



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

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, April 22, 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 – March 25, 2024
- E. Public Forum
- F. Proclamation and Award Presentation

II. PUBLIC HEARING

- **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*

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

The May Board of Mayor and Aldermen meeting will be held on **Tuesday, May 28** due to the Memorial Day holiday.

IV. OLD BUSINESS

V. NEW BUSINESS

Ordinance – Resolutions – Motions

Second 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 2024-04-01** A Resolution requesting a call for an election.

VI. FINANCIAL REPORT

- A. Checks over \$10,000.
- B. Financials 03-31-2024

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – March 25, 2024

**Regular Monthly Meeting – Monday March 25, 2024, 6:30 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent:

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

I. CALL TO ORDER

Mayor Cole called the March 25, 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. A moment of silence was held in memory of Roy Meadors.

II. ESTABLISH A QUORUM

Mayor Cole noted the Board had a quorum with six (6) aldermen and the mayor present.

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Scheduled Meeting of February 26, 2024, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one was present to speak.

V. PUBLIC HEARING

No one present to speak for or against Ordinance 2024-02-02, readoption of Municipal Zoning Ordinance in its entirety.

Sonny Pittman spoke in favor of Ordinance 2024-02-03, amend zoning at Joe Joyner and McCormick Rd, representing the property owner.

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 – Director Stringfellow presented the monthly report. See attached sheet.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
- Appointments/Announcements/Acknowledgements

VI. OLD BUSINESS –

No Old Business.

VII. NEW BUSINESS –

- Mayor Cole presented for a second 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 Childress to approve **ORDINANCE 2024-02-01**. Motion was seconded by Alderman Bomar. Motion carried; all members present voting aye.*
- Mayor Cole presented for a 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. *Motion was made by Alderman Bomar to approve **ORDINANCE 2024-02-02**. Motion was seconded by Alderman Glass. Motion carried; all members present voting aye.*
- Mayor Cole presented for a 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. *Motion was made by Alderman Deneka to approve **ORDINANCE 2024-02-03**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*

- Mayor Cole presented for a 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. *Motion was made by Alderman Childress to approve **ORDINANCE 2024-02-04**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented for a 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. *Motion was made by Alderman Bomar to approve **ORDINANCE 2024-02-05**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2024-03-01** An Ordinance to amend the Munford Municipal Zoning Map to rezone property on US Highway 51 S from R-1 District to P-B District. *Motion was made by Alderman Glass to approve **ORDINANCE 2024-03-01**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION 2024-03-01** A Resolution authorizing the Mayor to sign the documents to proceed with construction of the Piggings of 14-inch Force Main Project contract that was awarded to Revel Construction Company, Inc of Union City, Tennessee. *Motion was made by Alderman Deneka to approve **RESOLUTION 2024-03-01**. Motion was seconded by Alderman Bomar. Motion carried; all members present voting aye.*

VIII. **FINANCIAL REPORT** –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for February. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Childress seconded motion. Motion carried; all members present voting aye.*
- **Financials 02-29-2024** – Mayor Cole presented the financials for 02-29-2024. *A motion was made by Alderman Bomar to accept the financials as presented. Alderman Cramer seconded motion. Motion carried; all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 7:15

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3507	3529	3540	3541	3577	3580	3579	3582	3586	3588	3588	3591	42,788
Sewer Customers Total	2279	2302	2309	2314	2340	2345	2344	2349	2351	2351	2351	2355	27,990
Gas Customers Total	7523	7529	7539	7550	7578	7576	7574	7600	7613	7614	7625	7629	90,950
<i>In Atoka City Limits</i>	2889	2890	2893	2894	2892	2896	2885	2886	2897	2891	2899	2890	34,702
Trash Customers	1853	1860	1869	1877	1882	1896	1906	1913	1927	1931	1939	1946	22,799
Customer Adjustments													
Connects	46	77	70	64	85	72	68	79	53	54	55	49	772
Finals	54	81	59	61	84	73	73	62	46	51	64	59	767
Meter Sets	11	14	26	16	3	5	2	10	6	9	11	15	128
PAYMENTS													
Payments on line													
Utility paid on line	2927	2753	2736	2484	2718	2751	2538	2816	2891	3010	2695	3139	33,458
ACH Payments	1774	1796	1857	1816	1934	1847	1852	1862	1874	1896	1898	1930	22,336
E-Bills	1766	1786	1805	1813	1838	1839	1848	1866	1882	1891	1898	1917	22,149
Payments Received Lobby/Mail													
CC Payments	386	488	370	386	432	496	558	432	431	443	477	432	5,331
Cash Payments	564	683	637	655	659	654	684	667	576	612	561	528	7,480
Check Payments	2,113	2,067	1,964	1,898	1,872	1,790	1,944	1,908	2,034	2,051	2,306	1,952	23,899
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Deliquent Accounts													
Deliquent Penalty	223	206	124	165	132	176	128	99	170	197	203	265	2,088
Cut Offs	223	91	95	90	60	88	74	98	116	129	203	263	1,530
Phone Calls	1202	412	427	506	395	470	521	436	762	590	724	826	7,271
SERVICE													
Water / Sewer													
Water Service Orders	1	18	3	10	2	6	7	3	1	4	1	3	59
Sewer Service Orders	4	5	1	7	1	3	6	5	6	3	3	2	46
Amount Billed Water	\$98,641	\$98,641	\$106,541	\$103,929	\$113,652	\$113,413	\$107,171	\$108,022	\$98,636	\$111,474	\$102,247	\$96,577	\$1,258,946
Amount Billed Sewer	\$98,428	\$94,683	\$102,390	\$99,791	\$103,304	\$105,583	\$99,715	\$102,598	\$125,261	\$137,588	\$131,454	\$122,681	\$1,323,476
Damaged/Stuck Meters	46	19	5	1	10	158	5	70	28	6	23	60	431
Solid Waste													
Cans Delivered	11	8	14	8	9	12	7	16	11	17	12	9	134
Missed pickup	19	3	24	17	10	6	5	6	8	4	3	4	109
Damaged Cans	1	1	1	2	0	1	3	0	3	3	3	1	19
Other complaints	0	0	1	5	9	3	2	1	2	1	1	1	26
New Customers	21	12	22	20	28	26	21	24	18	17	17	16	242
Discontinued Service	3	6	8	4	11	4	6	4	3	7	1	10	67
Amount Billed	\$39,968	\$40,258	\$40,538	\$40,582	\$40,838	\$40,933	\$41,171	\$41,504	\$50,721	\$51,009	\$51,300	\$51,397	\$530,218
Gas													
Odor Complaints	9	6	2	1	6	3	5	3	1	14	2	3	55
Damaged / StuckMeters	26	15	3	37	22	1	152	20	24	32	183	121	636
Amount Billed	\$177,956	\$115,760	\$98,263	\$88,781	\$92,085	\$95,050	\$107,079	\$377,822	\$616,491	\$1,592,290	\$886,262	\$461,052	\$4,708,890
Misc Service Orders													
Other complaints	4	7	6	4	4	2	1	3	1	2	3	3	40
Total Utility/Trash Billing	\$414,993	\$349,341	\$347,732	\$333,083	\$349,880	\$354,978	\$355,136	\$629,946	\$891,109	\$1,892,361	\$1,171,263	\$731,708	\$7,821,530

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	30										173	744
Water Calls/Leaks	23	10	6										39	130
Sewer Calls/Leaks	4	8	3										15	144
Gas Calls/Leaks	14	26	14										54	124
Street/Yard/Drainage Calls	32	55	78										165	626
Water Samples	10	10	10										30	110
Cut-Offs	129	200	180										509	1195
Locates	150	178	223										551	2855
Unread Meters	31	79	41										151	1909
Meters Repairs	63	199	180										442	811
Sewer Taps	0	0	0										0	1
Water Sets	1	1	4										6	80
Gas Sets	6	9	13										28	125
Munford	3	3	4										10	98
Atoka	2	3	3										8	19
Brighton	1	3	6										10	8
Closed Work Orders	649	1048	915										2612	9220
Water Pumped (millions)	31	25	26										82	292
Treated Pumped to River	48	45	37										130	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	157										529	2853
MISDEMEANOR CITATIONS		73	84											
COURTESY CITATIONS ISSUED	72	148	131										351	920
TRAFFIC STOPS	489	589	524										1602	6884
SPEEDING	82	83	97										262	1290
SEAT BELT	6	4	5										15	26
ARREST	40	28	37										105	695
WARRANT ARREST	2	7	7										16	76
DRUG ARREST	8	9	6										23	132
ALCOHOL ARREST	2	8	6										16	106
INCIDENT REPORTS	106	99	114										319	1287
OFFICER INITIATED INCIDENTS	1525	1719	1743										4987	18330
ACCIDENT REPORTS	18	11	7										36	126
MILES PATROLLED	18225	17080	17456										52761	188626
CALLS FOR SERVICE	944	1095	981										3020	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										0	5
Structure Fires - County	2	4	1										7	14
Grass Fire - Munford	0	4	2										6	4
Grass Fires - County	0	0	4										4	10
Vehicle Fires - Munford	0	0	0										0	4
Vehicle Fires - County	0	0	0										0	2
Vehicle Accidents - Munford	6	5	3										14	55
Vehicle Accidents - County	1	0	0										1	6
EMS Calls - Munford	67	68	77										212	713
EMS Calls - County	6	3	0										9	40
Other Incidents - Munford	18	11	14										43	209
Other Incidents - County	7	2	5										14	49
Mutual Aid Calls	16	9	10										35	101
Burn Permits	0	0	0										0	16
Total Calls - Munford	91	88	95										274	999
Total Calls - County	16	9	10										35	122
Total Calls - Department	107	97	105	0	0	0	0	0	0	0	0	0	309	1121

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
Total Department Staffing	44	18	26	0

Vehicle Fleet Status	Days out of Service	Comments
Unit #1 (Chief)		
Unit # 2 (Captain)		
Inspector # 1 (Inspector)		
Med 8	7	Oil leak
Engine 81		
Engine 88		
Brush Truck 81		
Brush Truck 82		

	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar
Payment Plan												
Current	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	13 / 1072
Past Due											60 families	

RENTALS

Friday Night Skate	163	161	152	165	171	203	203	177	159	152		264
Skate Parties	32 / 32	25 / 25	18 / 28	16/28	18 / 28	22 / 28	28 / 32	28 / 28	21 / 22	23 / 23	28 / 28	28 / 28
Band Room	7	6	5	1	1	1	4	3	8	3	3	5
Community Room	5	5	6	0	1	2	3	2	3	2	2	0
Valentine Park Gazebo	2	3	5	1	1	3	1	1	0			2

SENIOR SERVICES

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

Vehicle Miles

P&R #1- 2020 Chevy 1500	52350	53117	53697	55073	55648	56491	56927	57817	58088	58717	59422	60162
CP #2-2015 Chevy 4Door	55639	56600	56754	57969	58956	59626	60715	63207	65558	69155	71593	73393
P&R #3-2008 Chevy Ext. Ca	116384	116533	116659	116817	116917	117000	117023	117243	117548	118166	118458	118689
P&R #4 -2010 Chevy Ext. C	107524	107869	108124	108482	108713	109131	109651	110099	110219	110403	110604	110776
CP #5 -2001 Expedition	178679	178930	179202	179469	179642	180084	180760	181299	181885	182425	183004	183218
P&R #6 - Polaris SXS Range	989 hrs.			5440 miles	5662 miles	5800	5861	5864	5864	5864	5864	5865
P&R #7- 2010 Chevy 3500	43,792	44095	44315	44486	44539	44620	44794	44801	44805	44870	44923	44934

Equipment Hours

Jacobsen Truckster	564	569	571	576	580	591	608	609	609	612	627	628
ToroInfield Drag	1861	1880	1887	1892	1914	1934	1949	1949	1949	1962	1983	1998
2014-61" Snapper	1022	1022	1022	1024	1028	1028	1028	1034	1034	1034	1034	1034
2015-72" Snapper	802	802	803	821	839	851	860	860	860	860	870	892
2015-61" Snapper-CP	994	1014	1034	1056	1073	1078	1078	1082	1082	1085	1099	1112
2022-72" Xmark	250	283	321	360	385	404	412	416	416	417	449	475
Bad Boy	1088	1098	1105	1117	1121	1135	1136	1137	1137	1138	1140	1142
JD4700 Tractor	3854	3855	3856	3856	3856	3856	3856	3856	3856	3856	3856	3857
2021 Snapper61"	367	405	440	466	491	501	501	501	501	505	511	511

Sports Registration

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

Permit #	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	Sq.Ft.	PROJECT VALUE	PERMIT FEE	Water	Sewer	Gas
1	1845	03/06/24	C	JAMIE HANGARTNER	FENCE	N/A	N/A	\$25.00			
2	1846	03/07/24	C	NANCI MADDOX	ADDITION	300	\$54,000.00	\$183.00			
3	1847	03/11/24	R	DREAM FACTORY	ACC BLDG/PLAYHOUSE	240	\$6,435.00	PERMIT			WAIVED
4	1848	03/12/24	C	CDI	NEW S.F. DWELLING	2,643	\$238,000.00	\$556.00	\$1,300.00	\$3,500.00	\$1,100.00
5	1849	03/18/24	C	JB HARKNESS	FENCE	N/A	N/A	\$25.00			
6	1850	03/25/24	R	CHRIS HOY	ACC. BLDG.	864	\$10,000.00				\$100.00
7	1875	03/01/24	C	JAMES LENAGAR	ACC. BLDG.	120	\$4,800.00	\$100.00			
8	1876	03/04/24	C	GUISEPPEDEFRANISCO	ACC. BLDG.	100	N/A	\$100.00			
9	1901	03/26/24	C	TRINITY HOMES	NEW S.F. DWELLING	2,623	\$238,000.00	\$556.00	\$1,300.00	\$3,500.00	\$1,100.00
10	1902	03/27/24	C	TRINITY HOMES	NEW S.F. DWELLING	2,524	\$228,000.00	\$556.00	\$1,300.00	\$3,500.00	\$1,100.00
11	1903	03/27/24	C	TRINITY HOMES	NEW S.F. DWELLING	2,653	\$238,000.00	\$578.00	\$1,300.00	\$3,500.00	\$1,100.00
12	1877	03/05/24	C	KENNETH CHASSEUR	FENCE	N/A	N/A	\$25.00			
13	1878	03/12/24	C	TIPTON PROPERTIES	ADDITION	76	\$10,000.00	\$100.00			
14	1879	03/13/24	C	CHARLI JENT	ACC. BLDG.	96	\$3,500.00	\$100.00			
15	1880	03/13/24	C	CHARLI JENT	FENCE	N/A	N/A	\$25.00			
16	1881	03/14/24	C	KEVIN PITCOCK	HVAC	N/A	N/A	\$50.00			
17	1882	03/15/24	C	KIRK SNYDER	CARPORT	288	\$15,000.00	\$100.00			
18	1883	03/15/24	C	MALLORY GORDON	FENCE	N/A	N/A	\$25.00			
19	1884	03/18/24	C	KARMYA BALLARD	FENCE	N/A	N/A	\$25.00			
20	1885	03/19/24	C	RICHARD JUSTIS	ALTERATION	88	\$4,500.00	\$100.00			
21	1886	03/21/24	R	ALEX BROWN	HVAC	N/A	\$8,512.00	\$50.00			
22	1887	03/21/24	C	THOMAS BARNES	HVAC	N/A	\$12,870.00	\$50.00			
23	1888	03/25/24	C	DAVID STARNES	ACC BLDG/PLAYHOUSE	120	N/A	\$100.00			
24	1889	03/25/24	C	JASON HUTCHISON	ACC. BLDG.	63	N/A	\$100.00			
25	1890	03/27/24	C	LAYTOYA AVERY	ADDITION	100	\$2,000.00	\$100.00			
26	1891	03/28/24	R	WILLIAM BONNER	ADDITION	267	\$61,000.00	225.00.00			
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
								\$3,579.00		\$150.00	
Total							\$1,134,617.00	\$3,729.00	\$5,200.00	\$14,000.00	\$4,400.00

C - CITY LIMITS
R - REGION

Complaints	25	Building Permits	26
Inspections	66	Sign permits	3
Certificate Of Occupancy		Use & Occupancy Permits	2
PREFORMANCE BOND	WALKER MEADOWS NORTH		2022
	WALKER MEADOWS II		2020
	VGM 4A		2023

Shawn Snyffellon
Building Inspector



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



March 2024 Library Report

Overview:

- The library has sold **\$101.25** in books with the ongoing book sale.
- The library has collected **\$119.62** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$244.50**.
- The library received **\$25.00** in donations in memory of Louise Moren.
- The Library had **226** people use our computers and **40** requiring computer help. In addition we had **267** use the Wi-Fi. The library had **408** reference questions asked and answered.
- Library staff provided **11** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **41** new users, with **2,515** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,676** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **45** were borrowed.
- Tennessee R.E.A.D.S. had **1,073** books checked out.
- Lindsey was used as a Notary Public **9** times.
- The Library had **9** volunteers.
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **15** programs with **151** attendees.
 - LEGO Club met once with 6 in attendance.
 - Story Time was held once with 28 in attendance.
 - We held Literacy Spirit Week in March and had dress up days for Dr. Seuss' Birthday. Each child who participated received a prize.
 - We had another child complete her 1,000 books before Kindergarten!
 - We hosted a spring craft day with multiple crafting stations set up around the library. 30 people attended.
 - Through our Seed Library, we gave out 56 packets in March.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Spring into Reading, Easter, It's not Easy Being Green, Seed Games, and Step Back in Time.
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **6** patrons were assisted curbside.

Munford-Tipton County
Monthly Report

March 2024

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	Locally Owned	7,592	20	311	7,301	Regionally Owned	10,764	105	237	10,632	Locally Owned	E-books	75
Audio Materials		361	0	0	361		1,576	0	0	1,576		Audio Downloadable	156
Video Materials		387	8	0	395		534	0	0	534		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	231
TOTAL		8,340	28	311	8,057	TOTAL	12,874	105	237	12,742	TOTAL PHYSICAL COLLECTION		20,799

Electronic Circulation includes READS Advantage & other local e-collections		Physical Circulation Book & Non-Book (Audio, Video, Serials)		Other Physical Items Circulation Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc.		TOTAL FOR ALL CIRCULATED ITEMS - Auto Fill (Electronic, Physical & Other Physical)		TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats)
Adult **	991	Adult	603	Adult	13	Adult Total	1,607	TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats)
Children **	82	Children	764	Children	62	Children's Total	908	
Total	1,073	Total	1,367	Total	75	Total for All Circulation	2,515	

Unique Users 201

Title VI Survey Information		Library Services		Programs							
				Inside the Library		# of Programs	Attendance	Outside the Library		# of Programs	Attendance
White	19	Library Visits	1,225	In-Person Programs	Adult	2	16	Adult	0	0	
Black	0	Reference Transactions	370		Young Adult	0	0	Young Adult	0	0	
American Indian-Alaska Native	0	Computer Users	226		Children 0-5	3	20	Children 0-5	0	0	
Hispanic or Latino of any race	2	Wireless Sessions	267		Children 6-11	4	23	Children 6-11	0	0	
Native Hawaiian/Pacific Islander	0	Website Visits	0		General Interest	0	0	General Interest	0	0	
Asian	4	Databases Owned	0		Inside Total	9	59	Outside Total	0	0	
Other	0	Local Database Usage	0		Total (Inside & Outside)	9	59				
Two or more races	0	TEL Usage (June only)	0	Live Virtual Programs			Adult	Young Adult	Children's	Total	
Total	25	ILL -Borrowed	45		Number of Live Virtual Programs			0	0	0	0
		ILL - Loaned	33		Views of Live Virtual Programs			0	0	0	0
				On-Demand Views of Live Programs			0	0	0	0	

Meeting Room Use	
Number of Events Not Sponsored by the Library	0
Attendance at These Events	0

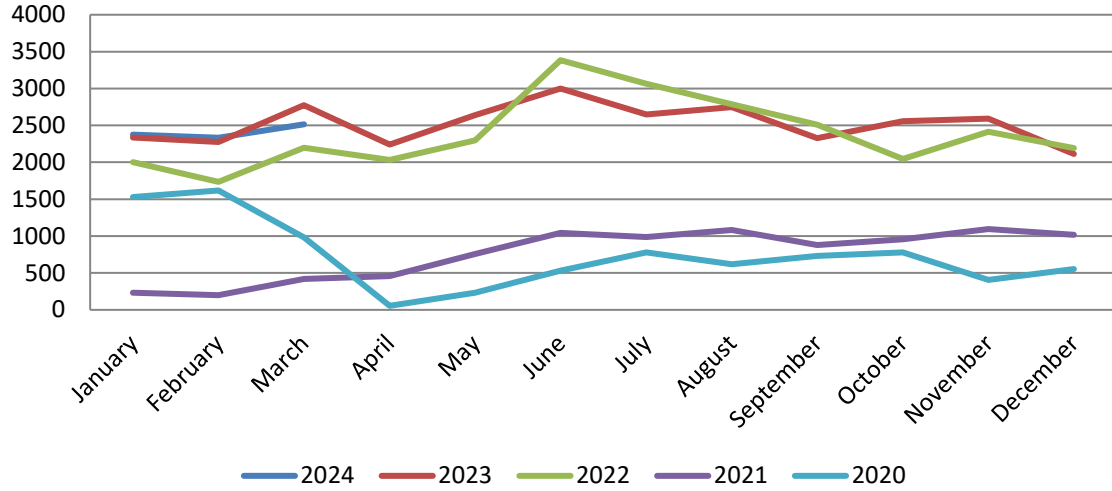
Total of All In-Person and Live Virtual Programs	# of Programs	Attendance/Views
	9	59

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,322
Children Borrowers <14 yrs old	1,528
Total Borrowers	5,850

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

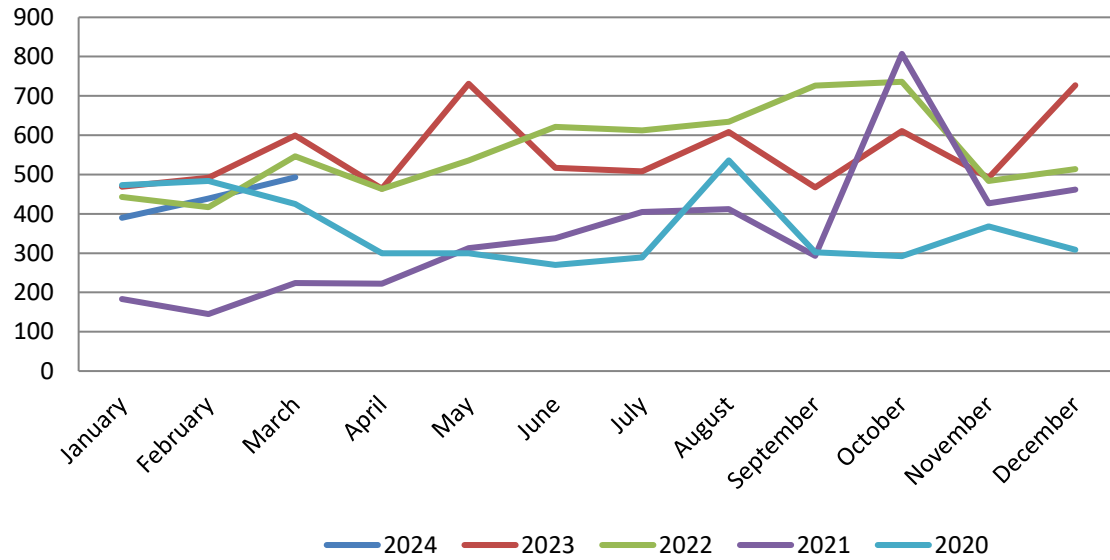
	Programs	Attendance
Self-directed/Passive Activities (activity that does not meet program definition)	6	91

Circulation Growth 2020-2024

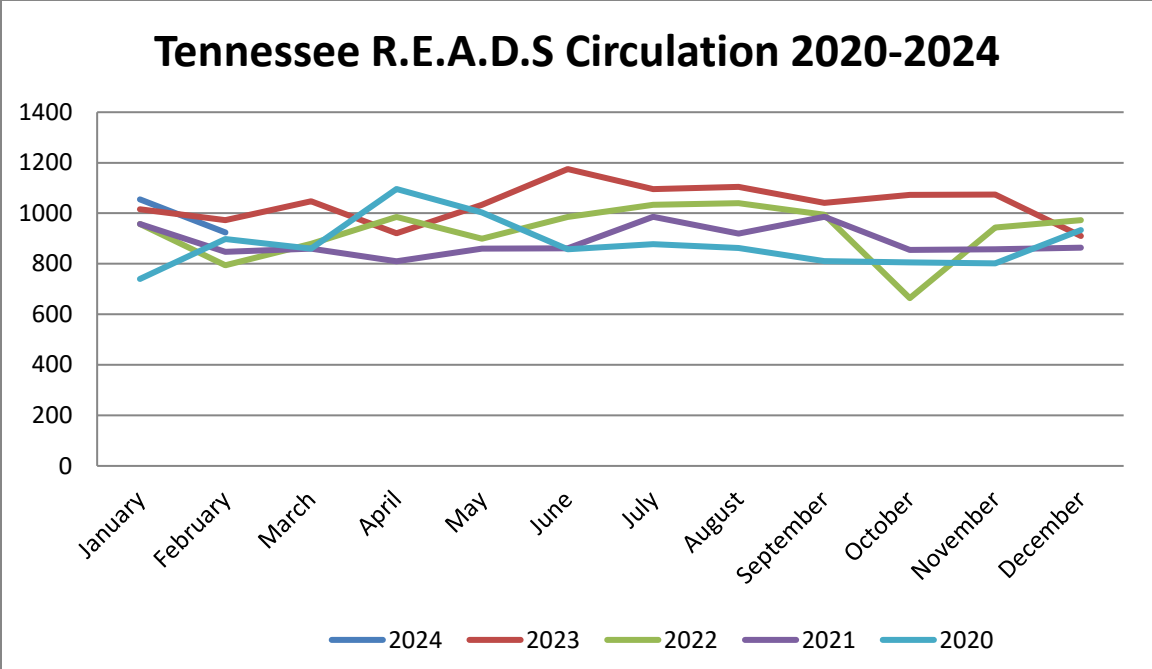


* As of 03/31/2024

Computer Usage 2020-2024



* As of 03/31/2024



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



City of Munford, Tennessee

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

Mayor's Report
April 22, 2024

On Saturday night (April 20) our community gathered together to honor the memory of Joseph "Rusty" McKinney at Dr. Sid Witherington Stadium on the campus of Munford High School. He was a former MHS student, MHS Band member, Eagle Scout and Memphis Police Officer who was killed in the line of duty in Memphis. Many thanks to John Lombardo and all former band members, supporting law enforcement agencies and former Band Director Barry Trobaugh for coordinating this tribute. Our hearts go out to his family and loved ones in the time of their grief in the senseless death of Rusty. May God grant comfort to all at this time.

I am excited to announce that the City of Munford has been selected as a new member of the highly competitive Tennessee Downtowns Program, a program of Tennessee Main Street designed to help communities initiate a comprehensive revitalization of the downtown district. Congratulations to the members of the Munford Downtown Development Commission for their efforts in achieving this important selection.

April is National Library Week, and we are certainly thankful for our Munford-Tipton County Memorial Public Library. Librarian Lindsey Moore and her staff are continuously working on educational activities for children as well as serving our patrons with programming and services. Thank you, Library Staff!

Munford Clean Up days were a great success with numerous loads of trash, debris, and junk loaded into dumpsters and hauled away. Many thanks to Hayden and Holly Edmonson, owners of HNH Roll-Off Rentals, for generously providing dumpsters and disposal of our debris. Please help us keep My Kind of Town a clean town.

We will be opening bids for our Spring paving plan on April 25 at 10:00 am at City Hall. We are continuing to follow our plan of paving streets according to their pavement condition index as well as traffic load. This will be the second paving plan of the current fiscal year as we work to improve the condition of our streets.

My very good friend Roy Meadors slipped into eternity recently. Roy Meadors served as an Alderman for the City of Munford, Planning Commission member, and Planning Commission Chairman, among many other roles in community service. I will personally miss his friendship, and the community will certainly miss his contributions. May the Lord bless his family during this time of sorrow.

The most recent Annual Audit of the City of Munford has been received and acknowledged by the State Comptroller's Office. The financial condition of the City is strong, and this is a very good audit. Budget season is underway, and all Department Heads have submitted their budget requests to City Recorder Sherry Yelvington. The Board of Mayor and Aldermen have met with each department and will consider each one as we work through the final budget process. We hope to have the final budget ready for presentation at the May meeting and final approval at the June meeting of the Board of Mayor and Aldermen.

Lots of great things are happening in My Kind of Town. These are exciting days.

Warm Spring regards,

Dwayne Cole, Mayor

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 2024-04-01

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD TENNESSEE REQUESTS A CALL FOR AN ELECTION.

WHEREAS, in as much as the Charter of the City of Munford, Tennessee, states that a City Election be held:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Munford, Tennessee, requests the Tipton County Election Commission call an election for November 5, 2024, for the purpose of electing three (3) aldermen and a mayor for four-year terms.

Passed and so ordered, this the _____ day of _____, 2024, the public welfare requiring it.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder



CHECKS OVER \$10,000

March 2024

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
A2H Engineers	23888	\$ 68,762.00	Force Main/Lagoon Expansion
Cigna Healthcare	23792	\$ 81,736.73	Insurance (67,951.38) HRA (13,785.35)
Guthrie Sales & Service	23830	\$ 97,155.00	3 Sets Brushes/Rotators Aerators Lagoon
Southwest TN Electric	23772	\$ 30,409.60	Electrical Service (January-February)
	23866	<u>7,734.68</u>	Electrical Service (January-February)
	Total Southwest Elect	\$ 38,144.28	
Tipton County 9-1-1	23778	\$ 12,373.37	9-1-1 Services ¼ payment
TN Energy Acquisition Corp	23785	\$316,886.08	Natural Gas Purchase/Transport
Waste Pro	23793	\$ 35,026.43	Solid Waste
Wex Bank Valero	23795	\$ 11,493.76	Fuel
	Total	\$ 661,577.65	

City of Munford
Balance Sheet Summary
For the Period Ended March 31, 2024

ASSETS	Cash	Accounts Rec, net of bad debt allowance	Due From Other Funds	Inventories Other Assets	Capital Assets net of depreciation	Total Assets
General Fund	\$2,717,439	\$81,204	\$84,754	\$0	\$0	\$2,883,397
State Street Aid Fund	\$593,391	\$0	\$0	\$0	\$0	\$593,391
Drug Fund	\$35,507	\$0	\$0	\$0	\$0	\$35,507
Scholarship Fund	\$8,609	\$0	\$0	\$0	\$0	\$8,609
Solid Waste Fund	\$133,558	\$56,697	\$0	\$0	\$0	\$190,255
Water-Sewer Fund	\$103,397	\$281,225	\$0	\$0	\$11,215,543	\$11,600,165
Gas Fund	\$5,548,219	\$425,972	\$0	\$112,901	\$7,628,725	\$13,715,816
	\$9,140,120	\$845,098	\$84,754	\$112,901	\$18,844,268	\$29,027,140

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$59,757	\$1,200	\$0	\$0	\$60,957
State Street Aid Fund	\$2,069	\$0	\$0	\$0	\$2,069
Drug Fund	\$8,749	\$0	\$0	\$0	\$8,749
Scholarship Fund	\$0	\$0	\$0	\$0	\$0
Solid Waste Fund	\$36,159	\$0	\$16,584	\$0	\$52,743
Water-Sewer Fund	\$122,821	\$112,131	\$30,768	\$3,543,688	\$3,809,408
Gas Fund	\$77,404	\$63,397	\$37,402	\$1,088,564	\$1,266,767
	\$306,959	\$176,728	\$84,754	\$0	\$4,632,252

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,353,525	\$468,915		\$2,822,440
State Street Aid Fund	\$526,335	\$64,987		\$591,322
Drug Fund	\$25,959	\$799		\$26,758
Scholarship Fund	\$7,039	\$1,569		\$8,608
Solid Waste Fund	\$93,488	\$44,025		\$137,513
Water-Sewer Fund	\$7,621,427	\$169,330		\$7,790,757
Gas Fund	\$11,027,470	\$1,421,579		\$12,449,049
	\$21,655,243	\$2,171,204	\$0	\$23,826,447

Fund Analysis	Total Assets	Total Liabilities	Beginning Fund Balance or Equity	Increase from FY 2024 Activity	Decrease from FY 2024 Activity	Ending Fund Balance or Equity
Government Funds	3,520,903	80,384	2,912,858	536,270	0	3,449,128
Enterprise Funds	25,506,237	5,128,918	18,742,385	1,634,934	0	20,377,319
	29,027,140	5,209,302	21,655,243	2,171,204	0	23,826,447

General Fund Budget Update

General Fund
Budget Update
03-31-2024

Percentage of Budget Yr Complete 75.00%

	BUDGET	AMENDMT	ACTUAL	% MET
REVENUES				
LOCAL TAXES	3,423,400.00	3,376,776.00	2,790,716.00	82.64%
LICENSES & PERMITS	47,000.00	61,800.00	58,807.00	95.16%
INTERGOVERNMENTAL	1,034,777.00	1,808,978.00	1,376,564.00	76.10%
CHARGES FOR SERVICE				
<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	4,814.00	101.13%
<i>FEES & COMMISSIONS</i>	7,500.00	7,000.00	4,816.00	68.80%
<i>P&R - PROGRAMS</i>	129,150.00	129,910.00	120,336.00	92.63%
<i>P&R - CONCESSIONS</i>	23,000.00	17,600.00	15,575.00	88.49%
<i>P&R - CENTENNIAL</i>	136,500.00	140,385.00	132,635.00	94.48%
<i>RENTAL FEES</i>	173,500.00	169,500.00	128,518.00	75.82%
<i>LIBRARY SERVICES</i>	5,600.00	5,100.00	4,734.00	92.82%
<i>COMMUNITY DEV</i>	8,150.00	8,150.00	2,255.00	27.67%
	489,600.00	488,305.00	418,602.00	85.73%
FINES & FORFEITURES	180,750.00	188,250.00	139,234.00	73.96%
OTHER REVENUES	12,400.00	364,027.00	74,861.00	20.56%
TOTAL REVENUES	5,187,927.00	6,288,136.00	4,858,784.00	77.27%
EXPENSES				
GENERAL GOVERNMENT				
<i>LEGISLATIVE</i>	26,020.00	28,069.00	19,968.00	71.14%
<i>JUDICIAL</i>	18,459.00	19,459.00	13,930.00	71.59%
	44,479.00	47,528.00	33,898.00	71.32%
FINANCE & ADMINISTRATION	63,560.00	66,634.00	49,816.00	74.76%
CODE ENFORCEMENT	98,152.00	97,417.00	64,980.00	66.70%
PUBLIC SAFETY				
<i>POLICE</i>	1,892,988.00	2,038,111.00	1,606,151.00	78.81%
<i>FIRE</i>	1,382,886.00	1,412,167.00	1,087,217.00	76.99%
	3,275,874.00	3,450,278.00	2,693,368.00	78.06%
STREETS				
STREETS	291,225.00	779,297.00	732,989.00	94.06%
PARKS & RECREATION				
<i>P & R ADMIN</i>	446,549.00	620,885.00	357,555.00	57.59%
<i>P & R PROGRAMS</i>	107,270.00	99,000.00	71,521.00	72.24%
<i>CENTENNIAL</i>	334,768.00	312,757.00	174,033.00	55.64%
<i>PARKS</i>	40,600.00	49,572.00	45,697.00	92.18%
<i>TIPTON PLAZA</i>	36,850.00	43,294.00	30,789.00	71.12%
	966,037.00	1,125,508.00	679,595.00	60.38%
LIBRARY	128,356.00	128,356.00	97,534.00	75.99%
COMMUNITY DEVELOPMENT	27,163.00	68,439.00	23,926.00	34.96%
DEBT SERVICE	209,260.00	211,924.00	13,762.00	6.49%
TOTAL EXPENSES	5,104,106.00	5,975,381.00	4,389,868.00	73.47%
RESERVE	0.00		0.00	
Net Surplus/(loss)	83,821.00	312,755.00	468,916.00	

Budget Update **03/2024**
State Street Aid

Percentage of Budget Yr Complete 75.00%

	BUDGET	ACTUAL	% MET
REVENUES			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	112,365	65,955	58.70%
STATE - \$0.03 GASOLINE TAX	34,330	19,186	55.89%
STATE - 1989 GASOLINE TAX INCREASE	17,690	10,391	58.74%
STATE - GAS 2017 TAX	56,185	33,207	59.10%
STATEST - INTEREST EARNINGS	3,900	4,131	105.92%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
TOTAL REVENUES	224,470	132,870	59.19%
EXPENSES			
STATE ST - ELECTRIC	26,000	18,583	71.47%
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%
TOTAL EXPENSES	211,634	67,883	32.08%
Net Surplus/(loss)	12,836	64,987	

Budget Update **03/2024**
Drug Fund

Percentage of Budget Yr Complete 75.00%

	BUDGET	ACTUAL	% MET
REVENUES			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	600	3,004	500.67%
DRUG - CIRCUIT COURT	700	119	17.00%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	3,500	5,291	151.17%
OR - INTEREST EARNINGS	180	202	112.22%
TOTAL REVENUES	4,980	8,616	173.01%
EXPENSES			
DRUG - MEMBERSHIPS	150	363	242.00%
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	6,950	0.00%
TOTAL EXPENSES	1,750	7,816	446.63%
Net Surplus/(loss)	3,230	800	

Budget Update **03/2024**
Scholarship Fund

Percentage of Budget Yr Complete 75.00%

	BUDGET	ACTUAL	% MET
REVENUES			
SCH - BRUCE POTTER SCHOLARSHIP	3,052	3,052	0.00%
SCH - NICK SMITH SCHOLARSHIP	1,942	1,932	0.00%
TOTAL REVENUES	4,994	4,984	0.00%
EXPENSES			
SCH - BRUCE POTTER SCHOLARSHIP	2,000	2,000	0.00%
SCH - NICK SMITH SCHOLARSHIP	1,415	1,415	0.00%
TOTAL EXPENSES	3,415	3,415	0.00%
Net Surplus/(loss)	1,579	1,569	

Budget Update **03/2024**
Solid Waste Fund

Percentage of Budget Yr Complete 75.00%

	BUDGET	ACTUAL	% MET
REVENUES			
TRASH COLLECTION - RESIDENTIAL	534,000	409,401	76.67%
TRASH COLLECTION - POPLAR GROVE	28,000	19,268	68.81%
TRASH COLLECTION- LATE PENALTIES	7,500	7,217	96.23%
TRASH COLLECTION - INTEREST REVENUE	500	619	123.80%
TOTAL SOLID WASTE REVENUES	570,000	436,505	76.58%
EXPENSES			
TRASH -VENDOR SERVICES	322,000	254,143	78.93%
TRASH - OTHER PROFESSIONAL SRVS	0	1,117	0.00%
TRASH - OTHER OPERATING SUPPLIES	0	200	0.00%
TRASH - CAPITAL OUTLAY MISC	0	0	0.00%
<i>Legislative</i>	16,262	12,480	76.74%
<i>Finance & Administration</i>	158,899	124,541	78.38%
	175,161	137,021	78.23%
TOTAL SOLID WASTE COLLECTION	497,161	392,481	78.94%
Surplus/(loss)	72,839	44,024	

Budget Update **03/2024**
Water - Sewer Fund

Percentage of Budget Yr Complete 75.00%

REVENUES	BUDGET	ACTUAL	% MET
Sales	2,570,546	2,020,159	78.59%
Rent Revenue	4,000	4,000	100.00%
Service Charges	479,629	277,146	57.78%
Other Revenues	5,800	10,081	173.81%
TOTAL WATER-SEWER REVENUES	3,059,975	2,311,386	75.54%
EXPENSES			
Water - Treatment	538,995	389,978	72.35%
Water - Distribution	76,750	78,992	102.92%
Sewer - Treatment	439,321	383,415	87.27%
Sewer - Collection	243,755	176,023	72.21%
Personnel	869,729	565,112	64.98%
Contract Services	80,775	59,757	73.98%
Supplies	107,480	107,660	100.17%
Fixed Charges	78,501	70,330	89.59%
Rebates/Debt Service	119,693	54,590	45.61%
	2,554,999	1,885,857	73.81%
<i>Legislative</i>	16,262	12,480	76.74%
<i>Finance & Administration</i>	254,239	199,266	78.38%
<i>Code Enforcement</i>	49,076	32,490	66.20%
<i>Community Development</i>	13,581	11,963	88.09%
	333,158	256,199	76.90%
TOTAL WATER-SEWER EXPENSES	2,888,157	2,142,056	74.17%
Net Surplus/(loss)	171,818	169,330	

Budget Update **03/2024**
Gas Fund

Percentage of Budget Yr Complete 75.00%

REVENUES	BUDGET	ACTUAL	% MET
Sales	4,600,000	4,320,556	93.93%
Service Charges	259,500	230,323	88.76%
Other Revenues	29,800	52,882	177.46%
TOTAL GAS REVENUES	4,889,300	4,603,761	94.16%
EXPENSES			
Personnel	950,078	663,376	69.82%
Contract Services	244,705	194,904	79.65%
Materials/Supplies	2,652,500	1,499,572	56.53%
Fixed Charges	585,500	446,877	76.32%
Rebates/Debt Service	28,873	15,981	55.35%
<i>Legislative</i>	22,767	17,472	76.74%
<i>Finance & Administration</i>	317,799	249,082	78.38%
<i>Code Enforcement</i>	49,076	32,490	66.20%
<i>Community Development</i>	13,581	11,963	88.09%
	403,223	311,007	77.13%
TOTAL GAS EXPENSES	4,864,879	3,131,717	64.37%
Net Surplus/(loss)	24,421	1,472,044	
less - ECONOMIC DEVELOPMENT			
Econ Dev - Engineering/Architect Service	0	4,000	
Econ Dev - Grant Funding to IDB	0	46,465	
Net Surplus/(loss)	24,421	1,421,579	

Upcoming Meeting Dates and Events

May 2024

April 25 (Thursday)

4:00 Budget Session

May 2 (Thursday)

4:00 Public Works/General Welfare Committee

5:00 Budget Session

May 9 (Thursday)

4:00 Budget Session, if needed

May 14 (Tuesday)

6:30 Planning Commission

May 16 (Tuesday)

4:00 Parks and Recreation/Public Safety

May 19 (Sunday)

4:00 ONE CITY-ONE TEAM Picnic – Valentine Park

May 27 (Monday)

All City Offices closed in observance of Memorial Day

May 28 (Tuesday) **NOTE DIFFERENT NIGHT**

6:30 BOMA Meeting



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

DRAFT

Munford Municipal-Regional Planning Commission
April 9, 2024

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, April 9, 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, 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 – March 12, 2024

There was a motion by Mitchell Parker, seconded by Steve Childress to approve the minutes from March 12, 2024, as presented. Motion carried all present voting aye.

II. OLD BUSINESS –

A. R-4 Townhome 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	30 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.

There was a motion by Mayor Dwayne Cole to reduce the R-4 Specifications for Townhouses from 25 feet to 20 feet lot width requirement and the lot area requirement from 3,000 square feet to approximately 2,200 square feet. Motion failed for lack of a second.

III. New Business - None

Discussion only from Wayne Boulter and Paul Frazier for thoughts on lot changes for the PVD at the Village of Green Meadows.

V. REPORTS

Mayor Comments:

- Roy Meadors passed away. He served many roles within the city and community and will be missed.
- Called Michael Shelton regarding the Gilt Edge and W Main area and we will be trying to get TDOT to look at this area.
- Clean Up Munford is set for Saturday 4-13-2024 from 8-11 am.
- The dumpster for Clean Up Munford have been supplied by HNH Enterprises.
- Two new bakeries will be opening in Munford soon.
- The City has met with Engineers and will be meeting with a Marketing group for some new businesses that are wanting to come to Munford. This is an exciting time.

Building Inspector – Permitting and Enforcement Report

There was a motion by David Keeton, 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 7:35 pm.

Chairman Terry Waits

Secretary John Moren

Barbara Younger,
Recording Secretary

TENNESSE DEPARTMENT OF REVENUE SALES TAX
MONTH OF

April 18, 2024
March

TOTAL COLLECTIONS	\$1,306,054.01	1.1250%	\$14,693.1000	\$14,693.10
OUT OF STATE ADJ/ADJ	\$29,874.81	1.1250%	\$336.0900	\$336.09
TOTAL COLLECTIONS	<u>\$1,335,928.82</u>			<u>\$15,029.19</u>
NET COLLECTIONS				<u>\$1,320,899.63</u>

COUNTY/CITY NAME	TOTAL COLLECTIONS	LESS ADMIN. COSTS	NET COLLECTIONS
TIPTON COUNTY	\$206,856.81	\$2,327.1400	\$204,529.67
OUT OF STATE ADJ	\$9,664.50	\$108.7200	\$9,555.78
	<u>\$216,521.31</u>	<u>\$2,435.8600</u>	<u>\$214,085.45</u>
COVINGTON	\$566,796.58	\$6,376.4600	\$560,420.12
OUT OF STATE ADJ	\$6,904.07	\$77.6700	\$6,826.40
	<u>\$573,700.65</u>	<u>\$6,454.1300</u>	<u>\$567,246.52</u>
ATOKA	\$290,343.87	\$3,266.3700	\$287,077.50
OUT OF STATE ADJ	\$6,088.49	\$68.5000	\$6,019.99
	<u>\$296,432.36</u>	<u>\$3,334.8600</u>	<u>\$293,097.50</u>
BRIGHTON	\$53,571.00	\$602.6700	\$52,968.33
OUT OF STATE ADJ	\$2,064.35	\$23.2200	\$2,041.13
	<u>\$55,635.35</u>	<u>\$625.9000</u>	<u>\$55,009.45</u>
BURLISON	\$6,958.16	\$78.2800	\$6,879.88
OUT OF STATE ADJ	\$307.71	\$3.4600	\$304.25
	<u>\$7,265.87</u>	<u>\$81.7400</u>	<u>\$7,184.13</u>
GARLAND	\$8,856.94	\$99.6400	\$8,757.30
OUT OF STATE ADJ	\$107.55	\$1.2100	\$106.34
	<u>\$8,964.49</u>	<u>\$100.8500</u>	<u>\$8,863.64</u>
MASON	\$21,061.42	\$236.9400	\$20,824.48
OUT OF STATE ADJ	\$525.80	\$5.9200	\$519.88
	<u>\$21,587.22</u>	<u>\$242.8600</u>	<u>\$21,344.36</u>
MUNFORD	\$147,309.57	\$1,657.2300	\$145,652.34
OUT OF STATE ADJ	\$4,092.85	\$46.0400	\$4,046.81
	<u>\$151,402.42</u>	<u>\$1,703.2800</u>	<u>\$149,699.14</u>
GILT EDGE	\$4,299.66	\$48.3700	\$4,251.29
OUT OF STATE ADJ	\$119.50	\$1.3400	\$118.16
	<u>\$4,419.16</u>	<u>\$49.7200</u>	<u>\$4,369.45</u>
	<u>\$1,335,928.82</u>	<u>\$15,029.20</u>	<u>\$1,320,899.63</u>

1/2 TO SCHOOL \$660,449.8200

COUNTY/CITY NAME	TOTAL COLLECTIONS	LESS ADMIN. COSTS	NET COLLECTIONS
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TIPTON COUNTY	\$107,042.7255	\$1,070.43	\$105,972.30
COVINGTON	\$283,623.2593	\$2,836.23	\$280,787.03
ATOKA	\$146,548.7481	\$1,465.49	\$145,083.26
BRIGHTON	\$27,504.7247	\$275.05	\$27,229.67
BURLISON	\$3,592.0653	\$35.92	\$3,556.14
GARLAND	\$4,431.8197	\$44.32	\$4,387.50
MASON	\$10,672.1783	\$106.72	\$10,565.46
MUNFORD	\$74,849.5695	\$748.50	\$74,101.07
GILT EDGE	\$2,184.7250	\$21.85	\$2,162.88
	\$660,449.8100	\$6,604.50	\$653,845.31

101 GEN COUNTY	\$107,042.73
141 SCHOOLS	\$660,449.82
351 CITIES	\$553,407.08
	\$1,320,899.63

COUNTY/CITY	OUT OF STATE COL	PERCENTAGE	AMOUNT
TIPTON	\$29,874.81	32.3500%	\$9,664.5010
COVINGTON	\$29,874.81	23.1100%	\$6,904.0686
ATOKA	\$29,874.81	20.3800%	\$6,088.4863
BRIGHTON	\$29,874.81	6.9100%	\$2,064.3494
BURLISON	\$29,874.81	1.0300%	\$307.7105
GARLAND	\$29,874.81	0.3600%	\$107.5493
MASON	\$29,874.81	1.7600%	\$525.7967
MUNFORD	\$29,874.81	13.7000%	\$4,092.8490
GILT EDGE	\$29,874.81	0.4000%	\$119.4992
		100.0000%	\$29,874.81