



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, NOVEMBER 24, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Mayor McDonald

FUTURE MEETINGS

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

City Beautiful Commission, December 3 at 7 p.m.

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

Planning Commission, December 7 at 7 p.m.

RECOGNITIONS

Mayor McDonald and the Aldermen recognized Boy Scouts from Troops 261 and 276. The scouts were working on earning Citizenship in the Community, Public Speaking, and Communication merit badges.

Fire Department check presentation for West Cancer Center

Chief Wiggins presented Keri Burnette with West Cancer Center/ Wings with a check for \$3,500. The funds were raised by the sale of Pink Heals t-shirts.

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

MINUTES ACCEPTANCE

Minutes of the November 10, 2015 Board of Mayor and Aldermen Regular Meeting

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

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.

1. Ordinance 15-05, an ordinance to amend Zoning Ordinance Article VI, Section 10 Parking and Storage of Certain Vehicles.

No one spoke in favor or in opposition of Ordinance 15-05. The public hearing adjourned at 7:09 p.m.

2. Ordinance 15-06, an ordinance to amend Zoning Ordinance Article VI, Section 12(B) Off-street parking and loading space requirements.

No one spoke in favor or in opposition of Ordinance 15-06. The public hearing adjourned at 7:11 p.m.

UNFINISHED BUSINESS

- 1 **Third Reading of Ordinance 15-05, an ordinance to amend Zoning Ordinance Article VI, Section 10 Parking and Storage of Certain Vehicles. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick explained that this amendment will make it clear that all trailers are to be stored behind the front elevation of the house or in a storage building. Currently, the ordinance states recreational trailers. The Planning Commission approved this amendment.

Alderman Parsons would like to consider how "front elevation of the house" is defined, specifically in regard to side-loading garages.

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

- 2 **Third Reading of Ordinance 15-06, an ordinance to amend Zoning Ordinance Article VI, Section 12(B) Off-street parking and loading space requirements. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick explained that this amendment will allow the Planning Commission to determine the minimum number of parking spaces a business must have. This decision will be made during the site plan phase. This change will prevent applicants from having to make a separate request to the Board of Zoning Appeals. The Planning Commission approved this ordinance.

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

- 3 **Second Reading of Ordinance 15-07, an ordinance to amend Title 15, Chapter 1, Section 15-134(2)(c) of the Codified Ordinances of the City of Bartlett, Tennessee to modify the penalties and fines provisions for seat belt violations per an amendment to the complimentary state law. (Ed McKenney, City Attorney)**

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 12/8/2015 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Bobby Simmons, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young	

CONSENT AGENDA

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

- 1 **Appraisals for right-of-way acquisition on Old Brownsville Road. (Rick McClanahan, Director of Engineering)**
Request authorization for Bouldin and Associates to perform appraisal work for 42 properties at a cost of \$106,300, plus a contingency amount of \$10,000, for a total of \$116,300. The City is responsible for 20 percent of the project's total cost. Funds are available in Account 311.48311.770.422.
- 2 **Formal review of right-of-way appraisals for widening of Old Brownsville Road. (Rick McClanahan, Director of Engineering)**
Request authorization for Douglas B. Hall to formally review right-of-way appraisals of 42 properties at a cost of \$113,500, plus a contingency amount of \$10,000, for a total cost of \$123,500. The City is responsible for 20 percent of the project's total cost. Funds are available in Account 311.48311.770.442.
- 3 **Treasurer's Report for October 2015. (Dick Phebus, Director of Finance)**
- | | |
|-----------------------------|--------------|
| Adopted Budget Expenditures | \$70,251,836 |
| Year-to-date Expenditures | \$25,763,371 |
| Adopted Budget Revenues | \$70,251,836 |
| Year-to-date Revenues | \$11,327,350 |

NEW BUSINESS

- 1 **Resolution 32-15, a resolution to amend the Fiscal Year 2016 General Purpose School Fund. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that the Bartlett City Schools Board of Education adopted this budget amendment November 19. It increases the general purpose school fund by \$800,000. The funds will be used to provide for an Other Post-Employment Benefits (OPEB) Trust Fund and employee bonuses.

Alderman Simmons asked Mr. Phebus to elaborate on how the funds would be spent. Mr. Phebus said \$450,000 would be used for merit raises and the remaining \$350,000 would be used to start an OPEB trust.

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

OPEN DISCUSSION

Mayor McDonald invited the public to the City's Annual Christmas Parade on Saturday, December 5 beginning at 4 p.m. The parade route will start in front of Pizza Hut on Stage Road and end at Shelby Street.

ADJOURNMENT

Meeting adjourned at 7:19 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, NOVEMBER 10, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Mayor McDonald

FUTURE MEETINGS

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

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

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

Bartlett Arts Council, November 17 at 6:30 p.m.

Design Review Commission, November 17 at 6:30 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the October 27, 2015 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Nov 10, 2015 7:00 PM (MINUTES ACCEPTANCE)

UNFINISHED BUSINESS

- 1 **Second Reading of Ordinance 15-05, an ordinance to amend Zoning Ordinance Article VI, Section 10 Parking and Storage of Certain Vehicles. (Terry Emerick, Director of Planning and Economic Development)** The public hearing is set for November 24, 2015.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS] Next: 11/24/2015 7:00 PM
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 2 **Second Reading of Ordinance 15-06, an ordinance to amend Zoning Ordinance Article VI, Section 12(B) Off-street parking and loading space requirements. (Terry Emerick, Director of Planning and Economic Development)** The public hearing is set for November 24, 2015.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS] Next: 11/24/2015 7:00 PM
MOVER:	Bobby Simmons, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

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

- 1 **Authorization to auction surplus property. (Dick Phebus, Director of Finance)**
Eighteen items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.
- 2 **Quote for 23 spin bikes. (David Thompson, Director of Parks and Recreation)**
Recommend accepting the quote from Core Health and Fitness, LLC in the amount of \$23,306.00 for 23 NXT Spin Bikes with Fusion Drive. Core Health and Fitness is the manufacturer of these bikes, which the Recreation Center already uses. Funds are available in Account 311.48311.785.54316.

- 3 Bid for two ambulances. (Terry Wiggins, Fire Chief)**
Recommend accepting the only bid from Emergency Equipment Professionals at a price of \$173,793 each, total cost of \$347,586. Funds are available in Accounts 311.48311.785.25615 and 311.48311.785.25616.
- 4 Bid for three police vehicle radios. (Gary Rikard, Chief of Police)**
Recommend accepting the sole bid from ComServ Wireless at a cost of \$5,928.26 per unit, with a total cost of \$17,784.78. Funds are available in Account 311.48311.785.20316.
- 5 Bid for two pickup trucks. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Country Ford at a cost of \$27,296.00 for one Ford F-150 crew cab, and Sam Swope Group at a cost of \$20,277.36 for one 1500 Dodge Ram. Total cost for both trucks is \$47,573.36. Funds are available in Account 311.48311.785.30716.
- 6 Bid to repair sludge digester and contract to monitor project. (Rick McClanahan, Director of Engineering)**
Recommend accepting the lower bid from Chris Hill Construction in the amount of \$435,760, plus a contingency amount of \$43,760, for a total cost of \$479,520. Also recommend authorizing a contract with Barge Waggoner Sumner & Cannon for engineering administration and contract monitoring of this project for \$6,500. Total project cost is \$486,020. Funds are available in Accounts 312.48312.780.829 and 312.48312.780.82515.
- 7 Design for potential detention basin near intersection of Pamela Ann and Billy Maher. (Rick McClanahan, Director of Engineering)**
Recommend accepting the design proposal from Buchart Horn in the amount of \$16,400 for the design of three alternatives for one potential detention basin. Funds are available in Account 311.48311.772.63616.
- 8 Planning Commission Report for November 2015. (Terry Emerick, Director of Planning and Economic Development)**
Item I - Site plan for Christian Life Tabernacle Church, Phase I was approved with conditions.

NEW BUSINESS

- 1 Resolution 31-15, a resolution to amend the 2015-2016 Fiscal Year Special Revenue School Fund Budgets of the Bartlett City Schools. (Dick Phebus, Director of Finance)**

This amendment will accept the additional \$908,262 from the Federal government, and categorize the same.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 2 First Reading of Ordinance 15-07, an ordinance to amend Title 15, Chapter I, Section 15-134(2)(c) of the Codified Ordinances of the City of Bartlett, Tennessee to modify the penalties and fines provisions for seat belt violations per an amendment to the complimentary state law. (Ed McKenney, City Attorney)** The public hearing is set for December 8, 2015.

Mayor McDonald explained that the City amended the seat belt ordinance last year because the state lowered the penalty fines for violations. This amendment is to increase the penalty fines, since the State recently raised the fines. If passed on three readings, this ordinance will take effect January 1, 2016.

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next: 11/24/2015 7:00 PM
MOVER:	W.C. Pleasant, Alderman	
SECONDER:	Bobby Simmons, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

OPEN DISCUSSION

Director of Community Relations Debbie Gelineau invited the Board and citizens to the City's Veterans Ceremony on Wednesday, November 11 at Veterans Park.

ADJOURNMENT

Meeting adjourned at 7:06 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Nov 10, 2015 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 1644)

Meeting: 11/24/15 07:00 PM

Department: Planning and Economic Development

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Terry Emerick

Sponsors:

DOC ID: 1644

Ordinance 15-05, an ordinance to amend Zoning Ordinance Article VI, Section 10 Parking and Storage of Certain Vehicles.

WHEREAS, the Board of Mayor and Alderman of the City of Bartlett, Tennessee, desire to amend Zoning Ordinance Article VI, Section 10, Parking and Storage of Certain Vehicles to clarify parking of all trailer types in residentially zoned areas; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that Article VI, Section 10 of the Zoning Ordinance shall be amended as follows:

Section 1. Automotive vehicles ~~or trailers~~ of any kind or type without current license plates shall not be parked or stored on any residentially zoned property other than in completely enclosed buildings. *Trailers not stored in an enclosed building must be stored behind the front elevation of the house.*

Section 2. Severability. Should any provision of this Ordinance be rendered unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. BE IT FURTHER ORDAINED that this ordinance shall take effect upon its passage on the third and final reading, the public welfare requiring it.

FIRST READING: October 27, 2015

SECOND READING: November 10, 2015

THIRD READING: November 24, 2015

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

A. Keith McDonald
Mayor

ATTEST: _____
Stefanie McGee
City Clerk

HISTORY:

10/27/15 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 11/10/15

11/10/15 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 11/24/15

RESULT: **APPROVED ON THIRD AND FINAL RE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 1597)

Meeting: 11/24/15 07:00 PM

Department: Planning and Economic Development

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Terry Emerick

Sponsors:

DOC ID: 1597 A

Ordinance 15-06, an ordinance to amend Zoning Ordinance Article VI, Section 12(B) Off-street parking and loading space requirements.

WHEREAS, the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, desire to amend Zoning Ordinance Article VI. Section 12(B) Off-street Parking and Loading Space Requirements to allow the Planning Commission latitude in determining the number of minimum parking spaces; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that Article VI. Section 12(B) of the Zoning Ordinance shall be amended as follows:

Section 1.

There shall be provided, at the time of the erections of any building or structure, off-street parking spaces, and loading spaces where required, paved with asphalt or other material, and with adequate and safe ingress and egress by an automobile in accordance with the minimum standards in the schedule below, and designed in accordance with figure [VI-12a], Parking Design Requirements. When a building or structure is enlarged or increased in capacity by adding dwelling rooms, guest rooms, floor area or seats, minimum off-street parking shall be provided for such additional rooms, floor area or seats. *The Planning Commission, at site plan approval, may establish a minimum number of required parking spaces different from those listed in Figure VI-12a Parking Design Requirements upon presentation of information by the applicant that a different number is sufficient and appropriate for that site.*

Section 2. Severability. Should any provision of this Ordinance be rendered

unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. BE IT FURTHER ORDAINED that this Ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

FIRST READING: October 27, 2015

SECOND READING: November 10, 2015

THIRD READING: November 24, 2015

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

A. Keith McDonald
Mayor

ATTEST: _____
Stefanie McGee
City Clerk

HISTORY:

10/27/15 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 11/10/15

11/10/15 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 11/24/15

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 1655)

Meeting: 11/24/15 07:00 PM
Department: Legal
Category: Amendment
Prepared By: Stefanie McGee
Initiator: Ed McKenney
Sponsors:
DOC ID: 1655

Ordinance 15-07, an ordinance to amend Title 15, Chapter 1, Section 15-134(2)(c) of the Codified Ordinances of the City of Bartlett, Tennessee to modify the penalties and fines provisions for seat belt violations per an amendment to the complimentary state law.

WHEREAS, the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, desire to amend Title 15, Chapter 1, Section 15-134 (Motor Vehicles, Traffic and Parking Ordinance) to modify the fines for seat belt violations.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that Section 15-134(2)(c) of said Title and Chapter is deleted in full and replaced with the following:

Section 1. 15-134(2)(c), Violations, penalties applicability.

Violation of any provision of this section is hereby declared to be a misdemeanor. Any operator of a motor vehicle convicted of a violation hereunder involving the driver or another adult shall be fined twenty-five dollars (\$25.00) for a first violation, and fifty dollars (\$50.00) on second or subsequent violations. Any operator of a motor vehicle convicted of a violation hereunder involving a minor age 16 or 17 shall be fined twenty dollars (\$25.00). Any operator of a motor vehicle convicted of a violation involving a child between the ages of five (5) and sixteen (16), shall be fined fifty dollars (\$50.00). Any operator of a motor vehicle convicted of a violation hereunder involving a child age 4 or under shall be fined fifty dollars (\$50.00).

Section 2. Severability. Should any provision of this Ordinance be rendered unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. BE IT FURTHER ORDAINED that this Ordinance shall take effect January 1, 2016, the public welfare requiring it.

FIRST READING: November 10, 2015

SECOND READING: November 24, 2015

THIRD READING: December 8, 2015

W.C. Pleasant, Register to the Board

A. Keith McDonald

of Mayor and Aldermen

Mayor

ATTEST: _____
Stefanie McGee
City Clerk

HISTORY:

11/10/15 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 11/24/15

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next:
	12/8/2015 7:00 PM	
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Bobby Simmons, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young	



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 11/24/15 07:00 PM

Department: Engineering

Category: Proposal

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Appraisals for right-of-way acquisition on Old Brownsville Road.

The City will be acquiring property for the widening of Old Brownsville Road. There are 24 appraisals necessary, including one business acquisition. Attached is the cost of each appraisal broken out for a total of \$74,410.

A market data brochure will also be needed to establish values of parcels that will be acquired with values less than \$10,000. There are 18 parcels that will use this market data brochure to set values to offer to the owner. The cost to develop the market data brochure is \$31,890.

The total cost to perform this work is shown below:

Appraisals	\$ 74,410
Market Data Brochure	\$ 31,890
Total Appraisal Cost	\$106,300

Please authorize Bouldin & Associates to perform this appraisal work and appropriate \$106,300 with a contingency of \$10,000 for a total of \$116,300 to complete these appraisals. Funding to come from Account 311.48311.770.422, Old Brownsville Road West Right of Way.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young

Bouldin & Associates

P.O. Box 172025
Memphis, Tennessee 38187
Phone (901) 766-1880

Fax (901) 766-1881
Email: rbmai @bellsouth.net

Rand Bouldin, MAI, SRA, AI-GRS, CCIM

November 18, 2015

Rick McClanahan
Director and City Engineer
City of Bartlett
6382 Stage Road
Bartlett, TN 38134

Re: Old Brownsville Road Widening Project
Project: STP-M-9419 (2)
City: Bartlett, TN

Dear Rick:

As requested, I have reviewed the review appraiser's list of the types of appraisals which will be needed for the various tracts along the Old Brownsville Road Project. He has identified 24 tracts which will need appraisals. Of those 24 appraisals, 15 will be Formal appraisals and 9 will be FPA appraisals.

Based on the current list of appraisals needed for the project, the fee for the Market Data Brochure and the individual fees for the appraisal reports are provided in the table on the following page. The Market Data Brochure will be completed first. Invoices will be presented for payment as the reports are completed.

I have also attached a copy of my qualifications for your file. Let me know if you have any questions.

Thank you,



Rand Bouldin, MAI, SRA, AI-GRS, CCIM
State Certified General Real Estate Appraiser
No. CG-645

Attachment: SKMBT_28315111909120.pdf (1658 : Appraisals for Right of Way Acquisition on Old Brownsville Road)

Bouldin & Associates

P.O. Box 172025

Memphis, Tennessee 38187

Phone (901) 766-1880

Fax (901) 766-1881

Email: rbmai@bellsouth.net

Rand Bouldin, MAI, SRA, AI-GRS, CCIM

BROWNSVILLE ROAD WIDENING PROJECT			
<i>Tract Number</i>	<i>Owner</i>	<i>Fee</i>	<i>Appraisal Type</i>
11	Rimer	\$3,150	Formal
12	Rimer	\$3,360	Formal
18	St. Elisabeth's	\$3,780	Formal
19	Rivercrest Baptist	\$3,150	Formal Part Affected
20	Ralston	\$1,960	Formal Part Affected
21	Edwards	\$4,060	Formal
22	Carruthers	\$2,450	Formal
24	Farley	\$4,060	Formal
25	Terry	\$4,830	Formal
26	Smith	\$4,060	Formal
27	Phillips	\$1,750	Formal Part Affected
28	Cranford	\$3,360	Formal
29	Woodard	\$3,430	Formal
30	Guffin	\$1,960	Formal Part Affected
31	Guffin	\$3,640	Formal
36	Porter	\$4,130	Formal
41	Hayslip	\$3,780	Formal
42	Porter	\$3,780	Formal
90	Paragon	\$2,380	Formal Part Affected
126	Erving	\$1,680	Formal Part Affected
138	McGhee	\$1,960	Formal Part Affected
139	St. Elisabeth's	\$3,780	Formal
147	White	\$1,960	Formal Part Affected
148	Taylor	\$1,960	Formal Part Affected
Market Data Brochure		\$31,890	
Total		\$106,300	



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 11/24/15 07:00 PM

Department: Engineering

Category: Proposal

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Formal review of right-of-way appraisals for widening of Old Brownsville Road.

As a Federal project, when Right-of-Way is acquired, appraisals must be performed as outlined in a prior proposal by Mr. Bouldin. The appraisals are then reviewed by an appraiser to ensure appraisals are fair and correct. Douglas B. Hall has submitted this proposal to perform the review appraisals as required by FHWA and TDOT.

Market Data Brochure Review	\$ 10,000
Review of 15 Formal Appraisals	\$ 60,000
Review of 9 Formal Part Appraisals	\$ 36,000
<u>Valuation Consistency for 18 NPP Parcels</u>	<u>\$ 7,500</u>

Total Review Appraisal Fee \$113,500

Please authorize the review appraisals by Douglas B. Hall for \$113,500 plus a contingency of \$10,000 for a total expenditure of \$123,500. Funding to come from Account 311.48311.770.442, Old Brownsville Road West Right of Way.

For information purposes, the total appraisal cost to purchase 42 parcels is:

Initial Evaluation by Douglas B. Hall	\$10,000
Appraisal Cost by Bouldin & Ass.	\$116,300
<u>Review Appraisal Cost by Douglas B. Hall</u>	<u>\$123,500</u>
	\$249,800

$249,800 / 47 = \$5,947.61$ average / property

The City's local match is 20 percent of the total or \$49,960

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young

REAL ESTATE ADVISORS | **Douglas B. Hall & Associates, Inc.**

APPRAISALS
COUNSELING
FEASIBILITY
MARKET ANALYSIS

November 4, 2015

Mr. Rick McClanahan
Engineering Director
City of Bartlett
6400 Stage Road
Bartlett, Tennessee 38134

**RE: FY2015-06-052
Old Brownsville Road Widening Project
Review Appraiser Proposal, Part 2**

Dear Mr. McClanahan:

Per your request, I submit the following cost proposal pertaining to providing professional real estate appraisal review services:

1. In the capacity of project review appraiser, it is my responsibility to review the market data brochure for factual accuracy and to perform a cursory exterior inspection of all comparables included within the brochure. The market data brochure review will also verify that there is adequate and reasonable sales data necessary for completion of the NPP's. The fee to perform the above services is **\$10,000**.

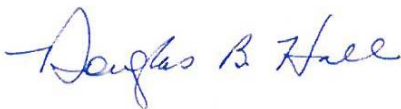
In preparing the review appraisal reports, I will perform the following scope of work for both the formal appraisals and the formal part affected (FPA) appraisals:

- identify the intended user (client) of the analysis
- identify the intended use of the analysis
- thoroughly review and analyze each appraisal report in question
- at a minimum, make an exterior inspection of all properties under review
- inspect all comparable data utilized within each appraisal
- ascertain if the conclusions of the highest and best use, both before and after, are reasonable
- determine if the valuation methodologies are appropriate
- determine if the data employed is relevant to the appraisal problem
- determine if the valuation techniques, both before and after, are relevant and appropriately applied
- determine if the analyses, opinions, and conclusions are appropriate and reasonable
- evaluate each appraisal report to determine if it is generally in compliance with

- relevant USPAP requirements noting any potential deficiencies
 - evaluate each appraisal report for general compliance with relevant Tennessee Department of Transportation appraisal requirements, noting any potential deficiencies
 - evaluate each appraisal report for general compliance with relevant Uniform Act appraisal requirements, noting any potential deficiencies
 - contact assigned appraiser and request clarification or revision of all potential deficiencies
 - develop an opinion of the quality of the work that is the subject of the appraisal review assignment
 - develop an opinion of the resulting valuation of the work that is the subject of the review assignment
 - develop an opinion as to the appropriateness of the compensation due the property owner
 - for each appraisal report under review, either recommend approval or rejection of the appraisal report
 - complete an LPA Acquisition Review form for each appraisal report under review
 - complete and execute an LPA Form 2 based upon the compensation due the property owner contained within the appraisal assignment under review.
2. The fee for the formal appraisal reviews, to include completion of the LPA Form 2, will be **\$60,000**.
 3. The fee for the formal part affected (FPA) appraisal reviews, to include completion of the LPA Form 2, will be **\$36,000**.
 4. Additionally, the reviewer is responsible for working with the City of Bartlett to ensure valuation consistency on the right-of-way project between the NPP parcels and properties appraised. The fee to perform the above services is **\$7,500**.
 5. Pre-trial conference, deposition, and court testimony, should the need for these services arise, will be billed at the rate of \$250 per hour, for actual time incurred. It is not possible to project a maximum number of hours to allocate for these services, or to determine whether or not these services will be required.

Thank you for allowing me to submit this proposal to you. If you have any questions, please do not hesitate to contact me.

Sincerely,



Douglas B. Hall, CRE

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 11/24/15 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for October 2015.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Bobby Simmons, Alderman**SECONDER:** W.C. Pleasant, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young

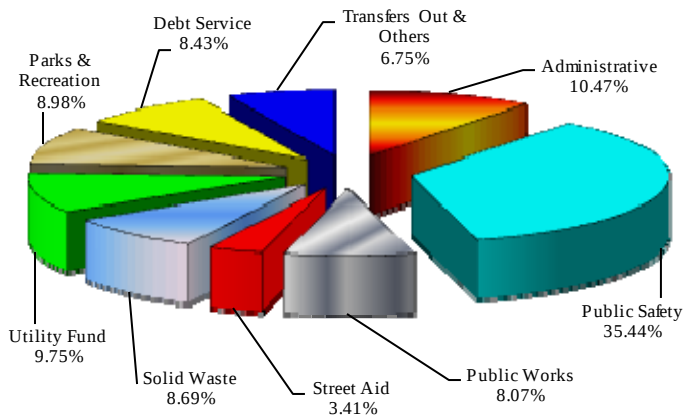


City of Bartlett

FINANCIAL REPORT

October 31, 2015

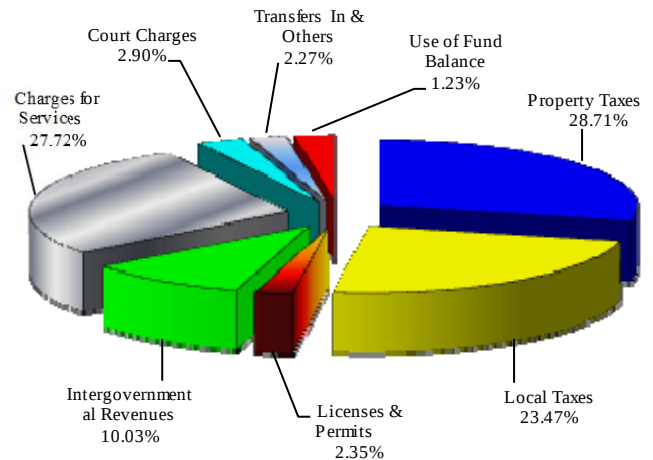
Total Expenditures, FY 2016 Budget: \$70,251,836



BUDGET HIGHLIGHTS

- June 30, 2015 year-to-date actual is unaudited.
- Information in this report is preliminary Fiscal Year 2015 year-end.
- Property tax bills will be mailed in November and are due February 28.
- Delinquent 2014 property taxes were submitted to the Trustee for collection.

Total Revenues, FY 2016 Budget: \$70,251,836



FY 2016 YEAR-TO-DATE For The Period Ending October 31, 2015

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 6,956,654	\$ 1,773,092
Public Safety	24,279,527	7,668,502
Public Works	5,543,467	1,727,334
Parks and Recreation	5,650,587	1,855,198
Performing Arts	601,966	194,236
Transfers & Other Gen. Fund Items	4,278,444	3,281,018
Subtotal	\$ 47,310,645	\$ 16,499,381
General Fund Revenues		
Property Taxes	\$ 20,145,000	\$ 136,535
Local Taxes	13,299,500	2,106,663
Building and Development Fees	1,652,000	444,652
Intergovernmental	5,519,500	775,670
Charges for Services	3,830,084	1,133,488
Court Charges	1,715,000	430,269
Other Revenue	1,149,561	108,010
Subtotal	\$ 47,310,645	\$ 5,135,287
Special Rev. Funds -Expenditures	\$ 10,099,915	\$ 3,685,317
Special Rev. Funds -Revenues	\$ 10,099,915	\$ 2,629,469
Utility Expenses	\$ 8,627,200	\$ 2,793,678
Utility Revenues	\$ 8,627,200	\$ 3,043,726
Debt Service Expenditures	\$ 4,214,076	\$ 2,784,996
Debt Service Revenues	\$ 4,214,076	\$ 518,868
Total Expenditures	\$ 70,251,836	\$ 25,763,371
Total Revenues	\$ 70,251,836	\$ 11,327,350

Note: FY 2016 Adopted Budget includes use of fund balance in the General Fund, Special Revenue Funds and the Debt Service Fund.

Attachment: Oct15FinRpt (1657 : Treasurer's Report for October 2015)



City of Bartlett -- Financial Summary For The Period Ending October 31, 2015



	FY 2015 Unaudited Actual	FY 2016 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2015	Year-to-Date Actual FY 2016	Increase/ Decrease in \$	Percent of FY 2015 Actual	Percent of FY 2016 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,301,665	\$ 6,956,654	\$ 654,989	\$ 1,999,675	\$ 1,773,092	\$ (226,583)	31.73%	25.49%	-6.24%
Public Safety	23,267,781	24,279,527	1,011,746	7,582,207	7,668,502	86,295	32.59%	31.58%	-1.00%
Public Works	5,191,609	5,543,467	351,858	1,698,152	1,727,334	29,182	32.71%	31.16%	-1.55%
Parks and Recreation	5,099,667	5,657,147	557,480	1,742,859	1,855,198	112,339	34.18%	32.79%	-1.38%
Performing Arts	546,656	595,406	48,750	183,318	194,236	10,918	33.53%	32.62%	-0.91%
Transfers & Other Gen. Fund Items	2,590,831	4,278,444	1,687,613	2,208,193	3,281,018	1,072,825	85.23%	76.69%	-8.54%
Total General Fund Expenditures	\$ 42,998,207	\$ 47,310,645	\$ 4,312,438	\$ 15,414,403	\$ 16,499,381	\$ 1,084,977	35.85%	34.87%	-0.97%
General Fund Revenues									
Property Taxes	\$ 20,013,404	\$ 20,145,000	\$ 131,596	\$ 122,022	\$ 136,535	\$ 14,513	0.61%	0.68%	0.07%
Local Taxes	12,963,116	13,299,500	336,384	1,986,477	2,106,663	120,186	15.32%	15.84%	0.52%
Building and Development Fees	1,689,573	1,652,000	(37,573)	523,931	444,652	(79,279)	31.01%	26.92%	-4.09%
Intergovernmental	5,663,855	5,519,500	(144,355)	716,527	775,670	59,143	12.65%	14.05%	1.40%
Charges for Services	3,647,577	3,830,084	182,507	1,107,042	1,133,488	26,446	30.35%	29.59%	-0.76%
Court Charges	1,578,879	1,715,000	136,121	473,016	430,269	(42,746)	29.96%	25.09%	-4.87%
Other Revenue	414,791	1,149,561	734,770	93,179	108,010	14,831	22.46%	9.40%	-13.07%
Total General Fund Revenues	\$ 45,971,194	\$ 47,310,645	\$ 1,339,451	\$ 5,022,193	\$ 5,135,287	\$ 113,094	10.92%	10.85%	-0.07%
Special Revenue Funds									
Street Aid Fund	\$ 1,550,990	\$ 2,395,000	\$ 844,010	\$ 382,948	\$ 909,578	\$ 526,630	24.69%	37.98%	13.29%
Solid Waste Fund	5,580,563	6,299,652	719,089	1,421,123	2,128,263	707,140	25.47%	33.78%	8.32%
General Improvement Fund	574,108	650,000	75,892	254,925	387,067	132,142	44.40%	59.55%	15.15%
Drug Enforcement Fund	244,579	304,600	60,021	36,895	68,286	31,391	15.08%	22.42%	7.33%
DEA Enforcement Fund	154,767	279,900	125,133	66,568	0	(66,568)	43.01%	0.00%	-43.01%
Drainage Control Fund	103,302	120,763	17,461	26,766	33,252	6,487	25.91%	27.54%	1.63%
Park Improvement Fund	6,656	50,000	43,344	2,400	0	(2,400)	0.00%	0.00%	0.00%
Grant Funds	1,030,251	0	(1,030,251)	(51,100)	158,870	209,970	-4.96%	0.00%	4.96%
Special Revenue Funds - Expenditures	\$ 9,245,217	\$ 10,099,915	\$ 854,698	\$ 2,140,524	\$ 3,685,317	\$ 1,544,793	23.15%	36.49%	13.34%
Special Revenue Funds - Revenues	\$ 9,562,901	\$ 10,099,915	\$ 537,013	\$ 2,518,356	\$ 2,629,469	\$ 111,114	26.33%	26.03%	-0.30%
Utility Fund									
Total Utility Operations	\$ 5,690,801	\$ 6,839,671	\$ 1,148,870	\$ 1,620,943	\$ 1,615,934	\$ (5,009)	28.48%	23.63%	-4.86%
Total Utility Debt Expenses	1,585,477	1,700,343	114,866	1,078,588	1,177,744	99,156	68.03%	69.27%	1.24%
Contribution to Fund Balance	0	87,186	87,186	0	0	0	0.00%	0.00%	0.00%
Total Utility Expenses	\$ 7,276,278	\$ 8,627,200	\$ 1,350,922	\$ 2,699,531	\$ 2,793,678	\$ 94,147	37.10%	32.38%	-4.72%
Total Utility Revenues	\$ 8,487,525	\$ 8,627,200	\$ 139,675	\$ 3,221,225	\$ 3,043,726	\$ (177,499)	37.95%	35.28%	-2.67%
Debt Service Fund									
Total Debt Service Expenditures	\$ 4,009,283	\$ 4,214,076	\$ 204,793	\$ 2,663,294	\$ 2,784,996	\$ 121,702	66.43%	66.09%	-0.34%
Total Debt Service Revenues	\$ 3,898,504	\$ 4,214,076	\$ 315,572	\$ 486,939	\$ 518,868	\$ 31,929	12.49%	12.31%	-0.18%
Total Expenditures	\$ 63,528,985	\$ 70,251,836	\$ 6,722,851	\$ 22,917,752	\$ 25,763,371	\$ 2,845,619	36.07%	36.67%	0.60%
Total Revenues	\$ 67,920,125	\$ 70,251,836	\$ 2,331,711	\$ 11,248,713	\$ 11,327,350	\$ 78,638	16.56%	16.12%	-0.44%



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 11/24/15 07:00 PM

Department: Finance

Category: Budget

Prepared By: Dick Phebus

Department Head: Dick Phebus

Resolution 32-15, a resolution to amend the Fiscal Year 2016 General Purpose School Fund.

WHEREAS, the Bartlett Board of Mayor and Aldermen is required to approve the Bartlett City Board of Education General Purpose School Fund Budget, as amended, and other Special Revenue Fund budgets; and

WHEREAS, the Bartlett City Board of Education has approved a budget amendment to its FY2016 School General Fund Budget at its regular meeting on November 19, 2015 which is labeled "Exhibit A - School General Fund Amendment" and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the November 19, 2015, amendments to the FY2016 General Fund Budget of the Bartlett City Board of Education is approved, as detailed in "Exhibit A - School General Fund Amendment".

Adopted this day of November 24, 2015

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

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

EXHIBIT A
SCHOOL GENERAL FUND AMENDMENT



RESOLUTION 3-4

A RESOLUTION TO AMEND THE 2015-2016 FISCAL YEAR ANNUAL GENERAL PURPOSE FUND BUDGET AND APPROVE THE PLANNED USE OF FUND BALANCE OF THE BARTLETT CITY SCHOOLS.

WHEREAS, Tennessee Code Annotated §49-2-203(a)(10)(A)(i) requires the Bartlett City Board of Education to direct the Superintendent and the Chair to prepare a budget on forms furnished by the Commissioner, and when the budget has been approved by the Board, to then submit that budget to the Bartlett Board of Mayor and Aldermen for their approval; and

WHEREAS, these amendments to the General Purpose Fund Budget change the total amount of the budget, as recognized by an increase in General Fund Budget Expenditures.

NOW, THEREFORE, BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION:

Section 1. That the annual General Purpose Fund Budget for the 2015-2016 school year for the Bartlett City Schools as presented in official budget documents is hereby amended by reference in the following amounts

2015-16 GENERAL FUND BUDGET EXPENDITURES	\$72,200,815
Expenditures are amended in the following categories:	
141-71200-42900-320-1000-0000 Special Education Program Instructional Supplies and Materials is amended from \$30,000 to \$25,000	(5,000)
141-72710-72900-635-1000-0000 Transportation Equipment is amended from \$0 to \$5,000	5,000
141-72320-59900-210-1000-0000 Director of Schools Other Charges is amended from \$503,912 to \$853,912	350,000
Multiple Salary Accounts are amended for a net increase of \$450,000	450,000
Amended General Fund Budget Expenditures:	\$73,000,815

2015-16 ESTIMATED GENERAL FUND BUDGET - FUND BALANCE **\$6,000,000**

General Fund Balance is amended in the following category:

141-34555-00000-000-0000-0000 Fund Balance is amended from (800,000)
\$6,000,000 (est.) to \$5,200,000 (est.)

Amended General Fund Budget Fund Balance: **\$5,200,000**

2015-16 GENERAL FUND BUDGET REVENUES **72,200,815**

Revenues are not amended

Section 2. That the budget documents required by law will be amended and submitted as required for approval to the Bartlett Board of Mayor and Aldermen, and, upon approval, shall be submitted as required to the State of Tennessee.

Section 3. That this resolution shall become effective November 19, 2015 from and after its adoption by the Bartlett City Board of Education.

Adopted this 19th day of November, 2015.

Jeff Norris, Chairman
Bartlett City Board of Education

David A. Stephens, Superintendent
Bartlett City Board of Education

APPROVED AS TO FORM:
Kari Shoopman, General Counsel