



# City of Bartlett

A. Keith McDonald, Mayor

## BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

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

### ATTENDANCE

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

### INVOCATION

Opening Prayer by Scott Greer, New Hope Christian Church

### FUTURE MEETINGS

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

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

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

Planning Commission, January 7 at 7 p.m.

### RECOGNITIONS

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

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

### MINUTES ACCEPTANCE

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

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bobby Simmons, Alderman
<b>SECONDER:</b>	Jack Young, Vice Mayor
<b>AYES:</b>	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.

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

No one spoke in favor or in opposition to Ordinance 18-08.  
Adjourned at 7:07 p.m.

**UNFINISHED BUSINESS**

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

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

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

**CONSENT AGENDA**

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

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

**NEW BUSINESS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**APPOINTED POSITIONS**

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

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

### **OPEN DISCUSSION**

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

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

### **ADJOURNMENT**

Meeting adjourned at 7:26 PM

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

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A. Keith McDonald  
Mayor