.						50	☐	☐	☐	☐	Sewage and waste water properly disposed.													
34	☐	☐	☐	☐	Thermometers provided and accurate.						51	☐	☐	☐	☐	Toilet facilities properly constructed, supplied, cleaned.													
Food Identification										Garbage/Waste																			
36	☐	☐	☐	☐	Food properly labeled, original container, required records available.						52	☐	☐	☐	☐	Garbage/waste properly disposed, facilities maintained.													
Prevention of Food Contamination										Physical Facilities Installed, Maintained, and Clean																			
38	☐	☐	☐	☐	Insects, rodents, and animals not present.						53	☐	☐	☐	☐	Adequate ventilation and lighting, designated areas used.													
37	☐	☐	☐	☐	Contamination prevented during food preparation, storage & display.						Administrative Items																		
58	☐	☐	☐	☐	Personal cleanliness.						56	☐	☐	☐	☐	Current permit posted.													
59	☐	☐	☐	☐	Wiping cloths, properly used and stored.						57	☐	☐	☐	☐	Valid record inspection posted.													
60	☐	☐	☐	☐	Washing fruits and vegetables.						Compliance Status																		
Proper Use of Utensils										Non-Smoker Protection Act																			
41	☐	☐	☐	☐	Re-use utensils, properly stored.						57	☐	☐	☐	☐	Compliance with TN Non-Smoker Protection Act.													
42	☐	☐	☐	☐	Utensils, equipment and linens, properly stored, dried, handled.						58	☐	☐	☐	☐	Tobacco products offered for sale.													
43	☐	☐	☐	☐	Single-use/single-service articles, properly stored, used.						59	☐	☐	☐	☐	Tobacco products are sold, NSIPA survey completed.													
44	☐	☐	☐	☐	Surfaces used properly.																								

Failure to comply may result in suspension of the food service establishment permit. Items identified as contributing to severe health hazards shall be corrected immediately or violations shall remain. You are required to post the food service establishment permit in a conspicuous location and post the most recent inspection report in a conspicuous location. You have the right to request a hearing regarding this report by filing a written request with the Commissioner within ten (10) days of the date of the report. T.C.A. sections 26-1-102, 26-1-103, 26-1-104, 26-1-105, 26-1-106, 26-1-107, 26-1-108, 26-1-109, 26-1-110, 26-1-111, 26-1-112, 26-1-113, 26-1-114, 26-1-115, 26-1-116, 26-1-117, 26-1-118, 26-1-119, 26-1-120, 26-1-121, 26-1-122, 26-1-123, 26-1-124, 26-1-125, 26-1-126, 26-1-127, 26-1-128, 26-1-129, 26-1-130, 26-1-131, 26-1-132, 26-1-133, 26-1-134, 26-1-135, 26-1-136, 26-1-137, 26-1-138, 26-1-139, 26-1-140, 26-1-141, 26-1-142, 26-1-143, 26-1-144, 26-1-145, 26-1-146, 26-1-147, 26-1-148, 26-1-149, 26-1-150, 26-1-151, 26-1-152, 26-1-153, 26-1-154, 26-1-155, 26-1-156, 26-1-157, 26-1-158, 26-1-159, 26-1-160, 26-1-161, 26-1-162, 26-1-163, 26-1-164, 26-1-165, 26-1-166, 26-1-167, 26-1-168, 26-1-169, 26-1-170, 26-1-171, 26-1-172, 26-1-173, 26-1-174, 26-1-175, 26-1-176, 26-1-177, 26-1-178, 26-1-179, 26-1-180, 26-1-181, 26-1-182, 26-1-183, 26-1-184, 26-1-185, 26-1-186, 26-1-187, 26-1-188, 26-1-189, 26-1-190, 26-1-191, 26-1-192, 26-1-193, 26-1-194, 26-1-195, 26-1-196, 26-1-197, 26-1-198, 26-1-199, 26-1-200, 26-1-201, 26-1-202, 26-1-203, 26-1-204, 26-1-205, 26-1-206, 26-1-207, 26-1-208, 26-1-209, 26-1-210, 26-1-211, 26-1-212, 26-1-213, 26-1-214, 26-1-215, 26-1-216, 26-1-217, 26-1-218, 26-1-219, 26-1-220, 26-1-221, 26-1-222, 26-1-223, 26-1-224, 26-1-225, 26-1-226, 26-1-227, 26-1-228, 26-1-229, 26-1-230, 26-1-231, 26-1-232, 26-1-233, 26-1-234, 26-1-235, 26-1-236, 26-1-237, 26-1-238, 26-1-239, 26-1-240, 26-1-241, 26-1-242, 26-1-243, 26-1-244, 26-1-245, 26-1-246, 26-1-247, 26-1-248, 26-1-249, 26-1-250, 26-1-251, 26-1-252, 26-1-253, 26-1-254, 26-1-255, 26-1-256, 26-1-257, 26-1-258, 26-1-259, 26-1-260, 26-1-261, 26-1-262, 26-1-263, 26-1-264, 26-1-265, 26-1-266, 26-1-267, 26-1-268, 26-1-269, 26-1-270, 26-1-271, 26-1-272, 26-1-273, 26-1-274, 26-1-275, 26-1-276, 26-1-277, 26-1-278, 26-1-279, 26-1-280, 26-1-281, 26-1-282, 26-1-283, 26-1-284, 26-1-285, 26-1-286, 26-1-287, 26-1-288, 26-1-289, 26-1-290, 26-1-291, 26-1-292, 26-1-293, 26-1-294, 26-1-295, 26-1-296, 26-1-297, 26-1-298, 26-1-299, 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26-1-700, 26-1-701, 26-1-702, 26-1-703, 26-1-704, 26-1-705, 26-1-706, 26-1-707, 26-1-708, 26-1-709, 26-1-710, 26-1-711, 26-1-712, 26-1-713, 26-1-714, 26-1-715, 26-1-716, 26-1-717, 26-1-718, 26-1-719, 26-1-720, 26-1-721, 26-1-722, 26-1-723, 26-1-724, 26-1-725, 26-1-726, 26-1-727, 26-1-728, 26-1-729, 26-1-730, 26-1-731, 26-1-732, 26-1-733, 26-1-734, 26-1-735, 26-1-736, 26-1-737, 26-1-738, 26-1-739, 26-1-740, 26-1-741, 26-1-742, 26-1-743, 26-1-744, 26-1-745, 26-1-746, 26-1-747, 26-1-748, 26-1-749, 26-1-750, 26-1-751, 26-1-752, 26-1-753, 26-1-754, 26-1-755, 26-1-756, 26-1-757, 26-1-758, 26-1-759, 26-1-760, 26-1-761, 26-1-762, 26-1-763, 26-1-764, 26-

**TENNESSEE DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH
FOOD INSPECTION DATA**



5.1.a

Establishment Information

Establishment Name: **AUNT MIMI'S CAKE POPS**
Establishment Number #: **605321909**

NSPA Survey - To be completed if #57 is "No"

Age-restricted venue does not affirmatively restrict access to its buildings or facilities at all times to persons who are twenty-one (21) years of age or older.

Age-restricted venue does not require each person attempting to gain entry to submit acceptable form of identification.

"No Smoking" signs or the international "No-Smoking" symbol are not conspicuously posted at every entrance.

Garage type doors in non-enclosed areas are not completely open.

Vents or openings with removable sides or vents in non-enclosed areas are not completely removed or open.

Smoke from non-enclosed areas is infiltrating into areas where smoking is prohibited.

Smoking observed where smoking is prohibited by the Act.

Warewashing Info

Machine Name	Sanitizer Type	PPM	Temperature (Fahrenheit)
3 comp sink	QA		

Equipment Temperature

Description	Temperature (Fahrenheit)
Reach in cooler	39
Reach in freezer	20

Food Temperature

Description	State of Food	Temperature (Fahrenheit)

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

Shelby County Clerk
WANDA HALBERT
150 Washington Avenue
Memphis, Tennessee 38103-1950

GRIND CITY BREWING COMPANY, LLC

**76 WATERWORKS AVE
MEMPHIS, TN 38107**

**SHELBY COUNTY
BUSINESS TAX LICENSE**

RECEIPT NUMBER	241006705
LICENSE NUMBER	180005907
THIS LICENSE EXPIRES	05/15/2025
CLASSIFICATION	2

OWNER(S)

GRIND CITY BREWING COMPANY, LLC

BUSINESS LOCATION ADDRESS

**76 WATERWORKS AVE
MEMPHIS, TN 38107**

**MUST DISPLAY IN A CONSPICUOUS
PLACE**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/16/2025

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insight Risk Management 7200 Goodlett Farms Parkway Cordova TN 38016		CONTACT NAME: Alyssa Craven PHONE (A/C, No, Ext): (901) 278-5375 FAX (A/C, No): E-MAIL: acraven@irmllc.com ADDRESS:	
		INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance	NAIC # 15350
INSURED Grind City Brewing Co, LLC 76 Waterworks Ave Memphis TN 38107-1806		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24-25

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	Y		B003498	12/01/2024	12/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 PLPAK \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			B003498	12/01/2024	12/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 10,000
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$			B003498	12/01/2024	12/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		B004025	12/01/2024	12/01/2025	PER STATUTE ☐ OTH-ER ☐ E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Bartlett is named as additional insured on the General Liability Policy.

CERTIFICATE HOLDER

CANCELLATION

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

Ref #	Description Adj. for Pdct/Completed Operations Min. Prem.	Coverage Code AMPPD	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$215.00
Ref #	Description Employee Benefits	Coverage Code EBLIA	Form No.	Edition Date
Limit 1 100,000	Limit 2 200,000	Limit 3	Deductible Amount 1,000	Deductible Type Per Claim
				Premium \$146.00
Ref #	Description Additional Prem to Equal Inc Limits	Coverage Code AILMP	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$91.00
Ref #	Description Schedule Mod Factor 1	Coverage Code SCH01	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium -\$390.00
Ref #	Description EMPLO	Coverage Code EMPLO	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$59.00
Ref #	Description Expense constant	Coverage Code EXCNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$160.00
Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium

OFADTLCV

Copyright 2001, AMS Services, Inc.

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

Shelby County Clerk
WANDA HALBERT
 150 Washington Avenue
 Memphis, Tennessee 38103-1800

MEMPHIS AND SHELBY COUNTY
STANDARD BUSINESS TAX LICENSE

RECEIPT NUMBER	241000717
LICENSE NUMBER	240000334
THIS LICENSE EXPIRES	5/15/2025

OWNER(S)
BBQ-X LLC

BBQ-X LLC

**4945 COPPER VALLEY DR E
 MEMPHIS, TN 38141**

BUSINESS LOCATION ADDRESS
4945 COPPER VALLEY DR E MEMPHIS, TN 38141

**MUST DISPLAY IN A CONSPICUOUS
 PLACE**

RECEIPT NUMBER	241000717
LICENSE NUMBER	240000334
CLASSIFICATION	2

	CITY	COUNTY
NEW LICENSE FEE	\$15.00	\$15.00
CREDIT CARD FEE		\$.68
TOTAL DUE		\$30.68

TAX PERIOD

FROM
 TO

STARTED
01/25/2024

COMBINED TOTAL \$30.68

THIS LICENSE EXPIRES 5/15/2025

ISSUE DATE 01/25/2024

Wanda Halbert

WANDA HALBERT, COUNTY CLERK

SABRINA SIMMONS

DEPUTY CLERK

IN ORDER TO RENEW OR CANCEL THIS BUSINESS LICENSE YOU MUST ELECTRONICALLY FILE YOUR ANNUAL COUNTY AND/OR CITY BUSINESS TAX RETURNS WITH THE TENNESSEE DEPARTMENT OF REVENUE. YOU MAY LOG ONTO THEIR WEBSITE AT WWW.TN.GOV/REVENUE . PLEASE CONTACT THE DEPARTMENT OF REVENUE FOR ANY FILING ISSUES AT 1 (800) 342-1003.

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)

Shelby County Health Department

Permit LOCAL 21

1826 SYCAMORE VIEW
Memphis, Tennessee 38134

Permit Number: **#3244**

Permit Fee: **\$150.00**



Public Health
Shelby County Health Department

This is to certify that

BBQ X

is granted permission to operate the below facility in accordance with the ordinances of the city of Memphis or other municipality, the County of Shelby, and/or under the rules and regulations of the Shelby County Health Department.

In accepting this permit, the holder agrees to permit inspection of this establishment or premise whenever such inspection may be deemed necessary by the Health Department. In food establishments the holder further agrees to permit samples of food and food products, and such may be deemed necessary, for analysis.

This permit is issued for one year ending June 30, 2025 unless revoked by the Health Department. This permit is not transferable.



BBQ X
4945 COPPER VALLEY DR E
MEMPHIS, TN 38141

Kasia Alexander

Administrator
Shelby County Health

KEEP THIS PERMIT POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS.

VOID

VOID

VOID

ATTN: XAVIER REYES
BBQ X
4945 Copper Valley Dr E
Memphis TN 38141



HEALTH PERMIT
STATE OF TENNESSEE
DEPARTMENT OF HEALTH
ANDREW JOHNSON TOWER - 4TH FLOOR
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
Food Service Establishment

This Permit Expires
on 06/30/2025

HE 605323785
ATTN: BBQ X
BBQ X
4945 Copper Valley Dr E
Memphis TN 38141

CAPACITY:

COUNTY: Shelby

*Be it known that above operator has made application and paid the sum prescribed
by law, and is hereby authorized to conduct said business.
In Witness Whereof I have affixed my Hand at Nashville, Tennessee*

Ralph Alvarado, MD, FACP
Commissioner
Department of Health

Lori LeMaster
Director
Environmental Health

Attachment: 3599 APPLING ROAD (3718 : Bartlett Police Charitable 5K and Obstacle Course)



GRIND CITY BREWING COMPANY, LLC

**76 WATERWORKS AVE
MEMPHIS, TN 38107**

**SHELBY COUNTY
BUSINESS TAX LICENSE**

RECEIPT NUMBER	241006705
LICENSE NUMBER	180005907
THIS LICENSE EXPIRES	05/15/2025
CLASSIFICATION	2

OWNER(S)

GRIND CITY BREWING COMPANY, LLC

BUSINESS LOCATION ADDRESS

76 WATERWORKS AVE
MEMPHIS, TN 38107

**MUST DISPLAY IN A CONSPICUOUS
PLACE**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/23/2024

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER StateFarm Rachael Castillo 6236 Poplar Avenue Memphis TN 381194713	CONTACT Rachael Castillo NAME: PHONE (A/C, No, Ext): 901-767-0191 FAX (A/C, No): E-MAIL ADDRESS: rachael.castillo.frsg@statefarm.com INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company NAIC # 25143 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	N	N	92-NP-S676-5	03/12/2024	03/12/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						☐ PER STATUTE ☐ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER The City of Bartlett 6400 Stage Road Bartlett TN 38134	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE This form was system-generated on 04/23/2024
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**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 02/25/25 06:00 PM

Department: Engineering

Category: Contract

Prepared By: Becky Bailey

Department Head: John Horne

AGENDA ITEM

Contract for Bid Phase Services and CEI for Fletcher Creek Greenway Phase 3.

SSR, Inc. submitted qualifications during the RFQ process to provide bid phase services and Construction Engineering and Inspection (CEI) for the construction of Fletcher Creek Greenway Phase 3. They were chosen by our Selection Committee; and their contract price is a lump sum fee of \$92,740.54 (see attached proposal contract). This contract is reimbursable through TDOT as a local programs project as 80% Federal and 20% local match.

Currently the construction bid documents for Fletcher Creek Greenway phase 3 (map attached) are with TDOT in the final approval process. Once approved, we will put the project out for bids, with the assistance of SSR, following TDOT- approved processes.



January 17, 2025

Ms. Becky Bailey, PE
City of Bartlett
6382 Stage Road
Bartlett, Tennessee 38134

Re: Fletcher Greenway Phase 3 – CEI Proposal

Dear Madam:

Project Understanding

This project consists of building an 820-LF concrete pedestrian trail adjacent to Brother Blvd. and includes ADA modifications at the signalized intersection of Brother Blvd. and Appling Road. This project will be accomplished in accordance with TDOT Local Programs guidelines.

Scope of Services

SSR will provide the services specifically set forth in the tasks listed below.

Task 1 – Project Management

This task will consist of the following project management activities:

- Project Coordination – Coordination with the City to provide updates, coordinate project reviews, and other activities to help the City keep the project stakeholders generally informed of the progress of the project.
- Project Review Meetings – Consists of scheduling, setting the agenda, and producing monthly meeting minutes for all project meetings as defined in the tasks below.
- Project Administration – Administrative and accounting activities related to the day to day management of this project.

Task 2 – Bid Assistance

SSR anticipates the duration of this task to be 5-weeks. One (1) week for preparing bid documents for advertising. Three (3) weeks (minimum of 21-calendar days) for advertising. One (1) week for bid review and analysis.

Task 2.1 – Bid Document Submittal

SSR understands that the bid book, proposal contract, bid advertisement, and engineers' estimate have been prepared by others and submitted to the TDOT Local Programs Development Office (LPDO) for approval. Should TDOT LPDO require revisions to these documents, SSR will make the amendments and resubmit them to TDOT LPDO for approval.

SSR Deliverables: Revised Bid Documents, if required.

Task 2.2 – Advertising for Bids

Upon receiving authorization from TDOT LPDO to receive bids, SSR will assist the City with modifying the advertisement for bids and conduct one (1) pre-bid meeting with potential bidders, if required. SSR will provide printed copies of the bid documents to the City for distribution to potential bidders. SSR will

respond to questions that arise during the bidding process and issue statements of clarification or bid addenda as appropriate.

*SSR Deliverables: 1.) Bid Documents (Hard copies)
2.) Responses to Bidders Questions and/or Bid Addenda (PDF format)*

Task 2.3 – Public Opening of Bids

SSR will be present during the bid opening and meet with City staff following the bid opening to assist with bid review. Prior to opening bids, SSR will review the contractor's prequalification statuses. Bids received from contractors that are not currently prequalified will not be opened and remain sealed.

Task 2.4 Bid Review and Analysis

SSR will tabulate the bids received and evaluate the compliance of the bids with the bidding documents and in accordance with TDOT Policy No. 355-02, *Awards of Construction Contracts*. SSR will prepare a written summary of this tabulation and evaluation. SSR will submit the bid tabulation and other required documentation to TDOT LPDO for review and approval to award the contract to the lowest responsive bidder.

*SSR Deliverables: 1.) Construction Advertising and Award Checklist (TDOT LP Forms 8-4)
2.) Electronic copy of bid tabulations (MS Excel format)
3.) Documentation certifying that the bids have been reviewed and found responsive. (PDF format)
4.) Letter requesting TDOT LPDO Concurrence to Award (PDF format)
5.) DBE Award Information (TDOT LP Forms 8-5)*

Task 3 – Construction Engineering and Inspection (CEI)

SSR will provide the appropriate field and office staff required to assist the City in compliance with the guidelines for Locally Managed Projects as outlined in the subtasks below. SSR understands that the construction duration is 90-days. SSR further understands that the lead time for pedestrian pushbutton equipment may be more than 90-days and a construction suspension of time may be required.

Task 3.1 – Erosion Prevention and Sediment Control (EPSC) Inspection

SSR will provide EPSC inspection in accordance to the guidelines outlined and accepted by the Tennessee Department of Environment and Conservation (TDEC). The EPSC inspection will be carried out in accordance to the Storm Water Pollution Prevention Plan (SWPPP).

Task 3.1.1 – Project Documents Review

Review EPSC plans and SWPPP prepared by others.

Task 3.1.2 – Baseline Assessment

Conduct initial baseline assessment to document existing conditions prior to earth disturbance.

SSR Deliverables: Baseline photo journal

Task 3.1.3 – Site Inspections

Perform twice-weekly EPSC site inspections. Evaluate EPSC measures in the field and prepare photo journal of deficient areas and of corrective actions. Document conditions adverse to making immediate repairs and provide recommendations to the Project Supervisor.

*SSR Deliverables: 1.) Photo log report
2.) Site inspection report for each inspection (TDOT LP Form 8-27)*

Task 3.1.4 – SWPPP and EPSC Plans Revisions

Make redline revisions to SWPPP and EPSC plans reflecting EPSC modifications made in the field.

SSR Deliverables: As-built SWPPP and EPSC plans

Task 3.1.5 – Construction Completion

Prepare the Notice of Termination (NOT) on the City's behalf notifying TDEC that all storm water discharges associated with this project have ceased.

SSR Deliverables: NOT for NPDES permit (TDOT LP Form 8-28)

Task 3.1.6 – On-Call EPSC Services

Available to the project supervisor for the entire project duration for EPSC related emergencies.

Task 3.2 – Pre-Construction and Pre-Erosion Conferences

SSR will prepare for and conduct one Pre-Construction and Pre-Erosion Conference at a time and location determined by the City and TDOT. SSR will respond in writing to issues that arise at the meeting. Upon commencement of the work by the contractor, SSR will prepare and submit the project start notice to the assigned TDOT Project Supervisor and TDOT LPDO.

*SSR Deliverables: 1.) Pre-construction and erosion conference notices (TDOT LP Forms 8-10a & 8-10b)
2.) Pre-construction and erosion conference minutes (TDOT LP Forms 8-11a & 8-11b)
3.) Conference sign-in sheet (TDOT LP Form 8-12)
4.) Start notice (TDOT LP Form 8-17)*

Task 3.3 – Project Administration

SSR will provide project administration and coordinate with the assigned TDOT Project Supervisor. SSR will prepare for and attend, when requested, TDOT and FHWA inspections that may be conducted on the project related to project work, progress or records. SSR will prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. The project files will be neatly organized and available for review at our office at any time throughout the construction phase. SSR will provide the inspectors and assistance to monitor the work being done on the contract. SSR will prepare for and administer monthly progress meetings with the contractor, their subcontractors, and the City.

SSR Deliverables: Monthly progress meeting minutes.

Task 3.3.1 – Public Relations

SSR will provide the City with information to be used to inform the general public and project stakeholders about the status of the construction project. SSR will provide monthly project status reports that will identify key activities expected to occur during the next month. SSR will assist the City by providing construction photos and content for project status updates on social media, if desired. SSR will respond to requests from the City to answer citizens' questions and complaints.

Task Deliverables: 1.) Monthly progress reports

- 2.) Assistance with responses to Citizens' complaints
- 3.) Assistance with content for social media

Task 3.4 – Utility Coordination

SSR will coordinate individually and as a whole with the multiple utility owners identified in the construction documents as owning facilities within the project limits. The sole purpose of SSR's role in the installation of utilities as related to the project is coordination of continued progress of the project as a whole and to attempt to avoid delays arising from utility installation work that interferes with other project work. SSR is not responsible for the timeliness, correctness, or adequacy of the work performed by the various utility contractors, and shall not be held liable for damages or delays resulting from the utility contractor's work or lack thereof.

Task 3.5 – Supplemental Agreements/Construction Change Orders

SSR will notify the City of the necessity for any Supplemental Agreements/Construction Change Orders. SSR will negotiate prices for additional pay items with the contractor while adhering to the "TDOT Average Unit Price" listing when possible and coordinate acceptance of prices with the City. SSR will prepare the Supplemental Agreement/Construction Change Orders and submit to the City for final review and submittal for processing. Any work that cannot be negotiated with the prime contractor will be pursued by Force Account as defined in the TDOT Standard Specifications and recorded on forms supplied by TDOT. SSR will review any Value Engineering Change Proposals and prepare recommendations for the City.

SSR Deliverables: Change order (TDOT LP Form 8-30)

Task 3.6 – Shop Drawings and Submittals

SSR will review and approve or take other appropriate action with respect to Shop Drawings and Submittals, but only for conformance with the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Task 3.7 – Quality Assurance and Testing for Acceptance

SSR will provide certified and trained personnel for field, plant testing, and inspection in accordance with TDOT sampling and field technician certification requirements (TDOT SOP 1-1 & 1-3). SSR will monitor the testing provided by the contractor in the field as defined in the Contract, Plans or Specifications and document testing on standard forms normally used by TDOT. SSR will monitor documentation of testing by the contractor. Field testing consists of ACI tests for concrete, nuclear density testing of subgrade and earthwork, and base stone as defined in the Standard Specifications and the TDOT sampling and testing schedule. SSR will provide aggregate analysis and moisture testing for roadway embankment and base stone materials as defined in the Standard Specifications and the Departments sampling and testing schedule. SSR will provide miscellaneous checking of application rates and dimensions to assure conformance to Plans and Specifications. In case of notification of defective concrete as defined in the Specifications, SSR will submit the initial information on TDOT standard forms and receive the final disposition of the material after review. Certifications of material submitted by the contractor will be reviewed by SSR for conformity to the Specifications. A Final Materials and Tests Certification will be included in the Final Records submitted to the City.

SSR Deliverables: Materials & tests certification (TDOT LP Form DT-1696LP)

Task 3.8 – Progress Payments

SSR will collect and assemble quantities for Monthly Progress Payments to the prime contractor from actual project field records, as directed by Special Provisions in the contract, from Supplemental Agreements/Construction Change Orders, or from Force Accounts. The quantities for payment will be referenced to field records prior to submission for payment. Test reports will be on file prior to payment. Pay quantities will be submitted to the City for review and payment. Payments for stockpiled material may be made as defined in the TDOT Standard Specifications and approved by the Project Supervisor. Estimate “cut-off” will be the last day of each month. Copies of approved subcontracts as well as copies of actual DBE subcontractor’s contracts will be on file prior to the first Progress Payment.

SSR Deliverables: Monthly construction invoice (TDOT LP Form 9-5)

Task 3.9 – Distribution of Correspondence

SSR will submit to the City a copy of all correspondence between SSR, the City, the contractor, the subcontractors, and TDOT concerning matters related to the project. SSR will maintain an office file copy for submission with the project Final Records.

Task 3.10 – Inspection of Work

SSR will provide inspection services to determine if the work is in conformance to Plans and Specifications for items that are being incorporated into the project. SSR will observe, measure and record all quantities for payment. SSR will record field measurements in project records for review by the City, TDOT, or auditors. The daily records will be recorded in the construction management software, Appia. SSR will inspect daily erosion control items for conformance to the plans as well as effectiveness in the field and will notify the contractor of deficiencies. SSR will prepare to justify pay quantities in the case of questions by the contractor, TDOT, or auditors. SSR will maintain an accurate daily diary, signed by the inspector, consisting of:

- A record of the contractors on the project
- Their personnel (number and classification)
- Equipment (number and type or size)
- Location and work performed by each contractor
- Construction materials received on-site
- Orders given the contractor
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
- Weather, amount of precipitation, temperature at morning and afternoon, cloudy, clear, etc.
- Days charged, with explanation if not charged

Field technicians will be certified in the applicable TDOT certification workshops listed below:

- ACI Concrete Technician
- Soils and Aggregate Technician
- Nuclear Gauge Training
- OSHA Construction Safety Training

SSR Deliverables: Daily construction diaries

Task 3.10.1 – Work Zone Traffic Control and Safety

At the beginning of the project and the various traffic control phase changes throughout the life of the project, SSR will make sure before work begins that the construction signs and other traffic control devices are placed in accordance with the traffic control plans and MUTCD. SSR will check traffic control daily and will notify the contractor of deficiencies or problems observed, if applicable. Furthermore, SSR will perform a weekly work zone traffic control inspection and prepare a report to be signed by the prime contractor. SSR will coordinate with the City and other stakeholders major changes to the traffic control.

SSR Deliverables: Weekly work zone traffic control inspection reports (TDOT Form CIG 5.31.17)

Task 3.10.2 – Final Inspection

Upon completion of the project, SSR will schedule with the prime contractor, TDOT, and the City a final inspection to determine the quality, completeness, and acceptability of the work and to ensure that the project was constructed in reasonably close conformance with the Contract requirements. Any work not completed in accordance with the plans, specifications, and/or Contract requirements, in whole or in part, will be considered unsatisfactory and SSR will instruct the prime contractor to complete the said items. SSR will perform supplemental final inspections until all work has been satisfactorily completed. Time will continue to be charged until the work has been satisfactorily completed. An electronically marked up copy of the as-built plans will be prepared by SSR and furnished to the City upon completion of the project.

*SSR Deliverables: 1.) Punch list form (TDOT Form LP 8-32)
2.) Contractor's performance evaluation (TDOT Circular Letter 102.01-01)
3.) Construction as-built plans*

Task 3.11 – Contractor's Payrolls, Employee Interviews and Contract Compliance

SSR will receive and check the contractor's payrolls for conformance to state wage rates as defined in the Contract. Late payrolls (two weeks late) are justification to withhold progress payment. SSR will notify the prime contractor of late payrolls and request immediate submission. SSR will notify the City prior to withholding payments. SSR will conduct employee interviews on the forms used by TDOT per Circular Letter 1273-03 *Labor Interview (Davis-Bacon Act)* and compare to the submitted payrolls for accuracy. SSR will notify the prime contractor of inaccuracies and resolve discrepancies per TDOT Circular Letter 1273-02.01 *Contractor's Payrolls - Corrections*. SSR will adhere to Special Provisions concerning reports to be submitted to the Contract Compliance office.

*SSR Deliverables: 1.) Monthly contractor employee interviews (TDOT Form C-27)
2.) Contractor's annual EEO Report (Form FHWA -1391)
3.) Attestation for illegal immigrants (TDOT Circular Letter 102.01-02)*

Task 3.11.1 – Civil Rights Compliance (DBE)

A Disadvantaged Business Enterprise (DBE) goal of 10% has been established for the construction of this project. At the pre-construction conference, the prime contractor should identify all DBE sub-contractors indicating projected dates of their appearance on this project. SSR will complete the Commercially Useful Function (CUF) checklist once a DBE begins work. SSR will submit the CUF checklist to TDOT Small Business Development Program (SBDP) director. At the conclusion of this project, SSR will coordinate with the prime contractor and DBE sub-contractors the execution of Form CC-3 certifying the amount paid to each DBE sub-contractor. SSR will submit this form to the TDOT Small Business Development Program (SBDP) director.

*SSR Deliverables: 1.) CUF Checklist (TDOT LP Form 8-9)
2.) CC-3 form (TDOT LP Form 8-35)*

Task 3.12 – Reports

There are numerous reports, documents, etc., that must be generated in the process of contract administration. SSR will maintain either electronic or hard copies of project documentation in compliance with the TDOT Standard Operating Procedures.

Task 3.13 – Final Records

SSR will submit a compilation of project records in TDOT standard format to the City after project completion. SSR will make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. SSR will submit all final forms with the final records package.

*SSR Deliverables: 1.) Compilation of project records
2.) Completion notice (TDOT LP Form 8-33)
3.) End of Job Certificate (TDOT LP Form 8-36)*

Task 4 – Field Surveys

SSR will prepare topographic field surveys as required conducted to TDOT Survey standards in Microstation and Geopak file format, tied to the Tennessee State Plane Coordinate System and referencing local vertical benchmarks.

Task 4.1 – Baseline Cross-Sections

Locate and verify original horizontal and vertical control. Perform original cross-sections before earth disturbance.

SSR Deliverables: Create original ground cross-sections.

Task 4.2 – Final Cross-Sections

Perform final cross-sections and develop final ground DTM.

SSR Deliverables: Final cross-sections and earthwork quantities.

SCHEDULE FOR PERFORMANCE OF SERVICES

SSR anticipates the bidding phase duration to be 5-weeks. The construction phase duration is proposed to be 90-days with the anticipation of a period of no work between project commencement and completion due to lead time of pedestrian pushbutton equipment. Following the completion of construction and acceptance of the project, SSR requests 30-days to finalize the project records, complete all final forms (materials & tests final certification, overrun/underrun explanation report, completion notice, contractor's affidavit, CC-3 DBE goal form, end of job certificate, advertise for claims, TDEC Notice of Termination (NOT), FHWA 1391 EEO report, etc.) and present the Client with a compilation of the project records. Therefore, the total duration for consultant services is proposed to be 22-weeks.

It is further understood that the services for this project coincide with the construction contract. Should the construction contract extend beyond the anticipated 90-days, SSR will be entitled additional compensation.

BASIC FEE

SSR will provide the above services for the lump sum fee of \$92,740.54. This fee includes all direct and indirect costs associated with the tasks described above. Please refer to Appendix A for the man-day estimate/fee proposal breakdown.

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. SSR will not begin work on any additional services without the written authorization of the scope and fee of those services by the Client.

INVOICING AND PAYMENT

SSR will invoice the Client once per month for the services rendered for that month. Such invoice shall reflect the time spent by employees or agents of SSR in providing services as contemplated hereunder multiplied by the respective rates applicable to each class of employee or agent, plus appropriate overhead rate thereof. Payment is expected within 30-days of the invoice date.

SSR will expect Owner to review SSR's invoices and notify us within ten (10) days of any discrepancy. SSR expects payment within thirty (30) days. SSR will advise Owner should any invoice exceed sixty (60) days old. SSR reserves the right to stop work on the project, and immediately discuss invoice and payment issues with Owner in order to prevent any invoice from exceeding ninety (90) days past due.

Interest, in the maximum amount allowed by law, shall accrue on all past due balances if the invoice becomes 120 days old.

NO DEDUCTION

No deduction shall be made from the SSR's compensation on account of claims of negligent errors or omissions in performance of professional services by the SSR, except pursuant to a judicial award or an award rendered in a proceeding in accordance with the Construction Industry Rules of the American Arbitration Association then obtaining.

Thank you for this opportunity! We look forward to working with you on this project.

Best Regards,



Nick Taylor, PE
Project Manager



**MAN-DAY ESTIMATE AND FEE
PROPOSAL FOR CEI SERVICES FOR
FLETCHER GREENWAY PHASE 3
TDOT PIN # 126787.00**

STATE PROJECT NO.
79LPLM-F3-576

FEDERAL AID PROJECT NO.
TAP-M-8419(11)

CITY OF BARTLETT CONTRACT NO. FY2024-08-004

Smith Seckman Reid, Inc.

Prepared By:
Nick Taylor, PE

Date Prepared:
1/17/2025

Project No.:
25610000

2650 Thousand Oaks Blvd.
Suite 4200
Memphis, TN 38118

O. 901.260.9894
C. 901.481.6485
ntaylor@ssr-inc.com



City of Bartlett

CEI Services - Fletcher Greenway Phase 3

FEE SUMMARY

Item			Cost
1. Direct Labor (SSR)			
a. Bid Services			
i. Project Management		Office	\$2,295.00
ii. Designer		Office	\$1,980.00
b. CEI Services			
i. Project Management		Office	\$1,755.00
ii. Construction Management	Field		\$3,800.38
iii. Designer		Office	\$1,320.00
iv. Records		Office	\$2,733.22
v. General Inspector	Field		\$10,299.24
vi. EPSC Inspector	Field		\$2,811.90
vii. Surveyor	Field		\$615.68
		Sub Total:	\$27,610.42
2. Overhead	Field	180.95%	\$31,715.47
	Office	190.12%	\$19,170.22
		Sub Total:	\$50,885.69
3. Subtotal 1 + 2			\$78,496.11
4. Net Fee	(DL + OH) x 12%		\$9,419.53
5. Sub Total 3 + 4			\$87,915.64
6. Direct Expenses			
a. SSR (Itemized)	See Itemized sheet		\$4,824.90
7. Project Total (5 + 6)			\$92,740.54

City of Bartlett

CEI Services - Fletcher Greenway Phase 3

PERSONNEL RATES

CLASSIFICATION	Hourly Rate
Project Manager	\$67.50
Construction Manager	\$52.06
Records Clerk	\$27.89
Designer	\$55.00
General Inspector	\$40.87
EPSC Inspector	\$36.05
Surveyor	\$38.48

City of Bartlett

CEI Services - Fletcher Greenway Phase 3

CE&I DIRECT EXPENSES

Reproduction Costs:

Item Description	Number / Month	Unit Price	Item Subtotal	Total
Photo-copies	574	\$0.15	\$86.10	
Full size bond	0	\$0.50	\$0.00	
Half size bond	168	\$0.35	\$58.80	
Full size vellum	0	\$4.50	\$0.00	
Half size vellum	0		\$0.00	
Full size mylar	0	\$10.50	\$0.00	
Monthly Sub-Total:			\$144.90	
Number of Months:			1	\$144.90

Drone Services:

Item Description	Flight / Year	Unit Price	Item Subtotal	Total
Aerial Photography	0	\$500.00	\$0.00	
Monthly Sub-Total:			\$0.00	
Number of Years:			0	\$0.00

Consultant Services:

Consultant	Service	Unit Price	Item Subtotal	Total
n/a	---	---	---	---

Other Expenses:

Vehicle Days	Days/month	Unit Price	Months	Item Subtotal	Total
Project Manager	1	\$ 45.00	3	\$135.00	
Construction Manager	5	\$ 45.00	3	\$675.00	
Records Clerk		\$ 45.00	0	\$0.00	
Designer		\$ 45.00	0	\$0.00	
General Inspector	20	\$ 45.00	3	\$2,700.00	
EPSC Inspector	8	\$ 45.00	3	\$1,080.00	
Surveyor	1	\$ 45.00	2	\$90.00	
					\$4,680.00

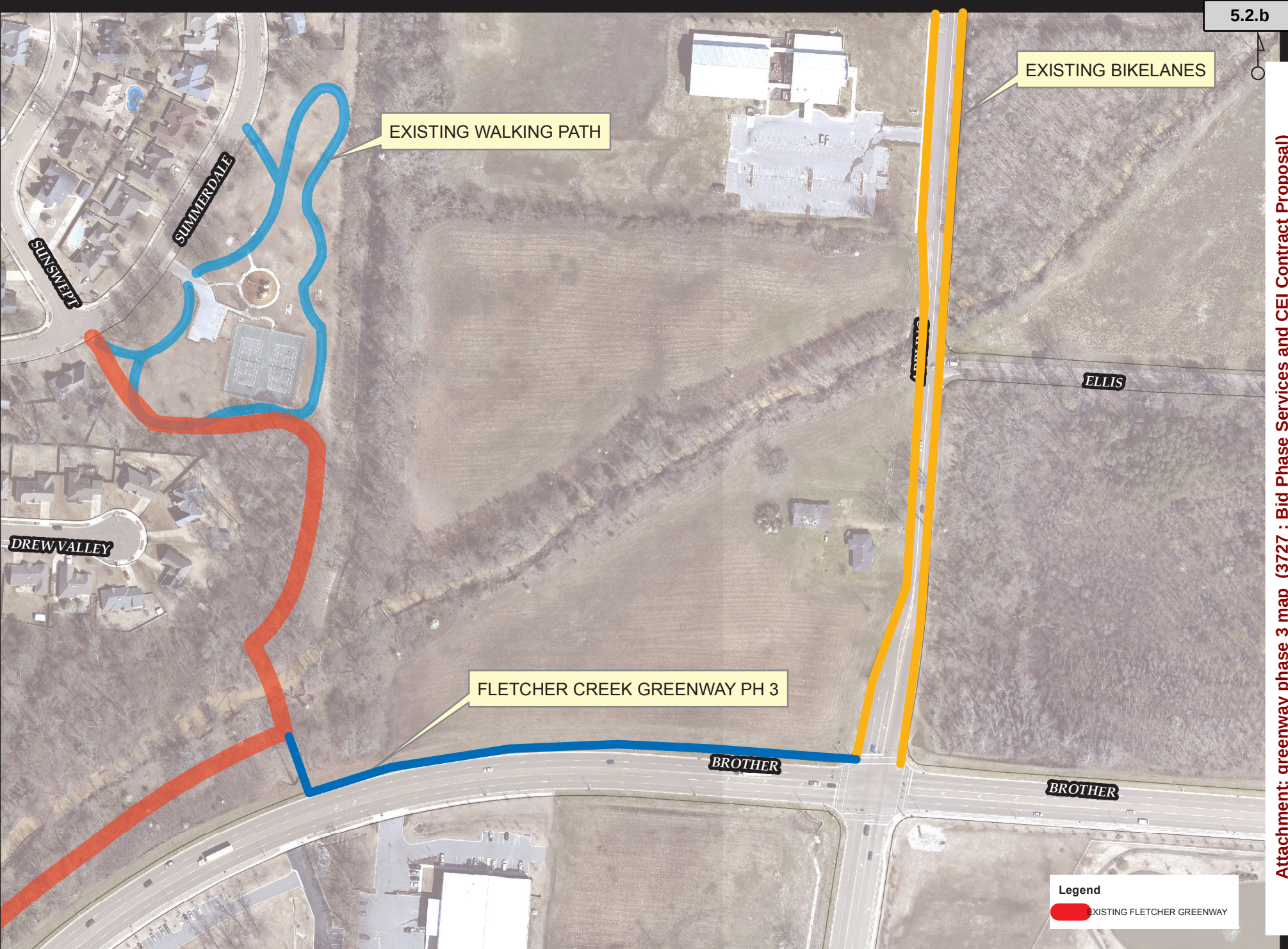
TOTAL DIRECT EXPENSES \$4,824.90

City of Bartlett

CEI Services - Fletcher Greenway Phase 3

ESTIMATED MAN-HOURS

SSR CLASSIFICATION	MAN-HOURS/MONTH												TOTAL HOURS	RATES	DIRECT LABOR (DL)
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25			
Project Manager	8	6	20	12	4	4	4	2					60	\$67.50	\$4,050.00
Construction Manager				12	20	20	20	1					73	\$52.06	\$3,800.38
Records Clerk				12	24	24	28	10					98	\$27.89	\$2,733.22
Designer		4	32	12			12						60	\$55.00	\$3,300.00
General Inspector				60	80	80	32						252	\$40.87	\$10,299.24
EPSC Inspector				24	24	24	6						78	\$36.05	\$2,811.90
Surveyor				8			8						16	\$38.48	\$615.68
														TOTAL DL	\$27,610.42



EXISTING BIKELANES

EXISTING WALKING PATH

FLETCHER CREEK GREENWAY PH 3

Legend

 EXISTING FLETCHER GREENWAY



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3721)

Meeting: 02/25/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3721

Resolution 04-25, a resolution to delete uncollectible accounts from utility customers' accounts receivable.

WHEREAS, the City of Bartlett has established a procedure regarding write offs of uncollectible utility accounts receivable; and

WHEREAS, the City Treasurer will review all past due accounts in excess of six months old. The City Treasurer, after determining the accounts which appear uncollectible, may write off all such accounts with a balance of \$25.00 or less; and

WHEREAS, the past due utility bills that are more than \$25.00 and are deemed uncollectible by the City Treasurer will be brought to the City of Bartlett Mayor and Board of Aldermen board meeting in June each year for approval of writing off all past due uncollectible accounts; and

WHEREAS, the list of past due water bills that are more than \$25.00 for the fiscal year ended June 30, 2020, that are deemed uncollectible by the City Treasurer total approximately \$46,535.67; and

WHEREAS, the list of past due water bills that are more than \$25.00 for fiscal years 2015 through 2019 that are deemed uncollectible by the City Treasurer total approximately \$10,427.96; and

WHEREAS, a list of all customers with unpaid balances which have been written off shall be kept on file for public record. Any customer whose account was previously written off and desires to initiate service again with the City of Bartlett for water/utility service must pay the unpaid bill before service will be started again;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN that these water/utility accounts receivable, totaling \$56,963.63, will be deleted

from the accounts receivable uncollectible aged list of accounts.

Adopted this 25th day of February 2025

Harold Brad King, Register to the

David Parsons, Mayor

Board of Mayor and Aldermen

Attest: _____
Penny Medlock, City Clerk

WATER **FY 2015 - FY2019**

101	COMMERCIAL WATER INSIDE	\$21.76
102	RESIDENTIAL WATER INSIDE	\$936.08
111	NORTH BASIN RES INSIDE	\$484.64
112	NB RES INSIDE ANXD 2013	\$72.04
113	NORTH BASIN COMM INSIDE	
132	NORTH BASIN RURAL RES OUTSIDE	\$46.29
7CONN	CONNECTION CHARGE TO BE BILLED	\$8.35
7DSCON	DISCONNECT	\$510.00
910	FAMILY FUND	\$1.00
LOK CUT	METER LOCK CUT POST TURN OFF	
PENLT	PENALTY	\$880.06
NSF	NSF BANK FEE	\$20.00

SEWER

301	SEWER FLAT RATE	\$9.50
307	INSIDE RESIDENTIAL SEWER	\$827.86
308	INSIDE COMMERCIAL SEWER	\$29.78
321	NORTH BASIN RES INSIDE	\$437.98
322	NORTH BASIN RES IN ANXD 2013	\$26.76
323	NORTH BASIN COMM INSIDE	
342	NORTH BASIN RURAL RES OUTSIDE	

CITY SERVICE FEE

502	CITY SERVICE FEE	\$586.32
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SALES TAX

2STAX	SALES TAX	\$153.30
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GARBAGE

504	RESIDENTIAL GARBAGE	\$5,246.11
505	COMMERCIAL GARBAGE	\$130.13
706	EXTRA PURCHASE CART	

WRITEOFFS_2019

\$10,427.96

WATER **FY 2020**

101	COMMERCIAL WATER INSIDE	\$504.72
102	RESIDENTIAL WATER INSIDE	\$5,248.69
111	NORTH BASIN RES INSIDE	\$2,837.41
112	NB RES INSIDE ANXD 2013	\$778.75
113	NORTH BASIN COMM INSIDE	\$0.00
132	NORTH BASIN RURAL RES OUTSIDE	\$502.11
134AVG	SOUTH INSIDE WINTER AVERAGE	\$17.70
7CONN	CONNECTION CHARGE TO BE BILLED	\$346.26
7DSCON	DISCONNECT	\$1,511.97
910	FAMILY FUND	\$8.00
LOK CUT	METER LOCK CUT POST TURN OFF	\$0.00
PENLT	PENALTY	\$3,941.09
NSF	NSF BANK FEE	\$120.00

SEWER

301	SEWER FLAT RATE	\$33.52
307	INSIDE RESIDENTIAL SEWER	\$5,007.99
308	INSIDE COMMERCIAL SEWER	\$644.48
321	NORTH BASIN RES INSIDE	\$2,783.42
322	NORTH BASIN RES IN ANXD 2013	\$285.32
323	NORTH BASIN COMM INSIDE	\$0.00
342	NORTH BASIN RURAL RES OUTSIDE	\$189.50

CITY SERVICE FEE

502	CITY SERVICE FEE	\$1,867.51
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SALES TAX

2STAX	SALES TAX	\$966.86
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GARBAGE

504	RESIDENTIAL GARBAGE	\$18,239.37
505	COMMERCIAL GARBAGE	\$591.00
706	EXTRA PURCHASE CART	\$110.00

WRITEOFFS_2020	\$46,535.67
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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3722)

Meeting: 02/25/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3722

Resolution 07-25, a resolution to delete uncollectable property taxes, interest, penalties, and associated costs from the City of Bartlett tax rolls.

WHEREAS, the Shelby County Trustee's office has identified delinquent property taxes that have been determined to be uncollectible and has removed all tax, interest, penalties and associated costs from the Trustee's tax system; and

WHEREAS, the City of Bartlett has determined that these taxes, interest, penalties, and property maintenance charges dating from tax year 2011 through 2022 are delinquent and uncollectible;

NOW THEREFORE BE IT RESOLVED By the **BOARD OF MAYOR AND ALDERMEN** that the taxes, interest, penalties, and associated costs, including property maintenance charges, on the properties listed in the attached schedule totaling \$17,173.93 are deemed uncollectible and should be removed from the City of Bartlett tax system.

Adopted this day of February 25, 2025

Harold Brad King, Register to the

David Parsons, Mayor

Board of Mayor and Aldermen

Attest: _____
Penny Medlock, City Clerk

BARTLETT WRITE-OFF

UNCOLLECTABLE TAXES
TO BE TAKEN BEFORE BOARD OF MAYOR AND ALDERMEN

FISCAL YEAR JULY 1, 2024

THRU JUNE 30, 2025

PARCEL ID	BILL #	YEAR	OWNER	ADDRESS	REASON	TAX AMOUNT
			GUFFIN NATHANAL AND SEAWARD			
B0148000000040	8385	2011	GUFFIN AND	6212 GUFFIN	STATUTE OF LIMITATIONS	\$1,624.47
B015700J001660		2020	SHELBY COUNTY TAX SALE 16.03	0 OAK	COUNTY OWNED	\$2.75
B0157000004720		2021	SHELBY COUNTY TAX SALE 18.01	0 STAGE	COUNTY OWNED	\$174.30
TOTAL REALTY TAX						\$1,801.52
PB224937	50665	2020	DIVINE PLEASURES CATERING	6491 ROYAL KING	OUT OF BUSINESS	\$166.90
PB125606	60045	2012	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$249.43
PB125606	50053	2013	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$322.70
PB125606	50559	2014	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$12.64
PB125606	50060	2015	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$13.12
PB125606	50048	2016	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$13.61
PB125606	50060	2017	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$15.92
PB125606	50059	2019	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$17.57
PB125606	50070	2020	ADAMS & ASSOCIATES INSURANCE	2851 STAGE VILLAGE CV ST	OUT OF BUSINESS	\$18.67
PB220164	50109	2016	ALPINE BOTTLED WATER	7125 LA CASA	OUT OF BUSINESS	\$119.07
PB248859	50384	2021	BREWER'S LAWN CARE AND PROPERTY	6674 BRIGHT STAR	OUT OF BUSINESS	\$462.00
PB066670	50666	2015	EASY WAY #6	5905 STAGE	OUT OF BUSINESS	\$136.08
PB066670	50658	2016	EASY WAY #6	5905 STAGE	OUT OF BUSINESS	\$126.36
PB206301	50736	2015	EVENTFULLY YOWS	8885 VILLAGE LAKE LANE	OUT OF BUSINESS	\$22.36
PB206301	50801	2018	EVENTFULLY YOWS	8885 VILLAGE LAKE LANE	OUT OF BUSINESS	\$136.15
PB206301	50779	2019	EVENTFULLY YOWS	8885 VILLAGE LAKE LANE	OUT OF BUSINESS	\$142.74
PB206301	50786	2020	EVENTFULLY YOWS	8885 VILLAGE LAKE LANE	OUT OF BUSINESS	\$149.88
PB206301	50819	2021	EVENTFULLY YOWS	8885 VILLAGE LAKE LANE	OUT OF BUSINESS	\$150.68
PB179608	51282	2019	LIF CAR WASH VENTURES	7627 HIGHWAY 70	OUT OF BUSINESS	\$283.83
PB179608	51313	2021	LIF CAR WASH VENTURES	7627 HIGHWAY 70	OUT OF BUSINESS	\$258.30
PB179608	51390	2022	LIF CAR WASH VENTURES	7627 HIGHWAY 70	OUT OF BUSINESS	\$268.32
PB252865	51334	2019	M & R CLEANING CONTRACTORS, INC	8449 WOLF VALLEY	OUT OF BUSINESS	\$6.59
PB252865	51360	2021	M & R CLEANING CONTRACTORS, INC	8449 WOLF VALLEY	OUT OF BUSINESS	\$7.35
PB247369	51689	2019	PRESIDENTIAL STEEL	3821 THREE DOVES	OUT OF BUSINESS	\$159.76
PB247369	51691	2020	PRESIDENTIAL STEEL	3821 THREE DOVES	OUT OF BUSINESS	\$167.99

Attachment: Tax Write_offs Feb 2025 (3722 : Res. 07-25,Tax Write-offs 2011-2022)

PB247369	51732	2021	PRESIDENTIAL STEEL	3821 THREE DOVES	OUT OF BUSINESS	\$168.53
PB247369	51814	2022	PRESIDENTIAL STEEL	3821 THREE DOVES	OUT OF BUSINESS	\$174.90
PB231756	51591	2015	PVM FOODS INC	1661 INTERNATIONAL	OUT OF BUSINESS	\$13.61
PB231756	51579	2016	PVM FOODS INC	1661 INTERNATIONAL	OUT OF BUSINESS	\$14.09
PB231756	51643	2017	PVM FOODS INC	1661 INTERNATIONAL	OUT OF BUSINESS	\$16.47
PB231756	51719	2018	PVM FOODS INC	1661 INTERNATIONAL	OUT OF BUSINESS	\$17.57
PB259101	51734	2019	R & L HOME IMPROVEMENT	2412 END ROW	OUT OF BUSINESS	\$119.68
PB277751	51914	2022	REDEMPTION INVESTMENT GROUP LLC	3781 ADINA	OUT OF BUSINESS	\$5.71
PB277751	51933	2023	REDEMPTION INVESTMENT GROUP LLC	3781 ADINA	OUT OF BUSINESS	\$6.23
PB265015	51783	2019	REPLENISH KOMBUCHA LLC	2965 GERMANTOWN	OUT OF BUSINESS	\$41.18
PB265015	51787	2020	REPLENISH KOMBUCHA LLC	2965 GERMANTOWN	OUT OF BUSINESS	\$43.37
PB265015	51833	2021	REPLENISH KOMBUCHA LLC	2965 GERMANTOWN	OUT OF BUSINESS	\$43.58
PB265015	51927	2022	REPLENISH KOMBUCHA LLC	2965 GERMANTOWN	OUT OF BUSINESS	\$45.15
PB273319	51711	2020	RES GEN CONSTRUCTION, INC / PROFESSIONAL CONTRACTOR SOLUTIONS INC	4007 BROADWAY	OUT OF BUSINESS	\$303.60
PB273319	51836	2021	SOLUTIONS INC	4007 BROADWAY	OUT OF BUSINESS	\$305.03
PB089958	51959	2022	ROBERSON MIKE DDS	6425 STAGE RD, STE 6	OUT OF BUSINESS	\$145.32
PB167889	61732	2012	SUPERIOR TELCOM SOLUTIONS	8091 CLAREDALE	OUT OF BUSINESS	\$340.61
PB167889	51855	2013	SUPERIOR TELCOM SOLUTIONS	8091 CLAREDALE	OUT OF BUSINESS	\$440.80
PB167889	50180	2014	SUPERIOR TELCOM SOLUTIONS	8091 CLAREDALE	OUT OF BUSINESS	\$462.67
PB167889	51890	2015	SUPERIOR TELCOM SOLUTIONS	8091 CLAREDALE	OUT OF BUSINESS	\$486.00
PB167889	51890	2016	SUPERIOR TELCOM SOLUTIONS	8091 CLAREDALE	OUT OF BUSINESS	\$510.30
PB218354	61174	2012	MAXIUM SECURITY SYSTEMS, INC	3829 WALDEN MEADOW	STATUTE OF LIMITATIONS	\$22.80
PB206075	41973	2011	WILD CARD WORLD ENT	7974 STEMBRIDGE ST	STATUTE OF LIMITATIONS	\$119.80
PB206075	61983	2012	WILD CARD WORLD ENT	7974 STEMBRIDGE ST	STATUTE OF LIMITATIONS	\$40.68
PB207256	60025	2012	A PERSONAL OCCASION PHOTOGRAPHY	4027 MEADOW FIELD	STATUTE OF LIMITATIONS	\$24.14
PB208662	60038	2012	ACCESSORY GIRLS ACCURATE SOURCE TAXES FINANCIAL	6170 BENDING RIVER CV	STATUTE OF LIMITATIONS	\$5.36
PB221645	60039	2012	SER	0 MEMPHIS	STATUTE OF LIMITATIONS	\$7.60
PB217899	60064	2012	AIMEE'S FINANCIA AGENCY	5705 STAGE	STATUTE OF LIMITATIONS	\$8.94
PB207015	60126	2012	ANTHONY'S CLASSIC HALL	2828 STAGE CENTER STE 10	STATUTE OF LIMITATIONS	\$149.30
PB209457	60138	2012	ARCHIE'S BURGERS	5119 BRIARWIND	STATUTE OF LIMITATIONS	\$7.60
PB222989	60152	2012	ASICH' SALON & BOUTIQUE	5705 STAGE RD STE 130	STATUTE OF LIMITATIONS	\$35.31

PB199905	60183	2012	BACK CARE INSTITUTE OF MPHS	8099 STAGE HILL	STATUTE OF LIMITATIONS	\$284.29
PB187857	60218	2012	BARTLETT HARDWOOD FLOOR SVCS	7171 LAWN LN	STATUTE OF LIMITATIONS	\$15.65
PB205832	60281	2012	BLACK WIDOW SPECIAL EVENT SERVICES	4563 WESTBROOK RD	STATUTE OF LIMITATIONS	\$7.60
PB208204	60294	2012	BOOKS ARE FUN BOOK FAIR	5093 FLUSS CV	STATUTE OF LIMITATIONS	\$19.67
PB219224	60333	2012	C B PRINTING	7174 STAGE RD STE #103	STATUTE OF LIMITATIONS	\$1,505.50
PB227150	60338	2012	CAJAMA SALON & BOUTIQUE	6018 STAGE	STATUTE OF LIMITATIONS	\$36.65
PB221611	60488	2012	CRUISE ONE	7920 REGATTA	STATUTE OF LIMITATIONS	\$5.36
PB197911	60528	2012	DASI MECHANICALS	6176 ANDREA BLUFF CV	STATUTE OF LIMITATIONS	\$37.55
PB163039	60560	2012	DEMILT & ASSOCIATES	3395 WRISTER CV	STATUTE OF LIMITATIONS	\$8.94
PB216182	60624	2012	EDNA'S PRECIOUS ONES	3124 OLD BROWNSVILLE RD	STATUTE OF LIMITATIONS	\$5.36
PB225736	60632	2012	EL VAQUERO MEXICAN BAR AND GRILL	2731 BARTLETT	STATUTE OF LIMITATIONS	\$131.42
PB140529	60664	2012	ENVIRONMENTAL SERVICES INC	1807 BARTLETT RD	STATUTE OF LIMITATIONS	\$150.64
PB178561	60755	2012	FREELANCE JEWELRY	3723 MORNING RISE COVE	STATUTE OF LIMITATIONS	\$51.41
PB155887	60783	2012	GATOR BROWNS BAIT N TACKLE SHOP	6818 HWY 70 SUMMER AVE	STATUTE OF LIMITATIONS	\$216.80
PB223949	60863	2012	HEADLINER ENTERPRISED	2860 BARTLETT	STATUTE OF LIMITATIONS	\$4.47
PB215572	60879	2012	HHH PRINT, MAIL, & MARKETING FIRM	4877 WHITEOAKS LANE	STATUTE OF LIMITATIONS	\$6.26
PB221681	60896	2012	HOME MENDERZ	0 BARTLETT	STATUTE OF LIMITATIONS	\$18.33
PB190968	60901	2012	HOMEFRONT REALTORS	2855 STAGE	STATUTE OF LIMITATIONS	\$16.99
PB216200	60911	2012	HOUSE BROTHERS CONSTRUCTION INC	2798 BRAGG LN	STATUTE OF LIMITATIONS	\$38.00
PB191858	60961	2012	J & B CONSTRUCTION	7263 OLD BROWNSVILLE RD	STATUTE OF LIMITATIONS	\$34.42
PB182344	60965	2012	J & L MANAGEMENT	0 MEMPHIS	STATUTE OF LIMITATIONS	\$19.67
PB181008	61016	2012	JOHNSON & JOHNSON LAWN CARE & PAINTING	4806 KINGS FOREST DR	STATUTE OF LIMITATIONS	\$88.06
PB215824	61036	2012	KEE PAT FIRE PLACE CHIMNEY & CONST	4136 BEECHILL	STATUTE OF LIMITATIONS	\$2.24
PB165467	61042	2012	KELLEYS CONSTRUCITON	3583 SOUTHERN WAY	STATUTE OF LIMITATIONS	\$5.36
PB217660	61105	2012	LIVID INK	3284 DON VALLEY	STATUTE OF LIMITATIONS	\$18.33
PB195490	61126	2012	LUXURY WHEELS	3507 APPLING RD	STATUTE OF LIMITATIONS	\$4.47
PB225534	70003	2012	MAID IN THE MID SOUTH	1570 BELLE TREES	STATUTE OF LIMITATIONS	\$4.47
PB120611	61195	2012	MDS LAWN AND LANDSCAPE	4803 SHADOW VIEW LN	STATUTE OF LIMITATIONS	\$278.03
PB219153	61226	2012	MEMPHITE	4713 SHADOWFIELD	STATUTE OF LIMITATIONS	\$92.98
			MICHAEL MCELWEE / CUSTOM COATING			
PB119253	60501	2012	PAINTING	6066 SURREY HOLLOW	STATUTE OF LIMITATIONS	\$549.81
PB100206	61275	2012	MR T HOME IMPROVEMENTS	3106 VALLEY LAKE DR	STATUTE OF LIMITATIONS	\$42.02

PB218411	61361	2012	PARADISE STAMPS	9182 BRUTON PARISH CV	STATUTE OF LIMITATIONS	\$57.66
PB225189	61378	2012	PAZAZZ BEAUTY BAR	2739 BARTLETT	STATUTE OF LIMITATIONS	\$34.87
PB221470	61435	2012	PRO-FIELD PAINTING	969 WHITE STATION	STATUTE OF LIMITATIONS	\$20.56
PB208967	61508	2012	RELAX DAY SPA	2965 GERMANTOWN RD ST	STATUTE OF LIMITATIONS	\$25.93
PB150791	61517	2012	RIDGE ENVIRONMENTAL SOLUTIONS	6478 EASTBRIER DR	STATUTE OF LIMITATIONS	\$754.54
PB221130	61519	2012	RIGHTEOUS HANDS	7702 SHADOW VIEW	STATUTE OF LIMITATIONS	\$5.36
PB213459	61655	2012	SOUTHERN MANAGEMENT COMPANY	6507 GILLIA CR	STATUTE OF LIMITATIONS	\$5.36
PB224679	61668	2012	SPORT-TEL WIRELESS	4655 RAVENCREST	STATUTE OF LIMITATIONS	\$4.47
PB215454	61717	2012	SUCCESS UNLIMITED	2840 SUMMER OAKS DR #10	STATUTE OF LIMITATIONS	\$53.64
PB220298	60582	2012	THE DOG GROOMING EMPORIUM / DOGGTROPOLIS	2550 ELMORE PARK	STATUTE OF LIMITATIONS	\$3.58
PB198166	61808	2012	THE NEXT PHASE BARBER & BEAUTY SALON	4210 ALTRURIA	STATUTE OF LIMITATIONS	\$28.61
PB208389	61816	2012	THE SILVER PYRAMID	6025 STAGE RD #42-428	STATUTE OF LIMITATIONS	\$15.20
PB222968	61817	2012	THE SMOKING STORE #1	7546 HIGHWAY 70 #110	STATUTE OF LIMITATIONS	\$60.35
PB221088	61827	2012	THOMAS & THOMAS TAXES	8781 BRUNSWICK FOREST	STATUTE OF LIMITATIONS	\$8.94
PB221731	61833	2012	TILE WORKS & REMODELING	1026 STABLE RUN	STATUTE OF LIMITATIONS	\$80.91
PB220104	61838	2012	TLC LAWN SERVICE	7044 WINDERSVILLE DR	STATUTE OF LIMITATIONS	\$129.63
PB223667	61854	2012	TOTAL FUNCTION	3445 BRUNSWICK ROAD	STATUTE OF LIMITATIONS	\$1.49
PB165394	61991	2012	WINFREY WORKS	6055 CASCADE HILL CV	STATUTE OF LIMITATIONS	\$189.98
TOTAL PERSONALTY TAX						\$12,735.78
B0157H0D00008	30097	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$476.36
B0157H0D00008	30161	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$270.49
B0157H0D00008	30223	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$280.27
B0157H0D00008	30261	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$221.81
B0157H0D00008	30342	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$228.37
B0157H0D00008	30406	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$205.37
B0157H0D00008	30445	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$139.75
B0157H0D00009	30098	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$194.09
B0157H0D00009	30185	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$269.24
B0157H0D00009	30262	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$154.68
B0157H0D00009	30369	2011	EDWARDS W TERRY	SUMMER OAKS DR	STATUTE OF LIMITATIONS	\$196.20
TOTAL MAINTENANCE						\$2,636.63
TOTAL TAX WRITE-OFFS						\$17,173.93



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3734)

Meeting: 02/25/25 06:00 PM

Department: Legal

Category: Amendment

Prepared By: Penny Medlock

Initiator: Ed McKenney

Sponsors:

DOC ID: 3734

Resolution 08-25, a resolution of the Board of Mayor and Aldermen of the City of Bartlett requesting the Tennessee General Assembly to enact an amendment to the City Charter.

WHEREAS, the City of Bartlett, Tennessee, is governed by Chapter 55 of the Private Acts of 1993 of the General Assembly of the State of Tennessee, Chapter 97 of the Private Acts of 1997 of the General Assembly of the State of Tennessee, and Chapter 47 of the Private Acts of 2007 of the General Assembly of the State of Tennessee;

WHEREAS, the participation of the broad community is fundamental to American democracy and the effectiveness of its government to represent its citizens;

WHEREAS, the City of Bartlett has enjoyed growth and prosperity due to the willingness of its citizens to engage in issues and decisions affecting municipal government;

WHEREAS, the Board of Mayor and Aldermen finds that the public welfare will be benefited by encouragement of broader public participation in City governance;

WHEREAS, the Board of Mayor and Aldermen further finds that term limits for the offices of Mayor and Alderman will encourage greater public participation in City government;

WHEREAS, the Board of Mayor and Aldermen has determined that term limits of three four-year terms (twelve years) for each position of mayor or alderman will provide elected officials the time and experience to develop a base of knowledge and expertise that benefits the general public;

WHEREAS, the introduction of staggered terms resulted in an inequity between positions on the Board of Mayor and Aldermen such that Alderman positions numbered 1, 2, and 3 may not run for Mayor without forfeiting his or her incumbent Alderman position because City rules require elected officials to run for one office only, but Alderman positions numbered 4, 5, and 6, the terms of which do not expire concurrently with the expiration of the Mayor's term, have an advantage to the extent that these individuals may run for Mayor without the risk of losing their existing Alderman position;

WHEREAS, the Board of Mayor and Aldermen finds that, in order to avoid such inequity,

any sitting alderman who runs for any other position on the Board of Mayor and Aldermen in which his or her term is not up for reelection should be required to submit a resignation of his or her current position at the time of filing for election, with such resignation effective at the Oath of Office Ceremony following the subject election;

WHEREAS, Chapter 47 of the Private Acts of 2007 of the General Assembly of the State of Tennessee amended the Charter of the City to establish an animal control program within the City;

WHEREAS, the Board of Mayor and Aldermen has determined that the animal control program requires amendment and finds that amending the Charter of the City each time a provision of the animal control program needs to be updated, revised, or otherwise amended is impractical and that the public welfare will be better served by regulating animal control through ordinances;

WHEREAS, the Board of Mayor and Aldermen further finds that, in order to rectify this impracticality, the animal control program provisions should be removed from the Charter of the City;

WHEREAS, the Board of Mayor and Aldermen has determined that certain provisions of the Charter of the City are outdated, no longer applicable, impractical, and/or require amendment;

WHEREAS, it now appears that the interests of the City of Bartlett, Tennessee will be served if the Charter of the City is further amended; and now, therefore:

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT that:

The Honorable Tom Leatherwood and The Honorable Paul Rose are hereby requested to introduce the following act to the General Assembly of the State of Tennessee:

AN ACT to amend the Charter of the City of Bartlett, Tennessee, being Chapter 55 of the Private Acts of 1993 of the General Assembly of the State of Tennessee, and all acts preceding and amendatory thereto, and to repeal Chapter 47 of the Private Acts of 2007 of the General Assembly of the State of Tennessee:

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

ARTICLE III SECTION I. Article III, Section I of the Charter of the City of Bartlett is amended by deleting the section in its entirety and substituting instead the following:

SECTION I. Officers to be elected. Terms of office. Term Limits. There shall be elected by the qualified voters of the City of Bartlett, a Mayor and six Aldermen in non-partisan, at-large, general municipal elections held in November. The Mayor and Aldermen shall be elected for terms of four (4) years, and each shall hold his or her office until his or her successor is elected and qualified. The office of Mayor is limited to three four-year terms (12 years), and the office of Alderman is limited to three four-year terms (12 years). Serving part of a term as Mayor or Alderman due to assumption, appointment, or election for less than the full four-year term shall not count toward the three-term limit for that office. The term limits provided in this section shall apply to each office as it comes up for election following the effective date of the amendment enacting these term limits. Upon the effective date of that amendment, the term limits shall not apply to disqualify any incumbent member of the Board of Mayor and Aldermen from completing his or her current term of office. It is the intent of this Charter to designate the existing six (6) Aldermanic positions one (1) through six (6). In filing for election, any candidate for Alderman or Mayor shall select and identify the position sought. The Mayor and all Aldermen shall be elected from the City-at-Large and one (1) Alderman shall be elected to each position. The candidates receiving the highest number of votes in an election for each designated position shall be declared elected as Mayor and Aldermen. In the event of a tie vote in any Mayor or Alderman's election, the incumbent Board shall decide which of the candidates shall serve. The Mayor, at the first regular meeting after each general election and swearing-in, shall appoint from the Board's membership a Vice-Mayor for a term of two (2) years. The Board shall also elect from its membership a register for a term of four (4) years. At the regular November election held in 1994, elections shall be held for the position of Mayor and Aldermanic positions 1, 2, & 3. Persons elected on that date shall serve four (4) year terms. At the regular November election held in 1996, elections shall be held for Aldermanic positions 4, 5 & 6. Persons elected on that date shall serve four (4) year terms. Such staggered elections

shall continue thereafter.

ARTICLE III SECTION 6. Article III, Section 6 is amended by deleting the title, "Officials, Oath of Office" and substituting instead "Officials. Resign to Run. Oath of Office."; by designating the existing language of Section 6 as a new subsection (b) entitled "Oath of Office"; and by adding the following language as a new subsection (a):

(a) Resign to Run. Any sitting mayor or alderman who runs for any other position on the Board of Mayor and Aldermen in an election in which his or her position is not up for reelection shall be required to submit a letter of resignation of his or her current position at the time of filing for election, and such resignation shall be irrevocable and shall be effective at the Oath of Office Ceremony following the subject election.

ARTICLE V SECTION 2. Article V, Section 2 of the Charter of the City of Bartlett is amended by deleting the last paragraph of Section 2 and substituting instead the following:

The mayor shall have authority to make appointments, promotions and transfers of employees; to make demotions, suspensions and removals of officers and employees with or without notice and with or without cause; and may delegate such authority as he deems necessary.

ARTICLE XI SECTION 3. Article XI, Section 3 of the Charter of the City of Bartlett is amended by deleting the title "Personnel System" and substituting instead "Personnel Rules and Regulations"; by deleting subsection (a) in its entirety; by deleting the title of subsection (b), "Personnel Rules and Regulations"; and by designating the language of subsection (b) as Section 3.

ARTICLE XI SECTION 4. Article XI, Section 4 of the Charter of the City of Bartlett is amended by deleting the language of subsection (a)(I) in its entirety and substituting instead the following:

(I) No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any city position or appointive city administrative office because of race, color, religion, sex, national origin, age (40 years of age and older), disability, or genetic information.

CHAPTER 47 OF THE PRIVATE ACTS OF 2007. The Charter of the City of Bartlett is amended by repealing Chapter 47 of the Private Acts of 2007 of the General Assembly of the State of Tennessee in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the **Board of Mayor and Aldermen of the City of Bartlett** hereby requests the General Assembly to enact the changes to the City Charter and take such other steps as may be necessary to effect the amendments set forth above.

ADOPTED THIS 25th day of February, 2025.

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk