



Covington Public Works/Utilities

DIRECTOR OF PUBLIC WORKS

City of Covington

Public Works Meeting

City Hall

Down Stairs Board Room 4:00 P.M.

August 3, 2021

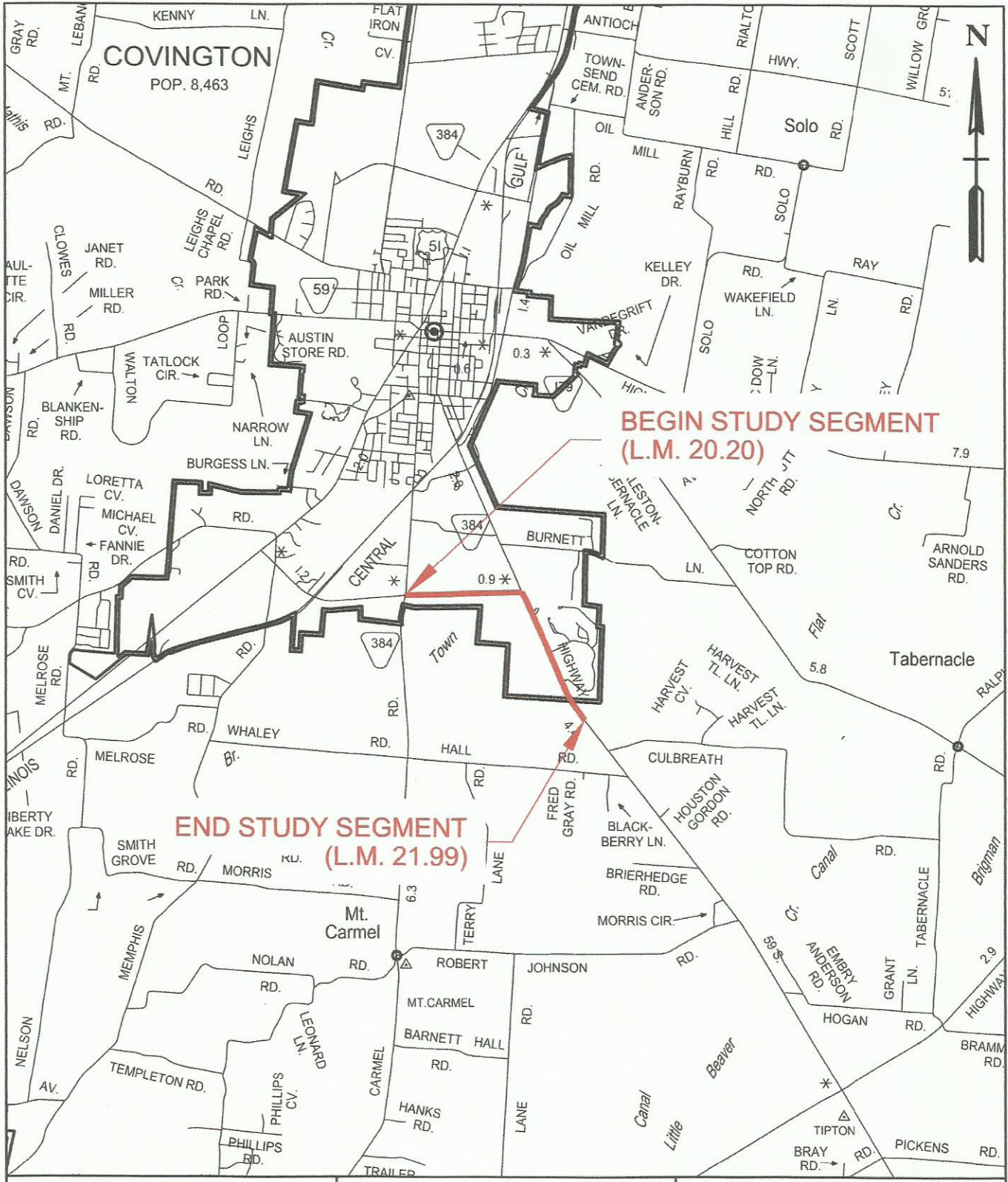
1. **Update Street Paving Project. (See Attached)**
2. **Road Safety Audit. (See Attached)**
3. **TDOT paving. (See Attached)**
4. **Republic Contract. (See Attached)**
5. **Parking spaces on Maple and E. Liberty. (SEE Attached)**
6. **Invest Prep Grant.**
7. .

Other Business:

1. Code Division monthly report: (See attached)

Adjourn:

USDA GRANT FUNDS FOR TOTAL PROJECT	\$250,000.00
USDA LOAN OBLIGATED FOR TOTAL PROJECT	\$1,255,000.00
LEGAL	(\$10,000.00)
ENGINEERING FEES AND INSPECTION	(\$105,691.58)
INTREST DURING CONSTRUCTION	(\$15,000.00)
USDA OBLIGATED FUNDS FOR CONSTRUCTION (INCLUDING CONTINGENCY)	\$1,374,308.42
UNION CITY PAVING BASE BID	(\$985,753.50)
MILLING THE TOTAL LENGTH OF COLLEGE STREET, AND MARK WALKER EAST OF BRIDGE TO HIGHWAY 59	(\$131,540.04)
ADDITIVE ALTERNATE STREETS (Fyfe, Indian Wells, Torrey Pines)	(\$73,974.45)
REMAINING FUNDS	\$183,040.43



**BEGIN STUDY SEGMENT
(L.M. 20.20)**

**END STUDY SEGMENT
(L.M. 21.99)**



LOCATION MAP

STATE ROUTE 59
 HASTINGS WAY/
 GEORGE D GRACEY HIGHWAY
 FROM L.M. 20.20 TO L.M. 21.99
 TIPTON COUNTY

Scale: 1" = 5280 FT.

Pin: 129804.00

August 4th 9:00 AM
 Wed.



CONDITION CODES LEGEND

NUMBER OF VEHICLES
 X - X - X - H

NUMBER OF FATALITIES OR INJURIES
 (Color-coded symbols: Red for Fatal, Yellow for Suspected Serious Injury, Green for Suspected Minor Injury, Blue for Property Damage)

TYPE OF CRASH
 (Color-coded symbols: Red for Fatal Crash, Yellow for Suspected Serious Injury Crash, Green for Suspected Minor Injury Crash, Blue for Property Damage Crash)

WEATHER
 R - Rain
 CL - Cloudy
 S - Snow
 U - Unknown

ROAD SURFACE
 W - Wet
 O - Other
 U - Unknown

LIGHTING
 D - Dark
 N - Not Lit
 L - Lit
 U - Unknown

CRASH LEGEND

Vehicle Path
 Direction of Travel
 Blocking Vehicle
 Rear End
 Head On
 Side Swipe
 Some Direction
 Opposite Direction
 Right Angle

Left Turn
 Overturn
 Out of Control
 Pedestrian/Bicycle
 Pedestrian/Motorcycle
 (Specify Road User)
 Heavy Truck / Bus

ROAD SAFETY AUDIT

STATE ROUTE 59 - HASTINGS WAY/GEORGE D GRACEY HIGHWAY
 L.M. 20.20 TO L.M. 21.99
 TIPTON COUNTY

STATE OF TENNESSEE
 DEPARTMENT OF TRANSPORTATION

FIGURE 1
 SR 59
 L.M. 20.20 TO
 20.40

MATCH LINE LOG MILE 20.40 SEE FIGURE NO. 2

TYPE	YEAR	COUNTY	SCALE
RSA	2021	Tipton	1"



ROAD SAFETY AUDIT
 STATE ROUTE 59 - HASTINGS WAY/GEORGE D GRACEY HIGHWAY
 L.M. 20.20 TO L.M. 21.99
 TIPTON COUNTY

CONDITION CODES LEGEND

WET/SLIP	ROAD SURFACE	VEHICLE OF NUMBER OF	FATAL CRASH
CELESTIAL	ROAD SURFACE	VEHICLE OF NUMBER OF	SUSPECTED SERIOUS INJURY CRASH
REAR END	ROAD SURFACE	VEHICLE OF NUMBER OF	SUSPECTED MINOR INJURY CRASH
COLLISION	ROAD SURFACE	VEHICLE OF NUMBER OF	PROPERTY DAMAGE CRASH
UNKNOWN	ROAD SURFACE	VEHICLE OF NUMBER OF	Other

CRASH LEGEND

Vehicle Path	Vehicle Path
Direction of Travel	Direction of Travel
Front End	Front End
Rear End	Rear End
Head On	Head On
Side Swipe	Side Swipe
Opposite Direction	Opposite Direction
Right Angle	Right Angle
Left Turn	Left Turn
Over-Turn	Over-Turn
Out of Control	Out of Control
Pedestrian/Bicycle	Pedestrian/Bicycle
Truck / Heavy Vehicle	Truck / Heavy Vehicle
Heavy Truck / Bus	Heavy Truck / Bus



MATCH LINE LOG MILE 20.40 SEE FIGURE NO. 1

MATCH LINE LOG MILE 20.90 SEE FIGURE NO. 3

TYPE	YEAR	COUNTY	DATE
RSA	2021	TIPTON	2

STATE OF TENNESSEE
 DEPARTMENT OF TRANSPORTATION
 FIGURE 2
 SR 59
 L.M. 20.40 TO 20.90

TYPE	YEAR	COUNTY	PLANS
RSA	2021	TIPTON	3



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

FIGURE 3
SR 59
L.M. 20.90 TO
21.20

STATE ROUTE 59 - HASTINGS WAY/GEORGE D GRACEY HIGHWAY
L.M. 20.20 TO L.M. 21.99
TIPTON COUNTY

ROAD SAFETY AUDIT

0' 200' 400' 600'

CRASH LEGEND

- Vehicle Path (Travel)
- Backing Vehicle
- Rear End
- Head On
- Side Swipe (Same Direction)
- Side Swipe (Opposite Direction)
- Right Angle
- Left Turn
- Overturn
- Out of Control
- Pedestrian/Bicycle
- Pedestrian/No Bicycle
- Heavy Truck / Bus

CONDITION CODES LEGEND

- WEATHER: C-Clear, R-Rain, F-Fog/Cloudy, S-Snow, U-Unknown
- ROAD SURFACE: B-Bumpy, W-Wet, D-Dry, U-Unknown
- DRIVEABILITY: L-Lighting, D-Dark, DN-Dark Not Lighted, DL-Dark Lighted, DS-Busk, U-Unknown
- NUMBER OF VEHICLES: X-X, X-X, #

TYPE OF CRASH

- FATAL CRASH
- SUSPECTED SERIOUS INJURY CRASH
- SUSPECTED MINOR INJURY CRASH
- PROPERTY DAMAGE CRASH
- Parked Vehicle
- P-IMP
- Object (Specify)

TYPE YEAR COUNTY SHEET NO
 RSA 2021 TIPTON 4



MATCH LINE LOG MILE 21.70 SEE FIGURE NO. 5

MATCH LINE LOG MILE 21.20 SEE FIGURE NO. 3



CRASH LEGEND

- Vehicle Path (Direction of Travel)
- Backing Vehicle
- Rear End
- Head On
- Side Swipe (Same Direction)
- Side Swipe (Opposite Direction)
- Right Angle
- Left Turn
- Overturn
- Out of Control
- Out of Control (Specify)
- Pedestrian/Motorcycle (Specify Road User)
- Heavy Truck / Bus

CONDITION CODES LEGEND

WEATHER
 B: Dry
 R: Rain
 CLD: Cloudy
 S: Fog
 U: Unknown

ROAD SURFACE
 D: Dry
 I: Ice
 O: Other
 U: Unknown

LIGHTING
 D: Daytime Not Lighted
 DL: Dark Lighted
 DN: Dark
 U: Unknown

NUMBER OF VEHICLES
 X - X - X - #

TYPE OF CRASH
 F: FATAL CRASH
 S: SUSPECTED SERIOUS INJURY CRASH
 # : SUSPECTED MINOR INJURY CRASH
 P: PROPERTY DAMAGE CRASH
 T: Time: A: AM P: PM
 P: Parked Vehicle
 O: Object (Specify)



ROAD SAFETY AUDIT
 STATE ROUTE 59 - HASTINGS WAY/GEORGE D. GRACEY HIGHWAY
 L.M. 20.20 TO L.M. 21.99
 TIPTON COUNTY



STATE OF TENNESSEE
 DEPARTMENT OF TRANSPORTATION
 FIGURE 4
 SR 59
 L.M. 21.20 TO 21.70

TYPE	YEAR	COUNTY	MAP NO.
RSA	2021	TIPTON	5



CRASH LEGEND

	Vehicle Path (Direction of Travel)
	Backing Vehicle
	Rear End
	Head On
	Side Swipe (Same Direction)
	Side Swipe (Opposite Direction)
	Right Angle
	Left Turn
	Overturn
	Out of Control
	Pedestrian/Bicycle
	Passenger/Motorcycle (Specify Road User)
	Heavy Truck / Bus

CONDITION CODES LEGEND

	FATAL CRASH
	SUSPECTED SERIOUS INJURY CRASH
	SUSPECTED MINOR INJURY CRASH
	PROPERTY DAMAGE CRASH
	Time: A=AM P=PM
	B= Parked Vehicle
	D= Object (Specify)

	WEATHER
	Road
	Cloud
	Sky
	Visibility
	Unknown

	ROAD SURFACE
	Paved
	Concrete
	Asphalt
	Gravel
	Dirt
	Unknown

	NUMBER OF VEHICLES
	1
	2
	3
	4
	5
	6
	7
	8
	9
	0
	Unknown

	LIGHTING
	Day
	Night
	Unknown

	LIGHTED
	Day
	Night
	Unknown

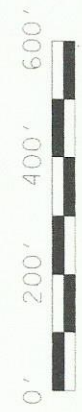
STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

FIGURE 5
SR 59
L.M. 20.20 TO L.M. 21.99 TO
TIPTON COUNTY



ROAD SAFETY AUDIT

STATE ROUTE 59 - HASTINGS WAY/GEORGE D. GRACEY HIGHWAY
L.M. 20.20 TO L.M. 21.99
TIPTON COUNTY





**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

LONG RANGE PLANNING DIVISION
SUITE 900, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
(615) 741-3421

CLAY BRIGHT
COMMISSIONER

BILL LEE
GOVERNOR

July 19, 2021

P.O. Box 686
Covington, TN 38019

Dear Executive Huffman and Mayor Hanson,

TDOT has released the FY 2021 to FY 2022 list for resurfacing projects across the state. To be more transparent, TDOT keeps local communities up to date about planned road improvements by communicating directly with those jurisdictions and publishing the list on TDOT's website: <https://www.tn.gov/tdot/maintenance/pavement-office/future-paving-projects.html>.

This list is based on the condition of the roadway, budget, and coordination with other projects in the future so TDOT can maintain the network in the most cost-effective, efficient manner. If there are any scheduling conflicts with these projects (i.e. utility waterline installation), please notify TDOT as soon as possible to coordinate project scheduling.

Below you will find a table and map of the projects in your community. We are reaching out to ascertain if you have striping changes or other coordination requests along these routes. Existing curb ramps will be updated along the state route (if applicable) for ADA compliance; we will also consider requests for crosswalk striping, bike lanes, or other potential alterations to the current configuration. If you expect to complete any utility work on any of the routes listed, let us know at your earliest convenience to avoid costly repairs.

If you have any adjustments or changes that you want to discuss, we would like requests as soon as possible but no later than October 1, 2021 for this year's projects. Please forward this correspondence to anyone you feel needs to be informed about the resurfacing projects.

Sincerely,

Office of Community Transportation, Region 4

County/City	Route	Description	Length (Miles)	BLM	ELM	Type of Work
Tipton	SR384	From SR-59 to SR-3	3.48	6.25	9.73	Mill & 411D
Tipton	SR003	From LM 18.17 to LM 18.85	0.14	18.71	18.85	Mill & 411D
Tipton	SR054	From SR-3 to Haywood County Line	9.77	0	9.77	Microsurface, Fog shldrs



Figure 1: SR 384 LM 6.25 – 9.73

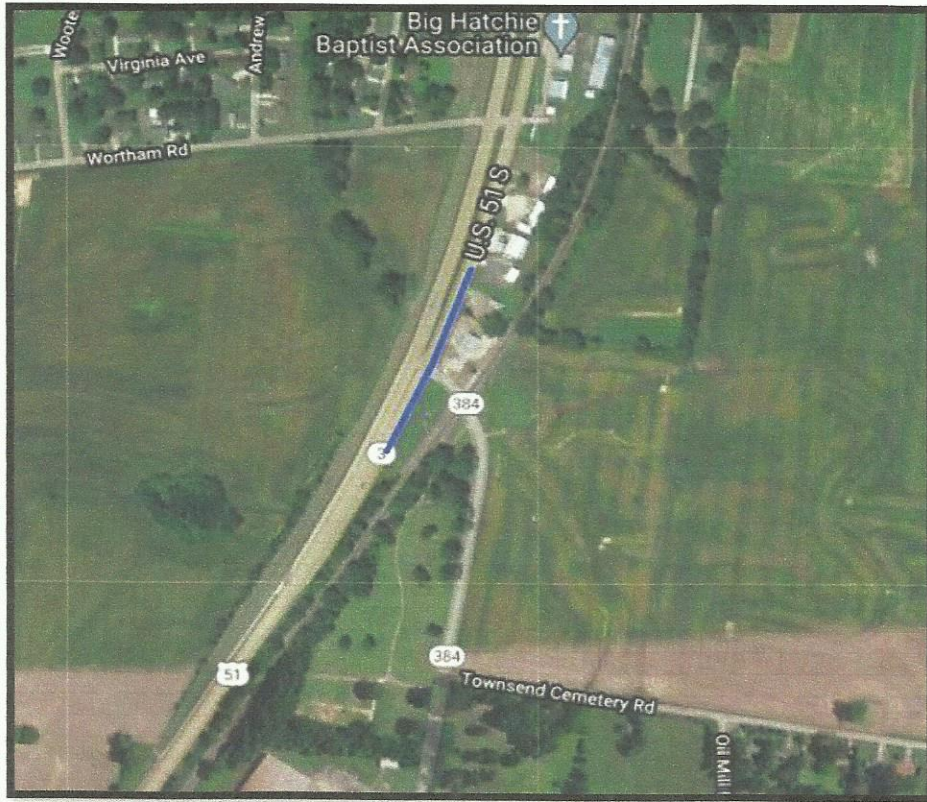


Figure 2: SR 3 LM 18.71 - 18.85

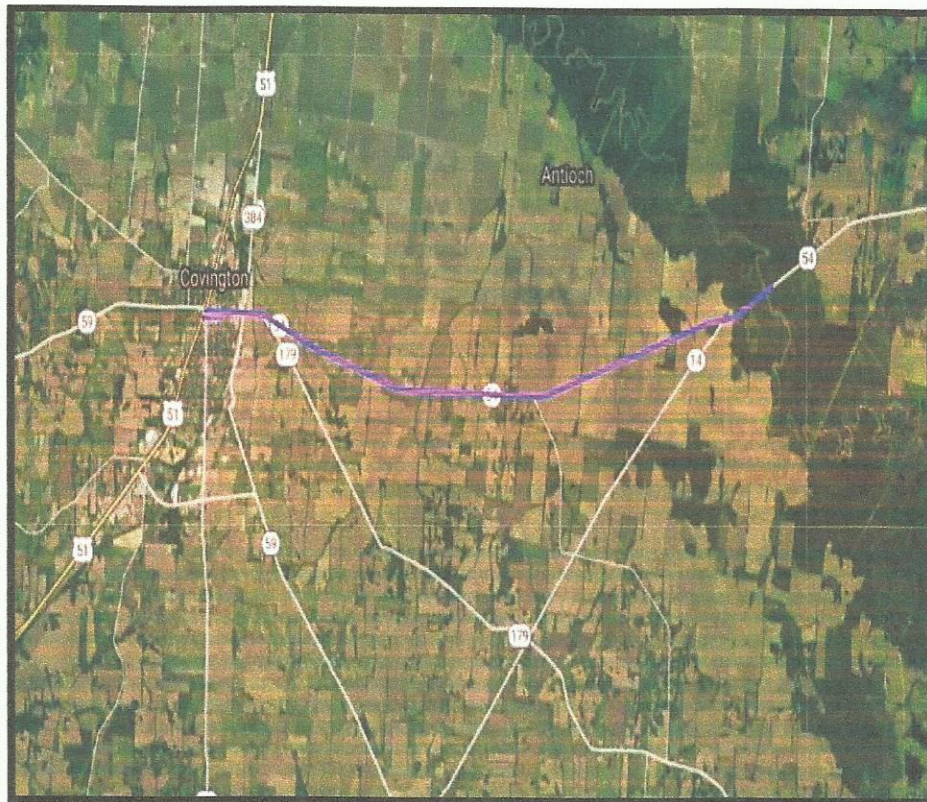


Figure 3: SR 3 LM 0 - 9.77



REPUBLIC
SERVICES

July 7, 2021

Mr. David Gray
Director of Public Works
City of Covington
200 West Washington Avenue
P.O. Box 768
Covington, TN 38019

Dear Mr. Gray,

Please accept this letter as BFI Waste Services, LLC's notice of the rate increase per the contract, dated July 9, 2017.

The pricing for the upcoming term, starting September 1, 2021 and ending August 31, 2022 is attached. Please note, the cost of fuel year over year has increased, and by contract, Republic Services, Inc. is given relief under section 11.00, Term, of the contract. The baseline price set at the contract origination was \$3.00. I have included the fuel rates sheet taken from the U.S. Energy Information Administration, per the contract. I have included the calculations for the residential rate, as well as, the roll off open top rates. I computed the front-end commercial rates using the same calculator. Please confirm as soon as possible.

We are honored to be able to service the City of Covington, and will continue to partner in your community endeavors, and look forward to continuing this partnership in the years to come.

Please contact me if you have any questions or concerns.

Sincerely,

Gerry Burke
Municipal Marketing Manager

Cc: Jason West, General Manager, Republic Services/Memphis

**CITY OF COVINGTON PUBLIC WORKS
 BID FORM FOR CLASS I SOLID WASTE**

ITEM	ESTIMATED UNITS	UNIT PRICE (\$/CONTAINER)				
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
RESIDENTIAL ROLLOUTS CURB SIDE	3120	17-18	18-19	19-20	20-21	21-22
1 per week		8.95	9.21	9.48	9.76	10.05
COMMERCIAL	240					10.16 w Fuel Increase
2 YARD DUMPSTERS						
1 per week		58.97	60.67	62.50	64.36	66.29
2 per week		102.88	105.96	109.13	112.40	115.77
3 per week		143.00	147.29	151.70	156.25	160.93
4 per week		186.51	192.10	197.86	203.79	209.90
5 per week		232.10	239.06	246.23	253.61	261.21
Extra Pickup		20.00	20.60	21.21	21.84	22.49
4 YARD DUMPSTERS						
1 per week		74.62	76.85	79.15	81.52	83.96
2 per week		128.02	131.86	135.81	139.88	144.07
3 per week		181.39	186.83	192.43	198.20	204.14
4 per week		234.71	241.75	249.00	256.47	264.16
5 per week		282.75	291.23	299.96	308.95	318.21
Extra Pickup		40.00	41.20	42.43	43.70	45.01
6 YARD DUMPSTERS						
1 per week		91.39	94.13	96.95	99.85	102.84
2 per week		154.35	158.98	163.74	168.65	173.70
3 per week		217.31	223.82	230.53	237.44	244.56
4 per week		282.10	290.56	299.17	308.24	317.48
5 per week		342.80	353.08	363.67	374.58	385.81
Extra Pickup		60.00	61.80	63.65	65.55	67.51
8 YARD DUMPSTERS						
1 per week		107.08	110.29	113.59	116.99	120.49
2 per week		179.60	184.98	190.52	196.23	202.11
3 per week		252.15	259.71	267.50	275.52	283.78
4 per week		324.71	334.45	344.48	354.81	365.45
5 per week		397.25	409.16	421.43	434.07	447.09
Extra Pickup		80.00	82.40	84.87	87.41	90.03

Brandon Olson
 Signature of Bidder

5/17/17
 Date

6 7 8 9 10
 10.46 10.77 11.09 11.42 11.76



MAIN

BLEDSOE

SPRING

LIBERTY

COURT SQUARE

MAPLE

TIPTON

PLEASANT

PLEASANT

WASHINGTON

CODE COMPLIANCE DEPARTMENT
REPORT: August 3, 2021



TOUCH POINTS:

Personnel Report: Full Staff

Training: JN – LinkedIn Learning Courses

Drafting and/or Updating:

- 2018 Building Code Adoption – Passed on 1st reading, BMA 7-27-2021
- Covington Municipal Code – Update on going
- Historic Zoning Commission – Design Guidelines – on going
- Design Review Commission – Guidelines – on going



Help Emergency Responders!

Help You!

CODE COMPLIANCE DEPARTMENT

#DIDYOUKNOW

I have included a list of current Beer Permit holders that are governed by the City of Covington Beer Board.

A very important difference for you to be aware between businesses governed by the City of Covington Beer Board and the Tennessee Alcohol Beverage Commission is that the City of Covington Beer Ordinance does not allow the sale of beer through a drive through window per Section 8-201 (4) (d).

Retail Package Stores are governed by the Tennessee Alcohol Beverage Commission which allows the sale of beer through a drive through window NOT the City of Covington Beer Board.

I have included a list of FAQs regarding Retail Package Stores.

Retail Package Stores are allowed to sell merchandise through their drive through windows: please see page 7 of 16 question 8 for the list.

A few other questions you may want to look at are on page 9 of 16 questions 11 and 12.

COVINGTON, TENNESSEE

BEER PERMIT HOLDERS

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2021

Business	Owner	Address	B. Lic	Posted	Paid	Final	Permit #	Class
Applebee's Neighborhood Grill & Bar	AIG TN Holding, LLC attn: Kim Dreifort-James, 1938 N Woodlawn #10, Wichita, Ks. 67208	1617 Hwy 51 South			5 Jan. 2021			1
Bull Market #9	Adel Amen Elrafei	510 Hwy 51 South			4 Feb. 2021			Off
Club Ruff Ryder's	Robert Lee Adams	113-C Spring Street			21 Jan. 2021			2
Covington Country Club	Covington Country Club, Inc.	1880 South Main St.			30 Dec. 2020			1
Crumpy's Hot Wings	Kendra Lashay Kilpatrick	835 Hwy 51 N, Ste C & D			3 Feb. 2021			1
C-Town Market	Hazem Abdo Alshohatee	526 Hwy. 51 North			28 Jan. 2021			Off
Dolgenercorp, LLC. dba Dollar General Store #43	Dolgenercorp LLC, 100 Mission Ridge, Goodlettsville 37072	960 Hwy 51 North			30 Dec. 2020			Off
El Presidente Fresh Mexican Grill	Bibiana Moczyzuma Aguilar c/o Patricia Bryan	899 Hwy 51 North			6 Jan. 2021			1
Exxon Food Mart	MD Shana Ullaha	1725 Hwy 51 South			11 Jan. 2021			Off
Jubilee Seven Eleven, LLC dba Hwy 51 Exxon #2	Kasam Ali, Sana Meghani Jose Luis Flores, c/o Patricia Bryan, 1625 Old Memphis	955 Hwy 51 North			30 Dec. 2020			Off
Jose's Mexican Street Food	COPEC 1603 Cresent Centre Dr, Franklin, Tn 37067. 7223	112 East Court Square			6 Jan. 2021			1
Mapcco Express #3041	Jose L. Flores c/o Patricia Bryan	833 Hwy. 51 North			4 Feb. 2021			Off
Margarita's Mexican Bar & Grill, Inc.		1686 Hwy. 51 South			6 Jan. 2021			1

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Midway Grocery, Inc. dba Midway Market II	Abdel Amrobeer	5000 Mueller Brass Rd.			13 Jul 2021				Off
Reliance Covington, LLC dba Midway Market IV	Malika Sukhyani	415 Hwy. 51 South			28 Jan. 2021				Off
NPC House LLC dba Ming's Buffet & Grill	Mei Juan Lin	1655 Hwy. 51 South			30 Dec. 2020				1
Murphy Oil, USA #7396	Murphy Oil, USA, Inc P.O. 7300, El Dorado, Ark 71731-9946	1631 Hwy. 51 South			22 Jan. 2021				Off
Naifeh Brothers Grocery	Michael Naifeh	434 Hwy. 51 North			29 Dec. 2020				Off
Naifeh's of Covington, LLC dba Naifeh Cash Savers	Judson W.O. & Dana T. Naifeh	951 Hwy. 51 North			23 Mar. 2021				Off
Penny Partnership dba Fastimes	Jimmy Vandergrift, Richard Morris, Connie King	101 Hwy. 51 North			5 Feb. 2021				Off
Prime Time Grill	Jasmine Renee Young	1416 Hwy 51 North			11 Dec. 2020				1
The End Zone	Richard Butch Dover	731 North Main			30 Dec. 2020				2
Tipton Food Mart	Ali Qaid Ahmed Said	825 Peeler Road			8 Jan. 2021				Off
Sappora Sushi & Hibachi Steakhouse of Covington	Huiyan "Johnny" Wu	1603-C Hwy 51 South			30 Dec. 2020				1
Mahakal, Inc. dba Tobacco Junction	Anant Kantibabhai Patel	105-A Mueller Brass Rd			23 Jun. 2021				Off
Up Town BBQ	Kelvyn Augustus Thomas	100 North Main			22 Jan. 2021				1
Venue Entertainment Center	Charles Lee Williams	224 North College St.			8 Feb. 2021				2
Walgreen Co. #07911	Walgreen Co. P.O. Box 901, Deerfield, Ill. 60015	950 Hwy. 51 North			8 Jan. 2021				Off
Wal-Mart Super Center #93	Wal Mart, 702 SW 8th St. Dept 8916 Bentonville, Ar 72716	201 Lanny Bridges			23 Nov. 2020				Off

COVINGTON, TENNESSEE

BEER PERMIT HOLDERS

page 383
2021

Wyatt Earp's Steakhouse, LLC	Adam Wade Kelley	102 E. Court Square, DU		4 Jan. 2021			1
Tipton Arts Council, Inc.	Jere Wayne Mason, rep	113 West Pleasant		27 Jul. 2021			Temp

Prepared by

David A. Gwinn

29th July 2021

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(b) Require all customers to have valid identification on their person;

(c) Provide to the Covington Police Department prior to commencement of employment, the name, address, date of birth, and copy of valid identification of each and every employee for the purpose of ascertaining whether said employee has a criminal record;

(d) Provide and maintain separate sanitary toilet facilities for men and women, and keep and maintain the premises in a clean and sanitary condition;

(e) Allow no assaults, fighting, damaging of property and breaches of peace occurring on or in the premises where beer is sold or given away;

(f) Provide a state sales tax number and federal employee's identification number to the City of Covington;

(g) In the event food is served, shall obtain from the Tennessee Department of Health and Environment, Division of Food and General Sanitation, or its designee, or other state or local authority, all necessary permits as required for sale of food; and

(h) Have all seating in the interior of the building under a permanent roof. No beer shall be allowed outside the building for sale, giveaway, or consumption.

(4) **Off premises permit.** An Off Premises permit shall be issued for the consumption of beer only off the premises. To qualify for an Off Premises permit, an establishment must, in addition to meeting the other regulations and restrictions in this chapter:

(a) Be a grocery store or a convenience type market;

(b) In either case, be primarily engaged in the sale of grocery and personal, home care and cleaning articles, but may also sell gasoline; and

(c) Provide a state sales tax number and federal employee's identification number to the City of Covington.

 (d) An establishment that holds an Off Premises permit shall not allow the sale or giveaway of beer through any type of drive-through window.

(e) No beer shall be allowed outside the building of an Off Premises permit holder for sale, giveaway, or consumption. The permittee with an Off Premises beer permit shall not allow the consumption of beer anywhere on the premises of the permittee.

(5) **Temporary permits.** In addition to the permanent permits provided for in this section, the Beer Board shall have the authority to issue temporary permits to bona fide charitable, nonprofit or political organizations upon the same terms and conditions governing permanent permits, including limitations on the hours of sale. Temporary permits 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 3 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

CLICK HERE TO PAY FOR A CITATION

RECENT CHANGES TO ALCOHOL CARRYOUT SALES

RLPS WILL BE SHUT DOWN ON FRIDAY JULY 30TH STARTING AT 4:00 PM UNTIL MONDAY AUGUST 2ND AT 6:00 AM FOR SCHEDULED MAINTENANCE.

Frequently Asked Questions

Managers and Certified Clerks for Retail Package Stores and Retail Food Stores FAQs

This section is intended to serve as guidance to TABC staff and industry members regarding permits for employees and managers of retail package stores, retail food stores, and wineries. This section is the official opinion of the TABC until superseded by a later determination of the Commission, opinion of the Attorney General of Tennessee, a decision by a court of competent jurisdiction, or an act of the General Assembly.

✓ Overview

Q1: What is a manager's permit and who is required to obtain a manager's permit?

A: A TABC-issued manager's permit allows an individual to operate, supervise, or manage the retail sales of alcoholic beverages or wine at a retail package store or serve as a designated manager at a retail food store. Retail package store managers and retail food store designated managers must obtain a manager's permit from the TABC.

Q2: What is a certified clerk and who is required to become a certified clerk?

A: A certified clerk is an employee of a retail package store or retail food store who sells alcoholic beverages or wine, who has completed responsible vendor training, and is included on a retail package store's or retail food store's list of certified clerks submitted to the TABC. Employees who sell alcoholic beverages or wine at these businesses must be certified clerks.



Q3: How much time does an employee have to become a certified clerk?

A: An employee who is required to become a certified clerk must do so within sixty-one days of being hired or otherwise assuming the duties of selling alcoholic beverages.

Q4: If I currently have an unexpired TABC retail package store employee permit (blue card), do I have to obtain a manager's permit or become a certified clerk?

A: Individuals holding an unexpired TABC employee permit (blue card) may perform the duties of a clerk until the expiration of their current TABC employee permit. The employee should take the steps necessary to become a certified clerk before the expiration of their TABC employee permit. An individual who holds an unexpired TABC employee permit (blue card) and who is performing the duties of a manager (operating, supervising, or managing the retail sales of alcoholic beverages or wine) must obtain a manager's permit from the TABC.

Q5: What training is required for a manager's permit?

A: To obtain, maintain, or renew a manager's permit, an individual is required to annually complete the following required training:

1. Either a responsible beer vendor or a responsible wine vendor training course approved by the TABC; and
2. A one (1) hour course covering a review of recent changes in the law, applicable statutes, rules, and regulations approved by the TABC.

Q6: What training is required to become a certified clerk?

A: To become a certified clerk, an individual must annually attend either a responsible beer vendor or a responsible wine vendor training course approved by the TABC.

Q7: What is required to obtain new manager's permit or to renew a manager's permit?

A: To obtain a manager's permit from the TABC, an individual must do the following:

1. Attend either a responsible beer vendor or a responsible wine vendor training course approved



2. Attend a one (1) hour course covering a review of recent changes in the law, applicable statutes, rules, and regulations approved by the TABC.

3. Create an RLPS account;

4. Create a certified Manager application;

5. Upload the required document (Government issued photo ID, Prove of Responsible Vendor training and prove of Legal Training); and

6. Pay the \$50.00 application fee.

Q8: How do I know where I can take the required manager permit or certified clerk training and what is the cost?

A: The TABC does not set the cost for training programs and trainers are not employed by the TABC. Required training for manager permits and certified clerks is outlined in questions four (4) and five (5). For more information, contact Tabatha.Blackwell@tn.gov.

Q9: Must an individual licensed as a sole proprietor pursuant to § 57-3-204 or § 57-3-801 seq., obtain a manager's permit?

A: No. An individual licensed as a sole proprietor is not required to obtain a manager's permit. For this purpose, a sole proprietorship does not include any member, owner, or shareholder of an LLC, corporation, LLP, general partnership or any entity that is required to be registered with the Secretary of State. While the sole proprietor is not required to obtain a permit, other managers, who are not the sole proprietor owner, of the sole proprietorship must obtain a TABC manager's permit and employees who sell alcoholic beverages or wine must become certified clerks.

Q10: What if I have a criminal history?

A: The TABC reviews applications for licenses and permits to determine whether the applicant has a criminal history that directly relates to the occupations under the regulation of the Commission, pursuant to the Fresh Start Act. The TABC will not consider any convictions that have been expunged from an applicant's criminal history. For further information please follow the below link to a Director's Memo on this topic:

- <https://www.tn.gov/abc/public-information-and-forms/director-s-memos.html>



Q11: Can a manager's permit be suspended or revoked?

A: Yes. A manager's permit may be suspended or revoked by the Commission for any violation of Title 57 of Tennessee Code Annotated, and/or the rules and regulations of the TABC, including not attending required annual training, or other violations committed by the holder of the manager's permit or by any person operating under the supervision of the holder of the manager's permit.

Q12: Can I hold a server permit card to sell alcohol for on-premise consumption, and also hold a manager's permit card for off-premise consumption?

A: Yes. An individual who holds a manager's permit may also seek to obtain a server's permit from the TABC.

Q13: What is a designated manager at a retail food store?

A: A designated manager is an individual associated with a specific retail food store who must conduct all orders and purchases of wine for that particular retail food store location. Wholesalers are specifically prohibited from taking wine orders from anyone other than the retail food store's designated manager. The designated manager is tied to the location of the retail food store licensee. In other words, ordering or purchasing wine at the corporate level is specifically prohibited under the WIGS law for retail food store licensees. All orders and purchases must be made by a designated manager associated with a specific retail food store licensee, not the corporate retail food store generally. Please note that a preorder of wine may be made by a person with a pending application for a retail food store license.

Wine In Grocery Stores and Unfair Wine Sales Law FAQs

This section is intended to serve as guidance to TABC staff, retail package stores, retail food stores, and wholesalers on the Wine in Grocery Stores and Unfair Wine Sales laws (Tenn. Code Ann. §§ 57-3-801 et seq. and 57-3-901 et seq.). This section is the official opinion of the TABC until superseded by a later determination of the Commission, opinion of the Attorney General of Tennessee, a decision by a court of competent jurisdiction, or an act of the General Assembly.

✓ Overview



Retail Package Store FAQs

This section is intended to serve as guidance to TABC staff and industry members on common violations associated with **retail package stores**. This document is the official opinion of the TABC until superseded by a later determination of the Commission, an opinion of the Attorney General of Tennessee, a decision by a court of competent jurisdiction, or an act of the General Assembly.

✓ Overview

Q1: Am I required by state law to check the identification of a person purchasing alcoholic beverages?

A: Yes. A retail package store must check identification for any person who does not reasonably appear to be an age of fifty (50) years or older in a face-to-face transaction prior to the sale of alcoholic beverages. The identification checked must be a valid (unexpired), government-issued (state, local, national, federally recognized tribe, or foreign) document that includes the photograph and birth date of the customer. Any identification that meets such requirements may be accepted by the retail package store. The sale of alcoholic beverages or beer to a minor or a failure to check for identification is a Class A misdemeanor under state law.

Q2: Is my retail package store required to post a pregnancy warning or any other documents?

A: Yes. If a licensee sells alcoholic beverages, then the pregnancy warning sign must be posted in a prominent place, easily seen by customers. Failure to post this sign could lead to a warning from TABC staff. After the warning, the establishment can be assessed a twenty-five dollar (\$25) fine per day. The required sign may be obtained from a TABC office. A retail package store must also post its TABC license and certificate of occupancy issued by the local jurisdiction.

Q3: How long must a retail package store maintain records?

A: Retail package stores must maintain records for three (3) years. The records must be made available for inspection to the TABC and the Tennessee Department of Revenue. Failure to do so could lead to revocation of the license. For purposes of this requirement, records in electronic format are acceptable if they are readily available and easily accessible.



Q4: How soon must wholesaler invoices be paid and what are the potential consequences for failing to timely pay wholesaler invoices?

A: A wholesaler may set their own terms for the payment of invoices (such as cash on delivery), but a wholesaler may not extend credit to a retail package store for more than ten (10) days on which the wholesaler is open for business. If a wholesaler has not received payment within ten (10) days, the wholesaler is required to report such delinquent payment to the TABC. Potential consequences for failure to timely pay debts include fine, non-renewal, or revocation of the package store's license.

Q5: May tastings occur at a retail package store?

A: Yes. Complimentary samples are allowed. A retail package store may conduct tastings for free on the premises of the retail package store during the hours the store is open for business. In order to do so, the retail package store must first give the TABC notice of its intent to conduct tastings at the time of license application, renewal, or thereafter, if the store later decides it would like to conduct tastings. Samples may not exceed two ounces (2 oz.) for each wine or high gravity beer sample and may not exceed one half ounce (½ oz.) for each liquor sample. A retail licensee or employee of the licensee may participate in the tasting. Employees of a retail package store do not need a server permit to pour such samples. The Commission will not consider a fully refundable reservation fee to be charging a fee for samples.

Q6. When must an employee of a retail package store possess a manager's permit?

A: A TABC-issued manager's permit allows an individual to operate, supervise, or manage a retail package store. Employees who perform these functions for a retail package store must obtain a manager's permit.

Please note an individual licensed as a sole proprietor is not required to obtain a manager's permit. For this purpose, a sole proprietorship does not include any member, owner, or shareholder of an LLC, corporation, LLP, general partnership, or any entity that is required to be registered with the Secretary of State. While the sole proprietor is not required to obtain a permit, other managers who are not the sole proprietor owner of the sole proprietorship must obtain a TABC manager's permit.

For more information on manager permits, training requirements, and certified clerks, please see our FAQ page on this issue.



Q7: If I currently have an unexpired TABC retail package store employee permit (blue card), do I have to obtain a manager's permit or become a certified clerk?

A: Individuals holding an unexpired TABC employee permit (blue card) may perform the duties of a clerk until the expiration of their current TABC employee permit. The employee should take the steps necessary to become a certified clerk before the expiration of their TABC employee permit. An individual who holds an unexpired TABC employee permit (blue card) and who is performing the duties of a manager (operating, supervising, or managing the retail sales of alcoholic beverages or wine) must obtain a manager's permit from the TABC.



Q8: What items may be sold at a retail package store?

A: A retail package store may sell intoxicating liquors, wine, high gravity beer, and beer. A retail package store is also permitted to advertise or sell items related to or incidental to the use, consumption, dispensing, or storage of alcoholic beverages, together with merchandise and supplies related to special events or parties. The list of items a retail licensee may sell, contained in T.C.A. § 57-3-404(e)(4), is illustrative in nature and non-exclusive. If you have questions on whether an item is allowed, please contact our staff. Such authorized items include, but are not limited to:

- Newspapers, magazines, publications, videos, and other media related to alcoholic beverages or food;
- Utensils and supplies related or incidental to the use, consumption, dispensing or storage of alcoholic beverages, including, without limitation, corkscrews, beverage strainers, pourers, flasks, jiggers, stirrers, wine racks, wine refrigerators, wine cellars, decanters, carafes, glassware, ice crushers, bottle openers, can openers, and devices to maximize oxidation in uncorked wine bottles and other items used in connection with the consumption, storage or dispensing of alcoholic beverages;
- Gift cards, packages and baskets that include alcoholic beverages, and nonalcoholic items;
- Nonalcoholic beverages;
- Kegs and growlers, whether empty or filled with beer, wine, or alcoholic beverages, on the licensed premises;
- Concentrates and ingredients used in the preparation of mixed alcoholic beverages;
- Beer and wine-making kits;



- Lemons, limes, cherries, olives, and other food items used in the preparation or garnishment of alcoholic beverages or mixed alcoholic beverages;
- Peanuts, pretzels, chips, cheese, crackers, appetizers, and other snack foods;
- Beverage coolers, ice chests, and ice in any form;
- Party supplies, party decorations, gift bags, greeting cards, and other items for parties and special events;
- Articles of clothing and accessories imprinted with advertising, logos, slogans, trademarks, or messages related to alcoholic beverages;
- Combined packages containing multiple alcoholic beverages;
- Cigarettes, cigars, and lighters and other smoking or tobacco related products; and
- Lottery tickets, if the retailer's application is approved by the Tennessee education lottery corporation as provided in § 4-51-115(e).

In interpreting this list, the TABC has determined that e-cigarettes and most food items are permitted to be sold. The TABC has also authorized the sale of propane, as it is reasonably related to special events or parties. A retail package store may have an ATM in their store, provided that the store does not permit EBT cards and similar welfare payment cards to be accepted within the store via ATM or otherwise.

Q9: How many retail package stores may I own?

A: A person may only have interest in **two (2)** retail package stores. Generally, a new license may not be issued to someone whose spouse would be ineligible to receive a license. If a municipality does not allow more than three (3) package stores within the municipality, a person may only have interest in one (1) retail package store within that municipality. For the purposes of this restriction, any amount of interest must be taken into account. For example, a person could neither have a one-percent (1%) interest in three (3) stores nor be the sole owner of three (3) stores.

Q10: If I own more than one retail package store, may I order alcohol in bulk for both locations or swap inventory between the two locations?



A: No. Each retail package store must be operated in a completely independent manner from all other retail package stores, and stores cannot combine purchasing power or swap inventory. Doing so could expose the store to regulatory fines, revocation of the store's license, or criminal prosecution.



Q11: What are the authorized days and hours of sale for my retail package store?

A: A retail package store may only be open between the hours of 8:00 A.M. and 11:00 P.M. on Monday through Saturday and between 10:00 A.M. and 11:00 P.M. on Sunday. Additionally, retail package stores must be closed for business on Christmas, Thanksgiving, and Easter. Businesses that have a package store license with the TABC may also sell beer on Sundays starting at 10:00 A.M.



Q12: May a retail package store deliver alcoholic beverages to residents of Tennessee?

A: Yes, a retail package store may deliver alcoholic beverages. No additional permit, license, or approval is needed from the TABC in order for a package store to deliver alcoholic beverages, but such delivery is subject to the following restrictions:

- Before making such deliveries, a package store must inform the TABC of the store's intent to deliver and must post a \$1,000 bond with the TABC. Please send the bond, and any questions about the bond, to Meenu Sinha at Meenu.Sinha@tn.gov or 615-741-7624;
- The delivery must be made to only the physical address indicated by the individual placing the order and delivery must be documented by a verification of delivery, signed by the order recipient;
- The order and delivery of alcoholic beverages must occur only during authorized hours of sale;
- A retail package store may not deliver to licensed liquor-by-the-drink establishments, with the exception of hotels;
- Only the actual employees of a retail package store may deliver on behalf of the package store, and the package store may not contract with any other business or person to make such deliveries on the store's behalf, except a TABC-licensed delivery service;
- The retail package store must check the ID of the purchaser at the time of the delivery of the alcoholic beverages in a face-to-face transaction, unless the purchaser reasonably appears to be over fifty (50) years of age;



- The identification checked must be a valid (unexpired), government-issued (state, local, national, or foreign), document that includes the photograph and birth date of the customer;
- A record of all deliveries must be maintained in writing and must contain all information concerning the deliverer, recipient, products delivered, the time of delivery, and the place of delivery; and
- No license is required for technology service companies and application based platforms for connecting customers or retailers to a delivery driver for the delivery of alcoholic beverages or beer from the retailer.

Q13: Is there a minimum markup on alcoholic beverages sold in a retail package store?

A: Yes. Wine must be marked up at least twenty percent (20%). Please review the Wine in Grocery Stores and Unfair Wine Sales Law FAQ for more information. Other alcoholic beverages, including liquor, spirits, and high gravity beer, must be marked up at least ten percent (10%). These minimum markups do not apply to low gravity beer. Please review the following questions for more information.

Q14: How is the ten percent (10%) markup calculated?

A: The ten percent (10%) markup is calculated by multiplying the per bottle price of a particular bottle of liquor, spirits, or high gravity beer by one and one tenth (1.1). The per bottle price is located on the latest wholesaler invoice. This is the minimum price that a store may advertise or sell a bottle of liquor, spirits, or high gravity beer. Calculation Example: If the per bottle price of a spirit on the wholesaler invoice is \$10.00, the minimum price the retail package store may advertise or sell the bottle of that spirit is \$11.00 ($\$10.00 \times 1.1 = \11.00).

Q15: What must be included on a wholesaler's invoice?

A: The invoice must show the per bottle cost for each alcoholic beverage sold to the retailer and must detail any taxes, fees, or charges applied to an order of alcoholic beverages. The per bottle cost must include all taxes, fees, and charges passed on from the wholesaler to the retailer. These charges include, but are not limited to:

- The gallonage tax;
- The enforcement tax;



- Any transportation costs or surcharge;
- Split case fee;
- Restocking charge; and
- Other costs.

Q16: Are there exceptions to the ten percent (10%) markup requirement?

A: Yes the following exceptions are permitted.

1. During the final liquidation of a business;
2. Under the direction of the court;
3. Closeouts; and
4. Case discounts.

Q17: What is a closeout?

A: A closeout is a discount offered on a brand of liquor, spirits, or high gravity beer which will no longer be sold by a particular retailer. The brand being offered at closeout must have been sold by the retailer at least one hundred twenty (120) days prior to the beginning date of a closeout sale. A closeout sale must not last longer than ninety (90) days. The brand of liquor, spirits or high gravity beer being offered for sale in a closeout cannot be sold by the retailer for at least one (1) year after the closeout sale is concluded.

Q18: What is a case discount?

A: A case discount is a discount offered on a case of liquor, spirits, or high gravity beer. A case of liquor or spirits is any of the following groups:

1. At least six (6) bottles of 1.75 liter liquor or spirits;
2. At least twelve (12) bottles of 1 liter liquor or spirits;
3. At least twelve (12) bottles of 750 ml liquor or spirits; or
4. At least twenty four (24) bottles of 375 ml liquor or spirits.



A case may consist of various brands chosen by the consumer as long as it meets the above requirements of a case. The per bottle price in an advertisement cannot represent or assume a case discount, unless the requirement of a case purchase is conspicuously shown in the advertisement.

Q19: Can a retail package store sell alcoholic beverages below cost?

A: No, a retail package store generally may not sell alcoholic beverages below cost. The only exception is during the final liquidation of a business. A retail package store is allowed to sell alcoholic beverages below cost in the event the licensee is not in debt with any wholesaler and provides a thirty day, irrevocable notice of surrender of its license to the Commission. Even during the final liquidation of a business when a retail package store may sell alcoholic beverages below cost, it may not reduce the price lower than ten percent (10%) of the purchase price from the wholesaler. During the 30 day liquidation period, a package store may not make any additional orders from wholesalers of any alcoholic beverage product that is sold below cost pursuant to these provisions. Calculation Example: If the per bottle price of a spirit on the wholesaler invoice is \$10.00, the minimum price the retail package store may advertise or sell the bottle of that spirit during a final liquidation sale is \$1.00 ($\$10.00 \times 0.1 = \1.00).

Q20: Can discount cards or customer loyalty programs be used to discount liquor, spirits, or high gravity beer?

A: No, discount cards or customer loyalty programs cannot be used for discounts on liquor, spirits, or high gravity beer. For example, a loyalty program that provides discounts based upon the customer's purchasing frequency may not apply to the purchase of liquor, spirits, or high gravity beer. This prohibition does not affect the ability of manufacturers to offer otherwise allowable rebate type programs to consumers, in which the retailer is not actively involved.

Manufacturer FAQs

This section is intended to serve as guidance to TABC staff and industry members on common violations associated with manufacturers. This section is the official opinion of the TABC until superseded by a later determination of the Commission, opinion of the Attorney General of Tennessee, a decision by a court of competent jurisdiction, or an act of the General Assembly.



CODE MONTHLY REPORT
FISCAL YEAR 2020/2021

TOTAL BUILDING INSPECTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
DEPARTMENT ACTIONS													
Property Maintenance Concerns	95										160	25	280
Grass Concerns	164										102	62	328
PERMIT INFORMATION													
Notices Tagged/Mailed	279										333	76	688
Municipal Court Citations/Summons	1										3	3	7
Animal Control (calls)	64										12		76
Animal Control (pickup/welfare checks)	10											6	16
Business License (new, renewal, updates, questions)	133										48	91	272
Peddler's Permits (questions, applications, renewals)	3											8	11
Transceint Lodging													0
Food Truck License													0
HZC Reviews	1										1		2
Cemetery Research	62										34	65	161
Project Research	25										18	25	68
Rezoning Applications											3		3
Design Guidelines Reviews											4		4
Beer License	4										4	3	11
Beer Inspection	3										3	2	8
Zoning Letters											1		1
Meetings/Trainings/Webinars	35											12	47
TOTAL CODE COMPLIANCE ACTIONS	749	0	0	0	0	0	0	0	0	0	610	378	1983