

JAN WADE HENSLEY
Mayor



LISA S. ELAM
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 JANUARY 28, 2025, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
2. Invocation to be given by Alderman C.H. Sullivan.
3. Pledge of Allegiance to the Flag to be led by Alderman Wallace.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
 - Beer Board Committee Meeting.
 - General Welfare- Public Relations Committee minutes.
 - Finance and Administration Committee minutes.
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 Lisa Elam:
10. Report from City Attorney Rachel Simmons.
11. Old Business:
12. New Business:
 - Ordinance 1787 (Rezoning property at Burgess Lane and U.S. Highway 51 South) (Public Hearing) ready for approval on third and final reading.
 - Bids for approval of the replacement of a 7.5-ton HVAC package unit servicing the second floor of the Covington Civic Center.
13. Bills Over/Under \$1,000.00 ready for Board approval.

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**THE MEETING OF THE BEER BOARD OF THE CITY OF COVINGTON,
TENNESSEE, ON THE 28th DAY OF JANUARY 2025 AT COVINGTON
CITY HALL.**

- 1. Meeting to be called to order by the Mayor, Jan Wade Hensley, Chairman.**
- 2. Consideration of a SPECIAL USE – MULTIPLE EVENT BEER PERMIT for the
benefit of the TIPTON ARTS COUNCIL, INC., a not for profit organization, for six events
in 2025 to be held in the Ruffin Theater at 113 West Pleasant Ave.**
- 3. Meeting Adjourned.**

CITY OF COVINGTON, TENNESSEE



If granted a permit, will you strictly comply with the Covington Municipal Code and the laws of the State of Tennessee governing the sale, give away and storage of beer and other like beverages and so operate this concession as not to interfere with the public health, safety and morals? YES

NOTE: You must attach to this application the proper documentation confirming that your organization is currently a bona fide charitable, nonprofit or political organization as recognized by the State of Tennessee and the Internal Revenue Service. This must be done before this Application can be placed on the Beer Board Agenda.

NOTE: ONLY APPLICATIONS WITH ALL THE PROPER DOCUMENTATION WILL BE ACCEPTED. COMPLETED SPECIAL USE – EVENT BEER PERMITS MUST BE SUBMITTED A MINIMUM OF TWO WEEKS PRIOR OF A MEETING OF THE COVINGTON BEER BOARD. NO EXCEPTIONS !

The \$250.00 Non Refundable Application Fee Must Accompany This Document.

(State of Tennessee

(County of Tipton

Applicant hereby solemnly swears that each and every statement in the above application is true and correct and agrees that, if any statement therein is false, the permit issued pursuant thereto may be revoked by the Covington Beer Board upon notice and hearing, in which event the burden shall be on the permittee to prove the correctness of all statements in this application. This the 23 day of January, 2025

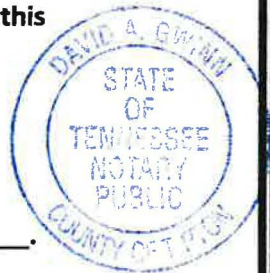
Chairman of the Non-Profit Organization: Chris Detje

Responsible Party: Leigh Ann Harmon

Sworn to and subscribed before me this 23rd day of January, 2025.

David A. Gwynn
Notary Public

My Commission Expires: 23rd June 2027



If the Special Use -Event is held on property owned by the Municipality, please attach a copy of the Application made by the above organization to the Special Events Committee with accompanying map denoting the site where the event is to be held. Please enclose the Notes of the Special Events Committee detailing the action of the Committee.

If the Special Use – Event Permit is to be conducted on the property of the City of Covington, the Director that has supervision over the said property shall also sign this application.

I have reviewed the above application for a Special Use-Event Beer Permit to be held on the premises under my management.

Director: _____ Date: _____.

*****T

The Beer Board of the City of Covington took the following action on _____

_____.

Revised 13th August 2024



Tipton Arts Council Board of Directors

Chris Detje- President
April Cacy- Vice President
Leigh Ann Harmon-Gomer- Treasurer & Rental/Events Coordinator
Dana Bogard- Secretary & Social Media Marketing Coordinator
Corri Stanley- Creative Director
Courtney Calvin Sr.- Tech. and Licensing Coordinator
Dawn Detje- Volunteer Coordinator
Courtney Sartain- Costuming

Requesting Covington Beer Board to consider granting Beer Permit for the following event dates:

February 1, 2025- "Sean of the South" concert
March 8,9,14,15, 2025- Million Dollar Quartet Theatrical Production
March 22, 2025- Jack and the Fat Man concert
April 5, 2025- Tennessee Backwater Concert
~~May 9,10,16,17,18, 2025- Legally Blonde Theatrical Production (dates tentative and could change slightly)~~

We sincerely appreciate your consideration,

A handwritten signature in black ink that reads "Leigh Ann Harmon-Gomer".

Leigh Ann Harmon-Gomer
Treasurer



P.O. BOX 203 COVINGTON TN 38019



<https://www.tiptonartscouncil.org/>



info@tiptonartscouncil.org



(901) 445-0528

113 W PLEASANT AVE, COVINGTON, TN



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

TIPTON ARTS COUNCIL
PO BOX 203
COVINGTON, TN 38019

Date:
10/03/2024
Employer ID number:
58-1387848
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 15, 2020
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053674010134

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Tipton Fine Arts Council Inc.

EIN: 58-1387848 | Covington, Tennessee, United States

Other Names

TIPTON COUNTY ARTS COUNCIL INC

TIPTON ARTS COUNCIL

TIPTON FINE ARTS COUNCIL INC

TIPTON ARTS COUNCIL INC

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC [?](#)

(5) Special Use-Event permit. In addition to the permanent permits provided for in this section, the Beer Board shall have the authority to issue special use-event permit to bona fide charitable, nonprofit, or political organizations upon the same terms and conditions governing permanent permits, including limitations on the hours of sale. Special Use-Event permit shall be issued as one (1) of two (2) types:

(a) A Single Event Permit. A single event permit shall be valid for a maximum period of three (3) consecutive days, with the actual number of days to be determined by the Beer Board.

(b) A Multiple Event Permit. A multiple event permit may be issued for a fixed number of events during a calendar year, not to exceed six events per calendar year. The exact dates, time and location of each individual event must be approved by the Beer Board at the time of the issuance of the permit. If exact dates are not known at the time of permit issuance, subsequent approval at a future Beer Board meeting must be obtained prior to the event.

(i) For purposes of this section only, an event occurring on one day and up to three (3) consecutive days shall be considered one (1) "event."

(c) Special Use-Event permit does not permit the seller to sell beer anywhere within the city limits of their choosing but is specific to the location wherein the event is being held. If the seller is found to be selling beer anywhere other than the location where the event is being held that is specified on the permit it will be considered a violation of their permit.

(d) No organization possessing a special use-event permit shall purchase, for sale or distribution, beer from any source not properly licensed provided by State law.

(e) Failure of a special use-event permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the City of Covington will result in a denial of a special use-event permit for the sale of beer for a period of one year

(f) For purposes of this section:

(ii) Bona fide charitable or nonprofit organization means any entity which has been recognized as exempt from federal taxes under §501 (c) of the Internal Revenue Code (26 U.S.C. §501(c)) or any organization having been in existence for at least two (2) consecutive years which expends at least sixty (60%) of its gross revenue exclusively for religious, education or charitable purposes;

(ii) Bona fide political organization means any political campaign committee as defined in Tennessee Code Annotated §2-10-102 or any political party as defined in Tennessee Code Annotated §2-13-101.

(g) The application for a special use-event permit shall set forth the following information:

(i) The name, address, and telephone number of the chairperson of the charitable, nonprofit, or political organization seeking a temporary permit;

(ii) The name, address, and telephone number of the person responsible for beer sales under the permit;

(iii) The date, time, and location when the event will be held;

(iv) If the event requested to be covered by the special use-event permit will be held on land not owned by the applicant, a written statement of approval from the landowner must accompany the application; and

(v) The hours which beer sales or give away will be conducted during the event.

(vi) The anticipated number of people attending the event(s).

(vii) If beer is to be sold outside of a structure, the specific parameters of the special event area shall include the location of the beer sale or give away area.

(viii) Plans for security and policing the event, including how the permittees will check identification and ensure beer is not sold to or given to minors. At a minimum the permittee will be required to provide wristbands.

(h) A special use-event beer permit shall state on its face the name of the permit holder, the specific location, times, and dates when they are permitted to sell or give away beer under the permit. A copy of the temporary beer permit must be displayed at the location where the beer is being sold or given away. Further, the permit holder must be on the premises at all times beer is being sold or given away.

(i) All beer must be removed from the premises where it is to be sold between events, as defined in this section, if there is any intervening event, assembly, or public gathering of any type.

(j) Special Use-Event permit holders shall be liable for the acts of all persons serving beer under any temporary permit issued to them.

(k) The number of special use-event permits issued to any specific bona fide charitable nonprofit or political organization shall be limited to two (2) per calendar year.

(l) The Beer Board may impose additional requirements, conditions and/or restrictions on special use-event beer permits or permittees the Board finds to be necessary for the health, safety, welfare, and security of the citizens of the City of Covington.

14-Jan-2025

	Department(s)	Description	Amount
2025 WESTSTAR CLASS	WATER	JASON FLEMING TUITION	1,000.00
A T & T	ALL	TELEPHONE SERVICE	1,808.38
A T & T	ALL	TELEPHONE SERVICE	2,151.37
A T & T	ALL	TELEPHONE SERVICE	3,729.70
A T & T	VARIOUS	TELEPHONE SERVICE	1,162.59
A2H	STATE ST AID	PROFESSIONAL SERVICES	20,000.00
A2H	CODES	PROFESSIONAL SERVICES	1,662.50
ALEX VAN VLEET	POLICE	TRAVEL	192.50
AMERICAN EXPRESS	VARIOUS	MISC/REPUBLIC CONTRACTED SERVICES	101,356.36
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	4,946.39
BNY MELLON	BIOMASS	LOAN PAYMENT	5,140.02
BNY MELLON	BIOMASS	BOND PAYMENT	5,172.74
BRENNTAG MID SOUTH	WWTP	CHEMICALS	7,777.00
BRENNTAG MID SOUTH	WTP	CHEMICALS	3,290.00
BRENNTAG MID SOUTH	WWTP	CHEMICALS	5,899.00
CADENCE BANK BUSINESSCARD	VARIOUS	MISCELLANEOUS PURCHASES	11,001.25
CHEMICAL FEED SYSTEMS	WWTP	GAS DETECTOR/PWR SUPPLY/BACKUP BATTERY	1,004.91
CITY OF COVINGTON	ALL	UTILITIES	6,575.96
COMM DEVELOPMENT PARTNERS	SEWER	2022 TDEC APRA PROJECT	5,000.00
COVINGTON ELECTRIC	ALL	ELECTRIC UTILITIES	36,300.31
COVINGTON ELECTRIC	ALL	ELECTRIC UTILITIES	5,324.76
COV-TIPTON CO CHAMBER	GAS	CONTRIBUTION	15,000.00
EDISPATCHES.COM	FIRE	CPT PLAN	1,692.00
EXPRESS CHEVROLET	SANITATION	REPAIRS	3,004.70
G & C SUPPLY CO INC	SEWER	MISCELLANEOUS MATERIALS / SUPPLIES	3,217.20
G & C SUPPLY CO INC	SEWER	MISCELLANEOUS MATERIALS / SUPPLIES	11,086.67
G & C SUPPLY CO INC	WATER	MISCELLANEOUS MATERIALS / SUPPLIES	1,418.72
HC3	SW/WTR/SWR/GAS	UTILITY BILLING	3,356.45
HOWARD FERTILIZER/CHEMICALS	GROUND	CHEMICALS	1,295.00
HUB CITY TIRE CO	FIRE	TIRES (4) / DISPOSAL FEE	4,488.40
HUB CITY TIRE CO	SEWER	TIRES (4) / DISPOSAL FEE	1,123.24
HUB CITY TIRE CO	GAS	TIRES (4) / DISPOSAL FEE	1,123.24
HUB CITY TIRE CO	POLICE	TIRES(8) / PROCESSING / DISPOSAL	1,322.48
INEGRATED CONSTRUCTION	WWTP	CLARIFIER DRAIN REPLACEMENT	9,812.43
INTEGRATED COMMUNICATIONS	POLICE	RADIO REPAIR	1,543.44
INTEGRATED COMMUNICATIONS	POLICE	CHEVY MALIBU	6,680.14
JENNRIC FENCE & CONSTRUCTION	PARKS/REC	FINAL PAYMENT - BALL FIELD	22,000.00
JIM'S AUTO BODY & TOWING	STREET	REPLACE DOOR - TRUCK IN ACCIDENT	2,821.00
JOHN DEERE FINANCIAL	VARIOUS	EMPLOYEE SUPPORT EQUIPMENT	1,029.90
KEYOEACHA BOYLE	POLICE	TRAVEL	215.00
KONICA BUS SOLUTIONS	ALL	MONTHLY FEE	5,596.76
KRISTIE GLASS MAXWELL	GENERAL	DECEMBER 2024 MIXED DRINK TAX	2,065.47
MEAC	GAS	GAS PURCHASE	31,878.00
MID SOUTH SUPPLIERS	STREET	SAND / LIMESTONE	2,035.63
NORDICOM TECHNOLOGIES	ALL	PROFESSIONAL SERVICES	2,121.42
OWEN AND WITHERINGTON	GENERAL	PROFESSIONAL SERVICES	5,737.50
OWEN AND WITHERINGTON	GENERAL	PROFESSIONAL SERVICES	9,875.00
PARADIGM LIAISON SERVICES	GAS	PIPELINE SAFETY PROGRAMS	1,000.00
PAVEMENT RESTORATION INC	STREET	MATERIALS	3,078.75
PERFORMANCE PLUS INC	POLICE	2024 CFMOTO UTV	10,899.99
PUBLIC ENTITY PARTNERS	GENERAL	DEDUCTIBLE - JONTHAN KINDRED	1,000.00
RICK LAXTON CATERERS	GENERAL	EMPLOYEE NEW YEAR LUNCHEON	3,379.60
RYAN MAGEE	POLICE	TRAVEL	322.50
SCHAUS PROF SERVICES	SOLID WASTE	PROFESSIONAL SERVICES	1,140.00
SCOTT TEMPLETON	POLICE	TRAVEL	301.00
SERVLINE	WATER	PREMIUM	12,781.10
SOUTHERN ROOFING	CIVIC CENTER	ROOF REPAIR	3,500.00
SOUTHWEST TN EMC	AP/SWR/ST/GAS	ELECTRIC UTILITIES	1,928.18
TIM HAYNES	GENERAL	TRAVEL	299.34
TIPTON CO BOARD OF EDUCATION	PARKS/REC	ANNUAL UTILITIES BILLING	19,766.30
TIPTON COUNTY E911	POLICE	QUARTERLY USER FEE - 2ND QUARTER	37,407.90
TIPTON COUNTY E911	POLICE	QUARTERLY USER FEE - 3RD QUARTER	37,407.90

TITAN AVIATION FUEL	AIRPORT	100LL AVGAS	15,084.56
TN DEPT ENV / CONSERVATION	WWTP	MUNICIPAL PRETREATMENT PROGRAMS	1,380.00
USG WATER	WTP	CONCRETE GROUND STORAGE TANK - ANNUAL	13,395.84
UTILITY SERVICE CO INC	WTP	ANNUAL MAINTENANCE	154,425.05
WALMART	VARIOUS	MISCELLANEOUS PURCHASES	2,680.21
WOOTEN OIL CO	INVENTORY	LOAD OF DIESEL	1,791.05
WOOTEN OIL CO	GAS/SAN/ST/SWR	FUEL	1,012.04
WOOTEN OIL CO	GAS/SAN/ST/SWR	FUEL	1,238.09
XYLEM	WWTP	RENTAL	3,303.35
YATES & SON CULVERT	STREET	CULVERT - SIMONTON & HATCHIE	1,234.90
			711,793.18

The Board of Mayor and Aldermen met at City of Covington on January 14, 2025, at 5:30 p.m. with the following members present: Vice Mayor Jeff Morris, Aldermen: C.H. Sullivan, Danny Wallace, John Edwards, and Margaret Fleming. Also present were Parks and Recreation Director Molly Glass, Fire Chief Richard Griggs, Public Works Director Tim Haynes, Building Official Lessie Fisher, Police Chief Donna Turner, Human Resource Director Cody Bumpus, Assistant to the Mayor Jason Fleming, City Attorney Rachel Simmons and Recorder-Treasurer Lisa Elam.

Meeting was called to order by Vice Mayor Jeff Morris.

Invocation was given by Alderman C.H Sullivan.

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

Motion was made by Alderman Edwards and seconded by Alderman Sullivan that the Minutes of the proceeding Board of Mayor and Alderman Meeting be approved.
Motion passed.

Motion was made by Alderman Wallace and seconded by Alderman Sullivan to approve the Minutes from the Public Works Committee be approved.
Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderwoman Fleming to approve the Minutes from the Finance and Administration Committee be approved.
Motion passed.

Vice Mayor Morris announced discussion of turnaround time for Utility Billing be added to the next Finance and Administration Committee Agenda due to no scheduled Public Works Committee Meeting in February.

Alderman Edwards announced confusion of the Industrial Board appointment. The ID Board will maintain as is until future action is taken.

Vice Mayor Morris gave thanks to all preparations and work of the Public Works and Public Safety Employees during the inclement weather. Vice Mayor Morris also announced the trash removal will be delayed by one day due to the observance of Martin Luther King Holiday.

Vice Mayor Morris announced the open sports registrations at the Covington Sportsplex ending on February 9th. Vice Mayor Morris announced the 13th Annual Chocolate Tour will be held on February 8th, prices are \$15.00 for adults and \$10.00 for children 10 and under. Tickets can be purchased at the Chamber of Commerce or online at the Civic Center Event Page, only 2,000 tickets are available.

No report from Recorder-Treasurer.

City Attorney Simmons announced she will discuss progress of the Sidewalk Project at the next Finance and Administration Committee meeting.

Ordinance 1787 (Rezoning at Burgess Lane and U.S. Highway 51 South) ready for approval on second reading.

Motion was made by Alderman Edwards and seconded by Alderman Sullivan to approve second reading.

Motion approved.

Motion was made by Alderman Sullivan and seconded by Alderman Wallace to pay bills over/under \$1,000.00.

Motion approved.

Motion was made by Alderman Sullivan and seconded by Alderman Wallace for the meeting to adjourn.

With there being no further business this meeting adjourned at 5:44 p.m.

The General Welfare-Public Relations Committee met at City of Covington on January 14, 2025 at 4:00 p.m. with the following members present: Vice-Mayor Jeff Morris (to conduct business as Chair in the absence of Chairman Jean Johnson), Alderman Danny Wallace and Alderwoman Margaret Fleming. Also present were Alderman John Edwards, Police Chief Donna Turner, Fire Chief Richard Griggs, Public Works Director Tim Haynes, Human Resource Director Cody Bumpus, Park and Recreation Director Molly Glass, Museum Director Katherine Markley, Building Official Lessie Fisher, Assistant to Mayor Jason Fleming, and Recorder-Treasurer Lisa Elam.

Meeting was called to order by Vice Mayor Morris.

Airport Manager Bill Labermeier announced Covington Airport is maintaining steady through the winter months. Manager Labermeier also reported he is now able to host meetings at the airport location.

Motion made by Alderman Wallace and seconded by Alderwoman Fleming to approve the Airport Manager's report.

Motion passed.

Museum Director Katherine Markley reported that Veterans Council's Veteran of the month program will start back in January. Director Markley reported sales of \$832.00 for the month of December (see attached). Director Markley reported a total of 22 trees were available for the Festival of Trees, the museum added an Angel Tree this year. Director Markley announced that in February they are hosting a "Friends" themed trivia, which will be on February 14th.

Motion was made by Alderman Wallace and seconded by Alderwoman Fleming to accept Director Markley's report.

Motion passed.

Parks and Recreational Director Mollie Glass gives thanks to all work done to make the Christmas Parade the largest to date. Director Glass reported a total of 90 entries with 34 parade floats. Special thanks were made to Covington Police Department, Drone Operator Nick Shaw, Covington Fire Department and Covington Public Works. Director Glass reported an estimate of 3000 attendees for the parade. Winners of the Parade Float Contest as listed: 1st City of Munford, 2nd DSCC, and 3rd Action Bail Bonding. Director Glass reported the Aquatic Center heaters are in and updated from installer is going to start installing the heaters in the next two weeks. Director Glass reported that the bids will re-open for field crowning and storage building on February 10th.

Motion was made by Alderman Wallace and seconded by Alderman Morris to approve Director Glass's report.

Motion passed.

Motion was made by Alderman Morris and seconded by Alderman Wallace to adjourn.

Meeting adjourned at 4:20 p.m.

The Finance and Administration Committee met at City of Covington on January 21, 2025, at 4:00 p.m. with the following members present: Chairman Alderman Sullivan is absent, (Alderman Jeff Morris to serve as Chairman) Mayor Jan Hensley, Aldermen: Jean Johnson, John Edwards, Margaret Fleming, and Danny Wallace. Also, present were Public Works Director Tim Haynes, Police Chief Donna Turner, Fire Chief Richard Griggs, Human Resource Director Cody Bumpus, Park and Recreation Director Molly Glass, Assistant to Mayor Jason Fleming, Building Official Lessie Fisher, and Recorder-Treasurer Lisa Elam.

Alderman Jeff Morris called the meeting to order.

Motion was made by Mayor Hensley and seconded by Alderman Edwards for Alderman Morris to chair the meeting in Chairman Sullivan's absence.
Motion approved.

Human Resource Director Bumpus reported a total of 48 new hires for the year 2024. Director Bumpus reported a total of 35 separations: 8 terminations for cause, 1 due to pre-employment check, 17 resignations, 4 retired, 5 terminated for non-cause reasons. The annual turnover rate was 21.8%. Director Bumpus reported the retention rate is at 76%. The annual time to be hired is 21 days. The average cost per new employee hire for a year is \$4,700. The year-to-date active employee count is 159 active employees. Director Bumpus reported for the year 2025 no OSHA or Workers Compensation claims have been filed. Director Bumpus also reported having the proposed handbook ready to present to the Finance and Administration Committee in February 2025.

Motion was made by Alderman Morris and seconded by Alderman Edwards to approve report of Director Bumpus.
Motion passed.

Public Works Director Haynes reported per resident Mr. Smith, that a Street Light be added to Greer Drive. (see attached request).

Motion was made by Alderman Edwards and seconded by Alderman Wallace to add the Street Light to Greer Drive.
Motion passed.

Public Works Director Haynes discussed the Utility Billing timeline by our 3rd party billing. Director Haynes reported a two-week window to get billing to customers. Alderman Edwards suggested Director Haynes investigate an App for utility billing similar to what Covington Electric has in use.

Discussion on the sale of city surplus inventory began. The interest in using GovDeals for future sales was put on the agenda for discussion. The current sale of surplus equipment is being led by Mike Crawley with Venture Auctions. Mr. Crawley was present and explained the process of his auctions. Mr. Crawley reported over the past 5 years he has oversaw 7 auctions with 96 total pieces of inventory totaling in sales of \$244,600. He also stated that this is no cost to the city. He

also stated that he was open to discussing any part of the process at any time with the department heads or committee.

Motion was made by Alderman Edwards and seconded by Alderwoman Johnson to take under advisement for the decision to change the auction process.
Motion taken under advisement.

City Attorney Simmons reported on the easements for the Sidewalk Project. Attorney Simmons reported that 7 property owners have signed agreements. Two parcels owned by Sara Utz she has asked for compensation of \$1,072.81. Dr. Clay is asking for \$163.00 for his compensation. The property on Burgess was donated. Attorney Simmons has asked for the approval to negotiate with the two remaining property owners, The Catholic Church and the Shopping Center.

Motion was made by Alderman Edwards and seconded by Mayor Hensly to give City Attorney permission to negotiate with the property owners.
Motion passed.

Documentation presented for the renewal of the Covington Chargers Banner (see attached) of \$250.00.

Motion was made by Alderman Edwards and seconded by Mayor Hensley to approve the funds for the banner renewal.
Motion passed.

Documentation presented for P2P Sponsorship of \$5,000.00. Change in the process will make the City of Covington an individual sponsor.

Motion was made by Alderwoman Fleming and seconded by Mayor Hensly to approve the funds for the sponsorship to P2P.
Motion passed.

Email on discussion of the sale of the Medical Waste Plant (see attached) TDEC and Lloyd Lipman. Alderman Wallace requested that Mayor Hensley reach out to Mr. Lipman and discuss terms to sale the property. Alderman Edwards recommended that Mayor Hensley get in contact with Mr. Lipman personally.

There being no further business, this meeting adjourned at 5:04 p.m.

Request for Bids: Replacement of 7.5 Ton HVAC Package Unit

The City of Covington is seeking sealed bids for the replacement of a 7.5-ton HVAC package unit servicing the second floor of the Covington Civic Center, located at **100 W Washington, Covington, TN**. Interested contractors are invited to submit bids that detail the total cost of labor and materials required for the replacement.

Bid Submission Requirements:

- Bids must include a comprehensive breakdown of labor and material costs.
- The bid must specify the total cost to remove and replace the existing HVAC unit with a unit of the same capacity cooling and gas heating system.
- The price must include all labor, materials, crane and rigging, gas and electrical connections.
- Sealed bids must clearly indicate on the envelope the purpose of the bid: *"Bid for Replacement of 7.5 Ton HVAC Package Unit - Covington Civic Center."*
- All bids must be received at the designated address by **9:00 AM, Friday, January 24, 2025**. Late submissions will not be considered.

Bid Submission Address:

City of Covington
ATTN: Tim Haynes, Public Works Director
P.O. Box 768
200 W Washington
Covington, TN 38019

Bid Opening:

Submitted bids will be opened at **9:00 AM on Friday, January 24, 2025**, in the **Board of Mayor and Aldermen meeting room** located on the second floor of Covington City Hall. Covington City Hall is located at **200 W Washington, Covington, TN 38019**.

Point of Contact for Additional Information:

For questions or further information, please contact:

Tim Haynes
Public Works Director
Phone: 901-237-8165
Email: thaynes@covingtontn.com

We look forward to your participation in this project to enhance the functionality of the Covington Civic Center.

Tabulation of Bids -Covington Civic Center Replacement 7.5 Ton HVAC Package

		Total
Contractor Name: <u>Witherington Services</u>		Scope 1: _____
License Number: _____		Scope 2: _____
Proof of Bond: _____		Total of Project: <u>\$12,587.⁰⁰</u>
Any other notes: _____		
Contractor Name: <u>Subcoding Services LLC</u>		Scope 1: _____
License Number: _____		Scope 2: _____
Proof of Bond: _____		Total of Project: <u>\$18,143.⁴¹</u>
Any other notes: _____		
Contractor Name: <u>Airwise Mech</u>		Scope 1: _____
License Number: _____		Scope 2: _____
Proof of Bond: _____		Total of Project: <u>\$24,350.⁰⁰</u>
Any other notes: _____		
Contractor Name: <u>Mertin and White</u>		Scope 1: _____
License Number: _____		Scope 2: _____
Proof of Bond: _____		Total of Project: <u>\$7,932.⁰⁰</u>
Any other notes: _____		

Recommend Bid Award To: Witherington Services Total: \$12,587.⁰⁰

Tabulation of Bids -Covington Civic Center Replacement 7.5 Ton HVAC Package

	Total
Contractor Name: <u>Jerry Shelton</u>	Scope 1: _____
License Number: _____	Scope 2: _____
Proof of Bond: _____	Total of Project: <u>\$23,023.17</u>
Any other notes: _____	
Contractor Name: <u>Superior Maint. LLC</u>	Scope 1: _____
License Number: _____	Scope 2: _____
Proof of Bond: _____	Total of Project: <u>\$18,178.00</u>
Any other notes: _____	
Contractor Name: _____	Scope 1: _____
License Number: _____	Scope 2: _____
Proof of Bond: _____	Total of Project: _____
Any other notes: _____	

Recommend Bid Award To: Whittington Services Total: \$12,587.00

Tabulation of Bids - Covington Civic Center 7.5 Ton HVAC Package

Sign - In Sheet

1. Paul H. Haffield
2. Carson Holt
3. Albin
4. Albin
5. Albin
6. Albin
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____