

JAN WADE HENSLEY  
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 DECEMBER 12, 2023, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
2. Invocation to be given by Alderwoman Jean Johnson.
3. Pledge of Allegiance to the Flag to be led by Alderman Jeff Morris.
4. Minutes of the Preceding Meeting to be approved:
5. Report from Committees:
  - Minutes of the General Welfare – Public Safety Committee Meeting
  - Minutes of the Public Works Committee Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Jan Hensley:
  - Updates
9. Report from Recorder-Treasurer Tina Dunn:
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
  - Ordinance 1769 (Administrative) (Public Hearing)– ready for approval on third and final reading
  - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on November 28, 2023, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: C.H. Sullivan, Jeff Morris, Danny Wallace, Chris Richardson, and Jean Johnson. Also present were Parks and Recreation Director Molly Glass, Public Works Director David Gray, Police Chief Donna Turner, Fire Chief Richard Griggs, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Jan Hensley.

Invocation was given by Alderman Jeff Morris.

Pledge of Allegiance to the Flag was led by Alderman Chris Richardson.

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

Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson that the Minutes of the Beer Board be approved (See Attached).

Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson that the Minutes of the General Welfare – Public Relations Committee Meeting be approved (See Attached).

Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderwoman Johnson that the Minutes of the Finance & Administration Committee Meeting be approved (See Attached).

Motion passed.

Mayor Hensley recommended the appointment of Cyndi Timbs to serve on the Industrial Development Board.

Motion was made by Alderman Wallace and seconded by Alderman Morris to approve the appointment of Cyndi Timbs to the Industrial Development Board.

Motion passed.

Mayor Hensley recommended the appointment of Erik Krull to serve on the Industrial Development Board.

Motion was made by Alderman Sullivan and seconded by Alderwoman Johnson to approve the appointment of Erik Krull to the Industrial Development Board.

Motion passed.

Mayor Hensley recommended the reappointment of Glenn Baker to the Covington Housing Authority Board.

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve the reappointment of Glenn Baker to the Covington Housing Authority Board.  
Motion passed.

Recorder-Treasurer Dunn presented the sales tax report for September tax collections in the amount of \$343,900.00 which is a loss of \$49,466 (-12.6%). Year to date collections are \$1,131,000.00 which is a loss of 4.0% (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to accept the report from Recorder-Treasurer Dunn.  
Motion passed.

Public Hearing for Ordinance 1768 (Purchasing – Finance Dept) 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 1768 (Purchasing -Finance Dept.) on third and final reading.  
Voting Aye: Sullivan, Morris, Johnson, Richardson, Wallace  
Motion passed.

Mayor Hensley presented Ordinance 1769 (Administrative) for approval on second reading (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderwoman Johnson to approve Ordinance 1769 (Administrative) on second reading.  
Motion passed.

The following bills over/under \$1000.00 were presented for approval:

AT & T	ALL	MONTHLY ACCESS CHARGES	2,401.95
AT & T	VARIOUS	PORT CONNECTIONS	1,111.44
AT & T	VARIOUS	TELEPHONE SERVICE	2,129.65
ADAPCO	STREET	PERMASEASE	2,439.95
ANDREW OWEN	FIRE	TRAVEL	77.00
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	3,253.64
BSN SPORTS	PARKS/REC	VOLLEYBALL SHIRTS	3,784.20
BURLEIGH CONSULTING GROUP	ALL	VALUATION & REPORT Y/E	20,049.50
BURLEIGH CONSULTING GROUP	GENERAL/GAS	ACTUARIAL CONSULTING	4,500.00
CENTURY EQUIPMENT CO	GAS	REPLACEMENT GLASS / HARDWARE	1,050.01
CITY OF COVINGTON - UTILITIES	ALL	WATER/SEWER/GAS/SANITATION	6,790.82
COLEMAN TAYLOR TRANSMISSION	WATER	TRANSMISSION OVERHAUL	3,800.00
COVINGTON ELECTRIC	ALL	ELECTRIC SERIVCE	5,747.60
DE LAGE LADEN FINANCE	GRNDS MTNCE	CHEVY SILVERADO PAYMENT	7,424.98
G & C SUPPLY CO INC	WATER	MISC MATERIALS	1,419.18
G & C SUPPLY INC	WATER	MATERIALS	2,697.36

G & W DIESEL SERVICES INC	FIRE	REPAIRS E-2	7,273.54
HOME DEPOT CREDIT SERVICES	VARIOUS	MISCELLANEOUS PURCHASES	1,500.56
HOWARDS CUSTOM TINT	POLICE	HARD BED COVER	1,250.00
HUB CITY TIRE CO	SANITATION	TIRES (6) / DISPOSAL FEE	1,497.12
KIDD FENCE & CONSTRUCTION	SEWER	LIFT STATION FENCE REPAIR	5,100.00
KONICA MINOLTA	WTR/SWR/GAS/DP	AZURE AD & INYUNE	5,614.00
KRISTIE GLASS MAXWELL	GENERAL	NOVEMBER 2023 MIXED DRINK	1,859.51
LEE HADLEY	FIRE	TRAVEL	51.08
LONESTAR TRUCK GROUP	SEWER	SEMI TRUCK PARTS / LABOR	7,967.75
LRK ARCHITECTS	CODES	PROFESSIONAL SERVICES	5,950.00
MATTHEW GARDINER	FIRE	TRAVEL	51.08
MEAC	GAS	PURCHASED NATURAL GAS	38,874.00
MID SOUTH SUPPLIERS LLC	STREET	MATERIALS	3,759.99
MID SOUTH SUPPLIERS LLC	STREET	FILL SAND	1,111.44
MIDSOUTH SALES LLC	INVENTORY	BULK OIL	4,082.89
NATIONAL WATER SERVICES LLC	WTP	PUMP REPAIR - #5 WELL REPLACE	95,974.28
OWEN & WITHERINGTON	ATTORNEY	PROFESSIONAL SERVICES	4,075.00
OWEN & WITHERINGTON	BOARD	BUILDING PURCHASE - W PLEASANT	29,642.90
PAVEMENT RESTORATION	STREET	MATERIALS	3,000.80
PEAK SOFTWARE SYSTEMS INC	PARKS/REC	SOFTWARE FOR SPORTSMAN	4,485.00
REPUBLIC SERVICES	SANITATION	CONTRACTED SERVICES	107,140.19
ROSE CONSTRUCTION	AIRPORT	REPAIR TO HANGAR DOOR TRACK	1,664.76
SOUTHWEST TN EMC	AP/SSA/SWR/GAS	ELECTRIC SERVICE	1,720.19
SULLIVANS NATURAL GAS SER	GAS	SCADA SYSTEM REPAIR	8,100.00
SW TN DEVELOPMENT DISTRICT	BOARD	FORD TRIP MICHIGAN- HENSLEY	1,100.00
SYMMETRY	GAS	PURCHASED NATURAL GAS	113,152.00
TAYLOR MOORE	FIRE	TRAVEL	77.00
TIPTON CO OFF OF BUDGET	GAS	RIALTO PROJECT-INV 4-TVA INV	120,391.01
TITAN AVIATION FUEL	AIRPORT	AVGAS	16,064.57
VIRTUAL ACADEMY	POLICE	TRAINING / FULL CATALOG	1,863.00
WALMART~CAPITAL ONE	VARIOUS	MISCELLANEOUS PURCHASES	2,245.69
WAYPOINT ANALYTICAL	WWTP	ANNUAL BIOASSAY	1,200.00
WHITEHORN, TANKERSLEY, DAVI	ALL	PROFESSIONAL SERVICES	9,500.00
WOOTEN OIL CO	INVENTORY	FUEL	3,108.11
WOOTEN OIL CO	SWR/SA/ST	FUEL	1,238.06
ZAC COOK	FIRE	TRAVEL	51.08
		<b>TOTAL</b>	<b>\$ 680,413.88</b>

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

There being no further business, the meeting was adjourned at 5:44 p.m.

Attest:

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Recorder-Treasurer

\_\_\_\_\_  
Mayor

The General Welfare – Public Safety Committee met at City of Covington on November 28, 2024, at 4:00 p.m. with the following members present: Mayor Jan Hensley, Alderman Chris Richardson, and Alderman C H Sullivan. Also, present were Police Chief Donna Turner, Fire Chief Richard Griggs, Public Works Director David Gray, Alderwoman Jean Johnson, Alderman Danny Wallace, **and** Recorder-Treasurer Tina Dunn.

Meeting was called to order by Chairman Alderman Chris Richardson.

Fire Chief Griggs reported the department attended several Halloween events, DSCC Fall Festival, and Home Depot. The Total Youth visited Station 1 for a public safety session. There were 17 hours worked by the volunteers in October 2023. The run report was presented showing 242 calls from October 19, 2023, to November 21, 2023. The bid opening for repair work and extrication tools will be December 8, 2023. Pre-planning is ongoing and should be complete by January 2024. Firefighters Owen, Cook, and Edwards attended the Aerial Apparatus Class in Atoka. Firefighter Ginn completed his HMTO Training in Millington. Chief Griggs received his fire inspector certification. Volunteer Firefighter recruitment will be opened until January 2024.

Motion was made by Mayor Hensley and seconded by Alderman Sullivan to approve the fire department report.  
Motion passed.

Chief Turner reported the department has thirteen vacant positions. City Court Clerk Carolyn Scott attended the annual Court Clerk Training hosted by the State of Tennessee. The monthly activity report was presented for review. The statistics for the month were presented showing 1,759 calls for the month and 128 traffic stops. The animal control has been transitioned to the county. The department will still use the animal shelter during the transition.

Motion was made by Mayor Hensley and seconded by Alderman Sullivan to approve the police department report.  
Motion passed.

There being no further business, the meeting adjourned at 4:25 p.m.

The Public Works Committee met at City of Covington on December 5, 2023, at 4:00 p.m. with the following members present: Chairman Alderman Danny Wallace, Alderman Jeff Morris, Alderwoman Jean Johnson, and Mayor Jan Hensley. Also, present were Public Works Director David Gray, Alderman Chris Richardson, Police Chief Donna Turner, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Wallace called meeting to order.

Mayor Hensley reported the Codes Department is currently working on the disaster relief projects, blight grant, short term rentals, and property maintenance concerns.

Mayor Hensley reported Lloyd Lipman has been in contact about the purchase of the Biomass Gasification Plant. The permit application will be presented to TDEC before the end of the year. TDEC will make a decision on the permit application by April 2024. Mr. Lipman reported two options which are to purchase the biomass gasification plant and operate on site or purchase the equipment and move out of state to operate the plant. There is a balance of approximately \$1,500,000 owed on the equipment.

Motion was made by Alderman Morris and seconded by Alderwoman Johnson to accept the codes report as presented by Mayor Hensley.  
Motion passed.

Public Works Director David Gray reported preventative maintenance was ongoing. Well #5 will have to be pulled for testing. The extent of the repair will be determined. The repair of Well #6 has been completed at a cost of approximately \$95,000.00. A budget amendment may be necessary for this repair once an estimate is received. The elevated storage tanks have been sandblasted and are back online. Chris Taylor is now certified in Industrial Pretreatment Level One. The Public Works Department and Republic Services have completed an audit on the number of rollouts. This audit was within a 3% discrepancy in which the contract allows. Additional carts will be received by the end of the week. Republic Services will run one day behind the week of Christmas and New Years. Leaf pickup is going well. The parts have been received for the second leaf machine and it should be in service by the end of the week. The paving projects for Ripley Street, Tennessee Avenue, and Murphy Avenue have been completed.

Motion was made by Alderwoman Johnson and seconded by Alderman Morris to approve the report from Public Works Director David Gray.  
Motion passed.

There being no further business, the meeting adjourned at 4:18 p.m.

**ORDINANCE NUMBER 1769**

**AN ORDINANCE TO AMEND ORDINANCE 1764 THE "ADMINISTRATIVE ORDINANCE" OF THE CITY OF COVINGTON.**

WHEREAS, ordinance 1769 has not been codified as a part of the Covington Municipal Code but is maintained along with any amendments in this Office of the Recorder-Treasurer; and

WHEREAS, the Board of Mayor and Alderman wish to amend the Administrative Ordinance;

**NOW, THEREFORE BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON, TN, THAT:**

Section 1. Ordinance "Administrative Ordinance" shall be amended by: adding the following fees: airport - C and E hanger fees; civic center - house managers on site for event, non-refundable cleaning fees, no table cloths, with table cloths; parks and recreation/museum - hammock rentals; increasing the following fees: airport - SM T hanger, LG T hanger, BI-FOLD hanger; cemetery - grave space fee, maintenance fee per grave; civic center - wedding ceremony only; codes – swimming pool, in ground setback only, above ground setback only, fence; deleting the following fees: all animal control.

Section 2. Automatic adjustment of Rates to Reflect Cost of Living: shall be adjusted on an annual basis in an amount equal to the percentage change in the Consumer Price Index for Urban Areas (CPI U, US City Average, and All items) for the prior calendar year as determined by the US Department of Labor. Said annual adjustment shall be effective with the July billing cycle each year. This will apply to water, sewer, and natural gas for FY 2023/2024. The Board of Mayor and Alderman may reject the automatic adjustment by passage of a resolution.

Section 3. The amendments to this ordinance will take effect on January 1, 2024, the welfare of the corporation demanding it.

**PASSED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON, TENNESSEE ON 3<sup>rd</sup> AND FINAL READING THIS 12<sup>TH</sup> DAY OF DECEMBER 2023.**

Attest: \_\_\_\_\_

Recorder-Treasurer

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Mayor

Passed on 1<sup>st</sup> Reading November 14, 2023

Passed on 2<sup>nd</sup> Reading November 28, 2023

Public Hearing December 12, 2023

Passed on 3<sup>rd</sup> Reading December 12, 2023



Airport  
FY 2023/2024

Effective January 1, 2024

1	Description	Fee per Month	PROPOSED	Size per Opening
2				
3	Open Hanger	\$60.00		
4	SM T Hanger	\$150.00	\$175.00	36' or 38'
5	LG T Hanger	\$210.00	\$225.00	40'
6	BI-FOLD Hanger	\$200.00	\$225.00	46'
7	C Hanger		\$1,000.00	80' X 100'
8	E Hanger		\$1,200.00	100' X 100'
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Animal Control  
FY 2023/2024

Effective January 1, 2024

1	Description	Fee	Proposed	Effective September 18, 2023 Tipton
2				County began handling AC in the City
3	Pick Up	\$40.00	\$0.00	
4	Housing per night	\$20.00	\$0.00	
5	Veterinary Care & Testimony	actual cost	0	
6	Fowl Permit	\$35.00	\$0.00	
7				
8	Fine per violation upon conviction in City Court	\$50.00	0	
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Cemetery  
FY 2023/2024

Effective January 1, 2024

1	Description	Fee	Proposed	
2				
3	Grave Space Fee, purchase of	\$100.00	\$150.00	
4	Maintenance Fee per Grave	\$330.00	\$430.00	
5	Perpetual Care per grave	\$100.00		
6	Certificate Fee per grave	\$20.00		
7	Refundable Marker Deposit	\$300.00		
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1	Description	Fee	PROPOSED
2			
3	Wedding - Full package (includes everything)	\$2,500.00	
4	Wedding Ceremony Only (6 hrs) + Rehearsal (3 hrs)	\$500.00	\$1,000.00
5	Receptions, Reunions, Dinners, etc. (Sat/Sun)	\$800.00	
6	Meetings/Conferences	\$100/hour (\$500 max)	
7	Second Floor Room Rentals	\$50/hour (\$300 max)	
8			
9	Optional Add-ons (if not already included in selected package):		
10	Tableware	\$100.00	
11	Bistro Tables	\$100.00	
12	Podium	\$50.00	
13	Projector/screen	\$50.00	
14	Sound System/microphones	\$50.00	
15	House Managers on site for event		\$200.00
16	Discounts: 20% off for employees and Non-Profits		
17			
18	Damage deposit - Tennessean	\$500.00	
19	Damage deposit - Second floor rooms	\$200.00	
20			
21	Non-Refundable cleaning fees		
22	no table cloths		\$100.00
23	with table cloths		\$150.00
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1	Description				Fee		Proposed
2	<b>Professional Services:</b>						
3	Review Fee				actual cost		
4	<b>Demolition:</b>						
5	Residential				\$150.00		
6	Commercial				\$300.00		
7	Deposit refundable				\$600.00		
8	<b>Certificate of Occupancy:</b>						
9	with building permit				\$40.00		
10	without building permit				\$60.00		
11	Certificate of Completion				\$40.00		
12	<b>Non-residential building permits:</b>						
13	Life Safety Inspections				\$50.00		
14	Driveway Permits				\$50.00		
15	<b>Swimming Pool:</b>						
16	In Ground - setback only						\$30.00
17	Above Ground - setback only						\$30.00
18	Temporary Building Permit				\$55.00		
19	Building Moving Permit				\$100.00		
20	Fence Permit				\$50.00		\$100.00
21	Failure to obtain permit prior to starting construction				Double the building permit fee		
22	Nonrefundable Processing Fee				\$25.00		
23	<b>Sign Permit:</b>						
24	\$1.00 to \$2,000				\$35.00		
25	\$2,001 and over				\$75.00 flat fee plus \$1.00 per square foot per side.		
26	Sign - Plan Review				\$25.00		
27	Temporary sign				\$30.00		
28	<b>Mobile Home Parks:</b>						
29	Single Wide Mobile Home				Flat 200.00		
30	Double Wide Mobile Home				Flat 400.00		
31	Mobile Home Parks - annual fee				\$25.00 + \$5.00 per approved lot.		
32							
33	Lot Mowing and Clean Up				\$200.00 per hour with a 2 hour minimum		
34	Administrative Lien/ Recording Fee				\$150.00 per lien		
35							

Code Department  
FY 2023/2024

36	<b>Building Permit:</b>						
37	Unless otherwise noted below, the total valuation shall be based on seventy dollars (\$70.00) per sq ft under roof.						
38	Under roof shall consist of all heated and unheated space.						
39	\$1,000.00 or less			\$60.00			
40	\$1,001 to \$50,000	\$60.00 for the first \$1,000 plus \$3.00 for each additional thousand or fraction					
41		thereof to and including \$50,000.					
42	\$50,001 to \$ 100,000	\$167.00 for the first \$50,000 plus \$2.50 for each additional thousand or					
43		fraction thereof to and including \$100,000.					
44	\$100,001 to \$500,000	\$292.00 for the first \$100,000 plus \$2.00 for each additional thousand or fraction					
45		thereof to and including \$500,000.					
46	\$500,001 and above	\$1,092.00 for the first \$500,000 plus \$1.50 for each additional thousand or					
47		fraction thereof to and including \$500,000.					
48							
49							
50	Commercial Plans Review Fees			One-half of Building Permit			
51				Minimum Fee of \$50.00			
52				Maximum Fee of 5,000.00			
53	Commercial Fast Track Review Fees			Two-thirds of Building Permit			
54				Minimum Fee of \$50.00			
55				Maximum Fee of 5,000.00			
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COURT  
FY 2023/2034

1	Description	Fees and Fines	
2	Court Cost	\$105.00	
3	Court Cost - Additional Cost on Speed	\$5.00	
4	Court Cost - Hands Free Law	\$10.00	
5	State Litagation Tax	\$13.75	
6	Local Litagation Tax	\$13.75	
7	E-Citation & Written - Sunset Provision 7-1-2026	\$5.00	
8	Continuation Fee	\$10.00	
9	Towed Vehicle(s)	actual cost	
10	Fines	as allowed per TCA	
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Fire Department  
FY 2023/2024

1	<b>Description</b>		<b>Fee</b>	
2	Hazardous Materials-Cost Recovery		actual cost	
3	<b>MUNICIPAL</b>			
4	False Alarm - Commercial			
5	First 3 per year		\$0.00	
6	Each Additional per year		\$50.00	
7				
8				
9	<b>RURAL</b>			
10	Fire Subscription - Annual		\$75.00	
11	Deposit - One Commercial - per Incident		\$500.00	
12	Deposit - One Residential & Accessory & Motor Vehicle - per Incident		\$500.00	
13	per Incident Fee - insured		\$1,000.00	
14	per Incident Fee - uninsured	\$400 per hour with a minimum of 2 hours		
15				
16	<b>MISCELLANEOUS</b>			
17	Permit - Open Burn		\$50.00	
18	Fire Reports	As allowed per TCA 10-7-503		
19	Food Truck Annual Inspection		\$50.00	
20	Pyrotechnics		\$50.00	
21	Fire Hydrant Flow Reports		\$75.00	
22	Fire hydrant inspection-private		\$50.00 ea	
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26	<b>Original Inspection</b>			
27	Day care centers (child and adult)		\$50.00	
28	Nursing homes		\$50.00	
29	Care homes/mental health		\$50.00	
30	Alcohol and drug centers		\$50.00	
31	Counseling centers		\$50.00	
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Fire Department  
FY 2023/2024

36	<b>Annual Inspection</b>				
37	Day care centers (child and adult)			\$25.00	
38	Nursing homes			\$25.00	
39	Care homes/mental health			\$25.00	
40	Alcohol and drug centers			\$25.00	
41	Counseling centers			\$25.00	
42	<b>New Installation - 2 inspections</b>				
43	Fire Suppression Systems				
44	Hood and duct			\$50.00	
45	Special			\$100.00	
46	Standpipe			\$50.00	
47	<b>Sprinkler System Inspection</b>				
48	Commercial			\$50.00	
49	Residential			\$25.00	
50	<b>Fire Alarm Inspection</b>				
51	Full or Partial evacuation system			\$50.00	
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Miscellaneous  
FY 2023/2024

1	Description	Fee:		
2	<b>Business Licenses</b>			
3	Privilege Tax - Business License	\$15.00	TCA 67-4-723 (a)(1)	
4	Privilege Tax - Minimum Business License	\$15.00	TCA 67-4-723(b)(1)	
5	Renewal Minimum Business License	\$15.00	TCA 67-4-723(b)(1)	
6	<b>Beer</b>			
7	Beer Permits Application Fee (nonrefundable)	\$250.00	TCA 57-5-104(a)	
8	Beer Permits Annual Renewal	\$100.00	TCA 57-5-104(b)(1)	
9	Beer Civil Penalty - sale to minors	TCA 57-5-108 (2)(a) \$1000.00 each offense if a Responsible Vendor Not to exceed		
10	Beer Civil Penalty - sale to minors	TCA 57-5-108 (2)(b) \$2500.00 each offense if not a Responsible Vendor		
11	Beer Civil Penalty -any other offense	TCA 57-5-108-(2)(b) \$1000.00 each offense Not to Exceed		
12	<b>Liquor</b>			
13	Intoxicating Liquor License - Package and Wine in Grocery Stores	\$250.00		
14	Inspection Fee - Liquor	5%	TCA 57-3-503(a)	
15	Failure to collect, report, and/or pay Inspection fee - penalty	10% of the fee due	TCA 57-3-503(b)	
16	Renewal of Liquor License	Same as paid to TN ABC TCA 57- 4-301		
17				
18	Nonpayment of Check	\$20.00	TCA 9-1-109	
19	Nonpayment of Check/Handling	\$30.00	TCA 47-29-102	
20	Notary Fee	\$5.00		
21	<b>Utility Fees</b>			
22	Reconnect during business hours	\$50.00		
23	After Hours Service Call	\$100.00		
24	Reconnect fee - if bill not paid by 8:30am morning after services are reestablished	\$25.00		
25	Nonrefundable User Fee	\$25.00		
26	Transfer	\$25.00		
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Miscellaneous  
FY 2023/2024

29				
30	<b>Transient Vendor Permits</b>			
31	Permit Application & Renewal	\$50.00 for each 14 day period	TCA 67-4-710	
32	Permit Surety Bond	\$2,500.00		
33	<b>SOB</b>			
34	Sexually Oriented Business Permit	\$100.00		
35	SOB Injunction Fee	\$500.00		
36	SOB Annual Permit Fee	\$850.00		
37	SOB Permit Transfer Fee	20%		
38	SOB Employee License	\$25.00		
39	SOB Employee Annual Renewal	\$25.00		
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Natural Gas  
FY 2023-2024

1	<b>Description</b>			<b>Fee</b>			
2	<b>Deposit</b>						
3	Industrial and Large Commercial			2X est use			
4	Small Commercial			\$200.00			
5	Residential			\$200.00			
6	<b>Tap Fee</b>						
7	First 100 Feet - Minimum Fee			\$300.00			
8	Plus Next 300 Feet			2.50 per ft			
9	Plus above 401 Feet			1.50 per ft			
10							
11	Permit Fee			\$10.00			
12	Inspection Fee			\$10.00			
13	Outlet Fee - per outlet			\$7.50			
14	Surcharge to be collected - bill unpaid by certain time			5%			
15	Meter turned off - service charge to turn on (seasonal)			\$25.00			
16	<b>Gas Rate</b>	<b>Fixed</b>		<b>per 100 cf</b>			
17	Lge. Comm (Inside)	\$12.00		\$1.128 cf			
18	Resid. (Inside)	\$12.00		\$2.289 cf			
19	Comm. (Inside)	\$12.00		\$1.161 cf			
20	Industrial/Demand	\$70.00		\$1.045 cf			
21	Resid. (Outside)	\$12.00		\$2.36 cf			
22	Comm. (Outside)	\$12.00		\$1.196 cf			
23	Industrial Transportation Fee			\$0.76			
24	Rate: Cost of Gas based on purchased gas adjustment ordinance # 1671 for each user classification						
25							
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Parks Rec  
FY 2023/2024

1	Description					
2	Membership	Season Oct.- April	SportsPlex or Pool Only	SportsPlex or Pool Only	Water & Weights	Water & Weights
3		Annual	Annual	Monthly	Annual	Monthly
4	Single Resident	\$100.00	\$200.00	\$20.00	\$250.00	\$25.00
5	Family Resident	\$150.00	\$250.00	\$30.00	\$325.00	\$35.00
6	Single Non-Resident	\$150.00	\$250.00	\$30.00	\$325.00	\$35.00
7	Family Non-Resident	\$200.00	\$300.00	\$35.00	\$400.00	\$45.00
8	Senior (55 & Over)	\$75.00	\$125.00	\$15.00	\$155.00	\$20.00
9	Special Needs Adults	\$75.00	\$125.00	\$15.00	\$155.00	\$20.00
10	Corporate Rate	\$100.00	\$150.00	\$20.00	\$200.00	\$25.00
11	Corporate Family	\$150.00	\$225.00	\$25.00	\$275.00	\$30.00
12	City Employee Single	\$90.00	\$125.00	N/A	\$150.00	N/A
13	City Employee Family	\$125.00	\$200.00	N/A	\$250.00	N/A
14	Students (College ID Required)	\$75.00	\$125.00	\$15.00	\$155.00	\$20.00
15	Military/Fire/Police/Teacher-Single	\$100.00	\$150.00	\$15.00	\$200.00	\$20.00
16	Military/Fire/Police/Teacher-Family	\$150.00	\$225.00	\$25.00	\$275.00	\$30.00
17	Guest Fee	\$7.00				
18						
19	Kids Summer Pass ages 8-17	\$60.00	Starts the day school lets out ends day school starts back			Military Discounts \$54.00
20	2 or more at the same addressed home	\$90.00				\$81.00
21	Swim Lessons: 1st Session 2nd Session 3rd Session 4 or more Sessions	\$50 Siblings		\$100(3) per family		
22	Pool Admission -Non-member	\$7.00				\$6.00
23	Pool Party	\$150.00 for 2 hours; \$25.00 per additional hour \$45.00 deposit includes lifeguard				\$135.00
24						
25	Race Timing System	\$750.00				\$675.00

26	Pavilion Usage/Pole Barn	\$50.00 4 hours or less; \$20.00 per hour after 4 hours				\$45.00
27	Turf (field drying material)	\$20.00 per bag				
28	Parks & Recs Employees & Contractors	\$25.00 per/hour per/employee between games only				
29	Ballfield Rentals (Practice)	One and a half hours (90 minutes)	\$30.00 without lights \$40.00 with lights			
30	<b>Park Bench Dedications</b>					
31	Park Bench New Only	\$1,000.00				
32	Park Bench Plaque	\$350.00				
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56	<b>Tipton County Museum, Veterans' Memorial and Nature Center</b>			Military Discount		
57	Museum Conference Room	\$100.00 per hour during business hours. \$150.00 per hour after business hours. \$150.00 refundable deposit				
58	<b>Dues</b>					
59	Individual, Military Family, Senior Family	\$25.00				
60	Family Membership	\$30.00				
61	Contributor	\$50.00				
62	Philanthropist	\$100.00				
63	Benefactor	\$200.00				
64	Corporate Sponsor	\$500.00				
65	<b>Education</b>					
66	Lecture Series - Non Members	\$5.00		\$4.00		
67	Art Classes - Members	\$15.00		\$14.00		
68	Art Classes - Non Members	\$20.00		\$19.00		
69	School programs of 10 or more	\$5.00 per child				
70	Saturday Workshops for school age children	\$8.00 per child Non Members		\$7.00		
71	<b>Other</b>					
72	Brick, Sale of	\$100.00				
73	Hammock rental	\$5.00/hour, must be at least 18 years of age. A valid State ID is required.				
74	Booth Rentals - If selling products - *not applicable to Core Member Organization	\$25.00				
75	*Core Member Organization Examples - VFW, OCR, Veteran Council, American Legion, TRABBA, DAR, Out of the Woods Wildlife, ect.					

Planning  
FY 2023/2024

1	Description				Fee			
2								
3	<b>BZA and BPMA</b>							
4	Administrative Review				No Charge			
5	Special Exception				\$200.00			
6	Variance				\$200.00			
7								
8	<b>Planning Commission</b>							
9								
10	Rezoning/Text Amendment				\$200.00 plus \$5.00 per required mailed notice			
11	Site Plan Review/Design Guidelines				\$300.00			
12	Minor Subdivision Plat				\$150.00			
13	Major Subdivision Preliminary Plat				\$300.00 plus \$10.00 per lot			
14	Major Subdivision Construction Plat				\$300.00 plus \$40.00 per lot			
15	Major Subdivision Final Plat				\$300.00 plus \$25.00 per lot			
16								
17								
18	Zoning Verification Request				\$40.00			
19								
20								
21	Advertising Fee per Agenda Item				\$75.00			
22								
23	HZC/Processing Fee				\$25.00			
24								
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Police Department  
FY 2023/2024

1	Description		Fee
2			
3	Reports accident/incident	As allowed per TCA 10-7-503	
4			
5	<b>Seized Vehicles</b>		
6	Impounding Fee		Impounding fee shall be equal to the wrecker service fee for towing the vehicle
7	Daily Storage Fees		\$40.00
8			
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Records Copies  
FY 2023/2024

1	Description			Fee	
2	<b>General Copies</b>				
3	8.5 X 11 or 8.5 X 14 Black & White			\$0.15	
4	8.5 X 11 or 8.5 X 14 Color			\$0.50	
5	18 X 14			\$5.00	
6	24 X 36			\$9.00	
7	30 X 42			\$11.00	
8					
9	<b>GIS Map Copies</b>				
10	8.5 X 11 or 8.5 X 14 Lines/Text Only			\$0.15	
11	8.5 X 11 or 8.5 X 14 Photo			\$0.50	
12	11 X 17 Lines/Text Only			\$3.00	
13	11 X 17 Photo			\$4.00	
14	18 X 24 Lines/Text Only			\$5.00	
15	18 X 24 Photo			\$6.00	
16	24 X 36 Lines/Text Only			\$9.00	
17	24 X 36 Photo			\$12.00	
18	36 X 48 Lines/Text Only			\$20.00	
19	36 X 48 Photo			\$24.00	
20	36 X 60 Lines/Text Only			\$25.00	
21	36 X 60 Photo			\$30.00	
22	Data manipulation over 1/2 hour add per layer			\$10.00	
23	C.D. Copies			\$10.00	
24	Employee hourly wage calculated per TCA 10-7-506				
25					
26					
27					
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35					

Sewer Service  
FY 2023/2024

1	<b>Description</b>			<b>Fee</b>	
2	<b>Deposit</b>				
3	Industrial and Large Commercial			2X est use	
4	Small Commercial			\$100.00	
5	Residential			\$80.00	
6	<b>Tap Fee</b>				
7	Inside City Limits			\$600.00	
8	Outside City Limits			\$1,100.00	
9	<b>Pressurized Sewer System</b>				
10	Tank Fee			\$6,000.00	
11	Monthly Maintenance Fee				
12	Inside City Limits			\$9.00	
13	Outside City Limits			\$13.00	
14					
15	<b>Inspection Fee</b>				
16	Gravity, Pressurized, or Septic			\$10.00	
17	<b>Permit Fee</b>				
18	Gravity, Pressurized, or Septic			\$10.00	
19					
20	Surcharge to be collected - bill unpaid by certain time			5%	
21	<b>Industrial Surcharge Fee</b>	BOD per pound		1.74	
22		S.S. per pound		0.841	
23					
24					
25	<b>Description</b>			<b>Rate</b>	
26	<b>Inside City Limits - Minimum</b>				
27	5/8 inch			\$8.72	
28	1 inch			\$10.35	
29	1-1/2 inch			\$20.18	
30	2 inch			\$26.73	
31	3 inch			\$43.61	
32	4 inch			\$90.52	
33	6 inch			\$120.97	
34	8 inch			\$171.23	
35	per thousand gallons			\$5.04	

Sewer Service  
FY 2023/2024

36	<b>Description</b>			<b>Rate</b>	
37	<b>Outside City Limits - Minimum</b>				
38	5/8 inch			\$12.56	
39	1 inch			\$15.27	
40	1-1/2 inch			\$30.56	
41	2 inch			\$40.36	
42	3 inch			\$65.42	
43	4 inch			\$136.32	
44	6 inch			\$182.11	
45	8 inch			\$257.36	
46	per thousand gallons			\$6.76	
47	<b>Inside City - Pressurized Sewer</b>				
48	5/8 inch			\$9.85	
49	1 inch			\$11.68	
50	1-1/2 inch			\$22.77	
51	2 inch			\$30.13	
52	3 inch			\$49.18	
53	4 inch			\$102.06	
54	6 inch			\$136.38	
55	8 inch			\$193.05	
56	per thousand gallons			\$5.69	
57	<b>Outside City Pressurized Sewer</b>				
58	5/8 inch			\$14.17	
59	1 inch			\$17.23	
60	1-1/2 inch			\$34.45	
61	2 inch			\$45.50	
62	3 inch			\$73.75	
63	4 inch			\$153.70	
64	6 inch			\$205.34	
65	8 inch			\$290.16	
66	per thousand gallons			\$7.63	
67					
68					
69					
70					

Solid Waste  
FY 2023/2024

1	<b>Description</b>				<b>Fee</b>		
2	<b>Deposit</b>						
3	Industrial and Large Commercial				2X est use		
4	Small Commercial				\$102.00		
5	Residential				\$41.00		
6							
7	<b>Roll Out Cart(s)</b>						
8	Commercial - once a week pick up per cart				\$33.00		
9	Residential - once a week pick up 1st cart and curbside				\$25.00		
10	Residential - once a week pick up - each additional cart				\$13.00		
11							
12							
13	<b>Dumpster(s)</b>						
14	Lock Fee All Container Sizes				\$12.00		
15							
16	Volume	Collection					
17	2 Cu Yd Container	1X week			\$116.00		
18		2X week			\$181.00		
19		3X week			\$233.00		
20		4X week			\$305.00		
21		5X week			\$380.00		
22	Extra Pick Up				\$46.00		
23	4 Cu Yd Container	1X week			\$146.00		
24		2X week			\$225.00		
25		3X week			\$316.00		
26		4X week			\$385.00		
27		5X week			\$462.00		
28	Extra Pick Up				\$58.00		
29	6 Cu Yd Container	1X week			\$175.00		
30		2X week			\$280.00		
31		3X week			\$380.00		
32		4X week			\$462.00		
33		5X week			\$555.00		
34	Extra Pick Up				\$78.00		
35							

Solid Waste  
FY 2023/2024

36	8 cu Yd Container	1X week			\$202.00		
37		2X week			\$316.00		
38		3X week			\$422.00		
39		4X week			\$532.00		
40		5X week			\$677.00		
41	Extra Pick Up				\$111.00		
42							
43							
44	<b>Shared Dumpster(s)</b>						
45	<i>Assembly - Restaurants, Fast Food, Theaters</i>						
46	Large				\$278.00		
47	Medium				\$198.00		
48	Small				\$160.00		
49	<i>Business - Law Office, Insurance Office</i>						
50	Large				\$119.00		
51	Medium				\$42.00		
52	Small				\$33.00		
53	<i>Mercantile - Retail Stores</i>						
54	Large				\$167.00		
55	Medium				\$119.00		
56	Small				\$42.00		
57							
58	Min Shared Dumpster				\$42.00		
59							
60	Surcharge to be collected - bill not paid by certain time				5%		
61							
62	<b>Curbside Pick Up</b>						
63	<b>Commercial</b>						
64	Knuckle Boom - Full Load				\$228.00		
65	Knuckle Boom - Less than Full Load				\$114.00		
66	Trash Train				\$46.00		
67	<b>Residential</b>						
68	Change of Occupancy				\$125.00		
69	Trash Train				25.00 a day or dump		
70	Bulk Items				11.00 a pick up		

Special Event  
FY 2023/2024

1	Description	Fee		
2				
3	Application	Free		
4				
5	Fire Extinguisher Usage	\$250.00 Refundable Deposit/if no usage		
6	Fire Department Employees	\$30.00 per hour/per person		
7	Parks & Recreation Employees	\$25.00 per hour/per person		
8	Police Department Employees	\$30.00 per hour/per person		
9	**Public Works Employees	\$31.00 per hour per person		
10				
11				
12	**CPW equipment or vehicle usage will be charged per current State rate(s)			
13				
14				
15	Per November 16, 2021 Finance and Administrative Committee meeting minutes approved at the Board of Mayor and Alderman meeting on December 14, 2021 the following applies to the Special Event fees : Third Party Sponsored - 100% no waiver; City and Third Party Mixed-Sponsored - waive all fees with approval from the Board; Nonprofit Third Party Sponsored - 50% fees waived.			
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Water Service  
FY 2023/2024

1	Description			Fee			
2							
3	<b>Deposits</b>						
4	Industrial & Large Commercial			2X est use			
5	Small Commercial			\$100.00			
6	Residential			\$80.00			
7							
8	<b>Tap Fees Inside &amp; Outside City Limits</b>						
9	5/8 - 1"			\$1,000.00			
10	Over 1"			cost plus 10%			
11	Secondary Meter (Lawn Meter)			\$1,000.00			
12							
13	Surcharge to be collected - bill not paid by certain time			5%			
14							
15	Permit Fee			\$10.00			
16	Inspection Fee			\$10.00			
17	Outlet Fee - per outlet			\$7.50			
18	Backflow Protective Devices Initial inspection			\$55.00			
19	Backflow Protective Devices Annual inspection			Owner responsible for this inspection			
20	Fire Hydrant			actual cost + 10%			
21	Fire Hydrant Water Meter Deposit			\$500.00			
22	Minimum bill - 3" meter			\$205.67			
23	Testing LAB			\$10.00 per test			
24	Secondary meter turned off - service charge to turn on			\$25.00			
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Water Service  
FY 2023/2024

36	Description			Rate			
37	<b>Inside City Limits - Minimum per Meter Size</b>						
38	5/8 inch			\$10.44			
39	1 inch			\$29.39			
40	1-1/2 inch			\$55.97			
41	2 inch			\$90.59			
42	3 inch			\$149.04			
43	4 inch			\$186.31			
44	6 inch			\$266.12			
45	8 inch			\$532.20			
46	per thousand gallons						
47	First 2,000			\$5.24			
48	Next 8,000			\$3.56			
49	Next 40,000			\$3.37			
50	Next 50,000			\$2.80			
51	Next 100,000			\$2.68			
52							
53	<b>Outside City Limits - Minimum per meter size</b>						
54	5/8 inch			\$15.73			
55	1 inch			\$39.95			
56	1-1/2 inch			\$79.90			
57	2 inch			\$133.10			
58	3 inch			\$212.93			
59	4 inch			\$266.12			
60	6 inch			\$399.19			
61	8 inch			\$798.31			
62	per thousand gallons						
63	First 3,000			\$5.24			
64	Next 7,000			\$4.54			
65	Next 10,000			\$4.17			
66	Next 20,000			\$2.97			
67							
68							
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