



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

AGENDA

City of Munford Board of Mayor and Aldermen - Regular Monthly Meeting –
Monday, January 24 , 2022 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 Rescheduled Monthly Meeting – December 30, 2021
- E. Public Forum

II. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS

- A. Public Works Dir. Sherry Bennard
- B. Public Safety Chief Randal Baskin
Chief Jeremy Reeves
 - Firefighter Oath of Office/Pinning Keith Kauhi
- C. Parks & Recreation Dir. Griff Fisher
- D. Building Inspector/
Code Enforcement Insp. Glenn Stringfellow

III. MAYOR'S REPORT

- A. Report
- B. Proclamation/Awards
- C. Appointments

D. Ordinance – Resolutions – Motions

First Reading

- **ORDINANCE: 2021-12-01** An Ordinance to increase limit before purchase orders are required.

E. Announcements

F. Acknowledgements

IV. NEW BUSINESS

V. FINANCIAL REPORT

- A. Checks over \$10,000
- B. Financials 12-31-2021

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – December 30, 2021

**Re-scheduled Regular Monthly Meeting – Thursday December 30, 2021, 7:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Sue Arthur and Glenn Turner

Department Heads in Attendance:

I. CALL TO ORDER

Mayor Cole called the December 30, 2021, re-scheduled meeting of the Board of Mayor and Aldermen of the City of Munford to order at 4:00 pm.

II. ESTABLISH A QUORUM

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

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Monthly Meeting of November 22, 2021, for approval. *Alderman Bomar made a motion to approve the minutes. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*

Mayor Cole presented the minutes from the Regular Monthly Meeting of December 27, 2021, for approval. *Motion for approval was made by Alderman Deneka. Motion was seconded by Alderman Glass. Motion carried, all members present voting aye.*

IV. PUBLIC FORUM

V. OLD BUSINESS:

- Mayor Cole presented for a first reading **ORDINANCE: 2021-12-01** An Ordinance to increase limit before purchase orders are required. *Motion was made by Alderman Reed to approve **ORDINANCE: 2021-12-01**. Motion was seconded by Alderman Bomar. Motion carried, all members present voting aye.*

- Mayor Cole presented **RESOLUTION: 2021-12-01** A Resolution to adopt the Community Mobility Study presented to the board by Kimley-Horne. *Motion was made by Alderman Glass to approve **RESOLUTION: 2021-12-01**. Motion was seconded by Alderman Deneka. Motion carried, all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2021-12-02** A Resolution to adopt the Tipton County Hazard Mitigation Plan. *Motion was made by Alderman Deneka to approve **RESOLUTION: 2021-12-02**. Motion was seconded by Alderman Bomar. Motion carried, all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2021-12-03** A Resolution approving contract award of Construction Materials Shed. *Motion was made by Alderman Bomar to approve **RESOLUTION: 2021-12-03**. Motion was seconded by Alderman Glass. Motion carried, all members present voting aye.*

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 November. *A motion was made by Alderman Deneka to approve all checks over \$10,000 as presented. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*
- **Financial 11/30/2021**– Mayor Cole presented the financial report for the period ending November 30, 2021. A motion to accept the report was made by Alderman Glass. Motion was seconded by Alderman Bomar. Motion carried, all members present voting aye.

With no further discussion, a motion was made by the Alderman Arthur to adjourn at 4:13 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL 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	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3330	3332	3347	3337	3353	3376	3377	3395	3407	3423	3457	3458	40,592
Sewer Customers Total	2114	2118	2129	2122	2140	2159	2156	2176	2181	2194	2226	2217	25,932
Gas Customers Total	7261	7273	7298	7299	7294	7309	7292	7287	7285	7311	7351	7355	87,615
<i>In Atoka City Limits</i>	2536	2527	2526	2544	2545	2549	2553	2556	2558	2559	2561	2562	30,576
<i>Out of Atoka City Limits</i>	292	292	292	293	293	292	292	293	293	293	292	293	3,510
Trash Customers	1648	1654	1660	1664	1657	1688	1695	1704	1704	1715	1724	1728	20,241
Customer Adjustments													
Connects	68	51	81	75	78	94	81	73	69	87	98	77	932
Finals	53	49	90	74	82	100	88	73	68	88	82	69	916
Meter Sets	10	5	10	1	5	19	11	22	17	15	2	8	125
PAYMENTS													
Payments on line													
Utility paid on line	2604	2797	2834	2742	2382	2618	2686	2379	2596	2703	2660	2793	31,794
ACH Payments	1336	1336	1350	1365	1380	1377	1385	1424	1413	1432	1432	1462	16,692
E-Bills	1416	1435	1467	1474	1495	1506	1508	1518	1522	1537	1540	1539	17,957
Payments Received Lobby/Mail													
CC Payments	294	230	389	960	1130	626	332	349	851	1201	525	396	7,283
Cash Payments	538	415	562	556	590	673	668	653	624	720	627	577	7,203
Check Payments	4,005	3,949	4,088	3,867	3,933	2,368	2,279	2,451	2,233	2,587	2,427	2,610	36,797
Money Order Payments	0	0	0	0	0	1	0	0	0	0	0	2	3
Deliquent Accounts													
Deliquent Penalty	177	207	206	139	302	192	126	373	104	142	135	186	2,289
Cut Offs	120	115	122	97	124	185	126	154	103	84	0	1	1,231
Phone Calls	569	589	528	499	0	386	444	409	366	441	324	558	5,113
SERVICE													
Water / Sewer													
Water Service Orders	2	3	3	4	6	8	6	5	6	5	3	2	53
Sewer Service Orders	2	1	4	3	6	13	9	5	7	10	14	5	79
Amount Billed Water	\$86,320	\$90,486	\$85,240	\$87,170	\$90,511	\$102,042	\$97,847	\$103,988	\$100,247	\$90,285	\$84,941	\$92,494	\$1,111,570
Amount Billed Sewer	\$82,618	\$84,988	\$80,941	\$82,724	\$84,422	\$89,005	\$87,775	\$93,025	\$95,176	\$83,166	\$80,169	\$121,833	\$1,065,842
Damaged/Stuck Meters	1	18	17	32	19	23	5	51	24	58	47	1	296
Solid Waste													
Cans Delivered	16	3	9	11	11	23	15	11	17	12	21	10	159
Missed pickup	1	2	12	5	3	40	25	20	25	17	24	18	192
Damaged Cans	1	1	1	0	3	0	0	0	3	0	0	0	9
Other complaints	2	1	6	6	6	10	6	7	6	3	8	4	65
New Customers	14	8	26	16	14	27	24	22	35	27	21	29	263
Discontinued Service	0	2	6	5	6	4	4	5	10	4	10	5	61
Amount Billed	\$31,425	\$31,465	\$32,441	\$32,536	\$32,727	\$33,071	\$33,246	\$33,478	\$33,606	\$33,740	\$34,014	\$34,053	\$395,802
Gas													
Odor Complaints	11	4	11	7	2	5	2	2	2	10	12	9	77
Damaged / StuckMeters	22	22	83	50	22	8	15	37	28	42	24	16	369
Amount Billed	\$654,561	\$1,138,418	\$340,322	\$228,224	\$124,380	\$119,449	\$97,024	\$115,511	\$122,487	\$150,208	\$488,094	\$628,653	\$4,207,331
Misc Service Orders													
Other complaints	6	14	14	15	1	14	7	10	4	3	7	12	107
Total Utility/Trash Billing	\$854,925	\$1,345,357	\$538,944	\$430,653	\$332,039	\$343,567	\$315,892	\$346,002	\$351,517	\$357,399	\$687,218	\$877,032	\$6,780,544

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 Totals	PY Totals
Calls	39	129	84	87	92	70	88	74	71	102	100	50	986	
Water Calls/Leaks	3	8	12	16	11	16	16	15	16	9	4	2	128	
Sewer Calls/Leaks	7	13	12	10	27	18	19	12	13	14	16	9	170	
Gas Calls/Leaks	7	18	6	13	12	10	9	2	10	24	23	12	146	
Street/drainage/yard	0	0	2	3	35	20	3	4	7	10	8	1	93	
Water samples					13	10	10	10	10	10	10	10	13	
Cut-Offs	48	93	120	98	124	120	126	110	75	84	0	0	998	
Locates	264	332	623	555	363	423	338	329	236	278	218	1546	5505	
Unread Meters	28	29	21	27	24	30	77	27	53	30	15	18	379	
Meters Repairs	21	91	62	51	34	39	47	69	57	105	75	16	667	
Sewer Taps	0	2	0	1	0	0	0	1	2	0	0	0	2	
Water Sets	10	4	6	6	5	5	14	20	15	25	0	2	112	
Gas Sets	6	11	12	3	0	11	7	7	3	3	8	10	81	
Munford	1	8	10	3	0	5	4	6	3	0	6	6	52	
Atoka	3	1	2	0	0	4	1	1	0	3	1	4	20	
Brighton	2	2	0	0	0	2	2	0	0	0	1	0	9	
Completed Work Orders	243	516	493	575	494	437	500	435	433	539	445	234	5344	
Water Pumped (millions)	24	28	24	27	30	31	30	32	28	24	26	27	331	
Treated Pumped to River	40	39	46	40	40	32	33	29	29	30	28	34	420	

Misc

**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	32	126	152	205	233	183	126	179	171	213	92	1826	1891
COURTESY CITATIONS ISSUED	74	27	41	76	79	91	80	67	77	76	72	50	810	1124
TRAFFIC STOPS	276	100	264	281	297	403	360	246	328	318	296	206	3375	3829
SPEEDING	69	21	61	91	107	146	91	69	113	101	124	48	1041	1194
SEAT BELT	1	0	0	0	10	3	7	2	0	1	1	0	25	6
ARREST	24	17	29	29	39	38	48	35	22	10	30	25	346	380
ADULT - MALE	18	11	18	22	26	27	37	20	11	5	18	17	230	221
ADULT - FEMALE	5	4	11	5	10	10	11	11	6	4	11	6	94	104
JUVENILE - MALE	1	1	0	1	1	1	0	3	4	0	0	1	13	35
JUVENILE - FEMALE	0	1	0	1	2	0	0	1	1	1	1	1	9	20
WARRANT ARREST	5	4	4	2	5	6	11	6	4	1	6	3	57	57
DRUG ARREST	6	0	9	7	13	13	13	9	4	3	2	6	85	77
ALCOHOL ARREST	1	0	4	5	2	1	4	4	2	2	0	3	28	26
INCIDENT REPORTS	45	45	55	70	70	67	87	67	84	62	86	69	807	755
OFFICER INITIATED INCIDENTS	1111	702	1140	1080	1097	1200	1230	1151	1294	1299	1228	1096	13628	12751
ACCIDENT REPORTS	6	12	11	15	16	13	12	18	14	19	19	11	166	192
MILES PATROLLED	12739	9595	12786	10562	11756	12953	15214	13517	13681	14359	12004	12985	152151	145806
CALLS FOR SERVICE	717	489	687	749	716	826	872	757	658	750	738	621	8580	9019



Munford Fire Department Monthly Board Report - December 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	1	0	0	0	0	0	0	1	0	0	0	2	9
Structure Fires - County	3	1	3	0	2	1	2	1	0	1	3	0	17	15
Grass Fire - Munford	0	0	0	0	0	0	2	0	0	0	0	0	2	9
Grass Fires - County	2	1	1	1	0	1	0	0	0	0	0	0	6	7
Vehicle Fires - Munford	0	1	0	1	2	0	0	1	0	3	1	0	9	4
Vehicle Fires - County	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Vehicle Accidents - Munford	2	1	3	4	2	1	5	5	3	7	6	9	48	31
Vehicle Accidents - County	4	2	1	0	1	1	2	2	1	1	2	1	18	21
EMS Calls - Munford	40	62	57	53	43	65	48	71	61	46	52	66	664	608
EMS Calls - County	5	5	2	5	1	5	6	5	5	2	2	3	46	40
Other Incidents - Munford	21	25	17	11	16	16	24	30	21	33	27	20	261	180
Other Incidents - County	7	5	9	5	10	8	8	2	1	2	2	6	65	87
Mutual Aid Calls	15	12	11	10	11	12	17	10	7	6	9	10	130	128
Burn Permits	0	3	12	7	4	7	7	0	6	1	2	2	51	104
Total Calls - Munford	63	90	77	69	63	82	79	107	86	81	87	95	979	841
Total Calls - County	21	14	16	12	14	16	18	10	7	6	9	10	153	171
Total Calls - Department	84	104	93	81	77	98	97	117	93	87	96	105	1132	1012

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	5	25	0
Total Department Staffing	44	19	25	0

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		Can be used for Rescues

Dec-20 Jan-21 Feb-21 Mar-21 Apr-21 May-21 Jun-21 Jul-21 Aug-21 Sep-21 Oct-21 Nov-21 YTD

Payment Plan

Current	6/392.50	22/1950	50/4885	6/378	5/340	6/450	14/1,057.5	37/2,675	4/250	14 / \$982	25 / 1938	5 / 315	2 / 140
Past Due													

RENTALS

Friday Night Skate	0	0	0	241		322	405	475	233	245	297	162	158
Skate Parties	10	9	16	17	18	27	16	17	17	19	24	27	17
Band Room	2	1	1	1	4	6	2	4	2	5	2	5	3
Community Room	MMS wrestling	MMS wrestling	MMS wrestling		3	4	3	2	0	1	3	2	2

Valentine Park Gazebo

6

SENIOR SERVICES

Congregate Meals	0	0	0	0	0	0	0	0	12	352		330	
Home Delivery	130 Weekly	130 Weekly	130 Weekly	130 Weekly	130 Weekly	130 Weekly	130 Weekly	130 Weekly	130 weekly	130 weekly	130 Weekly		

Vehicle Miles

P&R-08 Chevy Ext. Cab	99,249	99,721	99,928	100,370	100,787	101,175	101,564	101,755	102,165	102,510	102,915	103,204	103,392
P&R-15 Chevy 4Door	36,283	36,901	37,353	37,950	38,612	39,561	40,027	41,047	42,147	42,599	43,947	44,578	45,238
CP-05 Chevy Single Cab	139,180	139,325	139,470	140,129	140,322	140,847	140,104	141,138	141,422	141,635	142,025	142,275	142,475
P&R-08 Chevy Ext. Cab	106,922	107,222	107,534	107,745	108,021	108,446	108,575	108,795	109,234	109,423	109,954	110,406	110,489
P&R-01' Expedition	171,405	171,641	171,786	171,891	171,982	172,143	172,217	172,623	172,813	172,876	172,903	172,946	173,142

Equipment Hours

Jacobsen Truckster	366	370	371	379	386	403	412	418	427	435	448	456	457
ToroInfield Drag	1,502	1,502	1,510	1,533	1,558	1,579	1,582	1,589	1,605	1,625	1,646	1,654	1658
2014-61" Snapper	918	918	923	937	950	985	1,003	1,010	1,015	1,017	1,017	1,017	1017
2015-72" Snapper	577	577		597	607	612	620	658	784	784	784	784	784
2015-61" Snapper-CP	749	749	752	771	784	806	823	829	839	846	856	856	856
2012-72" Xmark	1,546	1,546	1,546	1,546	1,558	1,558	1,558	1,558	1,558	1,558	1,558	1,558	1558
Bad Boy	1,028	1028	1,028	1,028	1,028	1,056	1,065	1,065	1,065	1,065	1,065	1,065	1065
Dixie Chopper	606	606	606	606	609	611	611	611	612	614	614	614	614
JD4700 Tractor	3,830	3,830	3,839	3,840	3,840	3,841	3,842	3,842	3,843	3,845	3,847	3,851	3851
2021 Snapper61"							17	49	111	131	153	156	156
Polaris SXS							603	653	660	672	679	679	679

Sports Registration

Basketball	507	507	507							198	367	367	367
Cheerleading	46	0	0							52	56	56	56
Flag Football			90	90	90								
Soccer			201	201	201			219		232			
Baseball			357	357	357			348		348			

	PERMIT NO	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	SQUARE FOOTAGE	PROJECT VALUE	PERMIT FEE	
1	1389	12/03/21	615 MUNFORD AVE.	C	CHERYLE BJENNER	ACC. BLDG	500	\$15,000.00	\$100.00	
2	1390	12/08/21	59 S. PAYSON CV.	C	KAREN MCGHEE	FENCE	N/A	N/A	\$25.00	
3	1391	12/13/21	LOT #1 W. BUFORD RD.	R	SHANNON REBURN	NEW S.F. DWELLING	6707	\$671,000.00		\$1,349.00
4	1392	12/14/21	87 JOE JOYNER	R	BILLY ARNOLD	COMMERICAL-3 BLDGS.	7,200	\$507,000.00		\$1,284.00
5	1393	12/14/21	436 COLONIAL HEIGHTS	C	NICKY MCDIVITT	FENCE	N/A	N/A	\$25.00	
6	1394	12/14/21	15 FRANCES LN.	C	RICHARD JUSTICE	FENCE	N/A	N/A	\$25.00	
7	1395	12/14/21	555 PLUM TREE	C	LARA HAMILTON	FENCE	N/A	N/A	\$25.00	
8	1396	12/15/21	863 APPLEBERRY RD.	R	LATREDRA JOHNSON	MANUFACTURED HOME	1,472	\$92,000.00		\$272.00
9	1397	12/22/21	1659 AKINS STORE RD.	R	WAYNE SULCER	ACC. BLDG	864	\$20,000.00		\$100.00
10	1398	12/29/21	MINY AVE.	C	JAMES PATRICIO	NEW S.F. DWELLING	3,289	\$423,000.00	\$552.00	
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
									\$752.00	\$3,005.00
								Total	\$1,728,000.00	\$3,757.00

C - CITY LIMITS

R - REGION

Complaints	5	Building Permits	10
Inspections	41	Sign permits	2
Certificate Of Occupancy	4	Use & Occupancy Permits	1
PREFORMANCE BOND	WALKERS MEADOW	CENTRAL PARK	2018

Sean J. [Signature]
Building Inspector



Munford-Tipton County Memorial Library

1476 Munford Avenue

Munford, TN 38058

(901) 837-2665

www.munford.com



December 2021 Library Report

Overview:

- The library has sold **\$52.75** in books with the ongoing book sale.
 - The library has collected **\$54.30** in library fines, overdue fees, and lost items.
 - The monthly collection for copies and faxing was **\$313.05**.
 - The library eared **\$179.28** in donations. **\$99.70** was earned in donations during the Christmas parade while staff was giving out hot chocolate, and **\$79.58** from Kroger Community Rewards.
 - The Library had **189** people use our computers and **99** requiring computer help. In addition we had **273** use the Wi-Fi. The library had **587** reference questions asked and answered.
 - Library staff provided **10** one-on-one technology device sessions lasting more than 10 minutes.
 - The Library has gained **41** new users, with **1,882** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **4,526** patrons.
 - Through Interlibrary Loan **21** books were loaned out, and **30** were borrowed.
-
- ❖ Tennessee R.E.A.D.S. had **864** books checked out.
 - ❖ Lindsey was used as a Notary Public 10 times.
 - ❖ The Library had **4** volunteers.
 - ❖ The adult book club met, there were **7** people in attendance
 - ❖ Through in-person and passive programming we had 10 programs with 263 attendees.
 - Christmas at the Library was a huge success with around 100 attendees. Kids made ornaments, listened to stories read by Santa and the Librarian, had hot cocoa and cookies, posed in the photo booth, and colored Christmas pages. Each kid left with a goodie bag, reindeer food and a free book.
 - Lindsey read at Toddler Time at Munford Parks and Recreation each Tuesday at 10:00 a.m.
 - LEGO Club met twice with 18 in attendance.
 - ❖ The Library had many passive program displays for December, including: Candy Cane Search, Color your own Bookmark, "'Tis the Season to be Reading", "Get Wrapped up in a Good Book", Staff Recommendations, Book Spotlight, Take Home Christmas Countdown Craft & Library Elves.
 - The Library welcomed two Elves, Dewey and Decimal, who served as our Elves on the Shelf. We posted daily pictures of what they were up to during the month of December leading up to Christmas.
 - ❖ We continue to offer curbside services to patrons. **5** patrons were assisted curbside.
 - ❖ 2 hotspots were circulated in the month of December.
 - ❖ We continued virtual story times this month. We did one for each of the 12 Days of Christmas. There were 546 views.
 - ❖ We continued take-home crafts and there were 20 crafts given out.
 - ❖ Staff served 25 gallons of hot chocolate during the Munford Christmas Parade.

Munford-Tipton County

Monthly Report

December 2021

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	Locally Owned	7,114	7	2	7,119	Regionally Owned	10,354	16	1	10,369	Locally Owned	E-books	0
Audio Materials		394	0	0	394		1,627	0	0	1,627		Audio Downloadable	0
Video Materials		448	1	0	449		566	0	2	564		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	0
TOTAL		7,956	8	2	7,962		12,547	16	3	12,560		TOTAL PHYSICAL COLLECTION	20,522

Electronic Circulation-READS includes Advantage & other local e collections	Physical Circulation Book & Non-Book	CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)			
Adult **	790	Adult	481	Adult (includes number from libguides **4.4)	1,271
Children **	74	Children	537	Children (includes number from libguides **4.5)	611
Total	864	Total	1,018	Total for All Circulation	1,882

Unique Users 120

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	20	Library Visits	612		Adult	Young Adult	Children
Black	3	Reference Transactions	587	Inside the Library	4	0	6
American Indian-Alaska Native	0	Computer Users	189	Outside the Library	0	0	0
Hispanic or Latino of any race	0	Wireless Sessions	273	Total	4	0	6
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	0				Adult	Young Adult	Children
Other	0	Hotspots/MiFi	2	Inside the Library	13	0	250
Two or more races	0	Local Database Usage	0	Outside the Library	0	0	0
Total	23	Tech Training/help	0	Total	13	0	250

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,479
Children Borrowers <14 yrs old	1,047
Total Borrowers	4,526

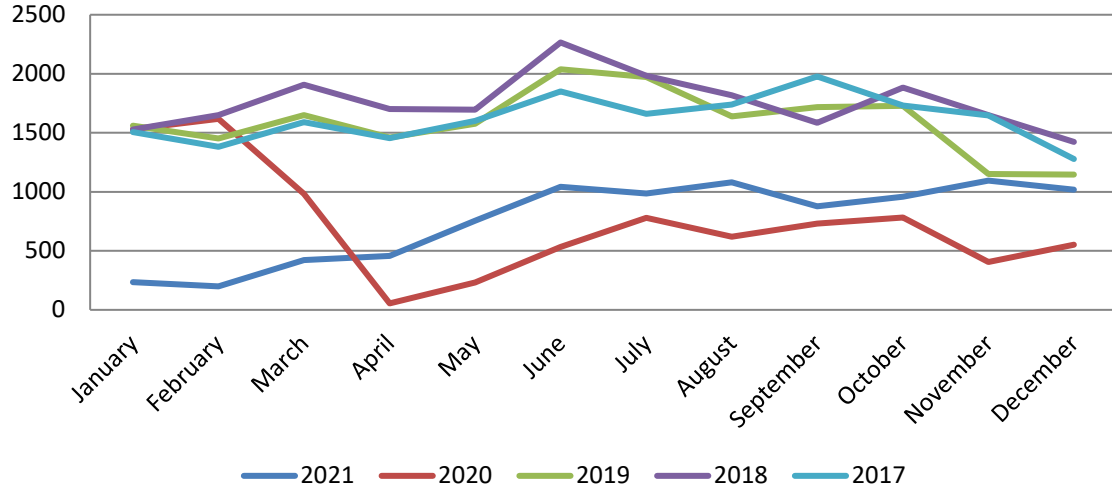
Live Virtual Programming	
Live Virtual Programs	0
Views of Live Virtual Programs	0
On-Demand Views	0

Recorded Programming	
Recorded Programs	12
Views of Recorded Programs	546

Resource Sharing	
ILL - Borrowed	30
ILL - Loaned	21

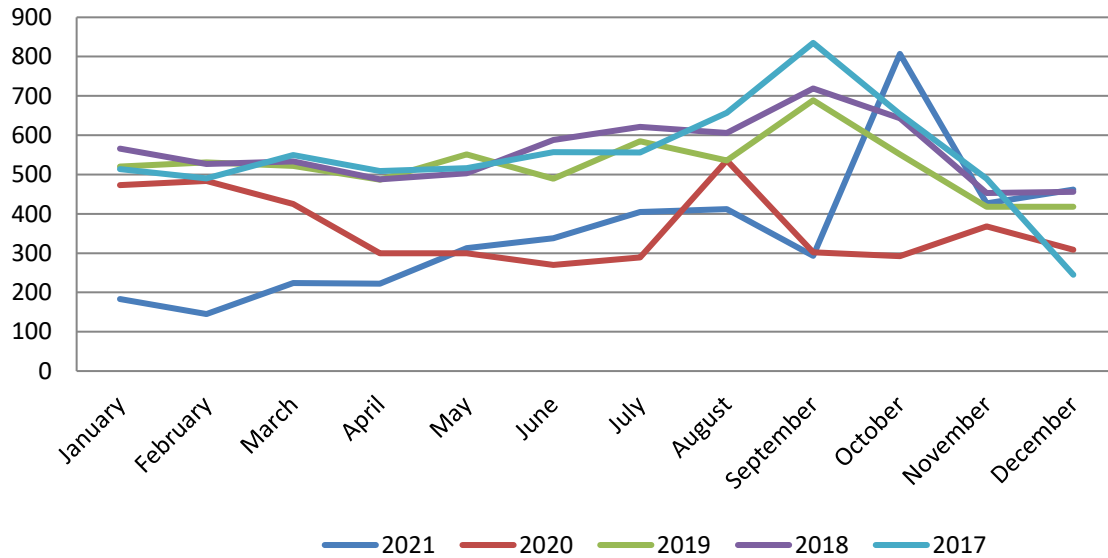
TOTAL PROGRAMS	22
TOTAL PROGRAM ATTENDANCE	809

Circulation Growth 2017-2021



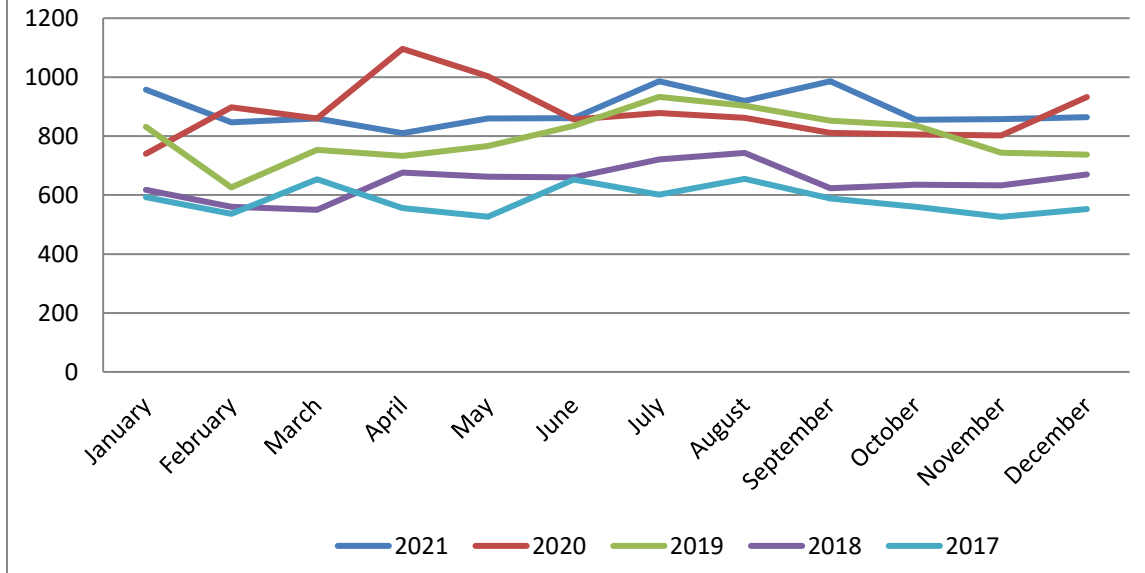
* As of 12/31/2021

Computer Usage 2017-2021



* As of 12/31/2021

Tennessee R.E.A.D.S Circulation



*** As of 12/31/2021**

ORDINANCE 2021-12-01

AN ORDINANCE TO AMEND THE MUNICIPAL PURCHASING ORDINANCE 09-24-84 TO INCREASE THE LIMIT BEFORE A PURCHASE ORDER IS REQUIRED FROM \$250 TO \$1000.

WHEREAS T.C.A 6-56-306 allows municipalities by ordinance to increase the maximum purchase amount before purchase orders are required; and

WHEREAS the city desire to increase the limit from \$250 to \$1000.

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

SECTION 1. The maximum amount allowed is \$1000 before a purchase order is required:

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 Dwayne Cole

Passed Second Reading

City Recorder



CHECKS OVER \$10,000

December 2021

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
CET Fire Pumps MFG	18558	\$ 14,091.88	Skid Unit Brush Truck 82
Cigna Healthcare	18560	\$ 69,000.00	Medical Insurance January
Consolidated Pipe & Supply	18565	\$ 19,025.85	Water & Sewer Giltedge
	18684	<u>11,778.00</u>	Water and Gas Supplies
	Total Consolidated	\$ 30,803.85	
Holiday Outdoor Décor	18705	\$ 16,840.16	Decorations at Water Tower Hwy 51
Jack Tyler Engineering	18775	\$ 16,192.19	Sewer Pumps & Vaults
Layne Christensen Company	18778	\$ 19,200.00	Well #3 Evaluation
Southwest TN Electric	18601	\$ 27,109.68	Electrical Services (October-November)
	18734	1,244.53	Electrical Services (October-November)
	18793	<u>9,376.41</u>	Electrical Services (October-November)
	Total Southwest Elect	\$ 37,730.62	
TN Energy Acquisition Corp	18610	\$ 411,806.01	Natural Gas Purchase/Transport
Waste Pro	18616	\$ 19,965.61	Solid Waste
Watkins Uiberall, PLLC	18745	\$ 15,000.00	Audit Services
WEX Bank -Valero	18747	\$ 10,050.50	Fuel City Vehicles
Wilson County Motors LLC	18617	\$ 45,875.12	Fire Command Vehicle
	18749	<u>25,560.40</u>	Public Works Gas Vehicle
	Total Wilson County	\$ 71,435.52	
	Total	\$ 732,116.34	

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

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	\$1,605,885	\$698,192	\$59,693	\$0	\$0	\$2,363,770
State Street Aid Fund	\$432,556	\$0	\$0	\$0	\$0	\$432,556
Drug Fund	\$22,027	\$0	\$0	\$0	\$0	\$22,027
Solid Waste Fund	\$59,428	\$61,512	\$0	\$0	\$0	\$120,940
Water-Sewer Fund	\$716,875	\$337,964	\$2,389	\$0	\$8,715,295	\$9,772,523
Gas Fund	\$6,992,569	\$802,829	\$0	\$109,880	\$5,436,130	\$13,341,409
	\$9,829,339	\$1,900,498	\$62,082	\$109,880	\$14,151,425	\$26,053,224

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$25,826	\$1,200	\$2,389	\$0	\$29,415
State Street Aid Fund	\$0	\$0	\$0	\$0	\$0
Drug Fund	\$4,514	\$0	\$0	\$0	\$4,514
Solid Waste Fund	\$21,160	\$0	\$11,639	\$0	\$32,799
Water-Sewer Fund	\$36,939	\$112,792	\$21,423	\$2,458,781	\$2,629,936
Gas Fund	\$470,309	\$68,037	\$26,631	\$1,343,448	\$1,908,424
	\$558,748	\$182,029	\$62,082	\$0	\$3,802,229

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$1,813,702	\$520,653		\$2,334,355
State Street Aid Fund	\$477,627		(\$45,070)	\$432,557
Drug Fund	\$19,639		(\$2,126)	\$17,513
Solid Waste Fund	\$77,905	\$10,235		\$88,140
Water-Sewer Fund	\$6,941,326	\$201,261		\$7,142,587
Gas Fund	\$11,893,039		(\$460,055)	\$11,432,984
	\$21,223,238	\$732,149	(\$507,251)	\$21,448,136

Fund Analysis	Total Assets	Total Liabilities	Beginning Fund Balance or Equity	Increase from FY 2021 Activity	Decrease from FY 2021 Activity	Ending Fund Balance or Equity
Government Funds	2,818,353	33,929	2,310,968	520,653	(47,196)	2,784,425
Enterprise Funds	23,234,871	4,571,159	18,912,270	211,496	(460,055)	18,663,711
	26,053,224	4,605,087	21,223,238	732,149	(507,251)	21,448,136

General Fund Budget Update

**General Fund
Budget Update
12-31-2021**

			50.00%
	BUDGET	ACTUAL	% MET
REVENUES			
LOCAL TAXES	2,923,000.00	2,013,841.00	68.90%
LICENSES & PERMITS	49,450.00	20,917.00	42.30%
INTERGOVERNMENTAL	895,248.00	474,255.00	52.97%
CHARGES FOR SERVICE			
<i>POLICE SERVICES</i>	<i>2,500.00</i>	<i>1,670.00</i>	<i>66.80%</i>
<i>FIRE PROTECTION</i>	<i>2,450.00</i>	<i>2,393.00</i>	<i>97.67%</i>
<i>FEES & COMMISIONS</i>	<i>9,000.00</i>	<i>1,071.00</i>	<i>11.90%</i>
<i>P&R - PROGRAMS</i>	<i>136,500.00</i>	<i>69,470.00</i>	<i>50.89%</i>
<i>P&R - CONCESSIONS</i>	<i>12,000.00</i>	<i>6,242.00</i>	<i>52.02%</i>
<i>P&R - CENTENNIAL</i>	<i>121,000.00</i>	<i>65,590.00</i>	<i>54.21%</i>
<i>RENTAL FEES</i>	<i>138,625.00</i>	<i>74,569.00</i>	<i>53.79%</i>
<i>LIBRARY SERVICES</i>	<i>2,950.00</i>	<i>3,675.00</i>	<i>124.58%</i>
<i>COMMUNITY DEV</i>	<i>5,625.00</i>	<i>0.00</i>	<i>0.00%</i>
	<u>430,650.00</u>	<u>224,680.00</u>	<u>52.17%</u>
FINES & FORFEITURES	132,100.00	84,913.00	64.28%
OTHER REVENUES	4,500.00	27,988.00	621.96%
TOTAL REVENUES	4,434,948.00	2,846,594.00	64.19%
EXPENSES			
GENERAL GOVERNMENT			
<i>LEGISLATIVE</i>	<i>25,247.00</i>	<i>13,425.00</i>	<i>53.17%</i>
<i>JUDICIAL</i>	<i>13,460.00</i>	<i>8,444.00</i>	<i>62.73%</i>
<i>ELECTIONS</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00%</i>
	<u>38,707.00</u>	<u>21,869.00</u>	<u>56.50%</u>
FINANCE & ADMINISTRATION	58,336.00	31,514.00	54.02%
CODE ENFORCEMENT	52,729.00	23,828.00	45.19%
PUBLIC SAFETY			
<i>POLICE</i>	<i>1,597,959.00</i>	<i>896,647.00</i>	<i>56.11%</i>
<i>FIRE</i>	<i>1,252,184.00</i>	<i>725,407.00</i>	<i>57.93%</i>
	<u>2,850,143.00</u>	<u>1,622,054.00</u>	<u>56.91%</u>
STREETS			
STREETS	141,840.00	91,901.00	64.79%
PARKS & RECREATION			
<i>P & R ADMIN</i>	<i>377,926.00</i>	<i>185,868.00</i>	<i>49.18%</i>
<i>P & R PROGRAMS</i>	<i>75,350.00</i>	<i>28,017.00</i>	<i>37.18%</i>
<i>CENTENNIAL</i>	<i>324,757.00</i>	<i>142,949.00</i>	<i>44.02%</i>
<i>PARKS</i>	<i>69,050.00</i>	<i>39,776.00</i>	<i>57.60%</i>
<i>TIPTON PLAZA</i>	<i>39,250.00</i>	<i>16,380.00</i>	<i>41.73%</i>
	<u>886,333.00</u>	<u>412,990.00</u>	<u>46.60%</u>
LIBRARY	112,915.00	55,239.00	48.92%
COMMUNITY DEVELOPMENT	37,009.00	21,265.00	57.46%
DEBT SERVICE	239,593.00	45,281.00	18.90%
TOTAL EXPENSES	4,417,605.00	2,325,941.00	52.65%
RESERVE	0.00	0.00	
Net Surplus/(loss)	17,343.00	520,653.00	
American Rescue Act Funds		906,311.00	
		<u>1,426,964.00</u>	

Budget Update **12/2021**
State Street Aid

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
STATE - GAS & MOTOR FUEL TAX	120,000	39,030	32.53%
STATE - \$0.03 GASOLINE TAX	34,000	11,401	33.53%
STATE - 1989 GASOLINE TAX INCREASE	20,000	6,153	30.77%
STATE - GAS 2017 TAX	49,000	19,604	40.01%
STATEST - INTEREST EARNINGS	2,500	1,031	41.24%
STATEST - OTHER FINANCING SOURCES	0	2,121	0.00%
TOTAL REVENUES	225,500	79,340	35.18%
EXPENSES			
STATE ST - ELECTRIC	25,000	11,480	45.92%
STATE ST - PROFESSIONAL SERVICES	0	2,121	0.00%
STATE ST - REP/MT STORM DRAINS	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS	250,000	84,873	33.95%
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	26,988	0	0.00%
STATE ST - INTEREST TML#5	30,185	25,936	85.92%
STATE ST - CAPITAL OUTLAY	0	0	0.00%
TOTAL EXPENSES	332,173	124,410	37.45%
Net Surplus/(loss)	(106,673)	(45,070)	

Budget Update **12/2021**
Drug Fund

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	600	871	145.17%
DRUG - CIRCUIT COURT	400	734	183.50%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	2,000	6,969	348.45%
OR - INTEREST EARNINGS	80	41	51.25%
TOTAL REVENUES	3,080	8,615	279.71%
EXPENSES			
DRUG - MEMBERSHIPS	300	0	0.00%
DRUG - MEDICAL/VET	800	377	47.13%
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	38	5.07%
DRUG - OPERATING SUPPLIES	0	2,096	0.00%
DRUG - CAPITAL OUTLAY	5,000	8,230	0.00%
TOTAL EXPENSES	6,850	10,741	156.80%
Net Surplus/(loss)	(3,770)	(2,126)	

Budget Update **12/2021**
Solid Waste Fund

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
TRASH COLLECTION - RESIDENTIAL	413,374	200,056	48.40%
TRASH COLLECTION - POPLAR GROVE	20,000	8,351	41.76%
TRASH COLLECTION- LATE PENALTIES	7,500	5,215	69.53%
TRASH COLLECTION - INTEREST REVENUE	250	205	82.00%
TOTAL SOLID WASTE REVENUES	441,124	213,827	48.47%
EXPENSES			
TRASH -VENDOR SERVICES	239,760	109,031	45.48%
TRASH - OTHER PROFESSIONAL SRVS	0	0	0.00%
TRASH - OTHER OPERATING SUPPLIES	0	0	0.00%
TRASH - CAPITAL OUTLAY MISC	0	0	0.00%
Allocations		0	0.00%
	<i>Legislative</i> 14,851	7,897	53.17%
	<i>Finance & Administration</i> 160,425	86,664	54.02%
	175,276	94,561	53.95%
TOTAL SOLID WASTE COLLECTION	415,036	203,592	49.05%
Surplus/(loss)	26,088	10,235	

Budget Update **12/2021**
Water - Sewer Fund

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
Sales	2,210,769	1,132,833	51.24%
Rent Revenue	4,000	4,000	100.00%
Service Charges	435,726	276,395	63.43%
Other Revenues	4,703	2,443	51.95%
TOTAL WATER-SEWER REVENUES	2,655,198	1,415,671	53.32%
EXPENSES			
Water - Treatment	522,153	262,375	50.25%
Water - Distribution	73,104	33,746	46.16%
Sewer - Treatment	369,059	187,007	50.67%
Sewer - Collection	234,142	118,000	50.40%
Personnel	689,685	315,805	45.79%
Contract Services	110,250	45,243	41.04%
Supplies	153,850	53,615	34.85%
Fixed Charges	65,900	22,548	34.22%
Rebates/Debt Service	128,053	31,389	24.51%
	2,346,196	1,069,728	45.59%
Allocations			
	<i>Legislative</i> 14,109	7,502	53.17%
	<i>Finance & Administration</i> 218,762	118,178	54.02%
	<i>Code Enforcement</i> 26,365	11,914	45.19%
	<i>Community Development</i> 12,336	7,088	57.46%
	271,572	144,682	53.28%
TOTAL WATER-SEWER EXPENSES	2,617,768	1,214,410	46.39%
Net Surplus/(loss)	37,430	201,261	

Budget Update **12/2021**
Gas Fund

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
Sales	4,025,000	1,589,872	39.50%
Service Charges	223,400	113,265	50.70%
Other Revenues	25,000	23,490	93.96%
TOTAL GAS REVENUES	4,273,400	1,726,627	40.40%
EXPENSES			
Personnel	858,756	386,356	44.99%
Contract Services	249,600	169,881	68.06%
Materials/Supplies	2,127,832	1,211,894	56.95%
Fixed Charges	553,850	202,479	36.56%
Rebates/Debt Service	51,020	28,839	56.52%
Econ Development	0	0	0.00%
Allocations			
<i>Legislative</i>	<i>20,049</i>	<i>10,661</i>	<i>53.17%</i>
<i>Finance & Administration</i>	<i>291,682</i>	<i>157,570</i>	<i>54.02%</i>
<i>Code Enforcement</i>	<i>26,365</i>	<i>11,914</i>	<i>45.19%</i>
<i>Community Development</i>	<i>12,336</i>	<i>7,088</i>	<i>57.46%</i>
	350,432	187,233	53.43%
TOTAL GAS EXPENSES	4,191,490	2,186,682	52.17%
Net Surplus/(loss)	81,910	(460,055)	

Upcoming Meeting Dates and Events

February

2022

Feb 3 (Thursday)

4:00 General Welfare
4:30 Public Works

Feb 8 (Tuesday)

6:30 Planning Commission

Feb 17 (Thursday)

2:30 Birthday Coffee
4:00 Parks and Recreation Committee
4:30 Public Safety Committee

Feb 21 (Monday)

All City Offices Closed in Observance of Presidents Day

Feb 28 (Monday)

7:00 BOMA Meeting



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

Munford Municipal-Regional Planning Commission
November 9, 2021

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

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

ABSENT: Chairman Roy Meadors,

ALSO, PRESENT Wayne Boulter, Billy Gordy, William Kissell, Janice Bomar, 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 Vice-Chairman Rick Wilson, There was a quorum present.

I. APPROVAL OF MINUTES – from October 12, 2021

There was a motion by Vernon Pairmore, seconded by John Moren to approve the minutes from October 12, 2021, as presented. Motion carried all present voting aye

II. OLD BUSINESS - None

III. NEW BUSINESS

A. Discussion regarding the Village of Green Meadows – Revised Conceptual Plans

Background/ Analysis

The Planned Village Development “The Village of Green Meadows” has recently been purchased by new developers Wayne Boulder and Paul Frazier (VGM Development, LLC) who are requesting to share their conceptual plans with the Planning Commission and discuss their new plans going forward with the development of this Planned Village Development. Developers and Staff will be available to address any concerns going forward and will discuss the necessary steps for approval.

Discussion Key notes only:

- The new developers are waiting on a current topography map of the entire development before moving forward to make sure that all necessary dirt work is completed correctly.
- The new developers feel that the commercial property is not a good decision for this area at this time so they will be changing the commercial property to residential property.

- The roads are very wide, and the Sewer and Water lines are already at the roads so it would be very costly to move these lines and/or roads.
- The 2 lift stations that are currently at the VGM will remain where they are.
- Phase 5 (area 7) will not be changing. This area has been approved and the developers will be moving forward as soon as the new topography maps are available.
- Phase 4 (Area 2) and Phase 3 (Area 1) are already approved by the Planning Commission but are being studied by engineers and may change or be completely redesigned.

IV. OTHER BUSINESS - None

V. REPORTS

Mayoral Comments and Issues

- City of Munford offices will be closed on 11-11-2021 for Veteran's Day.
- The field of Flags is all set up in front of City Hall. This is a great way to show respect and remembrance of our Veteran's.
- Alan Barkelew has resigned effective on 12/31/2021.
- Jeremy Reeves will be appointed as the new Fire Chief at the December 22, 2021, Board of Mayor and Aldermen meeting
- Blue Oval City (Mega Site) is a big issue, and the City of Munford will be meeting with other cities and the County Mayor to discuss the impact it will have on our community.
- ISO for Building and Code Enforcement has been lowered to a 4 for residential and a 3 for commercial building. (The lower the number the better).

Building Inspector – Permitting and Enforcement Report

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

There being no further business, the meeting was adjourned at 7:17 PM.

Vice-Chairman Rick Wilson

Sue Arthur, Secretary

Barbara Younger,
Recording Secretary