

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 AUGUST 8, 2023, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
2. Invocation to be given by Alderwoman Jean Johnson.
3. Pledge of Allegiance to the Flag to be led by Alderman John Edwards.
4. Minutes of the Preceding Meeting to be approved:
5. Report from Committees:
 - Minutes of the General Welfare – Public Safety Committee Meeting
 - Minutes of the Public Works Committee Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Jan Hensley:
 - Boys & Girls Club Hatchie River Region – Use of Facilities
 - Updates
9. Report from Recorder-Treasurer Tina Dunn:
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
 - Contract to Purchase Property @ 209 West Pleasant Ave.
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on July 25, 2023, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: C.H. Sullivan, Jeff Morris, John Edwards, Danny Wallace, Jean Johnson, and Chris Richardson. Also present were Parks and Recreation Director Molly Glass, Public Works Director David Gray, Building Official Lessie Fisher, Police Chief Donna Turner, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn

Meeting was called to order by Mayor Jan Hensley.

Invocation was given by Alderman John Edwards.

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

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

Motion was made by Alderman Chris Richardson and seconded by Alderwoman Johnson that the Minutes of the General Welfare – Public Relations Committee meeting be approved (See Attached).

Motion passed.

Alderman Edwards requested to discuss the means of collecting utility bills electronically.

Shelvie Rose approached the Board concerning the need to clean up the property on the corner of North College and Ripley Street.

Recorder-Treasurer Tina Dunn presented the sales tax report for collections for the month of May, 2023 showing a decrease of \$50,000.00 or 10.2% (See Attached).

Motion was made by Alderman Wallace and seconded by Alderman Edwards to approve the report from Recorder-Treasurer Dunn.

Motion passed.

Mayor Hensley presented the Interlocal Agreement for the Tipton County Community Development Council for approval (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to approve the Interlocal Agreement for the Tipton County Community Development Council.

Motin passed.

The following bills over/under \$1000.00 were presented for approval:

A T & T	VARIOUS	PHONE SERVICE	1,111.44
A T & T	VARIOUS	PHONE SERVICE	2,401.95
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE DISPOSAL	3,340.32
COV GAS, WT & SWR	VARIOUS	UTILITIES	5,524.39
COVINGTON ELECTRIC	VARIOUS	ELECTRICITY	6,552.18

COV-TIPTON CO CHAMBER	GAS	JULY-SEPT 2023 CONTRIBUTION	15,000.00
COV-TIPTON CO CHAMBER	GENERAL	HERITAGE FESTIVAL	2,000.00
G & C SUPPLY CO	WATER	SUPPLIES	1,248.78
G & C SUPPLY CO	STREET	YELLOW HIGHWAY PAINT	1,047.00
G & C SUPPLY CO	STREET	SIGN POSTS	1,400.00
G & C SUPPLY CO	SEWER	SUPPLIES	5,447.36
HADDADS	AIRPORT	SOFAS	4,000.00
HARCROS CHEMICALS INC	WWTP	CHEMICALS	7,931.68
HC3	VARIOUS	POSTAGE / MAILING OF UTILITY BILLS	3,044.13
HOME DEPOT	VARIOUS	MATERIALS / SUPPLIES	2,234.35
INSOURCE SOLUTIONS	WWTP	AVEVA SOFTWARE MAINTENANCE	3,222.54
JOHN DEERE FINANCIAL	STREET	TRACTOR MOWER	28,377.86
MEAC	GAS	PURCHASED NATURAL GAS	30,060.00
MID-SOUTH SUPPLIERS LLC	STREET	MATERIALS - BASE	7,806.11
MID-SOUTH SUPPLIERS LLC	STREET	MATERIALS - BASE	2,264.24
OWEN & WITHERINGTON	GENERAL	PROFESSIONAL SERVICES	6,887.50
PURCHASE POWER	GENERAL	POSTAGE	1,000.00
QT POD	AIRPORT	NETWORK ACCESS & SUPPORT	1,425.00
RADFORD PLANNING	CODES	PLANNING SERVICES JULY-SEPT 2023	2,382.00
SCHAUS	SANITATION	CONSULTANT SERVICES TORNADO	10,631.96
SOUTHWEST TN ELECTRIC	VARIOUS	ELECTRICITY	1,656.91
SULLIVAN NATURAL GAS	GAS	CALIBRATION TESTING	5,506.75
SUNBELT RENTALS	BBQ FEST	LIGHTING	1,686.00
TIPTON CO TN	CIVIL DEF	APRIL - JUNE 2023	10,731.15
TITAN AVIATION	AIRPORT	JET FUEL	21,913.61
TK ELEVATOR	CIVIC CTR	ELEVATOR MAINT	1,554.49
TN BUREAU OF INV	POLICE	REGISTRATION FOR TRAINING	1,950.00
TN GAS ASSOCIATION	GAS	2023-2024 MEMBERSHIP	2,501.80
TRI STATE METER	GAS	MATERIALS	1,212.70
WHITEHORN, TANKERSLEY	VARIOUS	PROFESSIONAL AUDITING SERVICES	1,725.00
WOOTEN OIL	GENERAL	GASOLINE	18,032.15
		TOTAL	\$ 224,811.35

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

Motion passed.

Alderman Edwards requested to approve the use of the facilities for the Boys & Girls Club Hatchie River Region. This will need to go before the Special Events Committee.

There being no further business, the meeting was adjourned at 5:55 p.m.

Attest: _____
Recorder-Treasurer

Mayor

The General Welfare – Public Safety Committee met at City of Covington on July 25, 2023, at 4:00 p.m. with the following members present: Chairman Alderman Chris Richardson, Alderman John Edwards, and Alderman C H Sullivan. Also, present were Police Chief Donna Turner, Lieutenant Ed Moss, Public Works Director David Gray, Building Official Lessie Fisher, Alderwoman Jean Johnson, Alderman Danny Wallace, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Chairman Alderman Chris Richardson.

Fire Lt. Moss reported Cody Peeler was officially sworn in on July 12, 2023. There were 21 hours worked by the volunteers in June, 2023. The run report was presented showing 179 calls from June 22, 2023 to July 20, 2023. The county coverage area collections are \$80,325.00 for 2023. Quotes are being obtained for the fence and awning at the South Fire Station. The weather sirens are in the process of being repaired. There is a grant available from Public Entity Partners in the amount of \$3,000.00 which will be used for safety equipment. Permission was requested to make an application for this grant which will be used to purchase a set of turnout gear. Lt. Moss and Firefighter Zack Moffett will attend the Tank Car Specialist training course at the Mississippi Fire Academy. The fire inspection report was presented for review.

Motion was made by Alderman Sullivan and seconded by Mayor Hensley to approve the request to apply for the PEP Grant in the amount of \$3,000.00 to purchase a set of turnout gear. Motion passed.

Motion was made by Mayor Hensley and seconded by Alderman Sullivan to approve the fire department report. Motion passed.

Chief Turner reported there are ten vacant positions. The department will move forward with three applicants of which two are post certified. The 2023 Carl Perkins Exchange Club Officer of the Year was presented to Officer Lee Smith. The reassignments of positions were presented in the report. The monthly activity report was presented. The statistics for the month were presented showing 1,500 calls for the month and 64 traffic stops. An application for a grant has been submitted for security cameras, upgrades to the lighting, call boxes, and 2 sky cops. These purchases will be placed in Frazier Park.

Motion was made by Mayor Hensley and seconded by Alderman Edwards to approve the police department report. Motion passed.

Alderman Edwards requested discussion for police staffing concerns be placed on the agenda for the Finance & Administration Committee.

There being no further business, the meeting adjourned at 4:29 p.m.

The Public Works Committee met at City Hall on August 1, at 4:00 p.m. with the following members present: Chairman Alderman Danny Wallace, Aldermen: Jeff Morris and Jean Johnson, and Mayor Jan Hensley. Also present were Public Works Director David Gray, Alderman C.H. Sullivan, Building Official Lessie Fisher, Senior Accountant Kristin Mathis, Assistant to the Mayor Jason Fleming, and Police Chief Donna Turner.

Meeting was called to order by Chairman Alderman Danny Wallace.

Public Works Director David Gray presented an invoice for the purchase of a new truck that was approved in the 2023-2024 budget in the amount of \$ 35,814.40.

Motion was made by Alderman Jeff Morris and seconded by Alderwoman Jean Johnson to approve the purchase price of a new truck in the amount of \$35,814.40. Motion passed.

Director Gray provided information on the recent bidding of the East Ripley railroad crossing. Union City Paving, LLC was the lowest bidder at \$98,410.95 and he recommends they be awarded the contract.

Motion was made by Chairman Alderman Danny Wallace and seconded by Mayor Jan Hensley to award the contract to Union City Paving in the amount of \$98,410.95. Motion passed.

Director Gray gave updates on the James Street sidewalk project stating a preconstruction meeting will be held on August 10, 2023, at 10:30 a.m. He also gave updates on the repair work of the South and Rialto water tanks. He had a meeting recently with the postmaster at the Covington Post Office regarding issues with parking in front of the post office. He is requesting the 5 parking spaces in front of and the 2 spaces along the side of the building be posted as "post office parking only". The discussion was tabled until the next Public Works Committee meeting in September.

Motion was made by Mayor Jan Hensley and seconded by Alderwoman Jean Johnson to approve Director Gray's report as presented. Motion passed.

Building Official Lessie Fisher gave updates on the blight process along with property maintenance complaints as well as construction projects in process. She gave a brief description of the condemnation process as requested.

Motion was made by Mayor Jan Hensley and seconded by Alderwoman Jean Johnson to approve Director Fisher's report as presented. Motion passed.

There being no further business, the meeting adjourned at 4:28 p.m.

Boys & Girls Club Hatchie River Region Community Use of Facilities

When not in use for Club purposes, Club buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board of Directors.

1. No group will be permitted to use Club facilities without prior approval from the CEO (chief executive officer). Requests for use of the Club facilities shall be made by submitting the appropriate form at the Club (office of the CEO) prior to the date of use;
2. The Board will cooperate with the City of Covington and will make Club facilities available without charge during community emergencies;
3. The Board will approve and periodically review a fee schedule for the use of Club facilities by all groups not covered in item 2 above;
4. Club facilities may not be used for private profit;
5. All activities at Club facilities must be under adult supervision and approved by the CEO. In all cases, a Club employee will be present;
6. Club employees will be compensated by group for opening and closing of the Club facility;
7. Groups receiving permission for use of Club facilities are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the CEO;
8. Groups receiving permission for use of the Club facilities are responsible for the observance of all rules and regulations including those relating to fire and safety;
9. The use of alcoholic beverages, drugs, profane language, gambling in any form is not permitted at Club facilities, an illegal activity is strictly prohibited;
10. CEO must be notified of intended use of the kitchen;
11. Club facilities shall not be used as a permanent substitute for a headquarters or meeting place for organizations that would traditionally maintain their own permanent headquarters or meeting place;
12. Any group requesting to use facilities will be responsible for determining the facilities are suitable for the planned use;
13. Facilities will not be available for use unless there will be someone available to open and close the facilities. If it is necessary to pay a Club employee additional compensations to be present to open and close the facilities, the group using the facilities may be assessed the cost of the additional compensation;
14. Any group using Club facilities will be responsible for clean-up of the facilities following this use. If a group using the Club facilities fails to clean up the facilities, the group will be assessed a clean-up charge in an amount determined by the Board of Directors;
15. Neither the Board of Directors nor any of its members or employee shall be responsible or liable for any injury to person property resulting from use of Club facilities under the guidelines. Any group using Club facilities will do so at its own risk and shall be responsible and liable for loss of or damage to.

Boys & Girls Club Hatchie River Region
Request for Use of Facilities

Tipton County Friends of Isaac Hayes (Name of Group) requests permission to use facilities as follows:

Specific building areas requested: Gym

Date and hours: August 18th 7-10 19th 12-6

Purpose of use: Isaac Hayes Day

In making this request, the above named group understands and agrees that:

1. It will not be permitted to use Club facilities without prior approval of the CEO. Requests for the use of Club facilities shall be made by submitting this form at the office of the CEO prior to the date for which use of facilities is requested;
2. It will pay any amounts for which use of facilities is requested;
3. All activities that it engages in at Club facilities will be under adult supervision and approved by the CEO, with an assigned Club employee present;
4. It is responsible for the observance of all rules and regulations, including those relating to fire and safety.
5. It will not permit the use of alcoholic beverages, drugs, profane language, or gambling in any form at Club facilities. It will not permit any illegal activity at Club facilities;
6. It will not use Club kitchen unless CEO has been notified;
7. It will clean up the Club facilities following its use of them. If it fails to do so, it will be assessed a clean-up charge in an amount determined by the Board of Directors.
8. Club facilities shall not be used as a permanent substitute for a headquarters or meeting place for organizations that would traditionally maintain their own permanent headquarters or meeting place;
9. In the event that a requested use conflicts with an event scheduled by the Club or Board of Directors, the event scheduled by the Club or Board of Directors will have priority;
10. Facilities will not be available for use unless there will be someone available to open and close the facilities. It is the responsibility of the group requesting use of the facilities to check with the CEO of the Club to ensure that someone will be available to open and close facilities. If it is necessary to pay a Club employee additional compensation to be present to open and close the facilities, the cost of that additional compensation may be included in the amount charged for using the facilities.
11. Neither the Board of Directors nor any of its members, the Club or Club employees shall be responsible or liable to a person or property resulting from use of Club facilities

Tipton County Friends of Isaac Hayes (Name of Group)

12. In using Club facilities, T. County Friends of Isaac Hayes (name of Group) will do so at its own risk and shall be responsible and liable for loss of or damage to Club buildings or equipment.

The person responsible for opening and closing will receive 100 percent of the amount charged and the Club will receive 0 dollars for the rental of the building.

Tipton County Friends of Isaac Hayes
Name of Group

7/25/23
Date

[Signature]
By

chairman
Title

The above request for use of Club facilities is (approved) (denied) (approved on the following conditions): _____

[Signature]
CEO's Signature

7-25-23
Date

Amount Charged: 200.00

[Signature]
Signature of person responsible for opening and closing facility.

FOR BOOKKEEPING ONLY

Person to be paid for opening or closing facility: Kennard Yarbrough

Amount due: 200.00 Date Paid: _____

Receipt number: _____

Check Number: _____

Notes:

