



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

AGENDA

City of Munford Board of Mayor and Aldermen - Regular Monthly Meeting –
Monday, July 25, 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 Regular Monthly Meeting – June 27, 2022
- 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 |
| 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

- The Mayor is requesting a motion to authorize signing of the proposed Sewer Agreement with Poplar Grove Utilities.
- The Mayor is requesting a motion to authorize signing letter of intent with First Citizens Bank in regard to property located at 1483 Munford Avenue for the site of Veterans Plaza.

E. Announcements

F. Acknowledgements

IV. NEW BUSINESS

V. FINANCIAL REPORT

- A. Checks over \$10,000
- B. Financials 06-30-2022 Preliminary

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – June 27, 2022

Regular Monthly Meeting – Monday June 27, 2022, 7:00 p.m. Municipal Building, 70 College Street, Munford, Tennessee.

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

Absent: Alderman Sue Arthur and Deborah Reed

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

I. CALL TO ORDER

Mayor Cole called the June 27, 2022, scheduled meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. Mayor Dwayne Cole gave the invocation.

II. ESTABLISH A QUORUM

Mayor Cole noted the Board had a quorum with four aldermen and one mayor present.

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Monthly Meeting of May 23, 2022, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC HEARING (opened at 7:05 pm and closed at 7:38 pm)

- **ORDINANCE 2022-04-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone properties on Drummonds Road and Countryside Drive (Stephen D Toarmina Trust/Anthony Terhune Property also known as “Glenview PRD) by establishing a PRD (Planned Residential Development) Overlay District.

**Ordinance 2022-04-02 comes with a positive recommendation from City of Munford Planning Commission*

Several citizens had questions for the developer/builder regarding HOA's, entrance to subdivision, and type and size of housing to be built in the subdivision.

- **ORDINANCE 2022-05-01** An Ordinance to amend the Munford Municipal Zoning Map to rezone property at 89 and 101 Gilt Edge Rd (Hayden Edmondson Property) from R-1 (Low Density Residential) District to R-3 (High Density Residential) District.

**Ordinance 2022-05-01 comes with a positive recommendation from City of Munford Planning Commission*

No one was present to speak for or against.

V. PUBLIC FORUM

Tom Henderson asked why the city had quit placing the flags on the utility poles for holidays. The city has not quit doing so and did have some flags displayed for Memorial Day and Veteran's Day. The Fire Department will continue to put flags out for Memorial Day, Flag Day, Independence Day, Labor Day and Veteran's Day.

VI. OLD BUSINESS:

- 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.
 - Mayor Cole administered the Oath of Office to newly certified Officer Zayla Adair.
 - b. Fire: Chief Jeremy Reeves presented the monthly report. See attached sheet.
- Parks & Recreation – Director Griff Fisher presented the monthly report. See attached sheet.
- Code Enforcement – Building Inspector Glenn Stringfellow presented the monthly report. See attached sheet.
- Library – Reference report as written.
- Mayor's Report and Comments – Mayor Cole presented his monthly report.
 - Mayor Cole presented for a second reading **ORDINANCE: 2202-04-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone properties on Drummonds Road and Countryside Drive (Stephen D Toarmina Trust/Anthony Terhune Property also known as "Glenview PRD) by establishing a PRD (Planned Residential Development) Overlay District. *Motion was made by Alderman Bomar to approve **ORDINANCE: 2022-04-02**.*

Alderman Glass seconded motion. Motion carried, Aldermen Bomar, Deneka and Glass voting aye and Alderman Turner voting no.

- Mayor Cole presented for a second reading **ORDINANCE 2022-05-01** An Ordinance to amend the Munford Municipal Zoning Map to rezone property at 89 and 101 Gilt Edge Rd (Hayden Edmondson Property) from R-1 (Low Density Residential) District to R-3 (High Density Residential) District. *Motion was made by Alderman Glass to approve **ORDINANCE: 2022-05-01**. Alderman Deneka seconded motion. Motion carried, all members present voting aye.*
- Mayor Cole appointed Pat Hooks to fill the vacant position on the Library Board. There was no objection to this appointment.

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 May. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Turner seconded motion. Motion carried, all members present voting aye.*
- **Financials**– Mayor Cole presented the financial report for the period ending May 31, 2022. *A motion to accept the report was made by Alderman Bomar. Alderman Glass seconded motion. Motion carried, all members present voting aye.*

With no further discussion, Mayor Cole made a motion to adjourn at 8:05 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3377	3395	3407	3423	3457	3458	3452	3458	3462	3456	3456	2478	40,279
Sewer Customers Total	2156	2176	2181	2194	2226	2217	2218	2219	2234	2229	2226	2244	26,520
Gas Customers Total	7292	7287	7285	7311	7351	7355	7369	7425	7437	7441	7433	7455	88,441
<i>In Atoka City Limits</i>	2553	2556	2558	2559	2561	2562	2564	2564	2566	2565	2566	2567	30,741
<i>Out of Atoka City Limits</i>	292	293	293	293	292	293	293	294	294	293	293	294	3,517
Trash Customers	1695	1704	1704	1715	1724	1728	1744	1749	1749	1770	1781	1788	20,851
Customer Adjustments													
Connects	81	73	69	87	98	77	47	56	68	94	72	69	891
Finals	88	73	68	88	82	69	41	61	74	83	75	78	880
Meter Sets	11	22	17	15	2	8	0	10	35	6	9	13	148
PAYMENTS													
Payments on line													
Utility paid on line	2686	2379	2596	2703	2660	2793	2793	2689	2916	2675	2419	2425	31,734
ACH Payments	1385	1424	1413	1432	1432	1462	1475	1501	1517	1534	1586	1608	17,769
E-Bills	1508	1518	1522	1537	1540	1539	1540	1555	1540	1583	1596	1619	18,597
Payments Received Lobby/Mail													
CC Payments	332	349	851	1201	525	396	444	369	514	943	496	710	7,130
Cash Payments	668	653	624	720	627	577	570	540	584	612	645	636	7,456
Check Payments	2,279	2,451	2,233	2,587	2,427	2,610	2,563	2,680	2,376	2,322	2,376	2,172	29,076
Money Order Payments	0	0	0	0	0	2	1	1	0	0	0	0	4
Delinquent Accounts													
Delinquent Penalty	126	373	104	142	135	186	236	224	253	165	339	125	2,408
Cut Offs	126	154	103	84	0	1	220	178	125	106	234	125	1,456
Phone Calls	444	409	366	441	324	558	690	597	728	730	868	439	6,594
SERVICE													
Water / Sewer													
Water Service Orders	6	5	6	5	3	2	4	3	10	4	16	8	72
Sewer Service Orders	9	5	7	10	14	5	7	9	9	5	3	6	89
Amount Billed Water	\$97,847	\$103,988	\$100,247	\$90,285	\$84,941	\$92,494	\$94,165	\$89,338	\$85,479	\$89,615	\$93,538	\$106,852	\$1,128,789
Amount Billed Sewer	\$87,775	\$93,025	\$95,176	\$83,166	\$80,169	\$121,833	\$121,386	\$116,420	\$117,051	\$120,031	\$122,211	\$132,575	\$1,290,818
Damaged/Stuck Meters	5	51	24	58	47	1	1	5	18	0	4	65	279
Solid Waste													
Cans Delivered	15	11	17	12	21	10	15	9	25	22	13	8	178
Missed pickup	25	20	25	17	24	18	22	8	13	9	20	24	225
Damaged Cans	0	0	3	0	0	0	1	0	1	0	1	1	7
Other complaints	6	7	6	3	8	4	2	0	8	6	0	1	51
New Customers	24	22	35	27	21	29	23	20	26	33	25	25	310
Discontinued Service	4	5	10	4	10	5	4	3	8	3	11	7	74
Amount Billed	\$33,246	\$33,478	\$33,606	\$33,740	\$34,014	\$34,053	\$35,586	\$35,925	\$36,275	\$36,573	\$36,584	\$36,831	\$419,911
Gas													
Odor Complaints	2	2	2	10	12	9	7	5	13	0	11	4	77
Damaged / Stuck Meters	15	37	28	42	24	16	54	41	39	4	38	49	387
Amount Billed	\$97,024	\$115,511	\$122,487	\$150,208	\$488,094	\$628,653	\$917,094	\$929,219	\$579,916	\$359,529	\$67,826	\$192,474	\$4,648,034
Misc Service Orders													
Other complaints	7	10	4	3	7	12	8	9	5	2	2	4	73
Total Utility/Trash Billing	\$315,892	\$346,002	\$351,517	\$357,399	\$687,218	\$877,032	\$1,168,231	\$1,170,902	\$818,721	\$605,749	\$320,159	\$468,732	\$7,487,553

City of Munford Public Works Monthly Report

		2022												2022	PY
		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Totals	Totals
Calls		76	73	112	81	78	87							507	986
	Water Calls/Leaks	19	9	10	7	28	14							87	128
	Sewer Calls/Leaks	24	16	16	38	8	5							107	170
	Gas Calls/Leaks	26	11	18	7	15	16							93	146
	Street/Yard/Drainage Calls	3	6	11	3	8	5							36	93
	Water Samples	10	10	10	10	10	10							60	13
Cut-Offs		135	110	124	110	287	120							886	998
Locates		177	155	299	263	276	267							1437	5505
Unread Meters		24	25	25	47	145	106							372	379
Meters Repairs		63	68	51	9	46	114							351	667
Sewer Taps		1	1	0	0	0	1							3	2
Water Sets		1	0	0	0	4	11							16	112
Gas Sets		10	23	21	2	5	10							71	81
	Munford	8	19	14	2	5	6							54	52
	Atoka	1	4	5	0	0	4							14	20
	Brighton	1	0	2	0	0	0							3	9
Closed Work Orders		501	512	545	433	764	635							3390	5344
Water Pumped (millions)		32	25	27	27	31	34							176	331
Treated Pumped to River		39	39	42	44	38	29							231	420



Munford Fire Department

Monthly Board Report - June 2022

Incidents	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Total 2022	Total 2021
Structure Fires - Munford	2	3	1	1	0	1							8	2
Structure Fires - County	1	0	4	1	1	0							7	17
Grass Fire - Munford	1	1	3	0	0	3							8	2
Grass Fires - County	2	1	2	0	1	1							7	6
Vehicle Fires - Munford	0	1	0	0	0	0							1	9
Vehicle Fires - County	0	0	0	0	0	0							0	1
Vehicle Accidents - Munford	5	8	4	3	3	7							30	48
Vehicle Accidents - County	0	1	0	0	1	5							7	18
EMS Calls - Munford	58	52	43	38	48	66							305	664
EMS Calls - County	1	1	4	2	5	5							18	46
Other Incidents - Munford	34	31	14	23	24	30							156	261
Other Incidents - County	5	3	8	3	6	13							38	65
Mutual Aid Calls	9	6	18	6	14	24							77	130
Burn Permits	2	3	11	5	8	0							29	51
Total Calls - Munford	110	96	65	65	75	107							518	979
Total Calls - County	9	6	18	6	14	24							77	153
Total Calls - Department	119	102	83	71	89	131	0	0	0	0	0	0	595	1132

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	11	19	0
Total Department Staffing	44	25	19	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

	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun
Payment Plan													
Current	14/1,057.5	37/2,675	4/250	14 / \$982	25 / 1938	5 / 315	2 / 140	21 / 2010.00	38 / 3750	12 / 680	7 / 747	4 / 535	8 / 850
Past Due													

RENTALS													
Friday Night Skate	405	475	233	245	297	162	158	187	217	229	354	198	215
Skate Parties	16	17	17	19	24	27	17	28	27	28 / 28	28 / 29	24 / 31	16 / 28
Band Room	2	4	2	5	2	5	3	6	4	3	6	8	2
Community Room	3	2	0	1	3	2	2	0	4	3	2	1	3
Valentine Park Gazebo					6							6	3

SENIOR SERVICES													
Congregate Meals	0	0	12	352		330		217	293	566	526	540	540
Home Delivery	130 Weekly	130 Weekly	130 weekly	130 weekly	130 Weekly			123	143	231	129	140	140

Vehicle Miles													
P&R-08 Chevy Ext. Cab	101,564	101,755	102,165	102,510	102,915	103,204	103,392	103,545	103,545	103,545	103,727	104,151	104,374
P&R-15 Chevy 4Door	40,027	41,047	42,147	42,599	43,947	44,578	45,238	45,875	46,484	47,279	48,854	49,690	49,839
CP-05 Chevy Single Cab	140,104	141,138	141,422	141,635	142,025	142,275	142,475	142,647	142,891	143,086	143,609	144,105	144,215
P&R-08 Chevy Ext. Cab	108,575	108,795	109,234	109,423	109,954	110,406	110,489	111,255	111,855	112,218	112,301	113,260	113,399
P&R-01' Expedition	172,217	172,623	172,813	172,876	172,903	172,946	173,142	173,243	173,348	173,388	173,422	173,524	174,573

Equipment Hours													
Jacobsen Truckster	412	418	427	435	448	456	457	460	464	468	478	490	496
ToroInfield Drag	1,582	1,589	1,605	1,625	1,646	1,654	1658	1658	1660	1675	1722	1748	1749
2014-61" Snapper	1,003	1,010	1,015	1,017	1,017	1,017	1017	1017	1017	1017	1017	1022	1022
2015-72" Snapper	620	658	784	784	784	784	784	784	784	784	784	788	788
2015-61" Snapper-CP	823	829	839	846	856	856	856	859	868	868	868	913	917
2022-72" Xmark	1,558	1,558	1,558	1,558	1,558	1,558	1558	1558	1558	1558	1558	72	83
Bad Boy	1,065	1,065	1,065	1,065	1,065	1,065	1065	1065	1065	1065	1065	1068	1070
Dixie Chopper	611	611	612	614	614	614	614	614	614	614	614	614	614
JD4700 Tractor	3,842	3,842	3,843	3,845	3,847	3,851	3851	3851	3851	3851	3853	3853	3853
2021 Snapper61"	17	49	111	131	153	156	156	156	172	187	217	240	274
Polaris SXS	603	653	660	672	679	679	679	680	680	687	704	726	766

Sports Registration													
Basketball				198	367	367	367	367	367				
Cheerleading				52	56	56	56	56	56				
Flag Football									164	164			
Soccer		219		232					242	242			
Baseball		348		348					394	394			

	PERMIT NO	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	SQUARE FOOTAGE	PROJECT VALUE	PERMIT FEE	
1	1491	06/01/22	45 CHARLES PL.	C	JOHN MANNA	FENCE	N/A	N/A	\$25.00	
2	1492	06/01/22	59 FORSYTH LN.	C	MERIDIAN ASSETS	FENCE	N/A	N/A	\$25.00	
3	1493	06/01/22	77 FORSYTH LN.	C	MERIDIAN ASSETS	FENCE	N/A	N/A	\$25.00	
4	1494	06/07/22	85 BELL LN.	C	CDI INC.	NEW S.F. DWELLING	2,988	\$210,000.00	\$512.00	
5	1495	06/07/22	113 PRITCHETT CV.	C	CDI INC.	NEW S.F. DWELLING	3,422	\$240,000.00	\$572.00	
6	1496	06/07/22	95 PRITCHETT CV	C	CDI INC.	NEW S.F. DWELLING	3,143	\$220,000.00	\$532.00	
7	1497	06/07/22	33 BELL LN.	C	D&D HOME BUILDERS	NEW S.F. DWELLING	3,266	\$229,000.00	\$550.00	
8	1498	02/23/22	729 APPLEBERRY	R	LARRY HARRIS	MANUFACTURED HOME	1,926	\$135,000.00		\$362.00
9	1499	06/03/22	577 PLUM TREE	C	WILLIAM FOWLER	ACC. BLDG.	1,500	\$20,000.00	\$100.00	
10	1500	06/23/22	1452 PLANTATION RD.	R	AUSTIN BIBB	ADDITION	550	\$20,000.00		\$100.00
11	1501	06/23/22	74 LOCHLEVEN DR.	C	SHERI BEAVER	ADDITION	812	\$57,000.00	\$120.00	
12	1502	06/30/22	23 LINDSEY MARIE	C	CONNER ROBBINS	ACC. BLDG.	240	N/A	\$100.00	
13										
14										
15										
16										
17										
18										
19										
20										
21										
									\$2,561.00	\$462.00

Total

\$1,131,000.00

\$3,023.00

C - CITY LIMITS

R - REGION

Complaints 33

Inspections 75

Certificate Of Occupancy 6

PREFORMANCE BOND

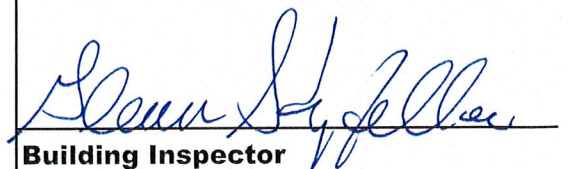
WALKERS MEADOW

Building Permits 12

Sign permits

Use & Occupancy Permits 2

CENTRAL PARK 2018


Building Inspector



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



June 2022 Library Report

Overview:

- The library has sold **\$79.00** in books with the ongoing book sale.
 - The library has collected **\$139.95** in library fines, overdue fees, and lost items.
 - The monthly collection for copies and faxing was **\$330.10**.
 - The Library had **273** people use our computers and **110** requiring computer help. In addition we had **348** use the Wi-Fi. The library had **649** reference questions asked and answered.
 - Library staff provided **17** one-on-one technology device sessions lasting more than 10 minutes.
 - The Library has gained **73** new users, with **3,384** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **4,747** patrons.
 - Through Interlibrary Loan **39** books were loaned out, and **47** were borrowed.
-
- ❖ Tennessee R.E.A.D.S. had **899** books checked out.
 - ❖ Lindsey was used as a Notary Public 4 times.
 - ❖ Library staff proctored 15 TWRA Boaters License tests.
 - ❖ The Library had **3** volunteers.
 - ❖ The adult book club met, there were **5** people in attendance
 - ❖ Through in-person and passive programming we had 10 programs with 261 attendees.
 - LEGO Club met twice with 29 in attendance.
 - In-person Story Time was held once, there were 8 in attendance.
 - Summer Reading Program was held twice, there were 100 in attendance!
 - The Summer Reading Challenge began, 70 people signed up in June, making our total number of participants 142.
 - Passive Programs included: Color Your Own Bookmark, Summer Sweet Reads, Staff Recommendations, Book Spotlight, Dive into a Good Book and Summer Reading Displays.
 - ❖ We continue to offer curbside services to patrons. 2 patrons were assisted curbside.
 - ❖ We continue to do virtual story times. We posted three videos with 293 views.
 - ❖ This is our busiest month on record EVER! We added more patrons and checked out more books than ever before.

Munford-Tipton County

Monthly Report

June 2022

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance	Locally Owned		
Print Materials	Locally Owned	7,675	10	0	7,685	Regionally Owned	10,419	0	0	10,419		E-books	85
Audio Materials		398	0	0	398		1,627	0	0	1,627		Audio Downloadable	156
Video Materials		449	0	0	449		589	0	0	589		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	241
TOTAL		8,522	10	0	8,532		12,635	0	0	12,635	TOTAL PHYSICAL COLLECTION		21,167

Electronic Circulation-READS includes Advantage & other local e collections		Physical Circulation Book & Non-Book		CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)	
Adult **	907	Adult	878	Adult (includes number from libguides **4.4)	1,785
Children **	79	Children	1,520	Children (includes number from libguides **4.5)	1,599
Total	986	Total	2,398	Total for All Circulation	3,384

Unique Users 143

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	26	Library Visits	850		Adult	Young Adult	Children
Black	6	Reference Transactions	649	Inside the Library	5	1	8
American Indian-Alaska Native	0	Computer Users	273	Outside the Library	0	0	0
Hispanic or Latino of any race	4	Wireless Sessions	348	Total	5	1	8
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	0	Hotspots/MiFi	2		Adult	Young Adult	Children
Other	1			Inside the Library	125	7	219
Two or more races	3	Local Database Usage	0	Outside the Library	0	0	0
Total	40	Tech Training/help	0	Total	125	7	219

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,629
Children Borrowers <14 yrs old	1,118
Total Borrowers	4,747

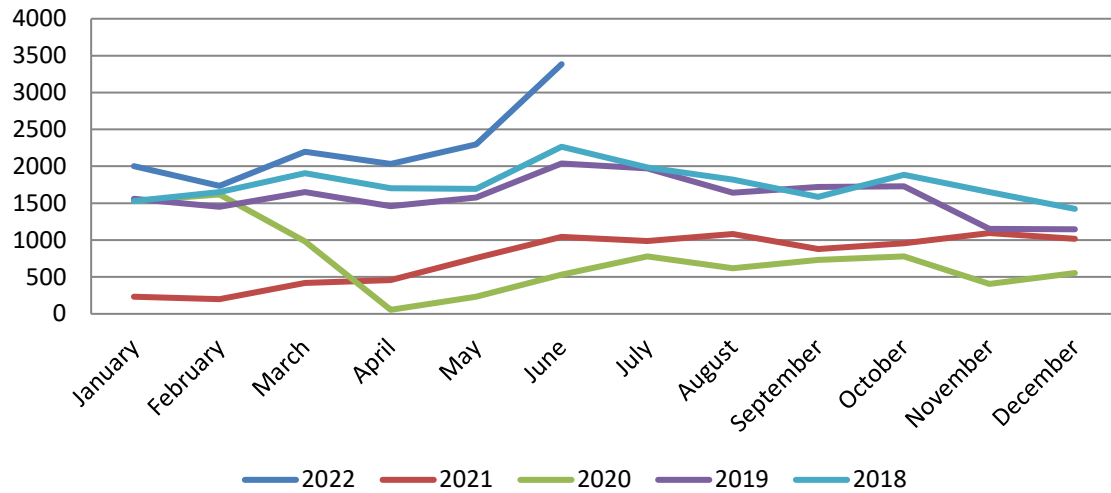
Resource Sharing	
ILL - Borrowed	47
ILL - Loaned	39

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

Recorded Programming	
Recorded Programs	3
Views of Recorded Programs	293

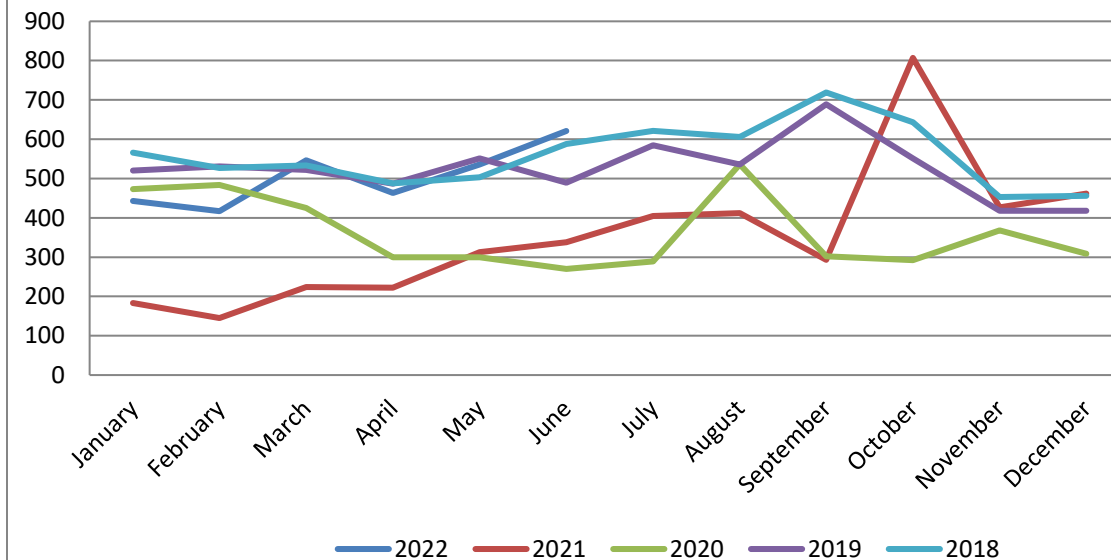
TOTAL PROGRAMS	17
TOTAL PROGRAM ATTENDANCE	644

Circulation Growth 2018-2022

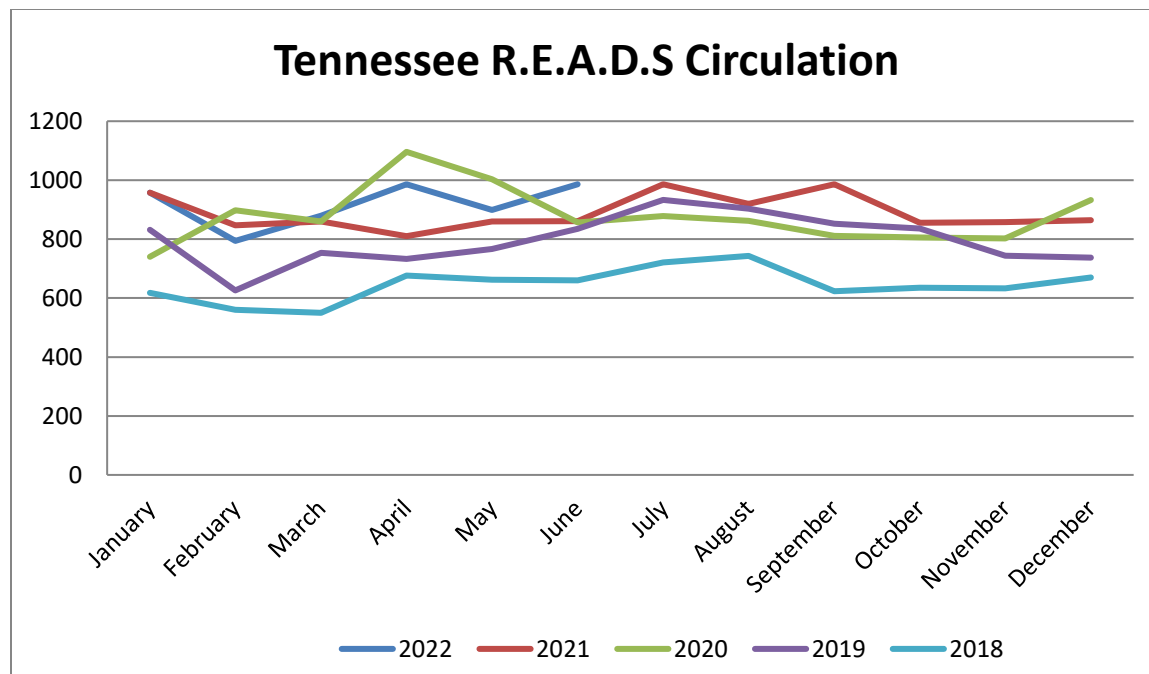


*** As of 06/30/2022**

Computer Usage 2018-2022



*** As of 06/30/2022**



*** As of 06/30/2022**

SEWER SERVICE AREA AGREEMENT

This Sewer Service Area Agreement (“Agreement”) is entered into by and between Poplar Grove Utility District of Tipton County, Tennessee (“Poplar Grove”), and the City of Munford, Tennessee (“Munford”).

Whereas, Poplar Grove is a utility district created under the Utility District Law of 1937, Tenn. Code Ann. § 7-82-101, *et seq.*, to provide water, sewer, and natural gas service;

Whereas, Poplar Grove has the exclusive right to provide water, sewer, and natural gas service within its boundaries under Tenn. Code Ann. § 7-82-301(a)(1)(B);

Whereas, Poplar Grove’s sewer service boundaries are described in Exhibit A hereto and depicted in Exhibit B hereto;

Whereas, Poplar Grove does not currently have a sewer system;

Whereas, Munford is a municipal corporation in Tipton County, Tennessee, whose charter is restated by Chapter 75 of the Private Acts of 2005, with any amendments thereto;

Whereas, pursuant to Section 24(15) and (18) of its charter, Munford has a sewer system and is currently the sole provider of sewer service in its vicinity west of Highway 51 (U.S. Route 51);

Whereas, Munford is currently in a better position to provide sewer service to customers in its vicinity;

Whereas, the parties wish for customers within Poplar Grove’s exclusive sewer service area to have access to sewer service, without waiving or impairing Poplar Grove’s exclusive right to provide sewer service to such customers if Poplar Grove chooses to do so;

Whereas, Tenn. Code Ann. § 12-9-108 authorizes any public agency to contract with

another public agency to perform any governmental service, activity, or undertaking, including the provision of utility service, which each public agency is authorized by law to perform;

Whereas, at a public meeting on July 26, 2022, which was previously advertised to the public in accordance with law, Poplar Grove's Board of Commissioners approved this Agreement and authorized its President to execute this Agreement on behalf of Poplar Grove; and

Whereas, at a public meeting on July 25, 2022, which was previously advertised to the public in accordance with law, Munford's Board of Mayor and Aldermen approved this Agreement and authorized its Mayor to execute this Agreement on behalf of Munford;

Now, Therefore, for and in consideration of the mutual covenants of the parties and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. Upon the execution of this Agreement, Munford is permitted to provide sewer service to customers west of Highway 51 (U.S. Route 51) within Poplar Grove's sewer service boundaries ("the Temporary Munford Sewer Service Area"), and Munford assumes all duties, liabilities, and obligations to provide sewer service in the Temporary Munford Sewer Service Area. Munford will provide sewer service in the Temporary Munford Sewer Service Area in accordance with Munford's rules, regulations, and policies. All fees and charges paid by developers or customers for sewer service provided by Munford in the Temporary Munford Sewer Service Area will belong to Munford. Poplar Grove will bill and collect sewer charges and fees from customers in the Temporary Munford Sewer Service Area in accordance with the Billing and Collection Agreement executed by Poplar Grove and Munford in 2007, as amended, for as long as such Billing and Collection Agreement is in effect.

2. At any time following fifteen (15) years after the execution of this Agreement, Poplar Grove may notify Munford in writing that Poplar Grove intends to assume responsibility for providing sewer service in the Temporary Munford Sewer Service Area or in a specified part thereof (“the Reclaimed Area”). Poplar Grove may give such notice a maximum of four (4) times until it has assumed responsibility for providing sewer service to the entire Temporary Munford Sewer Service Area; provided that, whenever Poplar Grove gives such notice, it must assume responsibility for providing sewer service to at least twenty five percent (25%) of Munford’s total sewer service connections in the Temporary Munford Sewer Service Area at that time. In no event shall Poplar Grove provide such notice on more than four (4) occasions in order to assume responsibility for providing sewer service to the entire Temporary Munford Sewer Service Area. Upon request, Munford will provide Poplar Grove with the locations of Munford’s sewer service connections in the Temporary Munford Sewer Service Area.

3. When Poplar Grove gives notice pursuant to Section 2 of this Agreement, the parties will take all reasonably necessary steps to transfer Munford’s sewer system infrastructure in the Reclaimed Area, including mains, service lines, and lift stations, and Munford’s sewer customers in the Reclaimed Area to Poplar Grove. The transfer of sewer system infrastructure and sewer customers shall be completed with all reasonable speed and in no event more than two years after Poplar Grove gives its notice to Munford.

4. At least sixty (60) days before the transfer of sewer system infrastructure and sewer customers in the Reclaimed Area has been completed, Munford will provide Poplar Grove with (1) records and information on sewer customers within the Reclaimed Area, as reasonably requested by Poplar Grove to establish customer accounts; (2) any plats, plans, and as-built drawings in Munford’s possession for sewer system infrastructure to be transferred to Poplar

Grove; and (3) records establishing how much Munford itself paid, if anything, to install such sewer system infrastructure, including any depreciable upgrades since the initial installation, and how Munford depreciated such sewer system infrastructure after installing it.

5. If Munford complies with Section 4 of this Agreement, then when the transfer of sewer system infrastructure and sewer customers in the Reclaimed Area is complete, Poplar Grove will pay Munford for all sewer system infrastructure transferred to Poplar Grove that Munford itself, as opposed to developers, customers, or other third parties, paid to install. The payment will equal the cost to Munford to install the sewer system infrastructure, including any depreciable upgrades since the initial installation, minus any depreciation on such sewer system infrastructure that Munford has recognized since the installation and any pro-rated depreciation for partial years under Munford's depreciation schedule, to the extent such depreciation is in accordance with guidelines from the Tennessee Comptroller of the Treasury. Poplar Grove will not owe Munford for sewer system infrastructure, including any depreciable upgrades since the initial installation, that developers, customers, or other third parties paid to install, dedicated to Munford, or reimbursed Munford for installing.

6. Once Munford's sewer system infrastructure in the Reclaimed Area has been connected to Poplar Grove's sewer system, all sewer system infrastructure in the Reclaimed Area will become Poplar Grove's property without the necessity of a formal conveyance from Munford to Poplar Grove. From that point forward, Poplar Grove will have the exclusive right to provide sewer service in the Reclaimed Area. Poplar Grove will assume all duties, liabilities, and obligations to provide sewer service in the Reclaimed Area. Poplar Grove will provide sewer service in the Reclaimed Area in accordance with Poplar Grove's rules, regulations, and policies. All fees and charges paid by developers or customers for sewer service in the

Reclaimed Area will belong to Poplar Grove; provided, that Munford will be entitled to any fees or charges from developers or customers that accrued while Munford was responsible for providing sewer service in the Reclaimed Area.

7. Nothing in this Agreement affects the existing water, sewer, or natural gas service boundaries of Poplar Grove or the existing boundaries of Munford, all of which will remain unchanged.

8. This Agreement constitutes the entire agreement of the parties. This Agreement may be modified or amended only by an instrument in writing executed by the parties.

9. No third party obtains any benefits or rights to sewer service under this Agreement, and this Agreement is not assignable to or for the benefit of any other person or entity without the mutual written agreement of the parties.

10. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of the remaining provisions.

11. This Agreement is governed by the laws of Tennessee without regard to choice of law principles, and any dispute or legal action arising out of or related to this Agreement must be filed in the courts of Tipton County, Tennessee.

12. The parties have participated jointly in the negotiation and drafting of this Agreement. This Agreement will not be construed for or against either party based upon authorship.

13. The individuals signing below represent that they have full authority to execute this Agreement on behalf of their respective parties; that this Agreement has received any approval required by law from their respective parties; and that this Agreement is legal, valid, and binding.

14. This Agreement may be signed in counterparts. Copies of signatures to this Agreement delivered via facsimile or via e-mail in Adobe portable document format (.pdf) shall be deemed originals.

**POPLAR GROVE UTILITY DISTRICT
OF TIPTON COUNTY, TENNESSEE**

By: _____
David McDaniel, President

Date: _____

CITY OF MUNFORD, TENNESSEE

By: _____
Dwayne Cole, Mayor

Date: _____

State of Tennessee)
)
County of Tipton)

Before me, a Notary Public in and for the County and State aforesaid, personally appeared David McDaniel, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be the President of the Board of Commissioners of Poplar Grove Utility District of Tipton County, Tennessee, a public corporation, and that he executed the foregoing instrument for the purpose therein contained by signing on behalf of Poplar Grove Utility District of Tipton County, Tennessee.

Witness my hand and official seal on this the _____ day of _____, 2022.

NOTARY PUBLIC

My Commission Expires: _____

State of Tennessee)
)
County of Tipton)

Before me, a Notary Public in and for the County and State aforesaid, personally appeared Dwayne Cole, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be the Mayor of the City of Munford, Tennessee, and that he executed the foregoing instrument for the purpose therein contained by signing on behalf of the City of Munford, Tennessee.

Witness my hand and official seal on this the _____ day of _____, 2022.

NOTARY PUBLIC

My Commission Expires: _____



**FIRST CITIZENS
NATIONAL BANK**

MEMBER FDIC

One First Citizens Place
Dyersburg, TN 38025-0370
731.285.4410

www.FirstCNB.com

To: City of Munford
From: First Citizens National Bank
Christian Heckler
Date: 6/23/2022
Re: Letter of Intent to sell 1483 Munford Ave, Munford Tn

- First Citizens National Bank is please to make the follow offer for sale to the City of Munford, address of **1483 Munford Ave, Munford TN**. For the consideration of \$127,000.00.
- First Citizens National Bank to finance the purchase of this property at a rate of 0.0% for a max term of 10 – years with annual principal reductions.
- First Citizens National Bank will make annual donation to the City of Munford for the payment amount of note starting one year after sale / transfer.
- First Citizens National Bank will have the opportunity for naming rights for a portion of the facility / space.
- First Citizens National Bank will have agreed upon access / space for use of ATM and signage.
- First Citizens National Bank would have first right of refusal if the City were to sell / transfer property for initial investment.
- First Citizens National Bank to be “The Bank” of choice for the City of Munford based on competitive market pricing.

The foregoing terms and conditions outline the business aspects of our proposal. Please note this is not an all-inclusive list of the specific details, which will be included in a final sales contract.

Please indicate your acceptance by returning a signed executed copy of this letter of intent. If you should have any questions regarding this letter of intent please feel free to give me a call

By: Christian Heckler
Title: Executive Vice President

City of Munford

Unbelievably Good



CHECKS OVER \$10,000

June 2022

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Cigna Healthcare	19837	\$ 72,520.34	Insurance (66,873.70) and HRA (5,646.64)
Citco Water	19782	\$ 34,647.00	Meters and Transmitters
	19684	<u>47,514.56</u>	Meters and Transmitters
Total Citco Water		\$ 82,161.56	
Coats of Color	19686	\$ 20,834.40	Painting at City Hall
Consolidated Pipe	19784	\$ 18,334.46	Gas Meters and 12 " Water Main Giltedge
	19885	<u>16,798.56</u>	Gas supplies Walker Meadows North
Total Consolidated		\$ 35,133.02	
Dozertrax USA	19693	\$ 11,720.96	Sutherland Property Draw 1
	19891	<u>123,759.35</u>	Sutherland Property Draw 2
Total Dozertrax USA		\$135,480.31	
Haddad's	19702	\$ 14,815.47	Mower (13,000) and misc. supplies
JD Distributors	19909	\$ 56,820.36	Public Works and City Hall furniture
King Engineering	19809	\$ 74,764.07	Sewer Expansion, Lagoon Pump Station
Layne-Granite Company	19916	\$110,271.00	Well #3 repairs and Treatment
Mastercard	19719	\$ 12,706.31	Multiple Dept. Travel/Education, Picnic
Portland Utilities Construction	19734	\$ 86,649.91	Sewer Project Draw
Southwest TN Electric	19743	\$ 22,860.82	Electrical Service (April-May)
	19830	8,478.68	Electrical Service (April-May)
	19935	<u>26,355.99</u>	Electrical Service (April-May)
Total Southwest Elect		\$ 57,695.49	
TN Energy Acquisition Corp	19755	\$183,738.28	Natural Gas Purchase/Transport
Waste Pro	19764	\$ 22,078.97	Solid Waste
Wex Bank Valero	19839	\$ 16,934.58	Fuel
Total		\$ 982,604.07	

Upcoming Meeting Dates and Events

Aug 2022

Aug 4 (Thursday)

4:00 General Welfare/Public Works Committees

Aug 9 (Tuesday)

6:30 Planning Commission

Aug 18 (Thursday)

4:00 Parks and Rec/Public Safety Committees

Aug 22 (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
May 10, 2022

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, May 10, 2022, at 6:30 P.M. With the following:

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

ABSENT-

ALSO, PRESENT, Hayden Edmondson, Sonny Pittman, Wayne Bouler, Kyle Ham, William Gordy, Rusty Norvill, Jim Burrow, Bea Coleman, Janice Bomar, Pete Parker, Planner Will Radford 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 – April 12, 2022

There was a motion by David Keeton, seconded by Vernon Pairmore to approve the minutes from April 12, 2022 as presented. Motion carried all present voting aye

II. OLD BUSINESS - None

III. NEW BUSINESS

A. Hayden Edmondson Gilt Edge Road Minor Subdivision

Background

A minor subdivision plat has been submitted on behalf of Edmondson Rentals LLC to create two lots from a .30-acre parent tract. The properties are located near 90 and 101 Gilt Edge Road. The property can be further identified as Parcel 2.00 on Tipton County Tax Map 112C, Group A. The properties are zoned R-1 (Low Density Residential) District. The properties do not appear to be located in a federally identified flood hazard area according to FIRM #47167C0305F, effective on 12/19/2006.

Analysis

The purpose of the plat appears to be to create two .15 acre lots (6400 sq.ft. approximate) from a .30 parent tract. There appears to be two principal structures existing on the lot.

State Highway 178 (Gilt Edge Road) is classified as an arterial street on the Munford Major Road Plan and the plat is dedicating the required 40 feet of right of way from the centerline of the road.

Recommendation

Staff recommends approval of the minor Subdivision.

This item was withdrawn by the property owner.

B. Hayden Edmondson Gilt Edge Road Rezoning Request

Background

A rezoning request has been submitted on behalf of Edmondson Rentals LLC to rezone property near 89 and 101 Gilt Edge Road from R-1 (Low Density Residential) District to R-3 (High Density Residential) District. The property can be further identified as Parcel 2.00 on Tipton County Tax Map 112C, Group A. The properties do not appear to be located in a federally identified flood hazard area according to FIRM #47167C0305F, effective on 12/19/2016.

Analysis

The property has adjacent R-3 Zoning to the north.

Gilt Edge Road is classified as an arterial street on the Munford Major Road.

Recommendation

Staff recommends in favor of the rezoning request.

There was a motion by David Keeton, seconded by John Moren to send a positive recommendation to the City of Munford Board of Mayor and Aldermen to rezone the Edmondson Gilt Edge property from R-1 (Low Density Residential) District to R-3 (High Density Residential) District. Motion carried, all present voting aye.

C. Village of Green Meadows – Phase 4A – Preliminary Plat

Background

A preliminary plat has been submitted on behalf of PFMT Holdings LLC to create 14 lots and new road construction. The property is located on McCormick Road. The property can be further identified as Parcel number 1.00 on Tipton County Tax Map #127. The area is zoned R-1 (Low Density Residential) District with a PVD (Planned Village Development) overlay in the Munford Municipal Zoning District. The property does not appear to be located in a federally identified flood hazard area according to Tipton County FIRM panel #47167C0315G, effective on 05/04/2009.

Analysis

The subdivision is creating 14 lots with new sidewalks as required for new subdivisions.

Stewart Road appears to be created as a Collector Street with a 60 foot right of way.

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

Recommendation

Staff recommends approval of the preliminary plat.

There was a motion by Sue Arthur, seconded by Vernon Pairmore to approve the Village of Green Meadows – Phase 4A – Preliminary Plat as presented. Motion carried with all members voting aye.

D. Village of Green Meadows – Phase 4A – Construction Plans

Background

Construction plans have been submitted on behalf of the PFMT Holdings LLC to create 14 lots and new road construction. The property is located on McCormick Road. The property can be further identified as Parcel number 1.00 on Tipton County Tax Map #127. The area is zoned R-1 (Low Density Residential) District with a PVD (Planned Village Development) overlay in the Munford Municipal Zoning District. The property does not appear to be located in a federally identified flood hazard area according to Tipton County FIRM panel #47167C0315G, effective on 05/04/2009.

Analysis

The Construction plans have been received by the City Engineer and are in the process of waiting for City Engineer approval.

Approval of construction plans does not constitute approval of a final plat. A final plat is still to be submitted and approved at a later date.

After installation of improvements, staff recommends the City Engineer inspect the installed improvements to determine the bonding amount that is necessary to cover any uninstalled infrastructure (final wearing surface) and an appropriate warranty period.

City Staff has requested a development contract be entered into with the development and the City prior to final plat approval.

Recommendation

Staff recommends approval of the construction plat subject to approval by the City Engineer.

There was a motion by David Keeton, seconded by Mayor Cole to approve the Village of Green Meadows – Phase 4A – Construction Plans as presented. Motion carried with all members voting aye.

E. McCormick Hills Construction Plans

Background

Construction Plans have been submitted by REI Capital LLC to create 233 Lots and new road construction along McCormick Road and Campground Road in the recently annexed portion of Munford, TN. The property can be further identified as Parcel 16.00 on Tipton County Tax Map

126. A portion of the property can be further identified as Parcel 16.00 on Tipton County Tax Map 126. A portion of the property appears to be located in a Zoned AE Flood Hazard Area according to FIRM #47167C0315G, effective on 05/04/2009.

Analysis

The Construction plans have been received by the City Engineer and are in the process of waiting of the City Engineer approval.

Approval of construction plans does not constitute approval of a final plat. A final plat is still to be submitted and approved at a later date.

After installation of improvements, staff recommends the City Engineer inspect the installed improvements to determine the bonding amount that is necessary to cover any uninstalled infrastructure (final wearing surface) and an appropriate warranty period.

City Staff has requested a development contract be entered into with the development and the City prior to final plat approval.

Recommendation

Staff recommends approval of the construction plan subject to approval of the City Engineer.

There was a motion by John Moren, seconded by Sue Arthur to approve the McCormick Hills Construction Plans contingent upon the City Engineer approval. Motion carried with all members voting aye.

F. Munford Storage Site Plan

Background

A site plan has been submitted on behalf of ASM Construction to add 450 units to an existing mini-storage facility. The property is located on U.S. Highway 51 between the intersections of Munford Avenue and McLaughlin Drive. The property can be further identified as Parcel 12.06 on Tipton County Tax Map 111. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The site appears to be located on a lot that does not exist on the Property Assessor's website. A minor plat should be approved prior to the issuance of a building permit.

The site plan appears to have enough parking spaces to meet the following requirements in the Munford Municipal Zoning Ordinance.

Self-Storage / Mini Storage 3 spaces plus 1 space for each 100 units

The City Engineer has reviewed the site plan in regard to grading and drainage to ensure no additional runoff occurs onto adjacent properties or the TDOT right of way.

The driving lanes and turning radiuses should be reviewed by the Munford Fire Department to determine adequate space for fire protection and maneuvering of public safety vehicles. The building appears to meet all of the setbacks and lot requirements of the P-B zoning district.

The site plan is showing “Landscaped areas with proposed fencing on the site which appears to meet the 10% minimum landscaped area requirement.

Recommendation

Staff recommends approval of the Site Plan

There was a motion by Vernon Paimore, seconded by David Keeton to approve the Munford Storage Site Plan as presented. Motion carried with all members voting aye.

G. Cluster Box Units

Background / Analysis

Staff will present Cluster Mailbox Regulation recently adopted in Oakland, TN for review by the Planning Commission.

IV. OTHER BUSINESS

Planning Commission member Rick Wilson has resigned from the Planning Commission as of April 26, 2022.

V. REPORTS

Mayor Comments:

- The city will be opening bids for the Munford Avenue turn lane project.
- FY2023 budget Ordinance has passed the first reading. This includes a 4% raise for all employees and several capital outlay projects
- Public Works is currently working on a Water Main break, and they hope to have it fixed as soon as possible.
- Sewer Repairs involving the detour on Drummonds Road are close to completion.
- The new Gas storage building (Sutherland) will be under construction soon.
- The City of Munford was named the 2nd most affordable City in the state of Tennessee.

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 7:24 PM.

Chairman Roy Meadors

Sue Arthur, Secretary

Barbara Younger,
Recording Secretary



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
June 14, 2022

The regular monthly meeting of the Munford Municipal-Regional Planning Commission was cancelled due to no business. The cancelation of this meeting was published on the City of Munford Web Site and the City of Munford Facebook page.

Roy Meadors, Chairman

Sue Arthur, Secretary

Barbara Younger, Recording Secretary