

JUSTIN HANSON  
Mayor



TINA DUNN  
Recorder-Treasurer

# *City of Covington*

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THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF  
COVINGTON, TENNESSEE ON OCTOBER 25, 2022, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Justin Hanson.
2. Invocation to be given by Alderman Jeff Morris.
3. Pledge of Allegiance to the Flag to be led by Alderman Chris Richardson.
4. Minutes of the Preceding Meeting to be approved.  
Minutes of the Special Called Board Meeting on October 18, 2022 to be approved.
5. Report from Committees:
  - Minutes of the General Welfare - Public Relations Committee Meeting
  - Minutes of the Finance & Administration Committee Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Justin Hanson:
  - Updates
9. Report from Recorder-Treasurer Tina Dunn:
  - Sales Tax Report
10. Report from City Attorney Rachel Witherington.
11. Old Business:
  - Ordinance 1759 (Zoning Bert Johnston Ave.) (Public Hearing) ready for approval on third and final reading

12. New Business:

- Airport Farmland Bid for approval
- Resolution – Surplus Property
- Resolutions - ARP
- Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on October 11, 2022 at 5:30 p.m. with the following members present: Vice-Mayor Johnetta Yarbrough, Aldermen: Jeff Morris, C H Sullivan, Danny Wallace, Chris Richardson, and John Edwards. Also, present were Building Official Lessie Fisher, Public Works Director David Gray, Fire Chief Richard Griggs, Personnel Director Eboni Eaton, Parks and Recreation Director Molly Glass, and Recorder-Treasurer Tina Dunn.

The meeting was called to order by Vice-Mayor Johnetta Yarbrough.

Invocation was given by Alderman Danny Wallace.

Pledge of Allegiance to the Flag was led by Alderman C H Sullivan.

Motion was made by Alderman Edwards and seconded by Alderman Sullivan that the Minutes of the Preceding Meeting be approved as distributed to the Board (See Attached).  
Motion passed.

Motion was made by Alderwoman Yarbrough and seconded by Alderman Sullivan that the Minutes of General Welfare – Public Safety Meeting be approved (See Attached).  
Motion passed.

Motion was made by Alderman Wallace and seconded by Alderman Morris that the Minutes of the Public Works Committee Meeting be approved (See Attached).  
Motion passed.

Alderman Wallace requested discussion for the sale of the property at 401 S. College Street (Recreation Center Bldg.) be placed on the agenda for the Finance & Administration Committee Meeting.

Vice-Mayor Yarbrough presented a request for the Covington High School Basketball team for sponsorship for the 2022 year (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve the standard donation of \$250.00 to the Covington High School Basketball team.  
Motion passed.

Public Hearing for Ordinance 1755 (Zoning Amendment Menefee/Liberty) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman Edwards and seconded by Alderman Sullivan to approve Ordinance 1755 (Zoning Amendment Menefee/Liberty) on third and final reading.  
Voting Aye: Edwards, Richardson, Yarbrough, Sullivan, Morris  
Abstain: Wallace  
Motion passed.

Public Hearing for Ordinance 1756 (Zoning Amendment Menefee/Liberty-Map)) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve Ordinance 1756 (Zoning Amendment Menefee/Liberty-Map) on third and final reading.  
Voting Aye: Richardson, Yarbrough, Edwards, Morris, Sullivan  
Abstain: Wallace  
Motion passed.

Public Hearing for Ordinance 1758 (Zoning – US Hwy 54 Faulk Property) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve Ordinance 1758 (Zoning – US 54 Faulk Property) on third and final reading.  
Voting Aye: Wallace, Richardson, Yarbrough, Edwards, Morris, Sullivan  
Motion passed.

Vice-Mayor Yarbrough presented Ordinance 1759 (Zoning Bert Johnston Ave.) for approval on first reading (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve Ordinance 1759 (Zoning Bert Johnston Ave.) on first reading. Alderman Wallace requested for the police and fire chief to review any potential safety concerns.  
Motion passed with nay vote by Wallace.

The following bills over/under \$1,000.00 were presented for approval:

BNY MELLON	BIOMASS	INTEREST PYMT ON BOND	3,746.56
BANCORP SOUTH	VARIOUS	MISCELLANEOUS	11,160.46
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	1,541.59
CARROT TOP DESIGNS	PARKS/REC	BASEBALL HATS	1,596.00
CHAD BOHNERT	POLICE	MEAL ALLOWANCE	169.00
CHAMPION ROOFING	CIVIC CTR	ROOF REPAIRS	4,800.00
COTTRELL ELECTRIC INC	WWTP	DISCONNECT FEEDING FILTER PUMPS	1,013.00
COTTRELL ELECTRIC INC	WWTP	REPLACE 20 HP DRIVE - WASTE WATER PLANT	3,130.00
DABNEY MAXELL	FIRE	REPAIRS - S TOWER REPEATER BLDG	4,900.00
DEANDRE MCBEE	POLICE	MEAL ALLOWANCE	169.00
FIRST NET	POLICE	TELEPHONE BILL	2,203.55
G & C SUPPLY CO INC	STREET	MATERIALS	3,645.00
G & C SUPPLY CO INC	WATER	MATERIALS	1,275.20
G & C SUPPLY CO INC	WATER	MATERIALS	1,287.20
G & C SUPPLY CO INC	WATER	MATERIALS	2,562.00

HUB CITY TIRE CO INC	FIRE	TIRES	1,748.40
JUSTIN HANSON	GENERAL	TRAVEL	323.75
LEANN STEWART	PARKS/REC	TRAVEL	328.00
MEMPHIS SOUND LAB	CIVIC CTR	SCREEN	2,274.24
MOLLY GLASS	PARKS/REC	TRAVEL	456.31
RADFORD PLANNIONG	CODES	PLANNING SERVICES / OCT -DEC 2022	2,382.00
REPUBLIC SERVICES	SANITATION	CONTRACTED SERVICES	96,100.68
ROSE CUSTOM CARTS	AIRPORT	CART REPAIR	1,415.50
ROY BLACKWELL	WWTP	AE #3 BRUSH REPAIR	9,370.15
RUSS JONES	PARKS/REC	SPORTS FIELD MAINTENANCE	1,430.00
SIMONTON'S	PARKS/REC	COBB PARR PARK - BATHROOM	7,650.00
SO, TIPTON CTY CHAMBER	VARIOUS	TOTAL CLASS (3 EMPLOYEES)	1,200.00
SYNCB/AMAZON	VARIOUS	MISCELLANEOUS	3,438.69
TAG TRUCK OF MEMPHIS	WWTP	REPAIRS	4,563.31
WOOTEN OIL	INV	LOAD OF DIESEL	3,267.09
WOOTEN OIL CO	VARIOUS	FUEL	1,907.51
YARD DOCTOR	CODES	PROPERTY MAINTENANCE	2,464.50
YARD DOCTOR	CODES	PROPERTY MAINTENANCE	4,537.50
		<b>TOTAL</b>	<b>188,056.19</b>

Motion was made by Alderman Edwards and seconded by Alderman Richardson that the preceding bills over/under \$1000.00 be paid when properly approved.  
Motion passed.

There being no further business, the meeting adjourned at 5:45 p.m.

Attest: \_\_\_\_\_  
Recorder-Treasurer                      Vice- Mayor

The Board of Mayor and Aldermen met at City Hall for a Called Board Meeting on October 18, 2022 at 4:00 p.m. with the following members present: Vice-Mayor Johnetta Yarbrough, Aldermen: John Edwards, Chris Richardson, C H Sullivan, and Jeff Morris. Also present were Personnel Director Eboni Eaton, Police Chief Donna Turner, Assistant Fire Chief Jeremy Channell, Public Works Director David Gray, Building Official Lessie Fisher, Park and Recreation Director Molly Glass, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Vice-Mayor Johnetta Yarbrough.

Invocation was given by Alderman C H Sullivan.

Pledge of Allegiance to the Flag was led by Alderwoman Johnetta Yarbrough

Vice-Mayor Yarbrough presented Ordinance 1759 (Zoning Bert Johnston Ave.) for approval on second reading (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve Ordinance 1759 (Zoning Bert Johnston Ave.) on second reading.  
Motion passed.

There being no further business, the meeting adjourned at 4:02 p.m.

Attest:

\_\_\_\_\_  
Recorder-Treasurer

\_\_\_\_\_  
Vice-Mayor

The General Welfare – Public Relations Committee met at City of Covington on October 11, 2022 at 4:00 p.m. with the following members present: Chairman Alderman Jeff Morris, Vice-Mayor Johnetta Yarbrough, and Alderman C H Sullivan. Also, present were Alderman Chris Richardson, Parks and Recreation Director Molly Glass, Personnel Director Eboni Eaton, Public Works Director David Gray, Museum Director Katherine Markley and Recorder-Treasurer Tina Dunn.

Chairman Alderman Morris called meeting to order.

Alderman Morris reported September fuel sales totaling 9,973 gallons. There will be a pre-bid meeting for the airport farmland lease on October 17<sup>th</sup> and the bid opening will be October 21<sup>st</sup>. The negotiations for the tree removal are still in process.

Motion was made by Alderman Sullivan and seconded by Vice-Mayor Yarbrough to accept the airport report.

Motion passed.

Museum Director Katherine Markley reported the veteran of the month for October is Terry Eshleman and will be recognized on October 11, 2022. The museum had 756 visitors for the month. The Stitching Store made and donated a quilt for the Heritage Festival which raised \$680.00 for the Museum Expansion Fund. The Garden Series will continue through the month of October.

Motion was made by Alderman Sullivan and seconded by Vice-Mayor Yarbrough to accept the museum report.

Motion passed.

Parks and Recreation Director Glass reported baseball and softball games will end October 25<sup>th</sup>. Soccer games will conclude on October 22<sup>nd</sup>. Registration ends October 14<sup>th</sup> for Covington Youth Volleyball for ages 8 to 12. Youth basketball registration has started with the first games to start on December 10<sup>th</sup>. Fall Festival will be on October 27, 2022 at the Sportsplex. The Christmas Parade will be December 12, 2022. The bid for the Frazier Park Fence was presented for review. Kidd Fence & Const., LLC was the one bid received in the amount of \$17,970.00. This will be brought to the Finance & Administration Meeting for discussion. The Baltzer Field lights were discussed. It is estimated to cost \$100,000.00 for the replacement of these lights. At the present time, this field is only used for soccer. The minutes for the Special Events Committee Meeting were presented. There were not any requests to have fees waived. The 2019 Tipton County Sports Hall of Fame Class will be recognized at the Board of Mayor and Aldermen Meeting on October 25<sup>th</sup>.

Motion was made by Alderman Sullivan and seconded by Vice-Mayor Yarbrough to accept the park and recreation report.

Motion passed.

There being no further business, the meeting adjourned at 4:21 p.m.

The Finance and Administration Committee met at City of Covington on October 18, 2022 at 4:02 p.m. with the following members present: Chairman Alderman C H Sullivan, Aldermen: Johnetta Yarbrough, Jeff Morris, John Edwards, and Chris Richardson. Also, present were: Public Works Director David Gray, Assistant Fire Chief Jeremy Channell, Building Official Lessie Fisher, Police Chief Donna Turner, Personnel Director Eboni Eaton, Park and Recreation Director Molly Glass, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Alderman Sullivan called meeting to order.

Looney/Ricks/Kiss representatives began discussion for the planning of growth development due to current annexations and future growth. Information or questions can be directed to Director Fisher.

Alderman Sullivan presented the Resolution to accept the appropriation from TDEC for the American Rescue Plan for review. The city has reviewed the request for qualifications for the administrative services/engineering services. Community Development Partners and A2H have been selected for the ARP Project. This resolution will be presented at the Board of Mayor and Aldermen on October 25, 2022 for approval.

Alderman Sullivan began discussion on the bid for the Frazier Park Fence. One bid was received for this project.

Motion was made by Alderman Edwards and seconded by Alderman Morris to re-bid the project for the Frazier Park fence.

Motion passed.

Director Fisher presented Title 8 (Alcoholic Beverages/Intoxicating Liquors) for review. Any changes will be presented at the next Finance & Administrative Meeting. In this title, the limit of liquor stores can be discussed.

Assistant Fire Chief Channell reported A2H is in the process of gathering information to re-bid the addition for the south fire station.

Alderman Sullivan presented surplus property nomination forms for three police vehicles to be auctioned. The Resolution will be presented for approval at the Board of Mayor and Aldermen Meeting.

Motion was made by Alderman Edwards and seconded by Alderman Morris to approve the sale of surplus property as requested by the Police Department.

Motion passed.

Discussion began on the city vacant property located at 401 South College. Attorney Witherington reported the conversion process will have to be completed in order to sell this property. If there are any interested buyers, they may assist with any costs of the conversion process.

There being no further business, the meeting adjourned at 4:38 p.m.



**MONTH TO DATE (2.75%)**

REC/SALE	ACTUAL 2021-22	ACTUAL 2022-23	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/JUL	\$ 364,011	\$ 385,626	\$ 21,615	5.9
OCT/AUG	\$ 338,938	\$ 399,222	\$ 60,284	17.8
NOV/SEP	\$ 355,452	\$ -	\$ -	0.0
DEC/OCT	\$ 361,711	\$ -	\$ -	0.0
JAN/NOV	\$ 382,511	\$ -	\$ -	0.0
FEB/DEC	\$ 442,266	\$ -	\$ -	0.0
MAR/JAN	\$ 340,498	\$ -	\$ -	0.0
APRIL/FEB	\$ 340,374	\$ -	\$ -	0.0
MAY/MAR	\$ 406,623	\$ -	\$ -	0.0
JUNE/APR	\$ 401,528	\$ -	\$ -	0.0
JULY/MAY	\$ 488,078	\$ -	\$ -	0.0
AUG/JUNE	\$ 410,267	\$ -	\$ -	0.0

TOTAL

**YEAR TO DATE (2.75%)**

REC/SALE	ACTUAL 2021-22	ACTUAL 2022-23	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/JUL	\$ 364,011	\$ 385,626	\$ 21,615	5.9
OCT/AUG	\$ 702,949	\$ 784,848	\$ 81,899	11.7
NOV/SEP	\$ 1,058,401	\$ -	\$ -	0.0
DEC/OCT	\$ 1,420,112	\$ -	\$ -	0.0
JAN/NOV	\$ 1,802,623	\$ -	\$ -	0.0
FEB/DEC	\$ 2,244,889	\$ -	\$ -	0.0
MAR/JAN	\$ 2,585,387	\$ -	\$ -	0.0
APRIL/FEB	\$ 2,925,761	\$ -	\$ -	0.0
MAY/MAR	\$ 3,332,384	\$ -	\$ -	0.0
JUNE/APR	\$ 3,733,912	\$ -	\$ -	0.0
JULY/MAY	\$ 4,221,990	\$ -	\$ -	0.0
AUG/JUNE	\$ 4,632,257	\$ -	\$ -	0.0

Collected In	Collections Type	Amount
8401 - Covington	Beer Tax	-2,151.46
8401 - Covington	Business Tax	-5,299.35
8401 - Covington	Local Option - DOR Admin Fee	1,397.99
8401 - Covington	Gasoline 3 Cent	-3,728.50
8401 - Covington	Gasoline 1989 Increase	-2,019.24
8401 - Covington	Gasoline And Motor Fuel	-12,953.36
8401 - Covington	Motor Fuel Improve Act	-6,534.05
8401 - Covington	Petroleum Special	-1,322.56
8401 - Covington	TV Telecom	-718.68
8401 - Covington	Liquor by the Drink	-4,319.96
8401 - Covington	Local Option	-124,265.70
8401 - Covington	State Sales	-82,834.11
		-797,655.48

Collected In	Collections Type	Amount
8401 - Covington	Local Option - DOR Admin Fee	6,290.97
8401 - Covington	Local Option	-559,197.47
-797,655.48		



## ORDINANCE 1759

### AN ORDINANCE TO ZONE CERTAIN TERRITORY WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF COVINGTON, TENNESSEE: AN AREA KNOWN AS APPROXIMATELY 41.82 ACRES TO THE WEST END OF BERT JOHNSTON AVENUE CULDESAC

- WHEREAS, pursuant to *Tennessee Code Annotated* Sections 13-7-201 through 13-7-210 a municipal zoning ordinance has been adopted for the City of Covington; and,
- WHEREAS, the Covington Municipal-Regional Planning Commission has recommended the following amendment to the Zoning Map to zone said property R-1A (Moderate Density Residential District); and,
- WHEREAS, pursuant to *Tennessee Code Annotated* Section 13-7-203, a public hearing was held before this body on the 25th day of October 2022, the time and place of which was published with fifteen days advance notice;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE:

- Section 1.** That the Covington Municipal Zoning Map be amended to zone said Area R-1A (Moderate Density Residential) District. The area is more fully described as follows:

#### **Parcel 38.01, Tipton County Tax Map 41**

BEGINNING at a found iron pin with cap (Erwin), in the southwest line of Bert Johnston Road, in the north line of the Covington Residential, LLC property (RB:1040, Pg:371); Thence North 83°15'51" West, along said north line a distance of 165.10 feet to a found iron pin (bent) at the northwest corner of said Covington Residential, LLC; Thence South 06°47'25" West, along the west line of said Covington Residential, LLC, a distance of 531.07 feet to a found iron pin, being the southwest corner of Covington Residential, LLC; Thence South 83°13'50" East, along the south line of said Covington Residential, LLC, a distance of 196.90 feet to a found iron pin with cap (Carmack), being a northwest corner of the Logan Curtis Hanks, Et Ux property (RB:1700, Pg:555); Thence South 01°59'15" West, along a west line of Hanks, a distance of 603.06 feet to a found iron pin at an interior corner of Hanks; Thence North 85°28'30" West, along a north line of Hanks, a distance of 1458.72 feet to a found iron pin with cap (Erwin), in the east line of the Ellen Tatlock Weedman, Et Al property (PMB:27, Pg:230); Thence North 03°40'22" East, along said east line, a distance of 677.71 feet to a found iron pin with cap (Erwin) in the south line of the Logan Curtis Hanks, Et Ux property (RB:1650, Pg:1066); Thence South 85°04'14" East, along said south line, a distance of 853.96 feet to a found iron pin with cap (Erwin) at an exterior corner of Hanks; Thence North 04°25'57" East, along the east line of Hanks, a distance of 1726.21 feet to a found iron pin with cap (Erwin), in the south line of Countrywood Estates, Sec "B" (PB:A, Pg:167); Thence South 84°31'35" East,

along said south line, a distance of 91.38 feet to a point in the south line of the William C. Harris, Jr Trust, Et Al property (RB:1464, Pg:499); Thence South 85°38'01" East, along said south line and along the south line of Countrywood Estates, Sec "F" (PB:H, Pg:157), a distance of 489.81 feet to a found iron pin, being the southwest corner of another tract in the name of William C. Harris, Jr Trust, Et Al property (RB:1464, Pg:499); Thence South 81°16'25" East, along the south line of said second tract of Harris, a distance of 79.04 feet to a found iron pin at the northwest corner of the Tipton County Board of Education property (RB:1033, Pg:832); Thence along the west line of said Tipton County property, the following three (3) courses; (1) South 06°52'08" W, a distance of 84.67 feet to a found iron pin; (2) North 83°25'14" West, a distance of 38.99 feet to a found iron pin; and (3) South 06°46'03" West, a distance of 1115.61 feet to a point at the southwest corner of said Tipton County Property; Thence South 83°13'56" East, along the south line of said Tipton County property, a distance of 9.16 feet to a point in the northwesterly line of said Bert Johnston Road; Thence southwestwardly, along a curve to the left having a radius of 50.00 feet, a chord bearing and distance of South 07°20'32" West - 59.16 feet and an arc length of 63.30 feet to the POINT OF BEGINNING.  
Contains 43.713 Acres of Land, more or less.

**Section 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, THE PUBLIC WELFARE REQUIRING IT.

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder – Treasurer

\_\_\_\_\_  
Public Hearing

\_\_\_\_\_  
Passed Third Reading

## Jan 2023 - Dec 2026

[illegible]

## RESOLUTION

### A RESOLUTION OF THE CITY OF COVINGTON, TENNESSEE, BOARD OF MAYOR AND ALDERMEN TO DECLARE CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO THE CITY'S NEEDS AND DIRECTING DISPOSAL OF THE SAME

**WHEREAS**, the City of Covington Finance and Administration Committee has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COVINGTON BOARD OF MAYOR AND ALDERMEN, AS FOLLOWS:**

1. **Property declared surplus to the needs of the City government.** The following described property is hereby declared to be surplus to the needs of the City:

ITEM	DESCRIPTION	SERIAL NUMBER/VIN
2007 Chrysler 300	Color: Maroon Mileage:	23CKA43R17H862371
2014 Dodge Avenger	Color: Red Mileage:	1C3CDZABOEN193612
2010 Ford Focus	Color: White Mileage:	1FAHP3ENXAW286514

2. Covington Surplus Property Policy (Resolution adopted by the Board of Mayor and Aldermen June, 2021), the Mayor is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of this Resolution. If said auction does not result in an acceptable bid, the Mayor is authorized to donate any unsold items or surplus property to any charitable cause, with preference given to those charities located, or having a presence,

in Covington, Tennessee. In the event no charitable cause can be found for such purposes, the Mayor may give the surplus property to any non-profit organization, or at his option, have the items disposed as solid waste.

APPROVED this \_\_\_\_ day of October, 2022.

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MAYOR

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RECORDER/TREASURER



## **RESOLUTION**

**WHEREAS**, funds have been authorized and appropriated by the federal American Rescue Plan Act (ARP) to be used for eligible drinking water, wastewater, or stormwater projects. The Tennessee Department of Environment and Conservation (TDEC) has been designated to administer these funds; and

**WHEREAS**, ARP guidelines stipulate that “Project Owners are those entities that may execute projects. Project owners must operate a drinking water or wastewater system or a permitted stormwater system or execute a project on behalf of a drinking water or wastewater system or a permitted stormwater system”; and

**WHEREAS**, the City of Covington owns and operates water and wastewater systems that provide water and wastewater services to residents of Covington and Tipton County; and

**WHEREAS**, TDEC has appropriated \$1,789,511.42 in non-competitive ARP funds to the City of Covington to be used for eligible water, sewer, and stormwater needs.

**NOW, THEREFORE, BE IT RESOLVED, by the Covington Mayor and Board of Alderman, THAT**

- 1) The City of Covington accepts the appropriation of \$1,789,511.42 from TDEC to be used for eligible water and sewer improvements as allowed by the TDEC ARP grant guidelines.
- 2) The City of Covington will be responsible for the required 15% match and accept the 5% match reduction if deemed eligible.
- 3) The City of Covington will be responsible for application process; administration; reporting; or contractual agreements with engineers, contractors, administrators, and any other parties necessary to carry out the program.
- 4) Justin Hanson, Mayor, and his successor in title, is hereby authorized to execute and submit documents, forms, assurances and agreements, as necessary to carry out the program.

**PASSED AND SO ORDERED THIS 25<sup>th</sup> DAY OF OCTOBER, 2022.**

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Justin Hanson, Mayor

Attest:

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Tina Dunn, City Recorder

**RESOLUTION**  
**CITY OF COVINGTON, TENNESSEE**  
**FOR**  
**ADMINISTRATIVE SERVICES**

WHEREAS, the City of Covington, Tennessee has been awarded funds under the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) of the American Rescue Plan (ARP); and

WHEREAS, the Mayor and Board of Aldermen of the City of Covington finds it in the City's best interest to secure the assistance of an experienced and qualified administrative management services firm to assist in administering the Town's American Rescue Plan (ARP) funds; and

WHEREAS, in compliance with pertinent State regulations, the City has solicited and evaluated statements of qualifications of interested professional administrative assistance firms; and

WHEREAS, the Mayor and Board of Aldermen have determined that Community Development Partners, LLC has the most appropriate experience, background, and qualifications to provide said services; and

WHEREAS, Community Development Partners, LLC will assist in the administration of the project.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen of the City of Covington hereby selects Community Development Partners, LLC to provide assistance in the administration of the Town's American Rescue Plan (ARP) funds.

READ AND ADOPTED this the 25<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
Justin Hanson  
Mayor

ATTEST:

\_\_\_\_\_  
Tina Dunn, City Recorder

**RESOLUTION**  
**CITY OF COVINGTON, TENNESSEE**  
**FOR**  
**ENGINEERING SERVICES**

WHEREAS, the City of Covington, Tennessee has been awarded funds under the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) of the American Rescue Plan (ARP); and

WHEREAS, the Mayor and Board of Aldermen of the City of Covington finds it in the City's best interest to secure the assistance of an experienced and qualified engineering services firm to assist with the Town's American Rescue Plant (ARP) funds; and

WHEREAS, in compliance with pertinent State regulations, the City has solicited and evaluated statements of qualifications of interested professional engineering firms; and

WHEREAS, the Mayor and Board of Aldermen have determined that Askew Hargraves Harcourt, Inc. has the most appropriate experience, background, and qualifications to provide said services; and

WHEREAS, Askew Hargraves Harcourt, Inc. will assist in engineering services of the project.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen of the City of Covington hereby selects Askew Hargraves Harcourt, Inc. to provide assistance in the engineering services of the Town's American Rescue Plan (ARP) funds.

READ AND ADOPTED this the 25<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
Justin Hanson  
Mayor

ATTEST:

\_\_\_\_\_  
Tina Dunn, City Recorder

City of Covington, Tennessee  
Request for Qualifications  
American Rescue Plan Act (ARPA)/TDEC Consultant Services

The City of Covington, Tennessee seeks to retain the services of a professional consultant firm to advise the city on complying with all ARPA/TDEC Grant requirements. The city is requesting qualification-based proposals for the following ARPA/TDEC consultant services:

- Project Selection
- Public Notification & Involvement
- Project Eligibility
- Bidding
- Contract/Wages
- Project Management
- Financial/Accounting Management/Reporting

The consultant's role will be to provide strategic recommendations, with eligibility, provide guidance, review, and recommendation of the City's processes with respect to ARPA/TDEC compliance. The City of Covington anticipates utilizing consultant services throughout the life of the ARPA/TDEC process.

To be considered, firms must submit a proposal to the City of Covington Mayor, 200 West Washington Avenue, Covington, TN 38019. All proposals must be received by the City of Covington Mayor's Office on or before 4:00 p.m. CST, Friday, October 14, 2022, and the project name (ARPA/TDEC Consultant Services) should be referenced on the submittal.

The proposal will be evaluated based on the following factors:

1. Consultant's Capabilities/Experience/References for the requested services.
2. Project Team – Personnel who would work with the city and experience of each team member.
3. Method of Approach – Firm's approach to working with similar projects
4. Understanding of Requested Services and Experience with Comparable Municipalities.

City of Covington's evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age and disability. All firms submitting proposals must be willing and capable to immediately enter into a contract with the City.

Proposals shall be submitted to:

Justin Hanson, Mayor  
200 West Washington Ave.  
Covington, TN 38019

For additional details regarding the project, please contact David Gray, Public Works Director, at 901-476-9613 x1027 or by email at [dgray@covingtontn.com](mailto:dgray@covingtontn.com)

CITY OF COVINGTON, TENNESSEE

STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET

ADMINISTRATIVE SERVICES

In response to solicitations for Statements of Qualifications for Administrative Services for the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program, submittals were received from the following firms on or before the designated deadline of **4:00 p.m. CST, October 14, 2022**.

A. Community Development Partners, LLC

B. \_\_\_\_\_

C. \_\_\_\_\_

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

**SCORING**

	<b>A</b>	<b>B</b>	<b>C</b>
1. Availability of qualified personnel and capacity of the firm to carry-out professional administrative services. <b>Maximum of 40 points</b>	40		
2. Experience and technical expertise of the firm and its personnel ..... <b>Maximum of 30 points</b>	30		
3. Summarize scope and type of services and understanding of program tasks. <b>Maximum of 30 points</b>	30		

Total score out of 100 possible points 100

Based on the foregoing evaluation,

Community Development Partners, LLC

is determined to be the most qualified firm to carry-out the design services on the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program and is recommended for contract award. In the event that the parties are unable to negotiate and agree upon a contract price the next highest rated firm will begin negotiations.

Approved by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CITY OF COVINGTON, TENNESSEE  
**STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET**  
**ENGINEERING SERVICES**

In response to solicitations for Statements of Qualifications for Engineering Services for the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program, submittals were received from the following firms on or before the designated deadline of **4:00 p.m. CST, October 14, 2022.**

- A. A2H
- B. \_\_\_\_\_
- C. \_\_\_\_\_

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

		SCORING		
		A	B	C
1.	Qualifications and technical expertise of the firm in connection with the type of services to be provided. <b>Maximum of 40 points</b>	<u>40</u>	_____	_____
2.	Experience and past record of performance on any public, state and federal funded programs including timeliness and cost controls. <b>Maximum of 30 points</b>	<u>30</u>	_____	_____
3.	Scope of Services and capacity of the firm to perform work within time limitations taking into consideration current and planned workload of the firm. <b>Maximum of 30 points</b>	<u>30</u>	_____	_____
<b>Total score out of 100 possible points</b>		<u>100</u>	_____	_____

Based on the foregoing evaluation,

**A2H**

is determined to be the most qualified firm to carry-out the design services on the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program and is recommended for contract award. In the event that the parties are unable to negotiate and agree upon a contract price the next highest rated firm will begin negotiations.

Approved by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

10-25-22

[illegible]