



**CITY OF MUNFORD BOARD OF  
MAYOR AND ALDERMEN**

**AGENDA**

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –  
Monday, March 25, 2024, 6:30 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance to the flag
- C. Establishment of Quorum
- D. Approve the minutes from the
  - a. Regular Monthly Meeting – February 26, 2024
- E. Public Forum
- F. Proclamation and Award Presentation

**II. PUBLIC HEARING**

- **ORDINANCE 2024-02-02** An Ordinance to amend Title 14, Chapter 2 of the Munford Municipal Code by readopting Munford Municipal Zoning Ordinance in its Entirely.  
*\*Ordinance 2024-02-02 comes with a positive recommendation from City of Munford Planning Commission*
- **ORDINANCE 2024-02-03** An Ordinance to amend Munford Municipal Zoning Map to rezone property at the intersection of Joe Joyner Road and McCormick Road (REI Capital LLC Property) district from FAR (Forestry, Agriculture, Residential) District to R (Residential) District.  
*\*Ordinance 2024-02-03 comes with a positive recommendation from City of Munford Planning Commission*

### **III. MONTHLY DEPARTMENTAL REPORTS**

A. Public Works

Dir. Sherry Bennard

B. Public Safety

Chief Randal Baskin

Chief Jeremy Reeves

C. Parks & Recreation

Dir. Griff Fisher

D. Building Inspector/  
Code Enforcement

Insp. Glenn Stringfellow

E. Mayor's Report

Mayor Dwayne Cole

1. Report

2. Appointments/Announcements/Acknowledgements

### **IV. OLD BUSINESS**

#### **V. NEW BUSINESS**

Ordinance – Resolutions – Motions

*Second Reading*

- **ORDINANCE 2024-02-01** An Ordinance to amend Ordinance 2021-03-06 adopting the 2018 edition of the International Residential Code.

*Second Reading*

- **ORDINANCE 2024-02-02** An Ordinance to amend Title 14, Chapter 2 of the Munford Municipal Code by readopting Munford Municipal Zoning Ordinance in its Entirety.

*\*Ordinance 2024-02-02 comes with a positive recommendation from City of Munford Planning Commission*

*Second Reading*

- **ORDINANCE 2024-02-03** An Ordinance to amend Munford Municipal Zoning Map to rezone property at the intersection of Joe Joyner Road and McCormick Road (REI Capital LLC Property) district from FAR (Forestry, Agriculture, Residential) District to R (Residential) District.

*\*Ordinance 2024-02-03 comes with a positive recommendation from City of Munford Planning Commission*

*Second Reading*

- **ORDINANCE 2024-02-04** An Ordinance to amend the General Operating Budget for the fiscal year beginning July 1, 2023, and ending June 3, 2024.

*Second Reading*

- **ORDINANCE 2024-02-05** An Ordinance to create the Scholarship Fund budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

*First Reading*

- **ORDINANCE 2024-03-01** An Ordinance to amend the Munford Municipal Zoning Map to rezone property on US Highway 51 S (Michael O'Brien Property) from R-1 (Low Density Residential) District to P-B (Planned Business) District.

*\*Ordinance 2024-03-01 comes with a positive recommendation from City of Munford Planning Commission*

- **RESOLUTION 2024-03-01** Authorizing the Mayor to sign the documents to proceed with construction of the Pigging of 14-inch Force Main Project contract that was awarded to Revel Construction Company., Inc. of Union City, TN

**VI. FINANCIAL REPORT**

- A. Checks over \$10,000.
- B. Financials 02-29-2024

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – February 26, 2024

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**Regular Monthly Meeting – Monday February 26, 2024, 6:30 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee.**

Members present: Mayor Dwayne Cole, Steve Childress, Richard Cramer, Ray Deneka, Deborah Reed, and Lonnie Glass

Absent: Alderman Jack Bomar

Department Heads in Attendance: Chief Randal Baskin, Chief Jeremy Reeves, Director Sherry Bennard, Director Griff Fisher, and Code Enforcement Officer Alan Patton

**I. CALL TO ORDER**

Mayor Cole called the February 26, 2024, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 6:30 pm. Mayor Dwayne Cole gave the invocation.

**II. ESTABLISH A QUORUM**

Mayor Cole noted the Board had a quorum with five (5) aldermen and the mayor present.

**III. APPROVE MINUTES**

Mayor Cole presented the minutes from the Regular Scheduled Meeting of January 22, 2024, for approval. *With no corrections, minutes approved as distributed.*

Mayor Cole presented the minutes from the Special Called Meeting of February 15, 2024, for approval. *With no corrections, minutes approved as distributed.*

**IV. PUBLIC FORUM**

No one was present to speak.

**V. PUBLIC HEARING**

Monte Sharp, resident of the Highlands neighborhood, spoke in opposition to Ordinance 2024-01-01. He stated traffic on McLaughlin was already a nuisance and our infrastructure was not prepared for additional traffic on McLaughlin.



Also, Tim McGill another resident of the Highlands, had a few questions about quality standards of potential homes and would they be comparable to other homes in the area.

**VI. MONTHLY DEPARTMENTAL REPORTS:**

- Public Works – Director Sherry Bennard presented the monthly report. See attached sheet.
- Public Safety
  - a. Police: Chief Randal Baskin presented the monthly report. See attached sheet.
  - b. Fire: Chief Jeremy Reeves presented the monthly report. See attached sheet.
- Parks & Recreation –Director Griff Fisher presented the monthly report. See attached sheet.
- Building Inspector –Reference report as written.
- Library – Reference report as written.
- Mayor’s Report and Comments – No report.
- Appointments/Announcements/Acknowledgements

**VI. OLD BUSINESS –**

*No Old Business.*

**VII. NEW BUSINESS –**

- Mayor Cole presented for a second reading **ORDINANCE 2024-01-01** An Ordinance to the Municipal Zoning Map to rezone property on McLaughlin Drive (River of Life Assembly of God property) from B-1 (Neighborhood Business) District to R-1 (Low Density Residential) District. *Motion was made by Alderman Cramer to approve **ORDINANCE 2024-01-01**. Motion was seconded by Alderman Glass. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2024-02-01** An Ordinance to amend Ordinance 2021-03-06 adopting the 2018 edition of the International Residential Code. *Motion was made by Alderman Deneka to approve **ORDINANCE 2024-02-01**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2024-02-02** An Ordinance to amend Title 14, Chapter 2 of the Munford Municipal Code by readopting Munford Municipal Zoning Ordinance in its Entirety. *Motion was made by Alderman Childress to approve **ORDINANCE 2024-02-02**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*

- Mayor Cole presented for a first reading **ORDINANCE 2024-02-03** An Ordinance to amend Munford Municipal Zoning Map to rezone property at the intersection of Joe Joyner Road and McCormick Road (REI Capital LLC Property) district from FAR (Forestry, Agriculture, Residential) District to R (Residential) District. *Motion was made by Alderman Glass to approve **ORDINANCE 2024-02-03** with stated corrections. Motion was seconded by Alderman Deneka. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2024-02-04** An Ordinance to amend the General Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024. *Motion was made by Alderman Childress to approve **ORDINANCE 2024-02-04**. Motion was seconded by Alderman Cramer. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2024-02-05** An Ordinance to create the Scholarship Fund budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024. *Motion was made by Alderman Deneka to approve **ORDINANCE 2024-02-05**. Motion was seconded by Alderman Childress. Motion carried, all members present voting aye.*

#### VIII. FINANCIAL REPORT –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for January. *A motion was made by Alderman Reed to accept all checks over \$10,000 as presented. Alderman Glass seconded motion. Motion carried, all members present voting aye.*
- **Financials 01-31-2024** – Mayor Cole presented the financials for 01-31-2024. *A motion was made by Alderman Reed to accept the financials as presented. Alderman Deneka seconded motion. Motion carried, all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 7:23

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Dwayne Cole, Mayor

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Sherry Yelvington, City Recorder



CITY HALL MONTHLY REPORT

	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	TOTAL
<b>ACCOUNTS</b>													
<b>Current Customer Accts</b>													
Water Customers Total	3515	3507	3529	3540	3541	3577	3580	3579	3582	3586	3588	3588	42,712
Sewer Customers Total	2282	2279	2302	2309	2314	2340	2345	2344	2349	2351	2351	2351	27,917
Gas Customers Total	7534	7523	7529	7539	7550	7578	7576	7574	7600	7613	7614	7625	90,855
<i>In Atoka City Limits</i>	2571	2570	2570	2571	2571	2573	2574	2573	2575	2576	2577	2577	30,878
<i>Out of Atoka City Limits</i>	294	293	293	292	293	292	293	293	294	294	294	294	3,519
Trash Customers	1844	1853	1860	1869	1877	1882	1896	1906	1913	1927	1931	1939	22,697
<b>Customer Adjustments</b>													
Connects	68	46	77	70	64	85	72	68	79	53	54	55	791
Finals	69	54	81	59	61	84	73	73	62	46	51	64	777
Meter Sets	11	11	14	26	16	3	5	2	10	6	9	11	124
<b>PAYMENTS</b>													
<b>Payments on line</b>													
Utility paid on line	3032	2927	2753	2736	2484	2718	2751	2538	2816	2891	3010	2695	33,351
ACH Payments	1746	1774	1796	1857	1816	1934	1847	1852	1862	1874	1896	1898	22,152
E-Bills	1748	1766	1786	1805	1813	1838	1839	1848	1866	1882	1891	1898	21,980
<b>Payments Received Lobby/Mail</b>													
CC Payments	598	386	488	370	386	432	496	558	432	431	443	477	5,497
Cash Payments	590	564	683	637	655	659	654	684	667	576	612	561	7,542
Check Payments	2,172	2,113	2,067	1,964	1,898	1,872	1,790	1,944	1,908	2,034	2,051	2,306	24,119
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Delinquent Accounts</b>													
Delinquent Penalty	131	223	206	124	165	132	176	128	99	170	197	203	1,954
Cut Offs	131	223	91	95	90	60	88	74	98	116	129	203	1,398
Phone Calls	603	1202	412	427	506	395	470	521	436	762	590	724	7,048
<b>SERVICE</b>													
<b>Water / Sewer</b>													
Water Service Orders	22	1	18	3	10	2	6	7	3	1	4	1	78
Sewer Service Orders	4	4	5	1	7	1	3	6	5	6	3	3	48
Amount Billed Water	\$93,161	\$98,641	\$98,641	\$106,541	\$103,929	\$113,652	\$113,413	\$107,171	\$108,022	\$98,636	\$111,474	\$102,247	\$1,255,529
Amount Billed Sewer	\$86,951	\$98,428	\$94,683	\$102,390	\$99,791	\$103,304	\$105,583	\$99,715	\$102,598	\$125,261	\$137,588	\$131,454	\$1,287,746
Damaged/Stuck Meters	32	46	19	5	1	10	158	5	70	28	6	23	403
<b>Solid Waste</b>													
Cans Delivered	6	11	8	14	8	9	12	7	16	11	17	12	131
Missed pickup	5	19	3	24	17	10	6	5	6	8	4	3	110
Damaged Cans	1	1	1	1	2	0	1	3	0	3	3	3	19
Other complaints	2	0	0	1	5	9	3	2	1	2	1	1	27
New Customers	20	21	12	22	20	28	26	21	24	18	17	17	246
Discontinued Service	6	3	6	8	4	11	4	6	4	3	7	1	63
Amount Billed	\$39,762	\$39,968	\$40,258	\$40,538	\$40,582	\$40,838	\$40,933	\$41,171	\$41,504	\$50,721	\$51,009	\$51,300	\$518,583
<b>Gas</b>													
Odor Complaints	10	9	6	2	1	6	3	5	3	1	14	2	62
Damaged / StuckMeters	14	26	15	3	37	22	1	152	20	24	32	183	529
Amount Billed	\$436,425	\$177,956	\$115,760	\$98,263	\$88,781	\$92,085	\$95,050	\$107,079	\$377,822	\$616,491	\$1,592,290	\$886,262	\$4,684,263
<b>Misc Service Orders</b>													
Other complaints	9	4	7	6	4	4	2	1	3	1	2	3	46
<b>Total Utility/Trash Billing</b>	<b>\$656,298</b>	<b>\$414,993</b>	<b>\$349,341</b>	<b>\$347,732</b>	<b>\$333,083</b>	<b>\$349,880</b>	<b>\$354,978</b>	<b>\$355,136</b>	<b>\$629,946</b>	<b>\$891,109</b>	<b>\$1,892,361</b>	<b>\$1,171,263</b>	<b>\$7,746,121</b>

City of Munford  
Public Works Monthly Report

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	2024 Totals	PY Totals
Calls	48	95											143	744
Water Calls/Leaks	23	10											33	130
Sewer Calls/Leaks	4	8											12	144
Gas Calls/Leaks	14	26											40	124
Street/Yard/Drainage Calls	32	55											87	626
Water Samples	10	10											20	110
Cut-Offs	129	200											329	1195
Locates	150	178											328	2855
Unread Meters	31	79											110	1909
Meters Repairs	63	199											262	811
Sewer Taps	0	0											0	1
Water Sets	1	1											2	80
Gas Sets	6	9											15	125
Munford	3	3											6	98
Atoka	2	3											5	19
Brighton	1	3											4	8
Closed Work Orders	649	1048											1697	9220
Water Pumped (millions)	31	25											56	292
Treated Pumped to River	48	45											93	426

**City of Munford  
Police Department**

	2024												PY	
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Totals	Totals
CITY CITATIONS	216	156											372	2853
MISDEMEANOR CITATIONS		73												
COURTESY CITATIONS ISSUED	72	148											220	920
TRAFFIC STOPS	489	589											1078	6884
SPEEDING	82	83											165	1290
SEAT BELT	6	4											10	26
ARREST	40	28											68	695
WARRANT ARREST	2	7											9	76
DRUG ARREST	8	9											17	132
ALCOHOL ARREST	2	8											10	106
INCIDENT REPORTS	106	99											205	1287
OFFICER INITIATED INCIDENTS	1525	1719											3244	18330
ACCIDENT REPORTS	18	11											29	126
MILES PATROLLED	18225	17080											35305	188626
CALLS FOR SERVICE	944	1095											2039	13196





## Munford Fire Department Monthly Board Report - February 2024

Incidents	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Total 2024	Total 2023
Structure Fires - Munford	0	0											0	5
Structure Fires - County	2	4											6	14
Grass Fire - Munford	0	4											4	4
Grass Fires - County	0	0											0	10
Vehicle Fires - Munford	0	0											0	4
Vehicle Fires - County	0	0											0	2
Vehicle Accidents - Munford	6	5											11	55
Vehicle Accidents - County	1	0											1	6
EMS Calls - Munford	67	68											135	713
EMS Calls - County	6	3											9	40
Other Incidents - Munford	18	11											29	209
Other Incidents - County	7	2											9	49
Mutual Aid Calls	16	9											25	101
Burn Permits	0	0											0	16
<b>Total Calls - Munford</b>	<b>91</b>	<b>88</b>											<b>179</b>	<b>999</b>
<b>Total Calls - County</b>	<b>16</b>	<b>9</b>											<b>25</b>	<b>122</b>
<b>Total Calls - Department</b>	<b>107</b>	<b>97</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204</b>	<b>1121</b>

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	4	26	0
<b>Total Department Staffing</b>	<b>44</b>	<b>18</b>	<b>26</b>	<b>0</b>

Vehicle Fleet Status	Days out of Service	Comments
Unit #1 ( Chief)		
Unit # 2 (Captain)		
Inspector # 1 (Inspector)		
Med 8		
Engine 81	14	Annual PM, oil leak, AC module
Engine 88		
Brush Truck 81		
Brush Truck 82		

Payment Plan	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb
Current	13 / 855	10 / 810	12 / 935	13 / 1210	35 / 3785	9 / 525	29 / 2970	52 / 5,930	33 / 3,260	35 / 3,4175	32 / 4,225	72 / 7,862.5
Past Due												60 families

**RENTALS**

Friday Night Skate	159	163	161	152	165	171	203	203	177	159	152	
Skate Parties	28 / 28	32 / 32	25 / 25	18 / 28	16 / 28	18 / 28	22 / 28	28 / 32	28 / 28	21 / 22	23 / 23	28 / 28
Band Room	8	7	6	5	1	1	1	4	3	8	3	3
Community Room	4	5	5	6	0	1	2	3	2	3	2	2
Valentine Park Gazebo	2	2	3	5	1	1	3	1	1	0		

**SENIOR SERVICES**

Congregate Meals			453	453	570	570	599	693	621	297	297	297
Home Delivery			180			738	925	968	1365	1297	1235	1235

**Vehicle Miles**

P&R - 2020 Chevy 1500	50614	52350	53117	53697	55073	55648	56491	56927	57817	58088	58717	59422
P&R - 2010 Chevy 3500 Du	43,773	43,792	44095	44315	44486	44539	44620	44794	44801	44805	44870	44923
P&R-2008 Chevy Ext. Cab	116217	116384	116533	116659	116817	116917	117000	117023	117243	117548	118166	118458
P&R-2010 Chevy Ext. Cab	107135	107524	107869	108124	108482	108713	109131	109651	110099	110219	110403	110604
CP-2015 Chevy 4Door	54422	55639	56600	56754	57969	58956	59626	60715	63207	65558	69155	71593
P&R-01' Expedition	176421	178679	178930	179202	179469	179642	180084	180760	181299	181885	182425	183004

**Equipment Hours**

Jacobsen Truckster	559	564	569	571	576	580	591	608	609	609	612	627
ToroInfield Drag	1846	1861	1880	1887	1892	1914	1934	1949	1949	1949	1962	1983
2014-61" Snapper	1022	1022	1022	1022	1024	1028	1028	1028	1034	1034	1034	1034
2015-72" Snapper	785	802	802	803	821	839	851	860	860	860	860	870
2015-61" Snapper-CP	981	994	1014	1034	1056	1073	1078	1078	1082	1082	1085	1099
2022-72" Xmark	230	250	283	321	360	385	404	412	416	416	417	449
Bad Boy	1084	1088	1098	1105	1117	1121	1135	1136	1137	1137	1138	1140
JD4700 Tractor	3854	3854	3855	3856	3856	3856	3856	3856	3856	3856	3856	3856
2021 Snapper61"	350	367	405	440	466	491	501	501	501	501	505	511
Polaris SXS	1283	989 hrs.			5440 miles	5662 miles	5800	5861	5864	5864	5864	5864

**Sports Registration**

Basketball							267	448	448	448	448	
Cheerleading							31	47	47	47	47	
Flag Football	206											239
Soccer	268				218	218						250
Baseball	347				334	334						363

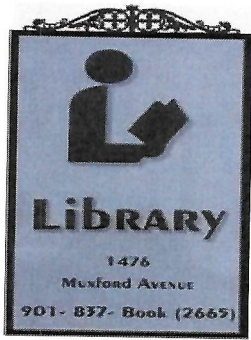
Permit #	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	Sq.Ft.	PROJECT VALUE	PERMIT FEE	Water	Sewer	Gas	
1	1836	02/02/24	C	D&D	NEW S.F. DWELLING	3,503	\$316,000.00	\$732.00				
2	1837	02/05/24	R	JOSEPH MCFARLAND	WINDOW REPLACEMENT	N/A	\$13,900.00	\$100.00	\$1,300.00	\$3,500.00	\$1,450.00	
3	1838	02/07/24	C	D&D	FENCE	N/A	N/A	\$25.00				
4	1839	02/07/24	C	D&D	FENCE	N/A	N/A	\$25.00				
5	1840	02/12/24	C	D&D	FENCE	N/A	N/A	\$25.00				
6	1841	02/14/24	C	DAVID HADDAD	NEW S.F. DWELLING	3,503	\$316,000.00	\$732.00	\$1,300.00	\$3,500.00	\$1,450.00	
7	1842	02/14/24	C	MICHAEL O'BRIEN	ALTERATION	N/A	N/A	\$400.00				
8	1843	02/21/24	C	HERIN MECHANIAEL	ADDITION	288	\$2,000.00	\$100.00				
9	1844	02/22/24	C	D&D	HVAC	28,800	\$289,000.00	\$50.00				
10	1863	02/01/24	R	BRANDON CARROLL	NEW S.F. DWELLING	3,373	\$304,000.00	\$708.00	\$1,300.00	\$3,500.00	\$1,450.00	
11	1864	02/08/24	R	LOGAN HANKS	NEW S.F. DWELLING	4,413	\$450,000.00	\$1,068.00	\$1,300.00	\$3,500.00	\$1,450.00	
12	1865	02/15/24	C	BETHEL BAPTIST	HVAC	5,164	\$510,000.00	\$1,030.00			\$4,400.00	
13	1866	02/15/24	C	SUBCOOLING SERVICE	HVAC	N/A	N/A	\$50.00				
14	1867	02/16/24	C	LISA BALLARD	ACC. BLDG.	120	N/A	\$60.00				
15	1868	02/16/24	C	JOSHA DAVIS	DECK REPAIR	896	\$8,000.00	\$100.00				
16	1869	02/21/24	C	LATOYA AVERY	FENCE	N/A	N/A	\$50.00				
17	1870	02/21/24	C	RICHARD COOLEY	HVAC	N/A	N/A	\$50.00				
18	1871	02/22/24	C	GUY HOLLINGWORTH	HVAC	N/A	N/A	\$50.00				
19	1872	02/22/24	R	BRUCE HUDGINS	ACC. BLDG.	1,200	\$19,500.00	\$100.00				
20	1873	02/27/24	C	TC BOE	HVAC	N/A	N/A	\$50.00				
21	1874	02/28/24	R	ARTHUR SMITH	REPAIR	N/A	N/A	\$150.00				
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												
								\$3,422.00	\$2,298.00	\$3,900.00	\$10,500.00	\$10,350.00

C - CITY LIMITS  
R - REGION

Complaints	22	Building Permits	21
Inspections	39	Sign permits	
Certificate Of Occupancy		Use & Occupancy Permits	
PREFORMANCE BOND	WALKER MEADOWS NORTH	2022	
	WALKER MEADOWS II	2020	
	VGM 4A	2023	

Total \$2,228,400.00 \$5,720.00  
*Sam D. [Signature]*  
 Building Inspector





Munford-Tipton County Memorial Library  
1476 Munford Avenue  
Munford, TN 38058  
(901) 837-2665  
[www.munford.com](http://www.munford.com)



## February 2024 Library Report

### Overview:

- The library has sold **\$136.00** in books with the ongoing book sale.
- The library has collected **\$69.59** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$284.60**.
- The library received **\$151.50** in donations. \$51.50 was from Kroger Community Rewards and \$100.00 was in memory of Louise Moren from the Mary Bryan Book Club.
- The Library had **157** people use our computers and **52** requiring computer help. In addition we had **282** use the Wi-Fi. The library had **408** reference questions asked and answered.
- Library staff provided **18** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **68** new users, with **2,333** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,635** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **45** were borrowed.
- Tennessee R.E.A.D.S. had **924** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had 8 volunteers.
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **13** programs with **206** attendees.
  - LEGO Club met twice with 9 in attendance.
  - Story Time was held twice with 35 in attendance.
  - Passive Programs included: Staff Recommendations, Book Spotlight, Black History Month, Blind Date with a Book, It's not Easy Being Green, Conversation Hearts, Be My Valentine, and Step Back in Time.
  - The library served as a tutoring location **4** times.
- We continue to offer curbside services to patrons. **5** patrons were assisted curbside.
- The Library began a puzzle swap in February. Patrons can donate and take puzzles from our collection.

**Munford-Tipton County**  
Monthly Report

February 2024

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	Locally Owned	7,571	24	3	7,592	Regionally Owned	10,714	51	1	10,764	Locally Owned	E-books	75
Audio Materials		361	0	0	361		1,576	0	0	1,576		Audio Downloadable	156
Video Materials		379	8	0	387		534	0	0	534		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	231
<b>TOTAL</b>		<b>8,311</b>	<b>32</b>	<b>3</b>	<b>8,340</b>	<b>TOTAL</b>	<b>12,824</b>	<b>51</b>	<b>1</b>	<b>12,874</b>	<b>TOTAL PHYSICAL COLLECTION</b>		<b>21,214</b>

Electronic Circulation <small>includes READS Advantage &amp; other local e-collections</small>		Physical Circulation <small>Book &amp; Non-Book (Audio, Video, Serials)</small>		Other Physical Items Circulation <small>Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc.</small>		TOTAL FOR ALL CIRCULATED ITEMS-Auto Fill <small>(Electronic, Physical &amp; Other Physical)</small>		TOTAL PHYSICAL ITEM CIRCULATION <small>(no Electronic formats)</small>	
Adult **	849	Adult	625	Adult	26	Adult Total	1,500		1,409
Children **	75	Children	703	Children	55	Children's Total	833		
<b>Total</b>	<b>924</b>	<b>Total</b>	<b>1,328</b>	<b>Total</b>	<b>81</b>	<b>Total for All Circulation</b>	<b>2,333</b>		

Unique Users 183

Title VI Survey Information		Library Services		Programs						
White	36	Library Visits	1,200	In-Person Programs	Inside the Library	# of Programs	Attendance	Outside the Library	# of Programs	Attendance
Black	1	Reference Transactions	408		Adult	1	16	Adult	0	0
American Indian-Alaska Native	0	Computer Users	157		Young Adult	0	0	Young Adult	0	0
Hispanic or Latino of any race	0	Wireless Sessions	282		Children 0-5	3	30	Children 0-5	0	0
Native Hawaiian/Pacific Islander	0	Website Visits	0		Children 6-11	4	41	Children 6-11	0	0
Asian	1	Databases Owned	0		General Interest	0	0	General Interest	0	0
Other	0	Local Database Usage	0		Inside Total	8	87	Outside Total	0	0
Two or more races	0	TEL Usage (June only)	0		Total (Inside & Outside)	8	87			
<b>Total</b>	<b>38</b>	ILL - Borrowed	45							
		ILL - Loaned	33							

Meeting Room Use		Live Virtual Programs				
Number of Events Not Sponsored by the Library	0		Adult	Young Adult	Children's	Total
Attendance at These Events	0	Views of Live Virtual Programs	0	0	0	0
		On-Demand Views of Live Programs	0	0	0	0
		<b>Total of All In-Person and Live Virtual Programs</b>	<b>8</b>	<b>87</b>		

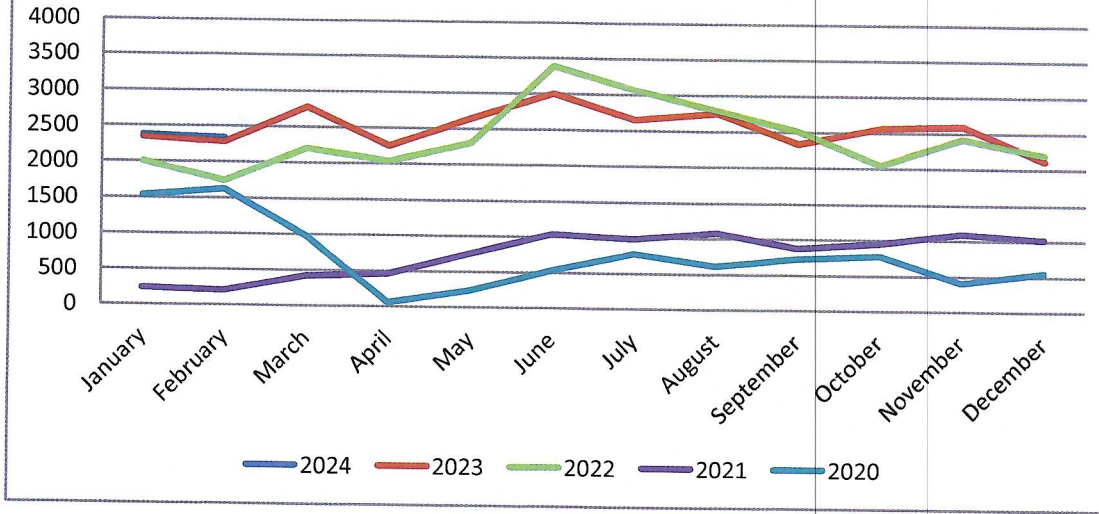
	Programs	Attendance
Self-directed/Passive Activities <small>(activity that does not meet program definition)</small>	5	119

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,297
Children Borrowers <14 yrs old	1,510
<b>Total Borrowers</b>	<b>5,807</b>

Recorded Programs	# of Programs	Views/Attendance
Total On-Demand Views of Live Programs & Recorded Programs	0	0

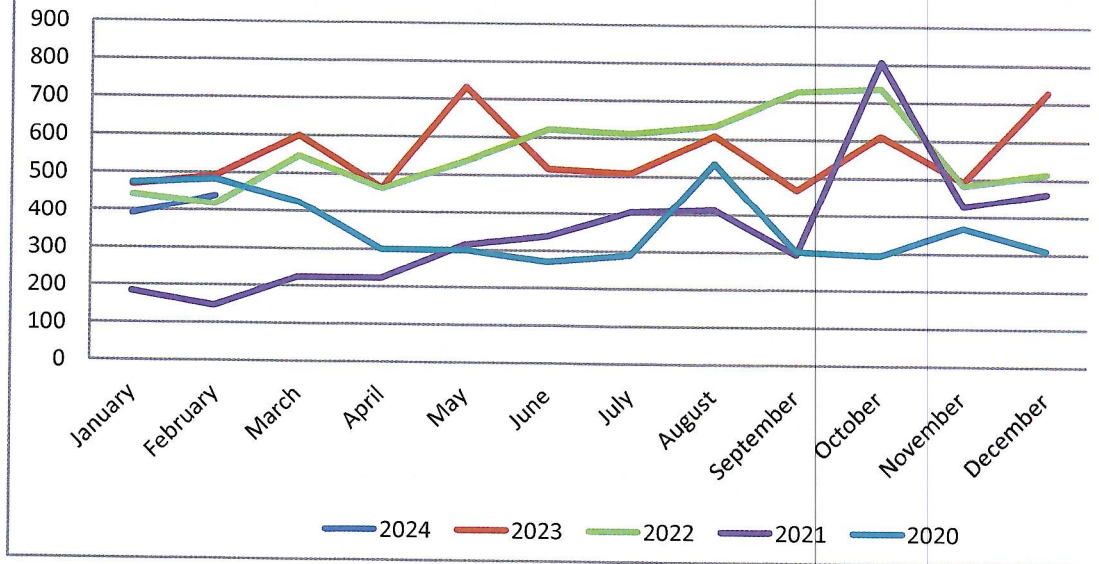


### Circulation Growth 2020-2024

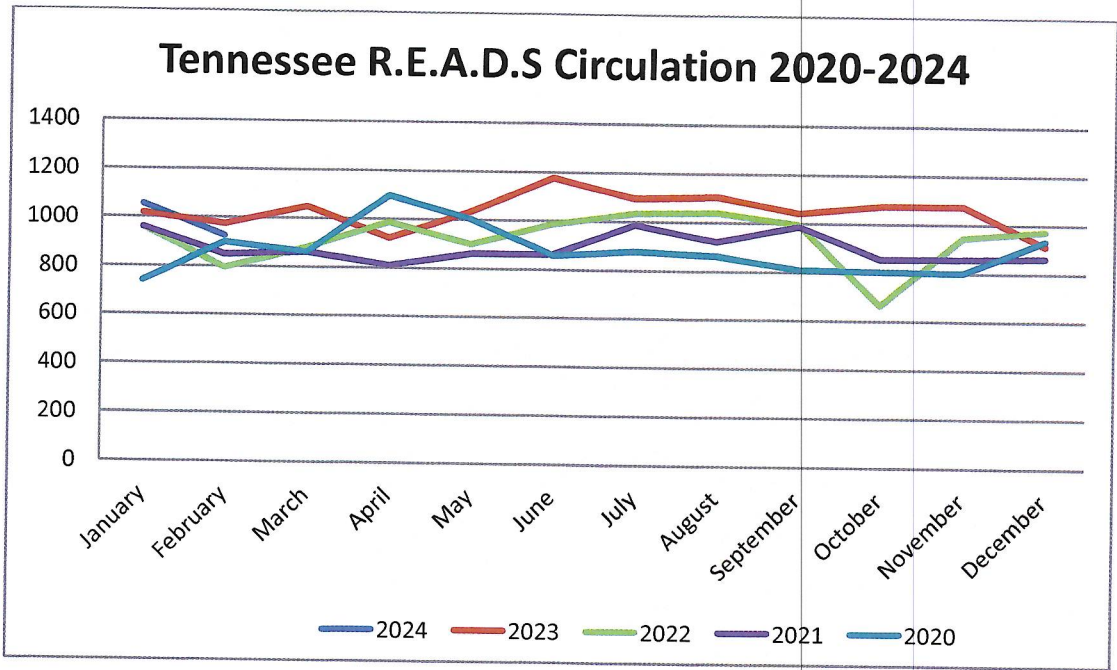


\* As of 02/29/2024

### Computer Usage 2020-2024



\* As of 02/29/2024



**\* As of 02/29/2024**



## City of Munford, Tennessee

1397 Munford Avenue  
Munford, TN 38058  
City Hall (901) 837-0171  
[www.munford.com](http://www.munford.com)  
Dwayne Cole, Mayor

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Mayor's Report  
March 2024

It was our pleasure to provide Lt. Daniel Hamm with the opportunity to attend the FBI National Academy in Quantico VA recently. Lt. Hamm currently serves the Munford Police Department as Detective and Patrol Division Supervisor. At the Academy, Lt. Hamm was able to join members of law enforcement agencies from 23 countries, four military organizations and five civilian organizations for 10 weeks of advanced communication, leadership, and fitness training. Lt. Hamm is the fourth officer we've been able to send to the FBI Academy and we congratulate him on completion of this elite, rigorous and challenging program. We are glad to have you back home, Lt. Hamm.

April is Spring Clean-up Month in My Kind of Town! We will host a Munford Clean Up day on April 13 from 8-11 AM and invite all citizens, civic groups, and those interested to join us at City Hall and help us pick up trash. Safety vests and equipment will be provided. Additionally, a dumpster will be placed on the parking lot of City Hall, at 1397 Munford Avenue, from April 1-14. This service is provided by HNH Enterprises, located in Munford. The dumpster is for disposing of yard debris, spring cleaning, and general junk. No batteries, tires, or hazardous waste items allowed. Let's keep My Kind of Town a clean town!

It was my pleasure to join Aldermen Childress, Cramer, Reed, and Vice-Mayor Deneka at the Tennessee Municipal League's Legislative Conference in Nashville on March 4-5. This conference gave us the opportunity to hear presentations by Comptroller Jason Mumpower, US Congressman John Rose and others, as well as visiting with Representative Debra Moody and Senator Paul Rose. It was a great time of networking with others and discussing legislative issues affecting cities and towns.

March 18 was Natural Gas Utility Workers Day across the nation, and we certainly appreciate all our city utility employees and specifically our Natural Gas Department employees on this day. They are on duty and on call daily to keep us served and safe. Thank you!

Downtown redevelopment continues to build momentum with numerous projects now going on. Clark and Margaret Mulloy purchased the building at 35 S. Tipton Road where Erma's was formerly located. Matt and Kate Haywood are beginning renovations at 1492 Munford Avenue. Facade improvements are in process at 32, 38, 44 Tipton Road at Akin's Clothing Co., Matt King Photography, The Giftery and The Hair Parlor. HNH Enterprises purchased the property at 1354 Munford Avenue and is in the process of renovating this property and Premier Heating and Air is improving their building and property at 1350 Munford Avenue. Great things are happening in Munford, and we are moving forward!

Munford City Hall will be closed on Friday, March 29 in observance of Good Friday. As we approach the greatest day in the history of mankind, Easter Sunday, let us be mindful and thankful for all the Lord has done for us through the resurrection of Jesus.

Warm Easter regards,

Dwayne Cole



## ORDINANCE 2024-02-01

### AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE AMENDING ORDINANCE 2021-03-06 THE 2018 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE

**WHEREAS**, regulating and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal, and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress in the City of Munford, Tennessee: and

**WHEREAS**, providing for the issuance of permits and collection of fees; therefore, and

**WHEREAS**, fee amounts for permits are periodically changed and adopted by Resolution; therefore, and

**WHEREAS**, an amendment to change what permits are required by the City of Munford is necessary, and

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, THAT:**

**Section 1.** That a certain document, one (1) copy of which are on file in the office of the City Recorder of City of Munford, Tennessee, being marked and designated as the *International Residential Code, 2018 edition*, including Appendix Chapters A, B, C, J, P and Q (see *International Residential Code Section R102.5, 2018 edition*), as published by the International Code Council, be and is hereby adopted as the Residential Code of the City of Munford, in the State of Tennessee for regulating and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Residential Code on file in the office of the City Recorder are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

**Section 2.** The following sections are hereby revised:

**Section R105.2** Work Exempt from Permit shall be amended as follows:

Building: Is amended by deleting numbers 1. Accessory Buildings, 2. Fences and 10. Decks and inserting building permits are required for 1. Accessory Buildings, 2. Fences and 10. Decks.

**Section 3.** That if any section, subsection, sentence, clause, or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Munford, Tennessee Mayor and Board of Alderman hereby declares that it would have passed this law, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

**Section 4.** That nothing in this legislation or in the Residential Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this legislation.

**Section 5.** That the City Recorder is hereby ordered and directed to cause this legislation to be published.

**Section 6.** The ordinance shall take effect from and after its passage, the welfare of the city requiring it.

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Passed First Reading

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Mayor Dwayne Cole

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Passed Second Reading

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City Recorder



## **ORDINANCE 2024-02-02**

### **AN ORDINANCE AMEND TITLE 14, CHAPTER 2 OF THE MUNFORD MUNICIPAL CODE BY READOPTING THE MUNFORD MUNICIPAL ZONING ORDINANCE IN ITS ENTIRETY**

WHEREAS, Sections 13-7-201 through 13-7-210 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Municipal Zoning Ordinance; and,

WHEREAS, the Munford Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated* and recommends such amendment to the Munford Board of Mayor and Aldermen; and,

WHEREAS, the Munford Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Section 13-7-201 through 13-7-210 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD:**

**SECTION 1.** That the entire text of the Munford Municipal Zoning Ordinance be deleted in its entirety and replaced with the following:

**Section 153 Effective Date**

This Ordinance shall take effect and be in force immediately after adoption, the public welfare requiring it.

Recommended for Adoption by the Munford Municipal-Regional Planning Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Munford Municipal -  
Regional Planning Commission

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=

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it.”

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

## **ORDINANCE 2024-02-03**

### **AN ORDINANCE TO AMEND THE MUNFORD MUNICIPAL ZONING MAP TO REZONE PROPERTY AT THE INTERSECTION OF JOE JOYNER ROAD AND MCCORMICK ROAD (REI CAPITAL LLC PROPERTY) DISTRICT FROM FAR (FORESTRY, AGRICULTURE, RESIDENTIAL) DISTRICT TO R (RESIDENTIAL) DISTRICT**

WHEREAS, Sections 13-7-201 through 13-7-210 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Official Zoning Map; and,

WHEREAS, the Munford Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated*; and,

WHEREAS, the Munford Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Section 13-7-201 through 13-7-210 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD:**

**SECTION 1.** That the following described property be rezoned from FAR (Forestry, Agricultural, Residential) Property to R (Residential) District:

Parcel 16.13 on Tipton County Tax Map 126 and a portion of Parcels 4.00 and 6.00 on Tipton County Tax Map 126E, Group A.;

Beginning at a point, said point being the intersection of the eastern right of way of Joe Joyner Road, the southern right of way of McCormick Road, and the northern most corner of Parcel 16.13 on Tipton County Tax Map 126; thence moving in a southeasterly direction along the southern right of way of McCormick Road to a

point, said point being the intersection of the southern right of way of McCormick Road and the eastern most corner of Parcel 16.13; thence moving in a westerly direction along the southern boundary of Parcel 16.13 to a point, said point being the intersection of the southern boundary of Parcel 16.13 and the northeastern most corner of Parcel 6.00 on Tipton County Tax Map 126E; thence moving in a southerly direction along the eastern boundary of Parcel 6.00 to a point, said point being the intersection of the eastern boundary of 6.00 and the FAR (Forestry, Agricultural, Residential) District boundary on the Munford Municipal-Regional Zoning Map; thence moving in an westerly direction along the southern FAR Zoning district boundary to a point, said point being the intersection of the FAR zoning district and the eastern right of way of Joe Joyner Road; thence moving in a northeastern direction along the eastern right of way of Joe Joyner Road to the Point of Beginning.

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it.”

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder



**ORDINANCE: 2024-02-04**

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE  
AMENDING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1,  
2023, AND ENDING JUNE 30, 2024**

WHEREAS, the City of Munford adopted the fiscal year 2023-2024 budget by passage of Ordinance: 2023-06-01; and

WHEREAS, *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; and

WHEREAS, the City of Munford's General Operating Fund has experienced increased revenues due to deferment of prior year grant funds, award of additional grants, and general obligation bond drawdowns, this increases revenues in total of \$1,100,209. Expenses have increased by \$871,275 to include STP Grant finalization, vehicles for Police, additions to paving line, purchase of bucket truck, and generator for Recreation Center. The net result is an additional surplus of \$228,934; now a gain of \$312,756 to the fund balance.

WHEREAS, the revenues for the General Fund will be higher and expenses for the same will be higher than anticipated; now

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2023-2024 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2023-06-01 is hereby amended by increasing General Fund revenues by \$1,100,209 and increasing General Fund expenses by \$871,275.

SECTION 2. The Board of Mayor and Aldermen of the City of Munford authorize the City Recorder to make said changes in the accounting system.

THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON THE FINAL PASSAGE, THE WELFARE OF THE CITY REQUIRING IT.

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Passed First Reading

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Mayor Dwayne Cole

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Passed Second Reading

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City Recorder



City of Munford  
 2023-2024 Operating Budget  
 General Fund - Revenues  
 1st

Department	Fund	Original Budget	Amended Budget	Change	Comment
Taxes	31000	\$3,423,400	\$3,376,776	(\$46,624)	inc local and local option sales tx
License & Permits	32000	\$47,000	\$61,800	\$14,800	building permits increased
Intergovernmental	33000	\$1,034,777	\$1,808,978	\$774,201	ARPA-STP-SRO Grant funds
Charges for Services	34000	\$489,600	\$488,305	(\$1,295)	
Fines & Forfeitures	35000	\$180,750	\$188,250	\$7,500	increased court revenue
Miscellaneous	36900-37900	\$12,400	\$364,027	\$351,627	loan drawdown-generator/bucket truck
Total		<u>\$5,187,927</u>	<u>\$6,288,136</u>	<u>\$1,100,209</u>	

City of Munford  
2023-2024 Operating Budget  
General Fund - Expenses

Department	Fund	1st		Change	Comment
		Original Budget	Amended Budget		
Legislative	41110	\$44,479	\$47,528	\$3,049	conference fees/travel
Finance & Administration	41500	\$63,560	\$66,634	\$3,074	Single audit
Code Enforcement	41700	\$98,152	\$97,417	(\$735)	
Police Department	42100	\$1,892,988	\$2,038,111	\$145,123	(2) police vehicles, liability/WC insurance, vehicle repairs
Fire Department	42200	\$1,382,886	\$1,412,167	\$29,281	equipment repairs
Street Department	43100	\$291,225	\$779,297	\$488,072	\$190k paving, bucket truck, STP final exp
Parks & Recreation	44000	\$966,037	\$1,125,508	\$159,471	generator, façade Tipton Plaza and annex
Library	44800	\$128,356	\$128,356	\$0	
Community Development	46500	\$27,163	\$68,439	\$41,276	Chirstmas tree-veterans plaza
Debt Service		\$209,260	\$211,924	\$2,664	interest rate increases
		<u>\$5,104,106</u>	<u>\$5,975,381</u>	<u>\$871,275</u>	

**ORDINANCE: 2024-02-05**

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE  
TO CREATE A BUDGET FOR THE CITY OF MUNFORD SCHOLARSHIP FUND JULY 1, 2023, AND  
ENDING JUNE 30, 2024**

WHEREAS, the City of Munford adopted the fiscal year 2023-2024 budget by passage of Ordinance: 2023-06-01; and

WHEREAS, the City of Munford had not created the Scholarship Fund and no budget was created or passed in Ordinance: 2023-06-01; and

WHEREAS, *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; and

WHEREAS, the City of Munford's newly created Scholarship Fund had no budget. Fundraising and Donation for the Scholarship fund have expected revenues of \$5,020. Expenses for fundraising, including scholarship payments, are expected to be \$3,415. The net result is an expected surplus of \$1,579, now a gain of \$1,579 to the fund balance.

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2023-2024 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 2024-02-05 hereby creates a budget for the Scholarship Fund. Fund revenues expected of \$4,994 and expenses of \$3,415.

SECTION 2. The Board of Mayor and Aldermen of the City of Munford authorize the City Recorder to make said changes in the accounting system.

THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON THE FINAL PASSAGE, THE WELFARE OF THE CITY REQUIRING IT.

---

Passed First Reading

---

Mayor Dwayne Cole

---

Passed Second Reading

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City Recorder

City of Munford  
 2023-2024 Operating Budget  
 Scholarship Fund Revenues  
 1st

Department	Fund	Original Budget	Amended Budget	Change	Comment
Fundraising/Donations	34000	\$0	\$4,944	\$4,944	new fund
Other Rev-Interest	36000	\$0	\$50	\$50	new fund
<b>Total</b>		<u>\$0</u>	<u>\$4,994</u>	<u>\$4,994</u>	



City of Munford  
 2023-2024 Operating Budget  
 Scholarship Fund Expenses  
 1st

Department	Fund	Original Budget	Amended Budget	Change		Comment
Bruce Potter Fundraising Exp	44210	\$0	\$2,000	\$2,000	new fund	
Nick Smith Fundraising Exp	44220	\$0	\$1,415	\$1,415	new fund	
<b>Total</b>		<u>\$0</u>	<u>\$3,415</u>	<u>\$3,415</u>		

**ORDINANCE: 2024-03-01**

**AN ORDINANCE TO AMEND THE MUNFORD MUNICIPAL ZONING MAP TO REZONE PROPERTY ON U.S. HIGHWAY 51 SOUTH (MICHAEL O'BRIEN PROPERTY) FROM R-1 (LOW DENSITY RESIDENTIAL) DISTRICT TO P-B (PLANNED BUSINESS) DISTRICT**

WHEREAS, Sections 13-7-201 through 13-7-210 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Official Zoning Map; and,

WHEREAS, the Munford Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated*; and,

WHEREAS, the Munford Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Section 13-7-201 through 13-7-210 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD:**

**SECTION 1.** That the following described property be rezoned from R-1 (Low Density Residential) Property to P-B (Planned Business) District:

Parcel 71.00 on Tipton County Tax Map 127;

Beginning at a point, said point eastern most corner of Parcel 71.00 on Tipton County Tax Map 127; thence moving in a southwesterly direction along the southern boundary of Parcel 71.00 to a point, said point being the southwestern most corner of Parcel 71.00; thence moving in a northwesterly direction along the southwestern boundary of Parcel 71.00 to a point, said point being the northwestern most corner of Parcel 71.00; thence moving northeasterly direction along the northwestern boundary of Parcel

71.00 to a point, said point being the northern most corner of Parcel 71.00; thence moving in a southeasterly direction along the northeastern boundary of Parcel 71.00 to the point of beginning.

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it.”

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

**RESOLUTION NO. 2024-03-01  
FOR AWARD  
MUNFORD, TENNESSEE**

WHEREAS, on March 18, 2024 at 2:00 p.m. C.S.T., the City of Munford, received competitive bids for the Pigging of 14-Inch Force Main Project; and

WHEREAS, a total of two (2) bid packages were received, opened, and read aloud; and

WHEREAS, the bidders with their respective bids were as follows:

	<u><b>Base Bid</b></u>
Chris-Hill Construction Co., LLC.	\$760,233.00
Revell Construction Co., Inc	\$429,510.00

NOW, THEREFORE, be it resolved by the Munford Mayor and Board of Aldermen as follows:

THAT, the City of Munford intends to use TDEC ARPA funds and required cash funds for the construction cost for the Pigging of 14-Inch Force Main Project; and

THAT, award of the Pigging of 14-Inch Force Main Project Contract be made to Revell Construction Co., Inc. of Union City, TN at the base bid price of \$429,510.00; and

THAT, the Mayor, Dwayne Cole, is authorized to sign the required documents to proceed with construction.

READ AND ADOPTED this the \_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF MUNFORD

\_\_\_\_\_  
Dwayne Cole, Mayor

ATTEST:

\_\_\_\_\_





**CHECKS OVER \$10,000**

**February 2024**

<b><u>PAYABLE TO</u></b>	<b><u>CHECK #</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
A2H Engineers	23652	\$ 161,136.20	Force Main/Lagoon Expansion (3 months)
Cigna Healthcare	23636	\$ 77,447.13	Insurance (67,951.38) HRA (9,495.75)
City of Munford	23581	\$ 10,304.60	Water/Sewer/Gas Utility Bills
Consolidated Pipe	23586	\$ 10,020.00	60 Gas Meters
Mastercard	23605	\$ 10,553.83	Mayor Dinner, Uniforms, Yearly Memberships
Southwest TN Electric	23623	\$ 28,247.88	Electrical Service (December-January)
	23537	<u>7,413.43</u>	Electrical Service (December-January)
	<b>Total Southwest Elect</b>	<b>\$ 35,661.31</b>	
TN Energy Acquisition Corp	23631	\$433,757.86	Natural Gas Purchase/Transport
Waste Pro	23637	\$ 34,887.95	Solid Waste
Watkins Uiberall, PLLC	23685	\$ 20,000.00	Audit Services
Wex Bank Valero	23639	\$ 11,601.46	Fuel
	<b>Total</b>	<b>\$ 805,370.34</b>	

**City of Munford**  
**Balance Sheet Summary**  
**For the Period Ended February 29, 2024**

<b>ASSETS</b>	<b>Cash</b>	<b>Accounts Rec, net of bad debt allowance</b>	<b>Due From Other Funds</b>	<b>Inventories Other Assets</b>	<b>Capital Assets net of depreciation</b>	<b>Total Assets</b>
General Fund	\$2,669,585	\$150,274	\$82,396	\$0	\$0	\$2,902,255
State Street Aid Fund	\$579,131	\$0	\$0	\$0	\$0	\$579,131
Drug Fund	\$34,938	\$0	\$0	\$0	\$0	\$34,938
Scholarship Fund	\$8,602	\$0	\$0	\$0	\$0	\$8,602
Solid Waste Fund	\$130,180	\$56,267	\$0	\$0	\$0	\$186,447
Water-Sewer Fund	\$252,348	\$294,388	\$0	\$0	\$11,045,646	\$11,592,383
Gas Fund	\$5,190,235	\$852,401	\$0	\$112,901	\$7,665,341	\$13,820,878
	<b>\$8,865,019</b>	<b>\$1,353,330</b>	<b>\$82,396</b>	<b>\$112,901</b>	<b>\$18,710,987</b>	<b>\$29,124,633</b>

<b>LIABILITIES</b>	<b>Accounts Payable</b>	<b>Customer Deposits</b>	<b>Due to Other Funds</b>	<b>Outstanding Debt</b>	<b>Total Liabilities</b>
General Fund	\$36,585	\$1,200	\$0	\$0	\$37,785
State Street Aid Fund	\$2,121	\$0	\$0	\$0	\$2,121
Drug Fund	\$6,543	\$0	\$0	\$0	\$6,543
Scholarship Fund	\$0	\$0	\$0	\$0	\$0
Solid Waste Fund	\$35,026	\$0	\$16,344	\$0	\$51,370
Water-Sewer Fund	\$53,642	\$112,088	\$29,758	\$3,545,306	\$3,740,794
Gas Fund	\$316,974	\$63,422	\$36,294	\$1,088,564	\$1,505,254
	<b>\$450,891</b>	<b>\$176,710</b>	<b>\$82,396</b>	<b>\$0</b>	<b>\$4,633,870</b>
					<b>\$5,343,867</b>

<b>FUND BALANCE OR EQUITY</b>	<b>Beginning Fund Balance</b>	<b>Revenues over Expenses: Surplus</b>	<b>Revenues over Expenses: Loss</b>	<b>Ending Fund Balance</b>
General Fund	\$2,351,894	\$512,577		\$2,864,471
State Street Aid Fund	\$526,335	\$50,674		\$577,009
Drug Fund	\$25,939	\$2,457		\$28,396
Scholarship Fund	\$7,039	\$1,562		\$8,601
Solid Waste Fund	\$93,488	\$41,589		\$135,077
Water-Sewer Fund	\$7,621,158	\$230,431		\$7,851,589
Gas Fund	\$11,025,645	\$1,289,979		\$12,315,624
	<b>\$21,651,498</b>	<b>\$2,129,269</b>	<b>\$0</b>	<b>\$23,780,767</b>

<b>Fund Analysis</b>	<b>Total Assets</b>	<b>Total Liabilities</b>	<b>Beginning Fund Balance or Equity</b>	<b>Increase from FY 2024 Activity</b>	<b>Decrease from FY 2024 Activity</b>	<b>Ending Fund Balance or Equity</b>
Government Funds	3,524,925	55,050	2,911,207	567,270	0	3,478,477
Enterprise Funds	25,599,707	5,297,418	18,740,291	1,561,999	0	20,302,290
	<b>29,124,633</b>	<b>5,352,468</b>	<b>21,651,498</b>	<b>2,129,269</b>	<b>0</b>	<b>23,780,767</b>

General Fund Budget Update

General Fund  
Budget Update  
02-29-2024

	Percentage of Budget Yr Complete	PENDING		66.67%
	BUDGET	AMENDMT	ACTUAL	% MET
<b>REVENUES</b>				
LOCAL TAXES	3,423,400.00	3,376,776.00	2,500,493.00	74.05%
LICENSES & PERMITS	47,000.00	61,800.00	54,389.00	88.01%
INTERGOVERNMENTAL CHARGES FOR SERVICE	1,034,777.00	1,808,978.00	1,297,336.00	71.72%
<i>POLICE SERVICES</i>	2,200.00	5,900.00	4,919.00	83.37%
<i>FIRE PROTECTION</i>	4,000.00	4,760.00	4,604.00	96.72%
<i>FEES &amp; COMMISSIONS</i>	7,500.00	7,000.00	4,589.00	65.56%
<i>P&amp;R - PROGRAMS</i>	129,150.00	129,910.00	105,059.00	80.87%
<i>P&amp;R - CONCESSIONS</i>	23,000.00	17,600.00	14,602.00	82.97%
<i>P&amp;R - CENTENNIAL</i>	136,500.00	140,385.00	118,117.00	84.14%
<i>RENTAL FEES</i>	173,500.00	169,500.00	111,679.00	65.89%
<i>LIBRARY SERVICES</i>	5,600.00	5,100.00	4,163.00	81.63%
<i>COMMUNITY DEV</i>	8,150.00	8,150.00	2,005.00	24.60%
	489,600.00	488,305.00	369,737.00	75.72%
FINES & FORFEITURES	180,750.00	188,250.00	122,101.00	64.86%
OTHER REVENUES	12,400.00	364,027.00	72,729.00	19.98%
<b>TOTAL REVENUES</b>	<b>5,187,927.00</b>	<b>6,288,136.00</b>	<b>4,416,785.00</b>	<b>70.24%</b>
<b>EXPENSES</b>				
GENERAL GOVERNMENT				
<i>LEGISLATIVE</i>	26,020.00	28,069.00	16,800.00	59.85%
<i>JUDICIAL</i>	18,459.00	19,459.00	12,114.00	62.25%
	44,479.00	47,528.00	28,914.00	60.84%
FINANCE & ADMINISTRATION	63,560.00	66,634.00	43,975.00	65.99%
CODE ENFORCEMENT	98,152.00	97,417.00	55,561.00	57.03%
PUBLIC SAFETY				
<i>POLICE</i>	1,892,988.00	2,038,111.00	1,407,605.00	69.06%
<i>FIRE</i>	1,382,886.00	1,412,167.00	935,514.00	66.25%
	3,275,874.00	3,450,278.00	2,343,119.00	67.91%
STREETS				
STREETS	291,225.00	779,297.00	725,775.00	93.13%
PARKS & RECREATION				
<i>P &amp; R ADMIN</i>	446,549.00	620,885.00	311,700.00	50.20%
<i>P &amp; R PROGRAMS</i>	107,270.00	99,000.00	60,219.00	60.83%
<i>CENTENNIAL</i>	334,768.00	312,757.00	155,727.00	49.79%
<i>PARKS</i>	40,600.00	49,572.00	31,944.00	64.44%
<i>TIPTON PLAZA</i>	36,850.00	43,294.00	29,378.00	67.86%
	966,037.00	1,125,508.00	588,968.00	52.33%
LIBRARY	128,356.00	128,356.00	82,465.00	64.25%
COMMUNITY DEVELOPMENT	27,163.00	68,439.00	22,500.00	32.88%
DEBT SERVICE	209,260.00	211,924.00	12,929.00	6.10%
<b>TOTAL EXPENSES</b>	<b>5,104,106.00</b>	<b>5,975,381.00</b>	<b>3,904,206.00</b>	<b>65.34%</b>
RESERVE	0.00		0.00	
<b>Net Surplus/(loss)</b>	<b>83,821.00</b>	<b>312,755.00</b>	<b>512,579.00</b>	



**Budget Update** **02/2024**  
**State Street Aid**

Percentage of Budget Yr Complete 66.67%

REVENUES	BUDGET	ACTUAL	% MET
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	112,365	57,828	51.46%
STATE - \$0.03 GASOLINE TAX	34,330	16,773	48.86%
STATE - 1989 GASOLINE TAX INCREASE	17,690	9,083	51.35%
STATE - GAS 2017 TAX	56,185	29,129	51.84%
STATEST - INTEREST EARNINGS	3,900	3,675	94.23%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>224,470</b>	<b>116,488</b>	<b>51.89%</b>
<b>EXPENSES</b>			
STATE ST - ELECTRIC	26,000	16,514	63.52%
STATE ST - PROFESSIONAL SERVICES	0	0	0.00%
STATE ST - REP/MT STORM DRAINS	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS	125,000	0	0.00%
STATE ST - MAJOR PROJECT - PAVING	0	0	0.00%
STATE ST - GRAVEL & SAND	0	0	0.00%
STATE ST - ASPHALT & FILTER	0	0	0.00%
STATE ST - CONCRETE	0	0	0.00%
STATE ST - DEBT TML#5	41,350	41,350	100.00%
STATE ST - INTEREST TML#5	19,284	7,950	41.23%
STATE ST - CAPITAL OUTLAY	0	0	0.00%
<b>TOTAL EXPENSES</b>	<b>211,634</b>	<b>65,814</b>	<b>31.10%</b>
<b>Net Surplus/(loss)</b>	<b>12,836</b>	<b>50,674</b>	

**Budget Update** **02/2024**  
**Drug Fund**

Percentage of Budget Yr Complete 66.67%

REVENUES	BUDGET	ACTUAL	% MET
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	600	2,479	413.17%
DRUG - CIRCUIT COURT	700	119	17.00%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	3,500	2,000	57.14%
OR - INTEREST EARNINGS	180	178	98.89%
<b>TOTAL REVENUES</b>	<b>4,980</b>	<b>4,776</b>	<b>95.90%</b>
<b>EXPENSES</b>			
DRUG - MEMBERSHIPS	150	195	130.00%
DRUG - MEDICAL/VET	600	253	42.17%
DRUG - PROF SERV TRAINING	500	200	40.00%
DRUG - REPAIR/MT VEHICLE	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0.00%
DRUG - DOG SUPPLIES	500	50	10.00%
DRUG - OPERATING SUPPLIES	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	1,621	0.00%
<b>TOTAL EXPENSES</b>	<b>1,750</b>	<b>2,319</b>	<b>132.51%</b>
<b>Net Surplus/(loss)</b>	<b>3,230</b>	<b>2,457</b>	

**Budget Update** **02/2024**  
**Scholarship Fund**

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
SCH - BRUCE POTTER SCHOLARSHIP	3,052	3,052	0.00%
SCH - NICK SMITH SCHOLARSHIP	1,942	1,925	0.00%
<b>TOTAL REVENUES</b>	<b>4,994</b>	<b>4,977</b>	<b>0.00%</b>
<b>EXPENSES</b>			
SCH - BRUCE POTTER SCHOLARSHIP	2,000	2,000	0.00%
SCH - NICK SMITH SCHOLARSHIP	1,415	1,415	0.00%
<b>TOTAL EXPENSES</b>	<b>3,415</b>	<b>3,415</b>	<b>0.00%</b>
<b>Net Surplus/(loss)</b>	<b>1,579</b>	<b>1,562</b>	

**Budget Update** **02/2024**  
**Solid Waste Fund**

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
TRASH COLLECTION - RESIDENTIAL	534,000	358,004	67.04%
TRASH COLLECTION - POPLAR GROVE	28,000	16,450	58.75%
TRASH COLLECTION- LATE PENALTIES	7,500	6,330	84.40%
TRASH COLLECTION - INTEREST REVENUE	500	543	108.60%
<b>TOTAL SOLID WASTE REVENUES</b>	<b>570,000</b>	<b>381,327</b>	<b>66.90%</b>
<b>EXPENSES</b>			
TRASH -VENDOR SERVICES	322,000	218,946	68.00%
TRASH - OTHER PROFESSIONAL SRVS	0	155	0.00%
TRASH - OTHER OPERATING SUPPLIES	0	200	0.00%
TRASH - CAPITAL OUTLAY MISC	0	0	0.00%
<i>Legislative</i>	16,262	10,500	64.57%
<i>Finance &amp; Administration</i>	158,899	109,937	69.19%
	175,161	120,437	68.76%
<b>TOTAL SOLID WASTE COLLECTION</b>	<b>497,161</b>	<b>339,738</b>	<b>68.34%</b>
<b>Surplus/(loss)</b>	<b>72,839</b>	<b>41,589</b>	

**Budget Update** **02/2024**  
**Water - Sewer Fund**

Percentage of Budget Yr Complete 66.67%

REVENUES	BUDGET	ACTUAL	% MET
Sales	2,570,546	1,796,351	69.88%
Rent Revenue	4,000	4,000	100.00%
Service Charges	479,629	245,098	51.10%
Other Revenues	5,800	9,029	155.67%
<b>TOTAL WATER-SEWER REVENUES</b>	<b>3,059,975</b>	<b>2,054,478</b>	<b>67.14%</b>
EXPENSES			
Water - Treatment	538,995	343,150	63.66%
Water - Distribution	76,750	47,055	61.31%
Sewer - Treatment	439,321	342,758	78.02%
Sewer - Collection	243,755	163,205	66.95%
Personnel	869,729	476,915	54.83%
Contract Services	80,775	52,743	65.30%
Supplies	107,480	96,728	90.00%
Fixed Charges	78,501	23,684	30.17%
Rebates/Debt Service	119,693	52,378	43.76%
	2,554,999	1,598,616	62.57%
<i>Legislative</i>	16,262	10,500	64.57%
<i>Finance &amp; Administration</i>	254,239	175,900	69.19%
<i>Code Enforcement</i>	49,076	27,781	56.61%
<i>Community Development</i>	13,581	11,250	82.84%
	333,158	225,431	67.66%
<b>TOTAL WATER-SEWER EXPENSES</b>	<b>2,888,157</b>	<b>1,824,047</b>	<b>63.16%</b>
<b>Net Surplus/(loss)</b>	<b>171,818</b>	<b>230,431</b>	

**Budget Update** **02/2024**  
**Gas Fund**

Percentage of Budget Yr Complete 66.67%

REVENUES	BUDGET	ACTUAL	% MET
Sales	4,600,000	3,861,266	83.94%
Service Charges	259,500	187,866	72.40%
Other Revenues	29,800	21,538	72.28%
<b>TOTAL GAS REVENUES</b>	<b>4,889,300</b>	<b>4,070,670</b>	<b>83.26%</b>
EXPENSES			
Personnel	950,078	567,385	59.72%
Contract Services	244,705	178,555	72.97%
Materials/Supplies	2,652,500	1,406,505	53.03%
Fixed Charges	585,500	288,723	49.31%
Rebates/Debt Service	28,873	15,453	53.52%
<i>Legislative</i>	22,767	14,700	64.57%
<i>Finance &amp; Administration</i>	317,799	219,874	69.19%
<i>Code Enforcement</i>	49,076	27,781	56.61%
<i>Community Development</i>	13,581	11,250	82.84%
	403,223	273,605	67.85%
<b>TOTAL GAS EXPENSES</b>	<b>4,864,879</b>	<b>2,730,226</b>	<b>56.12%</b>
<b>Net Surplus/(loss)</b>	<b>24,421</b>	<b>1,340,444</b>	
<b>less - ECONOMIC DEVELOPMENT</b>			
Econ Dev - Engineering/Architect Service	0	4,000	
Econ Dev - Grant Funding to IDB	0	46,465	
<b>Net Surplus/(loss)</b>	<b>24,421</b>	<b>1,289,979</b>	



## Upcoming Meeting Dates and Events

April 2024

### **March 29 (Friday)**

\*\*\*All City Offices Closed in Observance of Good Friday\*\*\*

### **April 4 (Thursday)**

4:00 Public Works/General Welfare Committee

### **April 9 (Tuesday)**

6:30 Planning Commission

### **April 11 (Thursday)**

4:00 Dept Head Budget Presentations

### **April 13 (Saturday)**

8:00-11:00 Clean-Up Munford  
Rollaway will be on City Hall parking lot April 1 – April 14

### **April 18 (Thursday)**

5:00 Covington-Tipton County Chamber Gala

### **April 22 (Monday)**

6:30 BOMA Meeting

### **April 25 (Thursday)**

4:00 Budget Session

### **May 2 (Thursday)**

4:00 Committees  
5:00 Budget Session

### **May 9 (Thursday)**

4:00 Budget Session, if needed

**\*\*RED denotes budget sessions\*\***



City of Munford, Tennessee  
1397 Munford Avenue  
Munford, TN 38058  
City Hall (901) 837-0171  
[www.munford.com](http://www.munford.com)  
Dwayne Cole, Mayor

**DRAFT**

**Munford Municipal-Regional Planning Commission**  
**March 12, 2024**

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, March 12, 2024, at 6:30 p.m. with the following:

**PRESENT:** Chairman Terry Waits, Vice-Chairman David Keeton, Mayor Dwayne Cole, Vernon Pairmore, Secretary John Moren, Aldermen Steve Childress and Mitchell Parker

**ABSENT-** N/A

**ALSO, PRESENT-** Wayne Boulter, Paul Frazier, Henry Porter, Sam Grisham, Sonny Pittman, Michael O'Brien, Chelsea Hall, Code Enforcement Officer Alan Patton, Building Inspector/Code Enforcement Officer Glenn Stringfellow, Planner Will Radford and Recording Secretary Barbara Younger.

The meeting was called to order at 6:30 p.m. by Chairman Terry Waits. There was a quorum present.

**I. APPROVAL OF MINUTES – February 13, 2024**

*There was a motion by David Keeton, seconded by Vernon Pairmore to approve the minutes from February 13, 2024, as presented. Motion carried all present voting aye.*

**II. OLD BUSINESS – None**

**III. NEW BUSINESS**

**A. River of Life – Minor Subdivision Plat**

**Background**

A minor subdivision plat has been submitted on behalf of River of Life Development to create two lots from a 17.76-acre parent tract. The property is located on McLaughlin Drive near its intersection with U.S. Highway 51 South. The property can be further identified as Parcel 12.06 on Tipton County Tax Map 111. The property is zoned P-B (Planned Business) District. The properties do not appear to be located in a federally identified flood hazard area.

Analysis

The new lot meets the lot area and setback requirements for the P-B District.

The Plat has the necessary certificates for approval.

The lots have two spaces that are 50 feet wide to allow for potential access for future development.

Recommendation

Staff recommends approval of the plat for the River of Life – Minor Subdivision Plat.

*Mayor Cole recused himself from the discussion and the vote.*

*There was a motion by David Keeton, seconded by John Moren to approve the River of Life – Minor Subdivision Plat as presented. Motion carried, **Steve Childress voting Nay**, David Keeton, Vernon Pairemore, John Moren and Mitch Parker voting aye.*

**B. Michael O'Brien Rezoning Request**

Background

A rezoning request has been submitted on behalf of Michael O'Brien. The property is located near 14967 U.S. Highway 51 South. The property can be further identified as Parcel 71.00 on Tipton County Tax Map 127. The rezoning request is to rezone the parcel from R-1 (Low Density Residential) District to P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The property has adjacent P-B zoning to the northeast of the parcel.

Commercial areas benefit from access to arterial streets. U.S. Highway 51 is an arterial street on the Munford Major Road Plan.

The Munford Future Land Use Map designates the area as Commercial.

The parcel has enough depth that future construction should be able to comply with the Planned Business setbacks. (50 feet front, 20 rear, and 15 side).

Staff recommends in favor of the rezoning request due to the adjacent PB zoning and its location on an arterial street.

*There was a motion by Mitch Parker, seconded by Steve Childress to send a positive recommendation to the Munford Board of Mayor and Aldermen for the approval of the Michael O'Brien Rezoning Request from R-1 to P-B. Motion carried, all present voting aye.*

**C. R-4 Lot Width and lot area discussion.**

Background

Wayne Boulder has asked to address the Planning Commission in regard to the Lot Width and Lot Area regulations of the R-4 district. The request is a consideration to lower the lot width requirements from 25 to 20 feet and the lot area requirement from 3,000 square feet to approximately 2,200 square feet. The lot and setback regulations for the R-4 district are as follows:

**64.4 Minimum Lot Area**

Multi-family dwellings	3,000 square feet per dwelling unit plus an additional fifteen percent (15%) required open space as calculated on the entire development.
Townhouses and Attached Dwellings	3,000 square feet per dwelling unit plus an additional fifteen percent (15%) required open space calculated on the entire development.
Traditional Neighborhood Single-Family Dwellings	3,500 square feet with designated open space required in the planned development as depicted in this Article, Section 64.102(8).
Churches	As required by the Board of Zoning Appeals after review of the site plan and consideration of the size of then congregation and building.
Schools	Five acres (5) plus one acre (1) for each one hundred (100) students or additional acreage as required by the State Board of Education.
Other Uses	As required by the Board of Zoning Appeal.

**64.5 Minimum Lot Width at Building Line**

Multi-Family Dwelling	60 feet
Townhouses and Attached dwellings	60 feet for the tract of land developed and 25 feet for each dwelling unit.



Traditional Neighborhood Single-Family Dwellings	40 feet
Other Uses	As required by the Board of Zoning Appeals.

**64.6 Minimum Yard Requirements**

**64.61 Minimum Required Front Yard**

Multi-family dwellings	30 feet for the exterior boundary of the development and 10 feet for interior lots.
Attached Dwellings	30 feet for the exterior boundary of the development and 10 feet for interior lots.
Traditional Neighborhood Single-Family Dwellings	30 feet for exterior lots and 10 feet with a maximum setback of 15 feet for interior lots.
Other Uses	20 feet or more as required by the Board of Zoning Appeals.

**64.62 Minimum Required Side Yard Eash Side of Lot**

Multi-Family Dwelling	20 feet for the exterior boundary of the development and 5 feet for the interior lots except for units built with adjoining walls.
Traditional Neighborhood Single-Family Dwellings	5 feet for interior lots, with 20 feet setbacks for lots adjacent to property outside the development.
Other Uses	20 feet or more as required by the Board of Zoning Appeals.

**64.63 Yards on Corner Lots**

On corner lots there shall be one designated front yard. The front yard shall be the yard faced by the principal building. Corner lots shall have one side yard, a side street yard, and a rear yard. The yard opposite the designated front yard shall be considered the rear yard, if applicable, and the remaining yard would be considered side yard.

**64.64 Minimum Required Rear Yard**

Multi-family dwelling	15 feet for the exterior boundary of the development and 5 feet for interior lots.
Townhouses and Attached Dwellings	15 feet for the exterior boundary of the development and 5 feet for interior lots.

Traditional Neighborhood Single-Family Dwellings	5 feet for interior lots, with 15 feet setbacks for lots adjacent to property outside the development
Other Uses	30 feet or more as required by the Board of Zoning Appeals.

This was for discussion only. No motions were made. The Planning Commission has asked Planning Staff to study other municipalities and counties and propose a possible revision to the R-4 district at the April Planning Commission meeting.

**IV. REPORTS**

**Mayor Comments:**

- The city has multiple projects going on in the downtown area. Local businesses are working hard to improve their store fronts and the appearance of their buildings inside and out.
- Erma’s place is being redone and the Jeff Stimpson building is for sale.
- The Mayor and 4 Aldermen attended the TML conference in Nashville. This was an informative and educational experience.

**Building Inspector – Permitting and Enforcement Report**

*There was a motion by Vernon Pairmore, seconded by John Moren to accept the Building Inspector-Permitting and Enforcement Report as presented. Motion carried, all present voting aye.*

There being no further business, the meeting was adjourned at 7:31 pm.

\_\_\_\_\_  
Chairman Terry Waits

\_\_\_\_\_  
Secretary John Moren

\_\_\_\_\_  
Barbara Younger,  
Recording Secretary



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

County Local Option

March 18, 2024

Letter ID: L1159100736  
Collection Month: 29-Feb-2024

Dear Tipton County Trustee:

The Department of Revenue has collected and allocated the amounts below during February, 2024 from Local Option Sales Tax as follows:

County/City Name	Total Collections	Less Admin. Costs	Net Collections
Tipton County	-\$207,162.62	\$2,330.58	-\$204,832.04
Covington	-\$533,245.97	\$5,999.02	-\$527,246.95
Atoka	-\$302,569.68	\$3,403.91	-\$299,165.77
Brighton	-\$55,130.61	\$620.22	-\$54,510.39
Burlison	-\$8,101.24	\$91.14	-\$8,010.10
Garland	-\$9,931.80	\$111.73	-\$9,820.07
Mason	-\$16,946.67	\$190.65	-\$16,756.02
Munford	-\$159,151.49	\$1,790.45	-\$157,361.04
Gilt Edge	-\$4,955.40	\$55.75	-\$4,899.65
	<b>-\$1,297,195.48</b>	<b>\$14,593.45</b>	<b>-\$1,282,602.03</b>

(Collections are shown as negative amounts)

Note that we have deducted 1.125% state cost of administration leaving the net collections. The Department of Finance and Administration has been notified to issue a payment to the Trustee of your county in the amount of the net collections.

Please be aware that normal Local Option Sales Tax collections may fluctuate. This could be due to additional collections on assessments or reductions as a result of taxpayer refunds or returned checks. Should your collection amount increase significantly, it might be the result of an audit assessment.

For additional information regarding the allocation you may call the Division of Financial Control at 615-532-8944 between 7:30 a.m. and 4:00 p.m. central time, Monday through Friday, holidays excepted.

Financial Control • 500 Deaderick Street • Nashville, TN 37242  
Tel 615-253-0600 • www.tn.gov/revenue



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE  
**Local Option Out of State Sales Distribution**

County Situs: 8400 - Tipton County  
Total County Out of State Amount: -\$22,993.05  
Less Admin. Costs: \$258.67  
Net County Out of State Amount: -\$22,734.38

<u>Situs</u>	<u>Reporting Period</u>	<u>Total Local Option Amount by Destination Rate</u>	<u>Local Option Percentage</u>
8400 - Tipton County	29-Feb-2024	-\$137,169.24	28.99%
8401 - Covington	29-Feb-2024	-\$115,673.32	24.46%
8402 - Atoka	29-Feb-2024	-\$99,967.31	21.14%
8403 - Brighton	29-Feb-2024	-\$34,683.95	7.33%
8404 - Burlison	29-Feb-2024	-\$6,128.08	1.30%
8405 - Garland	29-Feb-2024	-\$2,352.81	0.50%
8406 - Mason	29-Feb-2024	-\$8,188.85	1.73%
8407 - Munford	29-Feb-2024	-\$67,151.07	14.20%
8408 - Gilt Edge	29-Feb-2024	-\$1,637.55	0.35%
		<b>-\$472,952.18</b>	