



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

AGENDA

City of Munford Board of Mayor and Aldermen – Special Called Meeting –
Tuesday, August 29, 2022 5:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee

I. CALL TO ORDER

- A. Approve the minutes from the Regular Monthly Meeting – August 22, 2022
- B. Establishment of Quorum

II. OLD BUSINESS

Second Reading

- **ORDINANCE 2022-08-01** An Ordinance to amend the 2021-2022 General Operating budget.

Second Reading

- **ORDINANCE 2022-08-02** An Ordinance to amend the 2021-2022 State Street Aid Budget.

Second Reading

- **ORDINANCE 2022-08-03** An Ordinance to amend the 2021-2022 Drug Fund Budget.

Second Reading

- **ORDINANCE 2022-08-04** An Ordinance to amend the 2021-2022 Solid Waste Fund Budget.

III. NEW BUSINESS

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – Aug 22, 2022

**Regular Monthly Meeting – Monday Aug 22, 2022, 7:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Sue Arthur

Department Heads in Attendance: Chief Randal Baskin, Lt. Gary Hancock, and Director Griff Fisher.

I. CALL TO ORDER

Mayor Cole called the Aug 22, 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 five aldermen and one mayor present.

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Monthly Meeting of July 25, 2022, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one present to speak.

V. OLD BUSINESS:

- Public Works – Reference report as written.
- Public Safety
 - a. Police: Chief Randal Baskin presented the monthly report. See attached sheet.
 - b. Fire: Lt. Gary Hancock 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.
- Mayor Cole presented for a first reading **ORDINANCE: 2022-08-01** An Ordinance of the City of Munford, Tennessee amending the Annual Operating Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. *Motion was made by Alderman Bomar to approve **ORDINANCE: 2022-08-01**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE: 2022-08-02** An Ordinance of the City of Munford, Tennessee amending the State Street Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. *Motion was made by Alderman Glass to approve **ORDINANCE: 2022-08-02**. Motion was seconded by Alderman Deneka. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE: 2022-08-03** An Ordinance of the City of Munford, Tennessee amending the Drug Fund Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. *Motion was made by Alderman Turner to approve **ORDINANCE: 2022-08-03**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE: 2022-08-04** An Ordinance of the City of Munford, Tennessee amending the Solid Waste Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. *Motion was made by Alderman Bomar to approve **ORDINANCE: 2022-08-04**. Motion was seconded by Alderman Glass. Motion carried, all members present voting aye.*
- Mayor Cole presented his appointments for the Planning Commission and Regional Board of Zoning Appeals. Terry Waits is appointed to the Planning Commission Board and Bernie Pugsley is appointed to the Regional Board of Zoning Appeals Board. With no objections these appointments stand.

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 July. *A motion was made by Alderman Bomar to accept all checks over \$10,000 as presented. Alderman Glass seconded motion. Motion carried, all members present voting aye.*

- **Financials**– Mayor Cole presented the pre-audit financial report for the period ending June 30, 2022. *A motion to accept the report was made by Alderman Turner. Alderman Bomar seconded motion. Motion carried, all members present voting aye.*

With no further discussion, Mayor Cole made a motion to adjourn at 7:33 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

ORDINANCE: 2022-08-01

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2021
AND ENDING JUNE 30, 2022**

WHEREAS, the City of Munford adopted the fiscal year 2021-2022 budget by passage of Ordinance: 2021-04-01; and

WHEREAS, *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; and

WHEREAS, the City of Munford’s General Operating Fund has experienced increased tax revenues as well as increased grant funds, this combination increases revenues in total of \$919,390. Expenses have also increased by \$852,025 to include ARPA grant purchases, roof for City Hall and Fire, increased fuel cost, and new AC unit at Tipton Plaza. The net result is additional surplus of \$67,366.

WHEREAS, the revenues for the General Fund will be higher and expenses for the same will be higher than anticipated; now

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2021-2022 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2021-04-01 is hereby amended by increasing General Fund revenues by \$919,390 and increasing General Fund expenses by \$852,025.

SECTION 2. The Board of Mayor and Aldermen of the City of Munford authorize the City Recorder to make said changes in the accounting system.

THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON FINAL PASSAGE, THE WELFARE OF THE CITY REQUIRING IT.

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

**City of Munford
2021-2022 Operating Budget
General Fund - Revenues**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Taxes	31000	\$2,923,000	\$3,177,886	\$3,183,181	\$5,295	inc local and local option sales tx
License & Permits	32000	\$49,450	\$41,100	\$47,450	\$6,350	inc in building permits
Intergovernmental	33000	\$895,248	\$1,006,052	\$1,793,158	\$787,106	ARPA grants/State Sales Tax
Charges for Services	34000	\$430,650	\$413,693	\$494,203	\$80,510	sports registrations, concessions and rentals up
Fines & Forfeitures	35000	\$132,100	\$144,500	\$171,900	\$27,400	increased court revenue
Miscellaneous	36900-37900	\$4,500	\$30,628	\$43,357	\$12,729	ins recoveries, sales of assets
Total		\$4,434,948	\$4,813,859	\$5,733,249	\$919,390	

City of Munford
2021-2022 Operating Budget
General Fund - Expenses

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Legislative	41110	\$38,707	\$44,311	\$45,133	\$822	
Finance & Administration	41500	\$58,336	\$80,094	\$83,300	\$3,206	roof, computer purchase
Code Enforcement	41700	\$52,729	\$50,911	\$53,621	\$2,710	
Police Department	42100	\$1,597,959	\$1,662,929	\$1,845,612	\$182,683	salaries, ARPA purchase (cars), fuel cost
Fire Department	42200	\$1,252,184	\$1,320,446	\$2,053,477	\$733,031	salaries, OT, ARPA purchase (engine), roof
Street Department	43100	\$141,840	\$268,591	\$150,994	(\$117,597)	did not pave AC Tipton Plaza, programs, concessions inc in
Parks & Recreation	44000	\$886,333	\$863,874	\$889,267	\$25,393	relation to revenue inc
Library	44800	\$112,915	\$117,653	\$135,470	\$17,817	ARPA grant purchases
Community Development	46500	\$37,009	\$42,955	\$43,550	\$595	
Debt Service		\$239,593	\$239,135	\$242,500	\$3,365	interest rate inc
		<u>\$4,417,605</u>	<u>\$4,690,899</u>	<u>\$5,542,924</u>	<u>\$852,025</u>	

ORDINANCE: 2022-08-02

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL STATE STREET AID FUND BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2021 AND ENDING JUNE 30, 2022**

WHEREAS, the City of Munford adopted the fiscal year 2021-2022 budget by passage of Ordinance: 2021-04-01; and

WHEREAS, *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; and

WHEREAS, the City of Munford's State Street Aid Fund has experienced a decrease in some state shared tax revenues, this decreases revenues by \$13,455. Expenses have decreased by \$126,046 to include a combination of lower expenses related to not paving major street. The net result is a additional surplus of \$112,591.

WHEREAS, the revenues for the State Street Aid Fund will be lower and expenses for the same will be lower than anticipated; now

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2021-2022 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2021-04-01 is hereby amended by decreasing State Street Aid Fund revenues by \$13,455 and decreasing State Street Aid expenses by \$126,046.

SECTION 2. The Board of Mayor and Aldermen of the City of Munford authorize the City Recorder to make said changes in the accounting system.

THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON FINAL PASSAGE, THE WELFARE OF THE CITY REQUIRING IT.

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

**City of Munford
2021-2022 Operating Budget
State Street Aid Fund - Revenues**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Taxes	33000	\$223,000	\$223,000	\$209,500	(\$13,500)	reduction in state shared tax
Inerest	36101	\$2,500	\$2,100	\$2,145	\$45	
Other Financing Sources	36900	\$0	\$2,121	\$2,121	\$0	
Total		\$225,500	\$227,221	\$213,766	(\$13,455)	

**City of Munford
2021-2022 Operating Budget
State Street - Expenses**

Department	Fund	Original Budget	Amended Budget	Amended Budget	Change	Comment
			1st	2nd		
Street Lighting	51610	\$25,000	\$25,000	\$20,000	(\$5,000)	
Repairs	51610	\$0	\$2,121	\$26,075	\$23,954	road striping
Paving	41700	\$250,000	\$230,000	\$85,000	(\$145,000)	did not pave major roads
Debt Service	42100	\$57,173	\$64,727	\$64,727	\$0	
		<u>\$332,173</u>	<u>\$321,848</u>	<u>\$195,802</u>	<u>(\$126,046)</u>	

ORDINANCE: 2022-08-03

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL DRUG FUND BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1,
2021 AND ENDING JUNE 30, 2022**

WHEREAS, the City of Munford adopted the fiscal year 2021-2022 budget by passage of Ordinance: 2021-04-01; and

WHEREAS, *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; and

WHEREAS, the City of Munford's Drug Fund has increased revenue in the 2021-2022 of \$6,193 due to a higher number of seized forfeitures, court and miscellaneous revenues; and has increased expenses of \$1,874 due to equipping new police cars; and

WHEREAS, the revenues for the Drug fund will be the higher and expenses for the same will be higher than anticipated; the net result will be a surplus addition of \$4,319.

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2021-2022 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2021-04-01 is hereby amended by increasing Drug Fund revenues by \$6,193 and increasing expenses by \$1,874.

SECTION 2. The Board of Mayor and Aldermen of the City of Munford authorize the City Recorder to make said changes in the accounting system.

THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON FINAL PASSAGE, THE WELFARE OF THE CITY REQUIRING IT.

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

**City of Munford
2021-2022 Operating Budget
Drug Fund - Revenues**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Court Revenues	35100	\$1,000	\$2,200	\$4,770	\$2,570	increased court fees
Forfeitures-Misc Rev	35200	\$2,000	\$11,298	\$14,900	\$3,602	increase in forfeitures of seized funds
Other-Interest	36100	\$80	\$80	\$101	\$21	
Total		\$3,080	\$13,578	\$19,771	\$6,193	

**City of Munford
2021-2022 Operating Budget
Drug Fund - Expenses**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Drug Dog-Vet/Supplies	42100	\$1,550	\$1,200	\$900	(\$300)	
Memberships/Repairs	42100	\$300	\$0	\$0	\$0	
Operating/Cap Outlay	42100	\$5,000	\$10,326	\$12,500	\$2,174	outfitting vehicles
					\$0	
Total		\$6,850	\$11,526	\$13,400	\$1,874	

ORDINANCE: 2022-08-04

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL SOLID WASTE FUND BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2021 AND ENDING JUNE 30, 2022**

WHEREAS, the City of Munford adopted the fiscal year 2021-2022 budget by passage of Ordinance: 2021-04-01; and

WHEREAS, *Tennessee State Constitution* Section 24 of Article 11, states no public monies shall be expended except pursuant to appropriations made by law; and

WHEREAS, the City of Munford's Solid Waste Fund has increased revenue in 2021-2022 of \$3,284 due to an increase in customers; and has increased expenses of \$4,351 due to increased allocations to the General Fund; and

WHEREAS, the revenues for the Solid Waste fund will be increased and expenses for the same will be higher than anticipated; The net result is a loss of \$1,067.

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2021-2022 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2021-04-01 is hereby amended by increasing Solid Waste Fund revenues by \$3,284 and increasing expenses by \$4,351.

SECTION 2. The Board of Mayor and Aldermen of the City of Munford authorize the City Recorder to make said changes in the accounting system.

THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON FINAL PASSAGE, THE WELFARE OF THE CITY REQUIRING IT.

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

**City of Munford
2021-2022 Operating Budget
Solid Waste Fund - Revenues**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Customer Pmts	34400	\$440,874	\$440,874	\$444,000	\$3,126	addition of customers
Other Rev-Interest	36100	\$250	\$250	\$408	\$158	
Total		\$441,124	\$441,124	\$444,408	\$3,284	

**City of Munford
2021-2022 Operating Budget
Solid Waste Fund - Expenses**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Vendor Services	43230	\$239,760	\$254,000	\$252,000	(\$2,000)	
Repairs/Supplies	43230	\$0	\$0	\$0	\$0	
Allocation to Gen Fund	43230	\$175,276	\$175,649	\$182,000	\$6,351	reflection of additional exp in General Fund
Total		<u>\$415,036</u>	<u>\$429,649</u>	<u>\$434,000</u>	<u>\$4,351</u>	