

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 FEBRUARY 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 Chris Richardson.
3. Pledge of Allegiance to the Flag to be led by Alderman Jeff Morris.
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:
 - Resolution – Community Facility Grant - USDA
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on February 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, 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 Mayor Jan Hensley.

Invocation was given by Alderman Jeff Morris.

Pledge of Allegiance to the Flag was led by Alderman John Edwards.

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 General Welfare – Public Safety Committee Meeting be approved (See Attached).

Motion passed.

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

Motion passed.

Alderman Edwards presented information on the THDA Loan Program.

Motion was made by Alderman Edwards and seconded by Alderman Sullivan to authorize Mayor Hensley to review and research the THDA Loan Program.

Motion passed.

Mayor Hensley presented the request from the Covington Charger Softball Homerun Club to renew signage in the amount of \$150.00 (See Attached).

Motion was made by Alderman Sullivan and Alderman Edwards to approve the request in the amount of \$150.00 to the Charger Softball Homerun Club.

Motion passed.

Mayor Hensley presented information for the professional planning services from L.R.K for review(See Attached). This information will be discussed at the Finance & Administration Committee Meeting on February 21, 2023.

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

A T & T	VARIOUS	TELEPHONE	2,180.91
A T & T	VARIOUS	TELEPHONE	1,282.43
A T & T	VARIOUS	TELEPHONE	2,050.00

A T & T	VARIOUS	TELEPHONE	2,050.00
A-1 DOOR COMPANY LLC	FIRE	BAY DOOR REPAIR - NORTH STATION	1,495.00
A2H	STREET	TRANSPORTATION PROJECT	2,646.06
BNY MELLON	BIOMASS	INTEREST PYMT ON BOND	5,032.44
BOB AUSTILL CONCRETE CO	STREET	REPAIRS	3,888.00
CADENCE BANK	VARIOUS	MISCELLANEOUS	3,260.49
CHRISTIAN GEARY ELECTRIC	SEWER	SEWER PUMP HOOK UP	1,200.00
COTTRELL ELECTRIC	WWTP	REPAIRS	3,626.23
FIRSTNET	POLICE	TELEPHONE SERVICE	2,211.47
G & C SUPPLY CO INC	WATER	MATERIALS / SUPPLIES	11,265.00
G & C SUPPLY CO INC	WATER	MATERIALS / SUPPLIES	1,242.07
G & C SUPPLY CO INC	WATER	MATERIALS / SUPPLIES	2,508.80
G & C SUPPLY CO INC	SEWER	MATERIALS / SUPPLIES	1,300.00
G & C SUPPLY CO INC	WATER	MATERIALS / SUPPLIES	1,254.40
G & C SUPPLY CO INC	WTP	MATERIALS / SUPPLIES	4,067.00
HARCROS CHEMICALS INC	WWTP	CHEMICALS	5,945.90
HARCROS CHEMICALS INC	WTP	CHEMICALS	3,282.15
HARCROS CHEMICALS INC	WWTP	CHEMICALS	7,952.08
HARCROS CHEMICALS INC	WWTP	CHEMICALS	5,946.92
HI-SPEED INDUSTRIAL SERV	WWTP	REPAIRS	1,877.60
KRISTIE GLASS MAXWELL	GENERAL	JAN 2023 MIXED DRINK TAX	1,589.10
LACAL EQUIPMENT INC	STREET	GUTTER BROOMS	1,161.00
LRK, INC	CODES	DESIGN REVIEW SERV-PARK PLACE	3,500.00
MIDSOUTH SOLUTIONS	POLICE	UNIFORMS	1,189.99
MUNICIPAL EMERGENCY SER	FIRE	BACK UP CAMERAS FOR FIRE TRUCKS	1,590.00
NATIONAL WATER SERVICES	WTP	PULL & INSPECT	4,850.00
OWEN & WITHERINGTON	ATTORNEY	PROFESSIONAL SERVICES	6,625.00
PARISH TRANS INC	POLICE	REPAIRS - 6F50 TRANS / CONVERTER	2,800.00
POLYDYNE	WWTP	MATERIALS / SUPPLIES	6,148.08
SULLIVAN'S NATURAL GAS	GAS	REPAIRS / LABOR	6,046.60
TN FIRE SERVICE/CODES ENF	FIRE	CLASSES	1,260.00
TRI STATE METER / REG	GAS	METERS / SUPPLIES	1,410.38
USA BLUE BOOK	WTP	MATERIALS / SUPPLIES	1,220.21
USA BLUE BOOK	WWTP	MATERIALS / SUPPLIES	1,659.47
WALMART ~ CAPITAL ONE	VARIOUS	MISCELLANEOUS	2,250.47
WASCON INC	SEWER	MATERIALS / SUPPLIES	3,603.25
WASCON INC	SEWER	MATERIALS / SUPPLIES	1,590.96
WHITEHORN TANKERSLEY	ALL	PROFESSIONAL SERVICES	8,000.00
WILSON COUNTY MOTORS	POLICE/DRUGS	VEHICLES (4)	158,895.48
WILSON COUNTY MOTORS	PUBLIC WORKS	VEHICLE	39,114.60
WILSON COUNTY MOTORS	GAS	VEHICLE	38,513.80

The General Welfare – Public Relations Committee met at City of Covington on February 14, 2023 at 4:00 p.m. with the following members present: Chairman Alderman John Edwards, Mayor Justin Hanson, 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, Airport Manager Robin Anderson, Personnel Director Eboni Eaton, Public Works Director David Gray, Building Official Lessie Fisher, 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 January fuel sales totaling 2,477 gallons. Two bids were received for the construction of the Security Fencing Project. It is recommended Columbus Fence Company is awarded the bid in the amount of \$349,060.00. The funding request was submitted on January 18, 2023 in the amount of \$393,948.00 requesting 100% federal funding.

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

Motion passed.

Museum Director Katherine Markley reported the veteran of the month for February is William Bradley Vanstory and will be recognized on February 14, 2023. The museum had 296 visitors for the month. Vintage Board Game Night will be March 3, 2023. The Garden Series will continue through the month of February. Nature journaling classes will be each Saturday in March at noon.

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

Motion passed.

Parks and Recreation Director Glass presented upcoming events for 2023. Monday night pickleball has returned from 4:30 p.m. to 7:30 p.m. A new fitness class, Mix it Up, will be on Thursdays at 6:00 p.m. The last day for signups for spring sports is February 17, 2023. The application and guidelines for both the Parks/Fairgrounds/Riding Arena and the General Park Rules and Regulations were presented for review. Any revisions will be brought back for discussion at the next meeting. The special events committee meeting minutes were presented. Fees were not requested to be waived. The invoice was presented in the amount of \$1,070.00 for the Charger Alumni Music Soul Festival which will be held on April 8, 2023. There is an admission fee of \$10 per ticket to attend this event.

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 4:24 p.m.

The Finance and Administration Committee met at City of Covington on February 21, 2023 at 4:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Hensley, Aldermen: Jeff Morris, Chris Richardson, Danny Wallace, 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.

Chairman Alderman Sullivan called the meeting to order.

Alderman Sullivan presented the surplus real estate nomination form for the vacant .046 acres on Holly Grove Road. The estimated value of this property is zero. A request to quitclaim this property was received from Waffle House, Inc. A request was presented and approved at a previous finance and administration to quitclaim this property to Dan Gatlin. This request will allow the property to be quitclaim to both Waffle House, Inc. and Mr. Gatlin.

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve the request from Waffle House, Inc. to quitclaim the .046 acres on Holly Grove Rd.

Motion passed. Alderman Edwards abstained from the vote.

Alderman Danny Wallace requested an update on the vacant property located at 401 S. College Street. The conversion process will have to begin in order for the property to be sold.

Replacement properties would have to be determined for it is a requirement of the conversion process. Alderman Wallace requested a decision be made whether or not to keep and maintain this property or consider the property as surplus property.

Fire Chief Griggs presented the bid for the Fire Department Flooring at Fire Station 1 (See Attached). These bids were opened on February 9, 2023. Cromwell & Scott was determined to be the low bidder.

Motion was made by Alderman Edwards and seconded by Mayor Hensley to approve and award the bid to Cromwell & Scott in the amount of \$25,270.13.

Motion passed.

Public Works Director Gray presented the bid for the replacement of piping & valves for approval (See Attached). Director Gray recommended the bid be awarded to Waterserv Company.

Motion was made by Alderman Edwards and seconded by Alderman Wallace to approve and award the bid to Waterserv Company in the amount of \$77,049.50.

Motion passed.

Mayor Hensley presented the proposal from LRK for professional planning services. The cost for the future land use phase and the design guidelines phase is estimated to cost \$200,000.00. Tipton County is undertaking the process and the city will be incorporated in this process. The cost will be increased if we delay the planning process.

Motion was made by Mayor Hensley and seconded by Alderman Richardson to hire LRK for professional services for the future land use plan and the design guidelines plan amending the budget at a cost not to exceed \$200,000.00.

Motion passed.

The Title 8 (Alcoholic/Intoxicating Liquors) will be discussed at the Finance & Administration Committee Meeting in March, 2023.

There being no further business, the meeting adjourned at 4:44 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	\$ -	\$ -	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	\$ 2,447,393	\$ 202,504	9.0
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

01 - January ▼

Year

2023 ▼

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Collected In	Collections Type	Amount
8401 - Covington	Business Tax	-7,908.46
8401 - Covington	Local Option - DOR Admin Fee	1,729.42
8401 - Covington	Gasoline 3 Cent	-3,659.02
8401 - Covington	Gasoline 1989 Increase	-1,981.61
		-974,066.93

Collected In	Collections Type	Amount
8401 - Covington	Gasoline And Motor Fuel	-12,944.22
8401 - Covington	Motor Fuel Improve Act	-6,549.36
8401 - Covington	Petroleum Special	-1,322.56
8401 - Covington	TV Telecom	-740.13
8401 - Covington	Liquor by the Drink	-3,191.00
8401 - Covington	Local Option	-153,726.10
8401 - Covington	State Sales	-99,784.99
8401 - Covington	Local Option - DOR Admin Fee	7,782.43
8401 - Covington	Local Option	-691,771.33

-974,066.93



$683,988.90 / 2 = 341,994.45$
 1% fee (3,419.94)

 338,574.51
 online sales - 1,868.04

 340,442.55
 151,996.68

 492,439.23

Local Option - 151,996.68

RESOLUTION

WHEREAS, the City of Covington intends to apply for Community Facility Grant funds to be administered by the United States Department of Agriculture Rural Development (USDA RD) herein called the Government. The purpose of said funds is to assist in the purchase of equipment for essential community facilities. Furthermore, the Mayor and Officers of the City are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such financial assistance; and to operate the facilities under the terms offered by the government.

BE IT FURTHER RESOLVED THAT, the City of Covington will execute a USDA Rural Development Grant Agreement upon completion of the project in the amount of the grant.

IN WITNESS WHEREOF, the City of Covington has duly adopted this resolution and caused to be executed by the Board of Alderman on this _____ day of _____, _____.

By: _____

Title: _____

Date: _____

