

**Finance & Administration Committee Meeting**  
**February 21, 2023**  
**4:00 p.m.**

1. Surplus Property Discussion – Holly Grove Road
2. Bid – Fire Department Flooring
3. Bid – Replacement of Piping & Valves – Water Dept.
4. Discussion - LRK Planning Services
5. Title 8 (Alcoholic/Intoxicating Liquors) Discussion

**SURPLUS REAL ESTATE NOMINATION FORM**

**CITY OF COVINGTON, TENNESSEE**

The following real estate is hereby nominated for designation as surplus to the City's needs pursuant to the Covington Real Estate Sale Policy.

Nominated by (name and title): David Gray, Public Works Director

Property Address (attach current GIS map of property): \_\_\_\_\_  
\_\_\_\_\_

Current Use (and current zoning designation, if known): \_\_\_\_\_

vacant (former Holly Grove Road)

Brief History of Property (explain why it is no longer of any use to City): \_\_\_\_\_

Land was previously Holly Grove Road. T&T relocated Holly Grove Road in an effort to improve traffic flow with its intersection with Hwy 51 S.

Suggested method of disposal: Quit claim deed to Waffle House, Inc with a reservation of easement for existing utilities

Purchase price, if any: \$0

Estimated Current Value: \$0

David Gray  
Signature

2-16-23  
Date

**A RESOLUTION OF THE CITY OF COVINGTON, TENNESSEE, TO ESTABLISH  
A POLICY FOR THE SALE AND DISPOSAL OF REAL ESTATE DETERMINED  
TO BE SURPLUS TO THE CITY'S NEEDS.**

**WHEREAS**, it is in the public interest for the City of Covington to periodically sell or dispose of certain real estate which, by nature of its location, method of acquisition, value, or lack of usefulness to the City's needs, has been determined by the Board of Mayor and Aldermen to be surplus to the realistic and foreseeable needs of the City; and

**WHEREAS**, the Board of Mayor and Aldermen wishes to establish a uniform policy, which provides that real estate will be offered for sale to the general public in an open, transparent, and cost-effective manner.

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

1. **Title.** This Resolution shall be known as the "Covington Real Estate Sale Policy" and shall be the official guideline for the sale of the City's surplus real estate.
2. **Authority to declare real estate as surplus to the City's needs.** Any member of the Board of Mayor and Aldermen, the Mayor, and any department head may nominate any City-owned real estate for sale as surplus as no longer meeting the City's needs, unlikely to be of use to the City in the future, and/or not cost effective to retain. 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 Finance and Administration Committee for review, discussion, approval to sell the property, and the method in which the property will be marketed for sale.
3. **Method of Sale.** Upon the Finance and Administration Committee concluding that real estate owned by the City the Committee shall determine how the property will be marketed for sale. The method of sale shall be determined on a case by case basis taking into account the following factors:
  - i. How the City acquired the property
  - ii. How long the property has been of no use to the City

- iii. How much does the City have invested in the property
- iv. The reasonable fair market value of the property
- v. How much does the property cost the City to maintain
- vi. Any other factors determined to be relevant given the property and the specific characteristics

4. **Sales procedures.** Based upon the factors set out above real estate owned by the City of Covington shall be marketed for sale in one of the following manners:

i. Listed for sale with a licensed real estate agent.

- a. If the Finance & Administration Committee determines that the property should be listed for sale with a real estate agent the Mayor shall send a letter with the relevant details of the property to all real estate agencies in the City of Covington, and any other more specialized real estate agents if the circumstances warrants, and publish notice of same requesting the agents/agencies to submit a proposal to the Mayor to list the property for sale.
- b. At the next Finance & Administration Committee meeting the Mayor shall present the proposals from real estate agents to the Committee and the Committee shall choose an agent to list the property, taking into account the proposed commission charged, experience, qualifications of the agent, proposal for marketing, and any other relevant factors as determined by the Committee.
- c. Upon the Committee choosing an agent to list the property they shall authorize the Mayor to execute a real estate listing contract for no longer than 6 months, and the listing agent shall report activity, progress, and/or any other relevant inf

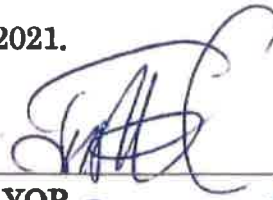
ii. Solicitation of sealed bids.

- a. If the Finance & Administration Committee determines that the property should be marketed for sale by soliciting sealed bids then notice shall be published in the Covington Leader for two consecutive weeks,

with the date for bids to be submitted to be two weeks from the second publication.

- b. The notice shall list the property's address, zoning designation, times the property will be available for inspection (if necessary), minimum bid price (as determined by the Finance & Administration Committee), instructions on how to submit a bid, and the date, time, and location when the bids will be opened.
  - c. The same notice published in the Covington Leader soliciting sealed bids shall also be posted at City Hall and on the City's website.
  - d. The Mayor may, in his/her discretion, send a copy of the notice directly to adjoining property owners, known developers within the City of Covington, and any other person, entity, or business who, based on professional knowledge, may be interested in the property to generate as many bids as possible.
5. **Appraisals.** The Finance & Administration Committee may determine that an appraisal to determine a fair market value of any particular real estate owned by the City. However, nothing in this policy requires an appraisal as it is within the sole discretion of the Board of Mayor and Aldermen to approve a sale of real estate.
6. **Resolution.** Upon the Finance & Administration Committee determining the method of sale and procedure for the sale of real estate a resolution shall be presented to the Board of Mayor and Aldermen to adoption. The resolution shall state that (1) contracts for sale obtained by any real estate agent shall be presented to the Board of Mayor and Aldermen for final approval and/or (2) that all bids which meet the requirements shall be submitted to the Finance and Administration Committee for review and formal acceptance.
7. **10. Effective date.** This Resolution shall take effect immediately upon its adoption by the City of Covington Board of Mayor and Aldermen, the public welfare requiring it.

APPROVED this 22<sup>nd</sup> day of June, 2021.



MAYOR



RECORDER/TREASURER

SURPLUS REAL ESTATE NOMINATION FORM

CITY OF COVINGTON, TENNESSEE

The following real estate is hereby nominated for designation as surplus to the City's needs pursuant to the Covington Real Estate Sale Policy.

Nominated by (name and title): Walter Barineau - Waffle House Real Estate Director

Property Address (attach current GIS map of property): .049 acre parcel  
between Lot 1, Home Depot Subdivision, Cabinet H, Pg. 487

Current Use (and current zoning designation, if known): \_\_\_\_\_  
Vacant (old Holly Grove Rd.)

Brief History of Property (explain why it is no longer of any use to City): \_\_\_\_\_  
Land used to be Holly Grove Rd. TN DOT rerouted  
Holly Grove Rd. and this land lies in between  
a Home Depot out pad and current Holly Grove Rd.

Suggested method of disposal: Quit Claim deed to Waffle House, Inc.  
with a reservation of easement for existing utilities.

Purchase price, if any: \$0

Estimated Current Value: \$0

Walter Barineau  
Signature

1/26/23  
Date

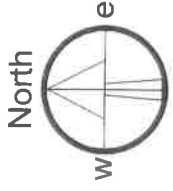
PROPERTY DESCRIPTION

BEING A PART OF THE FORMER HOLLY GROVE ROADWAY NOW POSSESSED BY THE CITY OF COVINGTON, TENNESSEE, NO DEED OF RECORD RECORDED, LOCATED IN COVINGTON, TIPTON COUNTY, TENNESSEE AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND IRON PIN ON THE NORTH RIGHT OF WAY LINE OF HOLLY GROVE ROAD (PUBLIC R.O.W. VARIES), SAID IRON PIN BEING AT THE SOUTHWEST CORNER OF THE GATLIN PROPERTIES LLC PROPERTY (BK. 1830, PG. 41) AND ALSO BEING THE SOUTHEAST CORNER OF LOT 1, HOME DEPOT SUBDIVISION (CABINET H, PAGE 487); THENCE ALONG THE SOUTH LINE OF SAID LOT 1, HOME DEPOT SUBDIVISION, N85°05'04"W A DISTANCE OF 74.75 FEET TO THE POINT OF BEGINNING; THENCE S2°38'41"W A DISTANCE OF 50.30 FEET TO A POINT IN A CURVE ON THE EXISTING BACK OF CURB ON THE NORTH CURB LINE OF SAID HOLLY GROVE ROAD; THENCE FOLLOWING SAID BACK OF CURB, ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 11.09 FEET, AN ARC LENGTH OF 9.16 FEET (CHORD N82°47'52"W – 8.90 FEET) TO A POINT OF NON-TANGENCY; THENCE N65°02'18"W A DISTANCE OF 21.51 FEET TO A POINT; THENCE N55°31'45"W A DISTANCE OF 24.93 FEET TO A POINT; THENCE LEAVING SAID BACK OF CURB, N2°38'41"E A DISTANCE OF 30.26 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 1, HOME DEPOT SUBDIVISION; THENCE ALONG SAID SOUTH LINE, S85°05'04"E A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 2,142 SQUARE FEET OR 0.049 ACRES.







GRAPHIC SCALE IN FEET

SCALE: 1"=30'

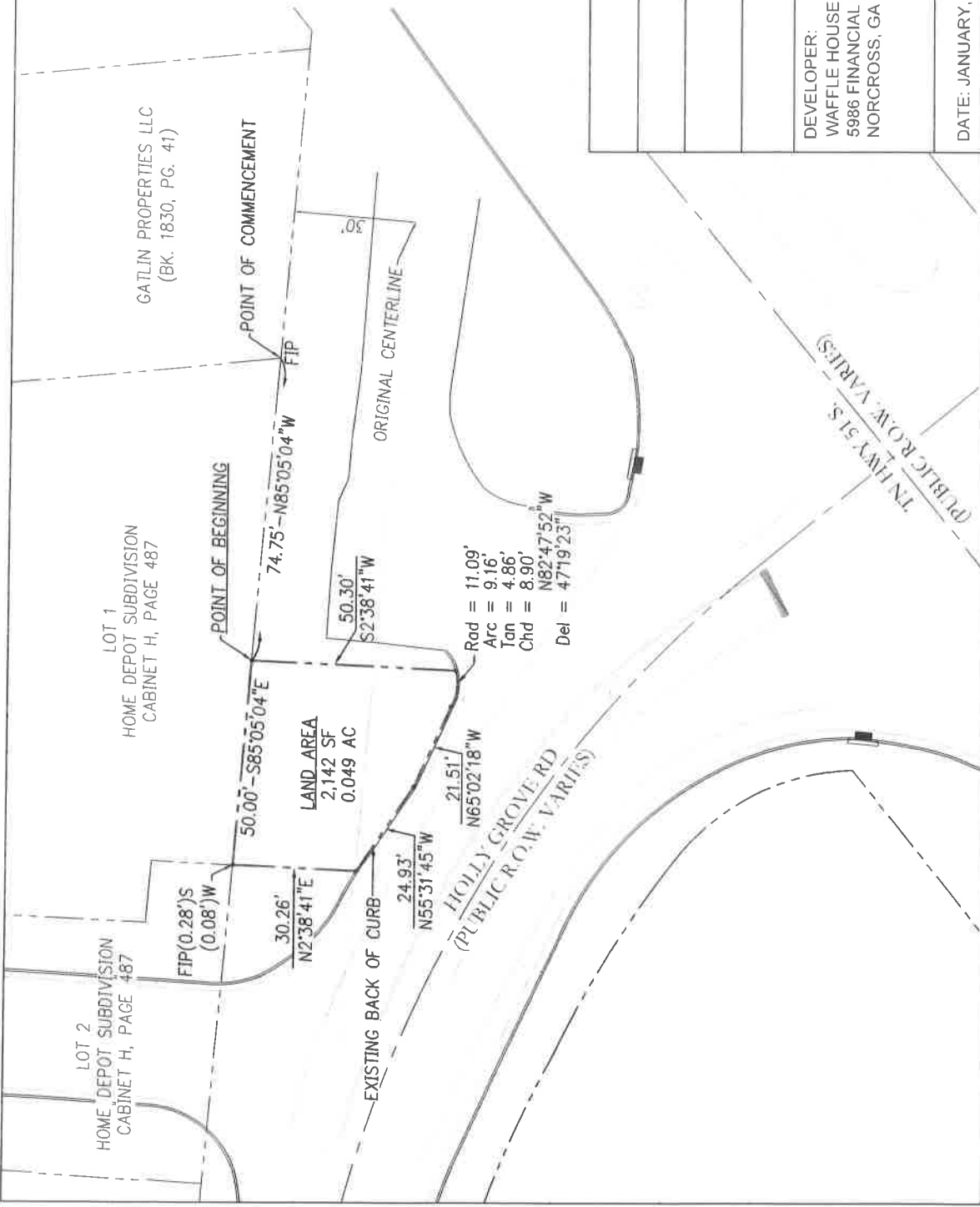
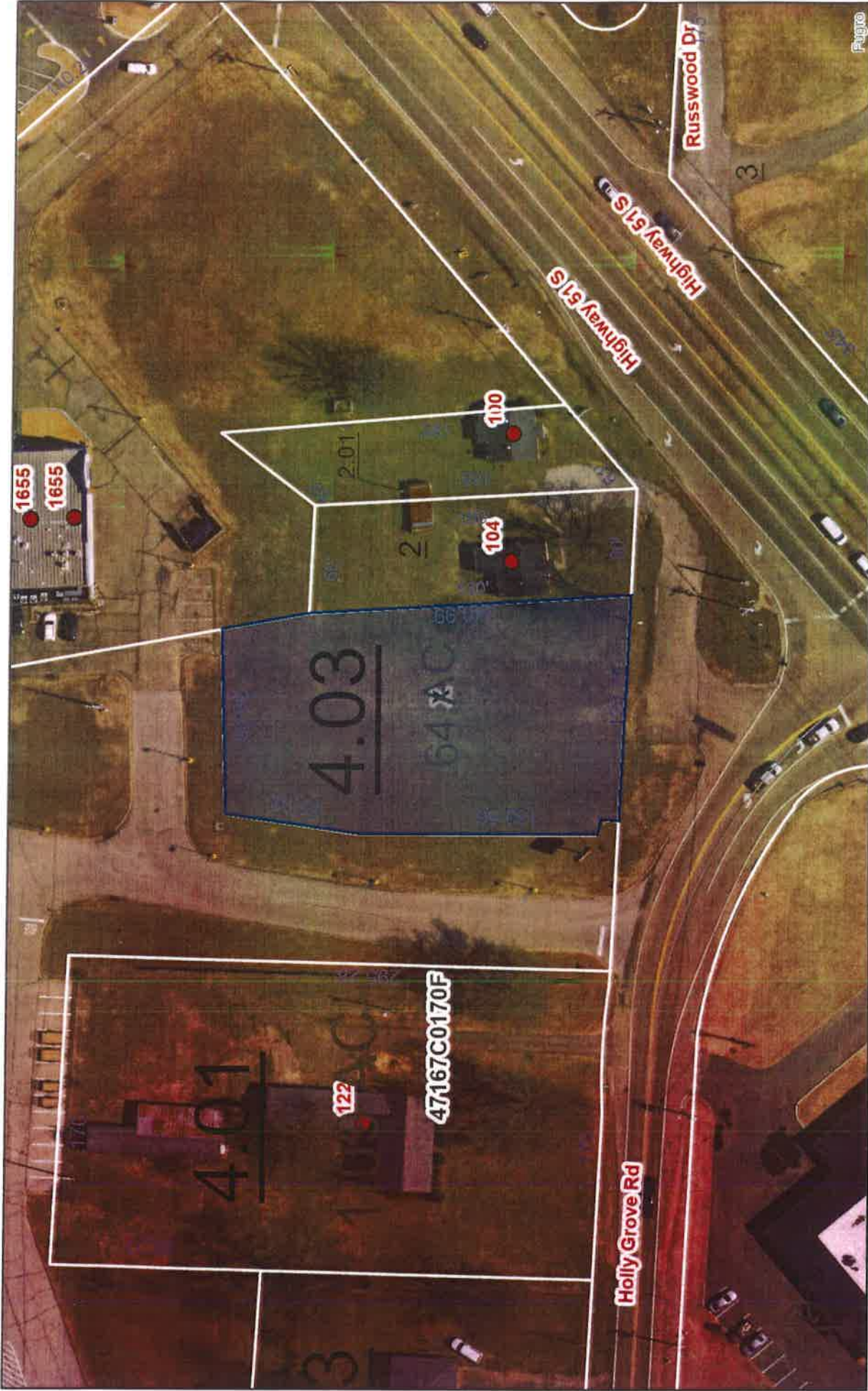


EXHIBIT	
PROPOSED LAND TRANSFER	
COVINGTON, TENNESSEE	
AREA 2,142 SF - 0.049 AC	
DEVELOPER: WAFFLE HOUSE, INC. 5986 FINANCIAL DR. NORCROSS, GA 30071	ENGINEER: THE REAVES FIRM, INC. 6800 POPLAR AVE. SUITE 101 MEMPHIS, TN 38138 TRF-JOB # 22-0247
DATE: JANUARY, 2023	SCALE: 1"=30'
	SHEET 1 OF 1

# Waffle House - Holly Grove Rd



## TIPTON COUNTY, TENNESSEE



DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.  
MAP DATE: January 26, 2023

**Tipton (084)**  
**Tax Year 2023 | Reappraisal 2020**

Jan 1 Owner  
 HOME DEPOT USA INC  
 2455 PACES FERRY RD NW  
 ATLANTA GA 30339

Current Owner  
 2455 PACES FERRY RD NW  
 ATLANTA GA 30339

**HOLLY GROVE RD**  
 Cirt Map 050  
 Group 004 03  
 Parcel 0001  
 SI 0001

**Value Information**

Land Market Value: \$96,000  
 Improvement Value: \$0  
 Total Market Appraisal: \$96,000  
 Assessment Percentage: 40%  
 Assessment: \$38,400

**Subdivision Data**

Subdivision:  
 HOME DEPOT  
 Plat Book: 487  
 Plat Page: 487  
 Block: 0001  
 Lot: 0001

**Additional Information**

**General Information**  
 Class: 08 - Commercial  
 City #: 171  
 Special Service District 1: 000  
 District: 01  
 Number of Buildings: 0  
 Utilities - Water/Sewer: 03 - PUBLIC / INDIVIDUAL  
 Utilities - Gas/Gas Type: 06 - INDIVIDUAL - MANUFACTURED GAS

**Outbuildings & Yard Items**

Building #	Type	Description	Units

**Sale Information**

Long Sale Information list on subsequent pages

**Land Information**

Deed Acres: 0.64  
 Calculated Acres: 0  
 Total Land Units: 0.64

Land Code	Soil Class	Units
11 - COM RURAL		0.64

**Bid Tally Sheet**

2/9/2023

Project: Covington Fire Department Flooring  
 Project  
 Covington Fire Station #1 - Training Room - 2:00pm

GENERAL CONTRACTOR	Einbawks	Floor Coverings	Cromwell & Scott	Lane Flooring
Project #1	17,533.50	26,749.98	17,477.44	21805.00
Project #1 Alternative 1	19,795.50	30,753.07		
Project #1 Alternative 2				
Project #2	7266.25	9865.23	6292.69	8,000.00
Project #2 Alternative 1	8164.00	10,552.77		
Project #2 Alternative 2				
Project #2 Total	24,799.75	36,615.21	23,770.13	29,805.00
Project #2 Alt.	27,959.50	41,305.84	25,270.13	32,465.00
BOND	✓	✓	✓	✓
INSURED	✓	✓	✓	✓
BID STATEMENT	✓	✓	✓	✓
CONTRACTOR #				

**SWORN STATEMENT IN PROOF OF LOSS**

Policy#: **PPR-5651-22**  
Company Claim#: **PR52705-1**  
Date Issued: 7/1/2022  
Date Expires: 7/1/2023

To Public Entity Partners of Franklin, Tennessee. At time of loss, by the above indicated policy of insurance, you insured **City of Covington** against loss by all risks to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and assignments attached thereto.

**TIME AND ORIGIN** A **Property** loss occurred on or about the 25th day of December, 2022, when a pipe froze and burst in restroom wall resulting in water damage at Loc 21.

**OCCUPANCY** The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purposes whatever: **building / structure / meq / edp**

**TITLE AND INTEREST** **At the time of the loss, the interest of our insured in the property described therein was owner. No other person or persons had any interest therein nor encumbrance thereon; except: no exceptions.**

**CHANGES** Since the said policy was issued, there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: no exceptions

**TOTAL INSURANCE** THE TOTAL AMOUNT OF INSURANCE upon the property described by this policy was, at the time of the loss, \$ \_\_\_\_\_ as more particularly specified in the apportionment attached, besides which there was no policy or other contract of insurance, written or oral, valid or invalid.

**VALUE** THE REPLACEMENT COST VALUE was \$2,070,187 for building; \$125,000 for contents.

**LOSS** THE WHOLE LOSS AND DAMAGE was \$36,325.14

**AMOUNT CLAIMED** THE AMOUNT CLAIMED under the above numbered policy is **\$31,325.14**

**STATEMENTS OF INSURED** The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed scheduled but such as were destroyed or damaged at the time of the said loss, no property saved has in any manner been concealed, and no attempts to deceive the said company, as to the extent of the said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The furnishings of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of its rights.

**\*\*\* SIGN & NOTARIZE BELOW \*\*\***

SIGNATURE: Richard J. [Signature] for the City of Covington

State of Tennessee County of Tipton

Subscribed and sworn to before this 14<sup>th</sup> day of February, 2023

[Signature]  
Notary Public



**REPLACEMENT OF PIPING & VALVES IN SOUTH TANK PIT**

**Bid Opening 9:00am, 02/14/23**

**National Water Services: \$119,919.00**

**Roy Blackwell Enterprises, Inc.: \$112,236.01**

**Waterserv Company: \$77,049.50**



**Architects | Designers | Planners**

50 South B. B. King Blvd.  
Suite 600  
Memphis, TN 38103  
901.521.1440

February 10, 2023

**Mayor Jan Hensley  
City of Covington  
P.O. Box 768  
200 W. Washington Avenue  
Covington, TN 38019**

**RE: Letter of Understanding  
City of Covington Professional Planning Services  
LRK Proposal No. 01.P6404.23**

Mayor Hensley:

Based on our recent conversations, we have defined potential planning services to help address the opportunities and challenges facing Covington. We look forward to receiving your feedback regarding future steps and services in support of Covington's future growth and prosperity.

#### **PROJECT UNDERSTANDING**

We understand that various efforts associated with planning, economic development, and infrastructure at the local, county, regional and state levels have either been completed, are underway, will begin shortly or are planned. The intent of this process is not to duplicate information but rather to understand and incorporate findings, results and recommendations within the context of a community informed planning process. All aspects of the process are designed around a fundamental principle: LRK will work in close collaboration with community stakeholders to better ensure understanding, attain clarity, and provide support in order to help achieve the desired vision and goals for Covington.

The process below describes a broadly inclusive approach in terms of public engagement as well as cooperation across the community. Defining how and to what degree the City of Covington may engage, collaborate and/or partner with Tipton County in the on-going countywide planning processes should be clearly established before the Project is underway.

#### **Project Coordination**

Prior to initiation of the primary Scope of Work, we propose an initial collaborative effort to create an outline describing how the process will be managed and led on behalf of Covington via a Steering Committee or a representative public body. It will also be critically important to define important milestones at which information, progress and findings may be formally presented to elected leaders, boards, and commissions to foster greater understanding, communication and generate valuable feedback.



As with any effort, undefined variables and unforeseeable events create the greatest risk to the process. To better mitigate these risks, we advise designating an individual to the role of "point person" on behalf of the City. This individual will act as official recipient of new or evolving information emanating from the private sector as well as local, county, regional and state government and should be well positioned to help ascertain the level of importance and how it may best inform the community-driven process. The individual will also be instrumental in advising the team regarding efficient and effective communication with various stakeholders, leaders, and residents of Covington. It is reasonable to consider more than one individual to function in this capacity.

#### **Future Land Use Plan**

As we discussed, Tipton County is undertaking the process to update its Future Land Use Plan. Per our discussion, incorporating areas within Covington's existing municipal boundaries as part of the existing planning process will permit active consideration of and recommendation for appropriate Future Land Uses within the City. This approach will better enable the consideration of issues that are likely to impact decision making in both jurisdictions. Potential scope and related fee will be largely dependent on the timing and ability of the City to "catch-up and join" the Tipton County planning process already underway.

Potential efficiencies gained in terms of effort and scope by enabling the City to join the existing Tipton County process will greatly depend on the time anticipated to complete several initial critical steps:

- Definition and approval of Scope of Work
- Assembly of Steering Committee and Project Kick-Off
- Adoption of Project Goals, Guiding Principles, and Vision for the future of the City of Covington

The optimal proposed process is dependent on the City working with LRK to complete the steps outlined above by the end of March. The "Low Fee Range" described below assumes this to be the most feasible and preferred approach.

*Low Fee Range: \$75,000 - \$90,000*

Should conditions, specifically the start date, warrant or require a delay in the Project Kick-Off, a lengthier independent planning process will be necessary affecting the point at which the City may feasibly join the existing Tipton County planning process. The impact of this approach will result in expanded scope, schedule and associated fee.

*Medium Fee Range: \$110,000 - \$140,000*

If conditions make it infeasible for the City to join the existing Tipton County planning process, an independent planning process will be necessary. The impact of this approach will result in expanded scope, schedule and associated fee.





*Independent Process Fee Range: \$160,000 - \$230,000*

Further understanding of when a Scope of Work would potentially be finalized, and the earliest date the Steering Committee could convene, will allow us to refine a proposed scope and fee. As in all other areas, we are committed to working with the City to pursue a feasible, preferred process.

#### **City of Covington Design Guidelines**

LRK will engage with the City of Covington and community to define Design Guidelines suitable for adoption and implementation by the City of Covington. Design Guidelines may cover a range of urban design issues including, but not limited to

- Architectural character and quality
- Building scale, massing, site placement, and arrangement in relation to other structures
- Appropriate façade materials,
- Streetscape design
- Landscape requirements,
- Public and private lighting
- Signage

To best define the final document and recommendations, LRK will structure the effort into distinct steps or "Tasks". In addition, LRK will work with the City to define an appropriate public engagement strategy to generate public feedback and improve understanding regarding the scope and purpose of the Design Guidelines. LRK is prepared to work with the City to answer questions and provide guidance through the process of review, consideration and adoption of the Design Guidelines.

The fee range incorporates assumptions regarding variables to be determined with the Client in development of a final proposal including the scale of public engagement and the preferred range of topics and the degree of detail to be covered by the Design Guidelines.

*Fee Range: \$80,000 – \$120,000*

#### **Downtown Covington Small Area Plan**

LRK will engage with the City, stakeholders and community to create a Preferred Development Framework Plan focused on Downtown Covington and the surrounding neighborhoods. In order to better understand the community's vision and desired goals, LRK will draw upon a variety of possible engagement approaches to enhance public participation including, but not limited to, public workshops, focus groups, stakeholder meetings, surveys, and online participation. This information will be utilized to create a Preferred Framework Development Plan which will encompass a broad range of urban design topics and concepts. Framework Plans typically combine and illustrate appropriate patterns of land use, building locations and types, provisions



for parking, improvements to the street network including streetscape enhancements, and public amenities using the principles of good design and a deep understanding of the local market.

The Framework Plan and public feedback will be utilized to develop a document containing substantial information, design ideas, and recommendations to help support the City's subsequent efforts to implement the plan's recommendations. The nature of the recommendations and preferred level of detail contained in the document may vary, but typically includes the ideas that were generated during the process, public and stakeholder input, base maps, and background materials, quantifying potential development yields, and final illustrations. The final document may also include recommendations for land uses, traffic improvements, utility and infrastructure enhancements, suggested character or massing of future development, and a definition of "next step" priorities and responsibilities.

The fee range incorporates assumptions regarding variables to be determined with the City in development of a final proposal including the scale of public engagement, exact study area boundaries, extent of existing condition information, preferred issues to be addressed, and degree of detail to be covered by the final plan document.

*Fee Range: \$50,000 - \$115,000*

#### **Next Steps**

We strive to tailor each of our projects to the community and client's needs as each project and effort represents a unique opportunity. We look forward to continued discussion and engagement, with which we will be able to develop a thorough and detailed Scope of Services as well as associated fees. We are thankful for the potential opportunity to work with the City of Covington in this historic moment and look forward to providing support to help the community achieve its vision and goals.

If you have any questions, need additional information, or would like to review the services described in this letter, please call me at 901.521.1440 or contact me by email at [jflynt@lrk.com](mailto:jflynt@lrk.com).

Sincerely,

A handwritten signature in black ink that reads "Jonathan Flynt".

Jonathan Flynt

LRK