

JAN WADE HENSLEY
Mayor



LISA S. ELAM
Recorder-Treasurer

City of Covington

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THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE ON MARCH 25, 2025, AT 5:30 P.M.

1. Meeting to be called to order by Mayor Jan Hensley.
2. Invocation to be given by Alderwoman Margaret Fleming.
3. Pledge of Allegiance to the Flag to be led by Alderman Jeff Morris.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
 - Minutes of Public Relations Committee
 - Minutes of Finance and Administration Committee
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Jan Hensley:
 - Updates
 - Recognize and honor the Boys & Girls Club Youth of the Month and Youth of the year.
9. Report from Recorder-Treasurer Lisa Elam.
10. Report from City Attorney Rachel Simmons.
11. Old Business:
12. New Business:
 - Request for use of the Boys and Girls Club Facility for Alpha Kappa Alpha's Derby Day in the Park on May 3rd.
 - Resolution of the Board of Mayor and Alderman of the City of Covington, TN, Authorizing the Mayor to transfer Budgeted Funds withing expense categories.
 - Bills Over/Under \$1,000.00 ready for Board Approval.

25-Mar-2025

	Department(s)	Description	Amount
A JASON FLEMING	WATER	TRAVEL	139.50
A T & T	ALL	ETHERNET	3,729.70
A T & T (FIRSTNET)	ALL	TELEPHONE SERVICE	2,131.64
A T & T (FIRSTNET)	POLICE	TELEPHONE SERVICE	2,375.02
A-1 DOOR CO	GAS	PARTS / LABOR	1,350.00
A2H	SEWER	PROFESSIONAL SERVICES	3,667.00
A2H	SEWER	PROFESSIONAL SERVICES	59,000.00
AMERICAN EXPRESS	VARIOUS / SW	MISCELLANEOUS PURCHASES/REPUBLIC SERVICES	103,662.16
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE REMOVAL	2,755.70
BRENNTAG MID SOUTH INC	WTP	CHEMICALS	2,328.00
BRENNTAG MID SOUTH INC	WWTP	CHEMICALS	7,777.00
CADENCE BANK	VARIOUS	MISCELLANEOUS PURCHASES	9,103.07
CHRISTIAN GEARY ELECTRIC	STREET	LIGHT CHANGE OUT	2,650.00
CHRISTIAN GEARY ELECTRIC	SEWER	SEWER PUMP HOOK UP	1,000.00
CITY OF COVINGTON	ALL	UTILITIES	10,420.29
COVINGTON ELECTRIC	ALL	ELECTRIC UTILITIES	38,098.18
COVINGTON ELECTRIC	ALL	ELECTRIC UTILITIES	7,135.44
COV-TIPTON EMA	GENERAL	QUARTERLY EXPENSE	13,541.54
ECCO UTILITY (TRI STATE METER)	GAS	METER	1,251.32
G & C SUPPLY CO INC	WATER	MISCELLANEOUS MATERIALS / SUPPLIES	3,473.29
G & C SUPPLY CO INC	WATER	MISCELLANEOUS MATERIALS / SUPPLIES	14,355.50
G & C SUPPLY CO INC	SEWER	MISCELLANEOUS MATERIALS / SUPPLIES	1,170.00
G & C SUPPLY CO INC	GAS	MISCELLANEOUS MATERIALS / SUPPLIES	1,318.56
G & C SUPPLY CO INC	GAS	MISCELLANEOUS MATERIALS / SUPPLIES	2,469.50
G & C SUPPLY CO INC	WATER	MATERIALS / SUPPLIES	1,348.25
G & C SUPPLY CO INC	GAS	MATERIALS / SUPPLIES	1,072.82
HOME DEPOT	VARIOUS	MISCELLANEOUS PURCHASES	3,261.75
HOMESERVE USA	WATER	MONOLINE POLICE PREMIUM	13,447.50
HOWARD FERTILIZER	GROUND	CHEMICALS	1,160.00
INTEGRATED CONSTRUCTION	WWTP	OUTBOARD BEARING	1,960.00
INTEGRATED CONSTRUCTION	WWTP	INBOARD BEARINGS (2)	2,400.00
JAN W HENSLEY	MAYOR	TRAVEL	388.70
KONICA BUSINESS SOLUTIONS	ALL	MONTHLY FEE	5,687.47
KRISTIE GLASS MAXWELL, TRUSTEE	GENERAL	MARCH 2025 MIXED DRINK TAX	1,496.40
LOOSE EQUIPMENT	FIRE	TURNOUT COAT / PANTS / FREIGHT	5,741.36
LRK	CODES	PROFESSIONAL SERVICES - FEB 2025	8,844.28
MEAC	GAS	GAS PURCHASE	51,256.80
MID SOUTH SUPPLIERS	STREET	FILL SAND	1,851.20
MID SOUTH SUPPLIERS	STREET	FILL SAND	1,198.60
MPC	FIRE	BAY FLOOR / N STATION	35,731.00
NORDICOM	ALL	PROFESSIONAL SERVICES	2,121.42
OWEN & WITHERINGTON	ATTORNEY	PROFESSIONAL SERVICES	6,687.50
POLYDYNE INC	WWTP	CHEMICALS	6,148.08
SPYGLASS	VARIOUS	CONSULTING COSTS	1,673.74
SYMMETRY	GAS	GAS PURCHASE	143,626.67
TACH'S OUT DIESEL	SANITATION	FUEL SYSTEM REPAIR	4,000.00
TEMPLE	STREET	NEMA CONROLLER/MONITOR/FREIGHT	5,296.00
TENNESSEE TRACTOR LLC	GRND MTNCE	POLE SAW / CHAIN SAWS	2,887.94
TITAN AVIATION FUELS	AIRPORT	AVGAS JET A	21,479.35
TITAN AVIATION FUELS	AIRPORT	AVGAS 100LL	30,404.75
TK ELEVATOR	CIVIC CENTER	ELEVATOR MAINTENANCE	1,779.11
UTILITY SERVICE CO INC	GAS	MTU'S	5,800.00
WALMART - CAPITAL ONE	VARIOUS	MISCELLANEOUS PURCHASES	2,277.04
WATERSERV CO	WTP	CONCRETE/LABOR/DOWNTOWN TANK OVERFLOW	1,250.00
WATERSERV CO	WTP	PIPE BOLLARD INSTALLATION	9,815.75
WOOTEN OIL CO	ST/SW/SWR/GAS	FUEL	1,181.93
WOOTEN TRACTOR CO	GROUND MTNCE	UTILITY VEHICLE	15,423.66

XYLEM	WWTP	BRANCH SKY TRAC	2,150.00
			695,751.48
			1,391,502.96

The Board of Mayor and Aldermen met at City of Covington on March 11, 2025, at 5:30 p.m. with the following members present: Mayor Jan Hensley, Alderman CH Sullivan (absent), Alderman Jeff Morris, Alderman John Edwards, and Alderwoman Margaret Fleming. Also present were Public Works Director Tim Haynes, Park and Recreation Director Molly Glass, Civic Center Director Stephanie Pugh, Police Chief Donna Turner, Fire Chief Richard Griggs, Building Official Lessie Fisher, Record Clerk David Gwinn, 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 Mayor Jan Hensley.

Invocation was given by Alderman Danny Wallace.

Pledge of Allegiance to the Flag was led by Alderman Jeff Morris.

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

Motion passed.

Motion was made by Alderwoman Johnson and seconded by Alderman Wallace to approve the Minutes from the Beer Board be approved.

Motion passed.

Motion was made by Alderman Edwards and seconded by Alderman Wallace to approve the Minutes from the Public Safety Committee Meeting.

Motion passed.

Motion was made by Alderwoman Johnson and seconded by Alderman Morris to approve the Minutes from the Public Works Committee Meeting.

Motion passed.

Mayor Hensley congratulated P2P in Ripley, and the 8th graders of West TN. Mayor Hensley reported his attendance at the TN Municipal Conference in Nashville, where discussion on the Vape, use was a concerned topic.

Covington was ranked the 5th fastest growing city in the state. Mayor Hensley

gave thanks to Eric Spencer from MTAS for his advice and support with Accounting and Budgeting questions asked during his meeting at City Hall. Mayor Hensley announced the new TCAT Building in Covington will be the largest in West TN.

Recorder- No Report

City Attorney- City Attorney Rachel Simmons asked that the Resolution enacting the six-month Moratorium on Smoke/Vape Shops be postponed until the next Board Meeting.

Motion was made by Alderman Morris and seconded by Alderwoman Johnson to table the Resolution enacting the six-month Moratorium on Smoke/Vape Shops.

Motion passed.

Motion was made by Alderman Edwards and seconded by Alderwoman Johnson to approve request from Public Works Director Tim Haynes to approve the TDEC Bid for the Wastewater Treatment Plant.
Motion approved.

Motion was made by Alderman Edwards and seconded by Alderwoman Johnson to pay bills over/under \$1,000.00.
Motion approved.

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

With there being no further business this meeting adjourned at 5:53 p.m.

The General Welfare – Public Relations Committee met at City of Covington on March 11, 2025, at 4:00 p.m. with the following members present: Mayor Jan Hensley, Alderman Danny Wallace, and Alderman Jeff Morris. Also, present were Alderman C H Sullivan, Alderwoman Jean Johnson, Alderwoman Margaret Fleming, Parks and Recreation Director Molly Glass, Museum Director Katherine Markley, Civic Center Civic Director Stephanie Pugh, Police Chief Donna Turner, Fire Chief Richard Griggs, Airport Manager Bill Labermeier, Museum Director Kathryn Vaughn, Assistant to the Mayor Jason Fleming, and Recorder-Treasurer Lisa Elam.

Meeting was called to order by Alderwoman Jean Johnson.

Airport Manager Labermeier reported fuel and aircraft statistical data (see attached). Airport Manager Labermeier also reported an update on the TDOT/FAA Grant, and review is expected to be completed by 3/14/2025. Airport Manager Labermeier also reported upon the completed review of the TDOT/FAA grant funding will be a 60/20 match with execution by April 2025. Airport Manager also reported the AWOS is fixed and back in working condition. Airport Manager announced a lien is in place on the abandon aircraft, the engine and propeller will be sold to BARNSTORMERS. Airport Manager Labermeier also reported the Airport Sign is near completion.

Motion was made by Mayor Hensley and seconded by Alderman Wallace to approve Airport Manager Bill Labermeier's report.

Motion passed.

Museum Director Katherine Markley reported they will be honoring Veteran Bob Lakey tonight at the museum. Director Markley also reported February Statistics (see attached). Director Markley also reported the Fire Department held Hazmat training and TWRA Safety Course was held at the Museum. Director Markley also announced the Bird Festival will be held in May. Director Markley reported due to the pond overflow; the trail needs repair. Director Haynes announced Home Depot will be donating \$8,000 to repair the trail damage.

Motion was made by Mayor Hensley and seconded by alderman to approve Director Markley's report.

Motion passed.

Parks and Recreational Director Molly Glass reported heaters at the Aquatic Center are functioning properly. Director Glass reported the boilers are not functioning, after having them serviced, it was concluded they are completely burned out.

Motion was made by Alderman Wallace and seconded by Mayor Hensley to send the boiler replacement request to the following Board of Mayor and Alderman Board Meeting that will follow this meeting.

Motion passed.

Parks and Recreational Director Molly Glass reported Ladd's, the contractor for the crowning of the softball fields, does not have a specific contract license number for this scope of work. City Attorney Simmons reported this is considered Athletic Field Landscaping and if the Board Approves the contract to move forward it should be in good legal standing.

Motion was made by Mayor Hensley and seconded by Alderman Wallace to approve Ladd's Bid to move forward.

Motion passed.

Parks and Recreational Director Molly Glass reported Summer Camp Dates have been posted. Director Glass also reported on the hiring of a new Pilates Instructor. Director Glass also reported on the request for Storage Building on Mueller Bid to move forward so Rose Construction can move forward.

Motion was made by Mayor Hensley and seconded by Alderwoman Fleming to table the discussion at the next Finance & Administration Committee Meeting.

Motion passed.

Civic Center Director Stephanie Pugh reported on the Downtown Grant Contract. Director Pugh reported this grant is for improvements to be completed on the Square. Director Pugh said this will help approximately 25 buildings to have improvements.

Motion was made by Mayor Hensley and seconded by Alderman Wallace to approve Director Pugh's report.

Motion passed.

With there being no further business this meeting adjourned at 4:58 p.m.

The Finance and Administration Committee met at City of Covington on March 18, 2025, at 4:00 p.m. with the following members present: Chairman Alderman C.H. Sullivan, Mayor Jan Hensley, Aldermen: Jeff Morris, Jean Johnson, John Edwards, 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.

Human Resources Director Cody Bumpus continued his handbook review of proposed changes. Director Bumpas completed page 75 of the material.

Motion was made by Chairman Sullivan and seconded by Alderman Wallace to table the handbook review for the next Finance and Administration Committee Meeting.

Motion passed.

Mayor Hensley provided an update on the BIOMASS M.O.U. (see attached). Mr. Lloyd has requested that the City of Covington pay for the Air Quality Permit.

Motion was made by Alderman Morris and seconded by Mayor Hensley to resend the M.O.U. and if not accepted no further business will be conducted with Mr. Lloyd.

Motion passed.

Alderman Edwards announced that emails regarding City Business need to be directed to Mayor.

Parks and Recreation Director Glass reported on the Bid of the Storage Building on Mueller Brass Road. Director Glass reported the portion of funds designated for the Parks and Recreation was in the amount of \$780,000. Director Glass reported to date \$824,928 has been spent on repairs from Tornado Damage. Mayor Hensley announced that after further investigation into current unfinished projects, he proposed to finish what was necessary for the ballfields to be in operation.

Motion was made by Alderman Morris and seconded by Alderman Sullivan to deny bid for the Storage Building on Mueller Brass Rd.

Motion passed.

Mayor Hensley reported on the recommendation to authorize the Mayor to transfer budgeted funds within expense categories. Alderman Edwards responded to change the verbiage in the resolution.

Motion was made by Alderman Sullivan and seconded by Alderman Morris to accept the resolution request based on verbiage change.

Motion passed.

Assistant to Mayor Fleming reported on the TextMyGov.

Motion was made by Alderman Edwards and seconded Alderman Sullivan to table the discussion.

Motion passed.

Alderman Edwards opened discussion on Section 22, Mayor's powers and duties. Alderman Edwards requested information on position's created and filled without board approval. Attorney Simmons responded that some current positions can be filled without board approval, but any new position created must have board approval. Alderman Edwards requested that Section 22 of the Charter be made a part of this meetings record. (see attached)

Mayor Hensley requested that the Sewer Expansion Contract be modified to alter the direction of installment and to have a policy in place for a hard stop at \$3.5 million.

Motion was made by Alderman Wallace and seconded by Alderman Sullivan to approve the hard stop at \$3.5 million for the Sewer Expansion.

Motion passed.

With there being no further business the meeting adjourned at 6:58 p.m.

Mayor's powers and duties
SECTION 22. The Mayor:

- (1) Shall be the chief executive officer of the City of Covington and shall preside at meetings of the Board;
- (2) Shall vote to break a tie on matters before the Board but shall not vote otherwise. Further, the Mayor may not break a tie on ordinances and resolutions before the Board;
- (3) Administer the business of the City;
- (4) Shall from time to time give the Board of Mayor and Aldermen information relative to the financial and general condition of the corporation and shall recommend for its consideration such measures as the Mayor may deem expedient;
- (5) Shall have a general supervision of all officers, as the term is defined in Tennessee Code Annotated, Title 6, Chapter 1, Part 1, of the City of Covington;
- (6) Shall see to the enforcement of all laws and ordinances of the City of Covington, to the preservation of its health and peace, and in case of emergency, is empowered to call to his aid every inhabitant in the corporation for such enforcement, and the Board of Mayor and Aldermen may by ordinance prescribe penalties for failure to obey such calls;
- (7) Shall employ, promote, discipline, suspend and discharge all employees and department heads of the City of Covington, in accordance with personnel policies and procedures, if any, adopted by the Board. Department heads, as may be defined by ordinance, shall only be appointed or terminated with the consent of the Board. Nothing in this charter shall be construed as granting a property interest to employees or department heads in their continued employment;
- (8) Shall prepare and submit the annual budget and capital program to the Board for their adoption by ordinance;
- (9) Shall under such regulations as may be established by ordinance of the Board of Mayor and Aldermen, countersign checks and drafts drawn upon the treasury for the payment of any moneys due from the corporation. Act as purchasing agent for the City in the purchase of all materials, supplies and equipment for the proper conduct of the City's business; provided that all

purchases shall be made in accordance with policies, practices and procedures established by the Board;

(10) Shall make temporary appointments of any officer or department head, as those terms are defined in Tennessee Code Annotated, Title 6, Chapter 1, Part 1, except that of Aldermen, arising from the absence, sickness or disability of any such officer or department head, and shall report such appointment to the Board at its next regular meeting. The Board may confirm or reject the Mayor's temporary appointments, or, at its discretion, make its own temporary appointments;

(11) Shall make appointments to boards and commissions as authorized by law;

(12) May call special meetings of the Board upon adequate notice to the board and adequate public notice. Upon calling for a special meeting of the board the Mayor shall state the matters to be considered at the special meeting and the action of the board shall be limited to those matters submitted;

(13) Make recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the City; needs of the City;

(14) Keep the Board fully advised as to the conditions and needs of the City;

(15) Report to the Board the condition of all property , real and personal, owned by the City and recommend repairs or replacements as needed;

(16) Recommend to the Board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the City;

(17) Recommend specific personnel positions, as may be required for the needs and operations of the City, and propose personnel policies and procedures for approval of the Board; and

(18) Such other duties as may be designated or required by the Board. Unless otherwise designated by the Board by ordinance, the Mayor shall perform all of the foregoing duties or may designate a department head or department heads to perform any of the foregoing duties.

RESOLUTION NO. 03252025-1

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON,
TENNESSEE, AUTHORIZING THE MAYOR TO TRANSFER BUDGETED FUNDS WITHIN EXPENSE
CATEGORIES**

WHEREAS, the Board of Mayor and Aldermen of the City of Covington recognizes the need for increased efficiency in the administration of the City's budget while maintaining proper financial oversight; and

WHEREAS, the Municipal Budget Law of 1982, codified at T.C.A. § 6-56-209, permits municipalities to authorize budget transfers within the same fund as long as such transfers are properly reported; and

WHEREAS, the current requirement that all budget transfers receive prior Board approval has resulted in delays in operational flexibility; and

WHEREAS, granting the Mayor limited authority to transfer funds between line items within the same department or category, in consultation with Department Directors, will improve efficiency without compromising fiscal accountability;

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

1. Authorization to Transfer Funds

The Mayor of the City of Covington, as the budget officer, is hereby authorized to transfer funds up to a maximum of five thousand dollars (\$5,000) per transaction between expense line items within the same department or category, in accordance with T.C.A. § 6-56-209.

2. Compliance with State Law

All transfers made under this authority must adhere to the requirements of T.C.A. § 6-56-209 (2024) and any other applicable state or local laws governing municipal budget transfers.

3. Reporting Requirements

- a. Any transfers made under this authority shall be reported to the Board of Mayor and Aldermen at its next regular meeting and recorded in the meeting minutes.
- b. A monthly report detailing all such transfers shall be provided to the Board of Mayor and Aldermen.
- c. Authorized transfers shall be recorded in the City's accounting and financial reporting system by the Senior Accountant.

4. Restrictions on Transfers

- a. No transfers may be made between different departments or funds without prior Board approval.
- b. Transfers may not be used to increase salaries, wages, or employee benefits without Board action.
- c. Any single transfer exceeding five thousand dollars (\$5,000) shall require prior approval from the Board of Mayor and Aldermen.

d. All transfers shall be made in consultation with and with the concurrence of the respective Department Director(s).

5. **Review and Oversight**

This policy shall be reviewed annually as part of the City's budgetary process to ensure continued effectiveness and fiscal responsibility.

6. **Effective Date**

This Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

ADOPTED THIS 25TH DAY OF MARCH, 2025.

APPROVED:

Jan Hensley, Mayor

ATTEST:

Lisa Elam, Recorder-Treasurer

APPROVED AS TO FORM:

Rachel Simmons, City Attorney