

JAN WADE HENSLEY
Mayor



TINA DUNN
Recorder-Treasurer

City of Covington

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THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE ON JANUARY 24, 2022, AT 5:30 P.M.

1. Meeting to be called to order by Vice-Mayor Jeff Morris.
2. Invocation to be given by Alderman John Edwards.
3. Pledge of Allegiance to the Flag to be led by Alderwoman Jean Johnson.
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 Vice-Mayor Jeff Morris:
 - Updates
9. Report from Recorder-Treasurer Tina Dunn:
 - Sales Tax Report
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on January 10, 2023 at 5:30 p.m. with the following members present: Vice-Mayor Jeff Morris , Aldermen: Danny Wallace, Jean Johnson, Chris Richardson, and John Edwards. Also, present were Building Official Lessie Fisher, Public Works Director David Gray, Personnel Director Eboni Eaton, Parks and Recreation Director Molly Glass, Police Chief Donna Turner, Fire Chief Richard Griggs, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

The meeting was called to order by Vice-Mayor Jeff Morris.

Invocation was given by Alderman Jeff Morris.

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

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

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

Motion was made by Alderman Richardson and seconded by Alderman Wallace that the Minutes of the Finance & Administration Committee Meeting be approved (See Attached). Motion passed.

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

Recorder-Treasurer gave the sales tax report for collections received in December, 2022 showing receipts of \$383,306 which is an increase of \$21,595. Year to date collections have increased 10% (See Attached).

Motion was made by Alderman Edwards and seconded by Alderman Richardson to accept the sales tax report from Recorder-Treasurer Dunn. Motion passed.

Alderman Wallace requested information on the sale of the vacant city property located at 401 South College. There is an interested buyer for this property. City Attorney Witherington will look at the options available from the State that will allow the city to sell this property if it is the decision of the Board to sell the property. This item will be carried to the Finance & Administration Meeting on January 17, 2023 for discussion.

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

MEAC	GAS	PURCHASED NATURAL GAS	\$ 77,760.00
A T & T	VARIOUS	TELEPHONE BILLS	2,184.17

A t & T	VARIOUS	PHONE SERVICE	2,023.39
A T & T	VARIOUS	PHONE SERVICE	1,282.43
ANDRITZ	WTP	FIELD SERVICE	5,093.71
AREA WIDE COMMUNICATION	CIVIL DEFENSE	REPAIRS - LOON LANE SIREN	7,860.67
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	3,691.41
CADENCE BANK	VARIOUS	MISCELLANEOUS	3,162.91
CANON	PARKS & REC	CONTRACT	2,143.04
CHRISTIAN GEARY ELECTRIC	SEWER	SEWER HOOKUPS (6)	1,800.00
CITY OF COVINGTON	ALL	WATER / GAS / SEWER / SAN	8,941.83
CJAMPION ROOFING & CONST	PARKS & REC	ROOF - CHILDRENS & FAMILY SERV	24,700.00
COMCAST	POLICE	PHONE SERVICE	1,003.60
COTTRELL ELECTRIC INC	WWTP	SERVICE CALL - REPLACED FLOAT	1,080.00
COVINGTON ELECTRIC	VARIOUS	ELECTRIC SERVICE	5,316.43
CUMMINS SALES & SERVICE	FIRE	GENERATOR REPAIR - S STATION	2,942.73
DIEBOLD	GENERAL	MAINTENANCE PLAN - SAFE / VAULT	2,421.80
DTN, INC	AIRPORT	WEATHER STATION SERIVCE - 2023	3,900.00
FIRE DEPT TRAINING NETWORK	FIRE	LIVE FIRE TRAINING CAMP / MBR	3,900.00
FIRST NET	POLICE	PHONE SERVICE	2,406.14
G & C SUPPLY CO INC	WATER	MATERIALS	3,213.70
G & C SUPPLY CO INC	SEWER	VALVES	2,129.40
GREENPOINT AG	STREET	UREA - 50 LB BAG	1,200.00
HARCROS CHEMICALS	WWTP	CHEMICALS	1,977.34
HARCROS CHEMICALS	WWTP	CHEMICALS	5,952.02
HOME DEPOT	VARIOUS	MISCELLANEOUS	1,520.41
HOWARDS WINDOW TINT	REC-TREAS	WINDOW FILM - MAYOR'S OFFICE	1,440.00
JAY'S PAINT & BODY, LLC	POLICE	REPAIRS - WRECKED EXPLORER	9,857.50
JEREMY CHANNEL	FIRE	TRAVEL EXPENSE	93.00
KRISTIE GLASS MXWELL-TRUST	GENERAL	DEC 2022 MIX DRINK	2,102.50
MEAC	GAS	PURCHASED NATURAL GAS	\$ 77,760.00
MOLLY GLASS	PARKS & REC	TRAVEL EXPENSE	642.25
MUNICIPAL EMERGENCY SRVS	FIRE	LEATHER RECESSED LETTERS	1,280.00
OWEN & WITHERINGTON	ATTORNEY	PROFESSIONAL SERVICES	5,425.00
PATH COMPANY	SSA	INSTALLATION AGREEMENT / APP 4	246,499.00
PUBLIC ENTITY PARTNERS	ALL	AUDIT	21,372.00
SANORBIX	REC-TREAS	ANNUAL RENEWAL - MY BENEFITS	1,070.99
SHELBY ELECTRIC	STREET	REPLACEMENT-PED POLE/BASE	3,768.50
SOUTHWEST TN EMC	VARIOUS	ELECTRIC SERVICE	1,570.82
STITCH-N-TIME EMBROIDERY	PARKS & REC	BASKETBALL JERSEYS	2,560.00
STURGIS	DATA PROCESS	WEBSITE HOSTING	1,050.00
SYMMETRY	GAS	PURCHASED NATURAL GAS	\$ 141,901.63
TIPTON CO BOARD OF ED	PARKS & REC	SPORTSPLEX UTILITIES 07/21 - 06/22	17,500.10

TIPTON CO EMERGENCY COM	POLICE	QUARTERLY USER FEE	40,681.77
TN DEPT ENV & CONSERV	WWTP	MUNICIPAL PRETREATMENT	1,380.00
TN FIRE SERVICES / CODES	FIRE	EMERGENCY EGRESS BAILOUT	1,500.00
TRI STATE METER & REGULATOR	GAS	GAS METERS	4,399.20
TRI STATE METER & REG	GAS	MATERIALS	1,214.37
USA BLUE BOOK	WWTP	SUPPLIES	1,133.94
UTILITY SERVICE CO INC	WWTP	METER MAINTENANCE PROGRAM	138,022.00
UTILITY SERVICE CO INC	WATER	LED LIGHTING - DOWNTOWN TANK	9,662.00
VM WARE	VARIOUS	ANNUAL SUBSCRIPTION RENEWAL	2,184.00
WALMART - CAPITAL ONE	VARIOUS	MISCELLANEOUS	2,242.11
WHITNEY WALLACE	PARKS & REC	TRAVEL EXPENSE	146.00
WOOTEN OIL CO	ST/SSA/GAS	FUEL	1,334.98
WOOTEN OIL CO	INVENTORY	LOAD OF DIESEL	1,967.34
ZEBRA MARKETING	FIRE	DALMATION JUNIOR FIRE HATS	1,334.08
		TOTAL	\$ 922,702.21

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

There being no further business, the meeting adjourned at 5:46 p.m.

Attest: _____
Recorder-Treasurer Vice-Mayor

The General Welfare – Public Relations Committee met at City of Covington on January 10, 2023 at 4:00 p.m. with the following members present: Chairman Alderman John Edwards, Alderman Danny Wallace, and Alderman Jeff Morris. Also, present were Alderman Chris Richardson, Alderwoman Jean Johnson, Alderman C H Sullivan, Parks and Recreation Director Molly Glass, Airport Manager Robin Anderson, Personnel Director Eboni Eaton, Public Works Director David Gray, Police Chief Donna Turner, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Edwards called meeting to order.

Airport Manager Anderson reported December fuel sales totaling 2,647 gallons. Total gallons sold for the year was 86,047. An update on the current projects was presented. Bids will be opened on January 17, 2023 for the security fencing project. Once the bids are opened, the funding request will be submitted on January 18, 2023. There will be a 30% review meeting on the Airport Layout Plan Project. Mr. Ben Malone reported the application has been completed for the Bipartisan Infrastructure Bill – Airports Terminals Program. This application is in the amount of \$555,800.00. The scope for the project included repairs for the roof, windows, pilots lounge, HVAC, flooring, paving of airport road, parking lot repairs, engineering fees, and other repairs.

Motion was made by Alderman Morris and seconded by Alderman Wallace to accept the airport report.

Motion passed.

Parks and Recreation Director Glass reported the veteran of the month for January is Loyd Ray Barnes and will be recognized on January 10, 2023. The museum had 346 visitors for the month. Upcoming Exhibits for February and March consist of “A Place for all People” and “Picturing Women Inventors.” Nature journaling classes will be each Saturday in March.

Motion was made by Alderman Morris and seconded by Alderman Wallace to accept the museum report.

Motion passed.

Parks and Recreation Director Glass reported the Christmas Parade was a huge success with 46 participants. Super Saturdays will be every Saturday in January. Pickleball Camp will be on Saturdays in January with Coach Coley. New fitness equipment has arrived and been installed. The swim team’s winter season will end this month. Volleyball season will end on January 30th. Basketball season started January 7th and will conclude at the end of February. Spring sports registration will be open until February 17, 2023. This registration includes baseball, softball, and soccer. The roof was replaced for the Children Family Services Building in December. There were not any requests for fees to be waived at the Special Events Committee Meeting. The Chocolate Tour will be February 4th.

Motion was made by Alderman Morris and seconded by Alderman Wallace to accept the park and recreation report.

Motion passed.

There being no further business, the meeting adjourned at 4:36 p.m.

The Finance and Administration Committee met at City of Covington on January 17, 2023 at 4:00 p.m. with the following members present: Mayor Hensley, Aldermen: Jeff Morris, Chris Richardson, Danny Wallace, Jean Johnson, and John Edwards. Also, present were: Public Works Director David Gray, Fire Chief Richard Griggs, Building Official Lessie Fisher, Police Chief Donna Turner, Personnel Director Eboni Eaton, Park and Recreation Director Molly Glass, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Mayor Hensley called meeting to order.

Motion was made by Alderman Morris and seconded by Alderman Wallace to have Mayor Hensley chair the meeting.

Motion passed.

Attorney Witherington began discussion on the vacant building located on 401 S. College St. This building was appraised in 2018 for \$115,000.00 during the conversion process. The conversion process was stopped after the decision was made for the new building for the police department would not be constructed on this property. Attorney Witherington will contact TDEC for information regarding the conversion process. If the conversion process is approved, this property will need to be replaced with new property for the park and recreation system with the same value.

Motion was made by Alderman Edwards and seconded by Alderman Morris to take this information under consideration.

Motion passed.

Attorney Witherington discussed the possible sale of vacant parking lots owned by the city. Maps were presented showing these parking lots. The proceeds from the sale of these parking lots will go toward the improvement of other city parking lots. The parking lots behind the merchant buildings will be discussed with the owners to see if they are interested in purchasing.

Motion was made by Alderman Edwards and seconded by Alderwoman Johnson to get an appraisal on the city parking lot located on Washington Ave. and South Maple Street.

Motion passed.

Mayor Hensley presented the contract between A2H and the City for approval. This contract is for the engineering services for the Multimodal Access Grant Project. This grant is for the sidewalk project on Hwy 51 between Lanny Bridges and Mueller Brass Road.

Motion was made by Alderman Edwards and seconded by Alderman Wallace to approve the contract for engineering services with A2H for the Multimodal Access Grant Project.

Motion passed.

Mayor Hensley reported he had a meeting with Mayor Huffman concerning the PILOT agreements with Fox Hollow and Glendale which are two housing developments located on Mueller Brass Rd. and are exempt from property tax by state law. Attorney Witherington and

Attorney Owen will determine the back taxes due and have an agreement for the future tax payments.

Fire Chief Griggs presented the bid amounts for the addition of the South Fire Station. The lowest bid will require an additional \$295,000.00. Chief Griggs is currently working with A2H to renovate the existing building without an addition to the building.

Motion was made by Alderman Morris and seconded by Alderman Richardson to reject the bids for the South Fire Station addition.

Motion passed.

Motion was made by Alderman Morris and seconded by Alderman Richardson to use the committed ARPA funds of \$700,000.00 for the renovation project at the South Fire Station and put excess amount in capital improvement projects moving forward.

Motion passed.

Director Fisher began discussion on Title 8 (Alcoholic/Intoxicating Liquors). Some items of discussion were the possible limit of liquor stores in the city, brown bagging verbiage, and allowing drive thru sales for beer for off premise license owners. Attorney Witherington will research if the city can require video security systems at the drive thru location.

Motion was made by Alderman Wallace to have Director Fisher develop and lay out the language with all the guidelines and stipulations as discussed by the committee and bring to the Board of Mayor and Aldermen for approval. There being no second, the motion failed.

There were not any motions for the approval of drive thrus or limiting the number of liquor stores. The verbiage on the brown bagging will be reviewed. Alderman Edwards inquired about if city officials could be employed by liquor/beer establishments. Attorney Witherington will review and bring information back to the committee.

There being no further business, the meeting adjourned at 5:11 p.m.

MONTH TO DATE (2.75%)

REC/SALE	ACTUAL 2021-22	ACTUAL 2022-23	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/JUL	\$ 364,011	\$ 385,626	\$ 21,615	5.9
OCT/AUG	\$ 338,938	\$ 399,222	\$ 60,284	17.8
NOV/SEP	\$ 355,452	\$ 393,378	\$ 37,926	10.7
DEC/OCT	\$ 361,711	\$ 383,306	\$ 21,595	6.0
JAN/NOV	\$ 382,511	\$ 393,422	\$ 10,911	2.9
FEB/DEC	\$ 442,266	\$ -	\$ -	0.0
MAR/JAN	\$ 340,498	\$ -	\$ -	0.0
APRIL/FEB	\$ 340,374	\$ -	\$ -	0.0
MAY/MAR	\$ 406,623	\$ -	\$ -	0.0
JUNE/APR	\$ 401,528	\$ -	\$ -	0.0
JULY/MAY	\$ 488,078	\$ -	\$ -	0.0
AUG/JUNE	\$ 410,267	\$ -	\$ -	0.0

TOTAL

YEAR TO DATE (2.75%)

REC/SALE	ACTUAL 2021-22	ACTUAL 2022-23	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/JUL	\$ 364,011	\$ 385,626	\$ 21,615	5.9
OCT/AUG	\$ 702,949	\$ 784,848	\$ 81,899	11.7
NOV/SEP	\$ 1,058,401	\$ 1,178,226	\$ 119,825	11.3
DEC/OCT	\$ 1,420,112	\$ 1,561,532	\$ 141,420	10.0
JAN/NOV	\$ 1,802,623	\$ 1,954,954	\$ 152,331	8.5
FEB/DEC	\$ 2,244,889	\$ -	\$ -	0.0
MAR/JAN	\$ 2,585,387	\$ -	\$ -	0.0
APRIL/FEB	\$ 2,925,761	\$ -	\$ -	0.0
MAY/MAR	\$ 3,332,384	\$ -	\$ -	0.0
JUNE/APR	\$ 3,733,912	\$ -	\$ -	0.0
JULY/MAY	\$ 4,221,990	\$ -	\$ -	0.0
AUG/JUNE	\$ 4,632,257	\$ -	\$ -	0.0



Revenue Collection 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

12 - December ▼

Year

2022 ▼

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Collected In	Collections Type	Amount
8401 - Covington	Business Tax	-7,528.51
8401 - Covington	Local Option - DOR Admin Fee	1,378.26
8401 - Covington	Gasoline 3 Cent	-3,825.51
8401 - Covington	Gasoline 1989 Increase	-2,071.77
		-815,351.28

Collected In	Collections Type	Amount
8401 - Covington	Gasoline And Motor Fuel	-12,990.96
8401 - Covington	Motor Fuel Improve Act	-6,527.96
8401 - Covington	Petroleum Special	-1,322.56
8401 - Covington	TV Telecom	-791.81
8401 - Covington	Tennessee Valley Authority	-26,039.38
8401 - Covington	Liquor by the Drink	-3,178.20
8401 - Covington	Local Option	-122,512.23
8401 - Covington	State Sales	-84,836.09
8401 - Covington	Local Option - DOR Admin Fee	6,202.20
8401 - Covington	Local Option	-551,306.76
		-815,351.28



545,104.56 / 2 =

272,552.28
 2,725.52

269,826.76
 2,460.84

272,287.60

online sale

121,133.97
 272,287.60
 393,421.57

* 10%

