

**Finance & Administration Committee Meeting**  
**September 20, 2022**  
**4:00 p.m.**

1. South Fire Station Addition Bid Update – Chief Griggs
2. Purchase of Fire Vehicle – Chief Griggs
3. Update on Grants – Chief Griggs
4. Employee Handbook Ordinance #1753 – Director Eaton
5. Health Insurance Update – Director Eaton
6. Salary Study Discussion – Director Eaton
7. Airport Farmland Lease – Attorney Witherington
8. Discussion of City Planner – Alderman Morris & Director Fisher
9. Code Update Discussion – Director Fisher
10. Discussion for Pathway to DSCC – Alderman Edwards
11. CPD Salary Discussion – Alderman Edwards & Chief Turner



1 American Road, MD 7500  
Dearborn, Michigan 48126  
1-800-241-4199, press 1

## Financing Quote #9346407

September 15, 2022

Municipality: City of Covington  
Dealer: Lonnie Cobb Ford

Ford Credit Municipal Finance is pleased to provide the following quote for your consideration.  
Expiration Date: 11/11/2022

### VEHICLE INFORMATION

Description	Unit Price
2022 Ford Expedition with Emergency Equipment	\$49,677.00

### COST INFORMATION

Total Asset Cost	Underwriting Fee	Amount Financed
\$49,677.00	\$545.00	\$50,222.00

### FINANCING OPTIONS

Number of Payments	Payment Timing	Rate	Payment Amount
3	Annual	7.74%	\$18,003.03
4	Annual	7.74%	\$13,992.40

This quote was prepared assuming the lease qualifies for Federal Income Tax Status for Ford Credit Company LLC under Section 103 of the IRS Code and is not a commitment by Ford Credit Municipal Finance. Financing is subject to credit review.

Thank you for the opportunity to provide this quote. If you have any questions, need additional options, or would like to proceed with the application process, please contact by using the information below.

Sincerely,

*Janet Doty*

Janet Doty  
Marketing Coordinator  
jdoty@ford.com  
1-800-241-4199, press 1

**A RESOLUTION AUTHORIZING  
THE CITY OF COVINGTON  
TO PARTICIPATE IN  
the “Safety Partners” Matching Grant Program**

\* \* \* \* \*

WHEREAS, the safety and well-being of the employees of the City of Covington is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Covington employees; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a “Safety Partners” Matching Grant Program; and

WHEREAS, the City of Covington now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COVINGTON, TENNESSEE the following:

SECTION 1. That the City of Covington is hereby authorized to submit application for a “Safety Partners” Matching Grant Program through Public Entity Partners.

SECTION 2. That the City of Covington is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

A motion was made by \_\_\_\_\_ and properly seconded, and passed by the Board of Mayor and Alderman on September 27, 2022.

Resolved this 27<sup>th</sup> day of September in the year of 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

## Richard Griggs

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**From:** lwallace  
**Sent:** Friday, September 16, 2022 9:55 AM  
**To:** Richard Griggs  
**Subject:** Fwd: Approval Notification - Safety Partners Grant Program

Sent via the Samsung Galaxy S21 5G, an AT&T 5G smartphone  
Get [Outlook for Android](#)

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**From:** Tahtia Mitchell <TMitchell@PEpartners.org>  
**Sent:** Friday, September 9, 2022 3:20:35 PM  
**To:** lwallace <lwallace@covingtontn.com>  
**Subject:** Approval Notification - Safety Partners Grant Program



September 9, 2022

Covington, City of  
101 Tennessee Ave  
Covington, TN 38019

**Subject: “SAFETY PARTNERS” MATCHING GRANT – APPROVED STATUS**

Congratulations! This letter serves as official notification to the Covington, City of that you have been **approved** for the 2022-2023 “Safety Partners” Matching Grant Program, for which you applied.

A Grant in the amount of \$3,000.00 was approved for your requested items. The PAID receipts for the approved items along with the invoices for the approved items must amount to at least \$6,000.00 to be eligible to receive the full reimbursement of \$3,000.00. Your 2022-2023 Priority Classification Rating is Class II.

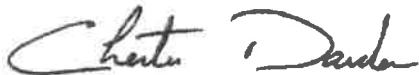
**Important!** The deadline for all reimbursement receipts is April 1, 2023. If you have already sent us **proof of payment** for approved purchases, you will be receiving your Grant check shortly. If you have not sent this information, please do so by **April 1, 2023**, along with a copy of this notification. Please keep in mind that if we do not receive reimbursement items in a timely manner you may jeopardize your eligibility to receive funding the following fiscal year. If proof of payment is not received by this date, your reimbursement dollars may be reappropriated. Your check will not be processed until we have verification of payment. Please see list of mandatory items needed for reimbursement below.

**GRANT REIMBURSEMENT CHECKLIST:**

1. "Notification of Approval" letter
2. Signed Resolution/Motion
3. Cover sheet listing description of items purchased, quantities, and grand total of all purchases. All receipts must follow in order of cover sheet.
4. Two proofs of payment which must include the following:
  - A. CANCELLED check/bank statement OR credit card receipt/credit card statement OR Automated Clearing House (ACH) OR Automated Funds Transfer (AFT)
  - B. Copy of invoice OR purchase order (serving as the backup to the cancelled check or credit card receipt). Submitting invoices alone will not be accepted.

Forward all receipts/documentation to:  
Tahtia Mitchell  
Grant & Scholarship Program  
Email: [Tmitchell@PEpartners.org](mailto:Tmitchell@PEpartners.org) or Fax: 615-371-9212

Best Regards,



Chester Darden  
Director of Loss Control

## Richard Griggs

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**From:** lwallace  
**Sent:** Friday, September 16, 2022 9:54 AM  
**To:** Richard Griggs  
**Subject:** Fwd: Award Notification (Application Number: EMW-2021-FG-09558)

Sent via the Samsung Galaxy S21 5G, an AT&T 5G smartphone  
[Get Outlook for Android](#)

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**From:** FEMA GO <no-reply@fema.dhs.gov>  
**Sent:** Friday, September 9, 2022 6:09:15 AM  
**To:** lwallace <lwallace@covingtontn.com>  
**Cc:** Jeremy Channell <jchannell@covingtontn.com>; lwallace <lwallace@covingtontn.com>; Tina Dunn <tdunn@covingtontn.com>  
**Subject:** Award Notification (Application Number: EMW-2021-FG-09558)

Dear Bradford,

Congratulations! Your grant application submitted under the Grant Programs Directorate's Fiscal Year (FY) 2021 Assistance to Firefighters Grants has been approved for award.

Please use the FEMA GO system at <https://go.fema.gov> to accept or decline your award. Please note that you will have thirty (30) days from the date of this award notification to either accept or decline the award, and that the award must be accepted or declined by an Authorized Organization Representative (AOR) within the FEMA GO system. Instructions for registering within the system and becoming an AOR are available at <https://www.fema.gov/gmm-training-resources>.

Once you are in the system and made an AOR for your organization, your home page will be the first screen you see. You will see a section entitled My Grants. In this section, please select the award acceptance link for EMW-2021-FG-09558 under Fiscal Year (FY) 2021 Assistance to Firefighters Grants. View your award package and indicate your acceptance or declination of award. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

If you have questions on using the FEMA GO system, please reach out to the FEMA GO Help Desk (1-877-585-3242). For programmatic questions about your grant, please reach out to the AFG Helpdesk ([firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov) / 1-866-274-0960).

All recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in [FEMA Policy \(FP\) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance](#).

Sincerely,

Grants Management Branch

Assistance to Firefighters Grants

Department of Homeland Security / FEMA



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
BENEFITS ADMINISTRATION  
312 Rosa L. Parks Avenue  
Suite 1900 William R. Snodgrass Tennessee Tower  
Nashville, Tennessee 37243-1102  
Phone (615) 741-3590 or (800) 253-9981  
FAX (615) 253-8556

Butch Eley  
COMMISSIONER

Laurie Lee  
EXECUTIVE DIRECTOR

June 1, 2022

TO: Agency Heads – Local Government

FROM: Laurie Lee, Executive Director *L.L.*

SUBJECT: Premium Increases and Benefits Updates for 2023

I know many of you are working on your budgets for next fiscal year. The State Group Insurance Program's Local Government Insurance Committee recently met and made a number of decisions for the 2023 plan year.

2023 health benefit changes reflect the challenging health care environment we and all other plans in Tennessee and the country are facing. The approved benefit changes and rates are based on several factors, including the anticipated continued impact of COVID-19, inflationary pressure, aligning benefits with the market, aligning actuarial value and premiums to balance price and value, incentivizing the most appropriate site of care and high-value care, incentivizing lower cost medications and balancing the need to increase premium and member cost share in ways that benefit most members.

- Based on the projected claims and plan performance, the Committee approved an **aggregated average health insurance premium increase of 7.5%**. **Note, the aggregate average varies by level.**
  - The 2023 health insurance premium increase percentage is in the aggregate; premium increases\* will vary by premium level. For Level 1 the average premium increase is higher than 7.5%. For Levels 2 and 3, the premium average increase is lower than 7.5%. Premium increases will also vary within the products and coverage tiers.
  - There is good news for agencies with Level 2 and Level 3 premiums. In 2023, the differential in Level 2 and Level 3 will be moved closer to Level 1 premiums. Specifically, the differential between the levels will be changed from approximately a 10% differential to 5%.
  - **For Level 1, monthly premium increases will range from \$43 to \$178, depending on the plan and tier in which the member is enrolled.** For Level 2, monthly premium increases will range from \$15 to \$111; some premiums will decrease. For Level 3, most Premier and Standard monthly premiums will decrease, and other monthly premium increases will range from \$7 to \$70.
    - For most plan options, the employee + spouse tier will have slightly higher premium increases, and the other coverage tiers will have slightly lower premium increases than the aggregate average.
  - Additional health benefits changes (details will be provided in Annual Enrollment materials):
    - Deductibles for Premier and Standard plans will increase
    - Co-insurance for Premier plan will increase
    - Out-of-pocket maximum for Standard plan will increase

\*Premium increase amounts listed are for narrow networks only

**Page 2: Premium Increases and Benefits Updates for 2023**

- Emergency room and allergy serum benefits will change from copays to the deductible and coinsurance applying to Premier, Standard and Limited plans
  - Cost-sharing for specialty drugs in the PPO plans will be adjusted
  - Per-claim maximum for prescription vitamin/supplement per claim will apply
- The Committee also approved benefit enhancements for 2023 (details will be provided in Annual Enrollment materials):
    - Select diagnostic tests and therapies will be moved outside of the deductible or covered at 100%
  - BlueCross BlueShield and Cigna will remain the health insurance carriers. The four carrier network options will remain the same. For the broad network options, BlueCross Network P and Cigna Open Access Plus, the additional monthly cost will remain the same at \$65 or \$130 per month depending on the tier.
  - For those agencies who offer the state's vision insurance, EyeMed will be the vendor for 2023 benefits. The same Basic and Expanded plans will be offered. Premiums will slightly increase and there are some benefits enhancements and changes. Employees currently enrolled in vision insurance with Davis Vision will automatically be enrolled in vision coverage with EyeMed unless they make a change during Annual Enrollment for 2023.
  - For those agencies who offer the state's dental insurance, the Dental Health Maintenance Organization (Prepaid) carrier will continue to be Cigna, and the Dental Preferred Provider Organization carrier will continue to be Delta Dental in 2023. There will be **no increase** in premium rates.
  - The insurance carriers for pharmacy, behavioral health/EAP and health savings accounts will remain the same in 2023.

I hope this information is helpful to you. We value your agency's participation in the State Group Insurance Program and the opportunity to meet the needs of your employees. If you have any questions about the above information or any other aspect of our health plan, please email me at [benefits.info@tn.gov](mailto:benefits.info@tn.gov).

Thank you.

CC: Local Government Agency Fiscal Officers  
Agency Benefits Coordinators



# 2023 Local Government Level 1 Monthly Rates—Narrow Networks

		Level 1				
		Enrollment	2022	2023	\$ Change	% Change
<b>Premier PPO</b>						
Employee		3,858	\$727	\$787	\$60	8.3%
Employee+Child(ren)		481	\$1,128	\$1,221	\$93	8.2%
Employee+Spouse		492	\$1,599	\$1,771	\$172	10.8%
Employee+Spouse+Child(ren)		553	\$1,964	\$2,127	\$163	8.3%
<b>Standard PPO</b>						
Employee		1,790	\$681	\$724	\$43	6.3%
Employee+Child(ren)		199	\$1,057	\$1,123	\$66	6.2%
Employee+Spouse		200	\$1,498	\$1,628	\$130	8.7%
Employee+Spouse+Child(ren)		203	\$1,840	\$1,955	\$115	6.3%
<b>Limited PPO</b>						
Employee		3,384	\$527	\$588	\$61	11.6%
Employee+Child(ren)		558	\$818	\$912	\$94	11.5%
Employee+Spouse		393	\$1,160	\$1,323	\$163	14.1%
Employee+Spouse+Child(ren)		425	\$1,425	\$1,588	\$163	11.4%
<b>Local CDHP/HSA</b>						
Employee		341	\$477	\$543	\$66	13.8%
Employee+Child(ren)		47	\$739	\$842	\$103	13.9%
Employee+Spouse		46	\$1,048	\$1,221	\$173	16.5%
Employee+Spouse+Child(ren)		66	\$1,288	\$1,466	\$178	13.8%

Premium differential of \$65/\$130 applies to Cigna OAP and BCBST Network P



This instrument prepared by  
Rachel K. Witherington  
Attorney for City of Covington, TN  
P. O. Box 1038  
Covington, TN 38019

### LEASE OF THE COVINGTON AIRFIELD

**THIS LEASE**, made and entered into by and between the City of Covington, Tennessee, a municipal corporation, party of the first part, hereinafter called the Lessor, and \_\_\_\_\_ party of the second part, hereinafter called the Lessee,

**WITNESSETH:**

That for and in consideration of the total sum of \$ \_\_\_\_\_ being payable on the 1<sup>st</sup> day of March 2017 in the amount of \$ \_\_\_\_\_, on the 1<sup>st</sup> day of March 2018 and \$ \_\_\_\_\_ on the 1<sup>st</sup> day of March 2019, the Lessor hereby leases to the Lessee for a term of three years beginning January 1, 2017 and ending on December 31, 2019 the following described real estate, for agricultural and grazing purposes, located in the First (1<sup>st</sup>) Civil District of Tipton County, Tennessee, and more particularly described as follows:

Known as the Covington Auxiliary Field and:

Beginning at the northeast corner of the herein described parcel at the intersection of the County gravel Roads, said intersection being located as follows: From U. S. Engineers, Memphis District, BM C-1 Station A, S 80 degrees 15' E 11.80 chains: thence S 80 degrees 30' E 24.90 chains to the beginning of the herein described parcel; thence along the county Gravel Road S 8 degrees 31' N 67.80 chains; thence continuing along the county Gravel Road N 82 degrees 00' W 21.80 chains; thence along the boundary of Plummers Grove Cemetery N 08 degrees 00' E 3.30 chains, N 82 degrees 00' W 5.90 chains, S 08 degrees 00' W 3.30 chains to the above mentioned Gravel Road; thence along said road N 82 degrees 00' W 20.20 chains; thence N 08 degrees 30' E 1.45 chains; thence N 83 degrees 00' W 30.75 chains, N 08 degrees 15' E 35.40 chains; thence N 05 degrees 45' E 33.50 chains to a point in the County Gravel Road; thence along said road S 80 degrees 30' E 55.30 chains to the beginning, containing 539.35 acres moiré or less.

**TOGETHER WITH** fencing located thereon.

**THE ABOVE** described premises are leased subject to existing easements for public road and highways, public utilities, railroads and pipelines.

**HOWEVER**, there is reserved and excepted out of the above described land that portion of land maintained by the Lessor as a landing area for aircraft, hangars, T-hangars and terminal buildings and all other airport improvements for a total acreage agreed to by the parties under this lease of 420.00 acres, more or less. The parties acknowledge that the property is being leased by the tract and not by the acre.

**THIS LEASE IS GRANTED SUBJECT TO THE FOLLOWING PROVISION  
AND CONDITIONS:**

1. Lessee shall neither transfer nor assign this lease without the written consent of the Lessor.
2. During the term of this lease, Lessee shall use said property for agricultural or grazing purposes and shall plant, cultivate and harvest such crops on said property as are in accordance with approved practices of good husbandry. Lessee shall at all times maintain the property in good condition and free from weeds, brush, washes, and gullies detrimental to efficient farming operations or to the value of such property for agricultural use, and shall not commit or permit any unlawful acts, activities or nuisances upon said property. Lessee shall cut no timber, conduct no mining operations, remove no sand, gravel or kindred substances from the ground, commit no waste of any kind or in any manner substantially change the contour or condition of the property hereby leased.
3. Lessee shall not construct any permanent structures on the said demised premises, and shall not construct any temporary structure thereon without the prior written consent of the Lessor.
4. This lease is subject to certain provision and conditions contained in a certain quitclaim deed to the Lessor by the United States of America, acting by and through the War Assets Administration. etc., conveying the above described land to said Lessor herein and recorded in Deed Book 213, Page 403, of the Register's Office of Tipton County, Tennessee, and being the provisions and conditions which, by a fair and natural construction, are applicable to any rental agreement entered into by the said Lessor with reference to use, maintenance and care of the said property and with further reference to any subsequent termination of this lease.
5. In the event this lease is terminated under the conditions provided in Paragraph 4 herein, or the area covered by this lease materially reduced, or the use of the land by Lessee materially affected prior to the date of expiration of this lease, an equitable adjustment in the rental paid or hereafter to be paid under the lease shall be made.
6. This lease may be terminated by the Lessor for Lessee's failure to comply with the terms of this contract including but not limited to paying the annual rental on or before the 1<sup>st</sup> day of March each year beginning on or before the 1<sup>st</sup> day of March, 2017.

7. This Lease may be terminated by the Lessee by giving at least 60 days notice, prior to the 1<sup>st</sup> day of March of the upcoming farming year in writing to the said Lessor, provided in case of such termination no refund by the Lessor of any rental theretofore paid shall be made; and further provided that in the event the effective date of termination occurs after the normal crop season as determined by the Lessor, any rental due and unpaid for the balance of the annual rental under the terms of this lease shall be due and payable on or before the date of such termination.
8. Lessor, its agents and employees, shall have the right to enter upon and also to cross the said leased premises in the performance of official duties any time during the terms of this lease.
9. Lessor, its agents, employees or contractors shall not be responsible for any loss, expense, damages to property or injuries to person, which may arise from or be incident to the use and occupation of said premises, nor for damages to the property of the Lessee, nor for injuries to the person of the Lessee's officers, agents, servants, employees or others who may be on said premises at their invitation or the invitation of any one of them arising from activities of the Lessor, its agents, employees and contractors are held harmless from any and all such claims.
10. Lessee is to apply lime, phosphate, potash and any other customary agricultural products in order to maintain the soil at a minimum consistent for customary agricultural crops grown in Tipton County, Tennessee.

Lessee shall provide soil testing reports and ratings to the Lessor's City Recorder every two (2) years during the term of the lease commencing January 1, 2017 and any option period. The soil testing reports with results and ratings are to be provided to Lessor's City Recorder on February 1 every two (2) years commencing February 1, 2017 and on December 31 of the last year of the lease and any renewal period. Soil samples are to be taken not more than thirty (30) days prior to the test date.

In the event the soil test results are less desirable than the results in a prior testing set forth in Exhibit "A" for purposes of customary crops grown in Tipton County, Tennessee, Lessee, with timely dispatch, is to take the necessary and customary action of providing lime, phosphorus, potash, calcium, magnesium and other customary agricultural products in order to bring the soil testing results to a level not less than the results set forth in Exhibit "A."

11. Lessee shall clean out ditches and re-route, as needed, to provide adequate drainage.
12. Lessee shall apply one (1) pint of Treflan, or its equivalent, per acre on the leased land annually.
13. On or before the date of expiration of this Lease or its termination by the Lessee, or by the Lessor, the said Lessee shall vacate the premises, remove the property of the Lessee therefrom, and restore the premises to a condition satisfactory to the said Lessor.
14. A breach of any of the terms and conditions of this Lease by the Lessee, shall give the Lessor the option to immediately terminate this Lease and any options thereunder and to take immediate possession of said property. Upon breach of lease by Lessee and termination by Lessor, Lessees' rights, interest and claims in any planted or growing crops and expenses and/or the cost and expenses arising therefrom are waived.
15. Should this Lease be terminated under the conditions in paragraph 4 herein, or in any other manner, Lessor shall not be responsible for any loss, expense or damages resulting from such termination, except as otherwise provided in Paragraph 5, 6 and 7 herein, to said Lessee.
16. Lessee shall have the option to renew this Lease for an additional three (3) year period at the same annual rental provided Lessee notifies Lessor in writing by U. S. Registered Mail or U. S. Certified Mail by September 30, 2019.

WITNESS OUR HANDS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_

CITY OF COVINGTON, TN

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mayor

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

STATE OF TENNESSEE  
COUNTY OF TIPTON

Before me, a Notary Public in and for said State and County duly commissioned and Qualified, personally appeared Justin Hanson and Tina Dunn with whom I am personally acquainted, and who, upon oath, acknowledged himself to be the Mayor and Recorder-Treasurer, respectfully, of the City of Covington, Tennessee, and being authorized so to do, executed the foregoing instrument for the purpose therein contained by signing the name of the corporation by themselves as said Mayor and Recorder-Treasurer.

WITNESS my hand and seal this the \_\_\_\_\_ day of \_\_\_\_\_,  
2016.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

STATE OF TENNESSEE  
COUNTY OF TIPTON

Before me, a Notary Public in and for said State and County duly commissioned and Qualified, personally appeared \_\_\_\_\_ to me known to be the person/s described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

WITNESS my hand and seal this the \_\_\_\_\_ day of \_\_\_\_\_,  
2016.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_