



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 JANUARY 8, 2019 at 5:30 p.m.

1. Meeting to be called to order by Mayor Justin Hanson.
2. Invocation to be given by Alderman Jeff Morris.
3. Pledge of Allegiance to the Flag to be led by Alderman Keith Phelps.
4. Minutes of the Preceding Meetings to be approved (See Attached – Blue).
5. Report from Committees:
  - Beer Board Meeting (See Attached).
  - General Welfare – Public Relations Committee Meeting (See Attached).
  - Finance & Administration Committee Meeting (See Attached).
  - Public Works Committee Meeting (See Attached).
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Justin Hanson:
  - Updates
9. Report from Recorder-Treasurer Tina Dunn:
  - Sales Tax Report (See Attached).
10. Report from City Attorney Rachel Witherington:
11. Old Business:
12. New Business:
  - Bills Over/Under \$1,000.00 ready for Board Approval (See Attached).

The Board of Mayor and Aldermen met at City of Covington on December 11, 2018 at 5:33 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Danny Wallace, Keith Phelps, Johnetta Yarbrough, Jeff Morris, and C. H. Sullivan. Also present were Public Works Director David Gray, Building Official Lessie Fisher, Personnel Director Tiny Rose, Fire Chief Michael Naifeh, Park & Recreation Director Joe Mack, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderman C H Sullivan.

Pledge of Allegiance to the Flag was led by Alderman Danny Wallace.

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

Mayor Justin Hanson reported committee assignments need to be determined on the first meeting of December every even year as set by the Charter. The following committees were recommended:

Public Works – Chairman Jeff Morris, Members: Minnie Bommer, Danny Wallace

General Welfare-Public Relations – Chairman Minnie Bommer, Members: Keith Phelps, C H Sullivan

Finance & Administration – Chairman C H Sullivan, Members: Johnetta Yarbrough, Minnie Bommer, Keith Phelps, Jeff Morris, Danny Wallace

General Welfare – Public Safety – Chairman Keith Phelps, Members: Johnetta Yarbrough, C H Sullivan

The committee meeting times will be on Tuesdays at 4:00 p.m. starting January, 2019.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps to adopt the committee assignments as recommended by Mayor Justin Hanson. Motion passed.

Mayor Justin Hanson recommended Danny Wallace to serve as the liaison on the Planning Commission.

Motion was made by Alderman Keith Phelps and seconded by Alderwoman Johnetta Yarbrough to approve the appointment of Danny Wallace to serve the liaison on the Planning Commission. Motion passed.

Mayor Justin Hanson recommended C H Sullivan to serve as the liaison on the Covington Electric Board.

Motion was made by Alderman Jeff Morris and seconded by Alderman Keith Phelps to approve the appointment of C H Sullivan as the liaison on the Covington Electric Board.

Mayor Justin Hanson recommended the reappointment of Nelson Williams and the appointment of Joey Caudwell to the Industrial Development Board.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps to approve the reappointment of Nelson Williams and the appointment of Joey Caudwell to the Industrial Development Board. Motion passed.

The General Welfare – Public Relations Committee Meeting will be rescheduled from Tuesday, December 11, 2018 to Thursday, December 13, 2018 at 1:00 p.m. The Public Works Committee Meeting will be rescheduled from January 1, 2019 to January 3, 2019 at 4:00 p.m.

The following bills over \$250.00 were presented for approval:

ACT Soft	588.00	A T & T	649.10
ATCO International	1,682.00	BancorpSouth	3,553.87
BFI N Shelby Landfill	1,883.20	BendPak	8,302.00
Bob Austill	2,112.00	Comcast	627.62
Brenntag Mid-South	1,255.00	Cottrell Electric Inc	8,057.99
Canon Solutions America	575.17	Data Driven	5,062.50
Corrosion Solutions	2,071.60	Document Output Center	948.25
Dabney Maxwell	3,800.00	G & C Supply	1,047.00
Emergency Gear Repair	499.00	G & W Diesel Services	614.31
Hub City Tire Co.	3,498.34	Heartsmart.com	1,320.00
Integrated, LLC	2,535.00	Improved Construction Method	2,929.46
IPL Industrial Services	6,950.00	Industrial Webbing Corp.	471.97
JD Distributors	599.50	Jay's Paint & Body	600.00
Lacal Equipment, Inc.	1,249.90	Maxwell's Painting & Maint	4,100.00
Northern Tool & Equip	737.31	Munford Cleaning Services	680.00
O'Reilly	1,051.18	Northern Safety & Industrial	539.45
Pace Analytical	620.00	Roy Clay Turner	280.00
Penguin Management, LLC.	1,548.00	Sammy Beasley	140.00
Radiant Comm. Corp.	5,990.00	TN Assoc of Utility Districts	950.00
Sanford Geary Electric	350.00	Treadmill Doctor	2,070.00
Sandstorm	587.00	USA BlueBook	1,141.34
Tipton County	670.73	Verizon	1,258.00
TN One-Call System	1,651.30	Wal-Mart	2,668.81
Tractor Supply Co.	260.45	Wells Fargo	275.00
U.S. PostMaster	346.00	West TN Ready-Mix, LLC	1,414.25
United Systems & Software	664.74	Witherington Services	1,014.00
Utility Service Co.	20,000.00	Wooten Oil Company	2,700.93
BNY Mellon (Biomass)	4,466.99		
		<b>TOTAL</b>	<b>121,658.26</b>

Motion was made by Alderman Keith Phelps and seconded by Alderman C H Sullivan that the preceding bills over \$250.00 be paid when properly approved. Alderman Phelps requested discussion at the next Finance & Administration Committee Meeting for the procedure on bills over \$250.00. Motion passed.

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

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Attest:

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Mayor

The Beer Board of the City of Covington, Tennessee met at City Hall on December 11, 2018 at 5:30 p.m. with the following members present: Mayor Justin Hanson Aldermen: Danny Wallace, Keith Phelps, Johnetta Yarbrough, Jeff Morris, and C. H. Sullivan. Also present were Public Works Director David Gray, Building Official Lessie Fisher, Fire Chief Michael Naifeh, Personnel Director Tiny Barton, Park and Recreation Director Joe Mack, David Gwinn, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Public Hearing on Beer Application for Huiyan Wu, dba Sapporo Sushi & Hibachi Steakhouse, located at 1603-C Highway 51 South for Class 1, On Premise Consumption was called to order.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps that the Beer License is granted to Huiyan Wu, dba Sapporo Sushi & Hibachi Steakhouse, located at 1603-C Highway 51 South for Class 1, On Premise Consumption. Motion passed.

There being no further business, the meeting adjourned at 5:33 p.m.



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 BEER BOARD OF THE CITY OF COVINGTON,  
TENNESSEE, ON THE 11th DAY OF DECEMBER, 2018 AT COVINGTON  
CITY HALL AT 5:30 P. M.**

- 1. Meeting to be called to order by the Chairman Mayor Justin M. Hanson.**
  
- 2. Public Hearing on a new Beer Permit for HUIYAN WU dba SAPPORO SUSHI & HIBACHI STEAKHOUSE OF COVINGTON located at 1603-C HWY 51 SOUTH for CLASS I ON PREMISE CONSUMPTION. (See Attachments - White).**
  
- 3. Meeting Adjourned.**

APPLICATION FOR BEER PERMIT  
STATE OF TENNESSEE  
CITY OF COVINGTON, TIPTON COUNTY, TENNESSEE

To the Board of Mayor and Aldermen of the City of Covington, Tennessee:

I hereby make application for a beer permit authorizing sale of beer for  
On Premises/ Off Premises Consumption.

1. What is your name? Mr. Wu Huiyan  
Miss. (Last) (First) (Middle)
2. What is your home address? 117 shadow Lane. Batesville, MS  
(Street) (City) (State)
3. What is your telephone number? 662-507-0639
4. What is the name of your business? Sapporo Sushi & H. bachi  
steakhouse of cur
5. What is the location or address of your business? 1603  
Highway 51 S, Suite C Covington TN  
(Street Name) (Street No.)
6. Do you own the premises in which you operate your business? Leased  
If you do not, give the name and address of the owner.  
Scott From ANchor commercial development.
7. How far (in feet) are you from the nearest Church or School? Yes.
8. Will you operate the business in person or are you acting as an agent for another? NA
9. Give the names and addresses of all partners and owners?  
Huiyan Wu aka Johnny Wu
10. Are all owners, operators and employees citizens of the United States of America? Yes
11. Describe the type of business which you will operate? Japanese restaurant
12. Give the name of the former operator of the business? kissoho
13. Have you ever had a beer permit revoked or suspended in the State of Tennessee? No  
If yes, give date, place and cause of such revocation and suspension.
14. Have you or any owner or employee been convicted of any violation of the liquor laws or any crime involving moral turpitude within the last ten years? No  
If yes, give date, place and charge.
15. Have you read and are you familiar with the ordinance governing the sale of beer in the City of Covington? Yes
16. If granted a permit, will you strictly comply with the city ordinance and the laws of the State of Tennessee governing the sale, storage, and manufacture of beer or other like beverages and so operate your business as not to interfere with the public health, safety and morals? Yes

Applicant hereby solemnly swears that each and every statement in the above application is true and correct and agrees that, if any statement therein is false, the permit issued pursuant thereto may be revoked by the Board of Mayor and Aldermen of the City of Covington, Tennessee upon notice and hearing, in which event the burden shall be on the permittee to prove the correctness of all the statements in this application.

This 22nd day of October, 2018

Signed: [Signature]  
(Applicant Signature)



Sworn to and subscribed before me this 22nd day of October, 2018.

David A. Gwinn  
Notary Public

My commission expires 20 August 2019

\*\*\*\*\*

I have reviewed the application and I find No Findings

Date: 12-11-18 [Signature]  
Police Chief

\*\*\*\*\*

I have inspected the premises and I find no violations of the Building Code adopted by the City of Covington.

Date: 12-11-18 [Signature]  
Code Enforcement Officer

\*\*\*\*\*

I have inspected the premises and I find No violations of the Fire Code adopted by the City of Covington.

Date: 11-30-18 [Signature] Cov Fire Dept  
Fire Chief

\*\*\*\*\*

The Board of Mayor and Aldermen of the City of Covington, Tennessee took the following action on \_\_\_\_\_

\*\*\*\*\*

Additional Information:

The Classification Under Which I Choose to be Licensed is:

\_\_\_\_\_ Manufacturing

  X   Class 1 on Premises

\_\_\_\_\_ Class 2 On Premises

\_\_\_\_\_ Off Premises

I have received a copy of <sup>Beer Code</sup> Ordinance ~~1514~~ and agree to abide by the regulations as set forth in this ordinance.

  
\_\_\_\_\_  
Applicant's Signature

David A. Guerin  
Witness

Sapporo Sushi Steakhouse of Covington, Inc  
Business Name  
dba sapporo sushi & Hibachi

22<sup>nd</sup> October 2018  
Date

22<sup>nd</sup> October 2018  
Date

In accordance with Ordinance 1514 of the City of Covington, Section 2-210-(3)-(c), the following is a list of all owners, partners, and employees of

Sapporo sushi steakhouse of

I agree to provide to the Covington Police Department the Name, Address, and Date of Birth of any future employees in advance of their employment for the purpose of checking for criminal history. I understand that anyone working in my establishment who has not been approved by the Covington Police Department shall constitute a violation of the Beer Ordinance.

Name	Address	Birth Date	Driver's Lic. #
Shuping Li	307 E. Ripley Ave., 38019	11/28/1977	13155574
Huiyan Wu	307 E. Ripley Ave. 38019	11/18/1989	80206390
Shuxi Chen	502 W. Longmead DR. 38052	12/30/1968	8005220
Anita Chen	502 W. Longmead DR. 38052	7/23/1990	801512228
<del>Yun zhen</del> Chen	307 E. Ripley Ave, 38019	4/28/81	716660011

  
 Applicant's Signature

12/4/2018  
 Date

City of Covington  
200 West Washington Avenue  
P O Box 768  
Covington, Tennessee 38019  
Telephone (901) 476-9613 Fax (901) 476-6699

Now that you have completed your application for a beer permit there are a few steps you still need to take:

1. Read the ordinance governing the sale of beer in the City of Covington, it will answer many questions you may have.
2. Contact a Code Enforcement Officer at 901-476-7191 to schedule an inspection of the premises.
3. Contact a Fire Inspector at 901-476-2578 to schedule an inspection of the premises.

The sooner these inspections are done the more time you will have to correct any code violations. As you are aware you will not be permitted to sell beer until the noted code violations have been corrected. Therefore requesting the inspections as early as possible will be to your benefit.

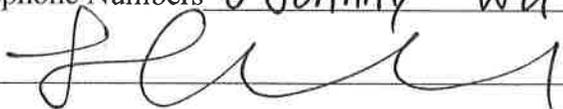
The Police Chief, Code Enforcement Officer and Fire Inspector all must sign off on your application before the City of Covington Beer Board will approve it. We look forward to working with you to provide a safe and economically sound establishment for yourself, your employees and customers.

Please complete the following information:

Name Sapporo Sushi Steakhouse of Covington, Inc.

Address of Business 1603 -c Hwy 51 South

Contact Telephone Numbers @ Johnny Wu 662-668-1811

Signature  Date 15 October 2018

White-Recorder

Canary-Code Enforcement

Pink-Fire Inspector

Gold-Applicant



## City of Covington Business Tax License

SAPPORO SUSHI & HABACHI  
SAPPORO SUSHI STEAKHOUSE OF COVINGTON IN  
HUI YAN WU  
1603C HWY 51 S  
Covington TN  
38019

Date Issued: 12-07-2018  
Business Tax Classification: 2  
Tax Period: 01-01-2018 to 12-31-2018  
Expiration: 05-15-2019  
License Type: New/Renewal  
License Number: 2019 14768  
Local Tax Account #: 201006

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The certificate must be displayed publicly at the location for which it is issued.

To avoid penalty, interest and potential enforced collection action, business tax returns and payments must be remitted to the Tennessee Department of Revenue at least 30 days prior to the expiration date of this license. Further notification of expiration is not required by law—please note the expiration date above. Businesses ceasing operation must file a final business tax return and make full payment of business taxes due within 15 days of closure. (Not applicable to class 5 transient/special events/vendors.)

All tax returns and payments must be made to the Tennessee Department of Revenue. Electronic filing and payment is required for certain taxpayers and encouraged for all. Please visit [www.TN.gov/Revenue](http://www.TN.gov/Revenue) for more information on business tax and filing requirements.

**Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules, and regulations. Also, as required by Tenn. Code Ann. Section 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.**

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA

## City of Covington Business Tax License

This certificate must be publicly displayed

SAPPORO SUSHI & HABACHI  
  
1603C HWY 51 S  
  
Covington TN  
38019



Date Issued: 12-07-2018  
Business Tax Classification: 2  
Tax Period: 01-01-2018 to 12-31-2018  
Expiration: 05-15-2019  
License Type: New/Renewal  
License Number: 2019 14768  
Local Tax Account #: 201006

The General Welfare – Public Relations Committee met at City Hall on December 13, 2018 at 1:00 p.m. with the following members present: Mayor Justin Hanson, Alderman C H Sullivan, and Alderman Keith Phelps. Also present were Alderwoman Johnetta Yarbrough, Parks and Recreation Director Joseph Mack, Airport Manager Robin Anderson, Assistant to the Mayor Sara Gangaware, and Recorder-Treasurer Tina Dunn.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps for Mayor Justin Hanson to chair the committee in the absence of Alderwoman Minnie Bommer. Motion passed.

Mayor Justin Hanson called meeting to order.

Airport Manager Robin Anderson reported the fuel sales for November were 4,523 gallons. He gave a brief update on the current projects and upcoming projects at the airport. A list of these projects is attached for review.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps to accept the report from Airport Manager Robin Anderson. Motion passed.

Park and Recreation Director Joe Mack gave an update on the pool's water boiler, youth sports, and fitness class survey. A request for an emergency purchase of a water boiler for the pool was made due to the facility is shut down until the new boiler is in place. Several pool rentals have been cancelled. There is money in the budget for the approximate cost of \$17,000.00 which will replace and install the new boiler. There is a Junior NBA Skills Challenge opened to boys and girls 13 years and older. Junior Grizzlies Basketball youth league will start on January 19, 2019. There has been a survey posted to determine what classes and fitness opportunities people want at the Sportsplex. Results indicate that people are most interested in Pilates and Saturday classes. Team Tipton Hydrate for Health has a 30 day water challenge to bring attention to the daily water needs and increase daily water intake. Master Chief's boot camp will be every Thursday in January, 2019 at 6:00 p.m. An update on the upcoming events at the Tipton County Museum was given. Vietnam Veteran Stephen Foisy will be honored as Veteran of the Month. The exhibit of Christmas Past will be on display from early December 2018 through January 11, 2019. The Pearl Harbor Exhibit will be on display through January 11, 2019.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps to accept the report from Park & Recreation Director Joe Mack. Motion passed.

Motion was made by Alderman C H Sullivan and seconded by Mayor Justin Hanson to accept the report for the Tipton County Museum. Motion passed.

There being no further business, the meeting adjourned at 1:45 p.m.

# Annual Sales Profile

**Start date:** 1/1/2018  
**End date:** 12/31/2018

**Site:** Covington Airport

## 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)	(412,845.900)	(416,342.900)	(418,507.500)	(420,686.900)	(424,245.500)	
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	4,596.510	3,497.060	2,164.540	2,179.440	3,558.610	89.480	31,658.140
End Inventory	(393,685.200)	(395,001.700)	(399,459.600)	(401,624.800)	(404,971.300)	(408,249.400)	(412,845.900)	(416,342.900)	(418,507.500)	(420,686.900)	(424,245.500)	(424,335.000)	

## 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	16,795.100	13,258.420	8,315.610	8,198.700	13,425.560	327.310	116,011.800
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	16,795.100	13,258.420	8,315.610	8,198.700	13,425.560	327.310	116,011.800

## 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	166.288	136.685	138.594	117.124	149.173	163.655	134.363
Avg Sale Vol	30.555	25.318	43.705	36.086	34.500	36.833	45.510	36.052	36.076	31.135	39.540	44.740	36.671
Avg PPU Vol	3.609	3.590	3.530	3.539	3.597	3.627	3.654	3.791	3.842	3.762	3.773	3.658	3.664
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	3.654	3.791	3.842	3.762	3.773	3.658	3.664
Avg Margin/Sale	110.265	90.899	154.261	127.710	124.098	133.605	166.288	136.685	138.594	117.124	149.173	163.655	134.363
% of Vol YTD	3.185	4.159	14.081	6.839	10.571	10.355	14.519	11.046	6.837	6.884	11.241	0.283	100.000
% of Profit YTD	3.137	4.074	13.563	6.605	10.376	10.250	14.477	11.429	7.168	7.067	11.573	0.282	100.000
# of Sales	33.000	52.000	102.000	60.000	97.000	89.000	101.000	97.000	60.000	70.000	90.000	2.000	853.000

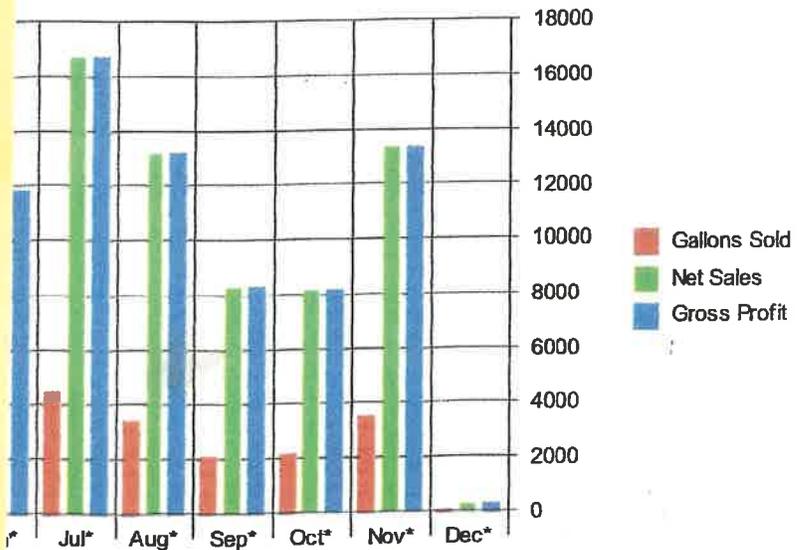
NOV SALES

JETA 2360

AV 2163

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TOTAL 4523



\* INVALID DATA. Fuel sold exceeds fuel purchased.

# AGENDA

- ❖ Pool Water Boiler Replacement
- ❖ Youth Sports
- ❖ Sportspex Fitness Classes Survey
- ❖ Team Tipton Healthier TN
- ❖ Tipton County Museum



# POOL BOILER REPLACEMENT

❖ Per purchasing ordinance #1372

❖ \$17k replace existing boiler

❖ \$18k available in 44440-937 (Pool Improvements)

❖ Advanced Pool – Atoka

❖ Impacts updates to the pool deck (locker room updates, flooring, pool surface, etc)





# Skills Challenge

**Participation is FREE**  
Open to Boys & Girls 13 & Under  
Age is determined as of August 31, 2019  
**Compete for the chance to win**  
**an all-expense paid trip to NYC.**

HOST: Covington Parks and Recreation

DATE & TIME/LOCATION: January 12, 2019/10AM/Covington Sportsplex

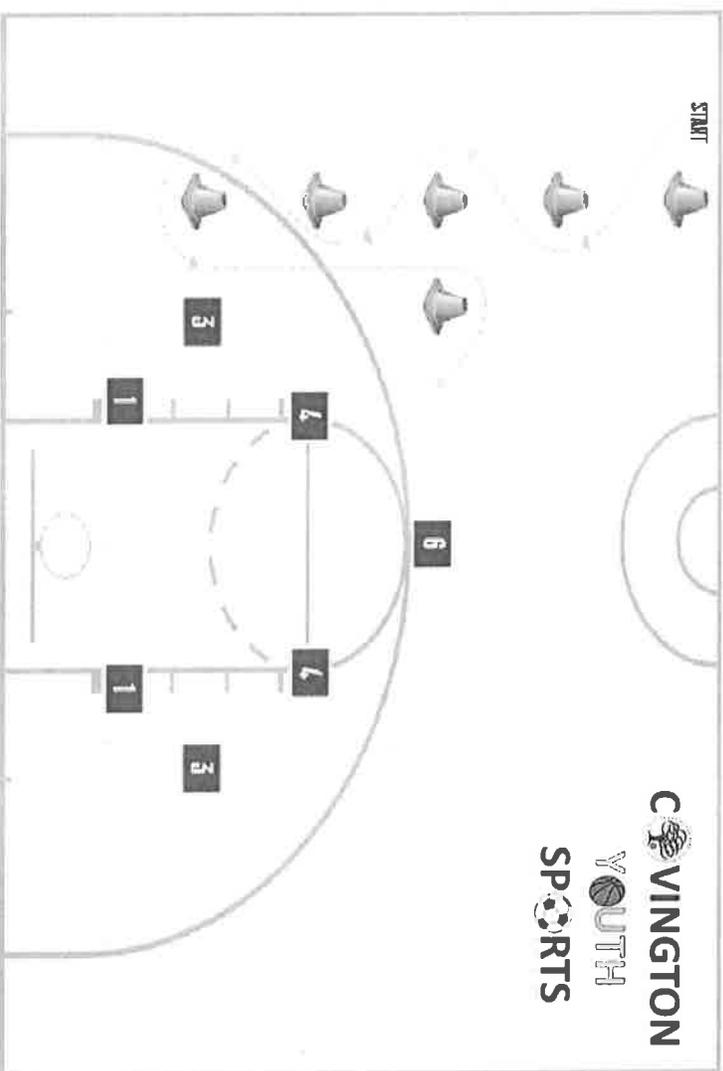
CONTACT: Eric McGaha OR Shane Butler 901-476-3734

[www.jrnbba.com/skillschallenge](http://www.jrnbba.com/skillschallenge)

Facebook.com/JrNBA @JrNBA @JrNBA www.JrNBA.com



- ❖ Great FREE event
- ❖ Volunteer opportunities
- ❖ Regional Winners attend NBA Draft
- ❖ 1 Week prior to Jr Grizzlies season kick off
- ❖ Timed Dribbling & Shooting skills



 **COVINGTON**  
**YOUTH**  
**SPORTS**

# Junior Grizzlies Youth Recreational Basketball

ALL PLAYERS RECEIVE

**150**



**ONLY**

**\$60**

- A Memphis Grizzlies-Junior Grizzlies reversible Nike jersey
- One FREE Memphis Grizzlies home game ticket
- Once in a lifetime Grizzlies home game experience
- A Certificate of Participation signed by a Grizzlies Player



**JUNIOR**  
GRIZZLIES

Season Starts  
Jan. 19 2019

**7-17**  
Ages 5 - 17



Call 901-476-3734 for more details

\*no full teams can be brought in\*

**Start slow**  
*Covington*   
**SPORTSPLEX**  
**Finish Strong**

# FITNESS CLASSES SURVEY

DECEMBER 2018



# Fitness Classes Survey

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- ❖ Purpose – Community/member wants in 2019!
- ❖ Dates - November 30 – December 11
- ❖ Questions – Only 4
  - ❖ (Q1 Type, Q2 Day of Week, Q3 Time of Day, Q4 Duration)
- ❖ Format – Online & Paper @Sportsplex
- ❖ Respondents – 74





*Covington*  
**SPORTSPLEX**

Please take our SHORT Survey  
Ask for a copy at the front desk.  
In a hurry? Scan below and take it  
when you get home.

1. Of the fitness classes listed below which one you would participate in if it were offered at the Covington Sportsplex?

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="radio"/> Pilates     | <input type="radio"/> Boot Camp       |
| <input type="radio"/> HI/LO       | <input type="radio"/> Silver Sneakers |
| <input type="radio"/> Cardio Mix  | <input type="radio"/> Core            |
| <input type="radio"/> Kettle Bell | <input type="radio"/> TRX             |
| <input type="radio"/> Spin        | <input type="radio"/> Body Pump       |

2. What day of the week would you most likely participate in a new fitness class?

- |                                 |                                |
|---------------------------------|--------------------------------|
| <input type="radio"/> Monday    | <input type="radio"/> Thursday |
| <input type="radio"/> Tuesday   | <input type="radio"/> Friday   |
| <input type="radio"/> Wednesday | <input type="radio"/> Saturday |



*Covington*  
**SPORTSPLEX**

3. What time of day would you most likely participate in a new fitness class?

- |  |  |
|--|--|
| <input type="checkbox"/> Early Morning 5-7       | <input type="checkbox"/> Afternoon 1-2 |
| <input type="checkbox"/> Mid Morning 7:30-8:30   | <input type="checkbox"/> Afternoon 2-3 |
| <input type="checkbox"/> Late Morning 9:30-10:30 | <input type="checkbox"/> Afternoon 3-4 |
| <input type="checkbox"/> Lunch 11-Noon           | <input type="checkbox"/> Afternoon 4-5 |
| <input type="checkbox"/> Noon-1                  | <input type="checkbox"/> Evening 7-8   |

4. What is your preferred duration for a fitness class?

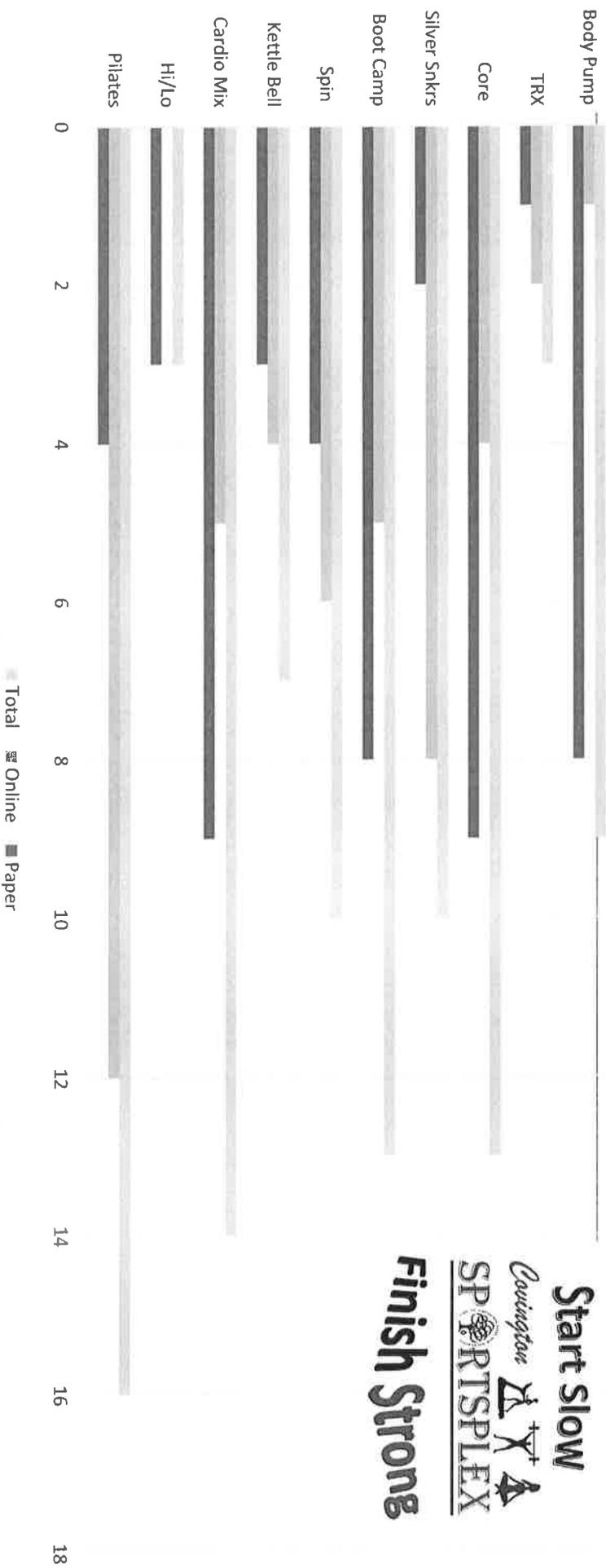
- 30 Minutes
- 45 Minutes
- 60 Minutes

Your friends at the Covington Sportsplex would like to know what NEW fitness classes you would like for us to offer this coming year? What day of the week & at what time? This survey takes less than 1 minute to complete. Your feedback matters to

us. <https://www.surveymonkey.com/r/BJZCDKT>

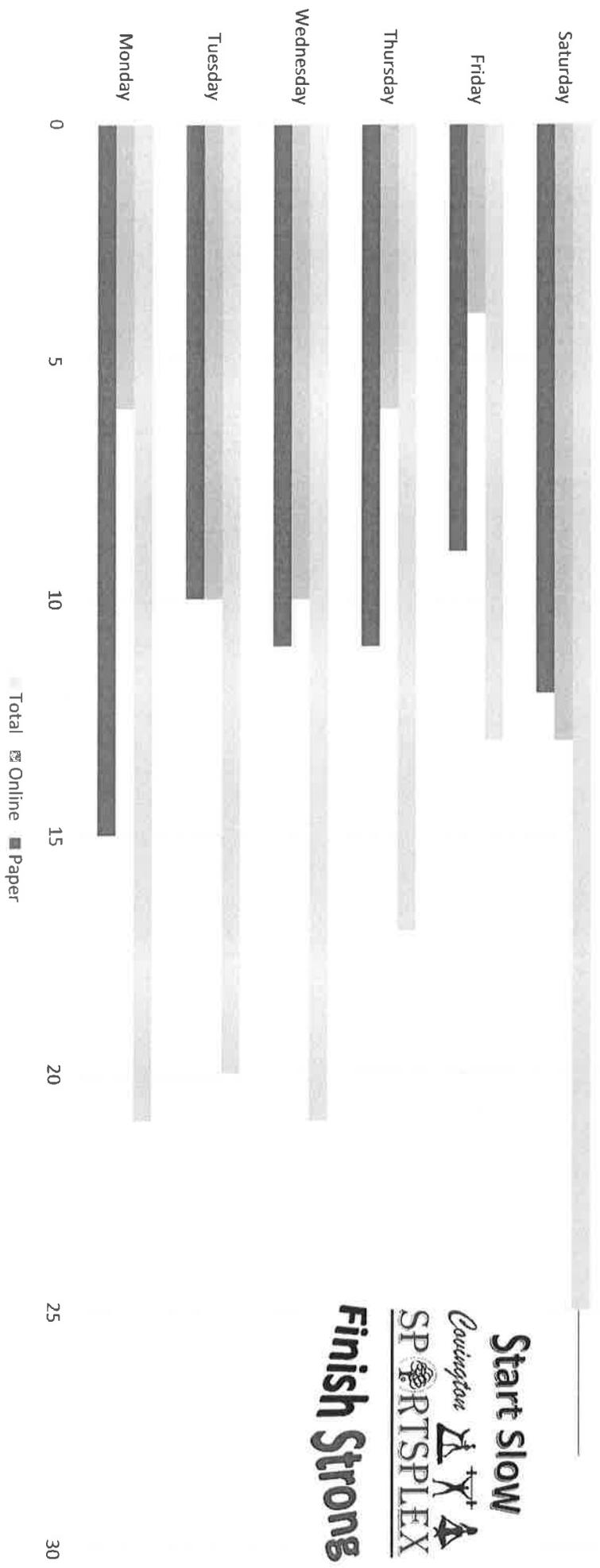


# Which Fitness Class would you participate in if it were offered at the Sportsplex?

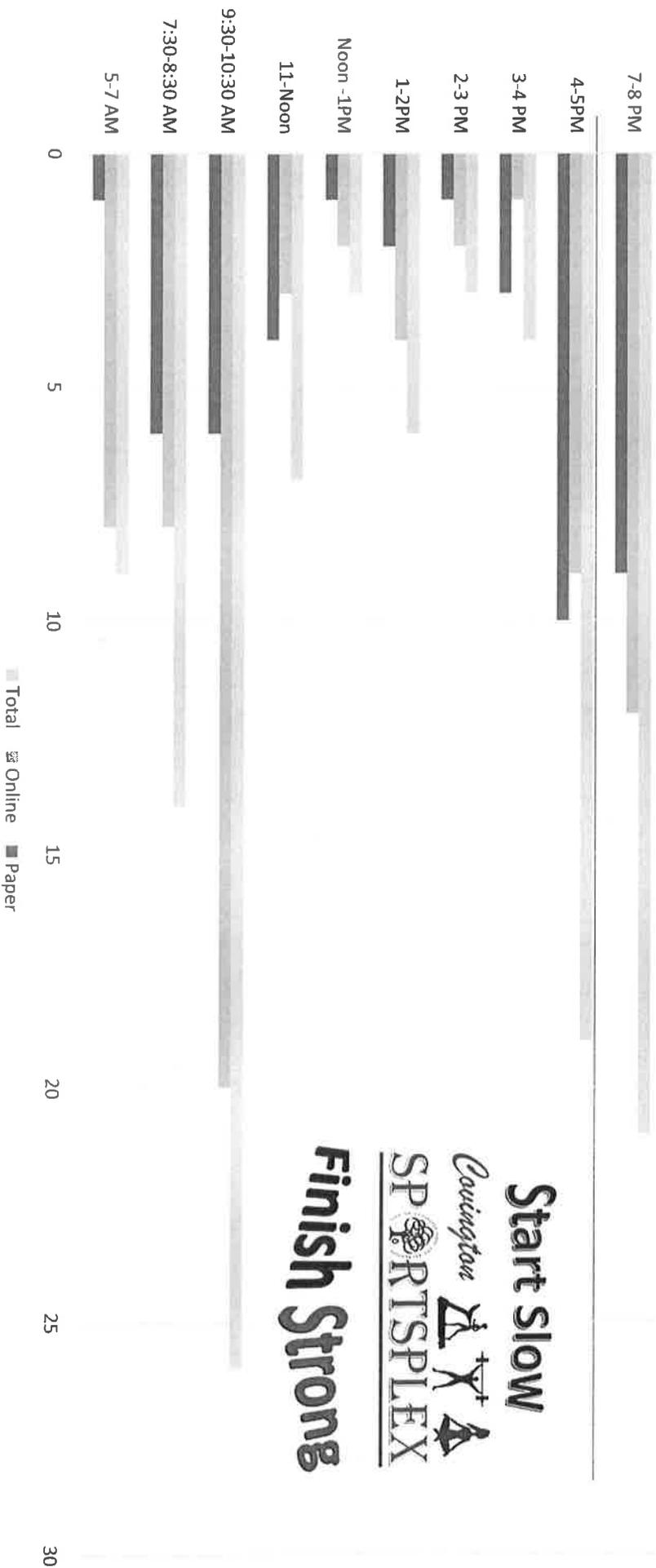


**Start slow**  
 Covington   
**SPORTSPLEX**  
**Finish Strong**

# What day of the week would you most likely participate in a new fitness class?

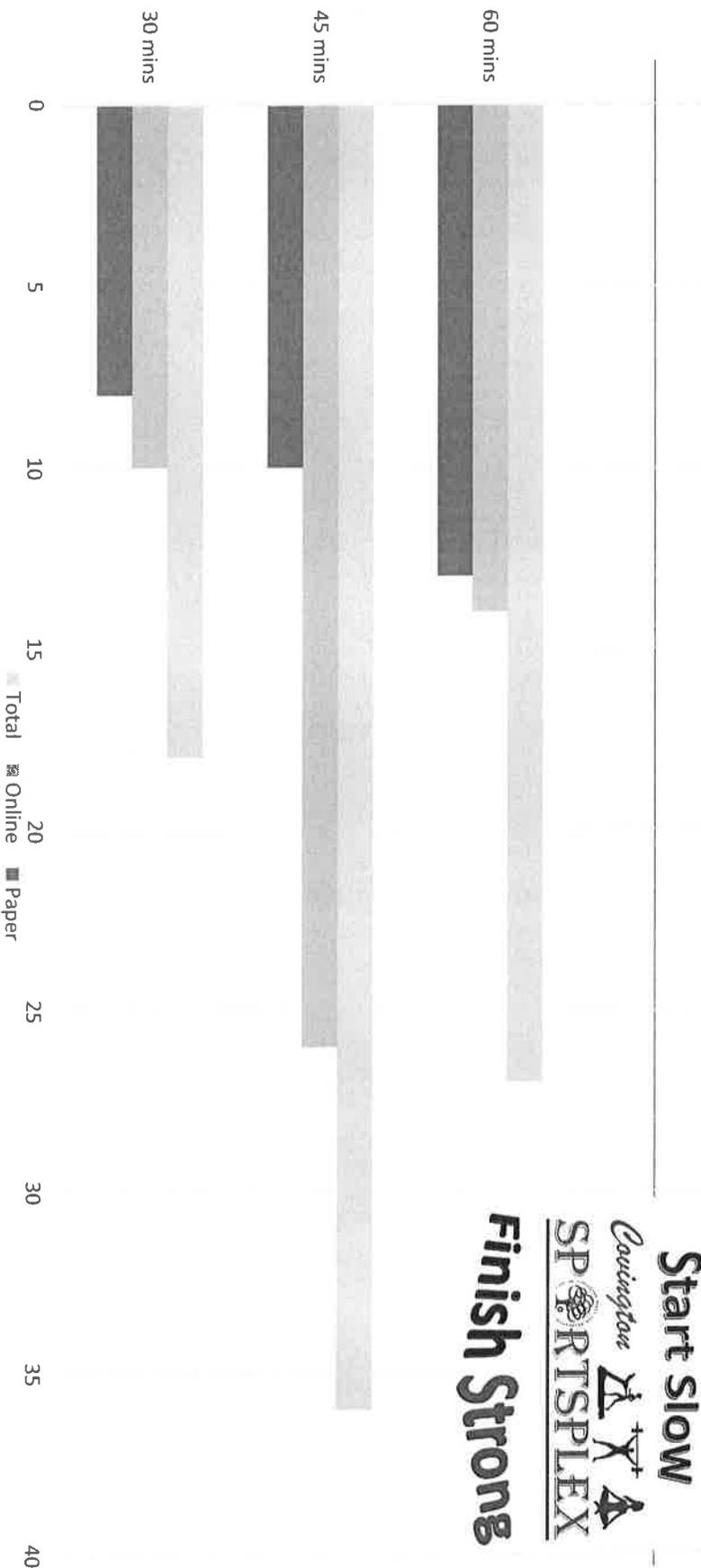


# What time of day would you most likely participate in a new fitness class?



**Start SLOW**  
*Covington*  
**SPORTSPLEX**  
**Finish Strong**

# What is your preferred duration for a fitness class?



**Start SLOW**  
*Coventry*  
**SPORTSPLEX**  
**Finish Strong**

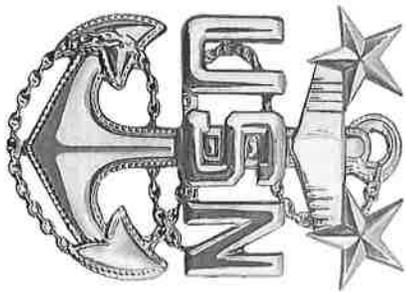
# SPORTSPLEX FITNESS CLASS RESULTS



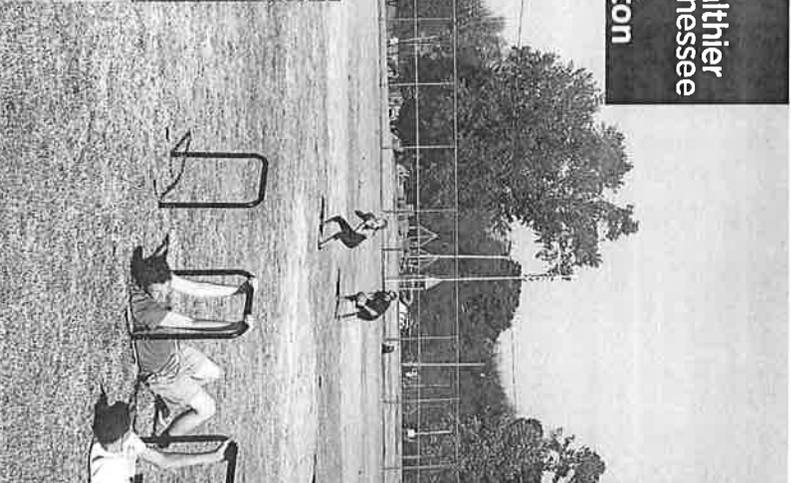
Q1	P	O	T	Q2	P	O	T	Q3	P	O	T	Q4	P	O	T				
Pilates	4	12	16	25%	Monday	15	6	21	28%	5-7 AM	1	8	9	12%	30 mins	8	10	18	24%
Hi/Lo	3	0	3	4%	Tuesday	10	10	20	27%	7:30-8:30 AM	6	8	14	19%	45 mins	10	26	36	49%
Cardio Mix	9	5	14	19%	Wednesday	11	10	21	28%	9:30-10:30 AM	6	20	26	35%	60 mins	13	14	27	35%
Kettle Bell	3	4	7	9%	Thursday	11	6	17	23%	11-Noon	4	3	7	9%					
Spin	4	6	10	13%	Friday	9	4	13	17%	Noon-1PM	1	2	3	4%					
Boot Camp	8	5	13	18%	Saturday	12	13	25	34%	1-2PM	2	4	6	8%					
Silver Snkrs	2	8	10	13%						2-3 PM	1	2	3	4%					
Core	9	4	13	18%						3-4 PM	3	1	4	5%					
TRX	1	2	3	4%						4-5 PM	10	9	19	26%					
Body Pump	8	1	9	12%						7-8 PM	9	12	21	28%					
Respondents	74 (49 Online - 25 Paper)																		

Q1-Type, Q2 - Day, Q3 - Time, Q4 - Duration





healthier  
tennessee  
Team  
Tipton



Start Slow  
Covington  
SPORTSPLEX  
Finish Strong

# MASTER CHIEF MACK'S (BOOT CAMP)

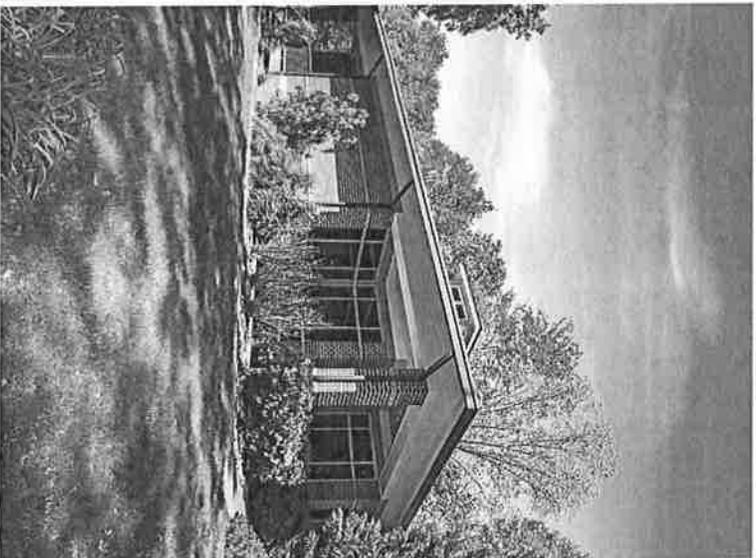
FREE FITNESS CLASS EVERY THURSDAY IN JANUARY

(3, 10, 17, 24, 31) 6PM-7PM @COVINGTON SPORTPLEX





# Tipton County Museum





# Tipton County Museum November 2018 Update



TIPTON COUNTY  
MUSEUM



## Veteran of the Month: Vietnam Veteran Stephen Foisy

His reception was Tuesday, December 11  
at 6:30 p.m.



A Special Thanks to Our Program Sponsors:  
Veterans of Foreign Wars Post 4840  
Disabled American Veterans Auxiliary Unit 116  
Woodmen Life, Neil Bringle

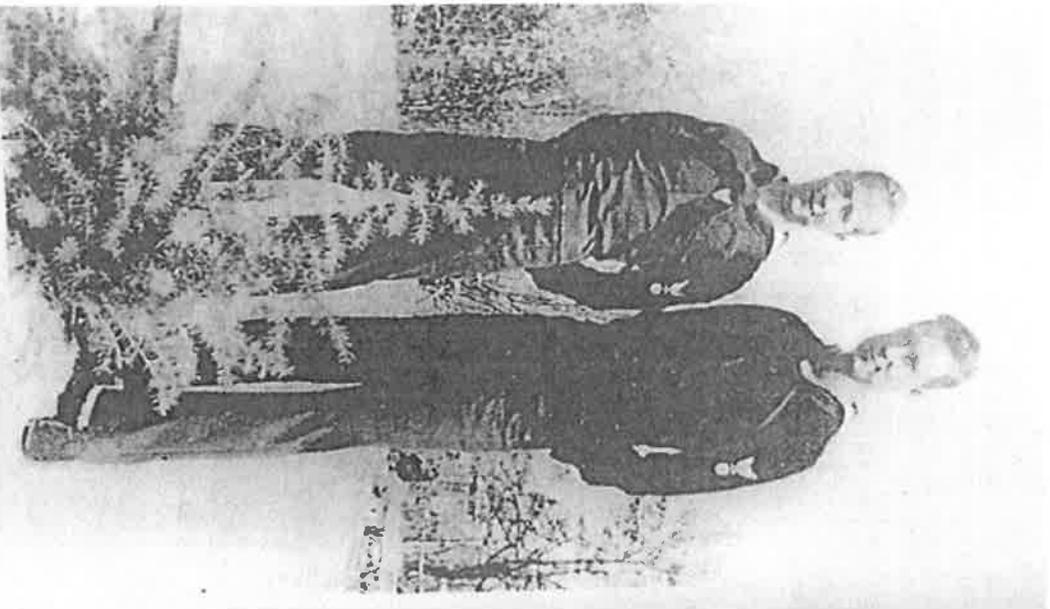
# Exhibits

## Memories of Christmas

**Past** will be on display from early December 2018 through January 11, 2019. This exhibit contains antique toys, books, and other memorabilia. We had a similar exhibit last year and it brought in lots of visitors.

## Pearl Harbor: This

exhibit contains many items from the Rob Roy and Bill Jim Davis families and will be on display through January 11.



Tipton County Museum,  
Veterans Memorial & Nature Center

MEMORIES  
OF  
*Christmas*  
PAST

Fond memories of Christmas past

December 1, 2018 - January 11, 2019

Tipton County Museum  
Veterans Memorial & Nature Center  
751 Bert Johnston Ave.  
Covington, TN 38019



TIPTON COUNTY  
MUSIC-SE-U-M  
PERFORMANCES  
ARTS-CENTERS

# EVENTS

**Pearl Harbor Remembrance Day** was Friday, December 7, at noon.

We had approximately 41 people in attendance and we had several speakers. The Tipton County Masonic Lodge donated the refreshments.

**February Gardening Series** every Saturday morning in February.

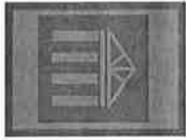
**Barb McBride's Friday morning acrylics arts classes begin on January 11, 2019.**

**Debra Howze is the 2019 Artist in Residence. She will be teaching an acrylic pouring workshop on Saturday, February 16, 2019, from 1 to 3 p.m.**

**Artist Series for Kids: Jacob Lawrence** class is Saturday, February 2, from 1 to 3 p.m.



TIPTON COUNTY  
MUSIC-SE-U-M



# A Moment on Nature - Birdfeeders

TIPTON COUNTY  
M·U·S·I·U·M  
VIRBANS KIDGOUAL  
NATURE CENTER



TIPTON COUNTY  
M·U·S·I·U·M



## Tipton County Museum December 2018 Update

**Veteran of the Month:** Vietnam Veteran Stephen Foisy. His reception is Tuesday, December 11 at 6:30 p.m.

### Exhibits:

**Memories of Christmas Past** will be on display from early December 2018 through January 11, 2019. This exhibit contains antique toys, books, and other memorabilia. We had a similar exhibit last year and it brought in lots of visitors.

**Pearl Harbor:** This exhibit contains many items from the Rob Roy and Bill Jim Davis families and will be on display through January 11.

### Events:

**Pearl Harbor Remembrance Day** was Friday, December 7, at noon. We had approximately 41 people in attendance and we had several speakers. The Tipton County Masonic Lodge gave money towards the refreshments.

**February Gardening Series** takes place every Saturday morning in February.

**Barb McBride's Friday morning acrylics arts classes begin on January 11, 2019.**

**Debra Howze is the 2019 Artist in Residence. She will be teaching an acrylic pouring workshop on Saturday, February 16, 2019, from 1 to 3 p.m.**

**Artist Series for Kids: Jacob Lawrence** class is Saturday, February 2, from 1 to 3 p.m.

### Other:

The latest edition of "A Moment on Nature" is being uploaded on our facebook page, our website, and our youtube channel. In it Sherl Rose discusses the various types of birdfeeders. Here is the link: <https://www.youtube.com/watch?v=3tSELTL3GI8>

The first draft of the **Collections Policy** has been created. It will go before the Museum Board during our January meeting and will be voted on during our April Meeting. An **Emergency Preparedness/Disaster Plan** will be forthcoming during the first quarter of 2019. These plans are different for museums in that they have protocols on how the artifacts are to be handled in these situations.

The Finance and Administration Committee met at City of Covington on December 18, 2018 at 1:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Justin Hanson, Aldermen: Danny Wallace, Johnetta Yarbrough, Keith Phelps, and Jeff Morris. Also present were: Building Official Lessie Fisher, Police Chief Buddy Lewis, Fire Chief Michael Naifeh, Public Works Director David Gray, Personnel Director Tiny Barton, Assistant to the Mayor Sara Gangaware, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

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

Alderman C H Sullivan reported a survey and appraisal has been requested by Canaan Baptist Church for the parking lot located behind the Church. These items should be completed in January, 2019. Public Works Director David Gray presented a map of the property showing a water line across this property.

Motion was made by Mayor Justin Hanson and seconded by Alderman Keith Phelps to continue the discussion for the property purchase request by Canaan Baptist Church at the Finance & Administration Committee in January, 2019. Motion passed.

Discussion began on the development of a policy for surplus property including both personal and real property. Alderman Morris inquired about the number of surplus properties owned by the City. Building Official Lessie Fisher will provide a list and map of the properties owned by the City.

Motion was made by Alderman C H Sullivan and seconded by Alderman Danny Wallace to bring back the discussion for the surplus property policy at the Finance & Administration Committee Meeting in January, 2019. Motion passed.

Alderman Keith Phelps began discussion on the procedure for the approval of bills over \$250.00 by the Board of Mayor and Alderman. The amount of \$250.00 has not been increased over the years. Discussion began on the increase of this amount and the addition of a brief description on the bill list presented to the Board of Mayor and Aldermen.

Motion was made by Alderman Danny Wallace and seconded by Alderman Keith Phelps to increase the amount to be approved by the Board of Mayor and Aldermen to \$1,000.00 and to add a brief description line to the list for approval. Motion passed.

Mayor Justin Hanson reported a Board/Department Head retreat for strategic and capital improvement planning will be on January 26<sup>th</sup>, Saturday, beginning at 9:00 a.m.

There being no further business, the meeting adjourned at 1:25 p.m.

*Aria*

**Finance & Administration Committee Meeting**  
**December 18, 2018**  
**1:00 p.m.**

1. Canaan Missionary Baptist Church – Purchase Request Update
2. Surplus Property Policy Discussion
3. Discussion - Bills over \$250.00 for Board Approval Procedure



October 10, 2018

City of Covington  
123 Washington Street  
Covington, TN 38019

To the City of Covington:

Canaan Missionary Baptist Church was established in 1868 and has a solid history of service in the Covington and Tipton County community for many years. Canaan's rich history in the community has served as a meeting facility for numerous social and religious groups. As a means further our service to the community, we are requesting to purchase the land behind our church located at 211 North Main Street. The details of the property are listed below.

Owner: City of Covington

Property Address: Valley Avenue

Parcel ID: 084025N B 01600

The aforementioned property will be used to establish the Canaan Family Life Center. The purpose of the Life Center will be used:

- To reach and develop people in the community for the glory of God
- To provide outreach programs for the continued development of our community
- To provide educational and mentorship programs
- To provide a means for our community to participate in activities that will provide physical, social and spiritual growth

We look forward to meeting with you to discuss our request to purchase the parcel of land. We thank you in advance for your consideration.

Sincerely,

*Rev. Shawn Moses*

Pastor Shawn Moses  
Canaan Missionary Baptist Church



Published on MTAS (<https://www.mtas.tennessee.edu>)

November 13, 2018

## Development of a Surplus Property Policy

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Dear Reader:

The following document was created from the MTAS electronic library known as MORE ([www.mtas.tennessee.edu/more](http://www.mtas.tennessee.edu/more)). This online library is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MORE material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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## Development of a Surplus Property Policy

Reference Number: MTAS-777

A sound policy for the selling of surplus property would include the following considerations:

- **Appraisal of the item.** The city should not sell surplus property unless and until the governing board has a firm understanding of the value of the item proposed for sale. The appraisal need not be a long and highly documented report such as real estate appraisals used in eminent domain proceedings, but it should provide some assurance to the community that the full value of the property was known and understood by the board prior to the sale. The appraisal should be the basis of accepting or rejecting bids received by the city for the sale.
- **Estimates.** It will not always be practical to obtain an appraisal of lower value items owned by the city – old automobiles, obsolete electronic equipment, etc. In such instances, the city should still get an estimate from some person or firm that specializes in the product proposed for sale. These estimates will not be as official as a written appraisal, but should suffice to give the governing board a realistic idea of the property's value.
- **Assign Responsibility for Conducting the Sale.** The policy should assign responsibility for the sale to a specific employee, agent, or department. The surplus property resolution can simply direct the appropriate employee to arrange the sale of the item or property.
- **Minimum Bid to be Specified.** Except for very low value items, the policy should require the governing board to set a minimum threshold for accepting bids on surplus property offered for sale. When possible, the city's sale advertisement should refer to this threshold to minimize the submission of unacceptably low bids.
- **Auction vs. Sealed Bids.** The city might consider holding a public auction to sell its surplus property – a gathering of interested parties in a common place and time for the purpose of bidding on items offered for sale. There are two advantages to this method. First, a well attended auction is entirely transparent and understood by the public. Accusations that the city ignored certain bids can be avoided – protecting the city against claims of corruption. Sealed bids also may be used to sell surplus property and in some cases may be entirely appropriate for selling surplus property. A good city surplus property policy would provide some general guideline for when either of these sales methods are to be used.
- **Advertisement Policy.** The city should stipulate when and where surplus property sales will be advertised. For low value items, the local newspaper and the city's website would be sufficient for notifying the public of the impending sale. For higher value items, the city would do well to advertise on a regional or even statewide basis and send invitations to bid to persons and entities thought likely to be interested in the sale. Cities should also be open to advertising surplus property on websites such as govdeals.com which will open bidding to a huge potential market.
- **Dangerous Items.** It is wise for a city to avoid selling certain items of surplus property, which by virtue of their purpose, design, or obsolescence are inherently dangerous. Included in this category would be certain chemicals that might be toxic if mishandled by an uninformed buyer, defective equipment that might cause injury to persons unfamiliar with the item, etc. A police department, for example, might be wise to limit the sale of surplus firearms and other dangerous weapons to other law enforcement agencies. Similarly, some pieces of equipment known to be dangerously defective might best be sold for scrap rather than to a citizen who could be harmed by it.
- **Prohibited sales.** It bears repeating here that T.C.A. 6-54-125 does not allow members of a municipal governing board or municipal employees to purchase surplus property from the cities they serve unless the sale was made by means of a bid at a public auction. A sealed bid process, therefore, must not result in the sale of surplus property to the board members or employees.

It will look much better to the public, however, if the city's surplus property policy discourages all board members and employees from bidding in any public auctions conducted by the city, or from receiving surplus property offered for sale by the city. Regardless of the city's effort to assure a fair and legal

A good surplus property policy will focus on five important goals:

- **Economy.** The policy should stipulate a process that allows for the city to maximize the proceeds it receives from the sale of surplus property. Additionally, the policy will minimize the costs associated with such disposal. It should not, for example, cost more to conduct a surplus property sale than the amount of money the city stands to realize from such sale.
- **Fairness.** A good policy will assure that every citizen in the community has an equal opportunity to know about the impending sale of surplus property and a fair chance to submit a winning bid or proposal.
- **Protection Against Abuse.** Every surplus property policy should protect against the diversion of sale proceeds to the city's officers, employees or others -- and assure that property, which still has a reasonable use to the city, is not sold. It is not unheard of, for example, for a city employee to offer surplus property for sale and to pocket the proceeds for himself. Often in such cases, the governing board and administrative staff were unaware of the offering and sale. And, in many cases, the sold property had considerable remaining use for the city.
- **Product Liability Protection.** Some surplus items may simply be too dangerous to offer for sale. Should the buyer be injured (or worse!) when using these items, the city might be called upon to defend its sale in court. A good policy should provide examples of items that will not be sold as surplus property, and require a review before putting items up for sale.
- **Protection of the City's Image and Reputation.** A surplus property resolution should be developed with the city's reputation for ethical behavior in mind. After the sale, neither the city nor its officers and employees should be the subject of claims of unethical or illegal behavior. A well-written policy, and some due diligence by the governing board and administration, will assure that this important target is met.



Published on MTAS (<https://www.mtas.tennessee.edu>)

November 12, 2018

## Resolution Establishing a Surplus Property Policy

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Dear Reader:

The following document was created from the MTAS electronic library known as MORE ([www.mtas.tennessee.edu/more](http://www.mtas.tennessee.edu/more)). This online library is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

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Please feel free to contact us if you have questions or comments regarding this information or any other MORE material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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## Resolution Establishing a Surplus Property Policy

Reference Number: MTAS-786

### **RESOLUTION NO. \_\_\_\_\_**

### **A RESOLUTION OF THE CITY OF ANYTOWN, TENNESSEE, TO ESTABLISH A POLICY FOR THE SALE AND DISPOSAL OF PROPERTY DETERMINED TO BE SURPLUS TO THE CITY'S NEEDS.**

**WHEREAS**, it is in the public interest for the City of Anytown to periodically sell or dispose of certain machinery, equipment, or materials which, by nature of its obsolescence, low value, or disrepair, has been determined by the [Governing Body] to be surplus to the realistic and foreseeable needs of the City; and

**WHEREAS**, the Governing Body] wishes to establish a uniform policy, which provides that obsolete and unneeded property will be offered for sale to the general public in an open, transparent, and cost-effective manner, and assures against usable and valuable property from wrongfully being declared obsolete and offered for sale.

### **NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN [GOVERNING BODY], AS FOLLOWS:**

1. **Title.** This Resolution shall be known as the "Anytown Surplus Property Policy" and shall be the official guideline for the sale of the City's surplus properties.
2. **Authority to declare property as surplus to the City's needs.** Any member of the [Governing Body], the city manager, any department head, the City's property manager, or the City's purchasing manager may nominate any City-owned property for disposal or sale as surplus property. All such nominations shall be made on forms developed by the City and signed by the person making the nomination. Signed nominations shall be forwarded to the [Governing Body] for the final decision authorizing the sale. It shall be the official policy of the City of Anytown that no city-owned property shall be sold, or offered for sale, as surplus property without prior authorization by the [Governing Body]. The Board's authorization to sell surplus property shall be in the form of a Resolution.
3. **Unauthorized sales.** Any employee of the City of Anytown found to have sold, or offered for sale, any City-owned property in violation of the Anytown Surplus Property Policy shall be subject to disciplinary action and, if applicable, criminal prosecution.
4. **Surplus property nomination form.** The City Recorder shall develop a form which shall be used by city officials to nominate surplus property for sale. As a minimum, such form shall contain the following information:
  - (a) A brief description of the item proposed for sale, including manufacturer, model number, serial number, age, and condition; as well as any asset number assigned to the item in the City's Capital Asset listing;
  - (b) The department or office to which the property is assigned;
  - (c) An explanation of why the property is no longer needed by the City;
  - (d) An estimate of the current in-place value of the property; and
  - (e) The name and signature of the person making the nomination.
5. **Surplus property criteria.** All signed surplus property nomination forms shall be promptly forwarded by the City Recorder to the [Governing Body]. Before classifying any property as being surplus, the [Governing Body] shall consider the following:
  - (a) The age and condition of the property;
  - (b) The cost of replacing the property, if any;
  - (c) The anticipated remaining life of the property;
  - (d) The estimated value of the property;
  - (e) Whether the property might reasonably, safely, and efficiently be used by another City department or office.

6. **Sales procedures.** Unless otherwise directed by the [Governing Body], all surplus property approved for sale shall be sold according to the following procedure:

- (a) The City Manager shall be wholly and solely responsible for advertising and conducting all surplus property sales.
- (b) The preferred method of sale shall be a public auction, on a cash, certified check, or if applicable, debit or credit card basis. A public auction may include the use of a nationally recognized government surplus website, such as GovDeals.com or PublicSurplus.com. Sales on such websites shall include a buyer's premium so that the buyer bears the cost for using the website service. When a public auction is not practical or efficient, the Board may direct the sale to take place by means of sealed bids. The opening of all sealed bids shall take place in a meeting open to all bidders and the general public.
- (c) It shall be the City's policy that sales of surplus property shall be awarded to the highest bidder.
- (d) All surplus property auctions shall be advertised at least 30 days in advance in a newspaper of local circulation (or on the appropriate website, as noted above). Additionally, the City Manager is encouraged to advertise surplus property sales on the City's website, and with posters or notices placed in public facilities throughout the City.
- (e) Prior to the sale, all City logos or other symbols are to be removed or destroyed from the items to be sold.

7. **Sale of dangerous property.** It shall be the policy of Anytown to avoid the sale of surplus property that might reasonably be dangerous or hazardous to the ultimate purchaser. Dangerous or hazardous items shall include, but are not limited to, the following:

- (a) Surplus firearms and other weapons. Such items may only be offered for sale to a public law enforcement agency;
- (b) Explosives;
- (c) Volatile or highly toxic chemicals; and
- (d) Equipment and materials that cannot be operated or used safely due to obsolescence, product defect, lack of maintenance, etc.

8. **Prohibited sales.** No member of the Anytown [Governing Body] shall purchase, attempt to purchase, or otherwise take possession of any item of surplus property offered for sale by the City of Anytown. Any employee of the Town of Anytown who purchases, attempts to purchase, or otherwise takes possession of any item offered surplus property offered for sale by the City of Anytown shall be subject to disciplinary action up to and including termination of employment.

9. **Distribution.** The City Manager is hereby directed to distribute a copy of this resolution to every employee of the City of Anytown and in each copy of the City's employee handbook issued after the effective date of this Resolution.

10. **Effective date.** This Resolution shall be in full force and effect from and after its date of adoption by the Anytown Board of Mayor and Aldermen.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY A ROLL CALL VOTE OF THE ANYTOWN [GOVERNING BODY].**

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**Source URL (retrieved on 11/12/2018 - 10:03am):** <https://www.mtas.tennessee.edu/reference/resolution-establishing-surplus-property-policy>

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John Edwards <aldermanedwards@gmail.com>

---

## Covington Sale of Real Property

Iris Haby <Iris.Haby@cot.tn.gov>

To: ALDERMANEDWARDS <aldermanedwards@gmail.com>

Cc: Jean Suh <Jean.Suh@cot.tn.gov>

Mon, Oct 29, 2018 at 2:39 PM

Mr. Edwards,

Given the information that we had related to the sale of certain surplus property, the follow general comments are made. These comments could be affected by additional or different information that we were not aware of when developing this response.

The City's code only speaks to disposal of surplus *supplies, materials, and equipment*. Because there is nothing in the city's code that directly speaks to the disposal of city real property, I believe it would next revert to the city's charter. Although SECTION 33 of the charter authorizes the purchasing agent (presumptively the mayor per charter § 22(8)) to dispose of surplus property, it alludes to the Municipal Purchasing Law of 1983 and the aforementioned purchasing procedures, both are silent on the disposal of real property. Therefore, it appears the authority to dispose of city real property lies under the charter's general disposition authority under § 1, and the specific authority granted to board under § 19(4) & (8).

From the news article, it appears that a subcommittee has approved the sale. The board of mayor and aldermen would still have to approve the sale at that amount as the committee recommendation should be advisory and not binding. Depending on how the asking price was originally set by the board, I would suggest that the board take the same approach to allow a purchase price below that threshold. The city should consult with its attorney to ensure that any decision they make is defensible, in that a court could consider an unauthorized action ultra vires and void.

The board should amend their purchasing policy or devise new policies to specifically address the sale of city real property. I have included a link to MTAS broad guidance on surplus property.

<http://www.mtas.tennessee.edu/reference/policy-selling-surplus-property>

The Public Works Committee met at City Hall on January 3, 2019 at 4:00 p.m. with the following members present: Chairman Alderman Jeff Morris, Alderman Danny Wallace, Alderwoman Minnie Bommer, and Mayor Justin Hanson. Also present were Public Works Director David Gray, Building Official Lessie Fisher, Fire Chief Michael Naifeh, David Gwinn, Street & Sanitation Manager James Dowell, Utilities Manager Calvin Johnson, GIS/IT Coordinator Nic Shaw, Maintenance Shop Manager Brad Kinney, City Attorney Rachel Witherington, Assistant to the Mayor Sara Gangaware, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Jeff Morris called meeting to order.

Public Works Director David Gray introduced his management staff to the new committee. GIS/IT Coordinator Nic Shaw gave a brief update on the iPads that were distributed to the committee members. He instructed committee members how to log in and access the meeting agenda. Director Gray requested to amend the budget in the water department for a water main extension on South College and Hastings Way. This work will be completed by the department at an approximate cost of \$72,108.40. Fire Chief Michael Naifeh reported this would help with the ISO Rating that will be evaluated in the next 12 to 18 months. Director Gray stated all hydrants meet or exceed minimum requirements, but he still wants to improve this area's flow. Updates on the Frazier Park Connector, Rialto Industrial Water Main Extension, and the Sewer Rehabilitation were given. Both Frazier and Rialto Projects are progressing but have stalled due to the rainy weather. The Sewer Rehabilitation will begin March, 2019. Information was distributed to committee members about the 12 hours of Utility Board Member Training. This training is offered by MTAS. Director Gray is working with MTAS to set up the required training at the Civic Center and will provide information at the next meeting.

Motion was made by Alderman Danny Wallace and seconded by Alderwoman Minnie Bommer to proceed with the water main extension for South College and Hastings Way as recommended by Director Gray at an approximate cost of \$72,108.40 amending the water fund budget. Motion passed.

Motion was made by Alderwoman Minnie Bommer and seconded by Alderman Danny Wallace to accept the report from Public Works Director David Gray. Motion passed.

Building Official Lessie Fisher gave an update on the Codes Department for December, 2019. This report is attached. She reported the contracts and notice to proceed will be signed on January 8, 2019 for the demolition of the first eleven properties identified through the CDBG Blight Grant.

Motion was made by Alderman Jeff Morris and seconded by Alderwoman Minnie Bommer to accept the report from Building Official Lessie Fisher. Motion passed.

There being no further business, the meeting adjourned at 5:03 p.m.

**City of Covington**  
**Public Works Meeting**  
**City Hall**  
**Down Stairs Boardroom**  
**4:00 P.M.**  
**January 3, 2019**

- 1. Frazier Park Connector update.**
- 2. Water main extension Rialto Industrial Park update.**
- 3. CDBG FY18 Sewer Rehabilitation Grant update.**
- 4. Utility Board Member Training. (See attached)**
- 5. Water main extension South College and Hasting Way. (See attached)**
- 6. (See attached)**
- 7.**

**Other Business:**

- 1. Code Division monthly report: ( See attached)**

**Adjourn:**



## UTILITY BOARD MEMBER TRAINING

Upcoming sessions in ~~\_\_\_\_\_~~

The Municipal Technical Advisory Service (MTAS) is proud to announce that the Office of the Tennessee Comptroller of the Treasury has approved the MTAS Utility Board Member Training pursuant to state law (Public Chapter No. 118) which was passed during this past legislative session and requires municipal utility board members to receive training.

MTAS will offer 12 hours of education over three sessions, with each session lasting four hours. In Module A, participants will learn about Board Governance and Policy Making. Module B revolves around Financial Oversight. Finally, Module C provides training on Water and Wastewater Regulations & Challenges and Ethics & Open Meetings. Modules may be taken in any order and in different locations. Each four-hour session is \$85.

~~\_\_\_\_\_~~

Module A	<del>Oct. 12, 2017 5:00-9:00 p.m.</del>
Module B	<del>Oct. 13, 2017 5:00-9:00 p.m.</del>
Module C	<del>Oct. 14, 2017 8:00 a.m. - 12:00 p.m.</del>

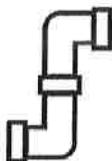
~~\_\_\_\_\_~~

Module A	<del>Nov. 16, 2017 5:00-9:00 p.m.</del>
Module B	<del>Nov. 17, 2017 5:00-9:00 p.m.</del>
Module C	<del>Nov. 18, 2017 8:00 a.m. - 12:00 p.m.</del>

~~\_\_\_\_\_~~

Module C	<del>Nov. 16, 2017 5:00-9:00 p.m.</del>
Module B	<del>Nov. 17, 2017 5:00-9:00 p.m.</del>
Module A	<del>Nov. 18, 2017 8:00 a.m. - 12:00 p.m.</del>

For more information, please contact one of the following:



**Steve Wyatt**

Utility Operations Consultant  
 (731) 423-3710  
[steve.wyatt@tennessee.edu](mailto:steve.wyatt@tennessee.edu)



**Brett Ward**

Utility Operations Consultant  
 (865) 974-0411  
[brett.ward@tennessee.edu](mailto:brett.ward@tennessee.edu)



**Abb Oglesby**

Training Program Manager  
 (615) 532-6827  
[abner.oglesby@tennessee.edu](mailto:abner.oglesby@tennessee.edu)

**QUOTATION:**

**Date:** November 1, 2018

**\*\*Note this estimate is good for only thirty (30) days from above date.**

**Prices are quoted for quantities shown.**

**TO:**

**RE:** 10" Main College and Hastingway

<u>Item</u>	<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
1	10 inch pipe	4,800	\$ 9.00	\$ 43,200.00
2	tracier wire	4,800	\$ 0.16	\$ 768.00
3	Tie in to 8 inch	1	\$ 500.00	\$ 500.00
4	Tapping material & Hot Tap	1	\$ 2,000.00	\$ 2,000.00
5	Hydrant	3	\$ 3,000.00	\$ 9,000.00

<b>SUBTOTAL:</b>		<b>\$ 55,468.00</b>
Engineering	10%	\$ 5,546.80
Contingency	20%	\$ 11,093.60
Tax:		
<b>Total Due:</b>		<b>\$ 72,108.40</b>

**Estimate Authorized by:**  
**Title:**

David Gray  
Utilities Manager  
Nov. 1, 2018

**Signature:**

\_\_\_\_\_



# DEPARTMENT OF CODE COMPLIANCE

2018

MONTHS:	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<b><u>Beer Licenses:</u></b>												
Inquiries	12	10	9	9	13	9	10	6		5		5
New Applications	1		2		0	3	1	1		3		1
Renewals in Process					0		1	1				
Liquor by the drink Renewed					0			0				
<b><u>Business Licenses:</u></b>												
Inquiries	45	50	49	59	69	38	56	47		38		58
New Applications	6	16	15	15	10	10	10	10		15		55
Renewals Processed	36	53	53	50	70	25	0	0		34		94
Amended Applications	10	10	10	20	20	20	0	0		0		0
<b><u>Peddler Permit:</u></b>												
Inquiries	7		2	12	10	15	0			2		2
New Applications				1	1	5	1	1		1		1
Renewals Processed			1	1	3	4	3	3		0		0

# DEPARTMENT OF CODE COMPLIANCE 2018

<u>MONTHS:</u>	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>
<b><u>Cemetery:</u></b>												
Inquiries	32	39	26	34	47	30	26	24		32		52
Grave Sales	2	2	2	2	2	8	2	2		10		10
Transfer of Graves		4	4				0	0		0		0
On-site Visits		29	30	30	38	30	30	30		39		39
<b><u>Court Clerk:</u></b>												
Inquiries	4	25	31	22	36	45	51	38		28		22
<b><u>Public Works:</u></b>												
Inquiries	30	35	14	19		30	17	24		19		27
<b><u>Animal Control:</u></b>												
Inquiries		21			5	16	56			26		32
Cats to County			2	1	2	3	0	2		8		0
Dogs to Foster	2		1	6	1	5	5	2		4		1
Dogs Picked up by Owner	1		3	5	4	7	6	1		2		2
Dogs to Dr. Clay	2		2	1	4	7	1	0		4		1
Dog bites reported		1	1				0	0		0		0

# DEPARTMENT OF CODE COMPLIANCE 2018

<u>MONTHS:</u>	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>
<u>Marketing/Community Involvement:</u>												
Covington Tipton County Chamber of Commerce	X	X	X	X	X	X	X	X	X	X	X	X
Drug Free Tipton	X	X	X	X	X	X	X	X	X	X	X	X
Veteran of the Month Recognition	X	X	X		X	X	X	X				
Tipton County Museum	X	X	X	X	X	X	X	X	X	X	X	X
APAAC	X	X	X	X	X	X	X	X				
T.V. Covington Connect	X	X	X	X	X	X	X	X	X	X	X	X
Website	X	X	X	X	X	X	X	X	X	X	X	X
Facebook Pages	X	X	X	X	X	X	X	X	X	X	X	X
Marketing Campaign												
#COVINGTONPRIDE	X	X	X	X	X	X	X	X	X	X		
Clean Up Fix Up - 3/24/18	X	X	X									
Rotary Club/Lions Club	X		X		X			X				
Proclamations			X	X	X	1	1	2	2	1	1	2

## PROJECT CODE RECAP FOR PERMITS ISSUED: 12/01/2018 TO 12/31/2018

Description	# of Permits	Fees	Value
Accessory Building	7	534.00	67,680
Renovations - Commercial	1	30.00	40,000
Demolition	1	250.00	250
Fences	6	210.00	21,471
Mechanical	3	380.00	570
New Industrial	1	34.50	2,500
New Single Family	2	1,477.00	455,030
Plumbing	4	1,417.50	916
Swimming Pool	1	135.00	32,000
Renovations - Residential	1	91.00	10,000
Sign Installation	3	45.00	5,600
<b>TOTALS</b>	<b>30</b>	<b>4604.00</b>	<b>636,017</b>

**MONTH TO DATE (2.75%)**

<b>REC/SALE</b>	<b>ACTUAL 2017-18</b>	<b>ACTUAL 2018-19</b>	<b>MONTH INC/(DEC)</b>	<b>MONTH INC/DEC %</b>
SEPT/AUG	\$ 292,453	\$ 305,803	\$ 13,350	4.6
OCT/SEP	\$ 292,466	\$ 304,241	\$ 11,775	4.0
NOV/OCT	\$ 290,150	\$ 293,470	\$ 3,320	1.1
DEC/NOV	\$ 298,736	\$ 293,024	\$ (5,712)	-1.9
JAN/DEC	\$ 320,374			0.0
FEB/JAN	\$ 407,110			0.0
MAR/FEB	\$ 280,405			0.0
APRIL/MARCH	\$ 281,650			0.0
MAY/APRIL	\$ 330,698			0.0
JUNE/MAY	\$ 291,159			0.0
JULY/JUNE	\$ 320,120			0.0
AUG/JULY	\$ 301,394			0.0
<b>TOTAL</b>	<b>\$ 3,706,715</b>			

**YEAR TO DATE (2.75%)**

<b>REC/SALE</b>	<b>ACTUAL 2017-18</b>	<b>ACTUAL 2018-19</b>	<b>MONTH INC/(DEC)</b>	<b>MONTH INC/DEC %</b>
SEPT/AUG	\$ 292,453	\$ 305,803	\$ 13,350	4.6
OCT/SEP	\$ 584,919	\$ 610,044	\$ 25,125	4.3
NOV/OCT	\$ 875,069	\$ 903,514	\$ 28,445	3.3
DEC/NOV	\$ 1,173,805	\$ 1,196,538	\$ 22,733	1.9
JAN/DEC	\$ 1,494,179			0.0
FEB/JAN	\$ 1,901,289			0.1%
MAR/FEB	\$ 2,181,694			0.0
APRIL/MARCH	\$ 2,463,344			0.0
MAY/APRIL	\$ 2,794,042			0.0
JUNE/MAY	\$ 3,085,201			0.0
JULY/JUNE	\$ 3,405,321			0.0
AUG/JULY	\$ 3,706,714			0.0



City/County Clerk Monthly Summary

Welcome, Tina Dunn

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: 11 - November Year: 2018 Search

Filter		Export
Collected In	Collections Type	Amount
8401 - Covington	Local Option - DOR Admin Fee	1,033.00
8401 - Covington	Telecom Privilege	-16.45
8401 - Covington	TV Telecom	-505.13
8401 - Covington	Liquor by the Drink	-2,488.99
8401 - Covington	Local Option	-91,822.36
8401 - Covington	State Sales	-67,177.61
8401 - Covington	Local Option - DOR Admin Fee	4,648.53
8401 - Covington	Local Option	-413,202.58
8 Rows		-569,531.59

$$408,554.05 / 2 =$$

$$204,277.02$$

$$(2042.77)$$


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$$202,234.25$$

$$202,234.25$$

$$+ 90,789.36$$


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$$293,023.61$$



A2H	VT,ST,SW,Museum	Construction, Frazier, Repair & Maint	\$ 33,739.00
A T & T	Various Depts	Phone Service	\$ 1,447.99
Axon Enterprises, Inc.	Police	Operating Supplies	\$ 3,960.00
Barge Waggoner Sumner	Airport	Captial Outlay Operational	\$ 1,056.00
BNY Mellon	PB Acct Bond		\$ 1,798.14
Bob Austill	Park & Rec	Playground	\$ 1,056.00
Brenntag Mid-South, Inc.	WWTP	Chemicals	\$ 5,843.60
Brenntag Mid-South, Inc.	WWTP	Chemicals	1,255.00
Burleigh Consulting Group	All Depts	Actuarial Valuation & Report	\$ 19,590.00
Caroline Price	Pool	Travel	\$ 348.11
Centerpoint	Gas	Purchased Gas	125,165.94
Chief Buddy Lewis	Police	Travel	\$ 63.00
Comcast	Police	Telephone	\$ 2,064.64
Community Dev. Partners	Sewer	Construction /Home Project	\$ 6,000.00
Cov Tip Cty Chamber of Comm.	General	Gift Certificates	\$ 13,850.00
David Conner, MD	Fire	Medical Director	\$ 1,500.00
Eastern Aviation	Airport	Fuel	\$ 41,693.44
Eva Dale Williams	Pool	Travel	\$ 539.88
G & C Supply	Water	Supplies	\$ 14,900.41
Hol-Mac Corp.	Solid Waste	Transporation Equipment	\$ 55,480.00
Home Depot	All depts	Supplies / Materials	1,925.20
Jamieson & Fisher, Inc.	General	Bond	\$ 1,568.00
Johnetta Yarbrough	Board	Travel	\$ 109.00
Joshua Travis	SA/WWTP	Maintenance	\$ 2,170.00
Lacal Equipment	Solid Waste	Repair & Maintenance	\$ 1,280.00
Memphis Pool Supply	Pool	Supplies	\$ 1,920.52
Mid-South Bus Center	Fire	Protection & Control	\$ 7,281.64
MYE Technologies	Sportsplex	App Audio 12 Channel System	\$ 2,398.75
Naifeh's	Mus,Fire,Police,CCC	Food	\$ 1,002.50
O'Reilly Auto Parts	Various Depts	Parts	\$ 1,306.86
Phillip Wallace	Fire	Travel	\$ 219.09
Purvis Industries	WWTP	Sewer Treatment & Disposal	\$ 4,195.95
R & L Transport	Street	Repair & Maint	\$ 2,937.70
Republic Services	Solid Waste	Trash Pick Up-Contracted Services	\$ 76,761.60
Sullivan's Natural Gas Services	Gas	Repair& Service	\$ 2,887.00
The Leader	Board,Gas,Comm Dev	Newspaper, Ads	\$ 2,297.50
Tipton Cty Board of Edu	Sportsplex	Utilities Invoice	\$ 16,241.10
TN Dept Env & Conservation	Water	Annual Maint. Fee Jul 18-Jun 19	\$ 1,380.00
Tri-State	Gas	Repair & Maintenance	\$ 2,654.48
United Systems	Gas	ltron - Meters	6,565.40
Utility Service Co.	Water	Accrued Tank Maint Liability	\$ 74,348.66
Verizon	Police	Phone Service	\$ 4,206.12

1-8-19

Wagner General Contractors	Comm. Dev.	CCC/Police Renovation	\$ 5,251.72
Walmart	Various Depts	Supplies	\$ 3,210.63
WaterServ Company	WWTP	Sewer Treatment&Disposal	\$ 3,500.00
Whitehorn Tankersley & Co	All Depts	Accounting & Audit Services	\$ 10,000.00
Wooten Oil Co.	Maint	Gas Inventory	\$ 13,165.84
		<b>TOTAL</b>	<b>582,136.41</b>

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