



# City of Bartlett

A. Keith McDonald, Mayor

## BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JUNE 27, 2017 - BARTLETT CITY HALL - 7:00 PM

### ATTENDANCE

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

### INVOCATION

Opening Prayer by Danny Sinuefield, Faith Baptist Church

### FUTURE MEETINGS

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

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

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

Planning Commission, July 6 at 7 p.m.

Bartlett Historical Society, July 10 at 7 p.m.

### RECOGNITIONS

Mayor McDonald and the Aldermen recognized Boy Scouts from Troop 265. The scouts were working on earning their Communications and Citizenship in the Community merit badges.

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

### MINUTES ACCEPTANCE

#### Minutes of the June 13, 2017 Board of Mayor and Aldermen Regular Meeting

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

**UNFINISHED BUSINESS**

- 1 **Second Reading of Ordinance 17-05, an ordinance to designate the Barteau-Dickey House, 2943 Sycamore View Road, a historic landmark. (Terry Emerick, Director of Planning and Economic Development)**

<b>RESULT:</b>	<b>APPROVED ON SECOND READING [UNANIMOUS]</b>	<b>Next: 7/11/2017 7:00 PM</b>
<b>MOVER:</b>	Bobby Simmons, Alderman	
<b>SECONDER:</b>	W.C. Pleasant, Alderman	
<b>AYES:</b>	Pleasant, Elliott, Parsons, Simmons, Sedgwick	

**CONSENT AGENDA**

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

- 1 **Special event permit for Memphis Runners Track Club Road Race. (Jim Brown, Director of Code Enforcement)**  
The event will be held on Sunday, August 13 and Sunday, August 27 from 5:30 to 9:30 a.m. at W.J. Freeman Park.
- 2 **Annual Contribution to the County's Household Hazardous Waste Collection Facility. (Bill Yearwood, Director of Public Works)**  
Approve yearly contribution of \$20,000 to waste facility, as approved in Resolution 43-05. Funds are available in account 122.48122.899.
- 3 **Renewal of maintenance agreement for Watson Field Reporting. (Gary Rikard, Chief of Police)**  
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, 2017 to June 30, 2018. Funds are available in Account 123.48123.264.
- 4 **Bid for one 2017 Ford Explorer. (Gary Rikard, Chief of Police)**  
Recommend accepting the lowest bid from AutoNation at a cost of \$27,024.72. Funds are available in Account 311.48311.785.20317.
- 5 **Bid for lawn treatment services for Parks and Recreation Department and Bartlett City Schools. (Shan Criswell, Director of Parks and Recreation)**  
Recommend accepting the bid from Herbi-Systems for Parks and Recreation maintenance and Schools lawn treatment services for a total cost of \$143,841.44. Parks Maintenance will cost \$87,350.94 and the Schools portion will cost \$56,490.50. Funds are available in Accounts 11044300.265 and 11044400.265.

**6 Bid for renovation of Deermont Park restrooms. (Shan Criswell, Director of Parks and Recreation)**

Recommend accepting the lowest bid from Terry Bell Construction, LLC. in the amount of \$269,777.00, plus a contingency amount of \$15,000.00, for a total project cost of \$284,777.00. Additionally, recommend awarding the project's construction management to Ross Witt, PLLC. in the amount of \$6,250. The total cost of this project will be \$291,027.00. Funds are available in Account 311.48311.780.51617.

**7 Bid for Fiscal Year 2018 annual transportation projects. (Rick McClanahan, Director of Engineering)**

Recommend accepting the lowest bids from the following contractors:

Concrete Replacement - Mark Weeks Construction

Traffic Signal Maintenance - Shelby Electric

Asphalt Pavement - Standard Construction, Lehman-Roberts, APAC-Tennessee

These are all budgeted items.

Rick McClanahan, Director of Engineering, requested that this item be pulled so he could clarify the asphalt pavement award.

He explained that Standard Construction would be the primary vendor for asphalt paving products, and Lehman Roberts and APAC-Tennessee would be secondary.

**8 Lease contract renewal with Vertical Bridge. (Dick Phebus, Director of Finance)**

Request to renew lease contract with Vertical Bridge for use of land (5205 Brief Road) and tower used for the City's two-way public radio communication system. Monthly lease payments are \$1,442, for total of \$17,304 during Fiscal Year 2018. Funds are available in Account 123.48123.243.

**9 Contract amendment for temporary employment services. (Dick Phebus, Director of Finance)**

Request approval to amend the temporary employment services contract approved on October 14, 2016. This amendment will change the vendor name and clarify the bid pricing sheet. . Pricing on original bid did not change; only clarification of overtime rate billing for both regular and overtime pay.

**10 Property, General Liability, Auto, Worker's Compensation, and Other Insurance Renewals. (Ted Archdeacon, Director of Personnel)**

The Tennessee Municipal League insurance quotes require approval for the Fiscal Year 2018 renewal for the City of Bartlett and Board of Education.

**11 Treasurer's Report for May 2017. (Dick Phebus, Director of Finance)**

Adopted Budget Expenditures	\$72,630,170
Year-to-date Expenditures	\$70,201,869
Adopted Budget Revenues	\$72,630,170
Year-to-date Revenues	\$65,743,114

**NEW BUSINESS**

- 1 **First Reading of Ordinance 17-06, an ordinance to amend Title 5, Chapter 1, Sections 5-103 and 5-104 of the Codified Ordinances to increase the purchasing limits as set by Tennessee State Statute. (Mark Brown, Chief Administrative Officer)**

Mr. Brown explained that this ordinance amendment will bring the City in line with the State's Municipal Purchasing Law of 1983. If a City has a centralized purchasing system through a purchasing agent, purchases up to \$25,000 can be made with administrative approval.

<b>RESULT:</b>	<b>APPROVED ON FIRST READING [UNANIMOUS]</b>	<b>Next: 7/11/2017 7:00 PM</b>
<b>MOVER:</b>	W.C. Pleasant, Alderman	
<b>SECONDER:</b>	Bobby Simmons, Alderman	
<b>AYES:</b>	Pleasant, Elliott, Parsons, Simmons, Sedgwick	

- 2 **Resolution 30-17, a resolution to amend the Fiscal Year 2017 School Education Capital Project Fund. (Dick Phebus, Director of Finance)**

Mr. Brown explained that the Bartlett Board of Education approved this budget amendment at its June 22 meeting. This amendment will add funds for three additional capital projects.

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

**OPEN DISCUSSION**

No citizens spoke during Open Discussion.

**ADJOURNMENT**

Meeting adjourned at 7:22 PM

---

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

---

A. Keith McDonald  
Mayor