



Covington Public Works/Utilities

DIRECTOR OF PUBLIC WORKS

City of Covington

Public Works Meeting

City Hall

LLC at 4:00 P.M.

May 5, 2020

1. Bald Butcher parking lot.
2. Update on AMI. (See attached)
3. Annual inventory bid schedule. (SEE attached)
4. Update on James Street project.
5. Reminder of Utility Board Member Training. (See attached)
6. Purchase of sewer truck. (See attached)
7. Agreement for extending terms for payment of utility bills. (See attached)

Other Business:

1. Code Division monthly report: (See attached)

Adjourn:

Covington, TN

AMI Meeting Minutes 4/28/2020



Attendees:

- *Covington, TN:*
 - David Gray – Public Works Director
 - Calvin Johnson – Utilities Manager
 - Dalton Patrick – Utilities Supervisor
 - Nic Shaw – IT/GIS Manager
- *Suez:*
 - Tim Schwartz – AMI Metering Project Manager for Covington
 - Kristin Click – Regional Project Manager
 - Tracy Fearnley – Water System Consultant

Meeting Minutes:

- Initial Meter Delivery – Scheduled for Week of 5/4/2020.
- Warehouse space needed: Will schedule Storage container as soon as data is finalized. Week of 5/11.
- DCU Installations – Starting week of 4/27.
- Meter Site Survey
 - Survey has been completed. Data is currently going through QC. Tim to provide final file week of 5/11.
 - Final Meter count due out for approval week of 5/25/20.
 - Covington to finalize list of RDD Device Accounts by week of 5/25/20
- FCC License approved and received.

Metering critical path:

- Complete propagation study – Complete
- Schedule/complete Frequency Scan (Aclara) – Complete
- Complete FCC Documentation (Utility/Suez) – Complete
- Obtain Billing Data for Meter Site Survey
- Schedule/Complete Meter Site Survey – Complete
- FCC Application processed (waiting for FCC) – Complete
- Build/ship transmitters/collectors (Aclara) – Complete
- Schedule/Install collectors (Aclara) – Complete
- Setup Aclara Software/hosting environment and Accounts (Aclara) – Complete
- System test (Suez) – (completed after all product has been delivered, software is setup, and collectors have been installed)
- Turning wrenches in the field

Other Items that can be done in conjunction with the critical path items (not in any particular order):

- Verify collector sites (Aclara/Suez) – Complete
- Verify collectors can actually be installed at chosen sites (Utility/Suez) – Complete
- Collector site visit (to determine what is needed for installation) (Aclara) – Complete
- Verify water meter quantities, sizes and types (Utility/Suez) – Complete
- Verify gas meter quantities, sizes/types (Utility/Suez)
- Verify transmitter quantities and types (Utility/Suez)
- Verify remote disconnect device sizes (Utility/Suez)
- Order collectors and transmitters (Suez)
- Order meters (Suez)
- Order remote disconnect devices (Suez)
- Order accessories (Suez)
- Build/Ship/deliver collectors (Aclara)
- Build/Ship/deliver transmitters (Aclara)
- Build/ship/deliver meters
- Build/ship/deliver remote disconnect devices
- Verify non-standard meter/transmitter installations (Utility/Suez)
- Verify non-standard “pit” installations (Utility/Suez)
- Identify customers/locations that will need special installation times/considerations (for example, schools) (Utility/Suez)
- Define and setup interface between Billing Vendor and Aclara (Suez/Aclara/Billing Vendor)
- Define and setup interface between Billing Vendor and Installation Vendor (if utility purchases automated procedure for meter change out) (Suez/Billing Vendor)
- Setup of hosting server and accounts (Aclara)
- Training (Suez to train who)
 - Transmitter installation (Installers and Utility)
 - Aclara software (Utility)
 - Billing procedure (outside of Billing Software) (Utility)
- Define Pilot area/addresses for meter installations (Utility/Suez)
- System Test (Suez)
- Remaining Installations (Suez/Installers)

NOTICE TO BIDDERS

The City of Covington Public Works / Utilities Department are seeking bids for the annual supply of the following categories of items:

<u>Category:</u>	<u>Bid Opening Date:</u>	<u>Time:</u>
Chemicals for the WTP / WWTP	Tuesday May 19, 2020	9:30AM
Gas, Water, Sewer Inventory	Tuesday May 19, 2020	9:40AM
Concrete Placement & Finishing	Tuesday May 19, 2020	9:45AM
Road Materials Delivered E Ripley	Tuesday May 19, 2020	9:50AM

The period of supply will be from July 1, 2020 until June 30, 2021. Please call Calvin Johnson for specific information about each category at (901) 476-0583 ext. 102.

Bids will be accepted until the Scheduled Bid Opening Date at which time bids will be opened publicly. Bid envelopes shall be sealed and conspicuously marked on the outside "Sealed Bid: Annual Supply (category for which you are bidding)" to avoid premature opening. Each bid must be in a separate envelope, and marked correctly. The City reserves the right to reject any and all bids and to waive the bidding formalities in the best interest of the City.



UTILITY BOARD MEMBER TRAINING

Upcoming sessions in Franklin, Knoxville, and Jackson

Classes are being offered in March, April and May in these locations!

MTAS will offer 12 hours of education over three sessions, with each session lasting four hours. In Module A, participants will learn about Board Governance and Policy Making. Module B revolves around Financial Oversight. Finally, Module C provides training on Water and Wastewater Regulations & Challenges and Ethics & Open Meetings. Modules may be taken in any order and in different locations. Each four-hour session is \$85.

For more Information and to Register Online from the MTAS Training Calendar

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1610 University Avenue
Knoxville, TN | 37921-6741 US

emma



Wilson County Motors, LLC

903 South Hartmann Drive • Lebanon, Tennessee 37090

Phone: (615) 444-9642 • Web Site: www.WilsonCountyAuto.com

DATE	02/12/20	ACCT.	AMOUNT
BASE PRICE			30,748.20
Dealer Installed Options			N/A
			N/A
Total Sales Price			30,748.20
1.) Trade-In Allowance			N/A
2.) Trade-In Allowance			N/A
Balance After Trade-In			30,748.20
Customer Service Fee			N/A
Gap			N/A
Extended Service Contract			N/A
Taxable Amount			30,748.20
Tennessee Sales Tax			N/A
County Sales Tax			N/A
Business Tax			N/A
Luxury Tax			N/A
Title And Related Fees			N/A
Total			30,748.20
Lien in favor of:	N/A		
Rebate			N/A
Cash Down Payment			N/A
1.) Trade-In			N/A
Less Balance Owing To:			N/A
Payoff To:	VENDOR		
	DEPARTMENT		
	ACCOUNT #		
2.) Trade-In			
Less Balance Owing To:			
Payoff To:	CHECK #		
	DATE PAID		
Total Down Payment			
BALANCE DUE ON DELIVERY	SOURCE OF FUNDS		30,748.20
COLOR	White		
FUEL:	Gas		
KEY CODE:	Z0292		
APPROVED BY THE			
ALDERMAN			
City of Covington			
Date		No.	

MR. MRS. MISS 2315 (PURCHASER)
CITY OF COVINGTON

STREET ADDRESS
300 S COLLEGE ST

CITY STATE ZIP CODE
COVINGTON, TN 38019-2501

COUNTY RES. PHONE BUS. PHONE
TIPTON (901) 476-9531 N/A

PLEASE ENTER MY ORDER FOR ONE NEW USED DEMO | MILES 10

SALESPERSON STOCK NO.
DANIELLE RODRIGUEZ FT20410

YEAR MAKE MODEL TYPE ENG.
2020 CHEVROLET SILVERADO 2NEW

COLOR SERIAL NO.
SUMMIT JHI1G84YLE77LF216905

DESCRIPTION OF TRADE IN MILES
 YEAR MAKE MODEL TYPE
N/A N/A N/A

COLOR SERIAL NO.
N/A N/A

SELLER'S DISCLAIMER OF WARRANTY
 ANY WARRANTIES ON THE PRODUCTS SOLD HEREBY ARE THOSE OF THE MANUFACTURER. AS BETWEEN THIS RETAIL SELLER AND BUYER THE PRODUCT IS TO BE SOLD "AS IS" AND THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE PRODUCT IS WITH THE BUYER. THE SELLER EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND THE SELLER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PRODUCTS. THIS DISCLAIMER BY THE SELLER IN NO WAY AFFECTS THE TERMS OF THE MANUFACTURER'S WARRANTY. THE BUYER ACKNOWLEDGES BEING SO INFORMED PRIOR TO THE SALE.

CUSTOMER SIGNATURE _____ DATE 02/12/20

STATEMENT OF DISCLOSURE
 IF PURCHASE OF VEHICLE IS TO BE FINANCED, DISCLOSURE OF THE FINANCE AND RELATED CHARGES WILL BE CONTAINED IN THE RETAIL INSTALLMENT CONTRACT-SECURITY AGREEMENT BETWEEN THE CUSTOMER AND WILSON COUNTY MOTOR COMPANY AND/OR THE LENDING INSTITUTION.

POWER OF ATTORNEY

I hereby appoint _____ (Name) of _____ (Address) as my attorney in fact to apply for a certificate or duplicate certificate of title and title card and to have title thereto registered in my name as the motor vehicle described above.

PURCHASER'S SIGNATURE _____ DATE _____ CO-PURCHASER'S SIGNATURE _____ DATE _____ ACCEPTED BY: WPT (DEALER OR AUTHORIZED REPRESENTATIVE)

State of Tennessee County of Wilson Subscribed and sworn to before me this 12 day of February 2021 by Danielle Rodriguez NOTARY PUBLIC 03/21/2021 MY COMMISSION EXPIRES

THE TERMS AND CONDITIONS OF THIS ORDER ARE CONTINUED ON THE REVERSE SIDE HEREOF

ODOMETER DISCLOSURE STATEMENT

I, Wilson County Motors, LLC state that the odometer of the vehicle described below now reads 10 (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

(1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

(2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

MAKE CHEVROLET MODEL SILVERADO 2500HD BODY TYPE 4WD CREW CAB 172" VIN NO. W01G84YLE77LF216905 YEAR 2020

FEDERAL LAW (AND STATE LAW, IF APPLICABLE) REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

Transferor's Address (Seller) STREET 903 South Hartmann Drive CITY Lebanon STATE TN ZIP CODE 37090

DATE OF STATEMENT 02/12/20 (SELLER) TRANSFEROR'S SIGNATURE WPT (SELLER) TRANSFEROR'S PRINTED NAME WPT

TRANSFEREE'S NAME AND ADDRESS (BUYER) STREET 300 S COLLEGE ST COVINGTON, TN 38019-2501 ZIP CODE X

City of Covington
 PO Box 768
 Covington, TN 38019
 (901) 476-9613

PURCHASE ORDER

PO #:	2315
Order Date:	07/30/2019
Vendor #:	1377
Date:	07/31/2019

To: Wilson County Motors
 903 South Hartmann Dr
 Lebanon, Tn, 37090

Print Date: 07/31/2019
 Date Needed:
 Terms:

DELIVER ITEMS TO:

Covington Sewer Plant
 300 South College Street
 Covington, TN 38019

SPECIAL INSTRUCTIONS

Attn:

Item	Fund Account Number	Qty	Description	Unit Price	Amount
1	412-16400	1.0000	2020 Chev Silv 2500HD 4WD Crew Cab	\$30,748.200000	\$30,748.20
				<i>30,748.20</i>	
				<i>24,400.00</i>	
				<i>55,148.20</i>	
				<i>TOTAL</i>	
Grand Total					\$30,748.20

	There is an otherwise unencumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.	APPROVED
		<i>Kuattus</i>
	AUTHORIZED SIGNATURE	PURCHASING AGENT



Dealers Truck Equipment Co., LLC.

P.O. Box 194255 * 6601 I-30
Little Rock, Arkansas 72209
(501) 568-9000 (800) 259-7569

SOLD TO
CASHL

CASH SALES
THANK YOU FOR
YOUR BUSINESS

SHIP TO
CITY OF COVINGTON
PO BOX 768
COVINGTON, TN 38019

Sold By: L16522 PO #: 2619 VN: OD: W:00 L: L107057
Ship By: 35380 Tax #: Date 4/15/20 SALES INVOICE 10:26:45 PRT: 2 Open

Tax	D	Qty	Description	Price	Amount
			Group: 01 NEW & USED UNIT		
CL		2500	216905 CHEVROLET VIN#:7LF216905	NONBAILMENT WAR:01 EXP: 4/15/20	24400.00

FURNISH AND INSTALL KNAPHEIDE 696 CRANE REINFORCED SERVICE BODY, MASTER LOCKING SYSTEM, MANUAL OUTRIGGERS, BUMPER, RECEIVER HITCH AND SEVEN WAY SOCKET VENTURO ET12KX CRANE W/BOOM REST AND CIRCUIT BREAKER, STROBE LIGHTS

BED SN# 20190413-0630412
CRANE SN# 25B-000144
VIN# 1GB4YLE77LF216905

*****Payment of Bailment Vehicles are due on receipt*****
All Other Sales Invoices Net Thirty (30) Days
Federal I. D. # 72-0365631
Remit TO: P. O. Box 31435
Shreveport, Louisiana 71130



** SUBTOTAL 24400.00

X _____ Cash Sale

PAY THIS AMOUNT \$24400.00



Covington Public Works/Utilities

AGREEMENT FOR EXTENDING TERMS FOR PAYMENT OF UTILITY BILLS

Date: _____ Account Number: _____

Name: _____

Home Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Other Contact: _____

Covington Gas and Water is providing an "Agreement For Extending Terms For Payment Of Utility Bills" during this state of emergency related to the COVID-19 virus.

In order to participate in the "Agreement For Extending Terms For Payment Of Utility Bills", the customer agrees and acknowledges the following:

- CG&W has deferred the collection of monthly utility bills during the time that the COVID-19 emergency exists in the State of Tennessee, and that such deferred monthly bills are still owed by the customer.
- By his/her signature below, he/she has notice of the repayment schedule provided and has received extended payment privileges from CG&W.
- Following termination of the COVID-19 emergency by the State of Tennessee, he/she must pay future utility bills in full in addition to the Monthly Repayment Amount shown below.
- Failure by the customer to pay the current monthly utility bill plus the Monthly Repayment Amount will result in termination of utility service without further notice.
- That any payments received by CG&W from LIHEAP (Delta) funds, churches or other charitable organizations will be applied first to their current amount due, with any remaining funds to be applied against outstanding balances.
- That in the event he/she fails to pay as described on this Agreement, he/she will pay all expenses incurred in the collection of this delinquent account.
- That this Agreement is subject to modification or amendment as necessary in order to comply with all rules, regulations and policies of CG&W.
- That such deferred monthly utility bills must be paid per the monthly repayment agreement shown below.

Past Due Balance \$ _____ Monthly Repayment Amount \$ _____

- \$1 - \$99.99 to be paid back in 1 month (plus current bill amount)
- \$100 - \$199.99 to be paid back in 2 months (plus current bill amount)
- \$200 - \$299.99 to be paid back in 3 months (plus current bill amount)
- \$300 - \$399.99 to be paid back in 4 months (plus current bill amount)
- \$400 - \$499.33 to be paid back in 5 months (plus current bill amount)
- \$500 - \$599.99 to be paid back in 6 months (plus current bill amount)
- Greater than \$600 to be paid back at the rate of \$100 per month until outstanding balance is paid in full (plus current bill amount)

Customer: _____ Date: _____

Approved By: _____ Date: _____



AGREEMENT FOR EXTENDING TERMS FOR PAYMENT OF UTILITY BILLS

Date: _____ Account Number: _____

Name: _____

Home Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Other Contact: _____

Covington Electric System is providing an "Agreement For Extending Terms For Payment Of Utility Bills" during this state of emergency related to the COVID-19 virus.

In order to participate in the "Agreement For Extending Terms For Payment Of Utility Bills", the customer agrees and acknowledges the following:

- CES has deferred the collection of monthly electric bills during the time that the COVID-19 emergency exists in the State of Tennessee, and that such deferred monthly bills are still owed by the customer.
- By his/her signature below, he/she has notice of the repayment schedule provided and has received extended payment privileges from CES.
- Following termination of the COVID-19 emergency by the State of Tennessee, he/she must pay future electric bills in full in addition to the Monthly Repayment Amount shown below.
- Failure by the customer to pay the current monthly electric bill plus the Monthly Repayment Amount will result in termination of electric service without further notice.
- That any payments received by CES from LIHEAP (Delta) funds, churches or other charitable organizations will be applied first to their current amount due, with any remaining funds to be applied against outstanding balances.
- That in the event he/she fails to pay as described on this Agreement, he/she will pay all expenses incurred in the collection of this delinquent account.
- That this Agreement is subject to modification or amendment as necessary in order to comply with all rules, regulations and policies of CES.
- That such deferred monthly electric bills must be paid per the monthly repayment agreement shown below.

Past Due Balance \$ _____ Monthly Repayment Amount \$ _____

- \$1 - \$99.99 to be paid back in 1 month (plus current bill amount)
- \$100 - \$199.99 to be paid back in 2 months (plus current bill amount)
- \$200 - \$299.99 to be paid back in 3 months (plus current bill amount)
- \$300 - \$399.99 to be paid back in 4 months (plus current bill amount)
- \$400 - \$499.33 to be paid back in 5 months (plus current bill amount)
- \$500 - \$599.99 to be paid back in 6 months (plus current bill amount)
- Greater than \$600 to be paid back at the rate of \$100 per month until outstanding balance is paid in full (plus current bill amount)

Customer: _____ Date: _____

Approved By: _____ Date: _____

PO Box 488 • Covington, TN 38019

Phone: 901-476-7104

DATE _____

NAME

SS # _____ DL # _____

ACCOUNT # _____

ADDRESS OF OLD BILL _____

AMOUNT OWED _____

AMOUNT PAID _____

AMOUNT TO PAY EACH MONTH _____

DATE PAYMENT IS DUE _____

I AGREE TO PAY THE CURRENT BILL WITH ANY PENALTIES ACCRUED AND THE AGREED UPON AMOUNT BY THE DUE DATE UNTIL THE OLD BILL IS PAID IN FULL. I UNDERSTAND THAT IF THE CURRENT BILL **AND** THE AMOUNT DUE ON THE OLD BILL IS NOT PAID, I WILL BE CUT OFF AND THE AGREEMENT IS NULL AND VOID AND I WILL HAVE **TO PAY THE FULL** AMOUNT TO BE TURNED BACK ON.

SIGNATURE _____

PHONE # _____

CHAPTER 8

HEAVY TRUCKS

SECTION

- 15-801. Definition of vehicles and equipment.
15-802. Heavy truck and/or equipment prohibited on certain streets.
15-803. Signs posted.
15-804. Violations and penalty.

15-801. Definition of vehicles and equipment. "Vehicles and equipment" means any device in, upon, or by which any person or property is or may be transported or drawn upon street, road, highway, or public thoroughfares, excepting devices moved by human power or used exclusively upon stationary rails or tracks. (Ord. #1532, Sept. 2004)

15-802. Heavy truck and/or equipment prohibited on certain streets. (1) Trucks prohibited on certain streets. It shall be unlawful to drive any truck and/or equipment except for the purpose of making a delivery on any street so designated by this chapter and properly sign posted. This provision shall apply to, as designated, streets within either commercial or residential areas.

(2) Designated streets. It is hereby established that the following streets are designated as prohibiting trucks and/or equipment except as in subsection (4)(a) through (d) below:

- (a) South Main Street;
- (b) Pleasant Street;
- (c) Liberty Street;
- (d) North Main Street;
- (e) Church Street;
- (f) Ripley Street;
- (g) Sherrod Street.

(3) Limited load streets. It shall be unlawful to operate any vehicle and/or equipment on any street so posted, including but not necessarily limited to: when the gross weight on the surface of any street through any axle of such vehicle and/or equipment exceeds twelve thousand (12,000) pounds, gross weight, or any street where the weight of the vehicle and/or equipment permitted on such street is limited by ordinance and signs indicating such limitations are posted, except for the operation of heavy trucks and/or equipment upon any street where necessary to the conduct of business at a destination point within the city or the county accessible only by traveling through the city provided streets designated as truck routes are used until reaching the intersection nearest the destination point.

(4) **Exceptions.** The following categories are exempt from prohibition of this section:

(a) The operation of heavy trucks and/or equipment owned or operated by the city, any contractor or material man, while under contract to the city while engaged in the repair, maintenance, or construction of streets, street improvements, or street utilities within the city.

(b) The operation of school buses and buses used to transport persons to and from a place of worship, which run a designated route.

(c) The operation of emergency vehicles and/or equipment upon any street in the city.

(d) The operation of heavy trucks and/or equipment upon any street where necessary to the conduct of business at a destination point within the city or the county accessible only by traveling through the city provided streets designated as truck routes are used until reaching the intersection nearest the destination point. (Ord. #1532, Sept. 2004)

15-803. Signs posted. Signs shall be posted on the entrances to each of the streets listed in § 15-802(2) indicating either by words or by appropriate symbols that heavy trucks and/or equipment are prohibited from traveling upon said streets. (Ord. #1532, Sept. 2004)

15-804. Violations and penalty. Any violation of this chapter shall be punishable by a fine not to exceed fifty dollars (\$50.00). (Ord. #1532, Sept. 2004)

CODE COMPLIANCE DEPARTMENT



PUBLIC WORKS COMMITTEE MEETING
MAY 5, 2020



CODE COMPLIANCE DEPARTMENT

TOUCH POINTS: Will be including additional streets to be considered. During a previous meeting Director Fisher had requested to add Spring and Valley during Codification of the Municipal Code, due to the delay of the Codification, now Director Fisher is requesting to do an Ordinance to amend Section 15-802 to include additional streets.

1. Animal Control –
 - a. Inquiries – 46
 - b. Dogs to foster – 1
 - c. Dogs picked up by owners – 3
 - d. Dogs to Dr. Clay – 6
2. Beer Licenses –
 - a. Inquiries – 53
 - b. New Permits - 3
3. Blight Eradication –
 - a. Round 3 has been completed

**CODE COMPLIANCE
DEPARTMENT**



**PUBLIC WORKS MEETING
MAY 5, 2020**

- 4. Business Licenses –
 - a. Inquiries – 45
 - b. New Applications – 3
 - c. Renewals Processed – 2
- 5. Code Violations –
 - a. Inquiries – 47
 - b. Letters – 58
 - c. Notices – 3
- 6. Cemetery –
 - a. Inquiries – 24
 - b. Grave Sales -1
- 7. Court Clerk –
 - a. Telephone Inquiries – 65

8. Proclamation/Resolution – 1

9. Public Works –

a. Inquiries – 42

10. Sign –

a. Inquiries – 40

b. Pickups – 16

c. Applications - 12

CODE COMPLIANCE
DEPARTMENT



PUBLIC WORKS COMMITTEE
MEETING
MAY 5, 2020