

JUSTIN HANSON
Mayor



TINA DUNN
Recorder-Treasurer

City of Covington

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

1. Meeting to be called to order by Mayor Justin Hanson.
2. Invocation to be given by Alderman C H Sullivan.
3. Pledge of Allegiance to the Flag to be led by Alderman Danny Wallace.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
 - Minutes of the General Welfare - Public Relations Committee Meeting
 - Minutes of the Finance & Administration Committee Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Justin Hanson:
 - Bread of Life Outreach Ministries Update
 - Redistricting Committee Appointments
 - Updates
9. Report from Recorder-Treasurer Tina Dunn
 - Sales Tax Report
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
 - Resolution – Surplus Property Auction
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on January 11, 2022 at 4:00 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Johnetta Yarbrough, Jeff Morris, C H Sullivan, John Edwards, Danny Wallace, and Chris Richardson. Also, present were Captain Jack Howell, Fire Chief Richard Griggs, Public Works Director David Gray, Building Official Lessie Fisher, Personnel Director Eboni Eaton, Parks and Recreation Director Molly Glass, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderman Danny Wallace.

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

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

Motion passed.

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

Motion passed.

Motion was made by Alderman Morris and seconded by Alderman Edwards that the Minutes of the General Welfare – Public Relations with the addition of Alderman Richardson in attendance be approved (See Attached).

Motion passed.

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

Motion passed.

Mayor Hanson presented the request from Tipton Rosemark Academy for a sponsorship for the Rebels Baseball Team (See Attached). There was no motion on the request.

Recorder-Treasurer Dunn reported the November sales tax collections received in December, 2021 shows an increase of \$3,930.00 or 1.1% (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderwoman Yarbrough to approve the report from Recorder-Treasurer Dunn.

Motion passed.

Mayor Hanson presented the bid for approval for the replacement of valves at the water tower (See Attached).

Motion was made by Alderman Morris and seconded by Alderman Sullivan to accept the bid from Roy Blackwell Enterprise, Inc. in the amount of \$40,676.28 for the replacement of the valves at the water tower.

Motion passed.

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

| | | | |
|---------------------------|-----------|--------------------------------------|------------|
| ABC LOCKSMITH | WTP | SERVICE CALL / REPAIRS | 1,725.00 |
| ACCESS CONTROL | AIRPORT | 1838-00 BOARD REPLACED | 1,935.22 |
| BANCORPSOUTH CARD | VARIOUS | MISCELLANEOUS | 915.98 |
| BANCORPSOUTH CARD | VARIOUS | MISCELLANEOUS | 1,302.70 |
| BARGE DESIGN SOLUTIONS | AIRPORT | CONSTRUCTION | 9,112.00 |
| BARNETT COMPANY INC | GENERAL | THDA - ELLA GRANDBERRY - 396 WORTHAM | 21,925.00 |
| BFI NORTH SHELBY LANDFILL | WWTP | CONTRACTED SERVICES | 3,361.04 |
| BNY MELLON | BIOMASS | INTEREST PYMT ON BOND | 1,823.72 |
| BRENNTAG MID SOUTH INC | WTP | CHEMICALS | 1,803.13 |
| BRENNTAG MID SOUTH INC | WWTP | CHEMICALS | 6,225.00 |
| CITY OF COVINGTON | VARIOUS | UTILITIES | 8,901.17 |
| COTTRELL ELECTRIC INC | WWTP | REPLACE PILOT LIGHTS | 2,638.84 |
| COTTRELL ELECTRIC INC | WWTP | CHANGE OUT POLYMER PUMP | 1,650.00 |
| COVINGTON ELECTRIC | VARIOUS | ELECTRIC SERVICE | 5,153.09 |
| COVINGTON ELECTRIC | PARKS/REC | POLE REPLACEMENT - COBB PARR PARK | 7,976.08 |
| COV-TIPTON CHAMBER | GAS | CONTRIBUTIONS | 13,905.00 |
| DELL EMC | CODES | DELL COMPUTER | 1,142.47 |
| DTN | AIRPORT | WEATHER SYSTEM | 3,588.00 |
| EVANS PETREE | GENERAL | PROFESSIONAL SERVICES | 1,855.00 |
| FIRST NET | POLICE | TELEPHONE SERVICE | 2,347.76 |
| G & C SUPPLY | WTP | BACKFLOW PREVENTER | 3,416.63 |
| G & C SUPPLY | WATER | MATERIALS | 1,250.00 |
| G & C SUPPLY | SEWER | MATERIALS | 2,284.40 |
| G & W DIESEL SERVICES | FIRE | LADDER TRUCK 1 REPAIRS | 2,645.16 |
| GREENPOINT AG | STREET | UREA | 2,440.40 |
| HOME DEPOT CREDIT | VARIOUS | MISCELLANEOUS | 1,863.53 |
| HOME DEPOT CREDIT | VARIOUS | MISCELLANEOUS | 1,018.79 |
| JACKSON SHIELDS YEISER | HR | PROFESSIONAL SERVICES | 2,526.50 |
| KRISTIE MAXWELL, TRUSTEE | GENERAL | DEC 2021 MIX DRINK | 1,817.62 |
| MEAC | GAS | PURCHASED NATURAL GAS | 103,680.00 |
| RADFORD PLANNING | CODES | PLANNING SERVICES | 2,382.00 |
| ROY BLACKWELL ENTERPRISE | WWTP | REPAIRS | 21,260.74 |
| SOUTHWEST EMC | AIRPORT | ELECTRIC SERVICE | 1,545.39 |
| SULLIVAN NATURAL GAS | GAS | VOLUME CORRECTOR | 2,464.88 |
| SYMMETRY | GAS | PURCHASED NATURAL GAS | 112,701.89 |
| T WOOD INSPECTIONS | THDA | ELLA GRANDBERRY - 396 WORTHAM AVE | 1,500.00 |
| TENNESSEE ONE CALL | GAS | 2022 MEMBERSHIP FEE/DATABASE MTNCE | 2,001.64 |
| TN DEPT OF ENV / CONSERV | WTP | ANNUAL MAINTENANCE FEE | 1,380.00 |
| WALMART ~ CAPITAL ONE | VARIOUS | MISCELLANEOUS | 2,725.95 |

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

Chairman Alderman Morris called meeting to order.

Airport Manager Robin Anderson was absent. Mayor Hanson reported December fuel sales totaling 2,108 gallons. There were 81,005 gallons sold for the year. The security improvement project should close at the end of January. Funds are waiting to be allocated for the Coronavirus Response Grant and for the American Rescue Plan Act of 2021.

Motion was made by Mayor Hanson and seconded by Alderman Sullivan to accept the airport report.

Motion passed.

Parks and Recreation Director Molly Glass presented the Covington Youth Sports logo for the spring season. Signups are underway now for baseball, softball, and soccer. Soccer will be played on Saturday; therefore, it will not conflict with baseball or softball schedules. Covington will be hosting the FASA District Tournament which will be on Memorial Day Weekend with the rainout date of June 11, 2022. A mailer will be sent to citizens with a punch pass to try the Sportsplex or Aquatic Center. Versacourt has been approved and ordered for Frazier Park. Peter Simonton will begin work at the Jaycee Building the week of January 17th. The January Special Events Committee Meeting was moved to Thursday, January 13th, due to inclement weather.

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

Motion passed.

Museum Director Kathrine Markley reported the veteran of the month for January is Paul Wesley Sampson and will be recognized on January 11, 2022. The museum had 355 visitors for the month. The winner of the Festival of Trees Reception was Suicide Prevention. Upcoming events are the Garden Series, Art with Barbara McBride, Genealogy Classes, and Nature Journaling Classes.

Motion was made by Mayor Hanson and seconded by Alderman Sullivan to accept the museum report.

Motion passed.

There being no further business, the meeting adjourned at 4:32 p.m.

The Finance and Administration Committee met at City of Covington on January 18, 2022 at 4:00 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Chris Richardson, Johnetta Yarbrough, Danny Wallace, John Edwards, and Jeff Morris. Also, present were: Public Works Director David Gray, Building Official Lessie Fisher, Fire Chief Richard Griggs, Park and Recreation Director Molly Glass, Personnel Director Eboni Eaton, Captain Jack Howell, Covington Electric Manager Tim Sallee, Assistant to the Mayor Rebecca Ray, MTAS Consultant Ronnie Neill, MTAS Consultant John Clarkson, and Recorder-Treasurer Tina Dunn.

Motion was made by Alderman John Edwards and seconded by Alderman Danny Wallace to have Mayor Hanson chair the committee due to the absence of Alderman Sullivan.

Mayor Hanson called meeting to order.

PATH Representative William Franklin began discussion on the LED Streetlight Conversion. The audit has been completed. There will be 998 fixtures converted. These lights will have a ten-year manufacturer warranty with an expected life of 22 years. The warranty does not include labor after the first year. The cost savings over a twenty-year period was presented to the committee showing an estimated gross savings of \$2,408,677.

Motion was made by Alderman Wallace and seconded by Alderman Richardson to approve the presentation and bring to Board of Mayor and Aldermen for final approval.
Motion passed.

MTAS Consultant Ronnie Neill began discussion on boundary lines for the districts. After the census was completed, a deviation of over 10% was present which can require an adjustment of the boundary lines. A committee will be appointed to discuss these boundary line changes. The mayor will appoint committee representatives.

MTAS Consultant Ronnie Neill began discussion on the fire leave policy. He presented a schedule showing the comparison of the current fire leave policy with other city employees.

Motion was made by Alderman Edwards and seconded by Alderwoman Yarbrough to take under advisement and bring further discussion to the next Finance & Administration Committee Meeting in February, 2022.
Motion passed.

Recorder-Treasurer Tina Dunn presented nomination forms for surplus property. These surplus items are from the park, fire, police, and public works departments. The online auction will be advertised on the website. Venture Auction will post on their website. If items are approved, the auction will be the first of March, 2022. A Resolution will be presented to the Board of Mayor and Aldermen for approval.

Motion was made by Alderman Wallace and seconded by Alderwoman Yarbrough to approve the auction items with the auction to be in March, 2022.
Motion passed.

Personnel Director Eaton began discussion on the ARPA funding. The city will receive funding in the amount of 2.7 million. A one-time premium pay for essential workers was presented for approval. Full time employees will receive \$2,500.00. Part time employees will receive \$250.00. The total cost for the premium pay is approximately \$352,000.00. A request of \$100,000.00 for a new kiosk and sound system for City Hall was also presented. This funding is an allowable expense due to it helps to avoid contact with Covid. In light of the Blue Oval City announcement, necessary improvements to public works infrastructure are vital. The balance of the funding can be used for these improvements.

Motion was made by Alderwoman Yarbrough and seconded by Alderman Edwards to approve the recommendation of premium pay to all employees, kiosk, speaker upgrades, and the water and sewer infrastructure improvements.

Motion passed.

Director Fisher recommended Chapter 10 & 11 be discussed at the Finance & Administration Committee Meeting in April. At that time, the position of police chief will be filled. MTAS Consultant Ronnie Neill will research the salaries for mayor and aldermen positions. This information will be presented at the next F & A Meeting. Once this information is reviewed, the committee can decide if further discussion is needed for the salaries of the mayor and aldermen. Any requested changes to these salaries shall be set by ordinance at least ninety days prior to the election. Alderwoman Yarbrough requested to move forward with this discussion.

Alderman Edwards requested a list of the candidates for the vacant police chief position. Also, he requested a list of names that will serve on the MTAS Assessment Panel. Mayor Hanson will provide this information.

There being no further discussion, the meeting adjourned at 6:07 p.m.



Bread of Life Outreach Ministries
Ministry of Covington First United Methodist Church
145 West Church Avenue
Covington, TN 38019
901-476-9694

January 11, 2022

The Board of Mayor and Aldermen
200 West Washington Avenue
Covington, TN 38019

Dear Mayor Hanson and Honorable Aldermen,

Enclosed you will find the 2021 Year End reports for Round-Up funds and COVID-19 Community Care funds. Over the course of the year, 128 Covington Utilities applications were made for financial assistance. Of those, 42 met the criteria for assistance through the Round-Up program and were approved; 86 did not meet the criteria and were declined. The majority of those declined received assistance through our church's Good Samaritan fund. These figures do not reflect COVID-19 Community Care fund recipients.

Round-Up funds are used to purchase space heaters and fans to help low-income residents stay comfortable in their homes during the cold winter and hot summer months. Over the course of the year, 2 space heaters and 14 box fans were distributed to families in need.

On May 1, 2020, the COVID-19 Community Care Fund was initiated. Funds were made available to Covington Utility patrons affected financially by the Coronavirus pandemic. This program continued through 2021 and will continue until funds are exhausted. Through the Community Care Fund, 56 awards were made in 2021 for Covington Utility patrons. Recipients continue to be appreciative and hopeful for the future.

We are grateful for the confidence that the City of Covington utilities place in us to administer the funds from these programs, staying within the established guidelines. It is our pleasure to work with the wonderful staff of Covington's Utility Billing Division. Their cooperation and willingness to assist with these programs and our Samaritan ministry is greatly appreciated.

Should you have any questions or more information is needed, I can be reached at 476-9694.

Sincerely,

Elizabeth Newman
Director of Outreach



Round-Up Utility Assistance Report

Year End 2021

Round-Up is a utility assistance program which is offered to Covington residents in need. Funds are administered by the Bread of Life Outreach program. City residents are offered the option to “round up” their electric and gas utility bills to the nearest whole dollar amount. That money goes into a pool of funds which are made available to city residents who have had an unexpected financial blow or emergency, causing them to need assistance in paying their bill.

| | |
|--|--------------------|
| <u>2021 beginning balance:</u> | \$46,263.66 |
| Funds received from Round-Up proceeds: | \$20,133.15 |
| From Covington Electric: | \$ 5,241.59 |
| Covington Electric Account Interest: | \$ 5.35 |
| From Covington Gas, Water & Sewer: | \$14,862.68 |
| Covington G W & S Account Interest: | \$ 23.53 |
| Funds dispersed from Round-Up proceeds: | \$ 8,653.16 |
| To Covington Electric System: | \$ 3,825.42 |
| To Covington Gas, Water & Sewer: | \$ 4,469.14 |
| Space Heaters / Fans purchased: | \$ 358.60 |
| <u>2021 Year End balance:</u> | |
| Covington Electric: | \$10,822.64 |
| Covington Gas, Water & Sewer: | \$46,191.28 |

Applications for Round-Up assistance: 128

| | |
|----------------------------------|----|
| Covington Electric Applications: | 76 |
| Approved: | 20 |
| Declined: | 56 |
| Covington G,W&S Applications: | 52 |
| Approved: | 22 |
| Declined: | 30 |

Fans and Heaters distributed:

| | |
|----------|----|
| Heaters: | 2 |
| Fans: | 14 |

MONTH TO DATE (2.75%)

| REC/SALE | ACTUAL 2020-21 | ACTUAL 2021-22 | MONTH INC/(DEC) | MONTH INC/DEC % |
|-----------------|---------------------------|---------------------------|----------------------------|----------------------------|
| SEPT/JUL | \$ 363,501 | \$ 364,011 | \$ 510 | 0.1 |
| OCT/AUG | \$ 343,254 | \$ 338,938 | \$ (4,316) | -1.3 |
| NOV/SEP | \$ 334,410 | \$ 355,452 | \$ 21,042 | 6.3 |
| DEC/OCT | \$ 357,781 | \$ 361,711 | \$ 3,930 | 1.1 |
| JAN/NOV | \$ 347,045 | \$ 382,511 | \$ 35,466 | 10.2 |
| FEB/DEC | \$ 426,869 | | | |
| MAR/JAN | \$ 351,934 | | | |
| APRIL/FEB | \$ 293,353 | | | |
| MAY/MAR | \$ 448,032 | | | |
| JUNE/APR | \$ 412,918 | | | |
| JULY/MAY | \$ 387,279 | | | |
| AUG/JUNE | \$ 367,614 | | | |

TOTAL

YEAR TO DATE (2.75%)

| REC/SALE | ACTUAL 2020-21 | ACTUAL 2021-22 | MONTH INC/(DEC) | MONTH INC/DEC % |
|-----------------|---------------------------|---------------------------|----------------------------|----------------------------|
| SEPT/JUL | \$ 363,501 | \$ 364,011 | \$ 510 | 0.1 |
| OCT/AUG | \$ 706,755 | \$ 702,949 | \$ (3,806) | -0.5 |
| NOV/SEP | \$ 1,041,165 | \$ 1,058,401 | \$ 17,236 | 1.7 |
| DEC/OCT | \$ 1,398,946 | \$ 1,420,112 | \$ 21,166 | 1.5 |
| JAN/NOV | \$ 1,745,991 | \$ 1,802,623 | \$ 56,632 | 3.2 |
| FEB/DEC | \$ 2,172,860 | | | |
| MAR/JAN | \$ 2,524,794 | | | |
| APRIL/FEB | \$ 2,818,147 | | | |
| MAY/MAR | \$ 3,266,179 | | | |
| JUNE/APR | \$ 3,679,097 | | | |
| JULY/MAY | \$ 4,066,376 | | | |
| AUG/JUNE | \$ 4,433,990 | | | |

RESOLUTION

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

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

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

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

| ITEM | DESCRIPTION | SERIAL NUMBER/VIN |
|----------------------------|--------------------|--------------------------|
| 2005 Chevrolet Trailblazer | Color: Mileage: | 1GNET16S456160356 |
| 2003 Lincoln Town Car | Color: Mileage: | 1LNHM82W03Y604205 |
| 2004 Jeep Cherokee | Color: Mileage: | 1J4GW8S44C318776 |
| 2008 Toyota Matrix | Color: Mileage: | 2T1KR32E38C701545 |
| 2013 Dodge Charger | Color: Mileage: | 2C3CDXAG5DH532114 |
| 2001 Chevrolet Suburban | Color: Mileage: | 3GNFK16T31G136901 |
| 1997 Dodge Dakota | Color: Mileage: | 1B7GL23YXVS268214 |
| 2004 Ford Mustang | Color: Mileage: | 1FAFP40644F182635 |

| | | |
|-------------------------------|--|-------------------|
| 2002 Chevrolet C1500 truck | Color: Mileage: | 1GCEC14Z22Z303226 |
| Mosquito Fogger | Model: Age: 15 years | |
| 1990s John Deere 1145 Mower | Hours: | |
| 1984 John Deere 1050 tractor | Hours: | |
| 420E Cat Backhoe | Hours: Age: 15 years | |
| 1997 Ditch witch | Model: 3500 Hours: | |
| 40 ft. converted flat trailer | | |
| Yamaha gas golf cart | Model: Hours: | |
| Coats tire balancer | | |
| Segway | | |
| 20-kw natural gas generator | | |
| 20- kw natural gas generator | | |
| John Deere Mower | Model: D170 Age: 5 years Hours: | |
| Snapper Mower | Model: S120 Age: 12 years Hours: | |

2. **Mayor directed to dispose of surplus property.** In compliance with the City of Covington Surplus Property Policy adopted by the Board of Mayor and Aldermen on June 21, 2022, the Mayor is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of this Resolution. If said auction does not result in an acceptable bid, the Mayor is

authorized to donate any unsold items or surplus property to any charitable cause, with preference given to those charities located, or having a presence, in Covington, Tennessee. In the event no charitable cause can be found for such purposes, the Mayor may give the surplus property to any non-profit organization, or at his option, have the items disposed as solid waste.

APPROVED this 25th day of January 2022.

MAYOR

RECORDER/TREASURER

