

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 26, 2024 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 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 – Sale of Parking Lot (Washington Ave)
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on March 12, 2024, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Aldermen: C.H. Sullivan, Jeff Morris, Danny Wallace, Chris Richardson, John Edwards, and Jean Johnson. Also present were Public Works Director David Gray, Police Chief Donna Turner, Fire Chief Richard Griggs, Human Resource Director Cody Bumpus, Building Official Lessie Fisher, Assistant to the Mayor Jason Fleming, City Attorney Rachel Witherington, 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 Alderwoman Jean Johnson.

Motion was made by Alderman Edwards and seconded by Alderman Sullivan 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.

Motion passed.

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

Motion passed.

Attorney Witherington reported there are committee meetings in process in the General Assembly that may have a significant impact on local government. The Airport Advisory Committee is ready to be selected. The Hotel/Motel Tax will begin on March 15th. The first payment will be due on April 20th from the six establishments. This tax does not apply to Airbnbs.

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

Motion passed.

Mayor Hensley presented the Resolution to apply for and accept a Rural Utility Service Grant to be administered by USDA RD in the amount not to exceed \$500,000.00 with the city match at 25% (\$125,000.00). This match will be funded through the sanitation fund. This grant will be used to assist in the purchase of equipment for use in preparing for and recovering from a winter weather event (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve the Resolution to apply for and accept a Rural Utility Service Grant to be administered by USDA RD in the amount not to exceed \$500,000.00.

Motion passed.

The General Welfare – Public Relations Committee met at City of Covington on March 12, 2024, at 4:00 p.m. with the following members present: Chairman John Edwards, Mayor Jan Hensley, Alderman Danny Wallace, and Alderman Jeff Morris. Also, present were Alderman C H Sullivan, Alderwoman Jean Johnson, Alderman Chris Richardson, Airport Director Robin Anderson, Museum Director Katherine Markley, Police Chief Donna Turner, Fire Chief Richard Griggs, Public Works Director David Gray, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Chairman Alderman Edwards.

Airport Director Anderson reported the total fuel sales of 7,287 gallons for the month of February. The tree has been removed that was causing the obstruction at the airport. The correction plan was submitted so that the airport can receive their permanent license. TDOT Aeronautics has approved an additional \$5,000 for the airport maintenance agreement. This will bring the maintenance grant to \$20,000.00.

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

Motion passed.

In the absence of Park and Recreation Director Glass, Museum Director Markley presented the park and recreation report. The basketball tournament was on Saturday, March 9, 2024. This was the completion of the basketball season. All sports teams have been selected. Baseball, softball, Developmental leagues will begin the first week of April and be played on Monday, Tuesday, and Thursday nights. Soccer will begin on Saturday, March 30, 2024. Spring Break Camps will be March 18th-22nd. The city is partnering with Drug Free Tipton and UT/TSU Extension Office to host a movie night in the park on March 15th at 7:00 p.m. Lights have been delivered and work has begun at the Mueller Brass Complex. The Special Events Committee Meeting Minutes were presented for review.

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

Motion passed.

Museum Director Katherine Markley reported the Veteran of the Month for March is Thomas Johnson and will be recognized on March 12, 2024 at 6:30 p.m. The museum had 773 visitors for the month. Cars and Coffee will be on the last Saturday of each month starting in March and ending in October. One of the current exhibits is Patriotism Knows No Color.

Motion was made by Alderman Wallace and seconded by Alderman Morris to accept the museum report from Museum Director Markley.

Motion passed.

There being no further business, the meeting adjourned at 4:17 p.m.

The Finance and Administration Committee met at City of Covington on March 19, 2024, at 4:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Jan Hensley, Aldermen: Jeff Morris, Jean Johnson, John Edwards, Chris Richardson, and Danny Wallace. Also, present were Public Works Director David Gray, Police Chief Donna Turner, Building Official Lessie Fisher, Assistant Fire Chief Jeremy Channell, Human Resource Director Cody Bumpus, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Sullivan called the meeting to order.

Mayor Hensley began discussion on the sale of the parking lot located at 0 Washington Avenue. Covington Realty & Auction received an offer of \$118,000.00 from Gary W. Taylor Living Trust (See Attached). This offer is contingent upon rezoning environmental study approval and on approval of development plan. All inspections are performed at the buyer's cost. The buyer will pay earnest money in the amount of \$10,000.00. Building Official Fisher reported approval will be required by the historic committee and zoning of appeals committee. Alderman Edwards stated he did not vote to approve the sale of this lot at a previous meeting.

Motion was made by Alderman Wallace and seconded by Alderman Morris to accept the offer and move forward with the sale of the parking lot.
Motion passed with nay votes by Edwards and Sullivan.

Mayor Hensley presented the roof and soffit/fascia/brick freeze repair agreements for approval (See Attached). The roof repair agreement included an additional cost of \$100 per additional decking sheet. The original bid was approved at \$17,766.82 which did not include this cost. The soffit/fascia/brick freeze repairs agreement was \$9,659.89.

Motion was made by Mayor Hensley and seconded by Alderman Morris to accept the roof and soffit/fascia/brick freeze agreements as presented.
Motion passed.

Police Chief Turner presented the Police Vehicle Operations Policy for approval (See Attached). This policy has been reviewed by City Attorney Witherington, Human Resource Director Bumpus, and Insurance Representative Keith Phelps. Vehicles will be assigned to officers living within a 25-mile radius of Covington. If the policy is abused, the vehicle will be removed from the officer.

Motion was made by Alderman Sullivan and seconded by Alderman Richardson to approve the Police Vehicle Operations Policy as presented.
Motion passed.

Human Resource Director Bumpus began discussion on compensatory time. Currently, there is a compensatory time liability of \$175,088.21. This comp time will be paid to employees upon retirement. The liability will only increase due to employees' raises through the years. In five years, the value could increase \$20,000.00 or higher if additional raises are given to employees. This liability could be paid out before June 30, 2024. This would reduce the city's liability, which will help with applications for grants. In addition to this payout, there will be a policy

which could state all annual accrued compensatory time will be paid out before the end of the fiscal year it is accrued.

Motion was made by Alderman Edwards and seconded by Alderwoman Johnson to take the discussion on compensatory time under advisement and have Director Bumpus develop a policy and present at the next Finance & Administration Committee Meeting.

Motion passed.

Alderman Sullivan reported the Beer Ordinance will be reviewed and be presented to the Finance & Administration Committee Meeting at a later date.

Mayor Hensley began discussion on the Newman Property. There have been developers that have shown interest in this property. He requested to have a request for proposals for the development of this property. When this land was purchased, the city received an LPRF Grant which limits the use of this land to park and recreation. The developer would have to incur cost for the conversion process before any development could be made on this property besides recreation use. This land was purchased in 2008. Alderman Edwards requested to apply for grants so this land could be developed for recreation use. It could be required as part of the purchase that a portion of this land will be developed for parks.

Motion was made by Mayor Hensley and seconded by Alderman Richardson to approve the request for proposals on the Newman Property. This proposal will include the development of the land including enhancements and amenities subject to the approval of the conversion process at the developer's cost.

Motion passed.

There being no further business, the meeting adjourned at 5:17 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	\$ 380,906	\$ 7,899	2.1
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	\$ 2,909,630	\$ 89,230	3.2
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	\$ -		

Collected In	Collections Type	Amount
8401 - Covington	Gasoline And Motor Fuel	-11,171.26
8401 - Covington	Motor Fuel Improve Act	-5,605.57
8401 - Covington	Petroleum Special	-1,322.54
8401 - Covington	TV Telecom	-875.76
8401 - Covington	Liquor by the Drink	-3,667.50
8401 - Covington	Local Option	-118,498.90
8401 - Covington	State Sales	-78,089.67
8401 - Covington	Local Option - DOR Admin Fee	5,999.02
8401 - Covington	Local Option	-533,245.97
		-805,559.91



$$\begin{array}{r}
 527,246.95 / 2 = \\
 \hline
 263,623.48 \\
 10\% (2,436.23) \\
 \hline
 260,987.25 \\
 2,752.58 \\
 \hline
 263,739.83 \\
 117,165.79 - \text{Local Option} \\
 \hline
 380,905.42
 \end{array}$$



< COVINGTON CITY CLERK

Revenue Collection Summary

Month

02 - February ▼

Year

2024 ▼

Collected In	Collections Type	Export	Filter	Amount
8401 - Covington	Business Tax			-13,332.20
8401 - Covington	Local Option - DOR Admin Fee			1,333.11
8401 - Covington	Excise			-41,968.06
8401 - Covington	Gasoline 3 Cent			-3,317.80
8401 - Covington	Gasoline 1989 Increase			-1,796.81
				-805,559.91



**A RESOLUTION OF THE CITY OF COVINGTON, TENNESSEE,
TO SELL REAL ESTATE AT THE INTERSECTION OF S. MAPLE STREET AND
WASHINGTON AVE. (Map 041C; Group K; Parcel 06.00)**

WHEREAS, the City of Covington Finance and Administration Committee voted on March 19, 2024, to accept an offer of \$118,000 to sell a vacant lot on the corner of S. Maple St. and Washington Ave. in Covington, Tennessee; and

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

1. The vacant lot on the corner of S. Maple St. and Washington Ave. in Covington, Tennessee, more particularly described as Parcel 06.00; Map 041C; Group E, shall be sold according to the terms and conditions set forth in the Land Purchase and Sale Agreement dated March 11, 2024, a copy of which is attached to this Resolution.
2. That Jan Hensley, as Mayor, and Tina Dunn, as Recorder/Treasurer, are hereby authorized on behalf and for the City of Covington, Tennessee pursuant to its Charter to execute and sign on behalf of the City any necessary documents required to sell and transfer the property described hereinabove, including but not limited to a warranty deed, settlement statement, and owner's affidavit.
3. Owen and Witherington, Attorneys at Law, its agents and employees is authorized to rely upon this certification and act upon the authority of this resolution until written revocation is received by Owen and Witherington, Attorneys at Law.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage the public welfare requiring it.

ADOPTED this ____ day of March 2024.

MAYOR

RECORDER/TREASURER

A T & T	ALL	INTERNET SERVICE	4,149.66
A2H	STREET	PROFESSIONAL SERVICES	17,645.00
AMERICAN ELEC CONTRACTOR	PARKS&REC	LED LIGHTS-MUELLER SOFTBALL FIELDS	303,300.00
ATA	VARIOUS	PROFESSIONAL ACCOUNTING SERVICES	1,000.00
AXON ENTERPRISE	POLICE	TASER 7 CERTIFICATION BUNDLE	29,572.20
BARGE DESIGN SYSTEMS	AIRPORT	SURVEY / GEOMATICS - PROJECT COORD	1,393.59
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	7,044.38
BRENNTAG MIDSOUTH INC	WWTP	CHEMICALS	6,151.00
BRENNTAG MIDSOUTH INC	WTP	CHEMICALS	3,591.50
BRITE	POLICE	PRINTER / ADAPTER / RECEIPT PAPER	2,407.00
CITY OF COVINGTON	ALL	UTILITIES	8,565.19
COVINGTON ELECTRIC	VARIOUS	ELECTRIC UTILITIES	43,489.26
CUMMINS SALE & SERVICE	WTP	PARTS & REPAIRS	2,182.46
CUMMINS SALE & SERVICE	WTP	PARTS & REPAIRS	1,695.19
DABNEY MAXWELL	FIRE	ROOF/CEILING INSTALL/PAINT-S STATION	9,650.00
DELL MARKETING	POLICE	COMPUTER EQUIPMENT	3,216.12
DONNA TURNER	POLICE	TRAVEL	147.50
G & C SUPPLY CO INC	GAS	MATERIALS / SUPPLIES	2,140.20
G & C SUPPLY CO INC	STREET	MATERIALS / SUPPLIES	1,517.60
G & C SUPPLY CO INC	WATER	MATERIALS / SUPPLIES	1,475.70
G & C SUPPLY CO INC	WATER/GAS	MATERIALS / SUPPLIES	1,363.94
HC3	FIRE	MAILING 2ND ANNUAL FIRE FEE INVOICES	1,763.76
HOME DEPOT	VARIOUS	MISCELLANEOUS PURCHASES	1,329.74
HOWARD FERTILIZER	GROUND	CHEMICALS	4,925.22
JAN W HENSLEY	MAYOR	TRAVEL	125.00
JASON FLEMING	GENERAL	TRAVEL	363.52
KRISTIE MAXWELL, TRUSTEE	GENERAL	MARCH 2024 MIXED DRINK TAX	1,833.75
MCKEE CONSTRUCTION	FIRE	MATERIAL / LABOR / REPAIRS - S STATION	7,202.50
MEAC	GAS	PURCHASED NATURAL GAS	37,584.00
MID SOUTH SUPPLIERS	STREET	SAND / BASE	6,213.27
ROBIN ANDERSON	AIRPORT	TRAVEL	746.48
SCHAUS	SANITATION	TORNADO DISASTER	3,740.00
SOUTHWEST TN EMC	VARIOUS	ELECTRIC UTILITIES	2,343.38
STOP STICK LTD	POLICE	STOP STICK KIT / CORD REEL	1,088.00
SYMMETRY	GAS	PURCHASED NATURAL GAS	193,747.76
TN SRO ASSOC	POLICE	TRAINING	1,100.00
WOOTEN OIL CO	VARIOUS	FUEL	1,287.76
ZAZIMER	WWTP	FLOWMETER REPLACEMENT SYSTEM	6,907.00
TOTAL			\$ 723,998.63