



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

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, Aug 26, 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 – July 22, 2024
- E. Public Forum
- F. Proclamation and Award Presentation
 - a. Bhing and Joseph Melton, August Yard of the Month Winners
254 Robert L Ellis Dr

II. 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 | |

III. OLD BUSINESS

IV. NEW BUSINESS

Ordinance – Resolutions – Motions

First Reading

- **ORDINANCE 2024-08-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by requiring design guidelines for Commercial Development

**Ordinance 2024-08-01 comes with a positive recommendation from City of Munford Planning Commission.*

First Reading

- **ORDINANCE 2024-08-02** 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.

First Reading

- **ORDINANCE 2024-08-03** An Ordinance of the City of Munford, Tennessee amending the Drug Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

First Reading

- **ORDINANCE 2024-08-04** An Ordinance of the City of Munford, Tennessee amending the Scholarship Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

First Reading

- **ORDINANCE 2024-08-05** An Ordinance of the City of Munford, Tennessee amending the Solid Waste Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

V. FINANCIAL REPORT

- A. Checks over \$10,000.
- B. Financials 06-30-2024 (*final draft-unaudited*)

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – July 22, 2024

Regular Monthly Meeting – Monday July 22, 2024, 6:30 p.m. Municipal Building, 70 College Street, Munford, Tennessee.

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

Absent: Alderman Richard Cramer

Department Heads in Attendance: Departments Heads excused from meeting.

I. CALL TO ORDER

Mayor Cole called the July 22, 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 Meeting of June 24, 2024, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one was present to speak.

V. PROCLAMATION PRESENTATION

No one present to accept.

VI. PUBLIC HEARING

- No one present to speak for or against **Ordinance 2024-06-01**, amending the Municipal Zoning Map to re-zone property on McLaughlin and US 51 to establish a PVD.
- No one present to speak for or against **Ordinance 2024-06-02**, amending the Municipal Zoning Map to re-zone property on McLaughlin (River of Life).

VII. MONTHLY DEPARTMENTAL REPORTS:

- Public Works – Reference report as written.
- Public Safety
 - a. Police: Reference report as written.
 - b. Fire: Reference report as written.
- Parks & Recreation – Reference report as written.
- Building Inspector – Reference report as written.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
- Appointments/Announcements/Acknowledgements

VI. OLD BUSINESS –

- Mayor Cole presented for a second reading **ORDINANCE 2024-06-01** An Ordinance to amend the Munford Municipal Zoning Map to rezone properties on McLaughlin Drive and US Highway 51 S (known as “Reserves of Munford”) by establishing a PVD (Planned Village Development) overlay district and approving the Reserves of Munford Preliminary Development Plan. *Motion was made by Alderman Bomar to approve **ORDINANCE 2024-06-01**. Motion was seconded by Alderman Glass. Motion carried, all members present voting aye.*
- Mayor Cole presented for a second reading **ORDINANCE 2024-06-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone .414 Acres of property on McLaughlin Drive (River of Life Church Property) from B-1 (Neighborhood Business) district to R-1 (Low Density Residential) District. *Motion was made by Alderman Deneka to approve **ORDINANCE 2024-06-02**. Motion was seconded by Alderman Childress. Motion carried, all members present voting aye.*

VII. NEW BUSINESS –

- Mayor Cole presented **RESOLUTION 2024-07-01** A Resolution submission of a grant application and participation in the Public Entity Safety Partners Matching Grant Program. *Motion was made by Alderman Childress to approve **RESOLUTION 2024-07-01**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*

- Mayor Cole requested a motion to approve the selection of **Rose Construction** as the contractor for the LPRF funded Veterans Plaza Amphitheater Development. *Motion was made by Alderman Reed to approve. 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 June. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Reed seconded motion. Motion carried, all members present voting aye.*
- **Financials 06-30-2024 Preliminary and Unaudited** – Mayor Cole presented the financials for 06-30-2024. *A motion was made by Alderman Bomar to accept the financials as presented. Alderman Glass seconded motion. Motion carried, all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 6:46 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3577	3580	3579	3582	3586	3588	3588	3591	3587	3591	3603	3609	43,061
Sewer Customers Total	2340	2345	2344	2349	2351	2351	2351	2355	2349	2355	2363	2373	28,226
Gas Customers Total	7578	7576	7574	7600	7613	7614	7625	7629	7631	7634	7624	7637	91,335
<i>In Atoka City Limits</i>	2892	2896	2885	2886	2897	2891	2899	2890	2895	2899	2893	2895	34,718
Trash Customers	1882	1896	1906	1913	1927	1931	1939	1946	1946	1950	1969	1978	23,183
Customer Adjustments													
Connects	85	72	68	79	53	54	55	49	53	65	74	81	788
Finals	84	73	73	62	46	51	64	59	51	82	71	92	808
Meter Sets	3	5	2	10	6	9	11	15	15	11	8	8	103
PAYMENTS													
Payments on line													
Utility paid on line	2718	2751	2538	2816	2891	3010	2695	3139	3085	3065	2984	3025	34,717
ACH Payments	1934	1847	1852	1862	1874	1896	1898	1930	1957	1936	1952	1972	22,910
E-Bills	1838	1839	1848	1866	1882	1891	1898	1917	1922	1935	1943	1977	22,756
Payments Received Lobby/Mail													
CC Payments	432	496	558	432	431	443	477	432	435	406	560	432	5,534
Cash Payments	659	654	684	667	576	612	561	528	576	592	576	619	7,304
Check Payments	1,872	1,790	1,944	1,908	2,034	2,051	2,306	1,952	1,922	1,855	1,747	1,673	23,054
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Delinquent Accounts													
Delinquent Penalty	132	176	128	99	170	197	203	265	213	143	185	155	2,066
Cut Offs	60	88	74	98	116	129	203	263	103	129	102	95	1,460
Phone Calls	395	470	521	436	762	590	724	826	639	668	578	505	7,114
SERVICE													
Water / Sewer													
Water Service Orders	2	6	7	3	1	4	1	3	2	2	5	6	42
Sewer Service Orders	1	3	6	5	6	3	3	2	8	7	3	3	50
Amount Billed Water	\$113,652	\$113,413	\$107,171	\$108,022	\$98,636	\$111,474	\$102,247	\$96,577	\$101,288	\$108,476	\$114,897	\$118,395	\$1,294,249
Amount Billed Sewer	\$103,304	\$105,583	\$99,715	\$102,598	\$125,261	\$137,588	\$131,454	\$122,681	\$131,305	\$135,796	\$137,206	\$139,678	\$1,472,170
Damaged/Stuck Meters	10	158	5	70	28	6	23	60	42	35	3	32	472
Solid Waste													
Cans Delivered	9	12	7	16	11	17	12	9	10	11	17	18	149
Missed pickup	10	6	5	6	8	4	3	4	5	19	15	12	97
Damaged Cans	0	1	3	0	3	3	3	1	1	0	2	2	19
Other complaints	9	3	2	1	2	1	1	1	0	0	3	1	24
New Customers	28	26	21	24	18	17	17	16	14	21	26	36	264
Discontinued Service	11	4	6	4	3	7	1	10	2	11	8	4	71
Amount Billed	\$40,838	\$40,933	\$41,171	\$41,504	\$50,721	\$51,009	\$51,300	\$51,397	\$51,448	\$51,638	\$51,849	\$52,391	\$576,198
Gas													
Odor Complaints	6	3	5	3	1	14	2	3	2	1	1	2	43
Damaged / StuckMeters	22	1	152	20	24	32	183	121	71	18	14	25	683
Amount Billed	\$92,085	\$95,050	\$107,079	\$377,822	\$616,491	\$1,592,290	\$886,262	\$461,052	\$310,843	\$161,878	\$135,377	\$127,559	\$4,963,788
Misc Service Orders													
Other complaints	4	2	1	3	1	2	3	3	4	4	3	5	35
Total Utility/Trash Billing	\$349,880	\$354,978	\$355,136	\$629,946	\$891,109	\$1,892,361	\$1,171,263	\$731,708	\$594,884	\$457,789	\$439,328	\$438,023	\$8,306,405

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	30	43	45	66						357	744
	Water Calls/Leaks	23	10	6	8	14	10	17						88	130
	Sewer Calls/Leaks	4	8	3	12	6	4	4						41	144
	Gas Calls/Leaks	14	26	14	9	7	11	11						92	124
	Street/Yard/Drainage Calls	32	55	78	110	81	74	87						517	626
	Water Samples	10	10	10	0	10	10	10						60	110
Cut-Offs		129	200	180	104	129	95	88						925	1195
Locates		150	178	223	230	229	247	237						1494	2855
Unread Meters		31	79	41	37	24	77	91						380	1909
Meters Repairs		63	199	180	98	69	14	63						686	811
Sewer Taps		0	0	0	1	0	0	0						1	1
Water Sets		1	1	4	3	5	3	5						22	80
Gas Sets		6	9	13	9	10	1	6						54	125
	Munford	3	3	4	3	8	0	3						24	98
	Atoka	2	3	3	0	2	1	2						13	19
	Brighton	1	3	6	6	0	0	1						17	8
Closed Work Orders		649	1048	915	789	809	712	794						5716	9220
Water Pumped (millions)		31	25	26	26	28	33	31						200	292
Treated Pumped to River		48	45	37	36	40	37	32						275	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	159	166	295	158						1307	2853
MISDEMEANOR CITATIONS		73	84	53	72	124	90						496	
COURTESY CITATIONS ISSUED	72	148	131	139	154	221	192						1057	920
TRAFFIC STOPS	489	589	524	574	546	847	621						4190	6884
SPEEDING	82	83	97	89	104	167	82						704	1290
SEAT BELT	6	4	5	5	5	16	10						51	26
ARREST	40	28	37	21	34	33	22						215	695
WARRANT ARREST	2	7	7	6	3	9	13						47	76
DRUG ARREST	8	9	6	8	11	8	4						54	132
ALCOHOL ARREST	2	8	6	5	6	4	4						35	106
INCIDENT REPORTS	106	99	114	109	130	139	92						789	1287
OFFICER INITIATED INCIDENTS	1525	1719	1743	1672	1803	1805	1538						11805	18330
ACCIDENT REPORTS	18	11	7	8	12	14	12						82	126
MILES PATROLLED	18225	17080	17456	17261	18385	16913	15510						120830	188626
CALLS FOR SERVICE	944	1095	981	1093	1145	1343	1074						7675	13196



Munford Fire Department

Monthly Board Report - July

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	1	0	0	0						1	5
Structure Fires - County	2	4	1	1	0	1	3						12	14
Grass Fire - Munford	0	4	2	1	0	0	0						7	4
Grass Fires - County	0	0	4	0	0	0	0						4	10
Vehicle Fires - Munford	0	0	0	1	0	1	0						2	4
Vehicle Fires - County	0	0	0	0	1	0	0						1	2
Vehicle Accidents - Munford	6	5	3	6	3	5	5						33	55
Vehicle Accidents - County	1	0	0	1	0	0	0						2	6
EMS Calls - Munford	67	68	77	59	60	58	68						457	713
EMS Calls - County	6	3	0	1	2	4	3						19	40
Other Incidents - Munford	18	11	14	19	18	21	21						122	209
Other Incidents - County	7	2	5	3	4	4	3						28	49
Mutual Aid Calls	16	9	10	6	7	9	9						66	101
Burn Permits	0	0	0	0	0	0	0						0	16
Total Calls - Munford	91	88	95	86	82	85	94						621	999
Total Calls - County	16	9	10	6	7	9	9						66	122
Total Calls - Department	107	97	105	92	89	94	103	0	0	0	0	0	687	1121

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	4	4	0	0
Reserves	30	2	28	0
Total Department Staffing	47	19	28	0

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

	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul
Payment Plan												
Current	9 / 525	29 / 2970	52 / 5,930	33 / 3,260	35 / 3,4175	32 / 4,225	72 / 7,862.5	13 / 1072	12 / 1,171	18 / 3115		63 / \$8,761
Past Due							60 families					

RENTALS												
Friday Night Skate	171	203	203	177	159	152		264	188	233	195	120
Skate Parties	18 / 28	22 / 28	28 / 32	28 / 28	21 / 22	23 / 23	28 / 28	28 / 28	28 / 28	21 / 24	16 / 28	18 / 28
Band Room	1	1	4	3	8	3	3	5	3	3	1	3
Community Room	1	2	3	2	3	2	2	0	1	1	1	1
Valentine Park Gazebo	1	3	1	1	0			2	2	1	2	2

SENIOR SERVICES												
Congregate Meals	570	599	693	621	297	297	297	297	297	297	297	297
Home Delivery	738	925	968	1365	1297	1235	1235	1235	1235			

Vehicle Miles												
P&R #1- 2020 Chevy 1500	55648	56491	56927	57817	58088	58717	59422	60162	61314	62017	62511	63254
CP #2-2015 Chevy 4Door	58956	59626	60715	63207	65558	69155	71593	73393	75817	76874	77384	78743
P&R #3-2008 Chevy Ext. Ca	116917	117000	117023	117243	117548	118166	118458	118689	118984	119323	119671	120067
P&R #4 -2010 Chevy Ext. C	108713	109131	109651	110099	110219	110403	110604	110776	111212	111433	111710	112030
CP #5 -2001 Expedition	179642	180084	180760	181299	181885	182425	183004	183218	183817	184639	184708	184975
P&R #6 - Polaris SXS Range	5662 miles	5800	5861	5864	5864	5864	5864	5865	6427	6559	7452	
P&R #7- 2010 Chevy 3500	44539	44620	44794	44801	44805	44870	44923	44934	44971	44982	44982	45004

Equipment Hours												
Jacobsen Truckster	580	591	608	609	609	612	627	628	635	636	656	689
ToroInfield Drag	1914	1934	1949	1949	1949	1962	1983	1998	2013	2031	2044	2059
2014-61" Snapper	1028	1028	1028	1034	1034	1034	1034	1034	1034	1034	1034	1034
2015-72" Snapper	839	851	860	860	860	860	870	892	925	952	990	1019
2015-61" Snapper-CP	1073	1078	1078	1082	1082	1085	1099	1112	1121	1139	1157	1186
2022-72" Xmark	385	404	412	416	416	417	449	475	534	556	601	641
Bad Boy	1121	1135	1136	1137	1137	1138	1140	1142	1147	1156	1165	1171
JD4700 Tractor	3856	3856	3856	3856	3856	3856	3856	3857	3890	3890	3890	3900
2021 Snapper61"	491	501	501	501	501	505	511	511	546	578	618	660

Sports Registration												
Basketball		267	448	448	448	448						
Cheerleading		31	47	47	47	47						
Flag Football							239	239	239			
Soccer	218						250	250	250			225
Baseball	334						363	363	363			392

	Permit #	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	Sq.Ft.	PROJECT VALUE	PERMIT FEE		Water	Sewer	Gas
1	1982	07/01/24	299 BEAVER RD.	C	JOHN COMBS	POOL	N/A	N/A	\$100.00				
2	1983	07/02/24	620 MAPLE HILL	C	LAWRANCE ADAMA	HVAC	N/A	N/A	\$50.00				
3	1984	07/02/24	165 CARLYLE	C	ROGER TOUSSANT	HVAC	N/A	N/A	\$50.00				
4	1985	07/03/24	387 GEORGE ELLIS DR.	C	APEX	FENCE	N/A	N/A	\$25.00				
5	1986	07/03/24	288 WINDCHASE DR.	C	EDWARD ANDERSON	ACC. BLDG.	720	\$48,000.00	\$200.00				
6	1987	07/03/24	29 S.BIGHAM CV.	C	CDI	NEW S.F. DWELLING	2,657	\$240,000.00	\$580.00	\$1,300.00	\$3,500.00	\$1,450.00	
7	1988	07/09/24	17 W. PRITCHARD CV.	C	DEVIN LOVE	FENCE	N/A	N/A	\$25.00				
8	1989	07/10/24	270 WALKER MEADOWS LN.	C	DAVID JUSTICE	ACC. BLDG.	144	N/A	\$100.00				
9	1990	07/11/24	369 WORDON WAY	C	WANDA STARNES	ACC. BLDG.	720	\$20,000.00	\$100.00				
10	1991	07/12/24	1375 MUNFORD AVE.	C	MFD	HVAC	N/A	N/A	\$50.00				
11	1992	07/15/24	16 S. BIGHAM CV.	C	D&D HOMES	FENCE	N/A	N/A	\$25.00				
12	1993	07/15/24	24 N. MEADOWS CV.	C	ROB SKINNER	ADDITION	512	\$11,786.00	\$100.00				
13	1994	07/16/24	3491 CAMPGROUND	R	LINDA LEAVITT	HVAC	N/A	N/A	\$50.00				
14	1995	07/17/24	24 W. PRITHARD CV.	C	JARROD SHERRILL	FENCE	N/A	N/A	\$25.00				
15	1996	07/18/24	118 BRENDA DR.	C	JACKSON COOPER	FENCE	N/A	N/A	\$25.00				
16	1997	07/18/24	257 MCCORMICK RD.	C	CYNTHIA BLEVINS	FENCE	N/A	N/A	\$25.00				
17	1998	07/19/24	40 WINDCHASE	C	KEVIN HINDS	ACC. BLDG.	480	\$10,000.00	\$100.00				
18	1999	07/19/24	48 WHITTEN PLACE	C	HEIDI MOLDER	FENCE	N/A	N/A	\$25.00				
19	2022	07/29/24	LOT 1 MCLAUGHLIN	C	SAM GRISHAM	NEW S.F. DWELLING	3,346	\$301,000.00	\$704.00	\$1,300.00	\$3,500.00	\$1,100.00	
20	2023	07/30/24	95 COLONIAL DR.	C	THOMAS SUTPHIN	POOL	N/A	N/A	\$100.00				
21	2026	07/22/24	77 BALTIC	C	TINA O'ROURKE	HVAC	N/A	N/A	\$50.00				
22	2027	07/22/24	1080 MCLAUGHLIN	C	TC BOARD OF ED.	HVAC	N/A	N/A	\$50.00				
23	2028	07/24/24	365 GEORGE ELLIS	C	ERIC CURRIE	FENCE & ACC BLDG.	N/A	N/A	\$125.00				
24	2029	07/25/24	126 WOOTEN OAKS	C	JOHN REYNOLDS	FENCE	N/A	N/A	\$25.00				
25	2030	07/25/24	107 ATKINS STORE	R	TYLER BYR	REPAIR	N/A	N/A	\$100.00				
26	2031	07/25/24	11 ALLEN ST.	C	MICHAEL HOUSE	ACC. BLDG.	96	\$3,500.00	\$100.00				
27	2032	07/29/24	1139 APPLEBERY	R	JOHN ALBRIGHT	HVAC	N/A	N/A	\$50.00				
28	2033	07/30/24	1954 BEAVER	R	ROBERT HUGES	ALTERATION	1,200	N/A	\$100.00				
29	2034	07/30/24	170 COLLEGE	C	DAWN COLMAN	ADDITION	384	\$10,000.00	\$100.00				
30	2035	07/30/24	228 NANCYE REEDER	C	RICKY MENDOZA	POOL	N/A	N/A	\$100.00				
31	2036	07/31/24	95 COLONIAL DR.	C	THOMAS SUTPHIN	FENCE	N/A	N/A	\$25.00				
32													
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
									\$3,284.00	\$0.00	\$2,600.00	\$7,000.00	\$2,550.00

Total

\$644,286.00

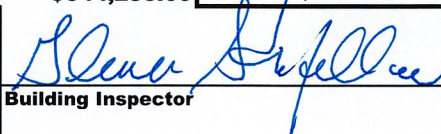
\$3,284.00

C - CITY LIMITS

R - REGION

Complaints	32	Building Permits	31
Inspections	65	Sign permits	
Certificate Of Occupancy	3	Use & Occupancy Permits	1
PREFORMANCE BOND	WALKER MEADOWS NORTH	2022	
	WALKER MEADOWS II	2020	
	VGM 4A	2023	

Building Inspector





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



July 2024 Library Report

Overview:

- The library has sold **\$185.00** in books with the ongoing book sale.
- The library has collected **\$64.50** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$241.85**.
- The Library had **224** people use our computers and **73** requiring computer help. In addition we had **407** use the Wi-Fi. The library had **439** reference questions asked and answered.
- Library staff provided **15** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **68** new users, with **2,863** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,758** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **91** were borrowed.
- Tennessee R.E.A.D.S. had **1,034** books checked out.
- Lindsey was used as a Notary Public **12** times.
- The Library had 5 volunteers.
- Staff proctored 3 TWRA Boaters Licensing Tests
- Through in-person and passive programming we had **18** programs with **231** attendees.
 - LEGO Club met twice with 45 in attendance.
 - The Summer Reading Program was held three times with 110 in attendance. The last event being our End of Summer Party with 60 in attendance.
 - Through our Seed Library, we gave out 7 packets in July.
 - The adult book club met, there were **13** people in attendance
 - Passive Programs included: Staff Recommendations, Shark Week, Welcome Back to School, Local Author Spotlight, Meet Someone New, Team USA, Food for the Brain, Never Been Checked Out, and Graphic Novels are Real Books!
 - 30 take-home crafts were given out.
 - 120 Summer Reading themed coloring packets were dispersed.
 - The library served as a tutoring location **1** time.
- We continue to offer curbside services to patrons. **11** patrons were assisted curbside.
- The Summer Reading Challenge Started on May 24th. We had 43 people sign up in July. This program will run until August 6th. The more people read, the more chances they have to be entered to win prizes. This challenge is for patrons of all ages!
- We hosted the Munford Methodist Preschool on July 10th. They were read a story and did a craft with us.
- We partnered with Meeman-Shelby State Park on July 30th for our End of Summer Reading Party. Ranger Jeff came and spoke to the kids, showed them animal pelts and even brought a live chicken snake for the kids to see and pet. This was a great event that was hosted in the Regions Bank building in the gym due to lack of space at the library.

Munford-Tipton County Memorial Library

Monthly Report

July 2024

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance	Locally Owned		
Print Materials	Locally Owned	7,445	35	0	7,480	Regionally Owned	10,821	74	0	10,895		E-books	74
Audio Materials		361	0	0	361		1,576	0	0	1,576		Audio Downloadable	155
Video Materials		400	2	0	402		529	0	0	529		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	229
TOTAL		8,206	37	0	8,243	TOTAL	12,926	74	0	13,000	TOTAL PHYSICAL COLLECTION		21,243

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 **	946	Adult	843	Adult	22	Adult Total	1,811	
Children **	88	Children	936	Children	28	Children's Total	1,052	
Total	1,034	Total	1,779	Total	50	Total for All Circulation	2,863	

Unique Users 216

Title VI Survey Information		Library Services		Programs						
White	39	Library Visits	3,000	Inside the Library		# of Programs	Attendance	Outside the Library	# of Programs	Attendance
Black	3	Reference Transactions	439	In-Person Programs	Adult	2	19	Adult	0	0
American Indian-Alaska Native	0	Computer Users	224		Young Adult	0	0	Young Adult	0	0
Hispanic or Latino of any race	6	Wireless Sessions	407		Children 0-5	7	50	Children 0-5	1	15
Native Hawaiian/Pacific Islander	0	Website Visits	0		Children 6-11	7	102	Children 6-11	1	45
Asian	0	Databases Owned	0		General Interest	0	0	General Interest	0	0
Other	0	Local Database Usage	0		Inside Total	16	171	Outside Total	2	60
Two or more races	3	TEL Usage (June only)	0	Total (Inside & Outside)		18	231			
Total	51	ILL -Borrowed	91							
		ILL - Loaned	33	Live Virtual Programs			Adult	Young Adult	Children's	Total
					Number of Live Virtual Programs		0	0	0	0
					Views of Live Virtual Programs		0	0	0	0
					On-Demand Views of Live Programs		0	0	0	0
Meeting Room Use										

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

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,256
Children Borrowers <14 yrs old	1,557
Total Borrowers	5,813

	Programs	Attendance
Self-directed/Passive Activities (activity that does not meet program definition)	6	110

Total of All In-Person and Live Virtual Programs	# of Programs	Attendance/ Views
	18	231

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



City of Munford, Tennessee

1397 Munford Avenue

Munford, TN 38058

City Hall (901) 837-0171

www.munford.com

Dwayne Cole, Mayor

Mayor's Report
August 26, 2024

On August 6, the Munford Police Department hosted our first "Safe Night Out" event at City Park and it was a grand success! The goal of this event was to raise awareness of community policing and enhance our relationship with our residents. There were games, entertainment, snow cones, hot dogs, and a great time. Thank you, Chief Randall Baskin, and our MPD officers for this great effort.

Recently we requested and have received additional funding for Veterans Plaza to be constructed at 1483 Munford Avenue in the coming months. This request was made due to the increased costs of the project, which will include a performing amphitheater, bays for food trucks and farmers market, restrooms, a walk-up ATM sponsored by First Citizens National Bank and open seating areas.

The Munford Downtown Development Commission (MDDC) is offering benches for sale to be placed in the downtown business district. These benches are well constructed metal benches and can be purchased in honor of family, business, organization or in memory of a loved one. The purchase price is \$2,500, which includes the plaque and installation. For more information, contact City Recorder Sherry Yelvington or online at mddc@munford.com

Please join us on Wednesday, September 11 for the 23rd Anniversary, Tipton County Memorial Service of 9/11 to honor and remember our fallen heroes and the 2977 American lives lost on that day. We will gather at Atoka Town Hall and the Memorial service will begin at 7:30 AM sharp. This Memorial service is a cooperative effort between Tipton County Law Enforcement agencies and Fire Departments. I encourage all our citizens to attend.

Drug Free Tipton/Tipton Prevents will host the International Overdose Awareness Day on Friday, August 30 at noon at the Tipton County Courthouse. Please wear purple to show your support for this worthy cause.

We recently welcomed two new businesses into the Munford/South Tipton County business community. Need Space Storage, Located at 101 Tabb Drive in Munford, offers storage units of assorted sizes as well as climate-controlled units. We also welcomed South Tipton Nutrition, located at 66 Doctors Drive in Munford. They offer loaded teas and drink replacement shakes. Their slogan is "Sip Local" so give them a try or call them for delivery! Congratulations to Joey and Cindi Wilkins and we wish them immense success.

Munford High School fall sports are in full swing with the Football Cougars losing to county rival Covington in the opening game of the season. The Cougars face the Millington Trojans in the annual M & M Bowl in Munford on August 30.

Please take care during the coming as Summer fades slowly in the Mid-South so be sure to hydrate well. And God bless you all.

Warm Summer regards,

Dwayne Cole

ORDINANCE 2024-08-01

AN ORDINANCE TO AMEND THE TEXT OF THE MUNFORD MUNICIPAL ZONING ORDINANCE BY REQUIRING DESIGN GUIDELINES FOR COMMERCIAL DEVELOPMENT

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 Ordinance, 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 following language is added to Article III, GENERAL PROVISIONS, Section 41.3 Contents of the Site Plan, 41.32 Planning Commission and Board of Zoning Appeals:

(12) In P-B (Planned Business), B-1 (Neighborhood Business), B-2 (General Business) and B-3 (Central Business) Districts, all publicly visible sides of the building shall have a minimum of 75 percent of the exterior facades (excluding windows, trim and doors) covered in brick, cast stone, or an alternative material acceptable to the Planning Commission.

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: 2024-08-02

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 through the course of the year amendments have become necessary; and *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; 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, Changes in revenue due to VCIF and LPRF Grant reimbursements, Centennial Park increased participants, tournament fees and concessions, sale of assets and insurance recoveries; and

WHEREAS, Changes in expenses primarily due to approval of the following: Police salaries, VCIF and LPRF grant expenses, and fire equipment repair.

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 \$189,545 and increasing General Fund expenses by \$137,457.

	Original FY24 Budget	1st Amended FY24 Budget	2nd Amended FY24 Budget	3rd Amended FY24 Budget	Change FY24 Budget
Revenues					
Local Taxes	\$3,423,400	\$3,376,776	\$3,397,095	\$3,404,720	\$7,625
Licenses & Permits	\$47,000	\$61,800	\$65,600	\$77,400	\$11,800
Intergovernmental	\$1,034,777	\$1,808,978	\$1,827,365	\$1,908,900	\$81,535
Fees for Service	\$489,600	\$488,305	\$528,886	\$591,260	\$62,374
Fines & Forfeitures	\$180,750	\$188,250	\$182,550	\$182,200	(\$350)
Other Revenues	\$12,400	\$364,027	\$222,339	\$248,900	\$26,561
	<u>\$5,187,927</u>	<u>\$6,288,136</u>	<u>\$6,223,835</u>	<u>\$6,413,380</u>	<u>\$189,545</u>

Expenses

Legislative	\$44,479	\$47,528	\$47,912	\$46,483	(\$1,429)
Finance & Admin	\$63,560	\$66,634	\$66,336	\$63,752	(\$2,584)
Code					
Enforcement	\$98,152	\$97,417	\$91,985	\$89,900	(\$2,085)
Police					
Department	\$1,892,988	\$2,038,111	\$2,094,528	\$2,186,429	\$91,901
Fire Department	\$1,382,886	\$1,412,167	\$1,439,564	\$1,453,000	\$13,436
Street					
Department	\$291,225	\$779,297	\$1,039,497	\$996,000	(\$43,497)
Parks &					
Recreation	\$966,037	\$1,125,508	\$980,148	\$1,055,300	\$75,152
Library	\$128,356	\$128,356	\$134,941	\$138,600	\$3,659
Community Dev	\$27,163	\$68,439	\$61,319	\$62,850	\$1,531
Debt Service	\$209,260	\$211,924	\$213,227	\$214,600	\$1,373
	\$5,104,106	\$5,975,381	\$6,169,457	\$6,306,914	\$137,457

Surplus to Fund

Bal	\$83,821	\$312,755	\$54,378	\$106,466
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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

City Recorder

ORDINANCE: 2024-08-03

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE DRUG FUND 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 through the course of the year amendments have become necessary; and *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; 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, Changes in revenue due to increased forfeitures and court fees; and

WHEREAS, Changes in expenses primarily due to approval of purchasing equipment for new police vehicle and the purchase of bullet proof vests.

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 Drug Fund revenues by \$5,020 and increasing Drug Fund expenses by \$17,650.

	Original	1st Amended	Change
	FY2024 Budget	FY2024 Budget	FY2024 Budget
Revenues			
General Sessions	\$600	\$4,600	\$4,000
Circuit Court	\$700	\$200	(\$500)
Other Misc Rev	\$0	\$0	\$0
Forfeits	\$3,500	\$5,000	\$1,500
Interest Earnings	\$180	\$200	\$20
	\$4,980	\$10,000	\$5,020

Expenses			
Memberships	\$150	\$500	\$350
Medical/Vet	\$600	\$300	(\$300)
Prof Service - Training	\$500	\$300	(\$200)
Repair/Mt Vehicle	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Canine Supplies	\$500	\$200	(\$300)
Operating Supplies	\$0	\$4,100	\$4,100
Capital Outlay	\$0	\$14,000	\$14,000
	\$1,750	\$19,400	\$17,650
Surplus to Fund Bal	\$3,230	(\$9,400)	

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

City Recorder

ORDINANCE: 2024-08-04

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE SCHOLARSHIP FUND 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 for the newly created Scholarship Fund by passage of Ordinance: 2024-02-05; and through the course of the year amendments have become necessary; and *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; 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, Changes in revenue due to minor adjustments; and

WHEREAS, Changes in expenses due to additional scholarship funds awarded in FY23-24.

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 is hereby amended by reducing Scholarship Fund revenues by \$144 and increasing Scholarship Fund expenses by \$2,085.

	Original	1st Amended	Change
	FY2024 Budget	FY2024 Budget	FY2024 Budget
Revenues			
Bruce Potter Fund	\$3,052	\$3,000	(\$52)
Interest Earnings		\$20	\$20
Nick Smith Fund	\$1,892	\$1,800	(\$92)
Interest Earnings	\$50	\$30	(\$20)
	\$4,994	\$4,850	(\$144)
Expenses			
Bruce Potter Exp	\$2,000	\$4,000	\$2,000
Nick Smith Exp	\$1,415	\$1,500	\$85
	\$3,415	\$5,500	\$2,085
Surplus to Fund Bal	\$1,579	(\$650)	

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

City Recorder

ORDINANCE: 2024-08-05

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE SOLID WASTE FUND 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 through the course of the year amendments have become necessary; and *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; 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, Changes in revenue due to increased fees and increased customers; and

WHEREAS, Changes in expenses primarily due to same: increased fees and increased customers.

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 Solid Waste Fund revenues by \$26,300 and increasing Solid Waste Fund expenses by \$50,639.

	Original	1st Amended	Change
	FY2024 Budget	FY2024 Budget	FY2024 Budget
Revenues			
Residential Collections	\$534,000	\$560,000	\$26,000
Poplar Grove Collections	\$28,000	\$28,000	\$0
Late Penalties	\$7,500	\$7,500	\$0
Interest Earnings	\$500	\$800	\$300
	\$570,000	\$596,300	\$26,300

Expenses			
Vendor Services	\$322,000	\$370,000	\$48,000
Other Prof Service	\$0	\$1,200	\$1,200
Repair/Maintenance Equip	\$0	\$0	\$0
Other Oper Supplies	\$0	\$400	\$400
Allocated fr Legis	\$16,262	\$17,700	\$1,438
Allocated fr Fin/admin	\$158,899	\$158,500	(\$399)
	\$497,161	\$547,800	\$50,639
Surplus to Fund Bal	\$72,839	\$48,500	

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

City Recorder



CHECKS OVER \$10,000

July 2024

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Aire Serv of Tipton County	24652	\$ 18,500.00	3 HVAC Units Fire dept.
Cigna	24636	\$ 72,632.96	Health Insurance (68,440.45) HRA (4,192.51)
Duncan-Parnell Inc.	24671	\$ 16,217.00	GIS Equipment
Express Chevrolet	24591	\$ 31,950.55	Gas Dept. Vehicle
Ford of Murfreesboro	24673	\$ 45,372.00	Police Vehicle
Integrated Communications	24679	\$ 11,418.65	Police Vehicle Equipment
Local Gov. Corp.	24561	\$ 51,260.00	Software Vendor
Mid-South Rescue	24720	\$ 32,830.00	Extrication Tools
Mike Anderson Chevrolet	24606	\$ 37,194.00	Water Dept. Vehicle
Public Entity Partners	24616	\$ 377,143.00	Work Comp, General Liability, Vehicle, Building and Theft/Fraud Insurance
Southwest TN Electric	24624	\$ 31,359.58	Electrical Service (April-May)
	24732	<u>2,917.67</u>	Electrical Service (April-May)
	Total Southwest Elect	\$ 34,277.25	
Tencarva Machinery	24735	\$ 165,557.19	Hillview Pump & West Drive Pump
TN Energy Acquisition Corp	24630	\$ 38,454.38	Natural Gas Purchase/Transport
Vermeer Midsouth	24635	\$ 50,046.00	Wood Chipper/Brush Cutter
Waste Pro	24637	\$ 35,505.04	Solid Waste Services
Wex Bank Valero	24638	\$ 11,674.44	Fuel
	Total	\$ 1,030,032.46	

City of Munford
Balance Sheet Summary
For the Period Ended June 30, 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	\$2,076,129	\$551,400	\$96,224	\$0	\$0	\$2,723,752
State Street Aid Fund	\$522,295	\$38,524	\$0	\$0	\$0	\$560,819
Drug Fund	\$27,803	\$237	\$0	\$0	\$0	\$28,040
Scholarship Fund	\$6,628	\$0	\$0	\$0	\$0	\$6,628
Solid Waste Fund	\$150,067	\$61,671	\$0	\$0	\$0	\$211,738
Water-Sewer Fund	\$83,523	\$297,897	\$0	\$0	\$11,707,768	\$12,089,188
Gas Fund	\$5,483,462	\$188,314	\$300,000	\$132,307	\$7,554,161	\$13,658,245
	\$8,349,907	\$1,138,042	\$396,224	\$132,307	\$19,261,929	\$29,278,410

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$136,945	\$2,200	\$0	\$0	\$139,145
State Street Aid Fund	\$1,877	\$0	\$0	\$0	\$1,877
Drug Fund	\$10,187	\$0	\$0	\$0	\$10,187
Scholarship Fund	\$0	\$0	\$0	\$0	\$0
Solid Waste Fund	\$35,505	\$0	\$13,788	\$0	\$49,293
Water-Sewer Fund	\$61,440	\$111,924	\$330,484	\$3,462,621	\$3,966,469
Gas Fund	\$56,098	\$62,827	\$51,951	\$954,903	\$1,125,779
	\$302,052	\$176,951	\$396,224	\$0	\$5,292,751

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,322,564	\$262,043		\$2,584,607
State Street Aid Fund	\$526,335	\$32,607		\$558,942
Drug Fund	\$25,959		(\$8,106)	\$17,853
Scholarship Fund	\$7,039		(\$412)	\$6,627
Solid Waste Fund	\$96,681	\$65,764		\$162,445
Water-Sewer Fund	\$7,578,425	\$544,295		\$8,122,720
Gas Fund	\$11,080,899	\$1,451,566		\$12,532,465
	\$21,637,901	\$2,356,275	(\$8,518)	\$23,985,658

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	3,319,238	157,837	2,881,897	294,650	(8,518)	3,168,029
Enterprise Funds	25,959,171	5,141,542	18,756,004	2,061,625	0	20,817,629
	29,278,410	5,299,379	21,637,901	2,356,275	(8,518)	23,985,658

General Fund Budget Update

General Fund
Budget Update
06-30-2024

Percentage of Budget Yr Complete

100.00%

	BUDGET	AMENDMT-1	AMENDMT-2	AMENDMT-3	ACTUAL	% MET
REVENUES						
LOCAL TAXES	3,423,400.00	3,376,776.00	3,397,095.00	3,404,720.00	3,483,859.00	102.32%
LICENSES & PERMITS	47,000.00	61,800.00	65,600.00	77,400.00	78,674.00	101.65%
INTERGOVERNMENTAL	1,034,777.00	1,808,978.00	1,827,365.00	1,908,900.00	1,927,740.00	100.99%
CHARGES FOR SERVICE						
POLICE SERVICES	2,200.00	5,900.00	5,700.00	7,200.00	7,289.00	101.24%
FIRE PROTECTION	4,000.00	4,760.00	5,485.00	5,560.00	5,579.00	100.34%
FEES & COMMISSIONS	7,500.00	7,000.00	5,100.00	6,700.00	6,760.00	100.90%
P&R - PROGRAMS	129,150.00	129,910.00	131,699.00	137,900.00	138,310.00	100.30%
P&R - CONCESSIONS	23,000.00	17,600.00	22,381.00	23,500.00	23,762.00	101.11%
P&R - CENTENNIAL	136,500.00	140,385.00	174,685.00	219,200.00	219,561.00	100.16%
RENTAL FEES	173,500.00	169,500.00	162,700.00	167,800.00	169,991.00	101.31%
LIBRARY SERVICES	5,600.00	5,100.00	12,436.00	13,500.00	13,636.00	101.01%
COMMUNITY DEV	8,150.00	8,150.00	8,700.00	9,900.00	9,983.00	100.84%
	489,600.00	488,305.00	528,886.00	591,260.00	594,871.00	100.61%
FINES & FORFEITURES	180,750.00	188,250.00	182,550.00	182,200.00	182,387.00	100.10%
OTHER REVENUES	12,400.00	364,027.00	222,339.00	248,900.00	249,515.00	100.25%
TOTAL REVENUES	5,187,927.00	6,288,136.00	6,223,835.00	6,413,380.00	6,517,046.00	101.62%
EXPENSES						
GENERAL GOVERNMENT						
LEGISLATIVE	26,020.00	28,069.00	28,453.00	28,483.00	27,891.00	97.92%
JUDICIAL	18,459.00	19,459.00	19,459.00	18,000.00	17,864.00	99.24%
	44,479.00	47,528.00	47,912.00	46,483.00	45,755.00	98.43%
FINANCE & ADMINISTRATION	63,560.00	66,634.00	66,336.00	63,752.00	63,307.00	99.30%
CODE ENFORCEMENT	98,152.00	97,417.00	91,985.00	89,900.00	88,225.00	98.14%
PUBLIC SAFETY						
POLICE	1,892,988.00	2,038,111.00	2,094,528.00	2,186,429.00	2,167,869.00	99.15%
FIRE	1,382,886.00	1,412,167.00	1,439,563.00	1,453,000.00	1,446,737.00	99.57%
	3,275,874.00	3,450,278.00	3,534,091.00	3,639,429.00	3,614,606.00	99.32%
STREETS						
STREETS	291,225.00	779,297.00	1,039,497.00	996,000.00	992,941.00	99.69%
PARKS & RECREATION						
P & R ADMIN	446,549.00	620,885.00	470,551.00	493,100.00	487,165.00	98.80%
P & R PROGRAMS	107,270.00	99,000.00	104,420.00	102,900.00	101,026.00	98.18%
CENTENNIAL	334,768.00	312,757.00	298,099.00	306,900.00	302,110.00	98.44%
PARKS	40,600.00	49,572.00	62,584.00	111,100.00	109,496.00	98.56%
TIPTON PLAZA	36,850.00	43,294.00	44,494.00	41,300.00	40,222.00	97.39%
	966,037.00	1,125,508.00	980,148.00	1,055,300.00	1,040,019.00	98.55%
LIBRARY	128,356.00	128,356.00	134,941.00	138,600.00	135,434.00	97.72%
COMMUNITY DEVELOPMENT	27,163.00	68,439.00	61,319.00	62,850.00	61,597.00	98.01%
DEBT SERVICE	209,260.00	211,924.00	213,227.00	214,600.00	213,118.00	99.31%
TOTAL EXPENSES	5,104,106.00	5,975,381.00	6,169,456.00	6,306,914.00	6,255,002.00	99.18%
RESERVE	0.00				0.00	
Net Surplus/(loss)	83,821.00	312,755.00	54,379.00	106,466.00	262,044.00	

Budget Update	06-2024
State Street Aid	

Percentage of Budget Yr Complete 100.00%

	BUDGET	ACTUAL	% MET
REVENUES			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	112,365	113,072	100.63%
STATE - \$0.03 GASOLINE TAX	34,330	32,641	95.08%
STATE - 1989 GASOLINE TAX INCREASE	17,690	17,677	99.93%
STATE - GAS 2017 TAX	56,185	57,007	101.46%
STATEST - INTEREST EARNINGS	3,900	5,503	141.10%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
TOTAL REVENUES	224,470	225,900	100.64%
EXPENSES			
STATE ST - ELECTRIC	26,000	24,289	93.42%
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	108,371	86.70%
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	19,284	100.00%
STATE ST - CAPITAL OUTLAY	0	0	0.00%
TOTAL EXPENSES	211,634	193,294	91.33%
Net Surplus/(loss)	12,836	32,606	

Budget Update	06-2024
Drug Fund	

Percentage of Budget Yr Complete 100.00%

	BUDGET	AMENDMT-1	ACTUAL	% MET
REVENUES				
DRUG - FUND BALANCE				
DRUG - GENERAL SESSIONS	600	4,600	4,800	104.35%
DRUG - CIRCUIT COURT	700	200	244	122.00%
DRUG - OTHER MISC REV	0	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	3,500	5,000	5,291	105.82%
OR - INTEREST EARNINGS	180	200	265	132.50%
TOTAL REVENUES	4,980	10,000	10,600	106.00%
EXPENSES				
DRUG - MEMBERSHIPS	150	500	363	72.60%
DRUG - MEDICAL/VET	600	300	253	84.33%
DRUG - PROF SERV TRAINING	500	300	200	66.67%
DRUG - REPAIR/MT VEHICLE	0	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0	0.00%
DRUG - DOG SUPPLIES	500	200	50	25.00%
DRUG - OPERATING SUPPLIES	0	4,100	4,023	0.00%
DRUG - CAPITAL OUTLAY	0	14,000	13,815	0.00%
TOTAL EXPENSES	1,750	19,400	18,704	96.41%
Net Surplus/(loss)	3,230	(9,400)	(8,104)	

Budget Update	06-2024
Scholarship Fund	

Percentage of Budget Yr Complete 100.00%

	BUDGET	AMENDMT-1	ACTUAL	% MET
REVENUES				
SCH - BRUCE POTTER SCHOLARSHIP	3,052	3,020	3,079	101.95%
SCH - NICK SMITH SCHOLARSHIP	1,942	1,830	1,925	105.19%
TOTAL REVENUES	4,994	4,850	5,004	103.18%
EXPENSES				
SCH - BRUCE POTTER SCHOLARSHIP	2,000	4,000	4,000	100.00%
SCH - NICK SMITH SCHOLARSHIP	1,415	1,500	1,415	94.32%
TOTAL EXPENSES	3,415	5,500	5,415	98.45%
Net Surplus/(loss)	1,579	(650)	(411)	

Budget Update	06-2024
Solid Waste Fund	

Percentage of Budget Yr Complete 100.00%

	BUDGET	AMENDMT-1	ACTUAL	% MET
REVENUES				
TRASH COLLECTION - RESIDENTIAL	534,000	560,000	564,330	100.77%
TRASH COLLECTION - POPLAR GROVE	28,000	28,000	29,451	105.18%
TRASH COLLECTION- LATE PENALTIES	7,500	7,500	8,245	109.93%
TRASH COLLECTION - INTEREST REVENUE	500	800	904	113.00%
TOTAL SOLID WASTE REVENUES	570,000	596,300	602,930	101.11%
EXPENSES				
TRASH -VENDOR SERVICES	322,000	370,000	360,334	97.39%
TRASH - OTHER PROFESSIONAL SRVS	0	1,200	1,117	93.08%
TRASH - OTHER OPERATING SUPPLIES	0	400	300	75.00%
TRASH - CAPITAL OUTLAY MISC	0	0	0	0.00%
<i>Legislative</i>	16,262	17,700	17,432	98.49%
<i>Finance & Administration</i>	158,899	158,500	157,982	99.67%
	175,161	176,200	175,414	99.55%
TOTAL SOLID WASTE COLLECTION	497,161	547,800	537,165	98.06%
Surplus/(loss)	72,839	48,500	65,765	

Budget Update		06/2024		
Water - Sewer Fund		Percentage of Budget Yr Complete		100.00%
		BUDGET	ACTUAL	% MET
REVENUES				
	Sales	2,570,546	2,763,454	107.50%
	Rent Revenue	4,000	4,000	100.00%
	Service Charges	479,629	394,600	82.27%
	Grants/Matching Funds	0	247,574	0.00%
	Other Revenues	5,800	10,654	183.69%
TOTAL WATER-SEWER REVENUES		3,059,975	3,420,282	111.77%
EXPENSES				
	Water - Treatment	538,995	524,671	97.34%
	Water - Distribution	76,750	89,718	116.90%
	Sewer - Treatment	439,321	515,651	117.37%
	Sewer - Collection	243,755	209,092	85.78%
	Personnel	869,729	805,767	92.65%
	Contract Services	80,775	76,681	94.93%
	Supplies	107,480	124,522	115.86%
	Fixed Charges	78,501	70,734	90.11%
	Rebates/Debt Service	119,693	114,037	95.27%
		2,554,999	2,530,873	99.06%
	Legislative	16,262	17,432	107.19%
	Finance & Administration	254,239	252,771	99.42%
	Code Enforcement	49,076	44,112	89.89%
	Community Development	13,581	30,799	226.78%
		333,158	345,114	103.59%
TOTAL WATER-SEWER EXPENSES		2,888,157	2,875,987	99.58%
Net Surplus/(loss)		171,818	544,295	
Budget Update		06/2024		
Gas Fund		Percentage of Budget Yr Complete		100.00%
		BUDGET	ACTUAL	% MET
REVENUES				
	Sales	4,600,000	4,931,942	107.22%
	Service Charges	259,500	310,129	119.51%
	Other Revenues	29,800	150,720	505.77%
TOTAL GAS REVENUES		4,889,300	5,392,791	110.30%
EXPENSES				
	Personnel	950,078	897,875	94.51%
	Contract Services	244,705	250,824	102.50%
	Materials/Supplies	2,652,500	1,633,502	61.58%
	Fixed Charges	585,500	557,130	95.15%
	Rebates/Debt Service	28,873	28,614	99.10%
	Legislative	22,767	24,405	107.19%
	Finance & Administration	317,799	315,964	99.42%
	Code Enforcement	49,076	44,112	89.89%
	Community Development	13,581	30,799	226.78%
		403,223	415,280	102.99%
TOTAL GAS EXPENSES		4,864,879	3,783,225	77.77%
Net Surplus/(loss)		24,421	1,609,566	
ECONOMIC DEVELOPMENT - From Gas Reserves				
	Econ Dev - Engineering/Architect Service	0	8,000	
	Econ Dev - Grant Funding to IDB	0	150,000	
Net Surplus/(loss)		24,421	1,451,566	



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

County Local Option

August 16, 2024

Letter ID: L0992294720
Collection Month: 31-Jul-2024

Dear Tipton County Trustee:

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

County/City Name	Total Collections	Less Admin. Costs	Net Collections
Tipton County	-\$204,518.08	\$2,300.82	-\$202,217.26
Covington	-\$561,679.63	\$6,318.90	-\$555,360.73
Atoka	-\$308,148.87	\$3,466.67	-\$304,682.20
Brighton	-\$60,377.01	\$679.24	-\$59,697.77
Burlison	-\$7,774.67	\$87.47	-\$7,687.20
Garland	-\$11,129.13	\$125.20	-\$11,003.93
Mason	-\$20,591.16	\$231.65	-\$20,359.51
Munford	-\$161,652.63	\$1,818.59	-\$159,834.04
Gilt Edge	-\$4,738.25	\$53.31	-\$4,684.94
	-\$1,340,609.43	\$15,081.85	-\$1,325,527.58

(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.



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

County Situs: 8400 - Tipton County
Total County Out of State Amount: -\$32,368.46
Less Admin. Costs: \$364.15
Net County Out of State Amount: -\$32,004.31

Situs	Reporting Period	Total Local Option Amount by Destination Rate	Local Option Percentage
8400 - Tipton County	31-Jul-2024	-\$121,261.95	30.03%
8401 - Covington	31-Jul-2024	-\$79,627.80	19.72%
8402 - Atoka	31-Jul-2024	-\$101,720.77	25.19%
8403 - Brighton	31-Jul-2024	-\$27,316.55	6.77%
8404 - Burlison	31-Jul-2024	-\$4,247.34	1.05%
8405 - Garland	31-Jul-2024	-\$1,274.51	0.32%
8406 - Mason	31-Jul-2024	-\$7,300.37	1.81%
8407 - Munford	31-Jul-2024	-\$59,709.71	14.79%
8408 - Gilt Edge	31-Jul-2024	-\$1,278.72	0.32%
		-\$403,737.72	

Upcoming Meeting Dates and Events

Sept 2024

Aug 27 (Tuesday)

1:00 Veteran's Plaza Pre-Construction meeting

Sept 2 (Monday)

All City Offices closed in Observance of the Labor Day Holiday

Sept 5(Thursday)

4:00 General Welfare/Public Works/Mayor's Executive Cabinet

Sept 10 (Tuesday)

6:30 Planning Commission

Sept 19 (Thursday)

4:00 Parks and Recreation/Public Safety/Mayor's Executive Cabinet

Sept 23 (Monday)

6:30 BOMA Meeting

Please note the City's audit for FY2024 will take place August 19-30.



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
August 13, 2024

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, August 13, 2024, at 6:30 p.m. with the following:

PRESENT: Chairman Terry Waits, Mayor Dwayne Cole, Alderman Steve Childress, Mitchell Parker, Vernon Pairmore, and John Moren

ABSENT- Vice-Chairman David Keeton and Recording Secretary Barbara Younger

ALSO, PRESENT- Pinky Dike, Michael Radford, Building Inspector Glenn Stringfellow Code Enforcement Officer Alan Patton, and Planner Will Radford.

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

I. APPROVAL OF MINUTES – July 9, 2024

There was a motion by Steve Childress, seconded by Vernon Pairmore to approve the minutes from July 9, 2024, as presented. Motion carried all present voting aye.

II. OLD BUSINESS – None

III. New Business - None

A. Glenview Estates Subdivision – Section E – Preliminary Plat

Background

A preliminary subdivision plat has been submitted by Apex Homes to create 30 lots and a new right of way including the extension of George Ellis Drive. The properties are located near George Ellis Drive in the recently annexed area of Munford. The property can be further identified as Parcel number 5.01 on Tipton County Tax Map #112. The area is zoned R-1 (Low Density Residential) District with a PRD (Planned Residential Development) overlay zone. The property does not appear to be located in a federally identified flood hazard area according to FIRM #47167C0305F effective on 12/19/2006.

Analysis

Sidewalks, Curb and Gutter are required for new major subdivisions within the City according to Munford's Municipal Subdivision Regulations:

The developer shall install, at their expense, sidewalks, curbs and gutter, curb cuts and driveway aprons and handicap ramps within the subdivision and within the right-of-way of all existing streets bordering the subdivision, under conditions specified herein.

Sidewalks shall be required to be installed by the developer on either or both sides of the street within the right-of-way of all new streets and may be required along any street if so desired by the Planning Commission when the Planning Commission deems it necessary for Public Safety.

Construction plans are to be required and submitted to the City Engineer after Preliminary Plat approval and must be approved prior to final plat approval.

The Munford Fire Department should approve the layout of the roads and determine if a temporary turnaround is needed at the end of the streets or if the “T” design of the roads will allow for adequate turnaround areas.

Recommendation

Staff recommends approval provided the above-mentioned issues are adequately addressed.

There was a motion by John M Oren, seconded by Mitchell Parker to approve the Glenview Estates Subdivision – Section E- Preliminary Plat as presented. Motion carried, all present voting aye.

B. Commercial Design Standards

Background

Staff has been asked to present standards regarding design standards for new commercial construction such as but not limited to requiring brick facades on the front and sides of the buildings.

3.10.1 Design Standards for Multi-Family, General Commercial, Neighborhood Commercial and Industrial Districts

3.10.1.1 Purpose of standards-Such standards is needed to encourage and protect the investment of individual property owners when their property is redeveloped and improved. Accordingly, any new buildings or redevelopment of an existing property in the district shall be designed and constructed to be architecturally compatible in materials, scale and massing. Such standards are not intended to create a monolithic architectural appearance in these districts, but to encourage creative and attractive building elements and finishes.

3.10.1.2 Pattern book / Guidelines – In order to create a better understanding of design and site planning expectations for these districts, the Mayor and Board of Alderman may additionally adopt by resolution a set of design standards or pattern book that provides guidelines for new construction including architectural style, height, landscaping and open space as well as common elements for the district such as street lighting, sidewalks, street furniture, etc. Such guidelines shall be subject to review and recommendations by the Planning Commission prior to adoption. In addition, the City Administrator or his designee shall review the proposal with the affected property owners at a public meeting and the legislative body shall conduct a public hearing to receive formal comment prior to adoption of such guidelines.

3.10.1.3 Applicable standards – Within the above parameters, the following design standards shall apply in the development and redevelopment of property in the R-3, GC, NC and M Districts.

Height – All buildings that are attached or adjacent within a block should be similar in heights to the greatest extent feasible. The Planning Commission may require the upper stories of a building that will be taller than the average building height on a block to be recessed further back from the front build-to line. The above height limitations and restrictions do not prohibit the use of an architectural feature such as a tower, cupola, etc., located above the roof line, provide the feature is in character with the architecture of the building and area: the total height of the building and feature does not exceed thirty-five (35) feet (plus mechanical/elevator penthouse); and the feature is not designed or used for placement of elevated wall signs.

Scale/massing – Individual buildings should use human-scaled / pedestrian oriented architectural features. Individual buildings should clearly articulate the first story and primary entrances, with display windows encouraged for retail stores. The ground floor should be clearly delineated from the upper stories and the upper floors from the top of the front façade roof line. Large blank walls in pedestrian areas greater than 35 feet in length and large monolithic box-like structures should be avoided. Larger buildings should be designed to divide the mass of the facility to create a visual impression of a series of smaller buildings or sections. Windows, doors, shutters, columns, masonry detailing, and variations in the front roof line, building wall recesses and variations in colors and materials should be used to break up the mass of a single building.

Exterior materials and details – High quality materials which are durable and attractive should be used on all buildings.

All publicly visible sides of the building should have a minimum of 75 percent (75%) of the exterior facades (excluding windows, trim and doors) covered in brick, cast stone, cultured stone, or an alternative masonry material acceptable to the Planning Commission. Split faced block may be used in the true service areas in combination with the above materials if it is integrally colored, not stained or painted. Concrete panels, prefabricated metal panels, fluted concrete cinder block, cementitious sheathing materials and similar imitation masonry materials, and stucco finishes should be avoided as the main exterior material.

In R-3 Districts, all multi-family buildings shall have a minimum of 50% of the exterior facades (excluding windows, trim and doors) covered in brick, cast stone, or an alternative masonry material acceptable to the Planning Commission.

In GC, NV and M Districts, all publicly visible sides of the building shall have a minimum of 75% of the exterior facades (excluding windows, trim and doors) covered in brick, cast stone, cultured stone, or an alternative masonry material acceptable to the Planning Commission.

Window/Door openings – Each floor facing a public street or park should have windows covering at least 15 percent (15%) of the wall area. Buildings should have clearly defined and highly visible customer entrances, which should be recessed or framed by a sheltering element such as an overhand, arcade, portico or other roof form. Individual framed windows should be provided instead of continuous horizontal “ribbon or band” type windows. Reflective glass, glass curtain walls and other continuous, floor-to-ceiling windows should also be avoided on all floors. Windows

shall have a minimum sill height of 18 inches off of finished floor. The patterns of window openings and details of bays should be used to create a sense of scale and add visual interest to building facades. Wall openings should not span vertically more than one story.

Awnings- The design of awnings, including the selection of material and color, should complement the architectural style and character of the building. Large buildings with multiple storefronts should have compatible, though not necessarily identical, awnings. Signage may be allowed on awnings so long as it meets design and signage standards of Article 3 of this Ordinance and is approved by the Planning Commission. Signage on awnings shall count toward the total number of signs as well as the maximum sign area allowed under Article 3 of this Ordinance. Striping may be allowed on awnings, provided there are no more than two colors, which should be in keeping with the overall character of the district. Awnings may not be back lit. Awnings should be made of fabric and may project up to three feet into the public right-of-way with the bottom of the canopy at least nine feet above the sidewalk.

Roofs – To harmonize with residential structures, it is recommended that whenever possible, R-3, G-C, N-c and M Districts structures should have roofs that are visible from the street. Service station canopies (both attached and detached) should also have pitched roofs. Roofs should project enough beyond the façade to cast a shadow. Roofs should be dark earth tone in color.

Mechanical equipment should be concealed within the volume of the roof or enclosed within penthouse structures. In extreme cases where this is not possible, the projecting mechanical elements should be located so that they are not visible from public streets.

Lighting – Height and Light Levels

Pole and building mounted light fixtures shall meet the following height restrictions for maximum mounting height:

Within 50 feet of a residential property or residential district – 14 feet.

50-170 feet from residential property – 20 feet

170 feet or more from residential property – 25 feet

Light fixtures shall in no case be higher than 25 feet or shall not be higher than the majority of the building structure.

Perimeter Lighting Requirements:

Lighting levels shall be based on maintained lamp lumens. Maintenance values shall be identified on the lighting calculations submitted for approval.

For lighting levels adjacent to commercial property, the lighting shall not exceed one (1) foot-candle of illumination at the property line, and shall not exceed one-half (1/2) foot- candles 10 feet beyond the property line.

Lighting Plan Requirements

A Site Lighting Plan that is prepared by a licensed lighting design professional shall be submitted for all buildings 5,000 square feet or larger. The site lighting plan shall include at least the following:

A site plan drawn to scale showing building(s), landscaping, parking areas, property line and proposed exterior lighting fixtures.

Mounting heights for all proposed lighting fixtures shall be indicated.

Specifications of the illuminating devices, lamps supports and other devices, including designation as IESNA (Illuminating Engineering Society of North America) “cut-off” fixtures. This description may include but is not limited to the manufacturer’s cut-sheet.

Site lighting plan shall include point by point lighting calculations of the entire site extending a minimum of 10 feet beyond the property line. Calculation point spacing shall not exceed a grid of more than 25 feet by 25 feet. Points falling within buildings shall be removed from calculations. Site shall be divided into multiple calculation zones. One zone shall be provided for the general parking area and driveways. A separate zone shall be provided for open space and perimeter area levels. Additional zones shall be provided for canopies, sidewalks, drive-up windows and other areas where higher than standard DRC lighting levels are desired. Each lighting zone shall include minimum, maximum and average foot-candle lighting levels.

Any existing and proposed lighting of adjacent properties as well as lighting of public rights-of-way (street lighting) in calculations.

Lighting source shall have a color temperature between 3,000K and 4,000 with color rendering index of at least 65.

Maximum lamp wattage shall not exceed the following wattage restrictions:

Light fixtures mounted up to 14 feet in height: 175 watts

Light fixtures mounted above 14 feet and up to 20 feet: 250 watts

Light fixtures mounted above 20 feet and up to 25 feet: 400 watts

Maximum total wattage of light fixtures per pole: 1000 watts

Other Lighting Provisions

Lighting for all recreational facilities shall be reviewed on a case-by-case basis. New sports lighting systems shall be furnished with glare control. Lighting fixtures shall be mounted and aimed so that the illumination falls within the primary playing field and immediate surroundings so that no direct light illumination is directed off site.

The maximum average luminance for a canopy or apron at a gas station, convenience store, bank, fast food restaurant or similar establishment shall not exceed 20 foot-candles, provided that the canopy or pump islands meet the setback requirements of the Zoning Ordinance. All lighting at canopies shall utilize fully shielded lighting fixtures with bottom of lens flush with canopy.

Prohibitions

Recreational Facilities: No outdoor recreational facility, public or private, shall be illuminated by nonconforming means after 11:00 PM except to conclude any recreational or sporting event or other activity conducted at the facility in progress prior to 11:00 PM.

Mercury Vapor: The installation of mercury vapor fixtures is prohibited.

Exemptions:

The DRC may grant an exemption to the requirements of these standards only upon a written finding that there are conditions warranting the exemption.

Nonconforming Fixtures. Outdoor lighting fixtures installed prior to the effective date of this Standard are exempt from the provisions of these standards, provided, however, that no change in use in lighting, replacement, and structural alteration of outdoor lighting fixtures shall be made unless it thereafter conforms to the provisions of this Standard.

Temporary fair, Carnival or Civic uses.

Landscaping – The landscape of the City mirrors the predominant landscape of the surrounding region, with informal groupings of plants amidst green lawns. Landscape design should complement this image.

Materials

Whenever possible, healthy existing trees should be retained, as they are an amenity requiring many years to replace. Grading and construction should avoid disturbance of such trees.

To provide a consistent effect in residential areas, the preferred street trees are 2 inch – 2 ½ inch caliper oak, planted on average 50 foot on center.

To provide a more immediate effect in commercial areas and offset the larger sale structures, the preferred street trees are 3 in – 3 ½ inch caliper oak, planted no further apart than 50 feet on center.

As an extension of the surrounding natural landscape, plant species should be native or well adapted to the region.

Recommended shade trees species include: Willow Oak, Pin Oak, Scarlet Oak, Bald Cypress, Tulip tree, Honey Locust and Red Maple.

Recommended shrub species at 24 inches – 36 inches height include: Wax Leaf Ligustrum, Pfitzer Juniper, Mugo Pine, Dwarf Japanese Holly, Dwarf Chinese Holly, Variegated Privet, Manhattan Euonymus and Florida Jasmine.

On site areas adjacent to streets, lawn areas must be established or be sodded prior to occupancy of the project.

Maintenance and Irrigation

All planting must be maintained by the respective property owners.

Planting plans approved by the Planning Commission must be maintained as originally designed. Any diseased, dying or dead plants should be treated or removed by the property owner. Appropriate, durable plants should be installed.

Irrigation systems must be provided to ensure robust planting areas (including within parking islands and medians, if applicable).

To prevent accidents, irrigation systems must be installed below ground, with spray heads flush with the ground surface.

Irrigation systems must have a reduced pressure backflow prevention (R.P.B. P.) device approved by the water operator in charge.

3.10.1.4 Appeals

All appeals shall be made to the Board of Mayor and Aldermen.

3.10.2 Review Procedure - In instances of review of a site plan by the Munford Municipal Regional Planning Commission, the Munford Municipal Board of Zoning Appeals or the Munford Building Inspector, the following procedures shall apply.

3.10.2.1 Building Inspector Review

In instances of review by the Munford Building Inspector, the site plan shall be reviewed in light of the provisions of this Ordinance and approved or disapproved. The plans shall then be returned to the owner or agent with the date of such approval or disapproval noted thereon. In instances of disapproval, the applicant shall be notified in writing as to the reason(s) the site plan was disapproved.

3.10.2.2 Design Review Commission

The owner or developer shall submit eight (8) copies of the proposed site plan to the Building Inspector fifteen (15) days prior to the regular meeting date of the Planning Commission. The site plan shall be reviewed in light of the provisions of this Ordinance and approved or disapproved. The plans shall then be returned to the owner or agent with the date of such approval or disapproval noted thereon. When approval has been granted, the site plan shall be signed and dated by the Secretary of the Planning Commission. In instances of disapproval, the applicant shall be notified in writing as to the reason (s) the site plan was disapproved.

Prior to the regular Planning Commission meeting, copies of the proposed site plan shall be distributed to the staff planner, staff engineer and other affected departments for review of areas under their concern. Once the City staff has reviewed the proposed development and has submitted a written review, a copy of these reviews shall be distributed to members of the Planning Commission and to the applicant prior to the scheduled meeting. To assist in resolving any potential problems, the owner, developer, or agent shall be required to attend the meetings at which the item is to be heard.

Or

In P-B, B-1, B-2 and B-3 Districts, all publicly visible sides of the building shall have a minimum of 75% of the exterior facades (excluding windows, trip and doors) covered in brick, cast stone, or an alternative masonry material acceptable to the Planning Commission.

There was a motion by Steve Childress, seconded by John Moren to send a positive recommendation to the Board of Mayor and Alderman for the adoption of the Commercial Design Standards listed below. Motion carried, all present voting aye.

In P-B, B-1, B-2 and B-3 Districts, all publicly visible sides of the building shall have a minimum of 75% of the exterior facades (excluding windows, trip and doors) covered in brick, cast stone, or an alternative masonry material acceptable to the Planning Commission.

IV. REPORTS

Mayor Comments:

- The Town Home project has been pulled and will not be happening as expected.
- The Veteran's Plaza is moving forward and the City is working on getting additional funding assistance.

Building Inspector – Permitting and Enforcement Report

There was a motion by Mayor Dwayne Cole, seconded by Steve Childress 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 6:44pm.

Chairman Terry Waits

Secretary John Moren

Barbara Younger,
Recording Secretary