

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 SEPTEMBER 12, 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 C H Sullivan.
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:
  - Updates
9. Report from Recorder-Treasurer Tina Dunn:
10. Report from City Attorney Rachel Witherington.
11. Old Business:
12. New Business:
  - Ordinance 1765 – Standards Mobile Home Parks & Camping Grounds
  - Ordinance 1766 – Human Resources Manager Position
  - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on August 22, 2023, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: C.H. Sullivan, Jeff Morris, John Edwards, Danny Wallace, and Jean Johnson. Also present were Parks and Recreation Director Molly Glass, Public Works Director David Gray, Building Official Lessie Fisher, Fire Chief Richard Griggs, 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 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 General Welfare – Public Relations Committee Meeting be approved (See Attached). Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderman Morris that the Minutes of the Finance & Administration Committee Meeting be approved. Motion passed.

Motion was made by Alderman Edwards and seconded by Alderwoman Johnson to postpone the hiring of the downtown director position in the 2023-24 budget. Motion failed with nay votes from Sullivan, Morris, and Wallace.

Mayor Hensley stated he has nothing but love and respect for the fire department and asked the department to accept his apology if he offended any of the fire department staff & families.

Recorder-Treasurer Tina Dunn presented the sales tax report for collections for the month of June, 2023 showing an increase of \$9,600.00 or 2.4%. Year to date collections increased \$257,000.00(See Attached).

Motion was made by Alderman Morris and seconded by Alderman Sullivan to approve the report from Recorder-Treasurer Dunn. Motion passed.

City Attorney Witherington reported the Saddle Club will attend the next Finance & Administration Committee Meeting. The first draft of the Human Resources Manager position was presented to the Board for review.

Motion was made by Alderman Wallace and seconded by Alderman Morris to present the Ordinance to create the Human Resources Manager Position and designate the

Recorder/Treasurer as the Purchasing Officer at the Board of Mayor and Aldermen Meeting on September 12, 2023.

Motion passed with Edwards and Johnson abstaining.

Motion was made by Alderman Edwards and seconded by Alderman Sullivan to approve the report from City Attorney Witherington.

Motion passed.

Mayor Hensley presented the contract for approval to purchase the building located at 209 West Pleasant Ave. at a cost of \$32,854.76 (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve the contract to purchase the building located at 209 West Pleasant Ave. at \$32,854.76.

Motion passed.

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

A T & T	ALL	TELEPHONE SERVICE	2,401.95
A T & T	CITY HALL	TELEPHONE SERVICE	1,111.44
A2H	SEWER	PROFESSIONAL SERVICES	20,000.00
A2H	STREET	PROFESSIONAL SERVICES	3,215.00
A2H	STREET	PROFESSIONAL SERVICES	2,000.00
A2H	STREET	PROFESSIONAL SERVICES	1,155.00
ADAPCO	STREET	MATERIALS	2,271.55
ALEX VAN VLEET	POLICE	TRAVEL EXPENSE	88.00
ALLAN STERBINSKY, PH.D.	PERSONNEL	COMPENSATION REPORT	9,700.00
AMARI HAYES	POLICE	TRAVEL EXPENSE	88.00
BFI NORTH SHELBY LANDFILL	WTP	SLUDGE REMOVAL	2,448.90
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	4,394.75
BILLY CAMPBELL	POLICE	TRAVEL EXPENSE	88.00
BNY MELLON	BIOMASS	INTEREST PYMT ON BOND	5,673.66
CHRISTIAN GEARY ELECTRIC	SEWER	SEWER PUMP	1,400.00
CODY PEELER	FIRE	MEAL ALLOWANCE	620.00
COTTRELL ELECTRIC	WTP	MOTOR REPLACEMENT AERATOR	1,652.08
COVINGTON ELECTRIC	ALL	ELECTRIC SERVICE	48,626.75
ED MOSS	FIRE	TRAVEL EXPENSE	72.00
G & C SUPPLY CO INC	GAS	MATERIALS	3,236.50
GLENN TRAVIS	FIRE	MEAL ALLOWANCE	245.00
GUTHRIE SALES & SERVICE	WWTP	AE BRUSH MOTOR	8,642.00
HC3	SW/WAT/SEW/GAS	UTILITY BILLING	3,085.10
HUBER TECHNOLOGY	SEWER	TRASH REMOVAL REPAIR	31,244.11
JORDAN ISBEL	POLICE	TRAVEL EXPENSE	62.00
KRISTIE GLASS MAXWELL	GENERAL	AUGUST 2023 MIXED DRINK TAX	2,049.01
MAGNEGRIP	FIRE	EXHAUST REMOVAL - SOUTH STAT	2,588.73



The General Welfare – Public Safety Committee met at City of Covington on August 22, 2023, at 4:00 p.m. with the following members present: Mayor Jan Hensley, Alderman John Edwards, and Alderman C H Sullivan. Also, present were Police Chief Donna Turner, Fire Chief Richard Griggs, Public Works Director David Gray, Building Official Lessie Fisher, Alderwoman Jean Johnson, Alderman Danny Wallace, and Recorder-Treasurer Tina Dunn.

Motion was made by Alderman Sullivan and seconded by Alderman Edwards for Mayor Hensley to chair the meeting due to the absence of Alderman Richardson.

Fire Chief Griggs reported the department attended a school supply drive at Cannan Baptist Church and a fire prevention event at St. Luke Baptist. There were 3 hours worked by the volunteers in July, 2023. The run report was presented showing 183 calls from July 20, 2023, to August 17, 2023. The county coverage area collections are \$80,400.00 for 2023. The repair work was completed on the ventilation exhaust system. The radio antenna/repeater has been repaired. The weather sirens repairs will begin this week, August 23, 2023. The additional funding request of \$20,000.00 was denied by Tipton County Government for outside county fire protection. Firefighter Ginn and Moore attended the ICS-300 in Shelby County. Chief Griggs and Firefighter Gardiner completed the Incident Safety Officer Course and have passed the Tennessee Fire Commission certification exam. Two Firefighters have started the academy this month. Chief Griggs reported he has met with Schaus Company, Norma Eaton, about the replacement of the generators located at the two fire stations and city hall. This will be a 90/10 FEMA Grant match. Chief Griggs asked the committee to look into all issues concerning the fire department and have any policies in question placed in writing.

Motion was made by Alderman Sullivan and seconded by Alderman Edwards to proceed with gathering information for the replacement of the generators with FEMA.  
Motion passed.

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

Chief Turner reported the department has three new hires, two of which are certified. The monthly activity report was presented. The statistics for the month were presented showing 1,656 calls for the month and 113 traffic stops. Currently, four applications are in the process of having background checks.

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

There being no further business, the meeting adjourned at 4:25 p.m.

The Public Works Committee met at City of Covington on September 5, 2023, at 4:00 p.m. with the following members present: Chairman Alderman Danny Wallace, Alderman Jeff Morris, Alderwoman Jean Johnson, and Mayor Jan Hensley. Also present were Public Works Director David Gray, Building Official Lessie Fisher, Utilities Manager Calvin Johnson, Fire Chief Richard Griggs, Alderman John Edwards, Alderman Chris Richardson, Police Chief Donna Turner, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Wallace called meeting to order.

Public Works Director David Gray reported the James Street Project will begin on September 11, 2023. There was a preconstruction meeting for the East Ripley Railroad Crossing on August 29, 2023. This project is set to begin on September 20, 2023. There will be a bid opening on September 7, 2023, for the STBG Various Street Project. This information will be brought to the next Public Works Committee Meeting. There was a discussion about the fifteen-minute parking at the Post Office located on Main Street. The problem with parking has shown improvement. The parking will continue to be monitored to see if there has been improvement. Director Gray has received requests for the speed limit in the Links Subdivision to be changed from 30mph to 20 mph. The Tennessee Public Gas Pipeline Safety was presented showing no violations. The annual gas leak survey has been completed with no issues found. At the current time, the Utilities Department has lost two employees. The grounds maintenance department has lost five employees. The Sanitation Department is in the process of advertising for a brush truck operator.

Motion was made by Alderman Wallace and seconded by Alderman Morris to reduce the speed limit from 30mph to 20mph in the Links Subdivision.  
Motion passed.

Motion was made by Mayor Hensley and seconded by Alderman Morris to approve the report from Public Works Director David Gray.  
Motion passed.

Building Official Lessie Fisher reported the letters have been mailed out to the property owners for the Blight Grant. Meetings will be set up to discuss the Blight Grant with these homeowners. The Planning Commission has approved the proposed amendment in our Regional Zoning Ordinance from the currently adopted Tipton County Resolution for Development Standards for Mobile Home Parks and Camping Grounds. The proposed ordinance will be sent to the Board of Mayor and Aldermen for review. The first reading will be on the agenda for the Board Meeting on September 12, 2023. Director Fisher will also provide the Tipton County Resolution for the Board to review.

Motion was made by Alderwoman Johnson and seconded by Alderman Morris to accept the report from Building Official Lessie Fisher.  
Motion passed.

There being no further business, the meeting adjourned at 4:26 p.m.

## ORDINANCE 1765

### AN ORDINANCE TO AMEND THE TEXT OF THE COVINGTON REGIONAL ZONING ORDINANCE TO AMEND STANDARDS FOR MOBILE HOME PARKS AND ADOPTING NEW STANDARDS FOR CAMPING GROUNDS

WHEREAS, Sections 13-7-301 through 13-7-306 of the *Tennessee Code Annotated* empowered the City of Covington to enact the Covington Regional Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Regional Zoning Ordinance; and,

WHEREAS, the Covington Municipal-Regional Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated* and recommends such amendment to the Covington Board of Mayor and Aldermen; and,

WHEREAS, the Covington Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Sections 13-7-201 through 13-7-210 and Sections 13-3-301 through 13-3-306 of the *Tennessee Code Annotated*, with regard to the amendment of the Covington Regional Zoning Ordinance by the Planning Commission and subsequent action of the Covington Board of Mayor and Aldermen, have been met.

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

**SECTION 1.** That the following language shall be added to Article II, Section 2.020, DEFINITIONS with any existing definitions of the same replaced with the following:

**Camper** – Any individual who occupies a campsite or otherwise assumes charge or, placed in charge of a campsite.

**Campsite** – Any plot of ground within a camping ground intended for exclusive occupancy by a camping unit or units under the control of the camper.

**Camping Ground** – A parcel of land used or intended to be used, let or rented for occupancy by campers or for occupancy by camping trailers, fifth wheel trailers, motor homes, recreational vehicles, travel trailers, tents, or any other movable or temporary living quarters, rooms, or sleeping quarters of any kind.

Each mobile home space shall be of sufficient size that, in addition to the dwelling, the following space shall be provided:

1. Each mobile home space shall be at least thirty-six (36) feet wide and such space shall be clearly defined by permanent markers.
2. There shall be a front yard setback of ten (10) feet from all access roads within the mobile home park.
3. Mobile homes shall be placed in each space so there shall be at least twenty (20) foot clearance between dwellings in all directions. No mobile home shall be located closer than twenty (20) feet from any building within the mobile home park.
4. There shall be at least two (2) off-road parking spaces for each residential space, which shall be on the same site as the mobile home served and may be located in the rear or side yard of said mobile home space.
5. Each mobile home space shall be provided with a pad that shall be a minimum of twelve (12) feet by fifty (50) feet, which shall be constructed of four (4) inches of compacted gravel, at a minimum.
6. No mobile home park shall be permitted unless such mobile home park is served by a public water supply. No mobile home space shall be located more than two hundred fifty (250) feet from a fire hydrant.

7. **Minimum Lot Density Chart**

	<u>Private Wastewater Treatment</u>	<u>Public Sewer System</u>
Single Wide Mobile Home	15,000 sq.ft.	7,500 sq.ft.
Double Wide Manufactured Home	20,000 sq.ft.	10,000 sq.ft.

The minimum lot density, unless a higher density is approved by the Tennessee Department of Environment and Conservation, Division of Water Resources and the Board of Zoning Appeals after appropriate soil tests have been completed and analyzed as to the capability of the soil to accommodate a septic tank and drain field.

D. **General Requirements for Mobile Home Parks**

1. Roads within the mobile home park shall be paved to a width of not less than twenty-two (22) feet (for bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Covington Regional Subdivision Regulations, and the right-of-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the mobile home park shall be private roads and shall not be accepted as public roads.
2. Mobile home parks that provide fifty (50) or more residential spaces shall be required to provide more than one ingress/egress point to the mobile home park.



4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
5. The location of open space.
6. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Covington Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.
7. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.
8. All mobile home parks existing at the date of the passage of this Ordinance that do not conform to the provisions of the zoning Ordinance shall be governed in accordance with the provision of Section 6.020, of this Ordinance.

F. Application for Mobile Home Park Development

An application for a permit to develop and construct a mobile home park shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner.

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Covington Municipal-Regional Planning Commission for site plan approval. The Covington Municipal-Regional Planning Commission shall duly review these materials and shall co-ordinate the review with the appropriate entities.
2. An annual fee to operate a mobile home park shall be based on the number of residential pads approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of mobile home pads shall require approval in the same fashion, as did the original plan. The annual fee shall be paid to the Covington Building Inspectors Office per space approved whether occupied or not.
4. Under no circumstance shall any portion of the mobile home park be subdivided into individual lots, and when any ownership of the mobile home park changes, notification shall be presented to the Code Department.
5. Any newly placed mobile home in the mobile home park shall be permitted as required in Section 8.030 of this Ordinance.

2. No camping ground shall be permitted unless such camping ground is served by a public water supply with access to potable water. Sanitary facilities, including flush toilets and showers shall be located within three hundred (300) feet walking distance of each primitive tent campsite.
3. Access roads within the camping ground shall be paved to a width of not less than twenty-two (22) feet (bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Covington Regional Subdivision Regulations, and the right-of-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the camping ground shall be private roads and shall not be accepted as public roads.
4. Camping Grounds that provide fifty (50) or more sites shall be required to provide more than one ingress/egress point to the camping grounds.
5. All campsites within the camping grounds shall abut an access road. There shall be at least two (2), off-road parking space for each campsite, or a general parking lot where individual campsites do not have their own parking space.
6. Each camping ground shall be provided with a dumping station. Each camping ground site shall provide a connection to electricity and a private wastewater treatment system approved by the Tennessee Department of Environment and Conservation, Division of Water Resources. Primitive tent campsites do not require connections to electric nor a private wastewater treatment system.
7. Commercial, industrial, or other nonresidential uses including customary home occupations within the camping ground are prohibited, except to house a rental office, maintenance, and amenity structures such as laundry, bathroom facilities and convenience commercial such as small incidental retail. (Ex. Drink Machines and small item retail)
8. Each space shall be identified by either numbers or letters or a combination of both numbers and letters and shall be visible from the access road.
9. At least ten (10%) percent of the land area being used for the camping grounds shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of campsites nor for parking.
10. The storage, collection, and disposal of refuse in the camping grounds shall be so managed as to create no health hazards. All refuse shall be stored in flyproof, watertight and rodent proof containers. Garbage shall be collected and disposed of in a legal manner daily. There shall be one (1) trash receptacle for each campsite.
11. There shall be one (1) picnic table and one (1) fireplace/grill per campsite.

D. Plans and Schedules Required

3. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the Codes Department.
4. Any newly placed structure in the camping ground shall be permitted as required in Section 8.030 of this Ordinance.

**SECTION 5.** That the language found in Section 5.051 FAR, FORESTRY, AGRICULTURE, RESIDENTIAL DISTRICT, Section C. 3. "Travel Trailer Parks" be deleted and replaced with the following language:

3. Camping Grounds.

**SECTION 6.** That the language found in 5.055 C-1, RURAL COMMERCIAL DISTRICT, Section C. 3. "Travel Trailer Parks" be deleted and replaced with the following language:

3. Camping Grounds.

**SECTION 7.** That the language found in 5.056 C-2, LIGHT COMMERCIAL DISTRICT, Section C. 2. "Travel Trailer Parks and Overnight Campgrounds" be deleted and replaced with the following language:

3. Camping Grounds.

**SECTION 8.** That the language found in 5.057 C-3, HIGHWAY COMMERCIAL DISTRICT, Section C. 2. "Travel Trailer Parks and Overnight Campgrounds" be deleted and replaced with the following language:

3. Camping Grounds.

**SECTION 9.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it."

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder-Treasurer

\_\_\_\_\_  
Public Hearing

\_\_\_\_\_  
Passed Third Reading

A T & T MOBILITY	VARIOUS	TELEPHONE SERVICE	2,231.96
A T & T MOBILITY	POLICE	TELEPHONE SERVICE	2,203.83
A-1 DOOR COMPANY LLC	FIRE	DOOR REPAIR / REPLACEMENT - S STATION	4,837.00
A2H	STREET	PROFESSIONAL SERVICES	1,000.00
BARGE DESIGN SOLUTIONS	AIRPORT	PROFESSIONAL SERVICES	50,190.00
BEST WADE PETRILEUM	WWTP	OIL	6,987.00
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	3,448.88
BNY MELLON	BIOMASS	INTEREST PYMT ON BOND	6,245.42
BOB AUSTILL CONCRETE	STREET	SIDEWALK / CATCH BASINS	2,592.00
CADEENCE BANK BUSINESS CAF	VARIOUS	MISCELLANEOUS PURCHASES	7,757.28
CITY OF COVINGTON	ALL	UTILITIES	7,664.88
ED MOSS	FIRE	TRAVEL	62.00
FLOCK SAFETY	POLICE	PROFESSIONAL SERVICES	1,250.00
G & C SUPPLY CO INC	WATER	MISCELLANEOUS MATERIALS	1,377.20
G & C SUPPLY CO INC	GAS	MISCELLANEOUS MATERIALS	1,589.53
G & C SUPPLY CO INC	WATER	MISCELLANEOUS MATERIALS	2,697.36
G & C SUPPLY CO INC	WATER	MISCELLANEOUS MATERIALS	1,874.60
G & C SUPPLY CO INC	GAS/SEWER	MISCELLANEOUS MATERIALS	1,905.00
HC3	UTILITIES	UTILITY BILLING	3,092.10
HOME DEPOT	VARIOUS	MISCELLANEOUS PURCHASES	1,895.00
INTEGRATED CONSTR SOLUTIO	WWTP	SPLASH GUARDS	2,000.00
INTEGRATED CONSTR SOLUTIO	WWTP	INBOARD BEARING CHARGE	3,400.00
INTEGRATED CONSTR SOLUTIO	WWRP	INBOARD BEARING CHARGE	3,400.00
INTEGRATED CONSTR SOLUTIO	WWTP	INBOARD BEARING CHARGE	3,400.00
INTEGRATED LLC	FIRE	COMM INFRASTRUCTURE REPLACEMENT	26,818.46
JAN WADE HENSLEY	MAYOR	TRAVEL	753.24
JENNIFER NOLEN	CODES	TRAVEL	138.00
KIDD FENCY & CONSTRUCTION	PARKS/REC	CLEAN UP FROM STORM DAMAGE	26,000.00
LESSIE FISHER	CODES	TRAVEL	182.01
LOOSE EQUIPMENT	FIRE	TURN OUT COAT/PANTS ~ B DUNAVANT	2,907.39
LRK ARCHITECTS DESIGNERS PL	CODES	PROFESSIONAL SERVICES	23,800.00
MID SOUTH SUPPLIERS	STREET	FILL SAND	1,028.64
OWEN AND WITHERINGTON	BOARD	BLDG PURCHASE - E PLEASANT	32,568.00
REPUBLIC SERVICES	SEWER	CONTRACTED SERVICES	99,149.53
RICHARD GRIGGS	FIRE	TRAVEL	62.00
SMITH & LOVELESS INC	SEWER	SPORTSPLEX LIFT STATION	1,714.08
SOUTHWEST TN EMC	VARIOUS	ELECTRIC SERVICE	1,897.10
STRUCTURAL TECHNOLOGY	FIRE	ANNUAL LADDER TESTING / INSPECTION	1,361.75
SULLIVAN NATURAL GAS SERVC	GAS	MATERIALS	1,019.80
SULLIVAN NATURAL GAS SERVC	GAS	LEAK SURVEY	3,300.00
SULLIVAN NATURAL GAS SERVC	GAS	CATHODIC PROTECTION POTENTIAL SURVEY	1,450.00
SW TN DEVELOPMENT DISTRIC	WATER	FORD TRIP ~ MICHIGAN ~ J FLEMING	1,100.00
SYMMETRY	GAS	PURCHASED NATURAL GAS	97,033.01
TAG TRUCK CENTER	FIRE	BRAKE REPAIR - TANKER	3,305.25
TIPTON CO COMM DEV COUNC	GAS	2023-2024 APPROPRIATION	50,000.00
TIPTON CO E911	POLICE/FIRE	QUARTERLY USER FEE	40,681.77
TIPTON CO GIS	GIS	GIS SERVICES	5,500.00

9-12-23

TN FIRE SERVICE/CODES ENFOR	FIRE	SPRINKLER/OPERTIONS COURSE	1,500.00
TRI STATE METER/REGULATER	GAS	METERS	2,900.95
TRI STATE METER/REGULATER	GAS	MISCELLANEOUS MATERIALS	\$ 4,101.52
WADE GRAY	PARKS/REC	10 LOADS DIRT / BBQ FEST	2,000.00
WALMART	VARIOUS	MISCELLANEOUS	2,560.43
WASCON INC	SEWER	MATERIALS	22,228.26
WOOTEN OIL CO	INVENTORY	DIESEL INVENTORY	3,276.55
WOOTEN OIL CO	FIRE	FUEL	1,076.25
WOOTEN OIL CO	GAS/SA/SW/ST	FUEL	2,123.63
YARD DOCTOR	CODES	GRASS CUTTING	1,170.00
ZACH MOFFETT	FIRE	TRAVEL	62.00
<b>TOTAL</b>			<b>\$ 587,870.66</b>

ORDINANCE NO. 1766

AN ORDINANCE TO AMEND TITLE 4 AND TITLE 5 OF THE  
COVINGTON MUNICIPAL CODE TO CREATE THE POSITION  
OF HUMAN RESOURCES MANAGER AND DESIGNATE THE  
RECORDER/TREASURER AS THE PURCHASING OFFICER

**WHEREAS**, the Finance and Administration Committee voted on August 15, 2023 to make certain amendments to Title 4 and Title 5 of the City of Covington Municipal Code; and

**WHEREAS**, the Board of Mayor and Aldermen want to eliminate Human Resources as a separate department within the administration of the City of Covington, and instead create the position of Human Resources Manager within the city's finance department who shall be supervised by the Recorder/Treasurer as the department head.

**WHEREAS**, it is the intent of the Board of Mayor and Aldermen that the existing position within the Human Resources department of "Benefits Coordinator" shall also be transferred to the finance department who shall work with and under the supervision of the newly created position of Human Resources Manager.

**WHEREAS**, the Board of Mayor and Aldermen find that the health, safety and welfare of the citizens of the City of Covington is best served by making the following amendments.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON:**

**Section 1.** Title 4, Section 202, Paragraph (2) is hereby repealed in its entirety and replaced with the following:

(2) the mayor and department heads (Recorder/Treasurer/Purchasing Officer, Police Chief, Public Works Director, Park and Recreation Director, Fire Chief, and Code Enforcement Director/Building Official).

**Section 2.** Title 4, Section 203, 204, 205, 206 and 207 are hereby repealed in its entirety and replaced with the following:

**4-203. Administration.** The personnel system shall be administered by the Human Resources Manager, who shall be part of the Finance Department of the City of Covington and shall be supervised by the Recorder/Treasurer/Purchasing Officer. The Human Resources Manager shall have the following duties and responsibilities:

(1) Exercise leadership in developing an effective personnel administration system subject to the provisions in the ordinance comprising this chapter, other ordinances, the city charter, and federal and state laws relating to personnel administration.

(2) Establish policies and procedures for the recruitment, appointment, and discipline of all employees of the municipality subject to those policies as set forth in this chapter, the city charter and the municipal code.

(3) Foster and develop programs for the improvement of employee effectiveness, including training, safety, and health.

(4) Maintain records of all employees subject to the provisions of this chapter which shall include each employee's class, title, pay rates, and other relevant data.

(5) Make monthly reports to the Finance and Administration Committee regarding the administration of the personnel system.

(6) Recommend to the Finance and Administration Committee a position classification plan and install and maintain such a plan upon approval by the board of mayor and aldermen.

(7) Prepare and recommend to the Finance and Administration Committee a pay plan for all municipal government employees.

(8) Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the board of mayor and aldermen. (Ord. #1307, May 1992, modified)

**4-204. Personnel rules and regulations.** The Human Resources Manager shall develop rules and regulations necessary for the effective administration of the personnel system. The board of mayor and aldermen shall adopt changes to the rules presented to them by ordinance. Amendments to the rules and regulations shall be made in accordance with the procedure below. (Ord. #1307, May 1992, as amended by Ord. #1359, Nov. 1994)

**4-205. Records.** The Human Resources Manager shall maintain adequate records of the employment record of every employee. (Ord. #1307, May 1992)

**4-206. Right to contract for special services.** The board of mayor and aldermen may direct the Human Resources Manager to contract with any competent agency for the performance of such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary. (Ord. #1307, May 1992)

**4-207. Discrimination.** No person in the classified service or seeking admission thereto, shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of political opinions or affiliations, or because of race, color, creed, national origin, sex, ancestry, age, or religious belief. (Ord. #1307, May 1992)

**4-208. Amendments to chapter.** Amendments or revisions of this chapter may be recommended for adoption by any elected official, by department heads, or by the Human Resources Manager. Such amendments or revisions of these rules shall be by ordinance and shall become effective after public hearing and approval by the governing body. (Ord. #1359, Nov. 1994)

**Section 3.** The purpose of this ordinance is to make modifications to the administration of the City of Covington so that the administration of the personnel system, as set forth above, is overseen by the Human Resources Manager under the supervision of the Recorder/Treasurer/Purchasing Officer as the department head. Any reference in the municipal code to the “purchasing/personnel manager” or the “personnel director” in reference to the administration of personnel policies and the personnel system shall be repealed and replaced with “Human Resources Manager.” Any reference to the “purchasing officer” or other combination of words including “purchasing officer” in reference to the administration of city purchasing shall be repealed and replaced with “Recorder/Treasurer/Purchasing Officer.”

**Section 4.** Title 5, Section 501 is hereby repealed in its entirety and replaced with the following:

**5-501. Purchasing Officer.** The purchasing officer is designated by the mayor with the consent of the board. The purchasing officer of the City of Covington shall be the Recorder/Treasurer.

**Section 5.** BE IT FURTHER ORDAINED This ordinance shall take effect immediately after its passage, the public welfare requiring it.

Passed First Reading _____	_____
	Mayor
Passed Second Reading _____	
Public Hearing _____	
Passed Third Reading _____	_____
	Recorder-Treasurer