

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 MARCH 28, 2023, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
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 Jan Hensley:
 - 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 March 14, 2023 at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: Jeff Morris, Danny Wallace, C H Sullivan, Chris Richardson, Jean Johnson, and John Edwards. Also, present were 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 Mayor Jan Hensley.

Invocation was given by Alderman Danny Wallace.

Pledge of Allegiance to the Flag was led by Alderman Jeff Morris.

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 Morris that the Minutes of the Covington Municipal – Regional Planning Commission be received.

Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderwoman Johnson that the Minutes of the Beer Board be approved.

Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson that the Minutes of the General Welfare – Public Safety Committee Meeting be approved (See Attached).

Motion passed.

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

Motion passed.

City Attorney Witherington presented the Resolution to transfer .049 acres at the intersection of Hwy 51 South and Holly Grove to Waffle House, Inc. for approval(See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve the Resolution to transfer .49 acres at the intersection of Hwy 51 South and Holly Grove to Waffle House, Inc.

Motion passed.

City Attorney Witherington presented the Resolution to approve the mutual assistance agreement between the Covington Police Department and the Atoka Police Department (See Attached).

Motion was made by Alderman Wallace and seconded by Alderman Sullivan to approve the Resolution for the mutual assistance agreement with the Atoka Police Department.

Motion passed.

Alderman Edwards requested the personnel polices be placed on the Finance and Administration Committee Meeting for discussion.

Mayor Hensley presented the request from Tipton County Extension Master Gardeners for financial support for their expo held at Brighton High School (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Richardson to approve a donation of \$250.00 to Tipton County Extension Master Gardeners.

Motion passed.

Mayor Hensley reported the beer fines from the three establishments discussed in the Beer Board Meeting on February 28, 2023 have been paid.

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

ANDRITZ SEPARATION	WWTP	FIELD SERVICE/REPAIR - SLUDGE WTR	29,492.43
A T & T	POLICE	TELEPHONE	2,291.59
A2H	CODES	PLAN REVIEW - WAFFLE HOUSE	2,227.50
A2H	CODES	PLAN REVIEW - SCOOTER'S COFFEE	3,223.40
AKC JANITORIAL SERVICES	AIRPORT	STRIP & WAX FLOORS / CLEAN CARPET	1,364.00
AMERICAN EXPRESS	VARIOUS	MISCELLANEOUS	1,269.10
A2H	STREET	TRANSPORTATION ALTER PROJECT	1,228.66
BARGE DESING SOLUTIONS	AIRPORT	SECURITY FENCING PROJECT	6,017.75
BEST WADE	WWTP	MOBILGEAR 600 XP 460	4,869.87
BEST WADE	WWTP	MOBILGEAR 600 XP 460	1,374.45
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	3,663.99
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	3,609.88
BNY MELLON	BIOMASS	INTEREST PYMT ON BOND	5,436.61
CADENCE BANK BUSINESS	VARIOUS	MISCELLANEOUS	3,534.98
COVINGTON ELECTRIC	ALL	ELECTRIC BILLS	40,589.74
CROMWELL / SCOTT	FIRE	NORTH STATION - 1ST DRAW - FLOOR	14,355.08
CUSTOM COIN HOLDERS LLC	PARKS/REC	TROPHIES FOR BBQ CONTEST	4,223.90
G & DIESEL SERVICES INC	FIRE	TURN OUT COATS & PANTS	8,491.50
G & C SUPPLY CO INC	WATER	MATERIALS	1,079.00
HARCROS CHEMICALS INC	WWTP	CHEMICALS	7,939.84
HARCROS CHEMICALS INC	WTP/WWTP	CHEMICALS	2,944.00
HC3	UTILITIES	UTILITY BILL PREPARATION	1,012.08
KRISTIE GLASS MAXWELL	GENERAL	FEBRUARY 2023 MIXED DRINK TAX	1,595.50
MAXWELL PAINTING/MTNCE	CIVIC CTR	REPAIRS	21,250.00
OWEN & WITHERINGTON	ATTORNEY	PROFESSIONAL SERVICES	5,500.00
REPUBLIC SERVICES	SANITATION	CONTRACTED SERVICES	96,529.11
REPUBLIC SERVICES	SANITATION	CONTRACTED SERVICES	97,726.07

The General Welfare – Public Relations Committee met at City of Covington on March 14, 2023 at 4:00 p.m. with the following members present: Chairman Alderman John Edwards, Mayor Jan Hensley, Alderman Danny Wallace, and Alderman Jeff Morris. Also, present were Alderman Chris Richardson, Alderman C H Sullivan, Parks and Recreation Director Molly Glass, Museum Director Katherine Markley, 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.

Museum Director Katherine Markley reported the veteran of the month for March is Brian Styer and will be recognized on March 14, 2023. The museum had 326 visitors for the month. Trivia night will be on Friday, March 17, 2023. The Easter Escape Room will be March 28, 2023 through April 30, 2023. Nature Spring Break Camp will be from March 20, 2023 through March 24, 2023. Cars and Coffee will be every last Saturday starting in March and ending in October. The Expedition Xscape Room will be May 10, 2023 through June 30, 2023. Vintage Board Game Night will be March 3, 2023. The Garden Series will continue through the month of February.

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

Motion passed.

Parks and Recreation Director Glass presented upcoming events for 2023. There are 285 kids playing in the spring sports. Softball games and Developmental games will be played at Mueller Sports Complex on Monday and Thursday nights. Baseball games will be played at Cobb Parr Park Baseball Fields on Tuesday and Thursday nights. Soccer games will be played at Baltzer Field on Saturday. Director Glass provided an update for the general parks rules and regulations policy. This was an update for rule #4 which allows a person to park/drive off paved areas when there is a preapproved event set-up. Quotes for the repair of the roof at the Children & Family Services Building will be brought to the Finance & Administration Committee Meeting. Also, the vandalism at the vacant park & recreation building will be discussed. The Special Events Committee did not have a meeting in March.

Motion was made by Mayor Hensley and seconded by Alderman Wallace to approve the updated policies for the general parks and regulations and the application and guidelines for the use of Parks/Fairgrounds/Riding Arena.

Motion passed.

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

Motion passed.

There being no further business, the meeting adjourned at 4:15 p.m.

The Finance and Administration Committee met at City of Covington on March 21, 2023 at 4:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Jan 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, Assistant Fire Chief Jeremy Channell, Building Official Lessie Fisher, Police Chief Donna Turner, Personnel Director Eboni Eaton, Park and Recreation Director Molly Glass, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Sullivan called the meeting to order.

Mayor Hensley presented a request from Tipton County Literacy Council for an appropriation of \$2,500.00 to assist with the 2023 West TN Career Expo (See Attached).

Motion was made by Alderman Morris and seconded by Alderman Sullivan to approve the donation of \$2,500.00 to Tipton County Literacy Council.

Motion passed.

Parks and Recreation Director Glass presented an estimate in the amount of \$3,890.00 to place plywood on the windows that were vandalized at the vacant building located at 401 S. College. Also, an estimate to replace the windows was received. There is a court date set on April 1, 2023. At that time, restitution will be requested from the judge.

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve the estimate for the boarding up the windows not to exceed \$3,890.00.

Motion passed.

Parks and Recreation Director Glass presented an estimate in the amount of \$8,475.00 for the repair of the roof damage at the Children & Family Services Building located at 412-A Alston. This roof was replaced by Champion Roofing in 2022. Director Glass will review the specification of the bid to see if this portion of the roof was included in the specifications. The insurance company will be contacted to see if an adjustor can be sent to the location.

Alderman Edwards began discussion on the employee personnel policies including the Police Department Standards of Procedure Policies. He requested to review all policies including the fire standards of procedures with the employee handbook to determine the differences in the policies. This will be presented at the next Finance & Administration Committee Meeting.

Mayor Hensley began discussion on the on the surplus properties. An appraisal on the parking lot located on North Maple Street and Washington Ave. was completed with an appraised amount of \$47,500.00. Also, a request was received from Tootsie Roll/Charms to purchase the surplus property of 31.5 acres located on Hope Street. According to the surplus property policy, a real estate agent can be hired to advertise the sale of the property.

Motion was made by Alderman Wallace and seconded by Alderman Morris to solicit real estate agencies and determine the direction for the surplus properties as directed by the policy procedure and proceed to survey the property on Hope Street.

Motion passed.

There being no further business, the meeting adjourned at 4:56 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	\$ 492,439	\$ 50,173	11.3
MAR/JAN	\$ 340,498	\$ 373,007	\$ 32,509	9.5
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	\$ 2,447,393	\$ 202,504	9.0
MAR/JAN	\$ 2,585,387	\$ 2,820,400	\$ 235,013	9.1
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



COVINGTON CITY CLERK

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

02 - February

Year

2023

Export *Filter*

Collected In	Collections Type	Amount
8401 - Covington	Business Tax	-14,419.87
8401 - Covington	Local Option - DOR Admin Fee	1,299.31
8401 - Covington	Excise	-59,438.38
8401 - Covington	Gasoline 3 Cent	-3,570.04
		-809,335.62



Collected In	Collections Type	Amount
8401 - Covington	Gasoline 1989 Increase	-1,933.42
8401 - Covington	Gasoline And Motor Fuel	-11,841.71
8401 - Covington	Motor Fuel Improve Act	-5,922.81
8401 - Covington	Petroleum Special	-1,322.56
8401 - Covington	TV Telecom	-795.21
8401 - Covington	Liquor by the Drink	-3,152.99
8401 - Covington	Local Option	-115,494.35
8401 - Covington	State Sales	-78,862.18
8401 - Covington	Local Option - DOR Admin Fee	5,846.94
8401 - Covington	Local Option	-519,728.35
		-809,335.62



$$513,881.40 / 2 =$$

$$\begin{array}{r}
 256,940.70 \\
 2,569.41 \\
 \hline
 254,371.29 \\
 3,141.79 \\
 \hline
 257,513.08
 \end{array}$$

Sales online -

$$\begin{array}{r}
 257,513.08 \\
 115,494.35 \\
 \hline
 373,007.43
 \end{array}$$

28-Mar-2023

Vendor Name:	Department(s)	Description	Amount
A JASON FLEMING	GENERAL	TRAVEL EXPENSE	\$ 120.00
A T & T	ALL	PHONE SERVICE	\$ 2,003.51
A T & T	ALL	PHONE SERVICE	\$ 2,401.95
BENCHMARK MEDICAL SERVICES	FIRE	EMS REFRESHER COURSES	\$ 4,375.00
C & C EQUIPMENT RENTAL	SEWER	MINI EXCAVATOR RENTAL	\$ 1,549.13
CITY OF COVINGTON	ALL	UTILITIES	\$ 10,190.85
COVINGTON ELECTRIC	ALL	ELECTRIC	\$ 5,822.56
CROMWELL & SCOTT LLC	FIRE	FLOORING / BASEBOARDS - NORTH STATION	\$ 9,570.06
DEALERS TRUCK EQUIPMENT	WATER	UTILITY BED - PURCHASE / INSTALLATION	\$ 14,940.00
HC3	FIRE	ANNUAL FIRE FEE - SECOND NOTICES	\$ 1,165.91
HARCROS CHEMICALS INC	WWTP	CHEMICALS	\$ 7,939.84
HOME DEPOT	VARIOUS	MISCELLANEOUS	\$ 2,197.96
HOWARD FERTILIZER & CHEMICAL	STREET	CHEMICALS	\$ 6,316.64
HUB CITY TIRE CO INC	STREET	TIRES / PROCESSING FEE / DISPOSAL FEE (6)	\$ 1,572.90
HUB CITY TIRE CO INC	STREET	TIRES (2)	\$ 1,337.32
INTRENSIC	POLICE	ANN RENEWAL-BODY WORK CAMERA PROGRAM	\$ 16,314.00
JAN WADE HENSLEY	GENERAL	TRAVEL EXPENSE	\$ 350.56
JAY'S PAINT & BODY	POLICE	DODGE CHARGER REPAIR-WRECK INS CLAIM	\$ 11,717.34
KRISTEE GLASS MAXWELL, TRUSTEE	GENERAL	MARCH 23 MIXED DRINK TAX	\$ 1,576.50
MEAC	GAS	NATURAL GAS PURCHASE	\$ 43,848.00
NAFECO	FIRE	THERMAL IMAGING CAMERAS / CHARGERS	\$ 14,930.00
NAFECO	FIRE	MEDICAL MATERIALS / SUPPLIES	\$ 1,006.48
NATIONAL WATER SERVICES LLC	WATER	REPAIR - PUMPING UNIT #7	\$ 59,672.00
PURCHASE POWER	GENERAL	POSTAGE	\$ 1,005.00
ROBIN ANDERSON	AIRPORT	TRAVEL EXPENSE	\$ 1,022.05
SKEETER KELL SPORTING GOODS	PARKS & REC	BASEBALL SUPPLIES	\$ 1,768.00
SOUTHWEST TN EMC	AIRPORT	ELECTRIC	\$ 1,680.13
STITCH - N - TIME EMBROIDERY	PARKS & REC	BASEBALL JERSEYS / SOCKS / HATS	\$ 4,340.00
STITCH - N - TIME EMBROIDERY	PARKS & REC	SOFTBALL JERSEYS / SOCKS	\$ 1,889.00
STITCH - N - TIME EMBROIDERY	PARKS & REC	DEVELOPMENTAL BALL	\$ 1,059.00
STITCH - N - TIME EMBROIDERY	PARKS & REC	SOCCER	\$ 1,380.00
SYMMETRY	GAS	NATURAL GAS PURCHASE	\$ 206,191.57
TACH'D OUT DIESEL REPAIR	STREET	DIAGNOSE / REPAIR PUMP	\$ 2,000.00
TN PUBLIC UTILITY COMMISSION	GAS	UD-2023 INSPECTION FEE	\$ 2,083.40
UTILITY SERVICE CO INC	WTP	LOGO INSTALLATION - HOSPITAL TANK	\$ 7,797.00
WOOTEN OIL CO	DIESEL INV	LOAD OF DIESEL	\$ 1,576.50
WOOTEN OIL CO	GAS INV	LOAD OF GAS	\$ 19,760.16
			\$ 474,470.32