

JAN WADE HENSLEY
Mayor



TINA DUNN
Recorder-Treasurer

City of Covington

POST OFFICE BOX 768
200 West Washington Avenue, Covington, Tennessee 38019
Telephone (901) 476-9613 Fax (901) 476-6699

THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE ON FEBRUARY 27, 2024 AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
2. Invocation to be given by Alderman Jeff Morris.
3. Pledge of Allegiance to the Flag to be led by Alderman Chris Richardson.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
 - 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:
 - Covington High School Softball – Donation Request
 - Hotel/Motel Occupancy Form
 - Resolution – Surplus Property
 - Resolution – Airport Advisory Board
 - Bills Over/Under \$1,000.00 ready for Board Approval
 - Carl Perkins Center - Donation Request

The Board of Mayor and Aldermen met at City of Covington on February 13, 2024, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: C.H. Sullivan, Jeff Morris, Chris Richardson, and Jean Johnson. Also present were Parks and Recreation Director Molly Glass, Public Works Director David Gray, Police Chief Donna Turner, Fire Chief Richard Griggs, Building Official Lessie Fisher, Human Resource Director Cody Bumpus, City Attorney Rachel Witherington, Downtown Director Stephanie Pugh, 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 C H Sullivan.

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 Richardson that the Minutes of the General Welfare – Public Safety be approved (See Attached).

Motion passed.

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

Motion passed.

Ruth Anne Wallace approached the Board to report that the annual pancake breakfast will be on February 24th from 6:00 a.m. to 11:00 a.m.

Rose Simmons and Felicia Mason approached the Board to request the use of the Boys & Girls Club Facility for AKA Sorority Meeting on February 24th.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson to approve for the AKA Sorority to have use of the Boys & Girls Facility on February 24, 2024.

Motion passed.

Mayor Hensley presented the Resolution Honoring the Career and Public Service of Mark Everett Heaston for approval (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderwoman Johnson to approve the Resolution honoring Mark Heaston.

Motion passed.

Mayor Hensley presented the Resolution to apply for and accept a Rural Utility Service Loan and/or Grant to be administered by USDA RD not to exceed \$1,400,000.00 for approval (See

Attached). This grant be used to assist in the Utility Department. This funding is to assist after the 2022 February Ice Storm.

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve the USDA Resolution for application for a grant/loan not to exceed 1.4 million that will assist the utility department.

Motion passed.

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

A T & T	VARIOUS	TELEPHONE SERVICE	1,997.49
A T & T	POLICE	TELEPHONES SERVICES	2,172.42
A2H	STREET	ENGINEERING SERVICES	3,210.00
A2H	STREET	ENGINEERING SERVICES	1,880.00
A2H	SEWER	ENGINEERING SERVICES	4,000.00
A2H	SEWER	ENGINEERING SERVICES	4,000.00
A2H	SEWER	ENGINEERING SERVICES	2,000.00
ACCURATE LAW ENFORCE	POLICE	AMMUNITION	2,320.00
AMERICAN EXPRESS	VARIOUS/SW	MISC PURCHASES	96,439.23
AXON ENTERPRISE	POLICE	TASER 60 YR - 4 PMTS	7,650.00
BFI NORTH SHELBY LAND	WWTP	SLUDGE REMOVAL	5,966.08
BFI NORTH SHELBY LAND	WWTP	SLUDGE REMOVAL	3,737.54
BNY MELLON	BIOMASS	INTEREST PYMT ON BOND	5,580.75
CADENCE BANK	VARIOUS	MISC PURCHASES	2,630.56
CHRISTIAN GEARY ELECTRIC	PARKS & REC	POOL LIGHTS	1,000.00
CON-TIPTON EMER MGMT	CIV DEFENSE	1ST QTR SHARE OF EXPENSE	\$ 12,194.01
COTTRELL ELECTRIC INC	WTP	LABOR/ CIR PANEL INSTALL	3,071.22
COTTRELL ELECTRIC INC	WWTP	SERVICE CALL SLUDGE PUMP	3,164.63
COVINGTON ELECTRIC	ALL	ELECTRIC SERVICE	42,613.64
FORD CONSTRUCTION CO	STREET	JAMES AVENUE IMPROVE	53,106.10
G & C SUPPLY CO INC	WATER	MATERIALS	2,015.00
HC3	SW/WTR/SWR/GAS	BILLING / SUPPLIES	3,112.89
HC3	SW/WTR/SWR/GAS	BILLING / SUPPLIES	3,143.17
HOME DEPOT	VARIOUS	MISC PURCHASES	1,963.94
INTEGRATED CONST	WWTP	OUTBOARD BEARING	\$ 4,600.00
INTEGRATED LLC	POLICE	INSTALLATION KIT / LABOR	2,550.00
K2 SCIENTIFIC	WTP	REFRIGERATOR	2,734.25
LRK ARCHITECTS DESIGN	CODES	PROFESSIONAL SERVICES	4,359.52
MID SOUTH SUPPLIERS	STREET	ROAD SALT	2,529.60
MID SOUTH SUPPLIERS	STREET	ROAD SALT	2,680.40
PURVIS INDUSTRIES	WWTP	MATERIALS / REPAIRS	9,895.02
ROSE CONSTRUCTION	PARKS & REC	REPAIRS-BOYS & GIRLS CLUB	20,920.00
ROSE CONSTRUCTION	FIRE	STRUCTURAL REPAIR	12,700.00

ROSE CONSTRUCTION	FIRE	DOOR STRUCTURAL REPAIR	12,700.00
RYE ENGINEERING	WTP	METER TESTING SERVICES	1,737.78
SOUTHWEST TN EMC	AP/SW/GAS/SSA	ELECTRIC SERVICE	2,050.01
SULLIVAN NATURAL GAS	GAS	REPAIRS	1,500.00
SYMMETRY	GAS	PURCHASED NATURAL GAS	154,370.47
TIPTON COUNTY	GENERAL	REIMBURSEMENT - VCIF	84,223.00
TN PUBLIC UTILITY COMM	GAS	INSPECTION FEE	1,878.90
UNION CITY PAVING	STREET	RR CROSSING - E RIPLEY AVE	27,640.75
UNION CITY PAVING	STREET	VARIOUS STREETS	54,161.44
WALMART	VARIOUS	MISC PURCHASES	1,767.97
WESTENN FENCE CO	PARKS & REC	FRASIER PARK FENCE	14,560.00
		TOTAL	\$ 688,527.78

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

Motion passed.

There being no further business, the meeting was adjourned at 6:00 p.m.

Attest: _____

Recorder-Treasurer

Mayor

The Finance and Administration Committee met at City of Covington on February 20, 2024, at 4:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Jan Hensley, Aldermen: Jeff Morris, Jean Johnson, and Danny Wallace. Also, present were Public Works Director David Gray, Park and Recreation Director Molly Glass, Police Chief Donna Turner, Building Official Lessie Fisher, Fire Chief Richard Griggs, Human Resource Director Cody Bumpus, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Sullivan called the meeting to order.

Discussion began on TextmyGov that was referred from a previous Finance & Administration Meeting. Alderman Sullivan and Alderwoman Johnson reported they are concerned about the price and commitment. Alderman Wallace would like to update our Facebook page and recording system. The representative from TextmyGov stated the setup fee of \$6,500.00 could be waived and change the commitment from a three-year commitment to a two-year commitment. Discussion was ongoing and there was not a decision to go into a commitment with TextmyGov.

Alderman Sullivan presented the bids for approval for the roofing project and the soffit/fascia/brick freeze project for the building located at 209 W Pleasant Ave. There were 2 bids received on each project. The roof project received bids from Maxwell Exterior Design (\$22,000.00) and from Southern Roofing & Renovations (\$17,766.82). The soffit/fascia/brick freeze received bids from Maxwell Exterior Design (\$15,000.00) and from Southern Roofing & Renovations (\$9,659.89). (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to accept the bids for both projects from Southern Roofing & Renovations in the amount of \$27,426.71.
Motion passed.

The hotel/motel occupancy tax form was presented for approval (See Attached). This form will be completed by the hotels/motels and submitted to the city for payment of this tax.

Motion was made by Alderman Morris and seconded by Mayor Hensley to send this hotel/motel occupancy tax form to the Board of Mayor and Alderman for approval.
Motion passed.

Alderman Sullivan presented surplus nomination forms for approval (See Attached).

Motion was made by Alderman Morris and seconded by Alderman Wallace to approve the surplus nomination forms and present the Resolution to the Board of Mayor and Aldermen for approval.
Motion passed.

Mayor Hensley began discussion on the addition of an Airport Advisory Board Meeting consisting of five people. Airport Manager Anderson will be retiring in April 2024. Attorney Witherington will prepare a Resolution with specifics for the Board to review.

Motion was made by Mayor Hensley and seconded by Alderman Morris to proceed with the Airport Advisory Board.
Motion passed.

Alderman Sullivan requested the Beer Ordinance be reviewed. He would like the hours for the sale of beer be changed to the same hours for the sale of liquor. The beer ordinance will be reviewed at the next Finance & Administration Committee Meeting.

Alderman Morris began discussion on the audit for fiscal year ending 2023. The deadline for the completion of this audit was December 31, 2023. An extension was filed to February 2024, but notice was received that the audit has not been completed. Research into other audit firms will need to be considered for the upcoming fiscal year.

Mayor Hensley presented the retirement letters for Public Works Director David Gray and Recorder-Treasurer Tina Dunn. Their retirement date is September 20, 2024.

There being no further business, the meeting adjourned at 4:42 p.m.

MONTH TO DATE (2.75%)

REC/SALE	ACTUAL 2022-23	ACTUAL 2023-24	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/JUL	\$ 385,626	\$ 424,341	\$ 38,715	10.0
OCT/AUG	\$ 399,222	\$ 363,126	\$ (36,096)	-9.0
NOV/SEP	\$ 393,378	\$ 343,912	\$ (49,466)	-12.6
DEC/OCT	\$ 385,323	\$ 395,998	\$ 10,675	2.8
JAN/NOV	\$ 393,422	\$ 413,212	\$ 19,790	5.0
FEB/DEC	\$ 492,439	\$ 588,135	\$ 95,696	19.4
MAR/JAN	\$ 373,007	\$ -		
APRIL/FEB	\$ 368,132	\$ -		
MAY/MAR	\$ 427,767	\$ -		
JUNE/APR	\$ 415,285	\$ -		
JULY/MAY	\$ 438,247	\$ -		
AUG/JUNE	\$ 419,951	\$ -		

TOTAL

YEAR TO DATE (2.75%)

REC/SALE	ACTUAL 2022-23	ACTUAL 2023-24	MONTH INC/(DEC)	MONTH INC/DEC %
SEPT/JUL	\$ 385,626	\$ 424,341	\$ 38,715	10.0
OCT/AUG	\$ 784,848	\$ 787,467	\$ 2,619	0.3
NOV/SEP	\$ 1,178,226	\$ 1,131,379	\$ (46,847)	-4.0
DEC/OCT	\$ 1,561,532	\$ 1,527,377	\$ (34,155)	-2.2
JAN/NOV	\$ 1,954,954	\$ 1,940,589	\$ (14,365)	-0.7
FEB/DEC	\$ 2,447,393	\$ 2,528,724	\$ 81,331	3.3
MAR/JAN	\$ 2,820,400	\$ -		
APRIL/FEB	\$ 3,188,532	\$ -		
MAY/MAR	\$ 3,616,299	\$ -		
JUNE/APR	\$ 4,031,584	\$ -		
JULY/MAY	\$ 4,469,831	\$ -		
AUG/JUNE	\$ 4,889,782	\$ -		



Revenue Collection Summary

Month

01 - January ▼

Year

2024 ▼

Collected In	Collections Type	Amount
8401 - Covington	Business Tax	-4,995.86
8401 - Covington	Local Option - DOR Admin Fee	2,064.72
8401 - Covington	Gasoline 3 Cent	-3,753.95
8401 - Covington	Gasoline 1989 Increase	-2,033.02
8401 - Covington	Gasoline And Motor Fuel	-13,309.80
		-1,151,626.40



Collected In	Collections Type	Amount
8401 - Covington	Motor Fuel Improve Act	-6,733.61
8401 - Covington	Petroleum Special	-1,322.54
8401 - Covington	TV Telecom	-672.25
8401 - Covington	Liquor by the Drink	-4,117.00
8401 - Covington	Local Option	-183,530.57
8401 - Covington	State Sales	-116,625.55
8401 - Covington	Local Option - DOR Admin Fee	9,291.24
8401 - Covington	Local Option	-825,888.21
		-1,151,626.40



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$816,596.97 / 2 = 408,298.49$
 County 1% $(4,082.98)$
 Online sales
 $404,215.51$
 $2,453.70$

 $406,669.21$

$181,465.85$ - local
 $406,669.21$

 $588,135.06$





Revenue Collection Summary

Month

12 - December ▼

Year

2023 ▼

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Collected In	Collections Type	Amount
8401 - Covington	Local Option - DOR Admin Fee	1,451.15
8401 - Covington	Gasoline 3 Cent	-3,638.12
8401 - Covington	Gasoline 1989 Increase	-1,970.29
8401 - Covington	Gasoline And Motor Fuel	-12,637.35
		-855,482.42

Collected In	Collections Type	Amount
8401 - Covington	Motor Fuel Improve Act	-6,360.65
8401 - Covington	Petroleum Special	-1,322.54
8401 - Covington	TV Telecom	-715.40
8401 - Covington	Tennessee Valley Authority	-26,541.44
8401 - Covington	Liquor by the Drink	-3,490.00
8401 - Covington	Local Option	-128,991.29
8401 - Covington	State Sales	-87,875.10
8401 - Covington	Local Option - DOR Admin Fee	6,530.20
8401 - Covington	Local Option	-580,462.59
		-855,482.42



573,932.3912 =

190 286,966.20
 (2,869.66)

 284,096.54
 delue sale 1,575.25
 285,671.79

127,540.14
 285,671.79

 413,211.93



CHS Lady Charger Softball Home Run Club



Dear Sponsors/Supporters:

We would like to take this opportunity to express our sincere appreciation for your support in previous years for our girls and the CHS Softball Team.

For the 2024 Softball Season, we would like to offer you the opportunity to purchase a 4' x 8' banner that will be displayed on the outfield fence during the 2024 season. The cost will be \$400 for a new banner and \$200 for renewals. If you want to include a company logo, please attach a business card.

Thank you for your support. If you have any questions, please do not hesitate to contact us.

Sincerely,

CHS Softball Team

[] NEW BANNER (\$400) [] RENEWAL (\$200)

Business Name: City of Covington

Phone Number: 901-476-9613

Contact Person: Jan Hensley

Please make payment to:

CHS Home Run Club

c/o Shaketta Thompson, Treasurer

PO Box 1138

Covington, TN 38019

Tucker Taylor (901) 484-7262

CITY OF COVINGTON TENNESSEE

**Hotel/Motel Occupancy Tax
City of Covington Ordinance
1767; Adopted 14NOV2023**

City of Covington
P.O. Box 768
200 W Washington
Covington, TN 38019
Telephone: 901-476-9613



Account Number _____			Reporting Month _____			Year _____							
Mailing name _____					Business name _____								
Mailing address _____					Business address _____								
City _____			State _____		Zip _____		City _____			State _____		Zip _____	
Owners name _____					E-Mail Address _____					# of rooms _____			

Section 1 –Occupancy Tax

1. Gross Rental Receipts from Occupancy of Rooms.....	\$ _____
2. Allowed Deductible and/or Excludable Receipts	\$ _____
3. Taxable Receipts (line 1 less line 2).....	\$ _____
4. Tax Due (4% of line 3).....	\$ _____
5. OPERATION COMPENSATION: Deduct 2% of line 4 (allowable only if return is filed and tax is paid by due date).....	\$ _____
<u>COMPUTATION OF INTEREST AND PENALTY FOR DELINQUENT RETURN:</u>	
6. Interest @ 12% per annum.....	\$ _____
7. Penalty @ 1% per month.....	\$ _____
8. Total Occupancy Tax Due (line 4 less line 5 if NOT DELINQUENT; if delinquent add lines 4, 6 and 7)....	\$ _____

RETURN AND REMITTANCE MUST BE POSTMARKED ON OR BEFORE THE 20TH DAY OF THE MONTH FOLLOWING THE MONTH FOR WHICH THE REPORT IS SUBMITTED.

Make remittance payable to:
City of Covington

Mail to: City of Covington
PO Box 768
Covington, TN 38019

Under the penalties for perjury prescribed by law, I swear (or affirm) that this return (including any related schedules, statements, or other documents) is, to the best of my knowledge, a true, correct and complete return.

SIGNED _____ TITLE _____ DATE _____

Please make copy of this form for your records.

RESOLUTION

**A RESOLUTION OF THE CITY OF COVINGTON, TENNESSEE, BOARD OF
MAYOR AND ALDERMEN TO DECLARE CERTAIN PROPERTY OWNED BY
THE CITY TO BE SURPLUS TO THE CITY'S NEEDS AND DIRECTING
DISPOSAL OF THE SAME**

WHEREAS, the City of Covington Finance and Administration Committee has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

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

1. Property declared surplus to the needs of the City government. The following described property is hereby declared to be surplus to the needs of the City:

ITEM	DESCRIPTION	SERIAL NUMBER/VIN
Portable Building	16 x 10 Portable Building	
2009 Ford Ranger	Mileage 146,000	FTYR14E98PA5992
2006 Kia Optima		KNAGE124465067344
2008 Infinity G37		JNKCV64E48M125321
2018 Ford Explorer		1FM5K8ARXHGE14610
2018 Ford Explorer		1FM5K8AR8HGE14606
2017 Ford Explorer		1FM5K8ARXHGE14607
2016 Ford Explorer		1FM5K8AR1GGC37203
2014 Ford Sedan		1FAHP2MK9EG185921
2023 Chevrolet Tahoe		1GNSKLED2PR246173
2013 Dodge Charger		2C3CDXAG5DH532114
2016 Ford Explorer		1FM5K8AR3GGC37204
2011 Ford Explorer		1FMEU7DY8AVB16233
Case Backhoe	Case 580N	JJG0279018
Kubota Lawn Mower		ZD327
2009 Club Car LSV		5V5LC22B19A055836
Falcon Hot Mix Trailer		

1998 Ford F650		1FDXF80C3WVA31630
2005 Ford F250	Mileage 190,204	1FT5W21Y95EA97037
1996 LW13 Truck Bed		

2. Covington Surplus Property Policy (Resolution adopted by the Board of Mayor and Aldermen June, 2021), the Mayor is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of this Resolution. If said auction does not result in an acceptable bid, the Mayor is authorized to donate any unsold items or surplus property to any charitable cause, with preference given to those charities located, or having a presence, in Covington, Tennessee. In the event no charitable cause can be found for such purposes, the Mayor may give the surplus property to any non-profit organization, or at his option, have the items disposed as solid waste.

APPROVED this 27th day of February, 2024.

MAYOR

RECORDER/TREASURER

