



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

**AGENDA**

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –  
Monday, Feb 22, 2021 7:00 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 regular Monthly Meeting – Jan 25, 2021.
- E. Public Forum

**II. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS**

- A. Public Works Dir. Sherry Bennard
- B. Public Safety Chief Randal Baskin  
Chief Alan Barkelew
- C. Parks & Recreation Dir. Griff Fisher
- D. Building Inspector/  
Code Enforcement Insp. Glenn Stringfellow

**III. MAYOR'S REPORT**

- A. Report
- B. Proclamation
- C. Appointments
- D. Ordinance – Resolutions – Motions

E. Announcements

F. Acknowledgements

**IV. NEW BUSINESS**

**V. FINANCIAL REPORT**

A. Checks over \$10,000

B. Financial Report 01-31-2021

Adjourn –



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

**MINUTES – January 25, 2021**

---

**Regular Monthly Meeting – Monday Jan 25, 2021, 7:00 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee.**

Members present: Mayor Dwayne Cole, Alderman Sue Arthur, Jack Bomar, Ray Deneka, Lonnie Glass, Deborah Reed and Glenn Turner.

Absent:

Department Heads in Attendance: Public Works Director Sherry Bennard, Chief Randal Baskin, Chief Alan Barkelew, Parks and Recreation Director Griff Fisher

**I. CALL TO ORDER**

Mayor Cole called the January 25, 2021 meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 p.m. Mayor Dwayne Cole gave the invocation.

**II. ESTABLISH A QUORUM**

Mayor Cole noted the Board had a quorum with all members present.

**III. APPROVE MINUTES**

Mayor Cole presented the minutes from the Regular Monthly Meeting of Dec 28, 2020.  
*Stand approved as distributed.*

**IV. PUBLIC FORUM**

No one present to speak.

**V. OLD BUSINESS AND 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 Alan Barkelew presented the monthly report. See attached sheet.

- Parks & Recreation – Director Griff Fisher presented the monthly report. See attached sheet.
- Code Enforcement – Reference report as written.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report. See attached sheet.

**VIII. NEW BUSINESS –**

No new business to report/discuss.

**IX. FINANCIAL REPORT –**

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for December. *A motion was made by Alderman Bomar to approve all checks over \$10,000 as presented. Motion was seconded by Alderman Turner. Motion carried; all members present voting aye.*
- **Financial 12/31/2020** – Mayor Cole presented the financial report for the period ending December 31, 2020. *A motion to accept the report was made by Alderman Deneka. Motion was seconded by Alderman Glass. Motion carried; all members present voting aye.*

With no further discussion, a motion was made by Alderman Arthur to adjourn at 7:22 pm.

---

Dwayne Cole, Mayor

---

Sherry Yelvington, City Recorder

City of Munford  
Public Works Monthly Report

|                         | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | 2021<br>Totals | PY<br>Totals |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|--------------|
| Calls                   | 39     |        |        |        |        |        |        |        |        |        |        |        | 39             |              |
| Water Calls/Leaks       | 3      |        |        |        |        |        |        |        |        |        |        |        | 3              |              |
| Sewer Calls/Leaks       | 7      |        |        |        |        |        |        |        |        |        |        |        | 7              |              |
| Gas Calls/Leaks         | 7      |        |        |        |        |        |        |        |        |        |        |        | 7              |              |
| Drainage Calls          | 0      |        |        |        |        |        |        |        |        |        |        |        | 0              |              |
| Misc Calls              | 0      |        |        |        |        |        |        |        |        |        |        |        | 0              |              |
| Cut-Offs                | 48     |        |        |        |        |        |        |        |        |        |        |        | 48             |              |
| Locates                 | 264    |        |        |        |        |        |        |        |        |        |        |        | 264            |              |
| Unread Meters           | 28     |        |        |        |        |        |        |        |        |        |        |        | 28             |              |
| Meters Repairs          | 21     |        |        |        |        |        |        |        |        |        |        |        | 21             |              |
| Sewer Taps              | 0      |        |        |        |        |        |        |        |        |        |        |        | 0              |              |
| Water Sets              | 10     |        |        |        |        |        |        |        |        |        |        |        | 10             |              |
| Gas Sets                | 6      |        |        |        |        |        |        |        |        |        |        |        | 6              |              |
| Munford                 | 1      |        |        |        |        |        |        |        |        |        |        |        | 1              |              |
| Atoka                   | 3      |        |        |        |        |        |        |        |        |        |        |        | 3              |              |
| Brighton                | 2      |        |        |        |        |        |        |        |        |        |        |        | 2              |              |
| Closed Work Orders      | 243    |        |        |        |        |        |        |        |        |        |        |        | 243            |              |
| Water Pumped (millions) | 24     |        |        |        |        |        |        |        |        |        |        |        | 24             |              |
| Treated Pumped to River | 40     |        |        |        |        |        |        |        |        |        |        |        | 40             |              |

Other Notes - January

**City of Munford  
Police Department**

|                             |        |        |        |        |        |        |        |        |        |        |        |        | 2021   | PY     |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                             | 21-Jan | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Totals | Totals |
| CITATIONS ISSUED            | 114    |        |        |        |        |        |        |        |        |        |        |        | 114    | 1891   |
| COURTESY CITATIONS ISSUED   | 74     |        |        |        |        |        |        |        |        |        |        |        | 74     | 1124   |
| TRAFFIC STOPS               | 276    |        |        |        |        |        |        |        |        |        |        |        | 276    | 3829   |
| SPEEDING                    | 69     |        |        |        |        |        |        |        |        |        |        |        | 69     | 1194   |
| SEAT BELT                   | 1      |        |        |        |        |        |        |        |        |        |        |        | 1      | 6      |
| ARREST                      | 24     |        |        |        |        |        |        |        |        |        |        |        | 24     | 380    |
| ADULT - MALE                | 18     |        |        |        |        |        |        |        |        |        |        |        | 18     | 221    |
| ADULT - FEMALE              | 5      |        |        |        |        |        |        |        |        |        |        |        | 5      | 104    |
| JUVENILE - MALE             | 1      |        |        |        |        |        |        |        |        |        |        |        | 1      | 35     |
| JUVENILE - FEMALE           | 0      |        |        |        |        |        |        |        |        |        |        |        | 0      | 20     |
| WARRANT ARREST              | 5      |        |        |        |        |        |        |        |        |        |        |        | 5      | 57     |
| DRUG ARREST                 | 6      |        |        |        |        |        |        |        |        |        |        |        | 6      | 77     |
| ALCOHOL ARREST              | 1      |        |        |        |        |        |        |        |        |        |        |        | 1      | 26     |
| INCIDENT REPORTS            | 45     |        |        |        |        |        |        |        |        |        |        |        | 45     | 755    |
| OFFICER INITIATED INCIDENTS | 1111   |        |        |        |        |        |        |        |        |        |        |        | 1111   | 12751  |
| ACCIDENT REPORTS            | 6      |        |        |        |        |        |        |        |        |        |        |        | 6      | 192    |
| MILES PATROLLED             | 12739  |        |        |        |        |        |        |        |        |        |        |        | 12739  | 145806 |
| CALLS FOR SERVICE           | 717    |        |        |        |        |        |        |        |        |        |        |        | 717    | 9019   |



## Munford Fire Department Monthly Board Report - January 2021

| Incidents                       | Jan 2021  | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | July 2021 | Aug 2021 | Sept 2021 | Oct 2021 | Nov 2021 | Dec 2021 | Total 2021 | Total 2020  |
|---------------------------------|-----------|----------|----------|----------|----------|----------|-----------|----------|-----------|----------|----------|----------|------------|-------------|
| Structure Fires - Munford       | 0         |          |          |          |          |          |           |          |           |          |          |          | 0          | 9           |
| Structure Fires - County        | 3         |          |          |          |          |          |           |          |           |          |          |          | 3          | 15          |
| Grass Fire - Munford            | 0         |          |          |          |          |          |           |          |           |          |          |          | 0          | 9           |
| Grass Fires - County            | 2         |          |          |          |          |          |           |          |           |          |          |          | 2          | 7           |
| Vehicle Fires - Munford         | 0         |          |          |          |          |          |           |          |           |          |          |          | 0          | 4           |
| Vehicle Fires - County          | 0         |          |          |          |          |          |           |          |           |          |          |          | 0          | 1           |
| Vehicle Accidents - Munford     | 2         |          |          |          |          |          |           |          |           |          |          |          | 2          | 31          |
| Vehicle Accidents - County      | 4         |          |          |          |          |          |           |          |           |          |          |          | 4          | 21          |
| EMS Calls - Munford             | 40        |          |          |          |          |          |           |          |           |          |          |          | 40         | 608         |
| EMS Calls - County              | 5         |          |          |          |          |          |           |          |           |          |          |          | 5          | 40          |
| Other Incidents - Munford       | 21        |          |          |          |          |          |           |          |           |          |          |          | 21         | 180         |
| Other Incidents - County        | 7         |          |          |          |          |          |           |          |           |          |          |          | 7          | 87          |
| Mutual Aid Calls                | 15        |          |          |          |          |          |           |          |           |          |          |          | 15         | 128         |
| Burn Permits                    | 0         |          |          |          |          |          |           |          |           |          |          |          | 0          | 104         |
| Total Calls - Munford           | 63        |          |          |          |          |          |           |          |           |          |          |          | 63         | 841         |
| Total Calls - County            | 21        |          |          |          |          |          |           |          |           |          |          |          | 21         | 171         |
| <b>Total Calls - Department</b> | <b>84</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>84</b>  | <b>1012</b> |

| Department Staffing              | Allocated | Filled    | Vacant    | On Leave |
|----------------------------------|-----------|-----------|-----------|----------|
| Full Time Positions              | 13        | 13        | 0         | 1        |
| Part Time Positions              | 1         | 1         | 0         | 0        |
| Reserves                         | 30        | 9         | 21        | 0        |
| <b>Total Department Staffing</b> | <b>44</b> | <b>23</b> | <b>21</b> | <b>1</b> |

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

|    | PERMIT NO | DATE     | LOCATION           | R-C | NAME             | TYPE OF PROJECT   | SQUARE FOOTAGE | PROJECT VALUE | PERMIT FEE |          |
|----|-----------|----------|--------------------|-----|------------------|-------------------|----------------|---------------|------------|----------|
| 1  | 1215      | 01/13/21 | 270 WINDY OAKS     | C   | RONALD MOATS     | ADDITION          | 196            | \$2,000.00    | \$100.00   |          |
| 2  | 1216      | 01/19/21 | 6339 CAMPGROUND RD | R   | JEREMY BREWI     | ACC. BLDG         | 720            | \$20,000.00   |            | \$100.00 |
| 3  | 1217      | 01/19/21 | 842 MCCORMICK      | C   | MARGARET DUFFY   | ADDITION          | 160            | \$19,000.00   | \$100.00   |          |
| 4  | 1218      | 01/19/21 | 3113 MARSHALL RD   | R   | GARY SMITH       | ACC. BLDG         | 396            | N/A           |            | \$100.00 |
| 5  | 1219      | 01/28/21 | 95 COLONIAL CV.    | C   | DR HORTON        | NEW S.F. DWELLING | 2,029          | \$143,000.00  | \$378.00   |          |
| 6  | 1220      | 01/28/21 | 81 COLONIAL CV.    | C   | DR HORTON        | NEW S.F. DWELLING | 2,183          | \$153,000.00  | \$398.00   |          |
| 7  | 1221      | 01/28/21 | 107 COLONIAL CV.   | C   | DR HORTON        | NEW S.F. DWELLING | 2,296          | \$161,000.00  | \$414.00   |          |
| 8  | 1226      | 01/20/21 | 15 N. MEADOWS CV.  | C   | D&D CUSTOM HOMES | NEW S.F. DWELLING | 2,390          | \$168,000.00  | \$428.00   |          |
| 9  | 1227      | 01/20/21 | 49 S. MEADOWS CV.  | C   | D&D CUSTOM HOMES | NEW S.F. DWELLING | 2,923          | \$205,000.00  | \$502.00   |          |
| 10 | 1228      | 01/20/21 | 42 N. MEADOWS CV.  | C   | D&D CUSTOM HOMES | NEW S.F. DWELLING | 2,923          | \$205,000.00  | \$502.00   |          |
| 11 | 1229      | 01/20/21 | 33 N. MEADOWS CV.  | C   | D&D CUSTOM HOMES | NEW S.F. DWELLING | 2,651          | \$186,000.00  | \$468.00   |          |
| 12 | 1230      | 01/22/21 | 187 WINDCHASE DR.  | C   | HEATH AUGUSTIN   | ACC. BLDG         | 96             | N/A           | \$100.00   |          |
| 13 |           |          |                    |     |                  |                   |                |               |            |          |
| 14 |           |          |                    |     |                  |                   |                |               |            |          |
| 15 |           |          |                    |     |                  |                   |                |               |            |          |
| 16 |           |          |                    |     |                  |                   |                |               |            |          |
| 17 |           |          |                    |     |                  |                   |                |               |            |          |
| 18 |           |          |                    |     |                  |                   |                |               |            |          |
| 19 |           |          |                    |     |                  |                   |                |               |            |          |
| 20 |           |          |                    |     |                  |                   |                |               |            |          |
| 21 |           |          |                    |     |                  |                   |                |               |            |          |
|    |           |          |                    |     |                  |                   |                |               | \$3,390.00 | \$200.00 |

Total **\$1,262,000.00** **\$3,590.00**

|                        |                          |                |                         |      |
|------------------------|--------------------------|----------------|-------------------------|------|
| <b>C - CITY LIMITS</b> | Complaints               | 19             | Building Permits        | 12   |
| <b>R - REGION</b>      | Inspections              | 46             | Sign permits            |      |
|                        | Certificate Of Occupancy | 4              | Use & Occupancy Permits |      |
|                        | PREFORMANCE BOND         | WALKERS MEADOW | CENTRAL PARK            | 2018 |

  
**Building Inspector**



## Munford-Tipton County Memorial Library

1476 Munford Avenue

Munford, TN 38058

(901) 837-2665

[www.munford.com](http://www.munford.com)



### January 2021 Library Report

#### Overview:

- The library has collected **\$3.00** in library fines, overdue fees, and lost items.
  - The monthly collection for copies and faxing was **\$112.30**.
  - The Library collected **\$60.00** in donations. **\$50** in memory of Kenny Hinshaw & **\$10** in memory of T.J. Talley.
  - Around **200** people used the Wi-Fi during the month of January, even though the library was closed to the public, patrons can access the Wi-Fi from the parking lot.
  - The library had **432** reference questions asked and answered.
  - The Library has gained **3** new users, with **1,191** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **4,176** patrons.
  - Through Interlibrary Loan **14** books were loaned out, and **14** were borrowed.
- 
- ❖ Tennessee R.E.A.D.S. had **957** books checked out.
  - ❖ There were **432** reference questions asked to staff.
  - ❖ Virtual Story Times were posted to Facebook. Staff reads a book and posts the video to Facebook. We posted **2** videos in January with **154** views.
  - ❖ Due to Governor Lee's executive order No.70, the Library closed to the public on December 21, 2020. Staff continued to work on a hybrid schedule and offers curbside services through the shutdown. **128** patrons were assisted curbside in January.
  - ❖ While the library doors are closed to the public, staff has been working on:
    - Weeding of old materials
    - Re-organizing shelves to better help with the overcrowding of some areas
    - Assisting patrons curbside
    - Webinars and virtual in-services
    - Ordering and cataloging materials
    - Virtual story time
    - Take home crafts

Munford-Tipton County

Monthly Report

January 2021

| PHYSICAL COLLECTION |                      |              |          |            |              |                         |               |           |            |               | LOCAL ELECTRONIC COLLECTION<br>(Advantage, etc.) |                                  | Current Balance |
|---------------------|----------------------|--------------|----------|------------|--------------|-------------------------|---------------|-----------|------------|---------------|--|----------------------------------|-----------------|
| Material Type       |                      | Beginning    | Added    | Deleted    | Balance      |                         | Beginning     | Added     | Deleted    | Balance       |  |                                  |                 |
| Print Materials     | <b>Locally Owned</b> | 8,018        | 0        | 171        | <b>7,847</b> | <b>Regionally Owned</b> | 10,246        | 73        | 130        | <b>10,189</b> | <b>Locally Owned</b>                             | E-books                          | 0               |
| Audio Materials     |                      | 420          | 0        | 24         | <b>396</b>   |                         | 1,655         | 0         | 25         | <b>1,630</b>  |  | Audio Downloadable               | 0               |
| Video Materials     |                      | 571          | 0        | 74         | <b>497</b>   |                         | 616           | 10        | 19         | <b>607</b>    |  | Video Downloadable               | 0               |
| Other Materials     |                      | 0            | 0        | 0          | <b>0</b>     |                         | 0             | 0         | 0          | <b>0</b>      |  | <b>TOTAL</b>                     | <b>0</b>        |
| <b>TOTAL</b>        |                      | <b>9,009</b> | <b>0</b> | <b>269</b> | <b>8,740</b> |                         | <b>12,517</b> | <b>83</b> | <b>174</b> | <b>12,426</b> |  | <b>TOTAL PHYSICAL COLLECTION</b> | <b>21,166</b>   |

| <b>Electronic Circulation-READS</b><br>includes Advantage & other local e collections | <b>Physical Circulation</b><br>Book & Non-Book | <b>CIRCULATION TOTALS</b> - Auto Fill<br>(all formats - Physical & Electronic) |            |  |              |
|---|--|--|------------|--|--------------|
| Adult **  | 824  | Adult  | 180        | Adult<br>(includes number from libguides **4.4)    | 1,004        |
| Children **   | 133  | Children   | 54         | Children<br>(includes number from libguides **4.5) | 187          |
| <b>Total</b>  | <b>957</b>                                     |  | <b>234</b> | <b>Total for All Circulation</b>                   | <b>1,191</b> |

Unique Users 126

| Title VI Survey Information      |          | Library Services       |     | In-Person Programs Offered    |             |          |          |
|----------------------------------|----------|------------------------|-----|-------------------------------|-------------|----------|----------|
| White                            | 3        | Library Visits         | 128 | Adult                         | Young Adult | Children |          |
| Black                            | 0        | Reference Transactions | 432 | Inside the Library            | 1           | 0        | 1        |
| American Indian-Alaska Native    | 0        | Computer Users         | 0   | Outside the Library           | 0           | 0        | 0        |
| Hispanic or Latino of any race   | 0        | Wireless Sessions      | 183 | <b>Total</b>                  | <b>1</b>    | <b>0</b> | <b>1</b> |
| Native Hawaiian/Pacific Islander | 0        | Website Visits         | 0   | In-Person Programs Attendance |             |          |          |
| Asian                            | 0        |                        |     | Adult                         | Young Adult | Children |          |
| Other                            | 0        | Hotspots/MiFi          | 0   | Inside the Library            | 1           | 0        | 0        |
| Two or more races                | 0        | Local Database Usage   | 0   | Outside the Library           | 0           | 0        | 0        |
| <b>Total</b>                     | <b>3</b> | Tech Training/help     | 0   | <b>Total</b>                  | <b>1</b>    | <b>0</b> | <b>0</b> |

| Borrowers                      | Current Balance |
|--------------------------------|-----------------|
| Adult Borrowers >14 yrs old    | 3,265           |
| Children Borrowers <14 yrs old | 911             |
| <b>Total Borrowers</b>         | <b>4,176</b>    |

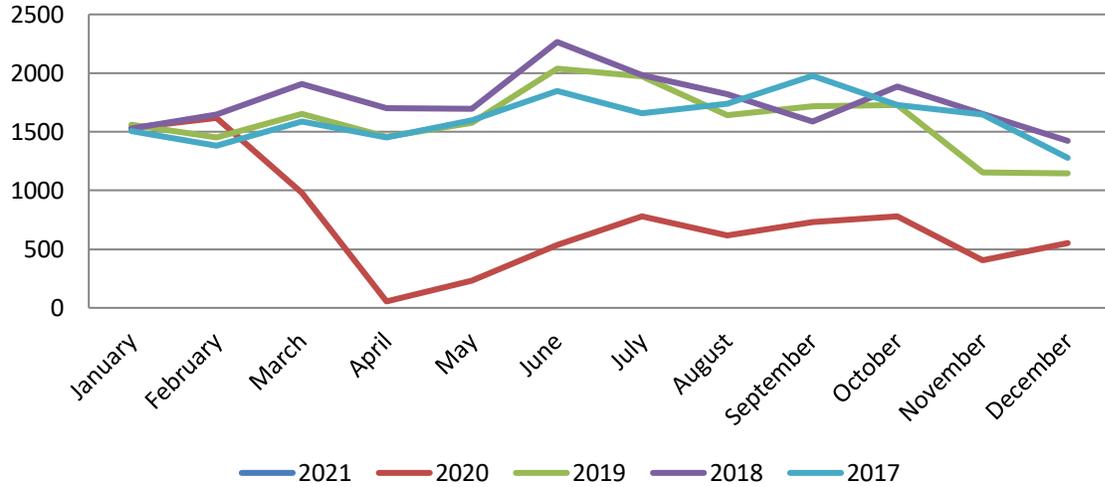
| Live Virtual Programming       |   |
|--------------------------------|---|
| Live Virtual Programs          | 0 |
| Views of Live Virtual Programs | 0 |
| On-Demand Views                | 0 |

| Recorded Programming       |     |
|----------------------------|-----|
| Recorded Programs          | 2   |
| Views of Recorded Programs | 154 |

| Resource Sharing |    |
|------------------|----|
| ILL - Borrowed   | 14 |
| ILL - Loaned     | 14 |

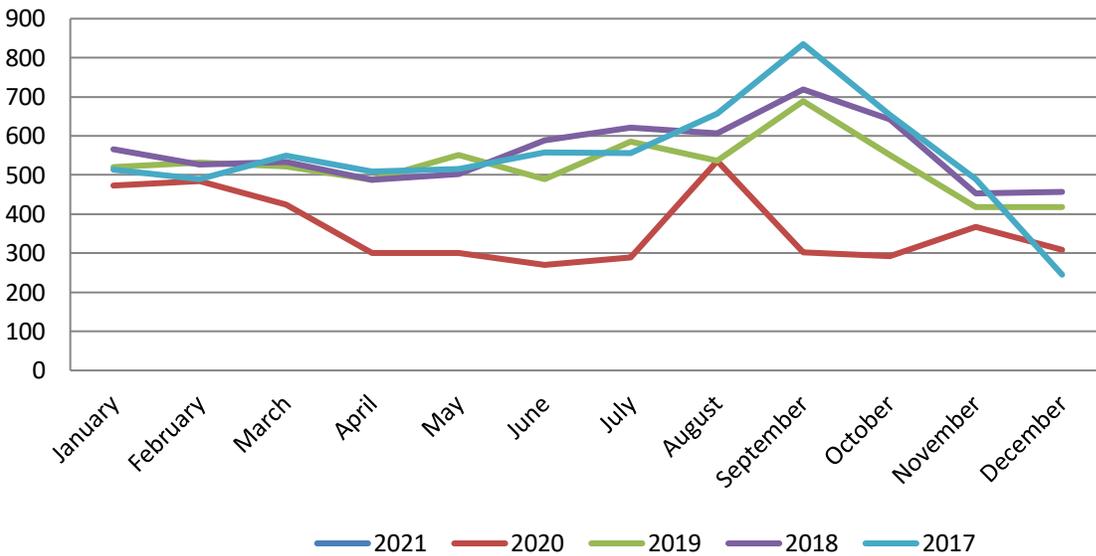
|                                 |            |
|---------------------------------|------------|
| <b>TOTAL PROGRAMS</b>           | <b>4</b>   |
| <b>TOTAL PROGRAM ATTENDANCE</b> | <b>155</b> |

### Circulation Growth 2017-2021

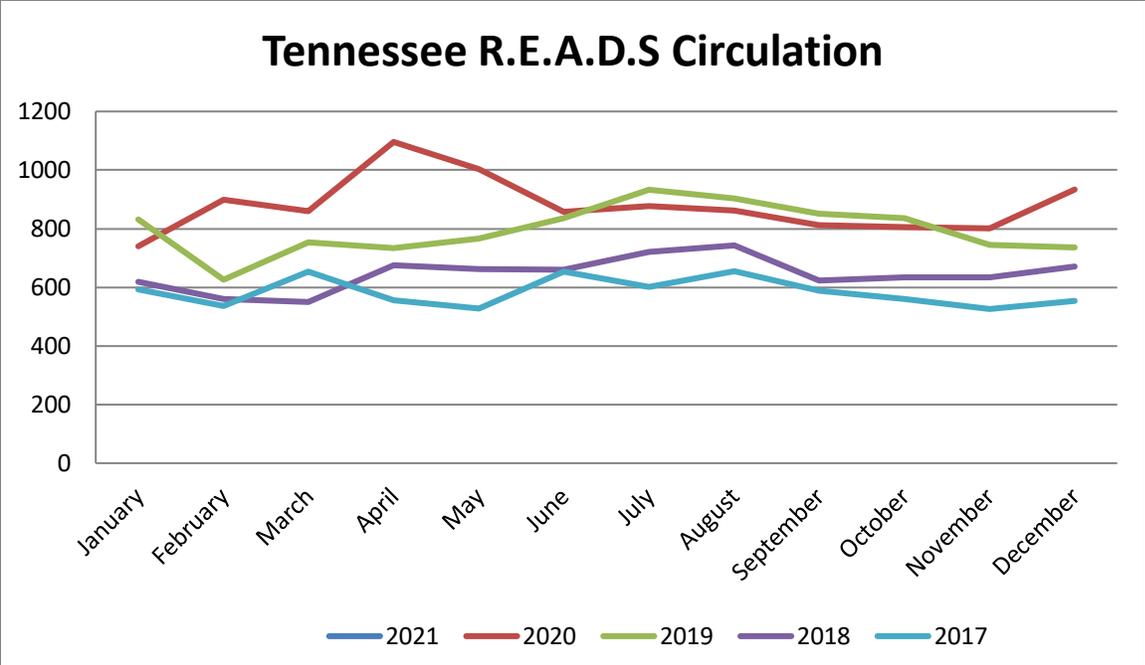


\* As of 1/31/2021

### Computer Usage 2017-2021



\* As of 1/31/2021



**\* As of 1/31/2021**



## CHECKS OVER \$10,000

January 2021

| <u>PAYABLE TO</u>          | <u>CHECK #</u>               | <u>AMOUNT</u>       | <u>DESCRIPTION</u>                      |
|----------------------------|------------------------------|---------------------|---|
| BlueCross BlueShield       | 16599                        | \$ 63,153.14        | Medical Insurance February              |
| Dozertrax USA              | 16536                        | \$131,092.31        | Force Main Draw #2                      |
| Gaines Williams & Assoc.   | 16616                        | \$ 11,950.00        | Telemetry Upgrade                       |
| Reagor Construction        | 16641                        | \$ 23,000.00        | Raise the Cousar Pump                   |
| Sensus USA                 | 16565                        | \$ 37,179.05        | Annual Fee                              |
| Southwest TN Electric      | 16569                        | \$ 18,171.09        | Electrical Services (November-December) |
|                            | 16646                        | <u>10,356.47</u>    | Electrical Services (November-December) |
|                            | <b>Total Southwest Elect</b> | <b>\$ 28,527.56</b> |   |
| Tipton County 9-1-1 Board  | 16652                        | \$ 11,623.37        | 3 <sup>rd</sup> Quarter Payment         |
| TN Energy Acquisition Corp | 16576                        | \$ 242,267.59       | Natural Gas Purchase/Transport          |
| Waste Pro – Southaven      | 16583                        | \$ 19,000.34        | Solid Waste Service                     |
|                            | <b>Total</b>                 | <b>\$567,793.36</b> |   |

**City of Munford**  
**Balance Sheet Summary**  
**For the Period Ended January 31, 2021**

| <b>ASSETS</b>         | <b>Cash</b>         | <b>Accounts Rec,<br/>net of bad debt<br/>allowance</b> | <b>Due From Other<br/>Funds</b> | <b>Inventories<br/>Other Assets</b> | <b>Capital Assets<br/>net of<br/>depreciation</b> | <b>Total Assets</b> |
|-----------------------|---------------------|--|---------------------------------|-------------------------------------|---|---------------------|
| General Fund          | \$1,540,216         | \$498,439  | \$0                             | \$0                                 | \$0   | \$2,038,654         |
| State Street Aid Fund | \$554,333           | \$0  | \$0                             | \$0                                 | \$0   | \$554,333           |
| Drug Fund             | \$27,251            | \$0  | \$0                             | \$0                                 | \$0   | \$27,251            |
| Solid Waste Fund      | \$20,414            | \$34,115   | \$0                             | \$0                                 | \$0   | \$54,530            |
| Water-Sewer Fund      | \$1,092,716         | \$191,960  | \$0                             | \$0                                 | \$8,451,844                                       | \$9,736,520         |
| Gas Fund              | \$7,498,726         | \$661,141  | \$0                             | \$109,880                           | \$5,255,793                                       | \$13,525,539        |
|                       | <b>\$10,733,655</b> | <b>\$1,385,655</b>                                     | <b>\$0</b>                      | <b>\$109,880</b>                    | <b>\$13,707,637</b>                               | <b>\$25,936,827</b> |

| <b>LIABILITIES</b>    | <b>Accounts<br/>Payable</b> | <b>Customer<br/>Deposits</b> | <b>Due to Other<br/>Funds</b> | <b>Outstanding<br/>Debt</b> | <b>Total Liabilities</b> |
|-----------------------|-----------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------|
| General Fund          | \$15,059                    | \$17,639                     | \$0                           | \$0                         | \$32,697                 |
| State Street Aid Fund | \$0                         | \$0                          | \$0                           | \$0                         | \$0                      |
| Drug Fund             | \$8,515                     | \$0                          | \$0                           | \$0                         | \$8,515                  |
| Solid Waste Fund      | \$0                         | \$0                          | \$0                           | \$0                         | \$0                      |
| Water-Sewer Fund      | \$23,902                    | \$114,260                    | \$0                           | \$2,657,131                 | \$2,795,292              |
| Gas Fund              | \$330,903                   | \$70,827                     | \$0                           | \$1,448,743                 | \$1,850,473              |
|                       | <b>\$378,379</b>            | <b>\$202,725</b>             | <b>\$0</b>                    | <b>\$0</b>                  | <b>\$4,105,873</b>       |

| <b>FUND BALANCE<br/>OR EQUITY</b> | <b>Beginning Fund<br/>Balance</b> | <b>Revenues over<br/>Expenses:<br/>Surplus</b> | <b>Revenues over<br/>Expenses: Loss</b> | <b>Ending Fund<br/>Balance</b> |
|-----------------------------------|-----------------------------------|--|---|--------------------------------|
| General Fund                      | \$1,461,222                       | \$544,735                                      |   | \$2,005,957                    |
| State Street Aid Fund             | \$521,648                         | \$32,684                                       |   | \$554,332                      |
| Drug Fund                         | \$16,277                          | \$2,459  |   | \$18,736                       |
| Solid Waste Fund                  | \$63,110                          |  | (\$8,580)                               | \$54,530                       |
| Water-Sewer Fund                  | \$6,618,797                       | \$322,431                                      |   | \$6,941,228                    |
| Gas Fund                          | \$11,598,984                      | \$76,082                                       |   | \$11,675,066                   |
|                                   | <b>\$20,280,039</b>               | <b>\$978,391</b>                               | <b>(\$8,580)</b>                        | <b>\$21,249,850</b>            |

| <b>Fund<br/>Analysis</b> | <b>Total Assets</b> | <b>Total Liabilities</b> | <b>Beginning Fund<br/>Balance or<br/>Equity</b> | <b>Increase from FY<br/>2021 Activity</b> | <b>Decrease from<br/>FY 2021 Activity</b> | <b>Ending Fund<br/>Balance or<br/>Equity</b> |
|--------------------------|---------------------|--------------------------|---|---|---|--|
| Government Funds         | 2,620,238           | 41,212                   | 1,999,147                                       | 579,878                                   | 0   | 2,579,025                                    |
| Enterprise Funds         | 23,316,589          | 4,645,765                | 18,280,892                                      | 398,513                                   | (8,580)                                   | 18,670,825                                   |
|                          | <b>25,936,827</b>   | <b>4,686,977</b>         | <b>20,280,039</b>                               | <b>978,391</b>                            | <b>(8,580)</b>                            | <b>21,249,850</b>                            |

General Fund Budget Update

General Fund  
Budget Update  
01/31/2021

58.33%

|                              | BUDGET              | ACTUAL              | % MET          |
|------------------------------|---------------------|---------------------|----------------|
| <b>REVENUES</b>              |                     |                     |                |
| LOCAL TAXES                  | 2,674,531.00        | 2,056,382.00        | 76.89%         |
| LICENSES & PERMITS           | 51,350.00           | 30,431.00           | 59.26%         |
| INTERGOVERNMENTAL            | 831,581.00          | 609,846.00          | 73.34%         |
| CHARGES FOR SERVICE          |                     |                     |                |
| <i>POLICE SERVICES</i>       | <i>4,600.00</i>     | <i>1,471.00</i>     | <i>31.98%</i>  |
| <i>FIRE PROTECTION</i>       | <i>4,500.00</i>     | <i>1,280.00</i>     | <i>28.44%</i>  |
| <i>FEES &amp; COMMISIONS</i> | <i>18,000.00</i>    | <i>58,501.00</i>    | <i>325.01%</i> |
| <i>P&amp;R - PROGRAMS</i>    | <i>132,735.00</i>   | <i>52,344.00</i>    | <i>39.43%</i>  |
| <i>P&amp;R - CONCESSIONS</i> | <i>12,000.00</i>    | <i>195.00</i>       | <i>1.63%</i>   |
| <i>P&amp;R - CENTENNIAL</i>  | <i>128,100.00</i>   | <i>41,240.00</i>    | <i>32.19%</i>  |
| <i>RENTAL FEES</i>           | <i>142,616.00</i>   | <i>65,820.00</i>    | <i>46.15%</i>  |
| <i>LIBRARY SERVICES</i>      | <i>6,050.00</i>     | <i>3,090.00</i>     | <i>51.07%</i>  |
| <i>COMMUNITY DEV</i>         | <i>5,250.00</i>     | <i>0.00</i>         | <i>0.00%</i>   |
|                              | <u>453,851.00</u>   | <u>223,941.00</u>   | <u>49.34%</u>  |
| FINES & FORFEITURES          | 139,250.00          | 82,646.00           | 59.35%         |
| OTHER REVENUES               | 5,002.00            | 32,252.00           | 644.78%        |
| <b>TOTAL REVENUES</b>        | <b>4,155,565.00</b> | <b>3,035,498.00</b> | <b>73.05%</b>  |
| <b>EXPENSES</b>              |                     |                     |                |
| GENERAL GOVERNMENT           |                     |                     |                |
| <i>LEGISLATIVE</i>           | <i>25,785.00</i>    | <i>13,545.00</i>    | <i>52.53%</i>  |
| <i>JUDICIAL</i>              | <i>17,044.00</i>    | <i>7,819.00</i>     | <i>45.88%</i>  |
| <i>ELECTIONS</i>             | <i>0.00</i>         | <i>0.00</i>         | <i>0.00%</i>   |
|                              | <u>42,829.00</u>    | <u>21,364.00</u>    | <u>49.88%</u>  |
| FINANCE & ADMINISTRATION     | 42,092.00           | 23,323.00           | 55.41%         |
| CODE ENFORCEMENT             | 46,029.00           | 27,113.00           | 58.90%         |
| PUBLIC SAFETY                |                     |                     |                |
| <i>POLICE</i>                | <i>1,532,356.00</i> | <i>938,646.00</i>   | <i>61.26%</i>  |
| <i>FIRE</i>                  | <i>1,177,835.00</i> | <i>744,598.00</i>   | <i>63.22%</i>  |
|                              | <u>2,710,191.00</u> | <u>1,683,244.00</u> | <u>62.11%</u>  |
| STREETS                      |                     |                     |                |
| STREETS                      | 89,542.00           | 214,107.00          | 239.11%        |
| PARKS & RECREATION           |                     |                     |                |
| <i>P &amp; R ADMIN</i>       | <i>364,597.00</i>   | <i>173,644.00</i>   | <i>47.63%</i>  |
| <i>P &amp; R PROGRAMS</i>    | <i>62,850.00</i>    | <i>23,252.00</i>    | <i>37.00%</i>  |
| <i>CENTENNIAL</i>            | <i>327,002.00</i>   | <i>143,310.00</i>   | <i>43.83%</i>  |
| <i>PARKS</i>                 | <i>37,290.00</i>    | <i>27,541.00</i>    | <i>73.86%</i>  |
| <i>TIPTON PLAZA</i>          | <i>67,194.00</i>    | <i>41,169.00</i>    | <i>61.27%</i>  |
|                              | <u>858,933.00</u>   | <u>408,916.00</u>   | <u>47.61%</u>  |
| LIBRARY                      | 95,449.00           | 57,645.00           | 60.39%         |
| COMMUNITY DEVELOPMENT        | 20,303.00           | 11,780.00           | 58.02%         |
| DEBT SERVICE                 | 250,197.00          | 43,271.00           | 17.29%         |
| <b>TOTAL EXPENSES</b>        | <b>4,155,565.00</b> | <b>2,490,763.00</b> | <b>59.94%</b>  |
| RESERVE                      | 0.00                | 0.00                |                |
| <b>Net Surplus/(loss)</b>    | <b>0.00</b>         | <b>544,735.00</b>   |                |

**Budget Update** **01-2021**  
**State Street Aid**

Percentage of Budget Yr Complete 58.33%

|                                    | BUDGET         | ACTUAL           | % MET         |
|------------------------------------|----------------|------------------|---------------|
| <b>REVENUES</b>                    |                |                  |               |
| STATE - FUND BALANCE               | 0              | 0                | 0.00%         |
| STATE - GAS & MOTOR FUEL TAX       | 100,265        | 47,203           | 47.08%        |
| STATE - \$0.03 GASOLINE TAX        | 33,300         | 13,741           | 41.26%        |
| STATE - 1989 GASOLINE TAX INCREASE | 20,774         | 7,416            | 35.70%        |
| STATE - GAS 2017 TAX               | 41,181         | 23,718           | 57.59%        |
| STATEST - INTEREST EARNINGS        | 1,000          | 1,426            | 142.60%       |
| STATEST - OTHER FINANCING SOURCES  | 300,000        | 102,861          | 34.29%        |
| <b>TOTAL REVENUES</b>              | <b>496,520</b> | <b>196,365</b>   | <b>39.55%</b> |
| <b>EXPENSES</b>                    |                |                  |               |
| STATE ST - ELECTRIC                | 20,000         | 13,129           | 65.65%        |
| STATE ST - PROFESSIONAL SERVICES   | 0              | 4,519            | 0.00%         |
| STATE ST - REP/MT STORM DRAINS     | 30,000         | 0                | 0.00%         |
| STATE ST - REP/MT STREETS/ROADS    | 300,000        | 101,872          | 33.96%        |
| 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              | 39,600         | 26,296           | 66.40%        |
| STATE ST - INTEREST TML#5          | 30,000         | 17,865           | 59.55%        |
| STATE ST - CAPITAL OUTLAY          | 0              | 0                | 0.00%         |
| <b>TOTAL EXPENSES</b>              | <b>419,600</b> | <b>163,681</b>   | <b>39.01%</b> |
| <b>Net Surplus/(loss)</b>          | <b>76,920</b>  | <b>32,684.00</b> |               |

**Budget Update** **01-2021**  
**Drug Fund**

Percentage of Budget Yr Complete 58.33%

|                                     | BUDGET       | ACTUAL       | % MET          |
|-------------------------------------|--------------|--------------|----------------|
| <b>REVENUES</b>                     |              |              |                |
| DRUG - FUND BALANCE                 |              |              |                |
| DRUG - GENERAL SESSIONS             | 600          | 200          | 33.33%         |
| DRUG - CIRCUIT COURT                | 400          | 0            | 0.00%          |
| DRUG - OTHER MISC REV               | 0            | 0            | 0.00%          |
| DRUG - FORFEITS (from seizure acct) | 500          | 3,745        | 749.00%        |
| OR - INTEREST EARNINGS              | 80           | 51           | 63.75%         |
| <b>TOTAL REVENUES</b>               | <b>1,580</b> | <b>3,996</b> | <b>252.91%</b> |
| <b>EXPENSES</b>                     |              |              |                |
| DRUG - MEMBERSHIPS                  | 0            | 120          | 0.00%          |
| DRUG - MEDICAL/VET                  | 750          | 537          | 71.60%         |
| DRUG - PROF SERV TRAINING           | 0            | 0            | 0.00%          |
| DRUG - REPAIR/MT VEHICLE            | 0            | 0            | 0.00%          |
| DRUG - TRAVEL/LODGING               | 0            | 0            | 0.00%          |
| DRUG - DOG SUPPLIES                 | 750          | 290          | 38.67%         |
| DRUG - OPERATING SUPPLIES           | 80           | 590          | 737.50%        |
| DRUG - CAPITAL OUTLAY               | 0            | 0            | 0.00%          |
| <b>TOTAL EXPENSES</b>               | <b>1,580</b> | <b>1,537</b> | <b>97.28%</b>  |
| <b>Net Surplus/(loss)</b>           | <b>0</b>     | <b>2,459</b> |                |

**Budget Update** **01-2021**  
**Solid Waste Fund**

Percentage of Budget Yr Complete 58.33%

|                                     | BUDGET                              | ACTUAL         | % MET         |        |
|-------------------------------------|-------------------------------------|----------------|---------------|--------|
| <b>REVENUES</b>                     |                                     |                |               |        |
| TRASH COLLECTION - RESIDENTIAL      | 385,000                             | 199,767        | 51.89%        |        |
| TRASH COLLECTION - POPLAR GROVE     | 18,045                              | 11,715         | 64.92%        |        |
| TRASH COLLECTION- LATE PENALTIES    | 9,100                               | 4,020          | 44.18%        |        |
| TRASH COLLECTION - INTEREST REVENUE | 300                                 | 114            | 38.00%        |        |
| <b>TOTAL SOLID WASTE REVENUES</b>   | <b>412,445</b>                      | <b>215,616</b> | <b>52.28%</b> |        |
| <b>EXPENSES</b>                     |                                     |                |               |        |
| TRASH -VENDOR SERVICES              | 217,170                             | 108,565        | 49.99%        |        |
| TRASH - OTHER PROFESSIONAL SRVS     | 0                                   | 1,105          | 0.00%         |        |
| TRASH - OTHER OPERATING SUPPLIES    | 0                                   | 0              | 0.00%         |        |
| TRASH - CAPITAL OUTLAY MISC         | 30,000                              | 0              | 0.00%         |        |
| Allocations                         |                                     | 0              | 0.00%         |        |
|                                     | <i>Legislative</i>                  | 13,998         | 9,384         | 67.04% |
|                                     | <i>Finance &amp; Administration</i> | 168,367        | 105,143       | 62.45% |
|                                     |                                     | 182,365        | 114,527       | 62.80% |
| <b>TOTAL SOLID WASTE COLLECTION</b> | <b>429,535</b>                      | <b>224,197</b> | <b>52.20%</b> |        |
| <b>Surplus/(loss)</b>               | <b>(17,090)</b>                     | <b>(8,581)</b> |               |        |

**Budget Update** **01-2021**  
**Water - Sewer Fund**

Percentage of Budget Yr Complete 58.33%

|                                   | BUDGET                              | ACTUAL           | % MET         |        |
|-----------------------------------|-------------------------------------|------------------|---------------|--------|
| <b>REVENUES</b>                   |                                     |                  |               |        |
| Sales                             | 2,083,530                           | 1,224,978        | 58.79%        |        |
| Rent Revenue                      | 4,000                               | 4,000            | 100.00%       |        |
| Service Charges                   | 315,800                             | 455,804          | 144.33%       |        |
| Other Revenues                    | 2,700                               | 4,650            | 172.22%       |        |
| <b>TOTAL WATER-SEWER REVENUES</b> | <b>2,406,030</b>                    | <b>1,689,432</b> | <b>70.22%</b> |        |
| <b>EXPENSES</b>                   |                                     |                  |               |        |
| Water - Treatment                 | 496,873                             | 295,801          | 59.53%        |        |
| Water - Distribution              | 63,925                              | 53,202           | 83.23%        |        |
| Sewer - Treatment                 | 362,990                             | 205,967          | 56.74%        |        |
| Sewer - Collection                | 210,200                             | 114,553          | 54.50%        |        |
| Personnel                         | 516,065                             | 333,245          | 64.57%        |        |
| Contract Services                 | 104,900                             | 43,674           | 41.63%        |        |
| Supplies                          | 65,850                              | 67,153           | 101.98%       |        |
| Fixed Charges                     | 70,600                              | 9,950            | 14.09%        |        |
| Rebates/Debt Service              | 90,708                              | 85,879           | 94.68%        |        |
|                                   | 1,982,111                           | 1,209,424        | 61.02%        |        |
| Allocations                       |                                     |                  |               |        |
|                                   | <i>Legislative</i>                  | 13,998           | 9,384         | 67.04% |
|                                   | <i>Finance &amp; Administration</i> | 210,459          | 131,429       | 62.45% |
|                                   | <i>Code Enforcement</i>             | 23,014           | 13,042        | 56.67% |
|                                   | <i>Community Development</i>        | 6,767            | 3,723         | 55.02% |
|                                   |                                     | 254,238          | 157,578       | 61.98% |
| <b>TOTAL WATER-SEWER EXPENSES</b> | <b>2,236,349</b>                    | <b>1,367,002</b> | <b>61.13%</b> |        |
| <b>Net Surplus/(loss)</b>         | <b>169,681</b>                      | <b>322,430</b>   |               |        |

**Budget Update** **01-2021**  
**Gas Fund**

Percentage of Budget Yr Complete 58.33%

|                                     | <b>BUDGET</b>    | <b>ACTUAL</b>    | <b>% MET</b>  |
|-------------------------------------|------------------|------------------|---------------|
| <b>REVENUES</b>                     |                  |                  |               |
| Sales                               | 3,785,000        | 1,917,126        | 50.65%        |
| Service Charges                     | 242,000          | 133,386          | 55.12%        |
| Other Revenues                      | 90,000           | 18,855           | 20.95%        |
| <b>TOTAL GAS REVENUES</b>           | <b>4,117,000</b> | <b>2,069,367</b> | <b>50.26%</b> |
| <b>EXPENSES</b>                     |                  |                  |               |
| Personnel                           | 678,948          | 346,035          | 50.97%        |
| Contract Services                   | 236,780          | 126,942          | 53.61%        |
| Materials/Supplies                  | 2,017,150        | 1,033,111        | 51.22%        |
| Fixed Charges                       | 537,350          | 254,747          | 47.41%        |
| Rebates/Debt Service                | 60,648           | 27,112           | 44.70%        |
| Econ Development                    | 87,280           | 0                | 0.00%         |
| Allocations                         |                  |                  |               |
| <i>Legislative</i>                  | 19,892           | 13,335           | 67.04%        |
| <i>Finance &amp; Administration</i> | 280,612          | 175,239          | 62.45%        |
| <i>Code Enforcement</i>             | 23,014           | 13,042           | 56.67%        |
| <i>Community Development</i>        | 6,767            | 3,723            | 55.02%        |
|                                     | 330,285          | 205,339          | 62.17%        |
| <b>TOTAL GAS EXPENSES</b>           | <b>3,948,441</b> | <b>1,993,286</b> | <b>50.48%</b> |
| <b>Net Surplus/(loss)</b>           | <b>168,559</b>   | <b>76,081</b>    |               |

## Upcoming Meeting Dates and Events

March

2021

### ***Feb 25 (Thursday)***

4:00 Public Safety Committee

### ***Mar 4 (Thursday)***

4:00 General Welfare

4:30 Public Works

### ***Mar 9 (Tuesday)***

6:30 Planning Commission

### ***Mar 18 (Thursday)***

2:30 Birthday Coffee

4:00 Parks and Recreation Committee

4:30 Public Safety Committee

### ***Mar 22 (Monday)***

7:00 Board of Mayor and Aldermen Meeting



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

**Munford Municipal-Regional Planning Commission**  
**February 9, 2021**

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, February 9, 2021 at 6:30 P.M. via an open Zoom meeting. With the following:

**PRESENT:** Chairman Roy Meadors, Vice-Chairman Rick Wilson, Secretary Sue Arthur, John Moren, Mayor Dwayne Cole, David Keeton and Vernon Pairmore.

**ABSENT:** None

**ALSO, PRESENT:** Janice Bomar, Janet Stevens, Richard Stevens, Planner Will Radford, Code Enforcement /Building Inspector Glenn Stringfellow and Recording Secretary Barbara Younger.

The meeting was called to order at 6:30 PM by Chairman Roy Meadors. There was a quorum present.

**I. APPROVAL OF MINUTES – from January 12, 2021**

*There was a motion by David Keeton, seconded by Vernon Pairmore to approve the minutes from January 12, 2021 as amended, all present voting aye. Motion carried.*

**II. OLD BUSINESS - None**

**III. NEW BUSINESS**

**A. Willis Estate Minor Subdivision**

**Background**

A minor subdivision plat has been submitted on behalf of Sherry Willis, James M. Willis Jr., Alice Willis, and Janet and Richard Stevens to create 4 lots including one access easement. The property is located on Tipton Road. The property can be further identified as Parcels number 4.00, 4.01, 3.01, and 3.02 on Tipton County Tax Map #127. The area is zoned R-1 (Low Density Residential). The property does not appear to be located in a federally identified flood hazard area.

**Analysis**

The purpose of the plat is to subdivide a 13.33 acre (Parcel 4.00) into four lots and resubdividing portions of it by combining the parent tract among Parcels 3.01, and 4.01.

A 50 foot access easement is being dedicated on Parcel 3.01 to provide access to Lot 2 of this subdivision.

The lots meet the requirements of the R-1 district.

The plat is showing the necessary certificated for approval.

The survey is showing an existing 40 feet right of way from the Centerline of Tipton Road. No further right of way dedication is required as part of this subdivision.

Recommendation

Staff Recommends approval of the plat.

*There was a motion by Rick Wilson, seconded by John Moren to approve the Willis Estate Minor Subdivision as presented. Motion carried, all present voting aye.*

Due to the zoom meeting setting each Planning Commission Member had to vote by roll call.

**Roll Call Vote**

|                            |            |
|----------------------------|------------|
| <b>Alderman Sue Arthur</b> | <b>Yes</b> |
| <b>Mayor Dwayne Cole</b>   | <b>Yes</b> |
| <b>David Keeton</b>        | <b>Yes</b> |
| <b>Roy Meadors</b>         | <b>Yes</b> |
| <b>John Moren</b>          | <b>Yes</b> |
| <b>Vernon Paimore</b>      | <b>Yes</b> |
| <b>Rick Wilson</b>         | <b>Yes</b> |

**B. Discussion of Underground Electric Requirement for New Subdivisions**

Staff has been asked to present Underground Electric requirements for new subdivisions to the Planning Commission. Staff is proposing the following language for Planning Commission review:

Underground electric service is required by the City. With the exception of existing street facing infill development, and they must be approved by the city on a case by case basis. Consulting with the Southwest Tennessee Electric Membership Corporation for specific design standards.

Staff has been asked to propose a definition for “infill development”:

“Infill Development” means any case where lots are being divided in an established subdivision or where electric is already installed.

The following would be changed to Section II Fixed Improvements of the currently used Munford Development Contracts”

2. POWER

- a. DEVELOPER shall enter into a contract with the SOUTHWEST TENNESSEE ELECTRIC MEMBERSHIP COOPERATIVE (“STEMS”) for electrical power service to each lot within the Subdivision. City is not responsible for electricity.
- b. DEVELOPER is responsible for the cost of the electrical distribution system. If the system is overhead, streetlights are required every 300 feet. If the system is underground, DEVELOPER shall be responsible for any charges STEMC requires for special poles and lights. STEMC shall maintain lights and poles.

*The Planning Commission would like to move forward to change the Electrical Requirements for new Subdivisions to Underground Electric. Staff will prepare regulations for approval at the March Planning Commission meeting.*

**C. Discussion of Administrative Approval of Minor Subdivision Plats**

Staff is presenting language to be added to the Municipal and Regional Subdivision Regulations that would allow for administrative approval of minor subdivision plats of two lots.

4. Whenever subdivision meets the criteria described below, the Secretary of the Munford Municipal-Regional Planning Commission may approve a subdivided plat without the approval of the Planning Commission.

- a. The divided tract involves no more than two (2) lots;
- b. The planning staff of the planning commission certifies that the subdivision meets all the regulations adopted by the planning commission, and ;
- c. No request for variance from the adopted regulations of the planning commission has been made.
- d. Re-subdivision involving no more than 2 (two) lots or establishing new or additional utility easements.

*The Planning Commission would like to move forward to add the Administrative Approval of Minor Subdivision Plats of two lots. Staff will prepare regulations for approval at the March Planning Commission meeting.*

**IV. OTHER BUSINESS – None**

**V. REPORTS**

**Mayoral Comments and Issues**

- The City Staff is preparing for the possibility of an ice storm on Thursday. Department Heads have met by zoom review our Emergency Plan and discuss our readiness.
- The City met with Dr. Combs regarding the traffic situation at the MES and Park Street. This discussion was very positive and cooperative. We will be meeting again on Friday, weather permitting.
- The City also discussed the road on the north side of MMS with Dr. Combs and he was receptive and will work on getting this on the project list.

**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.*

Due to the zoom meeting setting each Planning Commission Member had to vote by roll call.

**Roll Call Vote**

**Alderman Sue Arthur      Yes**

|                          |            |
|--------------------------|------------|
| <b>Mayor Dwayne Cole</b> | <b>Yes</b> |
| <b>David Keeton</b>      | <b>Yes</b> |
| <b>Roy Meadors</b>       | <b>Yes</b> |
| <b>John Moren</b>        | <b>Yes</b> |
| <b>Vernon Pairmore</b>   | <b>Yes</b> |
| <b>Rick Wilson</b>       | <b>Yes</b> |

There being no further business, the meeting was adjourned at 7:21 PM.

---

Chairman Roy Meadors

---

Sue Arthur, Secretary

---

Barbara Younger,  
Recording Secretary