JUSTIN HANSON
Mayor

TINA DUNN
Recorder-Treasurer

City of Covington

POST OFFICE BOX 768
200 West Washington Avenue, Covington, Tennessee 38019
Telephone (901) 476-9613 Fax (901) 476-6699

THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE ON JULY 24, 2018 AT 5:30 P.M.

1. Meeting to be called to order by Mayor Justin Hanson.

2. Invocation to be given by Alderman John Edwards.

3. Pledge of Allegiance to the Flag to be led by Alderwoman Minnie Bommer.

4. Minutes of the Preceding Meeting to be approved (See Attached – Yellow).

5. Report from Committees:
   - Minutes of the General Welfare–Public Relations Committee Meeting (See Attached– White).
   - Minutes of the Finance and Administration Committee Meeting (See Attached – Blue).

6. Additions to the Agenda.

7. Welcome to visitors and grievances from citizens.

8. Report from Mayor Justin Hanson:
   - First Presbyterian Church Request for Grace Race 5k (See Attached – Yellow).
   - Proclamation – General Aviation Appreciation Month (See Attached – Pink).
   - Updates

9. Report from Recorder-Treasurer Tina Dunn:
   - Sales Tax Report (See Attached – White).

10. Report from City Attorney Rachel Witherington.

11. Old Business:

12. New Business:
   - Ordinance 1709 (Chamber Appropriation – Gas) (Public Hearing) ready for approval on third and final reading (See Attached – Yellow).
   - Resolution – Policy on Operation of Slum Clearance Ordinance (See Attached – White).
   - Bills Over $250.00 ready for Board Approval (See Attached – Blue).

The Board of Mayor and Aldermen met at City of Covington on July 10, 2018 at 5:30 p.m. with the following members present: Mayor Justin Hanson, Aldermen Jere Hadley, John Edwards, Minnie Bommer, Mac McGowan, and C. H. Sullivan. Also present were Parks and Recreation Director Joe Mack, Fire Chief Michael Naifeh, Public Works Director David Gray, City Attorney Rachel Witherington and Senior Accountant Kristin Mathis.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderwoman Minnie Bommer.

Pledge of Allegiance to the Flag was led by Alderman John Edwards.

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

Motion was made by Alderman C.H. Sullivan and seconded by Alderman Jere Hadley that the Minutes of the General Welfare – Public Relations meeting be approved (See Attached). Motion passed.

The Minutes of the Public Works Committee meeting were presented for approval (See Attached). Alderman Mac McGowan recommended the following amendment of the next to last sentence on the first page: Liquor stores are able to sell beer through a drive through window due to the fact that liquor stores authority to sell beer is governed by the State NOT by our Municipal beer ordinance. Our Municipal beer ordinance, ordinance number 1665 Section 3 (d), prohibits beer sales through a drive through window. State law allows like sales through a drive through window and since they are not required to have a permit from the City, the City ordinance does not apply to them per MTAS. Alderman Edwards stated he would refrain from voting on this amendment and recommended only the wording business license in that sentence be amended to liquor license.

Motion was made by Alderman C.H. Sullivan and seconded by Alderman Mac McGowan that the Minutes of the Public Works Committee meeting be approved with Alderman Mac McGowan's recommended correction.
Voting Aye: Hadley, McGowan, Sullivan, Bommer
Voting Nay: Edwards
Motion passed.

Mayor Hanson opened the floor up to visitors in attendance. Wanda Bellow took the floor to commend Kerry Overton and the TCCA for their great work.

Mayor Hanson stated he received a call from Senate Majority Leader Mark Norris informing him the City of Covington has been awarded $451,935 in CDBG grant funding for sewer enhancement. The municipal match on this grant is anywhere between 11 to 18%. This money will be used to install cameras in our sewer system and improve areas where needed. Formal announcement is planned for Wednesday.
Mayor Hanson wanted to remind everyone the Tipton County Community Advisory Board is holding a Back to School Drive for food and school supplies on Friday, July 13th from 10:00 a.m. to 1:00 p.m. at Covington High School.

Report from Senior Accountant Kristin Mathis: No report.

Report from City Attorney Rachel Witherington: No report.

Public Hearing for Ordinance 1708 (Text Amendment) for third and final reading was called to order (See Attached). There being no public comments, the public hearing was closed.

Motion was made by Alderman C.H. Sullivan and seconded by Alderman Jere Hadley to approve Ordinance 1708 (Text Amendment) on third and final reading.
Voting Aye: Sullivan, McGowan, Bommer, Edwards, and Hadley
Voting Nay: None
Motion passed.

Mayor Hanson presented Ordinance 1709 (Chamber Appropriation - Gas) for approval on the second reading (See Attached).

Motion was made by Alderman C.H. Sullivan and seconded by Alderman Jere Hadley to approve Ordinance 1709 (Chamber Appropriation - Gas) on the second reading. Motion passed.

The following bills over $250.00 were presented to the Board for approval:

A2H	46,579.08	A-1 Door Company	5,110.00
Abby Equipment	590.00	A T & T	647.57
Baymount Inn & Suites	1,698.60	BancorpSouth	5,003.65
BNY Mellon	1,369.71	BFI N Shelby Landfill	4,065.68
BNY Mellon (Biomass)	3,867.01	Bob Austill	3,520.00
Bread of Life	2,362.25	Brenntag Mid-South,Inc	3,540.00
Cannon Solutions America	575.17	Community Dev. Partners	2,000.00
Centerpoint Energy	90,679.95	Covington Electric	2,500.00
Dyersburg State	6,523.50	Dept of Commerce & Ins	1,400.00
Fidelity Search Enterprises	400.00	ESC	360.00
G & C Supply Co	354.90	G & C Supply Co	1,256.20
Hach	816.00	H.T. Hackney Co.	428.74
Howard's Custom Window	420.00	Jay's Paint & Body	4,425.60
Hub City Tire Co. Inc	4,361.94	Just-N-Case Security	481.00
LifeSigns	2,710.00	M & W Glass Inc.	265.00
Munford Cleaning Services	390.00	McLillie Enterprises	300.00
NASM	2,108.42	Navitas Credit Corp	6,104.32
Nelson CD Group,LLC	2,382.00	Northern Tool	251.21
TRPA	550.00	Outdoor Link	887.82
O'Reilly	430.40	Roy Clay Tuner	259.23
Outdoor Link	887.82	Russ Jones	1,428.00
Quality Service Link	4,447.20	Tipton County	670.73
Relay for Life	303.00	TN Association of Utility Dist	2,414.40
Simonton's	620.00	Walmart	2,727.60
Task Force Security	2,072.25	Wells Fargo	275.00
Ted's Glass Co.	1,836.00	West Tn Ready-Mix,LLC	7,288.00
Tipton County Trustee	7,356.97	William Nelson	134.28
TN Electric Cooperative ASSN	5,400.00	Wooten Oil Co	19,897.12
Tri-State	5,700.00		
		TOTAL	275,433.32

Motion was made by Alderwoman Minnie Bommer and seconded by Alderman John Edwards that the preceding bills over $250.00 be paid when properly approved. Motion passed.

There being no further business, the meeting adjourned at 5:52 p.m.

Attest: _____ _____

Senior Accountant Mayor

The Public Relations / General Welfare Committee met at City Hall on July 10, 2018 at 1:00 p.m. with the following members present: Alderman Jere Hadley, Alderwoman Minnie Bommer and Mayor Justin Hanson. Also present were Alderman John Edwards, Parks and Recreation Director Joseph Mack, Museum Director Barrie Foster, Airport Director Robin Anderson, Assistant to the Mayor Sara Gangaware, and Senior Accountant Kristin Mathis. Guests present were: Echo Day (The Leader).

Meeting was called to order by Mayor Justin Hanson.

Mayor Hanson stated that Chairman Alderman Drew Glass was absent.

Motion was made by Alderman Jere Hadley and seconded by Alderwoman Minnie Bommer to elect Mayor Hanson as Chairman for the meeting. Motion passed.

Airport Director Robin Anderson presented the June fuel sales report. Sales totaled 5,894 gallons for the month. He gave an update on the LED Lighting Project. Advertisements for bids will be printed in the Leader on July 12th, 19th, and 26th along with a mandatory pre-bid meeting being held on July 26th. Bids for the project will be accepted until 11:00 am on August 9, 2018 with the bid opening following at the airport. Director Anderson updated the committee on the Grounds Maintenance Equipment Grant. He stated TDOT is still re-evaluating this grant as to its necessity and at what percentage it will be funded. The airport's application has been turned in and he is hoping to have more information at next month's meeting. An open house for the airport is tentatively planned for September 13, 2018 from 11:00 am to 1:00 pm.

A motion was made by Alderwoman Minnie Bommer to approve the airport report as presented by Director Anderson. The motion was seconded by Alderman Jere Hadley. Motion passed.

Director Joseph Mack presented information on upcoming programs and community opportunities available. He stated the department has received its movie screen, projector and speaker system to help start their Summer Outdoor Movie Series. The first will be held at Cobb Parr Park / Baltzer Field on July 19th featuring the movie "Coco". A "dive in" movie will be held on July 27th at the Covington Aquatic Center with a showing of "Finding Dory" and the series will close out in Frazier Park on August 2nd featuring the movie "A Wrinkle in Time". He stated Woodmen Life is sponsoring "Coco" but they are in need of sponsors for the last two movies and would like to find a women's group to sponsor "A Wrinkle in Time". Director Mack said they are making progress on Isaac Hayes Day. He is in working on obtaining vendors and finding entertainment. He stated they are doing pretty well in regards to donations and naming rights. First Baptist Church in Covington donated $1,500 to the summer camps and youth sports programs. A $5,000 donation was received from the Gangaware and Witherington Families and another $5,000 was donated by Baskin Truck Sales for new scoreboards which will be unveiled in the near future.

Director Mack presented a proposal for sponsoring a 5k for Visualizing Hope, a non-profit organization that provides software to Tipton County Schools for students with visual impairments. He proposes in lieu of the organization paying the $500 fee for the cost of timing the race we provide the platinum sponsorship which will in turn give us an opportunity to advertise.

Motion was made by Alderwoman Minnie Bommer and seconded by Alderman Jere Hadley to accept the request for sponsorship. Motion passed.

Director Mack stated the horse barn is in the process of being cleaned up and painted. The roof has been painted and a "non-smoking" logo will be painted on it as well. On July 11th the youth community service children, boy scouts, and park and recreation staff will be painting the walls of the barn. A "Knock Smoking Out of the Park" home run derby will be taking place on July 31, 2018 at 6:30 pm at Baltzer Field and during that time they will unveil the newly renovated horse barn. The derby is open to participants 18 years of age and older. There will be a $10 entry fee which will go back to the Drug Free Tipton Coalition.

A motion was made by Alderwoman Bommer and seconded by Alderman Hadley to Director Mack's report as presented. Motion passed.

Museum Director Barrie Foster informed the Committee that the July Veteran of the Month reception will be held tonight at 6:30 p.m. honoring veteran Bruce Lemont. The Master Gardeners have donated picket fencing for the butterfly garden. A display case dating back to the early 1900's which sat for many years in Roper's on the square has been donated by the Dunham Masonic Lodge in memory of Rob Roy Davis along with a $200 donation to help fund the repairs of the glass. The deadline for entries for the children's art contest themed "Farmer's Market" is July 13th. "Fun with Acrylics" with local artist Barbara McBride will start the 1st Friday in August from 9:30 to 11:30 am and a total of 5 classes will be given. Director Foster stated they are in the process of displaying new exhibits. A permanent exhibit will feature a time line of Tipton County and the other will be an exhibit on Isaac Hayes to coincide with Isaac Hayes Day. Humanities Tennessee will be bringing their traveling exhibit of the Hatchie River to display from September to around November 12th. The Museum will celebrate its 20 year anniversary on November 9th with a reception that evening. Director Foster was pleased with the success of their Museum Camp. Children who attended built birdhouses, studied Leonardo Da Vinci and the history of the United States Flag. They also participated in an archeological dig and found what "A Day in the Life of a Civil War Soldier" was like.

Motion was made by Mayor Hanson and seconded by Alderwoman Bommer to accept Director Foster's report as presented. Motion passed.

There being no further business, the meeting adjourned at 1:38 p.m.

July Committee Meeting 2018

1.Fuel Sales

June Sales

2.Update's LED Lighting Project

Key Date's

July 12th,19th,26th. Advertise for 3 weeks

July 26th, Mandatory Pre-Bid Meeting

August 9th, No bids accepted after 11am

Bids to be opened

---

3. Ground Maintence Equipment

Annual Sales Profile

Start date: 1/1/2018 **Site:** Covington Airport
End date: 12/31/2018

Inventory History — Complete Summary

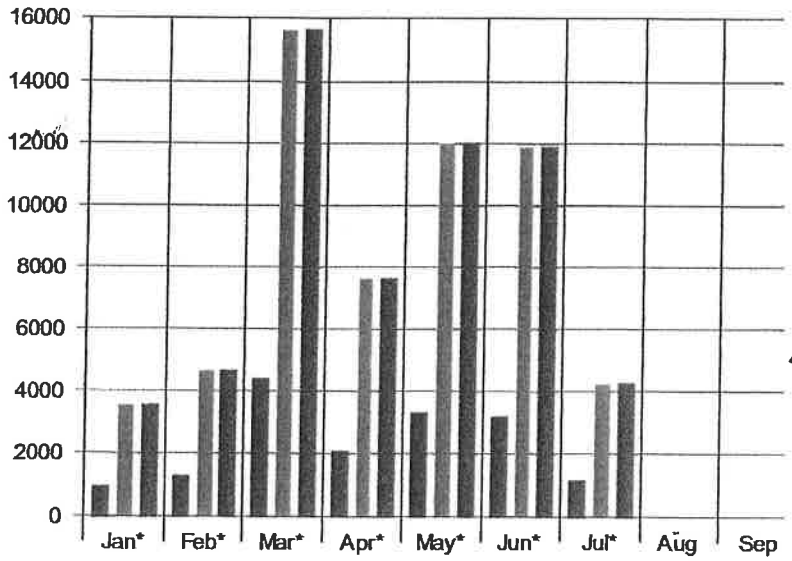
	Jan*	Feb*	Mar*	Apr*	May*	Jun*	Jul*	Aug	Sep	Oct	Nov	Dec	Y.T.D*
Beg Inventory	(392,676.900	(393,685.200	(395,001.700	(399,459.600	(401,624.800	(404,971.300	(408,249.400	(409,437.300	(409,437.300	(409,437.300	(409,437.300	(409,437.300	
Gal Purchased	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Adjustments	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gallons Sold	1,008.320	1,316.520	4,457.870	2,165.150	3,346.530	3,278.110	1,187.880	0.000	0.000	0.000	0.000	0.000	16,760.380
End Inventory	(393,685.200	(395,001.700	(399,459.600	(401,624.800	(404,971.300	(408,249.400	(409,437.300	(409,437.300	(409,437.300	(409,437.300	(409,437.300	(409,437.300	

Financial History — Complete Summary

	Jan*	Feb*	Mar*	Apr*	May*	Jun*	Jul*	Aug	Sep	Oct	Nov	Dec	Y.T.D*
Net Sales	3,638.750	4,726.760	15,734.650	7,662.580	12,037.480	11,890.830	4,335.460	0.000	0.000	0.000	0.000	0.000	60,026.510
Cost of Goods	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gross Profit	3,638.750	4,726.760	15,734.650	7,662.580	12,037.480	11,890.830	4,335.460	0.000	0.000	0.000	0.000	0.000	60,026.510

Monthly Statistics — Complete Summary

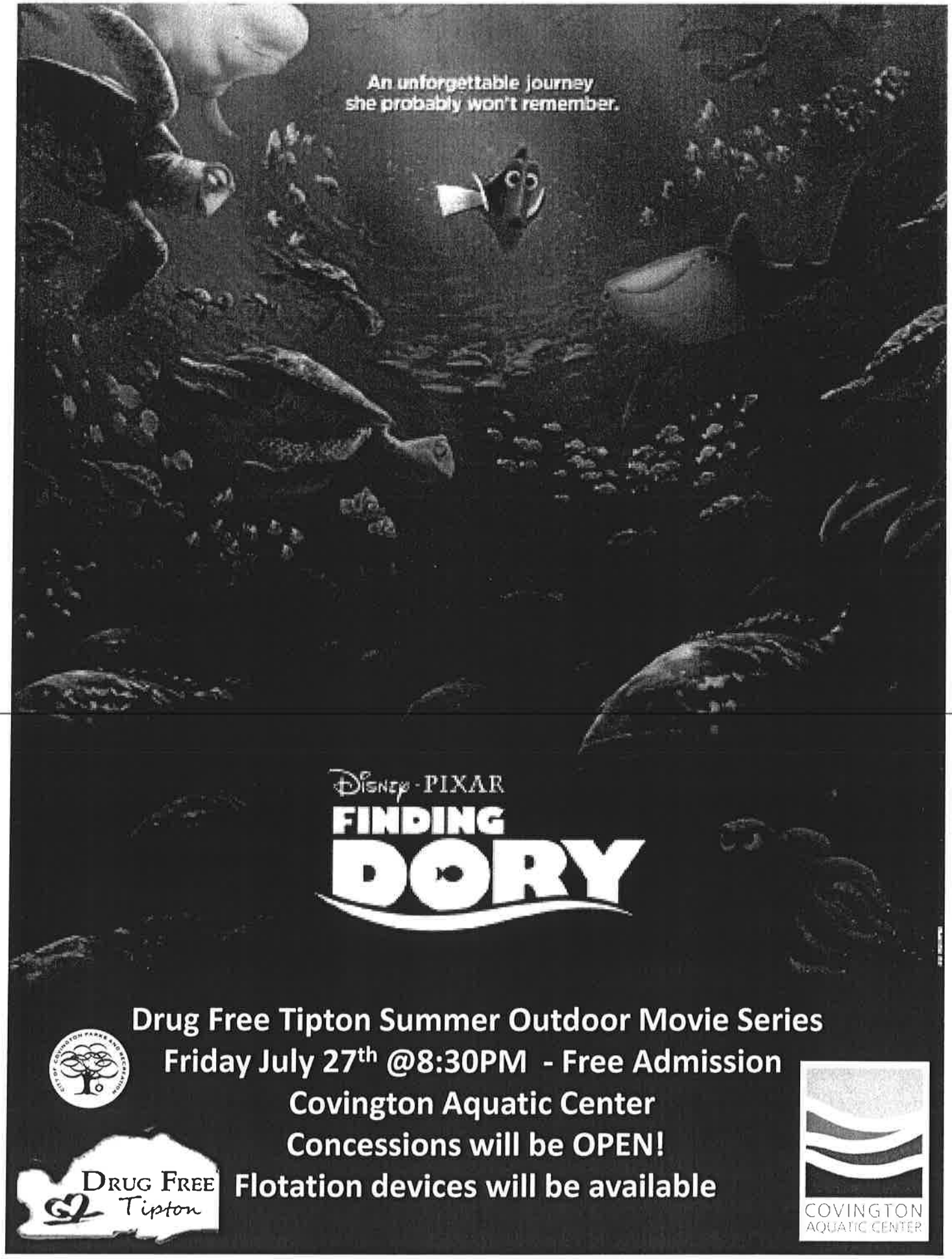
	Jan*	Feb*	Mar*	Apr*	May*	Jun*	Jul*	Aug	Sep	Oct	Nov	Dec	Y.T.D*
Avg Sale $	110.265	90.899	154.261	127.710	124.098	133.605	160.573	0.000	0.000	0.000	0.000	0.000	128.773
Avg Sale Vol	30.555	25.318	43.705	36.086	34.500	36.833	43.996	0.000	0.000	0.000	0.000	0.000	35.856
Avg PPU Vol	3.609	3.590	3.530	3.539	3.597	3.627	3.650	0.000	0.000	0.000	0.000	0.000	3.592
Avg CPU Vol	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Avg Margin/Unit	3.609	3.590	3.530	3.539	3.597	3.627	3.650	0.000	0.000	0.000	0.000	0.000	3.592
Avg Margin/Sale	110.265	90.899	154.261	127.710	124.098	133.605	160.573	0.000	0.000	0.000	0.000	0.000	128.773
% of Vol YTD	6.016	7.855	26.598	12.918	19.967	19.559	7.087	0.000	0.000	0.000	0.000	0.000	100.000
% of Profit YTD	6.062	7.874	26.213	12.765	20.054	19.809	7.223	0.000	0.000	0.000	0.000	0.000	100.000
# of Sales	33.000	52.000	102.000	60.000	97.000	89.000	27.000	0.000	0.000	0.000	0.000	0.000	460.000

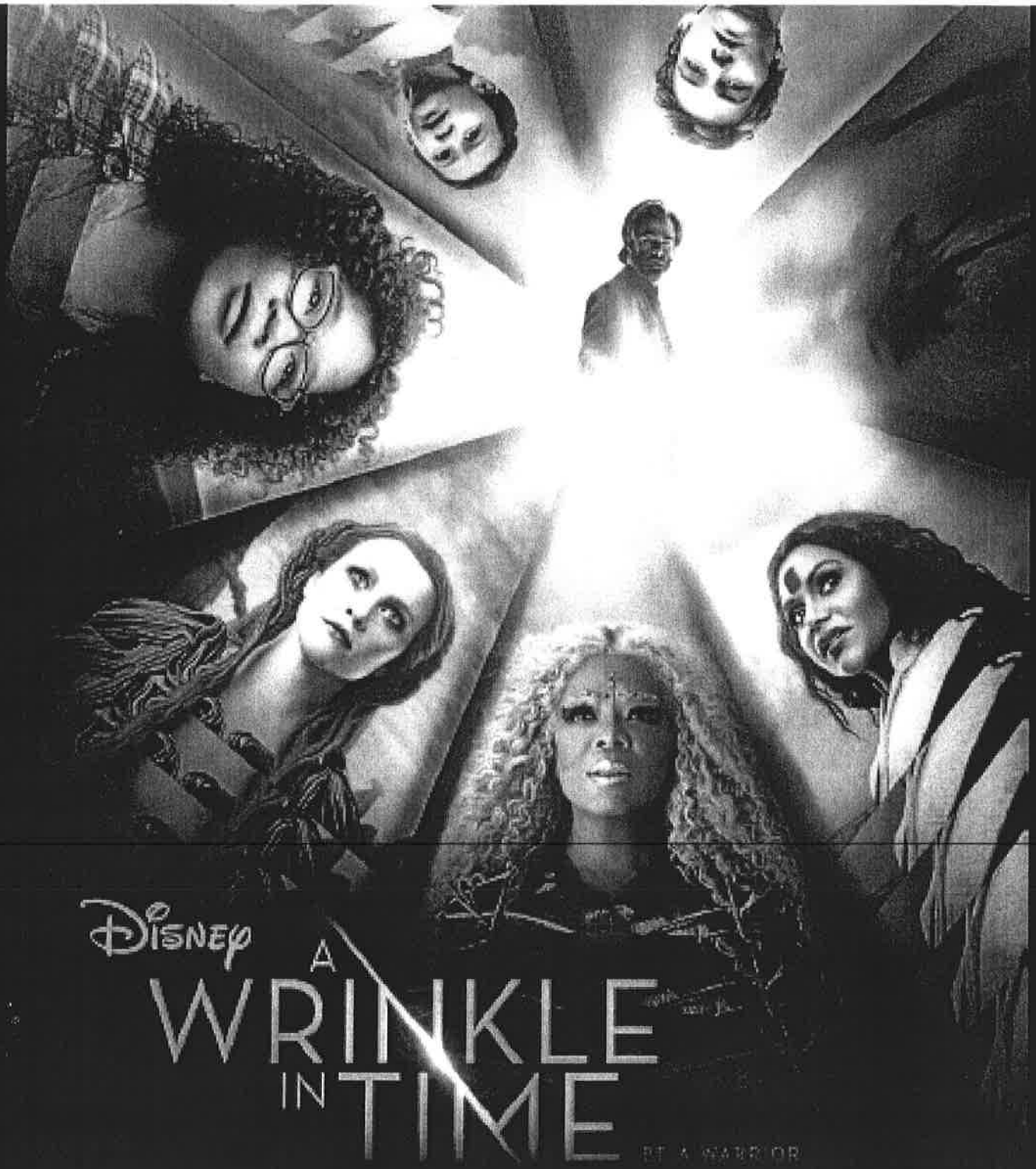


AV 2166
JT 3728
TOTAL 5894.

JUNE 2018

* INVALID DATA. Fuel sold exceeds fuel purchased.


An unforgettable journey
she probably won't remember.
Disney · PIXAR
FINDING
DORY
Drug Free Tipton Summer Outdoor Movie Series
Friday July 27th @8:30PM - Free Admission
Covington Aquatic Center
Concessions will be OPEN!
Flotation devices will be available
Drug Free Tipton
COVINGTON
AQUATIC CENTER



Drug Free Tipton Summer Outdoor Movie Series

Thursday August 2nd @8PM - Free Admission Frazier Park

Concessions will be OPEN!

FREE "A Wrinkle in Time" Bookmarks

Drug Free Tipton

City of Covington Parks and Recreation

City of Covington
Isaac Hayes Day At Frazier Park
Booth Rental Agreement for Saturday, August 18, 2018

All activities will be held on the property of Frazier Park in Covington, TN from noon until 5:00 p.m. If the festival must be cancelled for inclement weather, there will be **no refunds** and **no rain date** rescheduled.

Anyone renting space hereafter referred to as a Vendor, by signing this agreement, hereby accepts the following terms and conditions.

1. The vendor is solely responsible for obtaining insurance coverage, **if desired**.
2. The vendor agrees to hold the City of Covington, and Tipton County, Tennessee, **harmless** for any/all claims, damages or injuries arising from the vendor's use of booth space.
3. No color hairspray, Silly String, Firecrackers, or water balloons may be sold. No glitter may be used in the Festival.
4. No alcoholic beverages may be **sold/consumed** within the Isaac Hayes Day Festival. If alcohol is found, the vendor will be asked to leave and will not be allowed to return as a vendor. No refunds will be given.
5. **Taxes and permits** are the sole responsibility of the vendor.
6. **Booth setup will begin at 10 a.m. No vendors will be allowed to set up after twelve noon**. We have the right to refuse entrance to anyone who is late.
7. We are not able to help load, unload, or help set up.
8. Vendor agrees to stay open from noon until 5:00 p.m. **Vendor agrees not to take down booth early.**
9. Vendor is responsible for their own trash/clean up.
10. Booths are to be set up on site – no booths are to be constructed on site.
11. Vendor may set up tents, umbrellas, or other shelters providing they are structurally sound and securely anchored and pose no threat of injury to the public or another vendor. Vendor will NOT drive stakes, nails, nor pins into the pavement for any reason.
12. Vendor agrees to confine operations to his own booth assigned space and agrees not to infringe upon neighboring vendor. ALL BOOTHS ARE APPROXIMATELY 12 X 12.
13. Vendor agrees that the space being rented will be used for the selling or giving away of products or services and that the space will not be left vacant.
14. There will be no electricity available. NO GENERATORS ALLOWED IN VENDOR BOOTHS.
15. There will be NO WEAPONS FOR SALE IN ANY BOOTH. If found, you will be escorted off the premises by law enforcement officials.
16. EDUCATIONAL GROUPS THAT DO NOT SELL THEIR PRODUCTS CAN SET UP FREE TO DEMONSTRATE, but they must complete this form to reserve a booth and be approved.
17. **No open flame grills will be allowed unless approved in writing by City of Covington.**

Please feel free to call the Covington Sportsplex at 901-476-3734 if you have any questions.

Isaac Hayes Day at Frazier Park is Saturday, August 18, 2018 from noon to 5 p.m.

Only items listed by vendor will be allowed to be sold the day of the event unless other arrangements have been made. Please mention type of vendor and/or if you represent a trademark name such as Pampered Chef or Southern Living Homes, etc.

CRAFT or MERCHANDISE DESCRIPTION: _____

_____

_____

I have read, FULLY UNDERSTAND/AGREE, to the above listed terms and conditions.

_____ _____ _____
Vendor Name (Please Print) Date Signature

_____ _____ _____ _____
Mailing Address City State Zip

Email address: _____

Cell Phone: _____

2nd Contact Person: _____ Their cell phone: _____

Spaces are approx. 12 X 12 feet.
Number of spaces needed: _____ **12 X 12 space:**

We have limited reserved spaces with 110 volt service/electricity for food vendors. Food Vendors will need to rent 2 booths if serving area and/or trailer tongue extends beyond allowed width. If serve from side which is 10' wide and your customers are forced to stand in adjoining space, another booth will need to be rented. PLEASE LET US KNOW AMPS NOT VOLTAGE USED. NO EXTRA AMPS ARE AVAILABLE.

Payments must accompany application. Mail payments to:
Isaac Hayes Day at Frazier Park
C/O Covington Sportsplex
790 Bert Johnston Ave.
Covington, TN 38019

Contact: Michelle Tomlinson or Joseph Mack, (901) 476-3734
mtomilinson@covingtontn.com or jmack@covingtontn.com

The Finance and Administration Committee met at City of Covington on July 17, 2018 at 1:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Justin Hanson, Aldermen: John Edwards, Minnie Bommer, and Mac McGowan. Also present were: Building Official Lessie Fisher, Police Chief Buddy Lewis, Fire Chief Michael Naifeh, Personnel Director Tiny Barton, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Chairman Alderman C H Sullivan.

Alderman Sullivan presented the Frazier Park Neighborhood Connector Contract for approval. Bids for this project were opened on June 26, 2018. It was recommended by A2H to award the contract to Nsite Inc. of Milan, TN. The base bid amount for the project is $273,131.75.

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Minnie Bommer to approve the contract to NSite Inc. of Milan, TN in the amount of $273,131.75. Motion passed.

Personnel Director Tiny Barton reported the tattoo policy was not included in the Personnel Handbook Ordinance. In order for this policy to have been included, the Ordinance would have had to be amended on second or third reading.

Discussion began on the TCA School Zone. There have been questions to why the school would have to pay for the expenses to move the school zone lights at a cost of $1,975.00. TDOT will not contribute to private entities. There was no representative from TCA.

Police Chief Buddy Lewis gave an update on the murder investigation. TBI is investigating and working with the police department.

Discussion began on ways to attract certified police and fire officers to the Covington Police Department and Fire Department. Fire Chief Michael Naifeh reported the fire department has updated their pay scale and is in good shape. Police Chief Buddy Lewis stated some factors to consider are structured pay packages, facility, take home vehicle policy, and full commitment from the leadership of the City. A report was presented showing a comparison of other police departments to the Covington Police Department. This report shows the starting wage, number of certified officers, number of calls for service, and number of take home cars (See Attached). Personnel Director Tiny Barton is currently working with MTAS to develop a new compensation plan. She will be meeting with Richard Stokes to review job descriptions next week. Alderman Edwards is concerned with the overtime in the department and feels the hiring of certified officers will save on the amount of overtime. He feels there is potential savings if a new hire is certified. They would not have to attend the academy and could directly start work. It can take up to six months to have an officer certified. Attorney Witherington will research contracts for reimbursement for the academy expense to become a certified officer if the officer leaves employment with the City of Covington. Alderman McGowan would like to see a structured pay scale by December, 2018 before the budget process begins.

Motion was made by Alderman John Edwards to have human resources to go further with research on a sign on bonus for officers. There being no second the motion failed.

Public Works Director David Gray reported there is a current incentive of fifty cents if an employee has a Commercial Driver's License. Human Resources have training material available to help with this testing.

Attorney Rachel Witherington presented a policy on the operation of the slum clearance ordinance. The Slum Ordinance was adopted in December, 2017 and this will be a policy to form standard operating procedures for the operation and execution of this ordinance. With this policy in place, every complaint will be handled in the same way. A form was presented for the Codes Department for the complaint of slum clearance.

Motion was made by Alderman Mac McGowan and seconded by Alderwoman Minnie Bommer to take the Policy Operation of Slum Clearance in Resolution form for Board approval. Motion passed.

There being no further business, the meeting adjourned at 2:43 p.m.

Finance and Administration Committee Meeting
July 17, 2018
1:00PM

1. Frazier Park Connector Contract for Approval
2. Personnel Handbook Discussion – Tattoo Policy – Director Barton
3. TCA School Zone Discussion – Director Gray
4. Murder Investigation Update – Chief Lewis
5. Incentive Discussion to Attract Certified Police and Fire Personnel – Chief Lewis / Chief Naifeh
6. Incentive Discussion for Commercial Driver's License for Public Works Personnel – Director Gray

A2H
ENGINEERS ARCHITECTS PLANNERS

June 26, 2018

The Honorable Justin Hanson
Mayor
City of Covington
200 W. Washington Avenue
Covington, TN 38019

RE: Frazier Park Neighborhood Connector
City of Covington
PIN: 123117.00
Federal Project No.: STP-M/TAP-9403(9)
State Project No.: 84LPLM-F3-047

A2H #15345

Dear Mayor Hanson:

This is to inform you that the bids have been reviewed for completeness. We are recommending that **Nsite Inc. of Milan, TN**, be awarded the contract based upon the Base Bid Amount of **$273,131.75.**

~~I am attaching the bid tabulation for your convenience.~~

Sincerely,

A2H, INC.

Jason Dittrich, P.E.
Civil Engineer

Enclosure: Bid Tab

Cc: Sara Sutton – TDOT Local Programs
Laralee Hughley – Community Development Partners, LLC
Ford Construction Company
Rose Construction

3009 DAVIES PLANTATION ROAD LAKELAND, TN 38002 PHONE: 901.372.0404 FAX: 901.373.4002
WWW.A2H.COM

A2H ENGINEERS ARCHITECTS PLANNERS

UNIT PRICE BID TABULATION

PROJECT

Name: Frazier Park Neighborhood Connector
A2H #: 15345 (PIN 123117.00)
A2H PM: Jason Dittrich

DETAILS

Date June 26, 2018
Time: 10:00 AM
Location: City of Covington City Hall

				Naite, Inc.		Ford Construction Company		Rose Construction		Engineer's Estimate	
Item #	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
	BASE BID										
105-01.50	Construction Layout	1	LS	$3,500.00	$3,500.00	$5,000.00	$5,000.00	$13,281.84	$13,281.84	$7,000.00	$7,000.00
202-01.01	Removal of Structures and Obstructions	1	LS	$3,375.00	$3,375.00	$7,500.00	$7,500.00	$5,056.23	$5,056.23	$10,000.00	$10,000.00
202-03	Removal of Rigid Pavement, Sidewalk, etc	250	SY	$17.00	$4,250.00	$23.00	$5,750.00	$24.01	$6,002.50	$25.00	$6,250.00
202-03.01	Removal of Asphalt Pavement	720	SY	$10.75	$7,740.00	$23.00	$16,560.00	$10.42	$7,502.40	$25.00	$18,000.00
203-01	Road & Drainage Excavation (Unclassified)	100	CY	$33.00	$3,300.00	$16.00	$1,600.00	$23.37	$2,337.00	$30.00	$3,000.00
203-03	Borrow Excavation (Unclassified)	400	CY	$45.00	$18,000.00	$39.00	$15,600.00	$25.96	$10,384.00	$30.00	$12,000.00
203-04	Placing and Spreading Topsoil	132	CY	$61.00	$8,052.00	$25.00	$3,300.00	$12.50	$1,650.00	$30.00	$3,960.00
203-05	Undercutting	100	CY	$51.00	$5,100.00	$17.00	$1,700.00	$36.09	$3,609.00	$20.00	$2,000.00
209-05	Sediment Removal	8	CY	$50.00	$400.00	$6.00	$48.00	$47.62	$380.96	$10.00	$80.00
209-08.03	Temporary Silt Fence (Without Backing)	322	LF	$3.30	$1,062.60	$2.50	$805.00	$4.00	$1,288.00	$2.50	$805.00
209-09.43	Curb Inlet Protection (Type 4)	1	EA	$495.00	$495.00	$400.00	$400.00	$483.30	$483.30	$650.00	$650.00
209-40.33	Catch Basin Protection (Type D)	1	EA	$550.00	$550.00	$450.00	$450.00	$434.54	$434.54	$250.00	$250.00
209-40.34	Catch Basin Protection (Type E)	3	EA	$440.00	$1,320.00	$350.00	$1,050.00	$753.12	$2,259.36	$250.00	$750.00
303-01	Mineral Aggregate, Type A Base, Grading D	66	TON	$50.00	$3,300.00	$40.00	$2,640.00	$54.04	$3,566.64	$40.00	$2,640.00
403-01	Bituminous Material for Tack Coat (TC)	0.04	TON	$6,250.00	$330.00	$1,100.00	$44.00	$1,413.00	$56.52	$7,000.00	$280.00
407-20.05	Saw Cutting Asphalt Pavement	1660	LF	$1.15	$1,909.00	$4.00	$6,640.00	$2.12	$3,519.20	$4.00	$6,640.00
411-01.10	ACS Mix (PG64-22) Grading D	18	TON	$303.00	$5,454.00	$250.00	$4,500.00	$423.89	$7,630.02	$250.00	$4,500.00
604-01.04	1-1/2" Steel Handrail	114	LF	$73.00	$8,322.00	$93.00	$10,602.00	$117.19	$13,359.66	$120.00	$13,680.00
611-01.20	Adjustment of Existing Manhole	2	EA	$1,100.00	$2,200.00	$1,600.00	$3,200.00	$1,156.32	$2,312.64	$1,500.00	$3,000.00
611-07.10	Clean Drain (Trench Drain)	128	LF	$16.00	$2,048.00	$21.00	$2,688.00	$7.44	$952.32	$3.00	$384.00
701-01.01	Concrete Sidewalk (4")	7958	SF	$6.30	$50,135.40	$7.50	$59,685.00	$7.42	$59,048.36	$7.00	$55,706.00
701-02	Concrete Driveway	250	SF	$11.00	$2,750.00	$11.00	$2,750.00	$49.02	$12,255.00	$7.00	$1,750.00
701-02.03	Concrete Curb Ramp	360	SF	$13.25	$4,770.00	$13.00	$4,680.00	$81.88	$29,476.80	$15.00	$5,400.00
702-03	Concrete Combined Curb & Gutter	29	CY	$725.00	$21,025.00	$785.00	$22,765.00	$1,217.13	$35,296.77	$350.00	$10,150.00
712-01	Traffic Control	1	LS	$3,500.00	$3,500.00	$8,500.00	$8,500.00	$1,059.72	$1,059.72	$10,000.00	$10,000.00
712-04.01	Flexible Drums (Channelizing)	25	EA	$20.00	$500.00	$32.00	$800.00	$45.21	$1,130.25	$32.00	$800.00
712-06	Signs (Construction)	142	SF	$8.00	$1,136.00	$7.00	$994.00	$10.03	$1,424.26	$14.00	$1,988.00
713-11.01	"U" Section Steel Posts	3	EA	$140.00	$420.00	$125.00	$375.00	$176.62	$529.86	$50.00	$150.00
713-13.02	Flat Sheet Aluminum Signs (0.080" Thick)	5	SF	$18.00	$90.00	$16.00	$80.00	$22.61	$113.05	$14.00	$70.00
713-16.41	Relocate Sign	1	LS	$250.00	$250.00	$225.00	$225.00	$317.93	$317.93	$1,000.00	$1,000.00
714-03	Jack or Bore Conduit	40	LF	$55.00	$2,200.00	$50.00	$2,000.00	$28.26	$1,130.40	***$30.00***	***$1,200.00***
714-04.01	Conduit (Structures – 1" RGS)	50	LF	$13.20	$660.00	$12.00	$600.00	$12.01	$600.50	***$20.00***	***$1,000.00***
714-08.09	Light Standards (excavation, concrete base and backfill CIP)	3	EA	$5,100.00	$15,300.00	$4,300.00	$12,900.00	$3,956.29	$11,868.87	$4,000.00	$12,000.00
714-08.10	Light Standards (Bollard, excavation, concrete base, backfill, compaction and etc	8	EA	$1,700.00	$13,600.00	$1,400.00	$11,200.00	$2,547.57	$20,380.56	$2,000.00	$16,000.00
716-05.02	Painted Pavement Marking (8" Barrier Line)	200	LF	$7.00	$1,400.00	$6.00	$1,200.00	$2.12	$424.00	$3.00	$600.00
716-05.03	Painted Pavement Marking (Cross-walk)	25	LF	$20.00	$500.00	$18.00	$450.00	$22.61	$565.25	***$9.00***	***$225.00***
716-05.08	Painted Pavement Marking (Parking Line)	300	LF	$3.50	$1,050.00	$3.00	$900.00	$1.65	$495.00	$2.00	$600.00
716-08.01	Removal of Pavement Marking (Line)	610	LF	$1.75	$1,067.50	$1.50	$915.00	$1.04	$634.40	***$2.00***	***$1,220.00***
717-01	Mobilization	1	LS	$16,000.00	$16,000.00	$38,000.00	$38,000.00	$14,357.62	$14,357.62	$27,445.00	$27,445.00
721-01.01	Bench	1	EA	$1,150.00	$1,150.00	$1,400.00	$1,400.00	$1,836.39	$1,836.39	$2,000.00	$2,000.00
721-01.02	Trash Receptacle	2	EA	$700.00	$1,400.00	$1,200.00	***$2,400.00***	$1,315.24	$2,630.48	$2,000.00	$4,000.00
~~730-12.01~~	~~Conduit 1" Diameter (PVC)~~	~~790~~	~~LF~~	~~$6.50~~	~~$4,180.00~~	~~$4.50~~	~~$3,420.00~~	~~$4.95~~	~~$3,762.00~~	~~$6.60~~	~~$5,016.00~~
740-11.03	Temporary Sediment Tube 18in	335	LF	$6.75	$2,261.25	$5.00	$1,675.00	$8.12	$2,720.20	$7.50	$2,512.50
801-01.07	Temporary Seeding (With Mulch)	20	UNIT	$61.00	$1,220.00	$40.00	$800.00	$105.97	$2,119.40	$20.00	$400.00
801-03	Water (Seeding & Sodding)	8	MG	$33.00	$264.00	$20.00	$160.00	$353.24	$2,825.92	$50.00	$400.00
802-01.10	Trees (Willow Oak) and Watering Bags	3	EA	$935.00	$2,805.00	$750.00	$2,250.00	$777.13	$2,331.39	$600.00	$1,800.00
803-01	Sodding (New Sod)	1960	SY	$5.25	$10,290.00	$4.50	$8,820.00	$4.95	$9,702.00	$5.00	$9,800.00
920-10.01	Concrete Steps w/ Cheek Wall	35	SF	$72.00	$2,520.00	$105.00	$3,675.00	$183.73	$6,430.55	$25.00	$875.00
920-10.04	Bike Racks	2	EA	$510.00	$1,020.00	$800.00	$1,600.00	$1,061.09	$2,122.18	$1,500.00	$3,000.00
920-10.05	Cheek Wall	1	LS	$1,350.00	$1,350.00	$2,300.00	$2,300.00	$4,658.28	$4,658.28	$2,000.00	$2,000.00
920-11.01	ADA Sidewalk Ramp	300	SF	$13.00	$3,900.00	$15.00	$4,500.00	$75.80	$22,740.00	$10.00	$3,000.00
920-11.04	Yard Drain Inlet	1	EA	$1,000.00	$1,000.00	$3,100.00	$3,100.00	$2,271.93	$2,271.93	$5,000.00	$5,000.00
920-12	3#10 THWN Copper Conductors	3450	LF	$4.40	$15,180.00	$4.00	$13,800.00	$3.67	$12,661.50	$0.60	$2,070.00
920-12.04	Type B Headwall	1	EA	$1,200.00	$1,200.00	$1,500.00	$1,500.00	$1,650.22	$1,650.22	$2,000.00	$2,000.00
920-13	18" PVC Pipe Culvert	15	LF	$110.00	$1,650.00	$71.00	$1,065.00	$89.43	$1,341.45	$165.00	$2,475.00
920-13.04	Concrete Wheelstops	16	EA	$100.00	$1,600.00	$80.00	$1,280.00	$117.73	$1,883.68	$100.00	$1,600.00
920-14	Concrete Flume	15	LF	$80.00	$1,200.00	$46.00	$690.00	$120.12	$1,801.80	$40.00	$600.00
920-14.04	Painted Pavement Marking (Handicap Symbol)	3	EA	$150.00	$450.00	$125.00	$375.00	$141.29	$423.87	***$275.00***	***$825.00***
920-15.04	Surface Mount Luminaire	2	EA	$550.00	$1,100.00	$500.00	$1,000.00	$847.78	$1,695.56	***$500.00***	***$1,000.00***
920-16.04	Duplex Receptacle with Weatherproof Cover	2	EA	$165.00	$330.00	$150.00	$300.00	$600.51	$1,201.02	***$250.00***	***$500.00***
	TOTAL BASE BID				$273,131.75		$315,206.00		$305,984.55		$294,046.50

Bid Discrepancies:

Ford Construction Company
721-01.02 - Bid submitted $1,200.00; correct amount is $2,400.00

Engineer's Estimate
714-03 - Item added with Addendum #1
714-04.01 - Item added with Addendum #1
716-05.03 - Item added with Addendum #1
716.08.01 - Item added with Addendum #1
920-14.04 - Item added with Addendum #1
920-15.04 - Item added with Addendum #1
920-16.04 - Item added with Addendum #1

I hereby certify that the above Bid Tabulation is true and correct to the best of my knowledge.

By:

By: _____
Jason Dittrich, PE

JASON D. DITTRICH REGISTERED ENGINEER AGRICULTURE COMMERCE NO. 117871 STATE OF TENNESSEE
6/27/18

June 8, 2018

To: Board of Mayor & Aldermen

2018-19 Budget

Since the Frazier Connector Project and the Purchase of the Pumper was not completed in the 2017-18 Budget year, I have carried these expenses into the 2018-19 Budget. These amounts of $131,000.00 and 191,000.00 will be taken from the General Fund Balance in the upcoming budget. The difference between General Fund Revenues and General Fund Expenses is $320,001.00 which was approved in earlier Board/Finance Meetings to fund the previous projects from fund balance.

If you would like an itemized list for the budget, please let me know and I will print one for you.

Budget Amendment Ordinance (2017-18)

There were a few changes for the second reading. These include the following:
General Fund Revenues – (3,000,000.00) - due to not building the police facility
Police Department – (2,500,000) – due to not building the police facility and an overage in police salaries
Fire Department – 100,000.00 – overage in fire salaries
Outside Fire – (190,00.00) – due to not purchasing the pumper
Rabies & Animal – 20,000.00 - overage in salary

Personnel Handbook

In your agenda packet, there is a tattoo policy if you would like to approve and amend the current Ordinance at meeting. Please review and if you have any questions, contact Tiny Barton.

Please come by the office or give me a call if you have any questions. Thanks.

Tina Dunn
Recorder-Treasurer

Covington Police Department

211 South Main Street Covington, TN 38019
Telephone (901) 475-1261

C. D. Buddy Lewis
Chief of Police

THINGS NEEDED TO MAKE THE COVINGTON POLICE DEPARTMENT A DEPARTMENT OF DESTINATION NOW AND THE FUTURE:

1. FACILITIES WITH ALL OF THE MODERN TECHNOLOGY TO ALLOW CPD TO DO OUR JOBS IN THE MOST PROFESSIONAL MANNER. THIS WILL ATTRACT YOUNG PROFESSIONAL LAW ENFORCEMENT OFFICERS TO MAKE A CAREER AT CPD.
2. A STRUCTURED PAY SCALE. THIS MUST BE DONE TO ALLOW OFFICERS TO KNOW WHAT THEY CAN EXPECT TO BE PAID IN THE YEARS TO COME. CURRENTLY, NEW OFFICERS HAVE TO WAIT 7 YEARS BEFORE THEY RECEIVE A GUARANTEED PAY RAISE. THIS IS ABSOLUTELY RIDICULOUS. IF WE ARE TO ATTRACT PROFESSIONAL OFFICERS, THIS MUST CHANGE.
3. TAKE HOME VEHICLE POLICY. MANY AGENCIES ARE GOING TO THIS IN ORDER TO PUT MARKED POLICE CARS IN THE NEIGHBORHOODS OF THE OFFICERS. THIS WILL BE AN ADDED BENEFIT TO THE OFFICER AND PROVIDE SAFER NEIGHBORHOODS. I WOULD RECOMMEND TO START WITH OFFICERS WHO LIVE IN THE CITY AND PROGRESS WITH THOSE WHO LIVE IN THE COUNTY.
4. CPD MUST FIND A WAY FOR OFFICER ADVANCEMENT. THIS CAN BE DONE BY DEVELOPING AND ORGANIZING MORE SPECIALIZED DIVISIONS WITHIN THE DEPARTMENT. CURRENTLY, OFFICERS WHO ARE HIRED TODAY MAY HAVE TO WAIT 7 TO 10 YEARS TO

ADVANCE UP THE RANKS. FOR A YOUNG CERTIFIED OFFICER WHO WANTS TO ACHIEVE RANK WITHIN A DEPARTMENT, THAT IS AN ETERNITY. THESE OFFICERS WILL MOVE TO A DEPARTMENT THAT HAS A FUTURE FOR ADVANCEMENT. IN ORDER TO DO THIS, ADDITIONAL OFFICERS WOULD NEED TO BE HIRED. THE DIVISIONS TO BE ADDED WOULD BE CRIME PREVENTION, COMMUNITY OUTREACH, EXPANSION OF OUR K-9 DIVISION TO INCLUDE EXPLOSIVES, EXPANSION OF OUR SRO DIVISION, EXPANSION OF OUR SPECIAL RESPONSE TEAM, EXPANSION OF OUR DRUG AND VIOLENT CRIME UNIT AND EXPANSION OF OUR INVESTIGATION DIVISION. ALL OF THESE AREAS ARE AREAS THAT YOUNG PROFESSIONAL OFFICERS ARE WANTING TO BE A PART OF. THESE ADDITIONS WOULD ALLOW CPD TO BE A MORE PROACTIVE AGENCY RATHER THAN A REACTIVE AGENCY THAT WE ARE TODAY. IT IS ALL ABOUT PREVENTING CRIME. PRESENTLY, WE ARE ONLY ABLE TO RESPOND TO CRIME.

5. FINALLY, WITHOUT THE FULL COMMITMENT OF THE LEADERSHIP OF THIS CITY NOW AND IN THE FUTURE, NONE OF THE ABOVE IS POSSIBLE. PUBLIC SAFETY AND THE COVINGTON POLICE DEPARTMENT MUST BE A PRIORITY IF THIS CITY IS GOING TO BE A DESTINATION CITY TO LIVE, WORK AND RAISE OUR FAMILIES. THOSE WHO WANT TO WORK AT THE COVINGTON POLICE DEPARTMENT MUST KNOW THAT A BETTER FUTURE IS COMING. AS THE INFORMATION PROVIDED TO YOU SHOWS, CPD LAGS BEHIND IN AREAS THAT MAKE A DIFFERENCE IN THE HIRING OF GOOD QUALIFIED LAW ENFORCEMENT PROFESSIONALS. IF WE ARE TO COMPETE WITH OTHER AGENCIES IN HIRING PROFESSIONALS NOW AND IN THE FUTURE, THERE IS MUCH TO DO.

Department	*starting wage*	*# of cert officers*	*# of calls for service'17*	*take home cars/ stipulations*	*point of contact*	*city population*
Atoka	20.24/ top 21.24	18	13337	command staff/ some officers	Chief Poole	9100
Munford	19.83	16	9204	within city	Capt. Baskin	6000
Ripley	16.01/ top 19.66	20/ 26 slots	5476	within county	Lynn Gould	8500
Brownsville	18.26	36/37 slots	12000	anyone within 30 miles of cty	Lt. Haynes	10500
Somerville	17.85	12	2925	unknown	Chief Webb	3100
Millington	18.26/ proposed 21.63	30/ 32 slots	unavailable until nxt wk	command staff/ in city patrol	Insp. Fields	10000
Dyersburg	16.46 - 22.65 based on exp	58	26845	within county	Capt. Moody	17145
Trenton	14.18	16	3849	within city	Inv. Sally Ragsdale	4300
Bolivar	14.42	20/ 22 slots	10800	within county	Mick	5500
Covington	15.26 non/18.75 cert	30/36 slots	28206	some command/investigators		9000

Policy on Operation of Slum Clearance Ordinance

This policy is being created to form standard operating procedures for operation and execution of City of Covington Ordinance 1697, the Slum Clearance Ordinance. This policy has been reviewed and approved by the Mayor and Board of Aldermen for the City of Covington, Tennessee by Resolution on _____.

1. Any action or proceedings initiated or brought under this ordinance will use the "Complaint for Slum Clearance" and "Notice" forms approved by the Mayor and Board of Aldermen.

2. Parties in Interest
   a. Pursuant to T.C.A. § 13-21-101 *et seq.* all parties in interest of any property/structure that is the subject of a Complaint for Slum Clearance shall receive the same notice of the complaint. "Parties in interest" means all individuals, associations, corporations and any others who have interests of record in the Tipton County Register of Deeds Office and those who are in possession of the property/structure.
   b. In order to determine parties in interest which are of record a title search for records in the Tipton County Register of Deeds Office shall be conducted by the City Attorney for each property that is the subject of a Complaint for Slum Clearance. The Public Officer, or their designee, shall make contact with any person in possession of the property that is the subject of a Complaint for Slum Clearance.

3. Service of Complaints for Slum Clearance or Orders
   a. For any party in interest that is located in Tipton County, Tennessee personal service will be attempted if their location is known. If attempts at personal service are unsuccessful on two occasions, then service will be attempted by Registered Mail.
   b. If service by Registered Mail is unsuccessful then the person who attempted personal service and the Public Officer shall make an affidavit to that effect and the unsuccessful attempts made to reach the party in interest, and those efforts shall constitute "reasonable diligence" as contemplated by the Slum Clearance Ordinance.
   c. Thereafter, the Public Officer shall cause the Complaint for Slum Clearance or any subsequent Order to be published in a newspaper printed and published in the City of Covington for two (2) consecutive weeks.

d. A copy of the Complaint for Slum Clearance or any subsequent Order shall be posted in a conspicuous place on the property that is the subject of such complaint.
e. A copy of the Complaint for Slum Clearance or any subsequent Order shall also be filed in the Register of Deeds Office for Tipton County, Tennessee.

4. Inspection of Premises
   a. Prior to a hearing regarding any property or structure that is the subject of a Complaint for Slum Clearance the Public Officer or his/her designee shall enter upon the premises, as specifically authorized in Section 13-312 of the Ordinance, to further examine and investigate the condition of the structure, provided that such entry onto the premises is done in such a manner to cause the lease possible inconvenience to the person in possession as possible.
   b. An inspection report, which should include photographs, shall be completed after each inspection and made a part of the record in the Complaint for Slum Clearance.
   c. A copy of the inspection report shall be provided to the parties in interest that are present before the Public Officer at the hearing. If there are additional parties in interest that are not present before the Public Officer at the hearing, then a copy of the inspection report shall be sent with the Order regarding the Complaint.

5. Hearings before the Public Officer
   a. All hearings required by the Ordinance before the Public Officer shall be held in the Lower Level Conference Room of the City of Covington City Hall.
   b. All hearings before the Public Officer shall be recorded.
   c. Hearings before the Public Officer shall be open to the public, but compliance with the Open Meetings Law is not required.
   d. The City Attorney shall attend all hearings before the Public Officer to ensure proper procedures are being followed and assist the Public Officer.
   e. The Rules of Evidence prevailing in courts of law or equity shall not be controlling in any hearings before the Public Officer.
   f. At the hearing the Public Officer shall determine all conditions that exist in the structure that are below the minimum standard required for any structure to be fit for human occupation or use and therefore, will be required to be repaired, altered or improved.
      i. The determination of such conditions shall be provided to the parties in interest present before the Public Officer on the day of the hearing.
      ii. Along with said determination, the Public Officer shall state, in writing, the length of time in which the property owner or other party in interest

shall provide written estimates for the cost of repair, alteration or improvement.

g. If the property owner or other parties in interest are provided proper notice of the hearing as described hereinabove, and fail to appear before the Public Officer for the hearing their failure to appear shall be noted for the record. Further, the Public Officer shall make a determination of the conditions that exist rendering the structure unfit for human occupation or use based upon their own investigation and examination.

6. Value of the Structure

a. The value of the structure that is the subject of a Complaint for Slum Clearance shall be the current "Improvement Value" as determined by the Tipton County Property Tax Assessor, unless the property owner or some other party in interest presents to the Public Officer at the hearing a real estate appraisal done by a licensed real estate appraiser. If an appropriate real estate appraisal as described hereinabove is presented then the value determined by the appraiser shall be the value of the structure.

7. Reasonable Cost of Repair, Alteration or Improvement

a. It shall be the responsibility of the property owner to provide a written estimate to the Public Officer of the cost to repair, alter or improve the structure in order to make it fit for human occupation.

b. Said written estimate shall be provided by a person licensed by the State of Tennessee as a contractor, or if not licensed by the State of Tennessee, someone who has a valid business license and works for or operates a business that provides home improvement-like services in their normal course of business.

c. The Public Officer has the authority, if there is reasonable belief based upon his/her experience and in consult with other City building officials, that the written estimate for repair, alteration or improvement provided by the property owner or some other party in interest is significantly deficient to obtain their own written estimate for the repair, alteration or improvement of the structure in order to render it fit for human occupancy or use.

d. If the property owner or other party in interest fail to appear before the Public Officer despite having proper notification of the same, the Public Officer may obtain estimates for the cost of repair, alteration or improvement for the structure to determine whether or not the structure shall be demolished.

8. Final Orders

a. After the hearing before the Public Officer and receipt and review of the appropriate written estimate for the repair, alteration or improvement of the

structure, the Public Officer shall issue a Final Order regarding the structure that is the subject of the Complaint for Slum Clearance.

b. The Final Order shall include, but is not limited to, the following:
    i. Whether or not the estimated reasonable cost for repair, alteration or improvement exceeds 50% of the value of the structure.
    ii. If the reasonable estimated cost for repair, alteration, or improvement does <u>not</u> exceed 50% of the value of the structure, the order shall state the specified time the owner of the property has to make the required repairs, alterations or improvements to the property or to vacate the property and close it for human occupation or use. Further, the order shall clearly provide the date which the Public Officer or other building inspector will enter the property to ensure the completion of the required repairs, alterations or improvements, and that if said repairs, alterations or improvements are not complete then the structure shall be vacated and closed to human occupation or use.
    iii. If the reasonable estimated cost for repair, alteration or improvement <u>does</u> exceed 50% of the value of the structure, the order shall state the specified time the owner of the property has to remove or demolish the structure.
    iv. One of the following Notices, whichever is appropriate:
        1. Notice to the owner that if the required repairs, alterations or improvements are not made within the time specified that Public Officer or his/her designee will enter the property and cause the same to be repaired, altered or improved, or vacated and closed. If the City is required to do so then the cost of such repairs, alterations or improvements, or vacating and closing of the structure as well as reasonable fees for registration, inspections and professional evaluations of the property shall be a lien on the property, and will be collected in the same manner as property taxes. If the owner fails to pay the costs they may be collected at the same time and in the same manner as delinquent property taxes, and shall be subject to the same penalty and interest as delinquent property taxes.
        2. Notice to the owner that if the structure is not removed or demolished within the time specified that the Public Officer or his/her designee will enter the property and cause the structure to be removed or demolished. If the City is required to do so then the costs of removal or demolition of the structure as well as reasonable fees for registration, inspections and professional evaluations of the property shall be a lien on the property, and will be collected in the same manner as property taxes. If the owner

fails to pay the costs they may be collected at the same time and in the same manner as delinquent property taxes, and shall be subject to the same penalty and interest as delinquent property taxes.

v. Notice that any person affected by the order may file a bill in Chancery Court for review within 60 days of receipt.

c. All Final Orders issued by the Public Officer shall be recorded at the Tipton County Register of Deeds Office.

City of Covington Tennessee
Codes Department

COMPLAINT FOR SLUM CLEARANCE

TO: [OWNER OF RECORD ACCORDING TO THE TIPTON COUNTY TAX ASSESSOR]
[ADDRESS]
[ADDRESS]

PROPERTY ADDRESS: _____

Estimated Value of Structure: _____

BE ADVISED, that the public officer of the City of Covington pursuant to municipal ordinance 1697, the Slum Clearance Ordinance, Lessie Fisher, upon her own motion, charges that the structure located at the above stated "property address" is unfit for human occupancy or use. After a preliminary investigation conducted by the public officer the basis for the charge of unfitness for human occupancy and use is that conditions exist in such structure which are dangerous or injurious to the health, safety or morals of the occupants or users of such structure, the occupants or users of neighboring structures or other residents of the City of Covington. Such conditions include, but are not necessarily limited to:

- ☐ **Defects increasing the hazard of fire**
- ☐ **Defects increasing the hazard of other calamity**
- ☐ **Lack of adequate light**
- ☐ **Disrepair**
- ☐ **Uncleanliness, overgrowth of vegetation**
- ☐ **Defects increasing the hazard of accident**
- ☐ **Lack of adequate ventilation**
- ☐ **Lack of adequate sanitary facilities**
- ☐ **Structural Defects**
- ☐ **Other sanitation hazards and violations**

Narrative: _____

_____

_____

_____

_____
Lessie Fisher, Code Compliance Official

*****NOTICE*****

You are hereby notified that a hearing on the charges stated in this complaint will be held before the public officer (or her designated agent) on the _____ day of _____, 2018 at ___:00 p.m. in the Lower Level Conference Room at the City of Covington City Hall, 200 W. Washington St., Covington, TN 38019.

Please be advised:

1. You have the right to file a written answer to this complaint with Lessie Fisher, City of Covington Code Enforcement Officer, 2nd Floor in the City of Covington City Hall.
2. You have the right to appear before the public officer in person at the time fixed and stated above to give testimony.
3. At the hearing before the public officer it will be determined whether or not the structure(s) that is the subject of this complaint is fit for human occupancy or use, pursuant to the laws and ordinances of the City of Covington and the State of Tennessee.
    a. If the repair, alteration or improvement of the structure(s) that is the subject of this complaint can be made at a reasonable cost not to exceed 50% of the total value of the structure(s) then the Public Officer will issue an order requiring those repairs, alterations or improvements to be made within a reasonable, but specified, amount of time **OR** for the property to be vacated and closed.
    b. If the repair, alteration or improvement of the structure(s) that is the subject of this complaint **cannot** be made at a reasonable cost not to exceed 50% of the total value of the structure(s) then the Public Officer will issue an order requiring the structure(s) to be removed or demolished.
    c. If an order is issued to you by the Public Officer to repair, alter, improve or to vacate and close the structure(s) that is the subject of this complaint and you fail to comply with the order within the time specified, then the Public Officer may enter the property and cause such structure to be repaired, altered or improved, or to be vacated and closed; and the public officer may post on the main entrance of any

dwelling that has been closed a sign that reads: **"This building is unfit for human occupation or use. The use or occupation of this building for human occupation or use is prohibited and unlawful."**

d. If an order is issued to you by the Public Officer to remove or demolishes the structure(s) that is the subject of this complaint and you fail to comply with the order then the Public Officer is authorized to enter the property and cause such structure(s) to be removed or demolished.

e. **In the event that the City of Covington, acting through the power and authority of the Public Officer, is required to enter upon your property and make repairs, alterations or improvements, or cause the structure(s) to be vacated and closed, or have the structure(s) removed or demolished then the amount of the cost of such repairs, alterations or improvements, or vacating and closing the structure(s), or removal or demolition of the structure(s), as well as reasonable fees for registration, inspection and professional evaluations of the property SHALL be assessed against the owner of the property, and upon certification of the sum being owed, SHALL be a lien on the property in favor of the City of Covington, second only to liens of the state, county and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right or interest in such property duly recorded or perfected by filing prior to the filing of such notice.**

A copy of municipal ordinance 1697, the Slum Clearance Ordinance, is available at Covington City Hall for your review or to copy during regular business hours.

Manner of Service:

❒ Personal Service ❒Registered Mail at _____

By: _____ (print)

_____ (title)

_____ (date)

_____ (signature)

SERVICE NOT TO BE MADE OR OWNER NOT TO BE FOUND

STATE OF TENNESSEE
COUNTY OF TIPTON

I, _____, after being duly sworn do hereby certify I have **NOT** served this Complaint and Notice upon the herein named property owner because the whereabouts of such person(s) is unknown and the same cannot be ascertained by me in the exercise of reasonable diligence, or for the following reason(s):_____

_____

_____

_____

DATED This ..... day of ....., 20.....

_____
SIGNATURE

SWORN TO AND SUBSCRIBED before me, a notary public, on this ____ day of _____, 2018.

_____
NOTARY PUBLIC

My commission expires:

_____

July 16, 2018

City of Covington
Justin Hanson, Mayor
200 West Washington St.
Covington, TN 38019

Dear Mr. Mayor and city board,

On behalf of First Presbyterian Church, Covington, we are writing to request permission to hold the Grace Race 5K in the city of Covington. This race would again support the Hatchie River Boys and Girls club, with the profits raised going to this organization.

We are requesting the date of September 15, 2018. We are planning for an evening race with an approximate start time of 5:00 pm., we plan to have a 5K race and a children's short fun run. Concerning assistance from the city, we would likely need banner placed for marketing, minimal police support and barrels to help mark certain route turns, and garbage cans to help with post race food trash.

This race will again be directed Baker McCool and me.

Please call me if you have any questions concerning race details. 901-355-3580

Thank you for your support,

Laura Dawson

The GRACE 5K

Presented by First Presbyterian Church Covington 9.15.18

All donations will be tax-deductible through the Boys and Girls Club

Count me in! I would like to be a sponsor! Please add me as a supporter of the Grace Race 5K presented by First Presbyterian Church benefiting the Boys and Girls Club of the Hatchie River Region.

Name/Business Name_____

Address_____

_____

Contact Number _____

Email Address _____

Sponsorship Level:

Sponsorship form/money must be post marked by August 15th, 2018:

____**Title Sponsor $2500 and up**

____ **Platinum Sponsor $1000**

____**Gold Sponsor $500**

____**Silver Sponsor $250**

____**Bronze Sponsor $100**

Please send this form to:
First Presbyterian Church
403 S. Main St.
Covington, TN 38019

Checks made payable to: Boys & Girls Club of the Hatchie River Region

OFFICE OF THE MAYOR

CITY OF COVINGTON

PROCLAMATION

General Aviation Appreciation Month

WHEREAS, the City of Covington in the State of Tennessee has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations and community airports; and

WHEREAS, general aviation and the Covington Municipal Airport have an immense economic impact on Covington; and

WHEREAS, Tennessee boats a robust network of 79 public commercial and general aviation airports, serving more than 12,000 pilots and 4,000 general aviation aircraft; and

WHEREAS, general aviation not only supports Tennessee's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief and by transporting business travelers to their destinations quickly and safely; and

WHEREAS, the nation's aviation infrastructure represents an important public benefit and Congressional oversight should be in place to ensure that it remains a public system that serves communities of all sizes ; and

NOW, THEREFORE, I, Justin M. Hanson, Mayor of the City of Covington, do hereby proclaim general aviation a vital strategic resource to the City of Covington and declare the Month of August as

GENERAL AVIATION APPRECIATION MONTH

In The

City of Covington

Justin M. Hanson
Mayor

Tina C. Dunn
Recorder-Treasurer

This the 24th day of July, 2018.

MONTH TO DATE (2.75%)

REC/SALE	ACTUAL 2016-17	ACTUAL 2017-18	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/AUG	$ 297,312	$ 292,453	$ (4,859)	-1.6
OCT/SEP	$ 287,285	$ 292,466	$ 5,181	1.8
NOV/OCT	$ 295,735	$ 290,150	$ (5,585)	-1.9
DEC/NOV	$ 279,961	$ 298,736	$ 18,775	6.7
JAN/DEC	$ 304,729	$ 320,374	$ 15,645	5.1
FEB/JAN	$ 433,742	$ 407,110	$ (26,632)	-6.1
MAR/FEB	$ 261,415	$ 280,405	$ 18,990	7.3
APRIL/MARCH	$ 268,850	$ 281,650	$ 12,800	4.8
MAY/APRIL	$ 322,200	$ 330,698	$ 8,498	2.6
JUNE/MAY	$ 305,548	$ 291,159	$ (14,389)	-4.7
JULY/JUNE	$ 302,259	$ 320,120	$ 17,861	5.9
AUG/JULY	$ 304,456			
TOTAL				

YEAR TO DATE (2.75%)

REC/SALE	ACTUAL 2016-17	ACTUAL 2017-18	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/AUG	$ 297,312	$ 292,453	$ (4,859)	-1.6
OCT/SEP	$ 584,597	$ 584,919	$ 322	0.1
NOV/OCT	$ 880,332	$ 875,069	$ (5,263)	-0.6
DEC/NOV	$ 1,160,293	$ 1,173,805	$ 13,512	1.2
JAN/DEC	$ 1,465,022	$ 1,494,179	$ 29,157	2.0
FEB/JAN	$ 1,898,764	$ 1,901,289	$ 2,525	0.1%
MAR/FEB	$ 2,160,179	$ 2,181,694	$ 21,515	1.0
APRIL/MARCH	$ 2,429,029	$ 2,463,344	$ 34,315	1.4
MAY/APRIL	$ 2,751,229	$ 2,794,042	$ 42,813	1.6
JUNE/MAY	$ 3,056,777	$ 3,085,201	$ 28,424	0.9
JULY/JUNE	$ 3,359,036	$ 3,405,321	$ 46,285	1.4
AUG/JULY	$ 3,663,492			
TOTAL				

https tntep.tn.gov rep _ =3

Search...

Revenue-External Portal

BlueAccess - BCBST Covington City Hall

City/County Clerk Monthly Summary

Welcome, Tina Quinn Settings Log Off

Customer > City/County Clerk Monthly Summary

If you are looking for historical data reports for periods prior to May 2018 for business tax and March 2017 for sales tax, please go to the Business Intelligence Portal and use your existing login information.

Month: 06 - June

Year: 2018

Search

Export

Collected In	Remitted To	Collections Type	Amount
8401 - Covington	Covington Revenue	Local Option - DOR Admin Fee	1,128.53
8401 - Covington	Covington Revenue	TV Telecom	-744.04
8401 - Covington	Covington Revenue	Liquor by the Drink	-2,732.01
8401 - Covington	Covington Revenue	Local Option	-100,313.67
8401 - Covington	Covington Revenue	State Sales	-67,198.37
8401 - Covington	Tipton County Trustee Revenue	Local Option - DOR Admin Fee	5,078.38
8401 - Covington	Tipton County Trustee Revenue	Local Option	-451,411.46
			-616,192.64

TN.gov Services TN.gov Directory Transparent TN Web Policies About Tennessee Title VI Accessibility Help & Contact Survey

446,333 08/2 =

223,166.54

+ 1% (2,231.67)

220,934.87

+ 99,185.14

320,120.01

Thursday, Jul 19, 2018 11:25 AM

ORDINANCE 1709

AN ORDINANCE AUTHORIZING REVENUE FROM THE NATURAL GAS UTILITY SYSTEM TO BE APPROPRIATED TO COVINGTON - TIPTON COUNTY CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT PURPOSES

WHEREAS, the governing body for the City of Covington finds that the rates charged to natural gas utility system customers are fair and equitable; and

WHEREAS, the governing body for the City of Covington has determined that the natural gas utility system has sufficient revenue to satisfy all obligations as required by Tennessee Code Annotated, § 7-34-115(a); and

WHEREAS, the State of Tennessee in *Tennessee Code Annotated Section,* 7-34-115(a)(2) authorizes either a municipal utility board with management responsibility for a municipal utility system that is a natural gas utility system or a municipal governing body, if there is no such board, to contribute revenue from the system to fund chambers of commerce and economic and community organizations; and

WHEREAS, the governing body for the City of Covington desires to contribute revenue from the natural gas utility system to Covington - Tipton County Chamber of Commerce for economic development purposes;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Covington, Tennessee:

Section 1. Under the authority of Tennessee Code Annotated, § 7-34-115(a)(2), $61,500.00 of gas utility system revenue is appropriated to Covington - Tipton County Chamber of Commerce from the City of Covington for economic development purposes.

Section 2. Pursuant to Tennessee Code Annotated, § 7-34-115(a)(2), customer rates will not be raised to in order to target economic development efforts.

Section 4. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

Passed first reading:

Passed second reading:

Passed third reading:

Attest:_____ _____

Recorder-Treasurer Mayor

RESOLUTION

A RESOLUTION TO ADOPT A POLICY FOR THE OPERATION OF THE SLUM CLEARANCE, ORDINANCE (ORDINANCE 1697), AND FORMS FOR USE

WHEREAS, the City of Covington, Tennessee was awarded a CDBG for blight eradication in 2017; and

WHEREAS, Pursuant to *Tennessee Code Annotated* § 13-21-101 *et seq.* the Board of Mayor and Aldermen adopted Ordinance 1697, the Slum Clearance Ordinance after three readings and a public hearing on December 12, 2017; and

WHEREAS, the Board of Mayor and Aldermen believe it is important and necessary that all complaints made under the Slum Clearance Ordinance are handled pursuant to the same policies and procedures; and

WHEREAS, the Finance and Administration Committee reviewed the proposed Policy for Operation of the Slum Clearance Ordinance and a motion was made to send the same to the Board of Mayor and Aldermen for approval by Resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMAN FOR THE CITY OF COVINGTON:

SECTION 1: That the following attached nine (9) pages consisting of a form Complaint for Slum Clearance and Notice of Hearing and a written Policy on Operation of Slum Clearance Proceedings be approved for use by the Public Officer of the City of Covington, Tennessee appropriately named in Ordinance 1697.

SECTION 2: BE IT FURTHER ORDAINED that this Policy and corresponding forms shall become effective immediately upon the passage of this Resolution, THE PUBLIC WELFARE REQUIRING IT.

ADOPTED this 24th day of July, 2018.

_____ _____

Mayor Recorder/Treasurer

City of Covington Tennessee
Codes Department

COMPLAINT FOR SLUM CLEARANCE

TO: [OWNER OF RECORD ACCORDING TO THE TIPTON COUNTY TAX ASSESSOR]
[ADDRESS]
[ADDRESS]

PROPERTY ADDRESS: _____

Estimated Value of Structure: _____

BE ADVISED, that the public officer of the City of Covington pursuant to municipal ordinance 1697, the Slum Clearance Ordinance, Lessie Fisher, upon her own motion, charges that the structure located at the above stated "property address" is unfit for human occupancy or use. After a preliminary investigation conducted by the public officer the basis for the charge of unfitness for human occupancy and use is that conditions exist in such structure which are dangerous or injurious to the health, safety or morals of the occupants or users of such structure, the occupants or users of neighboring structures or other residents of the City of Covington. Such conditions include, but are not necessarily limited to:

- ☐ **Defects increasing the hazard of fire**
- ☐ **Defects increasing the hazard of other calamity**
- ☐ **Lack of adequate light**
- ☐ **Disrepair**
- ☐ **Uncleanliness, overgrowth of vegetation**
- ☐ **Defects increasing the hazard of accident**
- ☐ **Lack of adequate ventilation**
- ☐ **Lack of adequate sanitary facilities**
- ☐ **Structural Defects**
- ☐ **Other sanitation hazards and violations**

Narrative:_____

_____

_____

_____

_____
Lessie Fisher, Code Compliance Official

*****NOTICE*****

You are hereby notified that a hearing on the charges stated in this complaint will be held before the public officer (or her designated agent) on the _____ day of _____, 2018 at ___:00 p.m. in the Lower Level Conference Room at the City of Covington City Hall, 200 W. Washington St., Covington, TN 38019.

Please be advised:

1. You have the right to file a written answer to this complaint with Lessie Fisher, City of Covington Code Enforcement Officer, 2nd Floor in the City of Covington City Hall.
2. You have the right to appear before the public officer in person at the time fixed and stated above to give testimony.
3. At the hearing before the public officer it will be determined whether or not the structure(s) that is the subject of this complaint is fit for human occupancy or use, pursuant to the laws and ordinances of the City of Covington and the State of Tennessee.
    a. If the repair, alteration or improvement of the structure(s) that is the subject of this complaint can be made at a reasonable cost not to exceed 50% of the total value of the structure(s) then the Public Officer will issue an order requiring those repairs, alterations or improvements to be made within a reasonable, but specified, amount of time **OR** for the property to be vacated and closed.
    b. If the repair, alteration or improvement of the structure(s) that is the subject of this complaint **cannot** be made at a reasonable cost not to exceed 50% of the total value of the structure(s) then the Public Officer will issue an order requiring the structure(s) to be removed or demolished.
    c. If an order is issued to you by the Public Officer to repair, alter, improve or to vacate and close the structure(s) that is the subject of this complaint and you fail to comply with the order within the time specified, then the Public Officer may enter the property and cause such structure to be repaired, altered or

improved, or to be vacated and closed; and the public officer may post on the main entrance of any dwelling that has been closed a sign that reads: **"This building is unfit for human occupation or use. The use or occupation of this building for human occupation or use is prohibited and unlawful."**

d. If an order is issued to you by the Public Officer to remove or demolishes the structure(s) that is the subject of this complaint and you fail to comply with the order then the Public Officer is authorized to enter the property and cause such structure(s) to be removed or demolished.

e. **In the event that the City of Covington, acting through the power and authority of the Public Officer, is required to enter upon your property and make repairs, alterations or improvements, or cause the structure(s) to be vacated and closed, or have the structure(s) removed or demolished then the amount of the cost of such repairs, alterations or improvements, or vacating and closing the structure(s), or removal or demolition of the structure(s), as well as reasonable fees for registration, inspection and professional evaluations of the property SHALL be assessed against the owner of the property, and upon certification of the sum being owed, SHALL be a lien on the property in favor of the City of Covington, second only to liens of the state, county and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right or interest in such property duly recorded or perfected by filing prior to the filing of such notice.**

A copy of municipal ordinance 1697, the Slum Clearance Ordinance, is available at Covington City Hall for your review or to copy during regular business hours.

TO: [OWNER OF RECORD ACCORDING TO THE TIPTON COUNTY TAX ASSESSOR]
[ADDRESS]
[ADDRESS]

PROPERTY ADDRESS: _____

Manner of Service:

❒ Personal Service ❒Registered Mail at _____

By: _____ (print)

_____ (title)

_____ (date)

_____ (signature)

SERVICE NOT TO BE MADE OR OWNER NOT TO BE FOUND

STATE OF TENNESSEE
COUNTY OF TIPTON

I, _____, after being duly sworn do hereby certify I have **NOT** served this Complaint and Notice upon the herein named property owner because the whereabouts of such person(s) is unknown and the same cannot be ascertained by me in the exercise of reasonable diligence, or for the following reason(s):_____
_____
_____
_____

DATED This ..... day of ....., 20.....

_____
SIGNATURE

SWORN TO AND SUBSCRIBED before me, a notary public, on this ____ day of _____, 2018.

_____
NOTARY PUBLIC

My commission expires:
_____

Policy on Operation of Slum Clearance Proceedings

This policy is being created to form standard operating procedures for operation and execution of City of Covington Ordinance 1697, the Slum Clearance Ordinance. This policy has been reviewed and approved by the Mayor and Board of Aldermen for the City of Covington, Tennessee by Resolution on _____.

1. Any action or proceedings initiated or brought under this ordinance will use the "Complaint for Slum Clearance" and "Notice" forms approved by the Mayor and Board of Aldermen.

2. Parties in Interest
   a. Pursuant to T.C.A. § 13-21-101 *et seq.* all parties in interest of any property/structure that is the subject of a Complaint for Slum Clearance shall receive the same notice of the complaint. "Parties in interest" means all individuals, associations, corporations and any others who have interests of record in the Tipton County Register of Deeds Office and those who are in possession of the property/structure.
   b. In order to determine parties in interest which are of record a title search for records in the Tipton County Register of Deeds Office shall be conducted by the City Attorney for each property that is the subject of a Complaint for Slum Clearance. The Public Officer, or their designee, shall make contact with any person in possession of the property that is the subject of a Complaint for Slum Clearance.

3. Service of Complaints for Slum Clearance or Orders
   a. For any party in interest that is located in Tipton County, Tennessee personal service will be attempted if their location is known. If attempts at personal service are unsuccessful on two occasions, then service will be attempted by Registered Mail.
   b. If service by Registered Mail is unsuccessful then the person who attempted personal service and the Public Officer shall make an affidavit to that effect and the unsuccessful attempts made to reach the party in interest, and those efforts shall constitute "reasonable diligence" as contemplated by the Slum Clearance Ordinance.
   c. Thereafter, the Public Officer shall cause the Complaint for Slum Clearance or any subsequent Order to be published in a newspaper printed and published in the City of Covington for two (2) consecutive weeks.

d. A copy of the Complaint for Slum Clearance or any subsequent Order shall be posted in a conspicuous place on the property that is the subject of such complaint.
e. A copy of the Complaint for Slum Clearance or any subsequent Order shall also be filed in the Register of Deeds Office for Tipton County, Tennessee.

4. Inspection of Premises
   a. Prior to a hearing regarding any property or structure that is the subject of a Complaint for Slum Clearance the Public Officer or his/her designee shall enter upon the premises, as specifically authorized in Section 13-312 of the Ordinance, to further examine and investigate the condition of the structure, provided that such entry onto the premises is done in such a manner to cause the lease possible inconvenience to the person in possession as possible.
   b. An inspection report, which should include photographs, shall be completed after each inspection and made a part of the record in the Complaint for Slum Clearance.
   c. A copy of the inspection report shall be provided to the parties in interest that are present before the Public Officer at the hearing. If there are additional parties in interest that are not present before the Public Officer at the hearing, then a copy of the inspection report shall be sent with the Order regarding the Complaint.

5. Hearings before the Public Officer
   a. All hearings required by the Ordinance before the Public Officer shall be held in the Lower Level Conference Room of the City of Covington City Hall.
   b. All hearings before the Public Officer shall be recorded.
   c. Hearings before the Public Officer shall be open to the public, but compliance with the Open Meetings Law is not required.
   d. The City Attorney shall attend all hearings before the Public Officer to ensure proper procedures are being followed and assist the Public Officer.
   e. The Rules of Evidence prevailing in courts of law or equity shall not be controlling in any hearings before the Public Officer.
   f. At the hearing the Public Officer shall determine all conditions that exist in the structure that are below the minimum standard required for any structure to be fit for human occupation or use and therefore, will be required to be repaired, altered or improved.

i. The determination of such conditions shall be provided to the parties in interest present before the Public Officer on the day of the hearing.

ii. Along with said determination, the Public Officer shall state, in writing, the length of time in which the property owner or other party in interest shall provide written estimates for the cost of repair, alteration or improvement.

g. If the property owner or other parties in interest are provided proper notice of the hearing as described hereinabove, and fail to appear before the Public Officer for the hearing their failure to appear shall be noted for the record. Further, the Public Officer shall make a determination of the conditions that exist rendering the structure unfit for human occupation or use based upon their own investigation and examination.

6. Value of the Structure

a. The value of the structure that is the subject of a Complaint for Slum Clearance shall be the current "Improvement Value" as determined by the Tipton County Property Tax Assessor, unless the property owner or some other party in interest presents to the Public Officer at the hearing a recent real estate appraisal done by a licensed real estate appraiser. If an appropriate real estate appraisal as described hereinabove is presented then the value determined by the appraiser shall be the value of the structure.

7. Reasonable Cost of Repair, Alteration or Improvement

a. It shall be the responsibility of the property owner to provide a written estimate to the Public Officer of the cost to repair, alter or improve the structure in order to make it fit for human occupation.

b. Said written estimate shall be provided by a person licensed by the State of Tennessee as a contractor, or if not licensed by the State of Tennessee, someone who has a valid business license and works for or operates a business that provides home improvement-like services in their normal course of business.

c. The Public Officer has the authority, if there is reasonable belief based upon his/her experience and in consult with other City building officials, that the written estimate for repair, alteration or improvement provided by the property owner or some other party in interest is significantly deficient to obtain their own written estimate for the repair, alteration or improvement of the structure in order to render it fit for human occupancy or use.

d. If the property owner or other party in interest fail to appear before the Public Officer despite having proper notification of the same, the Public Officer may obtain estimates for the cost of repair, alteration or improvement for the structure to determine whether or not the structure shall be demolished.

8. Final Orders
   a. After the hearing before the Public Officer and receipt and review of the appropriate written estimate for the repair, alteration or improvement of the structure, the Public Officer shall issue a Final Order regarding the structure that is the subject of the Complaint for Slum Clearance.
   b. The Final Order shall include, but is not limited to, the following:
      i. Whether or not the estimated reasonable cost for repair, alteration or improvement exceeds 50% of the value of the structure.
      ii. If the reasonable estimated cost for repair, alteration, or improvement does not exceed 50% of the value of the structure, the order shall state the specified time the owner of the property has to make the required repairs, alterations or improvements to the property or to vacate the property and close it for human occupation or use. Further, the order shall clearly provide the date which the Public Officer or other building inspector will enter the property to ensure the completion of the required repairs, alterations or improvements, and that if said repairs, alterations or improvements are not complete then the structure shall be vacated and closed to human occupation or use.
      iii. If the reasonable estimated cost for repair, alteration or improvement does exceed 50% of the value of the structure, the order shall state the specified time the owner of the property has to remove or demolish the structure.
      iv. One of the following Notices, whichever is appropriate:
         1. Notice to the owner that if the required repairs, alterations or improvements are not made within the time specified that Public Officer or his/her designee will enter the property and cause the same to be repaired, altered or improved, or vacated and closed. If the City is required to do so then the cost of such repairs, alterations or improvements, or vacating and closing of the structure as well as reasonable fees for registration, inspections and professional evaluations of the property shall be a lien on the property, and will be collected in the same manner as property taxes.

If the owner fails to pay the costs they may be collected at the same time and in the same manner as delinquent property taxes, and shall be subject to the same penalty and interest as delinquent property taxes.

2. Notice to the owner that if the structure is not removed or demolished within the time specified that the Public Officer or his/her designee will enter the property and cause the structure to be removed or demolished. If the City is required to do so then the costs of removal or demolition of the structure as well as reasonable fees for registration, inspections and professional evaluations of the property shall be a lien on the property, and will be collected in the same manner as property taxes. If the owner fails to pay the costs they may be collected at the same time and in the same manner as delinquent property taxes, and shall be subject to the same penalty and interest as delinquent property taxes.

v. Notice that any person affected by the order may file a bill in Chancery Court for review within 60 days of receipt.

c. All Final Orders issued by the Public Officer shall be recorded at the Tipton County Register of Deeds Office.

7-24-18

BNY Mellon	1,498.10	Cov-Tipton Cty Emer Mgmt	6,965.42
Actsoft, Inc.	585.00	A T & T	2,202.37
Central Alabama Training	1,300.00	BFI N Shelby Landfill	2,606.63
Co-op	2,124.00	Brenntag Mid-South, Inc.	3,370.00
Corrosion Solutions, LLC	457.00	Comcast	2,297.25
Cottrell Electric Inc	269.05	Doc Output Center	664.66
Eastern Aviation Fuels	18,597.86	Elite K9	1,103.29
Fidelity Search Enterprises	630.00	Emergency Reporting	5,861.00
G & C Supply	928.90	John Deere Financial	305.68
Jamieson & Fisher	3,130.00	Mid-South Bus Center	1,417.48
King Cotton Ford	941.04	Owen,Jenkins,Witherington	2,040.00
Mark Heaston	222.78	Sandstorm	450.50
O'Reilly	304.37	Tipton County Sanitation	1,624.00
Pitney Bowes	356.97	Verizon Wireless	3,836.15
Stitch-N-Time	435.00	Wooten Oil Co	1,944.48
Swank	855.00	Wooten Tractor Co	1,871.83
The Leader	5,341.31	Fail Safe Testing	3,444.00
Tractor Supply Co	446.78		
		TOTAL	80,427.90