



# City of Bartlett

*A. Keith McDonald, Mayor*

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

**TUESDAY, JUNE 23, 2020 - CONFERENCE CALL - 6:00 PM**

### **ATTENDANCE**

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

### **INVOCATION**

Opening Prayer by Alderman Jack Young

### **FUTURE MEETINGS**

Bartlett Station Commission, July 1 at 7:30 a.m.

City Beautiful Commission, July 2 at 6:30 p.m.

Family Assistance Commission, July 6 at 6:00 p.m.

Planning Commission, July 6 at 7:00 p.m.

Parks and Recreation Advisory Board, July 9 at 7:00 p.m.

Bartlett Historical Society, July 13 at 7:00 p.m.

### **RECOGNITIONS**

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

**Mayor McDonald announced that in keeping with Governor Bill Lee's Executive Orders #16 & #34, as determination of record, this meeting was being recorded and that the minutes and the recording will be made available on the City's website within two days.**

**Mayor McDonald announced a continuing appropriation and budget for Fiscal Year 2021 in light of economic challenges from COVID-19. Tennessee Code Annotated 06-56-210 and the City of Bartlett Charter provides that if the budget is not adopted prior to the beginning of the next fiscal year, the appropriations for the last fiscal year shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance. Administration's goal is to provide a more detailed budget proposal within the first quarter.**

## **MINUTES ACCEPTANCE**

### **Minutes of the June 9, 2020 Board of Mayor and Aldermen Regular Meeting**

<b>RESULT:</b>	<b>ACCEPTED [5 TO 0]</b>
<b>MOVER:</b>	David Parsons, Alderman
<b>SECONDER:</b>	Emily Elliott, Alderman
<b>AYES:</b>	Pleasant, Elliott, Parsons, Young, Sedgwick
<b>AWAY:</b>	Simmons

## **CONSENT AGENDA**

<b>RESULT:</b>	<b>APPROVED [5 TO 0]</b>
<b>MOVER:</b>	W.C. Pleasant, Alderman
<b>SECONDER:</b>	Paula Sedgwick, Alderman
<b>AYES:</b>	Pleasant, Elliott, Parsons, Young, Sedgwick
<b>AWAY:</b>	Simmons

- 1 Renewal of maintenance agreement for Watson Field Reporting. (Jeff Cox, Police Chief)**  
Request to renew service agreement with Data Driven for Watson Field Reporting Suite in the amount of \$37,364.90. This is an annual agreement running from July 1, 2020 to June 30, 2021.
- 2 Presentation of General Obligation Capital Outlay Note, Series 2020. (Dick Phebus, Director of Finance)**
- 3 Property, general liability, auto, worker's compensation, and other insurance renewals. (Dick Phebus, Director of Finance)**
- 4 Seventh year renewal of water tank maintenance project (10 Years). (John Horne, Assistant Director of Engineering)**  
Last year (2019), the bid for water tank maintenance from Utility Service Company (Suez) was accepted. The project bid in 2013 was for maintenance during a 10 year period. Please award year seven of the project for \$214,005.21. Funds are available in Account 510.51200.945.

**5 Bid for annual transportation projects. (John Horne, Assistant Director of Engineering)**

Recommend accepting the lowest bids from the following contractors:  
Citywide Concrete Replacement - Encsor; Traffic Signal Maintenance - McCrory Electric. These are all budgeted items.

**6 Planning Commission Report for June 2020. (Kim Taylor, Director of Planning and Economic Development)**

Item 1) Special Use Permit for Celebration of Life Funeral Services - Funeral Home use of 5803 Stage Road. Approved favorable recommendation to the Board of Mayor and Aldermen with conditions of staff, no parking on the grass or gravel area, only on the marked pavement on that lot, and signed shared parking agreement.

Item 2) Special Use Permit for West Tennessee Funeral Associates - Funeral Home of 5809 Stage Road. Approved favorable recommendation to the Board of Mayor and Aldermen with conditions of staff, no parking on the grass or gravel area, only on the marked pavement on that lot, and signed shared parking agreement.

Item 3) Revised site plan for Murphy USA Convenience Store and Gas Station, 6506 Memphis Arlington. Approved favorable with conditions.

**NEW BUSINESS**

**1 Set a public hearing for July 28, 2020 for Resolution 15-20, a resolution approving a Special Use Permit to allow funeral home use to be located at 5803 Stage Road within the "CG-MS" General Business with Main Street Overlay zoning district. (Kim Taylor, Director of Planning and Economic Development)**

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

**2 Set a public hearing for July 28, 2020 for Resolution 16-20, a resolution approving a Special Use Permit to allow funeral home use to be located at 5809 Stage Road within the "CG-MS" General Business with Main Street Overlay zoning district. (Kim Taylor, Director of Planning and Economic Development)**

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

**3 Resolution 18-20, a resolution to amend the Fiscal Year 2020 Capital Improvement Program Fund Budget and appropriate funds for construction of Bartlett Public Works City Shop. (Dick Phebus, Director of Finance)**

Director of Finance, Dick Phebus, explained that this resolution amends the FY2020 Capital Improvement Program Fund budget to appropriate the Capital Outlay Notes, Series 2020 for \$2,000,000 approved last Board of Mayor and Aldermen meeting for the building of the Public Works City Shop.

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

**4 Resolution 19-20, a resolution to amend the Fiscal Year 2020 Bartlett City Schools Federal Projects Fund, Discretionary Grants Fund and General Purpose School Fund. (Dick Phebus, Director of Finance)**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Emily Elliott, Alderman
<b>SECONDER:</b>	Paula Sedgwick, Alderman
<b>AYES:</b>	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**5 First Reading of Ordinance 20-02, an ordinance amending Article II, Section 5(B); Article IV, Section I; and Article IV, Section 12(A) of the Bartlett Subdivision Ordinance, Title 14, Chapter 1, Appendix B, of the Codified Ordinances of the City of Bartlett, Tennessee. The development community expressed concern about the cost and difficulty in acquiring 100 percent bonds for construction activities. This proposed ordinance amendment introduces a minimum bond requirement to spur growth in the land development sector of the City. (Rick McClanahan, Director of Engineering)**

Chief Administrative Officer, Mark Brown, detailed that the development community had requested the Board of Mayor and Aldermen to approve a minimum bond requirement. Currently the ordinance is set for a 100 percent bond. He explained that the amendment would allow developers to hold bonds to cover all exterior work including rights-of-way; however, a minimum bond could be set for interior work.

<b>RESULT:</b>	<b>APPROVED ON FIRST READING [UNANIMOUS]</b>	<b>Next: 7/14/2020 7:00 PM</b>
<b>MOVER:</b>	W.C. Pleasant, Alderman	
<b>SECONDER:</b>	Jack Young, Vice Mayor	
<b>AYES:</b>	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

### **OPEN DISCUSSION**

Mayor McDonald responded to aldermen inquiries regarding July meetings. Governor Bill Lee did not extend Executive Order #34 regarding electronic open meetings. Board of Mayor and Aldermen meetings and Boards and Commissions will meet in-person and practice social distancing with mask requirements beginning July 1, 2020.

### **ADJOURNMENT**

Meeting adjourned at 6:31 PM