



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, January 23, 2023 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 Re-scheduled Monthly Meeting – December 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

- **ORDINANCE 2023-01-01** An Ordinance to adopt Downtown Improvement Grant Program and appropriating up to \$150,000 per year for three years from Gas Utility Funds to support program.
- **RESOLUTION: 2023-01-01** A Resolution approving and supporting the submission of Violent Crime Intervention Fund grant application to the Tennessee Department of Justice.
- **RESOLUTION 2023-01-02** A Resolution to adopt the US motto “In God We Trust”
- **RESOLUTION 2023-01-03** A Resolution approving and supporting the submission of the Assistance to Fire Fighters (AFG) Grant through FEMA.

E. Announcements

- Special Called Meeting of the Board of Mayor and Aldermen
 - February 2, 2023 at 5:00 PM

F. Acknowledgements

IV. **NEW BUSINESS**

V. **FINANCIAL REPORT**

- A. Checks over \$10,000
- B. Financial Report 12-31-2022

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – December 27, 2022

Re-Scheduled Monthly Meeting – Monday December 27, 2022, 6:00 p.m. Municipal Building, 70 College Street, Munford, Tennessee.

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

Absent:

Department Heads in Attendance: Department Heads exempt from attending this month.

I. CALL TO ORDER

Mayor Cole called the December 27, 2022, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 6:00 pm. Mayor Dwayne Cole gave the invocation.

II. ESTABLISH A QUORUM

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

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Scheduled Meeting of November 28, 2022, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

Preston Dunn, a volunteer with ingodwetrustamerica.org, is asking cities to adopt resolution to display our countries motto “In God We Trust” in their chambers. He is requesting the City of Munford to adopt this resolution to reaffirm our support and beliefs.

V. OLD BUSINESS:

- Public Works – Public Works Director Sherry Bennard presented the monthly report. See attached sheet.
- Public Safety
 - a. Police: Reference report as written.

b. Fire: Reference report as written.

- Parks & Recreation – Reference report as written.
- Building Inspector – Reference report as written.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
- Mayor Cole presented **RESOLUTION: 2022-12-01** A Resolution approving and supporting the submission of Violent Crime Intervention Fund grant application to the Tennessee Department of Justice. *Motion was made by Alderman Bomar to approve **RESOLUTION: 2022-12-01**. Motion was seconded by Alderman Reed. Motion carried, all members present voting aye.*
- Mayor Cole acknowledged Justin Barkelew’s **Water Plant Update Report** for December 22, 2022 – December 27, 2022, received earlier today. The Mayor requested the report be included in the minutes of this meeting. He also praised Justin Barkelew and his team on their work and dedication during this extremely challenging time. Please see attached report at the end of the minutes.

VIII. **NEW BUSINESS** –

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 accept all checks over \$10,000 as presented. Alderman Childress seconded motion. Motion carried, all members present voting aye.*
- **Financial Report 11-30-2022** – Mayor Cole presented the Financial Report for the period ending November 30, 2022. *A motion to accept the report was made by Alderman Glass. Alderman Cramer seconded motion. Motion carried, all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 6:20 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

Water Plant Update

12/22/2022 through 12/27/2022

(Distributed on 12/27/2022)

On Thursday afternoon December 22, we adjusted the plant to make it run 24/7, therefore hopefully preventing any chance of anything freezing. About 1am Friday morning the power flashed at the plant which in turn tripped our high service pump. Causing everything to shut down, we did not receive any alarms. When the personnel arrived at the plant Friday at 7am it was noticed that nothing was running. Tried starting back up and we had several things froze up solid. (Wells, chlorine lines, valves at water towers etc.) everyone worked together and had the plant back up by noon Friday.

Once the repairs were made the plant started up normally and did not shut off until late in the evening Monday December 26th, we doubled our average usage each day, pumping out 1.8 million gallons per day, with the plant running 24/7. I am proud to announce our plant ran flawlessly throughout the historic event, our levels in our elevated tanks never dropped below half.

We have an aging plant, but our plant is very well maintained. Which is due to great management listening to the operators and knowing how critical, safe and reliable drinking water is to the city and its citizens. And when there are issues or preventive maintenance is due, they get them addressed promptly. Starting with Sherry Bennard, Mark Walker, Sherry Yelvington, Mayor, and the Board & Alderman.

Thank you for understanding the importance of our Water System

Justin Barkelew

Operator in direct charge of Munford Water System

CITY HALL MONTHLY REPORT

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3452	3458	3462	3456	3456	3478	3482	3490	3481	3478	3493	3489	41,675
Sewer Customers Total	2218	2219	2234	2229	2226	2244	2250	2258	2248	2247	2260	2256	26,889
Gas Customers Total	7369	7425	7437	7441	7433	7455	7445	7417	7411	7428	7474	7489	89,224
<i>In Atoka City Limits</i>	2564	2564	2566	2565	2566	2567	2569	2570	2568	2568	2570	2569	30,806
<i>Out of Atoka City Limits</i>	293	294	294	293	293	294	294	295	294	295	294	294	3,527
Trash Customers	1744	1749	1749	1770	1781	1788	1793	1812	1817	1817	1822	1824	21,466
Customer Adjustments													
Connects	47	56	68	94	72	69	75	82	73	95	73	70	874
Finals	41	61	74	83	75	78	118	81	68	67	44	52	842
Meter Sets	0	10	35	6	9	13	7	13	13	16	10	7	139
PAYMENTS													
Payments on line													
Utility paid on line	2793	2689	2916	2675	2419	2425	2508	2349	2471	2633	2453	2656	30,987
ACH Payments	1475	1501	1517	1534	1586	1608	1618	1632	1643	1655	1669	1669	19,107
E-Bills	1540	1555	1540	1583	1596	1619	1636	1636	1646	1680	1708	1714	19,453
Payments Received Lobby/Mail													
CC Payments	444	369	514	943	496	710	629	372	405	472	602	446	6,402
Cash Payments	570	540	584	612	645	636	646	671	710	678	612	599	7,503
Check Payments	2,563	2,680	2,376	2,322	2,376	2,172	2,143	2,172	2,092	2,268	2,240	2,412	27,816
Money Order Payments	1	1	0	0	0	0	0	0	0	0	0	0	2
Delinquent Accounts													
Delinquent Penalty	236	224	253	165	339	125	185	146	105	108	88	339	2,313
Cut Offs	220	178	125	106	234	125	151	70	105	108	88	0	1,510
Phone Calls	690	597	728	730	868	439	592	408	549	558	504	0	6,663
SERVICE													
Water / Sewer													
Water Service Orders	4	3	10	4	16	8	6	29	16	8	24	9	137
Sewer Service Orders	7	9	9	5	3	6	6	14	5	7	6	5	82
Amount Billed Water	\$94,165	\$89,338	\$85,479	\$89,615	\$93,538	\$106,852	\$126,239	\$108,530	\$120,353	\$154,170	\$102,104	\$99,776	\$1,270,159
Amount Billed Sewer	\$121,386	\$116,420	\$117,051	\$120,031	\$122,211	\$132,575	\$147,048	\$135,294	\$146,338	\$119,980	\$97,349	\$96,310	\$1,471,993
Damaged/Stuck Meters	1	5	18	0	4	65	2	27	2	1	26	8	159
Solid Waste													
Cans Delivered	15	9	25	22	13	8	18	23	12	8	2	6	161
Missed pickup	22	8	13	9	20	24	15	15	16	33	2	26	203
Damaged Cans	1	0	1	0	1	1	1	2	0	0	0	0	7
Other complaints	2	0	8	6	0	1	2	2	3	2	1	3	30
New Customers	23	20	26	33	25	25	22	29	17	10	4	14	248
Discontinued Service	4	3	8	3	11	7	8	4	3	7	1	4	63
Amount Billed	\$35,586	\$35,925	\$36,275	\$36,573	\$36,584	\$36,831	\$36,782	\$37,077	\$37,236	\$37,356	\$37,506	\$39,422	\$443,154
Gas													
Odor Complaints	7	5	13	0	11	4	7	7	7	11	16	5	93
Damaged / Stuck Meters	54	41	39	4	38	49	52	28	62	1	28	38	434
Amount Billed	\$917,094	\$929,219	\$579,916	\$359,529	\$67,826	\$192,474	\$121,752	\$158,782	\$174,860	\$190,228	\$510,063	\$955,006	\$5,156,749
Misc Service Orders													
Other complaints	8	9	5	2	2	4	5	5	3	2	3	2	50
Total Utility/Trash Billing	\$1,168,231	\$1,170,902	\$818,721	\$605,749	\$320,159	\$468,732	\$431,821	\$439,683	\$478,788	\$501,734	\$747,022	\$1,190,514	\$8,342,055

City of Munford Public Works Monthly Report															
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 Totals	PY Totals	
Calls	76	73	112	81	78	87	53	73	56	99	67	62	917	986	
Water Calls/Leaks	19	9	10	7	28	14	16	20	20	10	9	16	178	128	
Sewer Calls/Leaks	24	16	16	38	8	5	11	17	10	34	16	5	200	170	
Gas Calls/Leaks	26	11	18	7	15	16	12	8	13	9	22	9	166	146	
Street/Yard/Drainage Calls	3	6	11	3	8	5	5	11	1	4	4	3	64	93	
Water Samples	10	10	10	10	10	10	10	10	10	10	10	10	120	13	
Cut-Offs	135	110	124	110	287	120	153	72	185	108	88	0	1492	998	
Locates	177	155	299	263	276	267	230	381	379	249	259	208	3143	5505	
Unread Meters	24	25	25	47	145	106	112	212	127	111	130	122	1186	379	
Meters Repairs	63	68	51	9	46	114	57	78	55	3	58	40	642	667	
Sewer Taps	1	1	0	0	0	1	0	0	0	1	0	0	4	2	
Water Sets	1	0	0	0	4	11	8	3	1	5	4	4	41	112	
Gas Sets	10	23	21	2	5	10	18	7	5	7	4	5	117	81	
Munford	8	19	14	2	5	6	11	1	1	5	2	5	79	52	
Atoka	1	4	5	0	0	4	7	4	4	1	0	0	30	20	
Brighton	1	0	2	0	0	0	0	2	0	1	2	0	8	9	
Closed Work Orders	501	512	545	433	764	635	586	657	532	511	627	414	6717	5344	
Water Pumped (millions)	32	25	27	27	31	34	38	38	29	27	25	29	362	331	
Treated Pumped to River	39	39	42	44	38	29	30	33	29	29	31	42	425	420	

City of Munford Police Department														
													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
CITATIONS ISSUED	163	224	216	169	194	232	261	233	190	216	307	263	2668	1826
COURTESY CITATIONS ISSUED	64	79	77	59	70	86	97	115	99	85	81	81	993	810
TRAFFIC STOPS	339	379	408	252	402	428	500	515	541	620	599	500	5483	3375
SPEEDING	84	117	114	104	123	160	127	139	101	97	159	134	1459	1041
SEAT BELT	0	0	0	0	0	0	1	0	0	2	0	1	4	25
ARREST	36	30	23	30	46	48	45	34	38	53	57	38	478	346
ADULT - MALE	14	19	11	19	27	32	30	18	24	31	32	21	278	230
ADULT - FEMALE	13	9	11	7	18	16	15	9	10	16	21	15	160	94
JUVENILE - MALE	6	2	0	3	0	0	0	6	2	5	2	2	28	13
JUVENILE - FEMALE	0	0	1	1	1	0	0	1	2	1	2	0	9	9
WARRANT ARREST	2	4	2	2	6	2	4	5	8	7	7	3	52	57
DRUG ARREST	10	11	6	1	10	8	17	7	9	9	10	11	109	85
ALCOHOL ARREST	4	1	1	3	1	1	3	3	2	2	4	4	29	28
INCIDENT REPORTS	97	82	67	90	70	80	78	70	82	97	89	72	974	807
OFFICER INITIATED INCIDENTS	1189	1102	1425	1179	1089	1073	1125	1288	1219	1322	1245	1182	14438	13628
ACCIDENT REPORTS	11	22	6	11	8	18	8	19	11	14	14	17	159	166
MILES PATROLLED	12777	12702	15821	13014	12972	13547	14817	15713	13511	15516	14141	15098	169629	152151
CALLS FOR SERVICE	706	817	844	771	948	945	983	1069	1082	1183	1173	1027	11548	8580



Munford Fire Department

Monthly Board Report - December 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	0	0	0	0	1	0	9	2
Structure Fires - County	1	0	4	1	1	0	1	0	1	1	4	3	17	17
Grass Fire - Munford	1	1	3	0	0	3	1	0	0	1	0	0	10	2
Grass Fires - County	2	1	2	0	1	1	1	0	1	0	1	0	10	6
Vehicle Fires - Munford	0	1	0	0	0	0	0	1	0	0	0	0	2	9
Vehicle Fires - County	0	0	0	0	0	0	0	1	0	1	1	0	3	1
Vehicle Accidents - Munford	5	8	4	3	3	7	2	6	2	10	6	5	61	48
Vehicle Accidents - County	0	1	0	0	1	5	0	0	2	0	1	2	12	18
EMS Calls - Munford	58	52	43	38	48	66	60	56	62	62	61	68	674	664
EMS Calls - County	1	1	4	2	5	5	2	3	1	3	5	4	36	46
Other Incidents - Munford	34	31	14	23	24	30	12	24	32	19	17	26	286	261
Other Incidents - County	5	3	8	3	6	13	5	5	2	5	4	4	63	65
Mutual Aid Calls	9	6	18	6	14	24	9	9	7	10	16	13	141	130
Burn Permits	2	3	11	5	8	0	0	0	0	0	2	0	31	51
Total Calls - Munford	110	96	65	65	75	107	74	89	96	92	85	99	1053	979
Total Calls - County	9	6	18	6	14	24	9	9	7	10	16	13	141	153
Total Calls - Department	119	102	83	71	89	131	83	98	103	102	101	112	1194	1132

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		
Engine 81		
Engine 88		
Brush Truck 81		
Brush Truck 82		
Tower 81		

	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
Payment Plan												
Current	21 / 2010.00	38 / 3750	12 / 680	7 / 747	4 / 535	8 / 850	30/2547	2 /340	47 / 4116.50	26 / 2312.50	10 / 697	8 / 615
Past Due												

RENTALS												
Friday Night Skate	187	217	229	354	198	215	135	230	289	167	209	117
Skate Parties	28	27	28 / 28	28 / 29	24 / 31	16 /28	\$ 23.00	23 / 28	23 / 28	29 / 31	26 /28	17 / 17
Band Room	6	4	3	6	8	2	6	4	2	6	5	6
Community Room	0	4	3	2	1	3	2	1	2	3	2	3
Valentine Park Gazebo					6	3		1		4	0	

SENIOR SERVICES												
Congregate Meals	217	293	566	526	540	540	499	477	458	450	456	424
Home Delivery	123	143	231	129	140	140	130	163	111		137	140

Vehicle Miles												
P&R-08 Chevy Ext. Cab	103,545	103,545	103,545	103,727	104,151	104,374	104,647	105109	105562	105709	106202	106446
P&R-15 Chevy 4Door	45,875	46,484	47,279	48,854	49,690	49,839	50,403	51008	52095	52365	52961	53577
CP-05 Chevy Single Cab	142,647	142,891	143,086	143,609	144,105	144,215	144,481	144688	145034	145581	145597	145641
P&R-08 Chevy Ext. Cab	111,255	111,855	112,218	112,301	113,260	113,399	113,655	113958	114082	114116	114846	115164
P&R-01' Expedition	173,243	173,348	173,388	173,422	173,524	174,573			175574	175577	176112	176375

Equipment Hours												
Jacobsen Truckster	460	464	468	478	490	496	514.3	523	537	547	549	549
ToroInfield Drag	1658	1660	1675	1722	1748	1749	1753.3	1773	1792	1797	1797	1809
2014-61" Snapper	1017	1017	1017	1017	1022	1022	1022	1022	1022	1022	1022	1022
2015-72" Snapper	784	784	784	784	788	788	702.7	743.3	752	752	755	760
2015-61" Snapper-CP	859	868	868	868	913	917	931.5	946	960	960	960	970
2022-72" Xmark	1558	1558	1558	1558	72	83	108.9	170.3	193	193	194	194
Bad Boy	1065	1065	1065	1065	1068	1070	1070	1074	1075	1075	1075	1075
Dixie Chopper	614	614	614	614	614	614	614	614	620	620		
JD4700 Tractor	3851	3851	3851	3853	3853	3853	3853	3853	3853	3853	3853	3853
2021 Snapper61"	156	172	187	217	240	274	295.5	308.2	310	310	313	322
Polaris SXS	680	680	687	704	726	766	812.9	850	865	865	904	1064

Sports Registration												
Basketball	367	367							350	416	476	476
Cheerleading	56	56							38	43	49	49
Flag Football		164	164									
Soccer		242	242				220	220				
Baseball		394	394				356	359				

*36 kids on the waiting list for basketball.

	PERMIT NO	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	SQUARE FOOTAGE	PROJECT VALUE	PERMIT FEE
1	1580	12/07/22	285 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
2	1581	12/07/22	27 WALKERMEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,794	\$196,000.00	\$484.00
3	1582	12/16/22	41 PRITCHETT CV.	C	D & D HOME BUILDERS	NEW S.F. DWELLING	3,042	\$213,000.00	\$518.00
4	1583	12/19/22	245 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
5	1584	12/19/22	265 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
6	1585	12/19/22	255 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	3,121	\$219,000.00	\$530.00
7	1586	12/19/22	250 WALKER MEADOWS	C	D.R. HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00
8	1587	12/19/22	483 N. GRETN GREEN	C	PHILIP KOONTZ	FRNCE	N/A	N/A	\$25.00
9	1588	12/21/22	127 CONNECTICUT	C	SEAN YOUNT	ACC. BLDG.	600	\$20,000.00	\$100.00
10	1550	12/01/22	49 S. MEADOWS CV.	C	WILLIAM BEAMAN	FRNCE	N/A	N/A	\$25.00
11	1601	12/06/22	41 STIMPSON	C	GUADALU ALVEREZ	ACC. BLDG.	100	N/A	\$100.00
12	1602	12/16/22	4338 CAMPGROUND	R	MICHAEL TAM	ACC. BLDG.	160	\$6,000.00	\$100.00
13	1603	12/16/22	179 CHICKASAW	R	KYLE WHITE	ACC. BLDG.	720	\$32,000.00	\$100.00
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
							Total	\$1,330,000.00	\$3,638.00

C - CITY LIMITS
R - REGION

Complaints	16	Building Permits	14
Inspections	25	Sign permits	2
Certificate Of Occupancy	3	Use & Occupancy Permits	2
PREFORMANCE BOND	WALKER MEADOWS NORTH	2022	
	WALKER MEADOWS II	2020	
	CENTRAL PARK	2020	

[Signature]
Building Inspector



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



December 2022 Library Report

Overview:

- The library has sold **\$35.25** in books with the ongoing book sale.
- The library has collected **\$63.45** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$188.95**.
- The library received \$248.10 in donations. \$243.10 was donations for the hot chocolate given out at the Munford Christmas parade, and the other \$5.00 was an in-kind donation.
- The Library had **127** people use our computers and **42** requiring computer help. In addition we had **387** use the Wi-Fi. The library had **538** reference questions asked and answered.
- Library staff provided **10** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **27** new users, with **2,191** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,019** patrons.
- Through Interlibrary Loan **17** books were loaned out, and **38** were borrowed.
- Tennessee R.E.A.D.S. had **973** books checked out.
- Lindsey was used as a Notary Public 5 times.
- The Library had 6 volunteers.
- The adult book club met, there were **12** people in attendance. This was their annual Christmas party held at Charlene's Tea Room in Halls, TN.
- Through in-person and passive programming we had 18 programs with 116 attendees.
 - LEGO Club met twice with 80 in attendance.
 - Story Time was held twice with 112 in attendance
 - Christmas at the Library had over 350 people in attendance.
 - Passive Programs included: Christmas Displays for all genres and ages, Staff Recommendations, Book Spotlight, Cooking displays and 'A Merry Munford Scavenger Hunt'.
- We continue to offer curbside services to patrons. 3 patrons were assisted curbside.
- We held our second annual Christmas at the Library event which was very successful. Over 350 people attended. There was ornament making, LEGO building, a coloring station, multiple story times with Mrs. Magnolia State Brandi Jo Middleton, a photo booth, a visit from Santa, cookies and hot cocoa and many goodies that each child left with.
- We created a scavenger hunt that included many outdoor Christmas decorations in and around downtown Munford. We had many people participate in this event and it was widely shared on Facebook. Each participant came in to the library to receive a small prize upon completion.
- The library served as a drop-off location for coats and hats for Cash Express.

Munford-Tipton County

Monthly Report

December 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	7,685	15	3	7,697	Regionally Owned	10,419	10	1	10,428		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		8,532	15	3	8,544		12,635	10	1	12,644	TOTAL PHYSICAL COLLECTION		21,188

Electronic Circulation-READS includes Advantage & other local e collections		Physical Circulation Book & Non-Book		CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)	
Adult **	881	Adult	624	Adult (includes number from libguides **4.4)	1,505
Children **	92	Children	594	Children (includes number from libguides **4.5)	686
Total	973	Total	1,218	Total for All Circulation	2,191

Unique Users 144

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	17	Library Visits	1,400		Adult	Young Adult	Children
Black	2	Reference Transactions	538	Inside the Library	8	0	8
American Indian-Alaska Native	0	Computer Users	127	Outside the Library	0	0	0
Hispanic or Latino of any race	1	Wireless Sessions	387	Total	8	0	8
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	2	Hotspots/MiFi	0		Adult	Young Adult	Children
Other	0			Inside the Library	37	0	427
Two or more races	3	Local Database Usage	0	Outside the Library	0	0	0
Total	25	Tech Training/help	0	Total	37	0	427

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,812
Children Borrowers <14 yrs old	1,207
Total Borrowers	5,019

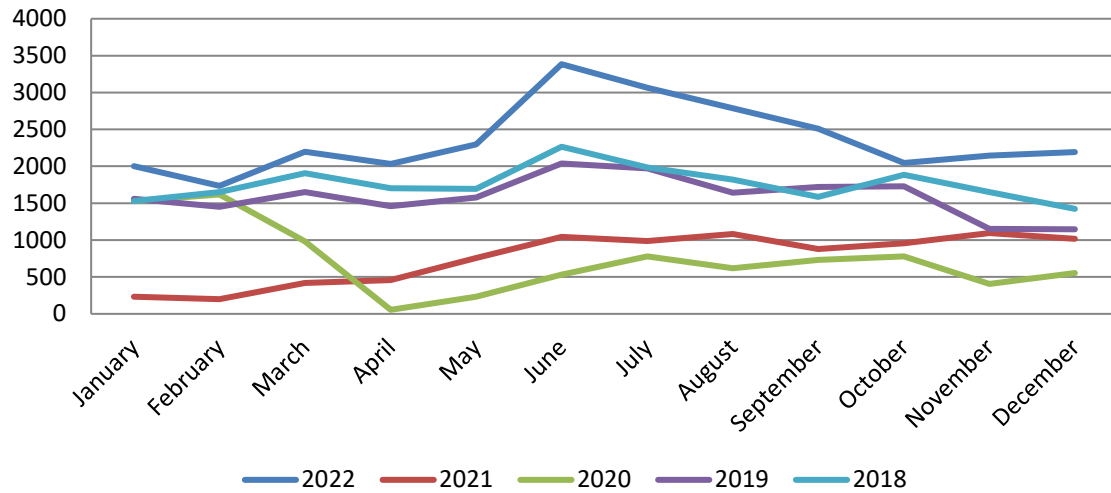
Resource Sharing	
ILL - Borrowed	38
ILL - Loaned	17

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

Recorded Programming	
Recorded Programs	1
Views of Recorded Programs	77

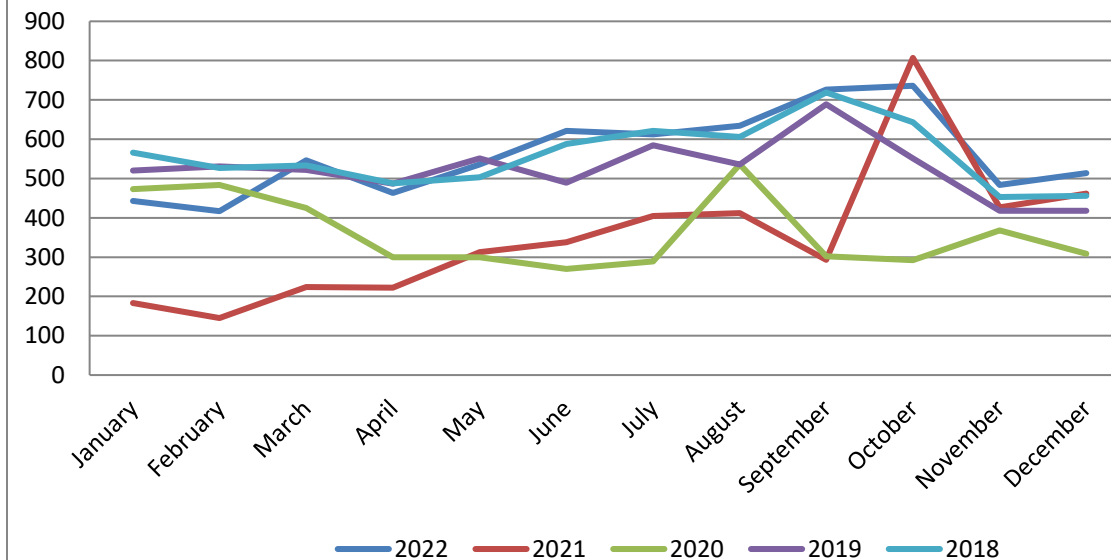
TOTAL PROGRAMS	17
TOTAL PROGRAM ATTENDANCE	541

Circulation Growth 2018-2022

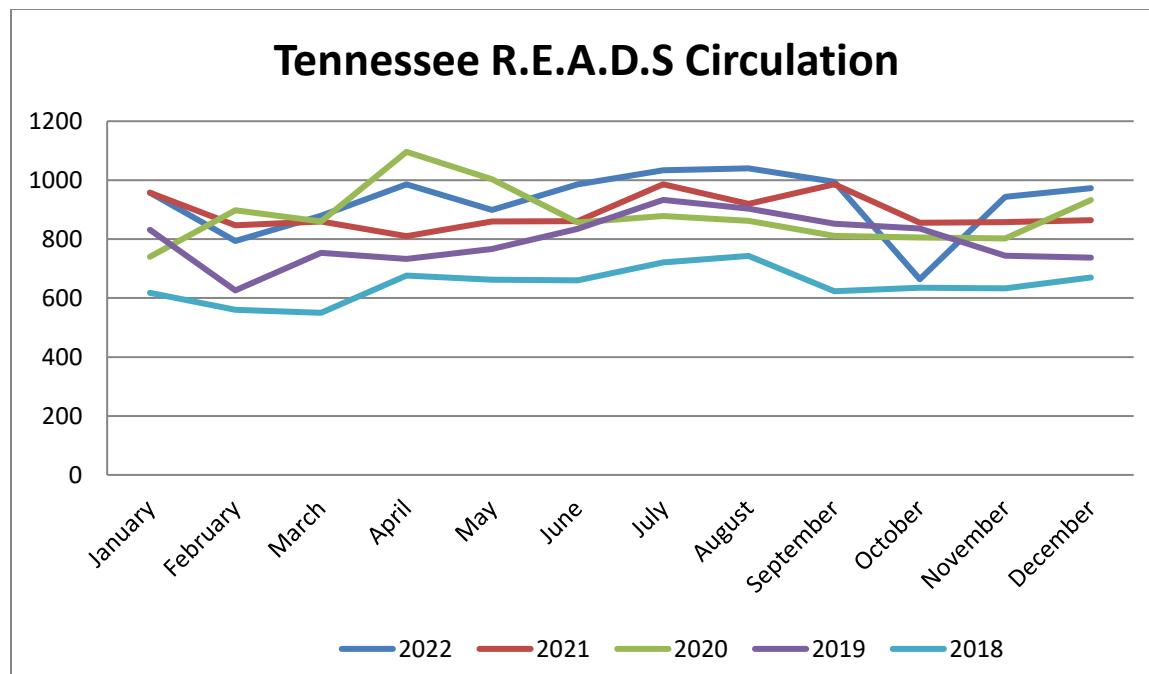


* As of 12/31/2022

Computer Usage 2018-2022



* As of 12/31/2022



*** As of 12/31/2022**



City of Munford, Tennessee

1397 Munford Avenue

Munford, TN 38058

City Hall (901) 837-0171

www.munford.com

Dwayne Cole, Mayor

Mayor's Report January 23, 2022

At this month's meeting of the Board of Mayor and Aldermen (January 23), I will present an ordinance (2023-01-01) to consider adopting a Downtown Improvement Grant Program for the purpose of encouraging exterior improvements to buildings as well as providing certain incentives for new businesses in the Central Business District. This effort is the result of many months of work by the Munford Downtown Development Committee. This committee consists of several interested citizens for the purpose of promoting the aesthetic enhancement and beautification of the Central Business District of Munford. I commend each committee member for working together with Alderman Reed, Munford Parks and Recreation Director Griff Fisher, Cynthia Zickefoose, Sherry Yelvington and me for their input in providing this opportunity for property owners and business owners. We look forward to seeing downtown flourish further in the coming months and I am recommending approval of this Ordinance on the first reading. If passed on the first reading, I will also set a Special Called Meeting of the Board of Mayor and Aldermen to consider this ordinance on the second reading. This meeting will be held on February 2, 2023, at 5:00 PM in the Boardroom.

Also at this month's meeting, the Board will consider Resolution 2023-01-02, supporting the display of the National Motto, "In God We Trust," in the Boardroom or in a prominent place at City Hall. I am recommending approval of this Resolution.

The Munford Avenue Intersection Improvement, Sidewalk Rehab, and Curb and Gutter project is moving into the final stages. The expected substantial completion date is now February 20, with only the paving portion remaining. The paving will be completed as soon as the weather is warm enough to properly lay asphalt. We are looking forward to completing this essential project.

Several new businesses are moving into Downtown Munford and Central Business District. Two new boutiques, a Bookkeeping service, a bakery, and a chocolate store are but a few of the new businesses locating here. We are excited they have chosen Munford and I hope they can soon say, "Munford is My Kind of Town."

February can be an extreme weather month which causes havoc with utilities and streets. Please pray with me that we have a "normal weather February" this year.

Warmest regards,
Dwayne Cole, Mayor

ORDINANCE 2023-01-01

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE ADOPTING DOWNTOWN
IMPROVEMENT GRANT PROGRAM AND APPROPRIATING UP TO \$150,000 PER YEAR FOR
THREE YEARS FROM GAS UTILITY FUNDS TO SUPPORT PROGRAM**

WHEREAS, the Munford Downtown Development Committee has recommended creating an incentive program that will contribute to the overall redevelopment goals of the downtown area, and

WHEREAS, the Downtown Improvement Grant Program offers financial assistance in the form of a reimbursement grant to property owners and or tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business Start-Ups, and

WHEREAS, funding for this grant program will come from City of Munford Gas Utility as allowed and stated in TCA § 7-34-115, a governing board may devote revenues derived from a gas utility system to funding economic and community organizations, and may accept and distribute excess receipts for bona fide charitable purposes (defined as, for purpose in this ordinance addressing community deterioration and assisting in economic development), and

WHEREAS, funds will be distributed to the City of Munford Industrial Development Board after all requirements as stated in Downtown Improvement Grant Program have been met and receipts from property owners or business owners have been documented as acceptable by the City Recorder/Treasurer.

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

Section 1. The City of Munford Board of Mayor and Aldermen hereby adopt the Downtown Improvement Grant Program, which is attached and made a part of this ordinance for all purposes.

Section 2. Gas Utility Funds will be used to fund the Downtown Improvement Grant Program.

Section 3. Funds will be paid to the City of Munford Industrial Development Board on behalf of the property owner/tenant only after all requirements of the program have been met.

Section 4. Verification of paid receipts of the property owner/tenant will be done by the City Recorder/Treasurer.

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

MUNFORD

Downtown Improvement Grant

2023

City of Munford

version 2.0



welcome



grant overview

The Munford façade Design Program Grant

Offers building design assistance to property owners within the city of Munford Central Business District B-3 as dictated by the City of Munford zoning map. This design assistance will suggest building façade improvements to building owners, i.e, architectural design services for exterior improvements to building facades, awnings, and sidewalk improvements.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District B-3.

index

Grant Overview

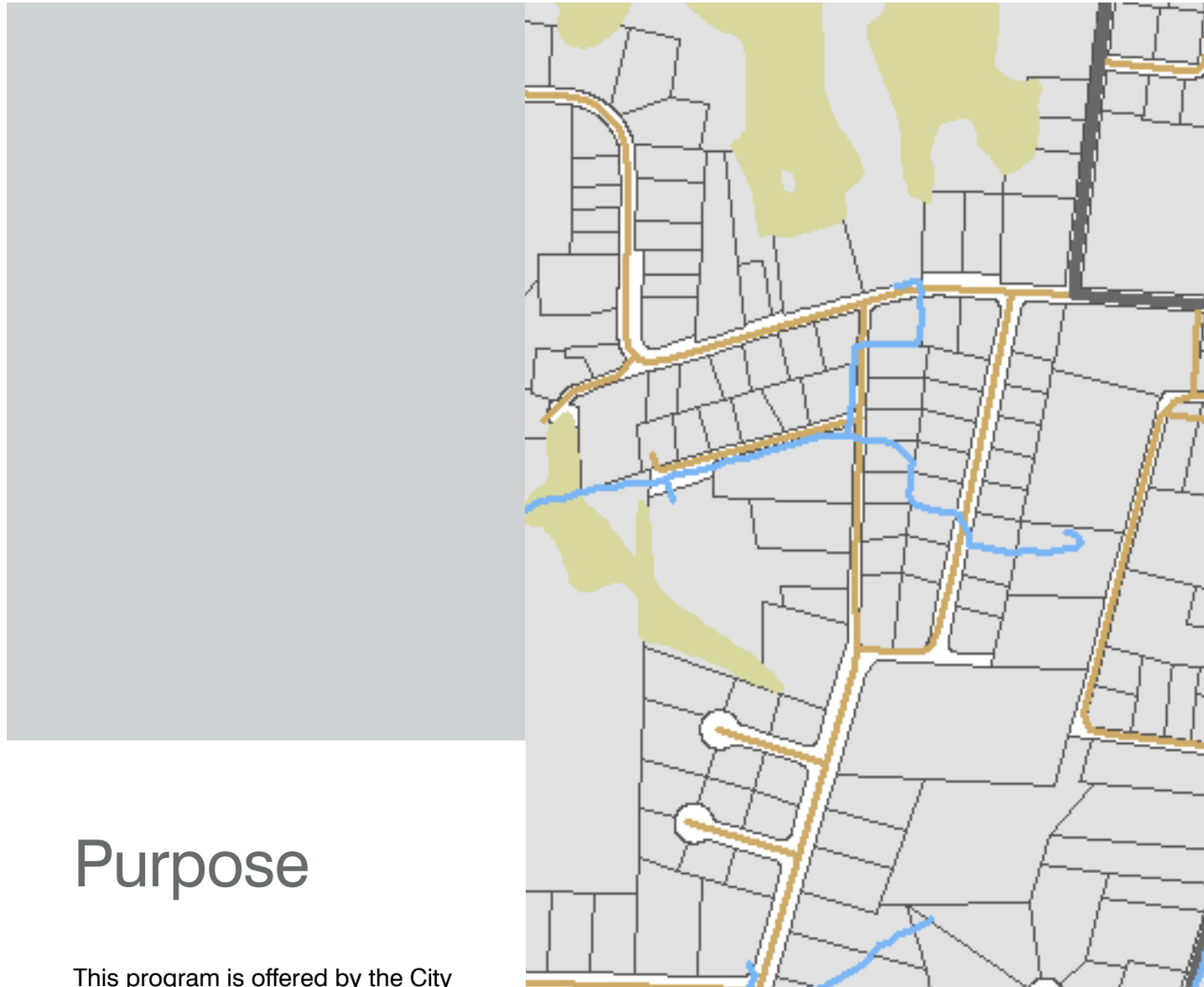
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Grant Goal	05
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Design Guidelines

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Signage	25
Sidewalk Activation	27

Prepared for:
City of Munford
1397 Munford Ave
Munford, TN 38058

Prepared by:
Daily Design GROUP
65 Union Avenue
Suite 820
Memphis, TN 38103



Purpose

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District.



Grant Goal

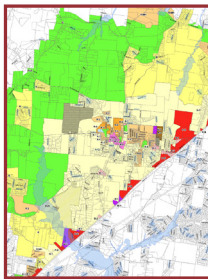
Offer financial assistance to property owners and or tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business Start-Ups.

When to Use This Document

1 Start Here

Do you own a property or operate a business within the B-3 zoning district?

Zoning Map

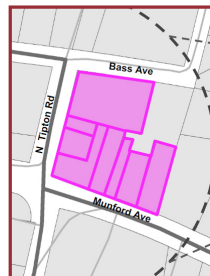


Press image to follow link

YES

Is your property located within phase 1 of downtown improvement grant program ?

Zoning Phase 1



NO

If **no**, please feel free to reference the design guidelines for best practices in future planned phases as funding is available.

YES

If **yes**, review the downtown improvements grant application for process

Engage with a architect qualified to determine scope of work based on **Munford Design Guidelines for B-3**

Once, application is submitted



MDDC reviews applications for compliance with Munford Design Guidelines for B-3

Downtown Improvement Grant

DOWNTOWN IMPROVEMENT GRANT APPLICATION



The City of Munford's Downtown Development Committee (MDDC) is committed to promoting the aesthetic enhancement and beautification of the Central Business District (B-3). The Downtown Improvement Grant Program is a grant program designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business Start-Ups. Grants are funded by the Munford Industrial Development Board.

ELIGIBILITY REQUIREMENTS

Available to property owners and/or commercial tenants located within the City of Munford's Central Business (CBD) District (reference how to use this guide for links to zoning info) and within the Phase 1 scope of the grant program.

GRANT PROGRAM

The MDDC reserves the right to approve or reject applications based in accordance with program guidelines and availability of funding. Funding is projected to be available for 3 consecutive years beginning in 2023. Submission of application does not guarantee funding.

INCENTIVES

Each grant is made available by reimbursement only; no funds will be distributed prior to project completion. Total grant awards may not exceed \$35,000 per applicant. This maximum amount of disbursement can be used in one or more of the categories below. One or more of the following incentives may be available for eligible projects:

Facade Design Grant. (Required for funding for each of the following renovation categories) Up to \$2000 maximum of the actual cost for exterior building design assistance (Separate application). This grant is 35k maximum project reimbursement.

Facade/Exterior Improvement. Up to 75% (no maximum outside of the overall grant maximum) of the actual cost(s) and/or related exterior rehabilitation cost. All applicants seeking construction grants must provide conceptual drawings. Grant will reimburse 75% of the actual cost up to the limit of \$35,000. Examples of grant reimbursement are as follows:

Final Project Cost	75% of the final cost	Grant Limit Reimbursement
100,000	75,000	35,000 or <
45,000	33,750	33,750 or <

Sign Program. Up to 50% (maximum of \$10,000) of the actual cost(s) associated with the fabrication and construction of replacement signage. New signage must adhere to the criteria of the facade improvement guidelines. All signage must be designed by a certified design professional (i.e., graphic designer from the signage vendor or architect) Funding is not available for signs that require a zoning variance to install. Examples of reimbursement chart are as follows:

Final Project Cost	50% of the final cost	Grant Limit Reimbursement
30,000	15,000	10,000 or <
10,000	5,000	5,000 or <

New Business Start-Up. Up to 75% (no maximum outside of the overall grant maximum) of the actual costs related to interior replacement of wiring, plumbing, and other permanent interior improvements. Removable fixtures excluded from grant coverage. See the reimbursement chart example under façade in the exterior improvement section.

PROCEDURE

Set up a pre-application meeting to discuss your initial ideas and desires with the City of Munford Downtown Development Committee contact noted at the end of this application document. If you would like to proceed with the application for grant funding, follow the steps outlined below:

To receive assistance:

1. Munford Downtown Development Committee (MDDC) must approve all project applications. Applications submitted must be complete and include
 - A. *Property Deed,*
 - B. *Current Statement of Property Taxes,*
 - C. *Current Photo of Property Façade or Proposed Project Area,*
 - D. *Documentation of Financing Plan (if personal funding, provide proof of funds),*
 - E. *Copy of Lease and Ownership Letter of Approval (if tenant is requesting grant)*
 - F. *Architectural Drawings representing proposed scope of work (funding for this professional service provided by the City of Munford under the Façade design Grant program. See separate document for more information)*
 - G. *Cost Estimate (if utilizing façade design grant, this will be provided by architect).*
2. The design must follow appropriate MDDC design guidelines, zoning codes, and Munford Ordinances.
3. The applicant and property owner must be in compliance with all city zoning regulations and ordinances.
4. An agreement must be properly executed between the owner and the Downtown Development Committee prior to work being started.

To receive payment:

1. Project must be completed in accordance with the agreement.
2. All required building permits must be obtained prior to any work being done.
3. Pre-inspection must be completed by the Chief Building Inspector.

4. Final inspection and confirmation of full compliance of applicable Agreements with the MDDC, City, State, and Local Codes and Ordinance, Building Codes, and applicable local, State, and Federal requirements for the project are met, by the Chief Building Inspector.
5. A signed Contractor's Unconditional Waiver.
6. Work must be completed by licensed contractors.
7. Final costs must be documented and proof of minimum 2 bids per category of work must accompany this information.

INSTRUCTIONS:

1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
2. Attach additional pages if needed.
3. Submit application and documents to the Munford Downtown Development Committee.
(Address provided on page 4)

Once all materials are received, the Munford Downtown Development Committee will review applications. This is an ongoing program and applicants will be considered pursuant to project validity and available MDDC funding.

I. APPLICANT INFORMATION

BUSINESS _____ OWNER NAME _____
 ADDRESS: _____
 FEDERAL TAX IDENTIFICATION #: _____
 PHONE (W): _____ PHONE (C): _____ PHONE (H): _____
 EMAIL: _____

II. PROPERTY OWNER INFORMATION: (If different from above)

NAME: _____
 ADDRESS: _____
 FEDERAL TAX IDENTIFICATION#: _____
 PHONE (W): _____ PHONE (C): _____ PHONE (H) : _____
 EMAIL: _____ BUS. WEBSITE: _____

III. PROPERTY/BUILDING INFORMATION:

BUSINESS/PROPERTY _____
 ADDRESS: _____
 DATE BUILDING WAS CONSTRUCTED: _____
 CURRENT BUILDING USE:
☐ RETAIL ☐ FOOD SERVICE ☐ PROFESSIONAL SERVICES ☐ OTHER _____

IS THE PROPERTY/BUILDING LISTED ON THE STATE OR NATIONAL REGISTER OF HISTORIC PLACES?

☐ YES ☐ NO

IV. PROPOSED IMPROVEMENTS:

- | | |
|---|--|
| <input type="radio"/> FRONT FACADE RESTORATION/RENOVATION | <input type="radio"/> AWNING REPLACEMENT/RESTORATION |
| <input type="radio"/> STOREFRONT RESTORATION/RENOVATION | <input type="radio"/> SIGNAGE REPLACEMENT/RESTORATION |
| <input type="radio"/> WINDOW REPAIR/REPLACEMENT | <input type="radio"/> DOOR/ENTRYWAY |
| <input type="radio"/> OTHER EXTERIOR REPAIR/REPLACEMENT | <input type="radio"/> LANDSCAPING IMPROVEMENT/ADDITION |
| <input type="radio"/> OTHER <i>(please specify)</i> | <input type="radio"/> EXTERIOR PAINTING |
| | <input type="radio"/> INTERIOR WIRING/PLUMBING |

All improvement/repair/renovation/restoration project proposals for this grant program must include two (2) quotes, bids, or estimates from contractor(s) being considered for the project.

DESCRIPTION OF PROPOSED IMPROVEMENTS:

ESTIMATED PROJECT START DATE _____

ESTIMATED PROJECT COMPLETION DATE: _____

V. PROJECT FINANCIAL DESCRIPTION: _____

ESTIMATED FINANCIAL BUDGET : _____

WHAT IS YOUR PLAN FOR FINANCING THE FACADE IMPROVEMENTS?

☐ LOAN FINANCING ☐ PERSONAL FINANCING ☐ OTHER (please specify): _____

IV. REQUIRED SUPPLEMENTAL INFORMATION (information check list):

- | | |
|--|---|
| <input type="radio"/> PROOF OF OWNERSHIP (Property Deed) | <input type="radio"/> CURRENT COUNTY AND CITY TAXES |
| <input type="radio"/> PHOTO OF PROPERTY | <input type="radio"/> PROPOSED FINANCING PLAN |
| <input type="radio"/> COPY OF LEASE - SIGNED LETTER FROM OWNER | <input type="radio"/> CONSTRUCTION/ARCHITECTURAL DRAWINGS** |

**Letter of Support from Property Owner with signature stating that they approve of project.*

***Construction/Architectural Drawings must include overhead and side elevations showing existing and proposed features of affected property or business.*

VII. APPLICANT SIGNATURE:

I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the agreement.

I also acknowledge that upon execution of the agreement, the Munford Downtown Development Committee and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the Munford Downtown Development Committee and it's Fm;ade/Exterior Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the Munford Downtown Development Committee and/or its affiliates.

APPLICANT SIGNATURE: _____DATE: _____

OWNER'S SIGNATURE: (if different): _____DATE: _____

VIII. SUBMIT APPLICATION (digital submission preferred via email, hard copy applications also accepted):

FORWARD APPLICATION WITH ATTACHMENTS AND/OR QUESTIONS TO:

Munford Downtown Development Committee
Submit to MDDC@munford.com or deliver hard copy to Munford City Hall
1397 Munford Avenue
Munford, TN 38058

901-837-0171

Facade Design Grant

CITY OF MUNFORD
FAÇADE DESIGN GRANT
PROGRAM OVERVIEW & APPLICATION



I. PROGRAM OVERVIEW

The Munford Facade Design Grant Program offers exterior building design assistance in support of the Downtown Improvement Grant Program. This design assistance will suggest building facade improvements to building owners, i.e., architectural design services for exterior improvements to building facades, awnings, lighting, signage, and sidewalk activation.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District.

The program offers architectural design services not to exceed \$2,000 per property (hourly principal rate maximum of \$165/hour and an hourly maximum draftsman rate of \$90/hour and reimbursable expenses).

Professional Design Assistance Grant Scope of Services:

1. Existing conditions assessment and measured base drawings
2. Architectural Design and advisory services to improve exterior elevations; storefront details; canopies, etc. Should be represented with a minimum amount of drawings to effectively portray the scope of work for review by the City of Munford and for bidding purposes. Example drawings include site plan, front exterior elevation, building section to show canopy dimensions
3. Selective demolition drawings as needed, and can be represented by annotated photographs.
4. Professional design assistance to help applicants maximize investment in facade improvements.
5. Cost estimate for the scope represented (Applicant will be responsible for receiving bids after design has been approved by the City of Munford, the business owner has the authority to elect the bid of choice.)

Grants are awarded based on available funds and application of the property owner meeting all requirements.

II. QUALIFIED APPLICANT

Any property owner located in the *Munford Central Business District and within the Phase 1 scope* can apply for the design grant program. Eligible properties can be

commercial or mixed use as long as the project and property owner adhere to the Central Business District Zoning and Codes.

III. FUND DISBURSEMENT TO THE DESIGN STUDIO

Grant funds are disbursed directly to the qualified consultant the City of Munford has contracted once the property facade design is completed and final design is submitted to both the property owner and the City of Munford's dedicated MDDC.

Facade design work completed prior to the award letter will not be eligible for funding.
No funds will be received by the property owner.

IV. PROJECT CRITERIA AND SELECTION

Applications will be evaluated by the Munford Downtown Development Committee to confirm alignment with the Downtown Munford Design Guidelines. If discussion needs to take place on the submitted information, the MDDC will contact applicant for meeting with representatives from the MDDC to review and collaborate prior to resubmission. The grant is limited to one grant application per property address per year. Final approval is determined by the City of Munford Administrator. Grant applications are processed as quickly as staff review resources allow.

The evaluation criteria are as follows:

Cost/Schedule

Consultation fee and reimbursable expenses as defined in the scope of the grant are not to exceed a combined total of \$2,000 per property address.

V. Applicant Process

1. Contact the MDDC at MDDC@munford.com. A member of the committee will contact you and set up a meeting where your questions can be asked and answered, regarding services offered.
2. Complete grant application. Complete applications will include:
 - a) Application form
 - b) Photos of the front facade and its relationship to adjoining sites
3. The total budget the property owner is willing to spend for any upgrades proposed by the consultant when/if moving forward.
4. Affidavit of legal ownership of subject property or if leasing property, same and letter of approval from property owner.
5. Property Taxes, Special Assessments: No grant will be provided from the City of Munford if property taxes or special assessments are in arrears.
6. Applications are desired to be received electronically and hard copies may be submitted to City Hall within normal operating hours.
7. Grants applicants will be notified when the completed application is approved. An agreement will be drawn to memorialize the grant approval terms and Conditions and include a notice to proceed.

Facade Design Grant

8. If an application is denied, it may be reconsidered if amended to address application deficiencies.
9. The City of Munford reserves the right to reject an application for any reason (i.e., application does not meet the criteria, funding is not available).

The City of Munford will review the applications, and once approved will submit approved application directly to the consultant, property owner and applicant, if different than the property owner.

The City of Munford has final authority to approve or reject the application based on the criteria listed above. Note: City of Munford reserves the right to amend the conditions of the Facade Design Grant Program as warranted.

The following agreements and conditions will be part of the final funding agreement if the application is approved.

1. The property owner is in good standing by payment of taxes and assessments to the City of Munford and Tipton County.
2. I understand that any project derived of this design consultation must meet and conform to all applicable codes, ordinances, and regulations.
3. I understand that if any project derived of this design consultation, the implementation and/or construction of the project: presented by the consultant must first be reviewed and approved by the designated authority of the City of Munford before beginning the project.
4. Once approved, all applicable permits will be obtained for the project and all accompanying inspections will be successfully completed.
5. The applicant and the City of Munford's qualified consultant acknowledges that all expenses will require prior approval by the City of Munford prior to any consultation and reimbursement. No work performed on the project: prior to formal approval is eligible for reimbursement.
6. The consultant must submit copies of each finalized property project design and an itemized opinion of the probable cost of the project and share all work completed for property recipient to MDDC for final review. MDDC will then submit invoice to the City for reimbursement.
7. The applicant shall indemnify, protect, defend, and hold harmless the City of Munford and its agents and employees from all claims, damages, lawsuits, costs and expenses for any property damage, personal injury, or other loss relating to the MUNFORD FAÇADE DESIGN GRANT PROGRAM.

MUNFORD FACADE DESIGN GRANT PROGRAM APPLICATION

PROPOSED PROPERTY ADDRESS : _____

Facade Design Grant

Phone: _____

Email _____

Mailing Address: _____

Property Owner's Mailing Address: _____

Property Owners Overall Budget for Proposed Design Upgrades _____

Occupant Name _____

Business Name _____

Phone _____

Email _____ Mailing Address _____

Preferred Method of Contact Phone Call _____ Email _____

All correspondence will be sent to both applicant and property owner.

8x10 photo(s) or emailed photos of proposed property

Proof of Ownership

Property Owner Authorization/Certification

I have read the accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that City of Munford is not liable for any costs associated with the preparation of this request and that grants are considered on a case-by-case basis based upon their merits, redevelopment criteria met, and fund availability as solely determined by the City of Munford

All applications must be emailed to MDDC@munford.com.

or delivered to City Hall, 1397 Munford Ave. Munford TN 38058

Property Owner Signature

Date

Business Owner

Date

MUNFORD

Design

Guidelines

2023

—

Design Guidelines

version 2.0

—



“overarching intent:

Preserve then Renovate

”



Purpose



Improve the existing facades of district B-3 focusing on preserving and renovating the buildings with functional and historical values

Strategies

01

Facilitate

Improvements to encourage community life to thrive while maintaining the valuable qualities of each individual building

02

Create

Sense of place
Opportunities for increasing revenue growth with the implementation of the guidelines

03

Foster

A thematic architectural palette

04

Set groundwork

For future public improvements (Veterans Plaza)

Guidelines

1 Invisible Infrastructure

Intent

Creates a welcoming pedestrian environment where human comfort is prioritized

Implementation Strategies

- Relocating or shielding HVAC from the pedestrian-oriented elevations
- Relocating or shielding electrical and gas meters from view
- Cable entry and internet boxes to be located in back of house areas
- Interior lighting inside of buildings at front facade to remain lit in early evening hours.



Existing Building



Source: Silo Square, Southaven, MI

Guidelines

1 Invisible Infrastructure

Technical Details

- All light wall sconces could have a consistent soft light temperature of 3000kw



Source: cnct, Memphis, TN



Source: cnct, Memphis, TN

2 Materials

Intent

Consistent material quality and coloration compliment one another creating a cohesive environment

Implementation Strategies

- Prioritize the maintenance, function, and code compliance of the building, then focus on decorative renovation
- Preserve original features; renovate without excessively altering the building
- Storefronts should be constructed of high-quality, durable materials, similar in type and scale to traditional materials, such as wood, cast iron, structural metal, and glass.
- Materials should be kept in their original format. Brick to remain unpainted.



Existing Building

Paint

- Paint colors to be of earthtone quality (reference palette)
- Contrasting paint colors to highlight architectural elements



Technical Details

- Paint to be satin finish



Source: cnct, Memphis, TN

3 Overhead Plane

Intent

Reinforce the human scale by introducing horizontal elements above first level storefront

Implementation Strategies

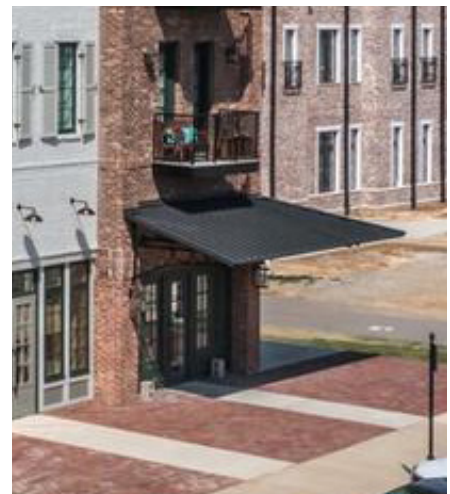
Awnings or overhead planes:

- If multiple businesses are located within one building each bay should have a separate yet similar awning
- Durable and fade-resistant material within the color palette represented under the materials guideline.
- Awning height to correspond to individual datum lines of the building
- If Awnings are flat in nature direct drainage away from the entry door and the adjacent property line
- Awning material to not be traditional roofing product: no asphalt shingles or membrane roofing

Light fixture elements



Existing Building



Source: Silo Square, Southaven, MI

3 Overhead Plane



Source: San Marco, Texas



Source: Cairo, Georgia

Technical Details

- Awning to project 2/3rds or more over the adjacent sidewalk.
- Element to follow datum line within the building/adjacent buildings.

4 Transparency

Intent

Connect the community with the business interior adding to the relational experience of place.

Implementation Strategies

Window treatments

- No vertical or horizontal blinds in visible street storefronts

Street Level Windows

- The viewing zone of the storefront should be made up of at least 75% glass
- Reflective glass, mirror, and opaque glass should be avoided in the viewing storefront area for visibility of internal activity
- Window frames to follow earth tone palette. Clear anodized aluminum to be avoided
- Windows in the front facade that have been closed or enlarged should be rebuilt to return to their original size

Technical Details



Existing Building



Source: Southampton, NY

5 Signage

Intent

Promote identity of space/place at a range of scales.

Implementation Strategies

- Automobile-oriented signage to be placed above the overhead plane. Billboard type information not allowed; business name only with letter height of 8" minimum
- Pedestrian-oriented signage to be located below the overhead plane and in a blade format. Additional sidewalk signage permitted 1 per business.
- Separate light fixtures above or below a sign are to be used; no interior illuminated signage
- No full-color graphics within the signage, the graphics should be limited to linework only
- Signage should relate to the building's architectural characteristics opposed to an unrelated item
- No awning signage
- No sign may be placed in such a way as to obscure any architectural feature or ornament.
- No signs should be located on the roof of the building, nor should the supports for any sign extend above the cornice of the building.
- Only business and identification signs will be permitted; advertising signs shall not exceed 20 % of coverage for signage in the storefront.



Existing Building



Source: George and Willy

5 Signage



Source: George and Willy



Source: George and Willy

6

Sidewalk Activation

Intent

Enhance the community and business experience allowing for interaction and activity

Implementation Strategies

- Planters
- Benches
- Trees
- Tables | Chairs
- Lighting attached to the building



Existing Building

Technical Details

- Planter type TBD
- Bench type TBD



*Source: Silo Square Master Plan
Southaven, MI*

6 SideWalk Activation



Source: Silo Square, Southaven, MI



Source: Silo Square, Southaven, MI



Company Name:

daily design GROUP

www.dailydesigngroup.com

65 Union Avenue, Ste.820
Memphis, TN 38103



RESOLUTION: 2023-01-01

A RESOLUTION APPROVING AND SUPPORTING THE SUBMISSION OF VIOLENT CRIME INTERVENTION FUND APPLICATION TO THE TENNESSEE DEPARTMENT OF JUSTICE.

WHEREAS, the Governor of Tennessee, Bill Lee, appropriated \$100 million in the State 2022-23 budget for the Violent Crime Intervention Fund (VCIF), which provides grant funds for local law enforcement agencies to implement evidence-based programs, technology, and strategies that will reduce violent crimes in our communities; and

WHEREAS, the VCIF will support 1.) the implementation of programming based on proven effective violent crime intervention models, 2.) hiring and training of specialized violent crime investigative units, 3.) purchase and application of technology and equipment, and 4.) law enforcement led partnerships with community organizations of their choice to directly disrupt or prevent violent crime; and

WHEREAS, the City of Munford has been allocated \$99,359 through the formula-based funding grant. The grant is 100% payable by the state and will be entirely a reimbursement grant if awarded: and

WHEREAS, the City of Munford, acting by and through its Board of Aldermen proposes to apply for the Violent Crime Intervention Fund Formula Based Grant for the purpose of performing eligible programming, purchases, or training to reduce and deter violent crimes that will benefit the majority of the residents of the City of Munford; and

WHEREAS, the City of Munford, as a recipient is required to designate and appoint a Project Director and Financial Director to perform certain duties in the administration of said grant

WHEREAS, the City of Munford, approved Resolution 2022-12-01 previously and this Resolution replaces it:

NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Munford, Tennessee, as follows

THAT, the Munford Police Department is hereby authorized to execute and apply with appropriate assurances to the Tennessee Department of Justice, requesting Violent Crime Intervention Funds for the purchase of multiple stationary and mobile cameras throughout the city to assist in deterring and investigating violent crime.

THAT, City Recorder Sherry Yelvington be and is hereby designated and appointed as Financial Officer and to perform on behalf of the City of Munford Tennessee, those acts and assume such duties as are consistent with said position.

THAT, This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

READ and ADOPTED this the _____ day of _____, 2023.

Mayor, Dwayne Cole

City Recorder, Sherry Yelvington

RESOLUTION 2023-01-02

**RESOLUTION OF THE CITY OF MUNFORD, TENNESSEE SUPPORTING THE DISPLAY OF
THE NATIONAL MOTTO, *IN GOD WE TRUST*, IN THE IN THE BOARD OF MAYOR AND
ALDERMEN CHAMBER OR IN A PROMINENT LOCATION AT CITY HALL.**

WHEREAS, *IN GOD WE TRUST*, became the United States national motto on July 30, 1956, shortly after our nation led the world through the trauma of World War II; and

WHEREAS, the words were reaffirmed as the national motto by Congress on November 2, 2011; and

WHEREAS, the words have been used on U.S. currency since 1864; and

WHEREAS, the same inspiring slogan is engraved above the entrance to the Senate Chamber as well as above the Speaker's dais in the House of Representatives, and

WHEREAS, in both war and peace, these words have been a profound source of strength and guidance to many generations of Americans, and

WHEREAS, the City desires to display this patriotic motto in the Council Chambers as a way to solemnize public occasions and express confidence in our society.

NOW, THEREFORE IT BE RESOLVED, the Board of Mayor and Aldermen of the City of Munford, Tennessee, authorize the following:

Section 1. The Board of Mayor and Aldermen of the City of Munford, in the state of Tennessee, does hereby determine that the historic and patriotic words of our national motto, ***IN GOD WE TRUST***, shall be permanently and prominently displayed in the Board Chambers at City Hall.

Section 2. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Passed and Adopted by the Board of Mayor and Alderman of the City of Munford, Tennessee on the ____ day of _____, 2023.

Sherry Yelvington
City Recorder

Dwayne Cole
Mayor, City of Munford

RESOLUTION: 2023-01-03

CITY OF MUNFORD, TENNESSEE

FOR

MUNFORD FIRE DEPARTMENT GRANT APPLICATION

WHEREAS, the City of Munford, Tennessee desires to allow the Munford Fire Department to apply for an Assistance to Fire Fighters Grant from FEMA, and

WHEREAS, the grant that is being applied for is a 95/5% matching grant with an application date of February 2023; and

WHEREAS, the Munford Fire Department will apply for funding to provide various loose fire equipment (hose, nozzles, etc.); and

WHEREAS, the Board of Mayor and Aldermen of the City of Munford find it is in the City's best interest to apply for the FEMA Assistance to Fire Fighters Grant; and

NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Munford hereby give permission to the Munford Fire Department to proceed with the Assistance to Fire Fighters Grant from FEMA application.

READ and ADOPTED this the _____ day of _____, 2023.

Mayor Dwayne Cole

Sherry Yelvington, City Recorder



CHECKS OVER \$10,000

December 2022

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
A2H Engineers	20947	\$ 12,361.58	STP Sidewalk
Cigna Healthcare	21022	\$ 69,111.78	Insurance (67901.27) and HRA (1210.51)
Clark Equipment/Bobcat	21037	\$ 10,165.76	Trench Compactor
Dozertrax USA	21045	\$ 234,819.38	Draw 7 Sutherland Site and Drainage
Ford Construction Company	20962	\$346,651.53	Munford Ave Sidewalk & Turnlane
	21046	<u>264,099.23</u>	
	Total Ford	\$610,750.76	
Guthrie Sales & Service	20966	\$ 34,110.00	Ne10 hp Aerator
King Engineering	20977	\$ 45,550.13	Sutherland Shop
Mastercard	20941	\$ 12,836.05	Christmas Décor., Training, Mugs, Basketball
Public Entity Partners	20996	\$ 12,434.45	Workers Compensation Insurance
Rose Construction	20911	\$219,050.10	Sutherland Property Draw 3
	21074	<u>269,094.89</u>	Sutherland Property Draw 4
	Total Rose Const.	\$488,144.99	
Southern Pipe & Supply	20916	\$ 10,946.90	Water Supplies
Southwest TN Electric	20917	\$ 29,787.76	Electrical Service (October-November)
	21008	2,384.94	Electrical Service (October-November)
	21075	<u>5,547.22</u>	Electrical Service (October-November)
	Total Southwest Elect	\$ 37,719.92	
Tipton County 9-1-1	21078	\$ 11,623.39	E911 Services
TN Energy Acquisition Corp	20942	\$324,923.16	Natural Gas Purchase/Transport
Waste Pro	21023	\$ 22,634.12	Solid Waste
Wex Bank Valero	20946	\$ 13,822.57	Fuel
Wilson County Motors	21025	\$ 36,110.20	Gas Dept. Vehicle
	Total	\$ 1,988,065.14	

City of Munford
Balance Sheet Summary
For the Period Ended Dec 31, 2022

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	\$1,852,652	\$641,372	\$103,223	\$0	\$0	\$2,597,247
State Street Aid Fund	\$550,047	\$0	\$0	\$0	\$0	\$550,047
Drug Fund	\$32,611	\$0	\$0	\$0	\$0	\$32,611
Solid Waste Fund	\$53,062	\$47,959	\$0	\$0	\$0	\$101,021
Water-Sewer Fund	\$959,929	\$242,753	\$0	\$0	\$9,606,303	\$10,808,986
Gas Fund	\$4,251,444	\$971,241	\$0	\$250,607	\$7,666,808	\$13,140,100
	\$7,699,745	\$1,903,325	\$103,223	\$250,607	\$17,273,112	\$27,230,011

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$36,685	\$1,200	\$0	\$0	\$37,885
State Street Aid Fund	\$2,257	\$0	\$0	\$0	\$2,257
Drug Fund	\$4,302	\$0	\$0	\$0	\$4,302
Solid Waste Fund	\$23,852	\$0	\$13,145	\$0	\$36,997
Water-Sewer Fund	\$108,904	\$111,862	\$23,770	\$3,056,488	\$3,301,024
Gas Fund	\$624,631	\$65,482	\$66,308	\$1,218,251	\$1,974,671
	\$800,631	\$178,544	\$103,223	\$0	\$4,274,739

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,130,225	\$429,136		\$2,559,361
State Street Aid Fund	\$511,905	\$35,885		\$547,790
Drug Fund	\$27,070	\$1,239		\$28,309
Solid Waste Fund	\$97,869		(\$33,844)	\$64,025
Water-Sewer Fund	\$7,284,565	\$223,396		\$7,507,961
Gas Fund	\$11,702,534		(\$537,104)	\$11,165,430
	\$21,754,167	\$689,656	(\$570,948)	\$21,872,875

Fund Analysis	Total Assets	Total Liabilities	Beginning Fund Balance or Equity	Increase from FY 2023 Activity	Decrease from FY 2023 Activity	Ending Fund Balance or Equity
Government Funds	3,179,904	44,444	2,669,200	466,260	0	3,135,460
Enterprise Funds	24,050,107	5,312,692	19,084,967	223,396	(570,948)	18,737,415
	27,230,011	5,357,136	21,754,167	689,656	(570,948)	21,872,875

General Fund Budget Update

General Fund
Budget Update
12-31-2022

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
LOCAL TAXES	3,121,171.00	2,152,585.00	68.97%
LICENSES & PERMITS	44,700.00	20,888.00	46.73%
INTERGOVERNMENTAL	1,799,612.00	1,394,073.00	77.47%
CHARGES FOR SERVICE			
POLICE SERVICES	3,000.00	1,007.00	33.57%
FIRE PROTECTION	2,700.00	7,284.00	269.78%
FEES & COMMISSIONS	4,000.00	2,823.00	70.58%
P&R - PROGRAMS	120,500.00	72,636.00	60.28%
P&R - CONCESSIONS	12,000.00	6,895.00	57.46%
P&R - CENTENNIAL	126,250.00	76,125.00	60.30%
RENTAL FEES	169,000.00	94,550.00	55.95%
LIBRARY SERVICES	5,150.00	3,079.00	59.79%
COMMUNITY DEV	6,000.00	1,044.00	17.40%
	448,600.00	265,443.00	59.17%
FINES & FORFEITURES	145,600.00	101,740.00	69.88%
OTHER REVENUES	6,400.00	15,605.00	243.83%
TOTAL REVENUES	5,566,083.00	3,950,334.00	70.97%
EXPENSES			
GENERAL GOVERNMENT			
LEGISLATIVE	26,741.00	14,127.00	52.83%
JUDICIAL	17,959.00	9,000.00	50.11%
	44,700.00	23,127.00	51.74%
FINANCE & ADMINISTRATION	73,627.00	41,126.00	55.86%
CODE ENFORCEMENT	81,173.00	68,761.00	84.71%
PUBLIC SAFETY			
POLICE	1,699,396.00	930,689.00	54.77%
FIRE	1,328,159.00	713,984.00	53.76%
	3,027,555.00	1,644,673.00	54.32%
STREETS			
STREETS	617,836.00	1,168,731.00	189.17%
PARKS & RECREATION			
P & R ADMIN	432,072.00	221,819.00	51.34%
P & R PROGRAMS	64,400.00	35,203.00	54.66%
CENTENNIAL	321,008.00	159,335.00	49.64%
PARKS	353,550.00	20,146.00	5.70%
TIPTON PLAZA	35,700.00	17,876.00	50.07%
	1,206,730.00	454,379.00	37.65%
LIBRARY	124,117.00	56,878.00	45.83%
COMMUNITY DEVELOPMENT	24,636.00	20,858.00	84.66%
DEBT SERVICE	241,303.00	42,665.00	17.68%
TOTAL EXPENSES	5,441,677.00	3,521,198.00	64.71%
RESERVE	0.00	0.00	
Net Surplus/(loss)	124,406.00	429,136.00	

Budget Update	12/2022
State Street Aid	

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	122,084	38,435	31.48%
STATE - \$0.03 GASOLINE TAX	34,590	11,136	32.19%
STATE - 1989 GASOLINE TAX INCREASE	20,347	6,031	29.64%
STATE - GAS 2017 TAX	49,851	19,370	38.86%
STATEST - INTEREST EARNINGS	1,750	1,719	98.23%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
TOTAL REVENUES	228,622	76,691	33.54%
EXPENSES			
STATE ST - ELECTRIC	25,000	12,448	49.79%
STATE ST - PROFESSIONAL SERVICES	0	0	0.00%
STATE ST - REP/MT STORM DRAINS	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS	100,000	0	0.00%
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	33,143	0	0.00%
STATE ST - INTEREST TML#5	16,714	8,358	50.01%
STATE ST - CAPITAL OUTLAY	0	20,000	0.00%
TOTAL EXPENSES	174,857	40,806	23.34%
Net Surplus/(loss)	53,765	35,885	

Budget Update	12/2022
Drug Fund	

Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	500	600	120.00%
DRUG - CIRCUIT COURT	200	289	144.50%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	1,000	2,825	282.50%
OR - INTEREST EARNINGS	80	91	113.75%
TOTAL REVENUES	1,780	3,805	213.76%
EXPENSES			
DRUG - MEMBERSHIPS	0	140	0.00%
DRUG - MEDICAL/VET	800	293	36.63%
DRUG - PROF SERV TRAINING	0	355	0.00%
DRUG - REPAIR/MT VEHICLE	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0.00%
DRUG - DOG SUPPLIES	500	200	40.00%
DRUG - OPERATING SUPPLIES	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	1,577	0.00%
TOTAL EXPENSES	1,300	2,565	197.31%
Net Surplus/(loss)	480	1,240	

Budget Update	12/2022
Solid Waste Fund	

Percentage of Budget Yr Complete 50.00%

		BUDGET	ACTUAL	% MET
REVENUES				
TRASH COLLECTION - RESIDENTIAL		441,763	225,267	50.99%
TRASH COLLECTION - POPLAR GROVE		28,549	10,542	36.93%
TRASH COLLECTION- LATE PENALTIES		7,000	4,517	64.53%
TRASH COLLECTION - INTEREST REVENUE		300	255	85.00%
TOTAL SOLID WASTE REVENUES		477,612	240,581	50.37%
EXPENSES				
TRASH -VENDOR SERVICES		270,206	136,231	50.42%
TRASH - OTHER PROFESSIONAL SRVS		0	6	0.00%
TRASH - OTHER OPERATING SUPPLIES		0	200	0.00%
TRASH - CAPITAL OUTLAY MISC		0	47,425	0.00%
Allocations			0	0.00%
	Legislative	15,730	8,310	52.83%
	Finance & Administration	147,255	82,253	55.86%
		162,985	90,563	55.57%
TOTAL SOLID WASTE COLLECTION		433,191	274,425	63.35%
Surplus/(loss)		44,421	(33,844)	

Budget Update	12/2022
Water - Sewer Fund	

Percentage of Budget Yr Complete 50.00%

		BUDGET	ACTUAL	% MET
REVENUES				
	Sales	2,349,789	1,380,049	58.73%
	Rent Revenue	4,000	4,000	100.00%
	Service Charges	502,450	188,875	37.59%
	Other Revenues	4,200	3,124	74.38%
	TOTAL WATER-SEWER REVENUES	2,860,439	1,576,048	55.10%
EXPENSES				
	Water - Treatment	508,843	294,412	57.86%
	Water - Distribution	68,150	52,774	77.44%
	Sewer - Treatment	379,975	235,353	61.94%
	Sewer - Collection	231,205	108,088	46.75%
	Personnel	898,318	364,950	40.63%
	Contract Services	84,850	31,587	37.23%
	Supplies	155,800	36,139	23.20%
	Fixed Charges	74,000	17,544	23.71%
	Rebates/Debt Service	137,331	39,169	28.52%
		2,538,472	1,180,016	46.49%
	Allocations			
	Legislative	14,943	7,895	52.83%
	Finance & Administration	220,882	123,379	55.86%
	Code Enforcement	40,586	34,381	84.71%
	Community Development	8,212	6,983	85.03%
		284,623	172,638	60.65%
	TOTAL WATER-SEWER EXPENSES	2,823,095	1,352,654	47.91%
	Net Surplus/(loss)	37,344	223,394	

Budget Update Gas Fund	12/2022
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Percentage of Budget Yr Complete 50.00%

	BUDGET	ACTUAL	% MET
REVENUES			
Sales	4,625,000	2,097,309	45.35%
Service Charges	305,800	114,348	37.39%
Other Revenues	28,800	12,830	44.55%
TOTAL GAS REVENUES	4,959,600	2,224,487	44.85%
EXPENSES			
Personnel	897,356	403,528	44.97%
Contract Services	265,175	133,968	50.52%
Materials/Supplies	2,749,500	1,787,734	65.02%
Fixed Charges	548,500	199,445	36.36%
Rebates/Debt Service	34,788	14,857	42.71%
Economic Development Allocations	0	5,000	0.00%
<i>Legislative</i>	<i>21,235</i>	<i>11,219</i>	<i>52.83%</i>
<i>Finance & Administration</i>	<i>294,510</i>	<i>164,506</i>	<i>55.86%</i>
<i>Code Enforcement</i>	<i>40,586</i>	<i>34,381</i>	<i>84.71%</i>
<i>Community Development</i>	<i>8,212</i>	<i>6,953</i>	<i>84.67%</i>
	364,543	217,059	59.54%
TOTAL GAS EXPENSES	4,859,862	2,761,591	56.82%
Net Surplus/(loss)	99,738	(537,104)	

Upcoming Meeting Dates and Events

February 2023

Feb 2 (Thursday)

4:00 General Welfare/Public Works Committees/Mayor's Cabinet
5:00 Special Called Board Meeting

Feb 14 (Tuesday)

6:30 Planning Commission

Feb 16 (Thursday)

2:30 Birthday Coffee
4:00 Parks and Rec/Public Safety Committees/Mayor's Cabinet

Feb 20 (Monday)

****All Offices closed in observance of President's Day****

Feb 27 (Monday)

7:00 BOMA Meeting