



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, March 27, 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 Regular Monthly Meeting – February 27, 2023
- E. Public Forum

II. PUBLIC HEARING

- **ORDINANCE 2023-02-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone property at Joe Joyner Road and US Highway 51 (Tipton Property Investors II LLC Property) from r-1 (Low Density Residential) to P-B (Planned Business) District.

**Ordinance 2023-02-02 comes with a positive recommendation from City of Munford Planning Commission*

III. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS

- A. Public Works Dir. Sherry Bennard
- B. Public Safety Chief Randal Baskin
 - a. Oath of Office:
 - i. Josh Mobley
 - ii. Madison Rittinger

Chief Jeremy Reeves

C. Parks & Recreation

Dir. Griff Fisher

D. Building Inspector/
Code Enforcement

Insp. Glenn Stringfellow

IV. MAYOR'S REPORT

A. Report

B. Proclamation/Awards

- Presentation of “Blue and Green Day Mid-South in Tipton County” Proclamation to Lindsey McGuire of Mid-South Transplant Foundation.

C. Appointments

D. Ordinance – Resolutions – Motions

Second Reading

- **ORDINANCE 2023-02-01** An Ordinance to amend the City of Munford Personnel Handbook by changed sick and vacation accrual rates for firefighters.

Second Reading

- **ORDINANCE 2023-02-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone property at Joe Joyner Road and US Highway 51 (Tipton Property Investors II LLC Property) from r-1 (Low Density Residential) to P-B (Planned Business) District.

**Ordinance 2023-02-02 comes with a positive recommendation from City of Munford Planning Commission*

First Reading

- **ORDINANCE 2023-03-01** An Ordinance to amend the FY2023 General Operating Budget.

First Reading

- **ORDINANCE 2023-03-02** An Ordinance to amend the FY2023 State Street Aid Fund.

First Reading

- **ORDINANCE 2023-03-03** An Ordinance to amend the FY2023 Drug Fund.

First Reading

- **ORDINANCE 2023-03-04** An Ordinance to amend the FY2023 Solid Waste Fund.
- **RESOLUTION: 2023-03-01** A Resolution to adopt a schedule of permit fees for the Munford Municipal Planning Region.
- **RESOLUTION: 2023-03-02** A Resolution to discontinue a period of temporary employment for employees participating in the Tennessee Consolidated Retirement System.
- **RESOLUTION: 2023-03-03** A Resolution authorizing purchase of 1483 Munford Avenue.
- **RESOLUTION: 2023-03-04** A Resolution approving award of contract for Roadway Improvements 2023.

E. Announcements

F. Acknowledgements

V. NEW BUSINESS

VI. FINANCIAL REPORT

A. Checks over \$10,000

B. Financial Report 02-28-2023

Adjourn —



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – February 27, 2023

Regular Monthly Meeting – Monday February 27, 2023, 7:00 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:

I. CALL TO ORDER

Mayor Cole called the February 27, 2023, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. Alderman Steve Childress 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 January 23, 2023, for approval. *With no corrections, minutes approved as distributed.*

Mayor Cole presented the minutes from the Special Called Meeting of February 2, 2023, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one present to speak.

V. OLD BUSINESS:

- Public Works – Public Works Director Sherry Bennard presented the monthly report. See attached sheet.
- Public Safety
 - a. Police: Chief Randal Baskin presented the monthly report. See attached sheet.
 - b. Fire: Chief Jeremy Reeves presented the monthly report. See attached sheet.
- Parks & Recreation – Director Griff Fisher presented the monthly report. See attached sheet.
- 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 for a first reading **ORDINANCE 2023-02-01** An Ordinance to amend the City of Munford Personnel Handbook by changed sick and vacation accrual rates for firefighters. *Motion was made by Alderman Deneka to approve **ORDINANCE 2023-02-01**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-02-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone property at Joe Joyner Road and US Highway 51 (Tipton Property Investors II LLC Property) from r-1 (Low Density Residential) to P-B (Planned Business) District. *Motion was made by Alderman Bomar to approve **ORDINANCE 2023-02-02**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2023-02-01** A Resolution to accept and approve mutual assistance agreement by and between the City of Munford, Tennessee and Town of Atoka, Tennessee. *Motion was made by Alderman Glass to approve **RESOLUTION: 2023-02-01**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2023-02-02** A Resolution to support restoring the historic revenue sharing relationship between the state of Tennessee and its local governments and to return the local share of the single article cap to local governments. *Motion was made by Alderman Childress to approve **RESOLUTION: 2023-02-02**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*

VIII. NEW BUSINESS –

No new business.

IX. FINANCIAL REPORT –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for January. *A motion was made by Alderman Bomar to accept all checks over \$10,000 as presented. Alderman Deneka seconded motion. Motion carried; all members present voting aye.*
- **Financial Report 01-31-2023** – Mayor Cole presented the Financial Report for the period ending January 31, 2023. *A motion to accept the report was made by Alderman Glass. Alderman Bomar seconded motion. Motion carried; all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 7:36 pm.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3462	3456	3456	3478	3482	3490	3481	3478	3493	3489	3500	3500	41,765
Sewer Customers Total	2234	2229	2226	2244	2250	2258	2248	2247	2260	2256	2265	2271	26,988
Gas Customers Total	7437	7441	7433	7455	7445	7417	7411	7428	7474	7489	7502	7511	89,443
<i>In Atoka City Limits</i>	2566	2565	2566	2567	2569	2570	2568	2568	2570	2569	2570	2571	30,819
<i>Out of Atoka City Limits</i>	294	293	293	294	294	295	294	295	294	294	294	294	3,528
Trash Customers	1749	1770	1781	1788	1793	1812	1817	1817	1822	1824	1828	1837	21,638
Customer Adjustments													
Connects	68	94	72	69	75	82	73	95	73	70	52	46	869
Finals	74	83	75	78	118	81	68	67	44	52	42	45	827
Meter Sets	35	6	9	13	7	13	13	16	10	7	5	9	143
PAYMENTS													
Payments on line													
Utility paid on line	2916	2675	2419	2425	2508	2349	2471	2633	2453	2656	2827	2363	30,695
ACH Payments	1517	1534	1586	1608	1618	1632	1643	1655	1669	1669	1705	1745	19,581
E-Bills	1540	1583	1596	1619	1636	1636	1646	1680	1708	1714	1726	1734	19,818
Payments Received Lobby/Mail													
CC Payments	514	943	496	710	629	372	405	472	602	446	551	527	6,667
Cash Payments	584	612	645	636	646	671	710	678	612	599	612	622	7,627
Check Payments	2,376	2,322	2,376	2,172	2,143	2,172	2,092	2,268	2,240	2,412	2,322	2,402	27,297
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Delinquent Accounts													
Delinquent Penalty	253	165	339	125	185	146	105	108	88	339	146	135	2,134
Cut Offs	125	106	234	125	151	70	105	108	88	0	148	135	1,395
Phone Calls	728	730	868	439	592	408	549	558	504	0	789	588	6,753
SERVICE													
Water / Sewer													
Water Service Orders	10	4	16	8	6	29	16	8	24	9	10	0	140
Sewer Service Orders	9	5	3	6	6	14	5	7	6	5	7	2	75
Amount Billed Water	\$85,479	\$89,615	\$93,538	\$106,852	\$126,239	\$108,530	\$120,353	\$154,170	\$102,104	\$99,776	\$96,624	\$95,953	\$1,279,234
Amount Billed Sewer	\$117,051	\$120,031	\$122,211	\$132,575	\$147,048	\$135,294	\$146,338	\$119,980	\$97,349	\$96,310	\$93,713	\$92,107	\$1,420,006
Damaged/Stuck Meters	18	0	4	65	2	27	2	1	26	8	3	16	172
Solid Waste													
Cans Delivered	25	22	13	8	18	23	12	8	2	6	11	5	153
Missed pickup	13	9	20	24	15	15	16	33	2	26	24	32	229
Damaged Cans	1	0	1	1	1	2	0	0	0	0	2	2	10
Other complaints	8	6	0	1	2	2	3	2	1	3	4	5	37
New Customers	26	33	25	25	22	29	17	10	4	14	12	18	235
Discontinued Service	8	3	11	7	8	4	3	7	1	4	4	8	68
Amount Billed	\$36,275	\$36,573	\$36,584	\$36,831	\$36,782	\$37,077	\$37,236	\$37,356	\$37,506	\$39,422	\$39,495	\$39,686	\$450,823
Gas													
Odor Complaints	13	0	11	4	7	7	7	11	16	5	18	2	101
Damaged / Stuck Meters	39	4	38	49	52	28	62	1	28	38	74	68	481
Amount Billed	\$579,916	\$359,529	\$67,826	\$192,474	\$121,752	\$158,782	\$174,860	\$190,228	\$510,063	\$955,006	\$684,911	\$657,955	\$4,653,302
Misc Service Orders													
Other complaints	5	2	2	4	5	5	3	2	3	2	4	2	39
Total Utility/Trash Billing	\$818,721	\$605,749	\$320,159	\$468,732	\$431,821	\$439,683	\$478,788	\$501,734	\$747,022	\$1,190,514	\$914,743	\$885,701	\$7,803,365

City of Munford Public Works Monthly Report

[illegible]

City of Munford
Police Department

[illegible]



Munford Fire Department

Monthly Board Report - February 2023

Incidents	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Total 2023	Total 2022
Structure Fires - Munford	2	0											2	9
Structure Fires - County	3	1											4	17
Grass Fire - Munford	1	0											1	10
Grass Fires - County	0	3											3	10
Vehicle Fires - Munford	0	0											0	2
Vehicle Fires - County	0	0											0	3
Vehicle Accidents - Munford	4	6											10	61
Vehicle Accidents - County	3	2											5	12
EMS Calls - Munford	56	50											106	674
EMS Calls - County	3	2											5	36
Other Incidents - Munford	19	10											29	286
Other Incidents - County	2	6											8	63
Mutual Aid Calls	12	14											26	141
Burn Permits	0	2											2	31
Total Calls - Munford	81	66											147	1053
Total Calls - County	12	14											26	141
Total Calls - Department	93	80	0	0	0	0	0	0	0	0	0	0	173	1194

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	7	23	0
Total Department Staffing	44	21	23	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-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb
Payment Plan													
Current	38 / 3750	12 / 680	7 / 747	4 / 535	8 / 850	30/2547	2 / 340	47 / 4116.50	26 / 2312.50	10 / 697	8 / 615	27 / 2,732.50	40 / 5,080
Past Due													

RENTALS													
Friday Night Skate	217	229	354	198	215	135	230	289	167	209	117		181
Skate Parties	27	28 / 28	28 / 29	24 / 31	16 / 28	\$ 23.00	23 / 28	23 / 28	29 / 31	26 / 28	17 / 17	28 / 28	28 / 28
Band Room	4	3	6	8	2	6	4	2	6	5	6	8	6
Community Room	4	3	2	1	3	2	1	2	3	2	3	4	3
Valentine Park Gazebo				6	3		1		4	0		1	

SENIOR SERVICES													
Congregate Meals	293	566	526	540	540	499	477	458	450	456	424	460	383
Home Delivery	143	231	129	140	140	130	163	111		137	140	136	140

Vehicle Miles													
P&R-2008 Chevy Ext. Cab	111,855	112,218	112,301	113,260	113,399	113,655	113958	114082	114116	114846	115164	115444	115462
P&R-2010 Chevy Ext. Cab	103,545	103,545	103,727	104,151	104,374	104,647	105109	105562	105709	106202	106446	106625	106852
CP-2015 Chevy 4Door	46,484	47,279	48,854	49,690	49,839	50,403	51008	52095	52365	52961	53577	53833	54354
P&R-01' Expedition	173,348	173,388	173,422	173,524	174,573			175574	175577	176112	176375		176384
CP-05 Chevy Single Cab	142,891	143,086	143,609	144,105	144,215	144,481	144688	145034	145581	145597	145641	145680	out of service

Equipment Hours													
Jacobsen Truckster	464	468	478	490	496	514.3	523	537	547	549	549	550	553
ToroInfield Drag	1660	1675	1722	1748	1749	1753.3	1773	1792	1797	1797	1809	1813	1822
2014-61" Snapper	1017	1017	1017	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022
2015-72" Snapper	784	784	784	788	788	702.7	743.3	752	752	755	760	762	771
2015-61" Snapper-CP	868	868	868	913	917	931.5	946	960	960	960	970	970	976
2022-72" Xmark	1558	1558	1558	72	83	108.9	170.3	193	193	194	194	195	208
Bad Boy	1065	1065	1065	1068	1070	1070	1074	1075	1075	1075	1075	1075	1076
Dixie Chopper	614	614	614	614	614	614	614	620	620				
JD4700 Tractor	3851	3851	3853	3853	3853	3853	3853	3853	3853	3853	3853	3853	3854
2021 Snapper61"	172	187	217	240	274	295.5	308.2	310	310	313	322	323	325
Polaris SXS	680	687	704	726	766	812.9	850	865	865	904	1064	1064	1064

Sports Registration													
Basketball	367							350	416	476	476	476	
Cheerleading	56							38	43	49	49	49	
Flag Football	164	164											206
Soccer	242	242				220	220						268
Baseball	394	394				356	359						347

	PERMIT NO	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	SQUARE FOOTAGE	PROJECT VALUE	PERMIT FEE	
1	1595	02/09/23	179 CHARLES PL.	C	GREG COUTE	POOL	N/A	N/A	\$100.00	
2	1596	02/10/23	270 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00	
3	1597	02/10/23	280 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,157	\$151,000.00	\$394.00	
4	1598	02/10/23	175 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00	
5	1599	02/10/23	165 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,792	\$196,000.00	\$484.00	
6	1600	02/13/23	2260 BEAVER RD	R	CACEY MCCLERKIN	ACC. BLDG.	360	\$20,000.00		\$100.00
7	1626	02/24/23	85 BELL LN.	C	HOUSTON DAVIS	FENCE	N/A	N/A	\$25.00	
8	1627	02/27/23	62 MINDY AVE.	C	PATSY PATRICO	ACC. BLDG.	576	\$10,000.00		\$100.00
9	1628	02/27/23	36 PARKSIDE CV.	C	MATHEW HAYWOOD	ADDITION	800	\$30,000.00	\$107.00	
10	1611	02/24/23	59 BINGHAM CV	C	HEATHER BIORKY	FENCE	N/A	N/A	\$25.00	
11	1612	02/27/23	30 N BIGHAM CV.	C	SANDRA CRONA	FENCE	N/A	N/A	\$25.00	
12	1613	02/27/23	339 CHARLES AVE	C	JASON HIBBARD	POOL	N/A	N/A	\$100.00	
13										
14										
15										
16										
17										
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28										
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30										
31										
32										
33										
							Total	\$709,000.00	\$2,088.00	\$200.00

C - CITY LIMITS
R - REGION

Complaints	25	Building Permits	13
Inspections	46	Sign permits	
Certificate Of Occupancy	4	Use & Occupancy Permits	
PREFORMANCE BOND	WALKER MEADOWS NORTH	2022	
	WALKER MEADOWS II	2020	
	VGM 4A	2023	

[Signature]
Building Inspector



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



February 2023 Library Report

Overview:

- The library has sold **\$99.75** in books with the ongoing book sale.
- The library has collected **\$52.55** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$278.00**.
- The Library had **194** people use our computers and **90** requiring computer help. In addition we had **298** use the Wi-Fi. The library had **625** reference questions asked and answered.
- Library staff provided **20** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **50** new users, with **2,274** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,109** patrons.
- Through Interlibrary Loan **21** books were loaned out, and **44** were borrowed.
- Tennessee R.E.A.D.S. had **973** books checked out.
- Lindsey was used as a Notary Public **10** times.
- The Library had **9** volunteers.
- The adult book club met, there were **8** people in attendance.
- Through in-person and passive programming we had **24** programs with **168** attendees.
 - LEGO Club met twice with **38** in attendance.
 - Story Time was held twice with **11** in attendance
 - Passive Programs included: BookTok, Staff Recommendations, Book Spotlight, Blind Date with a Book, Never Been Checked out, take home crafts, New in Non-Fiction, Dr. Seuss and Black History Month.
 - The library served as a tutoring location **6** times in January.
 - We held two virtual Story Times with 126 views.
- We continue to offer curbside services to patrons. 2 patrons were assisted curbside.
- We hosted celebrations for Read Across America Week (February 27- March 3rd) with dress-up days. Monday-Fox in Socks: wear crazy socks, Tuesday- If I Ran the Zoo: wear animal print or camo, Wednesday- Wacky Wednesday: wear mismatched clothes, Thursday- Dr. Seuss day: Come dressed as a Dr. Seuss character, Friday-Sleepbook: Come in pajamas. Children who participated in the dress-up days received prizes each day and a free book. 38 people participated

Munford-Tipton County

Monthly Report

February 2023

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	7,757	25	0	7,782	Regionally Owned	10,536	45	0	10,581		E-books	0
Audio Materials		406	0	0	406		1,627	0	0	1,627		Audio Downloadable	0
Video Materials		362	4	0	366		534	0	0	534		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	0
TOTAL		8,525	29	0	8,554		12,697	45	0	12,742	TOTAL PHYSICAL COLLECTION		21,296

Electronic Circulation-READS includes Advantage & other local e collections		Physical Circulation Book & Non-Book		CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)	
Adult **	899	Adult	587	Adult (includes number from libguides **4.4)	1,486
Children **	74	Children	714	Children (includes number from libguides **4.5)	788
Total	973	Total	1,301	Total for All Circulation	2,274

Unique Users 160

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	21	Library Visits	975		Adult	Young Adult	Children
Black	1	Reference Transactions	625	Inside the Library	9	0	15
American Indian-Alaska Native	0	Computer Users	194	Outside the Library	0	0	0
Hispanic or Latino of any race	1	Wireless Sessions	298	Total	9	0	15
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	0	Hotspots/MiFi	0		Adult	Young Adult	Children
Other	0			Inside the Library	47	0	126
Two or more races	2	Local Database Usage	0	Outside the Library	0	0	0
Total	25	Tech Training/help	0	Total	47	0	126

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,870
Children Borrowers <14 yrs old	1,239
Total Borrowers	5,109

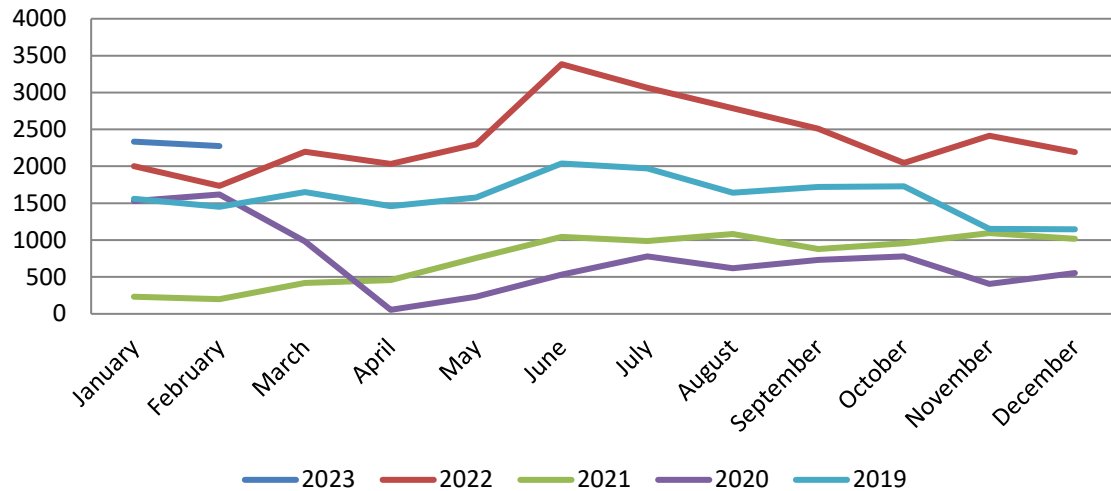
Resource Sharing	
ILL - Borrowed	44
ILL - Loaned	21

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

Recorded Programming	
Recorded Programs	2
Views of Recorded Programs	126

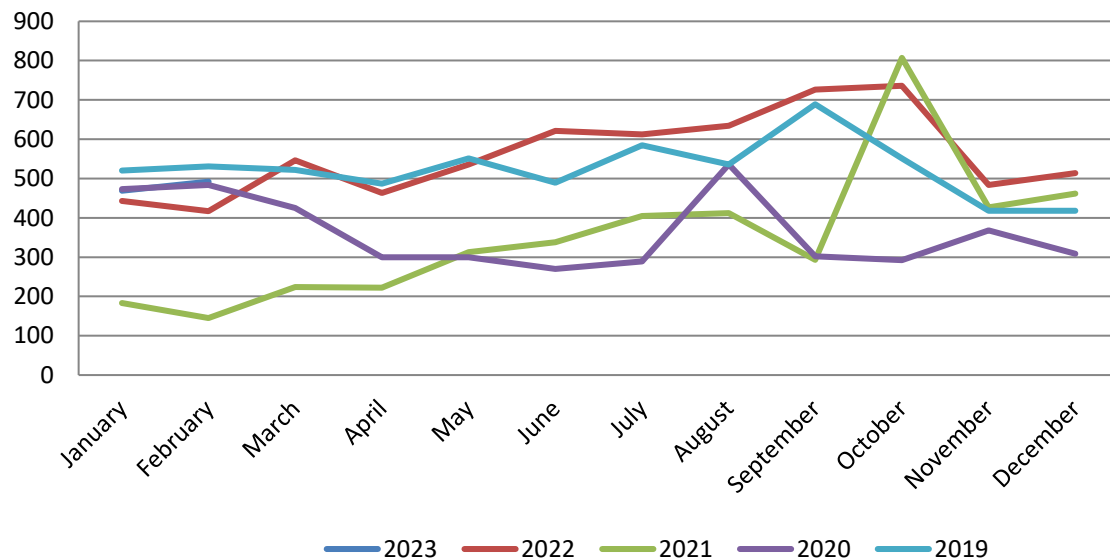
TOTAL PROGRAMS	26
TOTAL PROGRAM ATTENDANCE	299

Circulation Growth 2019-2023

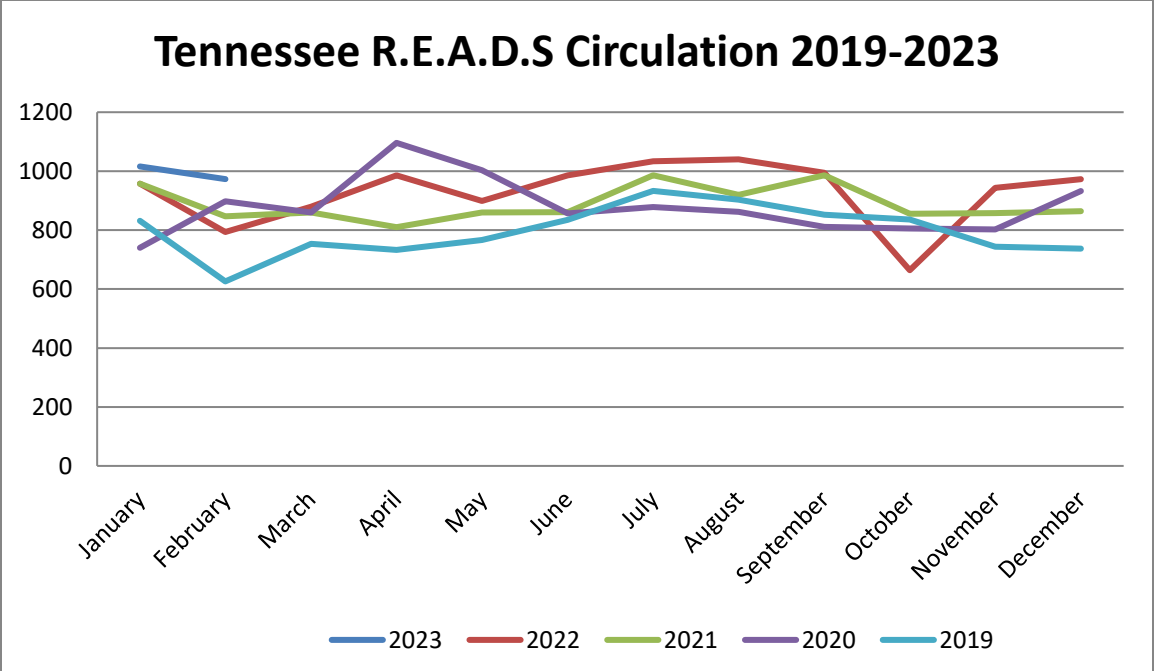


*** As of 2/28/2023**

Computer Usage 2019-2023



*** As of 2/28/2023**



*** As of 2/28/2023**



City of Munford, Tennessee

1397 Munford Avenue

Munford, TN 38058

City Hall (901) 837-0171

www.munford.com

Dwayne Cole, Mayor

Proclamation Blue & Green Day

WHEREAS, Every year, National Donate Life observes Blue & Green Day to amplify the importance of registering as an organ and tissue donor, and encourage the public to wear blue and green to raise awareness; and

WHEREAS, More than 100,000 Americans, including 4,000 in the Mid-South area, are currently on the national transplant waiting list; and

WHEREAS, Another person is added to the waiting list every nine minutes, and on average, seventeen people die every day because the organs they need are not donated in time; and

WHEREAS, We can all do our part to save lives by educating and encouraging our peers and loved ones to register as an organ and tissue donor; and

WHEREAS, the City of Munford, TN supports National Donate Life and Mid-South Transplant Foundation and its efforts to bring new life to men, women and children in need of lifesaving organ and tissue transplants; and

WHEREAS, We hold those that have saved lives through the gift of donation in the highest regard and are grateful for their selflessness.

NOW, THEREFORE, I, Dwayne Cole, Mayor of Munford, Tennessee do hereby proclaim this 14th day of April of 2023 in honor of

Blue & Green Day Mid-South in Tipton County

and thus encourage all residents to promote the importance of organ and tissue donation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Munford to be affixed this 27th day of March 2023.

Dwayne Cole, Mayor

Sherry Yelvington, Recorder

ORDINANCE 2023-02-01

**AN ORDINANCE TO AMEND THE CITY OF MUNFORD PERSONNEL HANDBOOK
BY CHANGING SICK AND VACATION ACCRUAL RATES FOR FIREFIGHTERS.**

WHEREAS, Ordinance 2014-11-01 established personnel rules and regulations for employees of the City of Munford, TN in accordance with Title 4, Section 4-203 of the Municipal Code of the City of Munford, TN. The Ordinance serves as the primary source document of personnel policies; and

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the personnel policies; and

WHEREAS, the staff has reviewed Section V. Benefits, both Item C. Vacation Leave and Item D. Sick Leave and deems it necessary to amend vacation and sick leave accrual rates for firefighters since firefighters have a twenty-four hour work day; and,

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

SECTION 1. That the following vacation accrual rates for firefighters be changed to:

1-4 years of service	5.54
5-15 years of service	8.31
16 + years of service	11.08

With a maximum accrual limit of 288 hours.

SECTION 2. That the following sick accrual rates for firefighters be changed to:

12 hours of sick leave with pay for each month of work completed for the city. (5.54/hours per pay period). This is the equivalent of six (6) shifts in the fire department.

BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it."

Passed First Reading

Mayor

Passed Second Reading

City Recorder

ORDINANCE 2023-02-02

AN ORDINANCE TO AMEND THE MUNFORD MUNICIPAL ZONING MAP TO REZONE PROPERTY AT JOE JOYNER ROAD AND U.S. HIGHWAY 51 (TIPTON PROPERTY INVESTORS II LLC PROPERTY) FROM R-1 (LOW DENSITY RESIDENTIAL) DISTRICT TO P-B (PLANNED BUSINESS) DISTRICT

WHEREAS, Sections 13-7-201 through 13-7-210 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to amend the Official Zoning Map; and,

WHEREAS, the Munford Planning Commission has reviewed said proposed zoning amendment pursuant to Sections 13-7-203 and 13-7-204 of the *Tennessee Code Annotated*; and,

WHEREAS, the Munford Board of Mayor and Aldermen has given due public notice on said amendment and has held public hearing; and,

WHEREAS, all the requirements of Section 13-7-201 through 13-7-210 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

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

SECTION 1. That the following described property be rezoned from R-1 (Low Density Residential) District to P-B (Planned Business) District:

Parcels 1.03 and 1.04 on Tipton County Tax Map 144

Beginning at a set iron rod at the northwest corner of this described property and the southwest corner of Raymond Halloran as recorded in Record Book 1919 Page 745 in the Register's Office of Tipton County Tennessee

Thence with a south line of Halloran South 82 Degrees 58 Minutes 15 Seconds East for 136.78 feet to a found chain link fence corner and an angle point in south line of Halloran and north line of this described property.

Thence with Halloran and David Tucker and Richard Barbera recorded in Record Book 1750 Page 793 South 41 Degrees 48 Minutes 55 Seconds East for 466.96 feet to a set iron rod at the

southeast corner of David Tucker and Richard Barbera and in the north margin of US Highway 51 (Right of Way Varies).

Thence with north margin of US Highway 51 South 44 Degrees 23 Minutes 35 Seconds West for 150.31 feet to a found concrete right of way monument.

Thence North 80 Degrees 46 minutes 30 Seconds West for 131.00 feet to a set iron rod in the east margin of Joe Joyner Road (60' Right of Way).

Thence with east margin of Joe Joyner Road North 45 Degrees 05 Minutes 08 Seconds West for 194.57' to a point of curvature.

Thence along a curve to the right with a radius of 332.17 feet and an arc length of 147.40 feet, and a chord bearing of North 36 Degrees 31 minutes 18 Seconds West for 146.20' to a point of curvature.

Thence along a curve to the right with a radius of 248.82 feet and an arc length of 93.62 feet, and a chord bearing of North 1 degree 46 Minutes 56 Seconds West for 93.06 feet to a point of tangency.

Thence North 8 Degrees 17 Minutes 39 Seconds East for 104.38 feet to the Point of Beginning containing 118,793 square feet or 2.727 acres.

SECTION 2. BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it."

Passed First Reading

Mayor

Passed Second Reading

City Recorder

ORDINANCE: 2023-03-01

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022
AND ENDING JUNE 30, 2023**

WHEREAS, the City of Munford adopted the fiscal year 2022-2023 budget by passage of Ordinance: 2022-04-01; 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 \$2,085,283. Expenses have also increased by \$2,001,955 to include expenses related to STP Grant Expenses, pay and overtime pay for Public Safety, additions to paving line, and purchase of street sweeper for streets. The net result is additional surplus of \$83,328; now a gain of \$207,734 to the fund balance.

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 2022-2023 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2022-04-01 is hereby amended by increasing General Fund revenues by \$2,085,283 and increasing General Fund expenses by \$2,001,955.

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
2022-2023 Operating Budget
General Fund - Revenues

Department	Fund	1st		Change	Comment
		Original Budget	Amended Budget		
Taxes	31000	\$3,121,171	\$3,335,384	\$214,213	inc local and local option sales tx
License & Permits	32000	\$44,700	\$39,350	(\$5,350)	lower than expected permit fees
Intergovernmental	33000	\$1,799,612	\$3,587,806	\$1,788,194	STP Grant Receipts
Charges for Services	34000	\$448,600	\$486,995	\$38,395	Planning, Southwest Gr, rentals,
Fines & Forfeitures	35000	\$145,600	\$181,172	\$35,572	increased court revenue
Miscellaneous	36900-37900	\$6,400	\$20,659	\$14,259	ins recoveries, sales of assets, inc interest inc
Total		<u>\$5,566,083</u>	<u>\$7,651,366</u>	<u>\$2,085,283</u>	

The majority of the increase in both revenue and expenses is \$1,590,000 for STP Project

City of Munford
2022-2023 Operating Budget
General Fund - Expenses

Department	Fund	1st			Comment
		Original Budget	Amended Budget	Change	
Legislative	41110	\$44,700	\$47,913	\$3,213	
Finance & Administration	41500	\$73,627	\$79,202	\$5,575	generator repair, lobby desk, pay adj
Code Enforcement	41700	\$81,173	\$117,178	\$36,005	truck purchase, pay adj salaries, OT, workers comp, liability ins, veh
Police Department	42100	\$1,699,396	\$1,770,724	\$71,328	repair
Fire Department	42200	\$1,328,159	\$1,365,209	\$37,050	salaries, OT, veh repair \$160k for paving added, street cleaner
Street Department	43100	\$617,836	\$2,435,004	\$1,817,168	purchase, STP Gr Expenses
Parks & Recreation	44000	\$1,206,730	\$1,213,817	\$7,087	pay adj, misc
Library	44800	\$124,117	\$124,133	\$16	misc
Community Development	46500	\$24,636	\$48,144	\$23,508	Veteran rep, Chamber rep, Christmas, Ms. Sue's Patio electrical
Debt Service		\$241,303	\$242,308	\$1,005	interest rate increased
		<u>\$5,441,677</u>	<u>\$7,443,632</u>	<u>\$2,001,955</u>	

The majority of the increase in both revenue and expenses is \$1,590,000 for STP Project

ORDINANCE: 2023-03-02

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL STATE STREET AID FUND BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022 AND ENDING JUNE 30, 2023**

WHEREAS, the City of Munford adopted the fiscal year 2022-2023 budget by passage of Ordinance: 2022-04-01; 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 in total of \$12,722. Expenses have increased by \$29,839 to include a purchase of street sweeper and redistribution of loan debt. The net result is a decrease in expected surplus of \$42,561, now a gain of \$11,205 to the fund balance.

WHEREAS, the revenues for the State Street Aid Fund will be lower 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 2022-2023 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2022-04-01 is hereby amended by decreasing State Street Aid Fund revenues by \$12,722 and increasing State Street Aid expenses by \$29,839.

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
2022-2023 Operating Budget
State Street Aid Fund - Revenues

Department	Fund	1st			Comment
		Original Budget	Amended Budget	Change	
Taxes	33000	\$226,872	\$212,000	(\$14,872)	Shared taxes realized less than prediction
Other Financing Sources	36900	\$1,750	\$3,900	\$2,150	Interest rate increased
Total		<u>\$228,622</u>	<u>\$215,900</u>	<u>(\$12,722)</u>	

City of Munford
2022-2023 Operating Budget
State Street - Expenses

Department	Fund	1st			Comment
		Original Budget	Amended Budget	Change	
Street Lighting	51610	\$25,000	\$26,000	\$1,000	
Repairs	51610	\$0	\$0	\$0	engineering cost
Paving	51610	\$100,000	\$100,000	\$0	paving dec
Debt Service	51610	\$49,857	\$58,695	\$8,838	loan refunding cost
Capital Outlay	51610	\$0	\$20,000	\$20,000	Street Sweeper
		<u>\$174,857</u>	<u>\$204,695</u>	<u>\$29,838</u>	

ORDINANCE: 2023-03-03

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL DRUG FUND BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1,
2022 AND ENDING JUNE 30, 2023**

WHEREAS, the City of Munford adopted the fiscal year 2022-2023 budget by passage of Ordinance: 2022-04-01; 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 due to a higher number of seized forfeitures, court and miscellaneous revenues; and has increased expenses due to the purchase of guns and rifles; and

WHEREAS, the revenues for the Drug fund will be higher by \$4,684 and expenses for the same will be higher than anticipated by \$10,615; the net result will be a decrease to surplus of \$5,931, now a loss of \$5,451 from the fund balance.

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 2022-2023 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2022-04-01 is hereby amended by increasing Drug Fund revenues by \$4,684 and increasing expenses by \$10,615.

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
2022-2023 Operating Budget
Drug Fund - Revenues

Department	Fund	1st			Comment
		Original Budget	Amended Budget	Change	
Court Revenues	35100	\$700	\$1,500	\$800	increased court fees
Forfeitures-Misc Rev	35200	\$1,000	\$4,784	\$3,784	additional seized funds
Other-Interest	36100	\$80	\$180	\$100	Interest rate increase
Total		<u>\$1,780</u>	<u>\$6,464</u>	<u>\$4,684</u>	

City of Munford
2022-2023 Operating Budget
Drug Fund - Expenses

			1st		
Department	Fund	Original Budget	Amended Budget	Change	Comment
Drug Dog-Vet/Supplies	42129	\$1,300	\$1,775	\$475	increased court fees
Memberships/Repairs	42129	\$0	\$140	\$140	new membership
Operating/Cap Outlay	42129	\$0	\$10,000	\$10,000	new guns, rifles purchased
Total		<u>\$1,300</u>	<u>\$11,915</u>	<u>\$10,615</u>	

ORDINANCE: 2023-03-04

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE
AMENDING THE ANNUAL SOLID WASTE FUND BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022 AND ENDING JUNE 30, 2023**

WHEREAS, the City of Munford adopted the fiscal year 2022-2023 budget by passage of Ordinance: 2022-04-01; 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 revenues due to an increase in customers; and has increased expenses due to the purchase of a street sweeper and an increase in service cost; and

WHEREAS, the revenues for the Solid Waste fund will be increased by \$3,408 and expenses for the same will be increased by \$66,474; the net result will be a decrease to surplus of \$63,076, now a loss of \$18,655 from the fund balance.

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 2022-2023 BUDGET AS FOLLOWS:

SECTION 1. ORDINANCE: 2022-04-01 is hereby amended by increasing Solid Waste Fund revenues by \$3,408 and increase expenses by \$66,474.

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
2022-2023 Operating Budget
Solid Waste Fund - Revenues

Department	Fund	1st			Comment
		Original Budget	Amended Budget	Change	
Customer Pmts	34400	\$477,312	\$480,500	\$3,188	inc customers
Other Rev-Interest	36100	\$300	\$520	\$220	increased interest rate
Total		<u>\$477,612</u>	<u>\$481,020</u>	<u>\$3,408</u>	

City of Munford
2022-2023 Operating Budget
Solid Waste Fund - Expenses

			1st		
Department	Fund	Original Budget	Amended Budget	Change	Comment
Vendor Services	43230	\$270,206	\$277,000	\$6,794	inc customers
Repairs/Supplies	43230	\$0	\$200	\$200	
Allocation to Gen Fund	43230	\$162,985	\$175,040	\$12,055	inc in Gen Fund Budget
Capital Outlay	43230	\$0	\$47,425	\$47,425	Street Cleaner
Total		<u>\$433,191</u>	<u>\$499,665</u>	<u>\$66,474</u>	

RESOLUTION: 2023-03-01

CITY OF MUNFORD, TENNESSEE

FOR

ADOPTION OF SCHEDULE OF PERMIT FEES FOR THE MUNFORD MUNICIPAL PLANNING REGION

WHEREAS, the City of Munford, Tennessee is adopting the Schedule of Permit Fees for the Munford Municipal Planning Region, and

NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Munford that the following Schedule of Permit Fees are hereby adopted.

Schedule of Permit Fees

Building Permit Fee	\$90 per square foot total valuation
---------------------	--------------------------------------

- \$0 to \$20,000 minimum fee \$100
- \$20,001 to \$50,000 - \$50 for first \$1,000 plus \$3.00
For each additional thousand or fraction thereof, to and including \$50,000
- \$50,001 to \$100,000 - \$200 for the first \$50,000 plus \$2.50
For each additional thousand or fraction thereof, to and including \$100,000
- \$100,001 to \$500,000 - \$300 for the first \$100,000 plus \$2.00
For each additional thousand or fraction thereof, to and including \$500,000
- \$500,001 and up - \$1100 for the first \$500,000, plus \$1.50
For each additional thousand or fraction thereof.

**Total Valuation is based on square foot (under roof, both heated and unheated*

Accessory Buildings **\$100**
Accessory buildings include pools, decks, patios, porches, picnic shelters, carports and portable carports.

Sign Permit Fees	\$50 flat fee plus \$1 per square foot of signage
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Zoning Verification Letter Fee \$40

Fence Permits	\$25
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Re-inspection Fee	\$25 for each failed inspection for that permit
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Cellular Towers

\$10 per foot in height

- Manufactured Homes and Mobile Homes shall be permitted at the same rate as Building Permit Fees.

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

Mayor Dwayne Cole

Sherry Yelvington, City Recorder

RESOLUTION 2023-03-02

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD TENNESSEE TO DISCONTINUE A PERIOD OF TEMPORARY EMPLOYMENT FOR EMPLOYEES PARTICIPATING IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM.

WHEREAS The Tennessee Code Annotated Section 8-35-107 allows a political subdivision to establish a non-recoverable period of temporary employment not to exceed six (6) months in duration for all of its employees before they are eligible for membership in said retirement system; and

WHEREAS the City of Munford wishes to discontinue said temporary employment period for all of its new employee hired after the effective date of this Resolution.

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

THAT, a discontinuation of its present temporary employment period for all new employees hired after the effective date of this Resolution.

Passed and so ordered, this the _____ day of _____, 2023, the public welfare requiring it.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

State of Tennessee

County of Tipton

I, Sherry Yelvington, Recorder of the Board of Mayor and Aldermen of the City of Munford do hereby certify that this is a true and exact copy of the foregoing resolution that was approved and adopted at a meeting held on the 27th day of March, 2023, the original of which is on file in this office. I further certify that _____ members voted in favor of the resolution and that _____ members were present and voting.

IN WITNESS THEREOF, I have hereunto set my hand, and the seal of the City of Munford.

Sherry Yelvington, City Recorder

RESOLUTION 2023-03-03

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MUNFORD TENNESSEE TO PURCHASE PROPERTY AT 1483 MUNFORD AVE.

WHEREAS the Board of Mayor and Aldermen of the city of Munford Tennessee deems it desirable and, in the city's, best interest to acquire the property located at 1483 Munford Ave, in the City of Munford and County of Tipton, State of Tennessee; and

WHEREAS purchase of the property will be paid by the City of Munford General Fund via financing through First Citizens Bank at a rate of zero-point zero percent (0.0%) for ten years; and

WHEREAS First Citizens Bank will make an annual donation to the City of Munford for the payment amount of the note starting one year after sale/transfer.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen as follows:

THAT, this city acquires the Property [for such price and upon such terms and conditions as the Mayor and/or City Recorder of this city may, in their discretion, deem advisable] for a price of \$127,000.

THAT, the Mayor and/or City Recorder are hereby authorized, directed, and empowered to execute, for and on behalf of this city and in its name, any and all documents required in connection with the purchase of the Property, including but not limited to purchase agreements and escrow documents; and

THAT, that any actions taken by such officers prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this municipal government.

Passed and so ordered, this the _____ day of _____, 2023, the public welfare requiring it.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

**CONTRACT FOR SALE AND PURCHASE OF
REAL ESTATE**

This contract is made and entered by and between FIRST CITIZENS NATIONAL BANK,
(SELLER) and CITY OF MUNFORD (PURCHASER).

Received of Purchaser the sum of ONE DOLLAR AND ZERO CENTS (\$1.00) as earnest
money in part payment for the purchase of the following real estate located in the County of
Tipton and State of Tennessee:

Map & Parcel: 112D-F-004.02

Description of Real Estate: 1483 MUNFORD AVE, MUNFORD, TN 38058

Seller covenants and agrees to sell the real estate by good and sufficient warranty deed, to
Purchaser. Purchaser covenants and agrees to purchase and accept real estate for a total
price of ONE-HUNDRED TWENTY-SEVEN THOUSAND DOLLARS (\$127,000.00).

Terms of sale are as follows:

It is understood that the enumerated terms in this section are controlling if language exist in
the contract that are contradictory to said terms in this section.

1. FIRST CITIZENS NATIONAL BANK (FCNB) to finance the purchase of this property at
a rate of ZERO POINT ZERO PERCENT (0.0%) for a maximum term of ten (10) years
with annual principal deductions.
2. FCNB to make an annual donation to the CITY OF MUNFORD (the City) for the
payment amount of note starting one year after sale/transfer.
3. FCNB will have an opportunity regarding naming rights for a to be determined portion of
the facility/space.
4. FCNB to have future access/space for the installation of an ATM to be used in the
normal course of business.
5. FCNB to hold a right of first refusal if the City were to sell/transfer said property for initial
investment.
6. FCNB to be "The Bank" of choice for the City based on competitive market pricing.
7. The City to pay all closing costs involved in the transaction for both parties.
8. FCNB to credit the City for their portion of prorated County and City taxes.

Closing to be on or before 4/1/2023

Closing Agent to be DANNY GOULDER, ATTORNEY
55 COLLEGE STREET
MUNFORD, TN 38058
901-837-0194
realestate@dannygoulder.com

Possession of real estate is to be given on date of upon closing.

Title is to be conveyed subject to all restrictions, easements, and covenants of record and subject to zoning ordinance; or laws of any government authority. Purchaser shall have the right to inspect property prior to closing.

Settlement and payment of Balance, in any, of cash payment shall be made upon presentation of a good and valid warranty deed with the usual covenants and conveying a good and merchantable, after allowing fifteen days from completion of title search or the delivery of abstracts for examination of title. At the election of Purchaser, Seller agrees promptly to furnish, for examination only, either title search or adequate abstracts of title, taxes and judgments, covering Property, or at Seller's option, a policy of title insurance by FIRST AMERICAN TITLE for the amount of the above of the above purchase price, insuring marketability of title. Adequate abstracts of title, taxes, and judgements are those required by FIRST AMERICAN TITLE as the basis for the issuance of a policy of title insurance. In the event of controversy regarding title, a title insurance policy covering property, issued by FIRST AMERICAN TITLE for the above purchase price, shall constitute and be accepted by Purchaser as conclusive evidence of good and merchantable title.

If the title is not good and cannot be made good within a reasonable time after written notice has been given that the title is defective, specifically pointing out the defects, then any earnest money collected shall be returned to Purchaser. If the title is good and the Purchaser shall fail to pay for Property as specified herein. Seller shall have the right to elect to declare this contract cancelled, and upon such election, the earnest money shall be retained by Seller as liquidated damages. The right given Seller to make the above election shall not be Seller's exclusive remedy, and either party shall have the right to elect to affirm this contract and enforce its specific performance or recover full damages for its breach. Seller's retention of such earnest money shall not be evidence of an election to declare this contract cancelled, as Seller shall have the right to retain his portion of earnest money to be credited against damages sustained.

This instrument when signed only by the prospective Purchaser shall constitute an offer which shall not be withdrawable in less than 48 hours from the date hereof.

Purchaser accepts Property in its existing condition, no warranties or representations have been made by Seller which are not expressly stated herein.

WITNESS the signature of all parties this _____ day of _____, 2023

CITY OF MUNFORD (Purchaser)

Phone number / Email address

By: _____

Title: _____

FIRST CITIZENS BANK (Seller)

Phone number / Email address

By: CHRISTIAN HECKLER

Title: Executive Vice President

RESOLUTION: 2023-03-04

**RESOLUTION APPROVING AWARD OF CONTRACT FOR ROADWAY
IMPROVEMENTS, 2023**

WHEREAS, bids were received on March 21, 2023 for paving City streets and the new Sutherland Shop drive, and;

WHEREAS, the low bidder has been investigated by the Engineer and the best interest of the City has been anticipated to be served by awarding the contract to the low bidder.

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

That the Mayor be authorized to execute a contract in the amount of \$505,487.94 for the base bid with the low bidder, Fowler Paving Company, 12540 Highway 64, Somerville, TN 38060.

The Mayor declared the Resolution duly adopted and effective from and after this 27th day of March, 2023.

Done by order of the Board of Mayor and Aldermen of the City of Munford, Tennessee this 27th day of March, 2023.

Dwayne Cole
Mayor

ATTEST

Sherry Yelvington
City Recorder



KING ENGINEERING CONSULTANTS
INCORPORATED

3355 POPLAR AVENUE
SUITE 200
MEMPHIS, TN 38111-4676

TELEPHONE 901/323-1000
901/324-1516
FAX 901/324-1516

March 22, 2023

The Honorable Dwayne Cole
and Board of Aldermen
City Hall
1397 Munford Avenue
Munford, TN 38058

Re: Roadway Improvements
2023
Munford, Tennessee

Dear Mayor Cole and Board:

On March 21, 2023, bids were received for the referenced project. Based upon past positive results, we recommend that the contract be awarded to the low bidder, who is Fowler Paving Company, 12540 Highway 64, Somerville, TN 38068. The amount for the base bid is \$505,487.94.

Sincerely,

KING ENGINEERING CONSULTANTS, Inc.

Ken King
KK:pw

A handwritten signature in cursive script, appearing to read 'Ken King', is written over the typed name and initials.



CHECKS OVER \$10,000

February 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
A2H Engineers	213361	\$ 10,500.00	Sidewalk Turnlane Project
Cigna Healthcare	21403	\$ 73,581.13	Insurance (70,450.24) and HRA (3,130.89)
Coats of Color Construction	21339	\$ 38,360.00	Final Paint at Sutherland and Water Plant
Equipment Controls Company	21428	\$ 29,979.58	Gas Meters
Ford Construction Company	21351	\$ 56,924.76	STP Project
Rose Construction	21385	\$ 71,516.12	Sutherland Shop Draw #5
Southwest TN Electric	21387	\$ 23,785.90	Electrical Service (December-January)
	21467	<u>14,475.54</u>	Electrical Service (December-January)
Total Southwest Elect		\$ 38,261.44	
TN Energy Acquisition Corp	21393	\$378,032.31	Natural Gas Purchase/Transport
Waste Pro	21405	\$ 47,714.05	Solid Waste (December(lost in mail)& January)
Wex Bank Valero	21408	\$ 12,790.49	Fuel
Total		\$ 757,659.88	

City of Munford
Balance Sheet Summary
For the Period Ended February 28, 2023

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	\$3,163,258	\$208,646	\$57,831	\$0	\$0	\$3,429,735
State Street Aid Fund	\$532,845	\$0	\$0	\$0	\$0	\$532,845
Drug Fund	\$25,638	\$0	\$0	\$0	\$0	\$25,638
Solid Waste Fund	\$64,171	\$48,030	\$0	\$0	\$0	\$112,201
Water-Sewer Fund	\$924,491	\$229,948	\$0	\$0	\$9,598,379	\$10,752,818
Gas Fund	\$4,309,766	\$681,051	\$0	\$250,607	\$7,847,888	\$13,089,311
	\$9,020,169	\$1,167,675	\$57,831	\$250,607	\$17,446,266	\$27,942,548

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$245,666	\$1,200	\$0	\$0	\$246,866
State Street Aid Fund	\$2,328	\$0	\$0	\$0	\$2,328
Drug Fund	\$2,343	\$0	\$0	\$0	\$2,343
Solid Waste Fund	\$24,030	\$0	\$10,846	\$0	\$34,876
Water-Sewer Fund	\$55,288	\$111,916	\$20,841	\$3,023,482	\$3,211,527
Gas Fund	\$56,388	\$65,407	\$26,144	\$1,218,251	\$1,366,189
	\$386,043	\$178,522	\$57,831	\$0	\$4,241,733

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,130,225	\$1,052,643		\$3,182,868
State Street Aid Fund	\$511,905	\$18,612		\$530,517
Drug Fund	\$27,070		(\$3,775)	\$23,295
Solid Waste Fund	\$97,869		(\$20,544)	\$77,325
Water-Sewer Fund	\$7,284,565	\$256,725		\$7,541,290
Gas Fund	\$11,702,534	\$20,589		\$11,723,123
	\$21,754,167	\$1,348,569	(\$24,319)	\$23,078,417

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	3,988,219	251,537	2,669,200	1,071,255	(3,775)	3,736,680
Enterprise Funds	23,954,330	4,612,592	19,084,967	277,314	(20,544)	19,341,737
	27,942,548	4,864,130	21,754,167	1,348,569	(24,319)	23,078,417

General Fund Budget Update

General Fund
Budget Update
02-28-2023

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
REVENUES			
LOCAL TAXES	3,121,171.00	2,452,285.00	78.57%
LICENSES & PERMITS	44,700.00	25,077.00	56.10%
INTERGOVERNMENTAL	1,799,612.00	2,576,288.00	143.16%
CHARGES FOR SERVICE			
POLICE SERVICES	3,000.00	1,610.00	53.67%
FIRE PROTECTION	2,700.00	9,799.00	362.93%
FEES & COMMISSIONS	4,000.00	5,928.00	148.20%
P&R - PROGRAMS	120,500.00	97,979.00	81.31%
P&R - CONCESSIONS	12,000.00	15,316.00	127.63%
P&R - CENTENNIAL	126,250.00	95,555.00	75.69%
RENTAL FEES	169,000.00	123,129.00	72.86%
LIBRARY SERVICES	5,150.00	4,116.00	79.92%
COMMUNITY DEV	6,000.00	1,164.00	19.40%
	448,600.00	354,596.00	79.05%
FINES & FORFEITURES	145,600.00	135,476.00	93.05%
OTHER REVENUES	6,400.00	18,941.00	295.95%
TOTAL REVENUES	5,566,083.00	5,562,663.00	99.94%
EXPENSES			
GENERAL GOVERNMENT			
LEGISLATIVE	26,741.00	18,998.00	71.04%
JUDICIAL	17,959.00	12,270.00	68.32%
	44,700.00	31,268.00	69.95%
FINANCE & ADMINISTRATION	73,627.00	50,689.00	68.85%
CODE ENFORCEMENT	81,173.00	82,863.00	102.08%
PUBLIC SAFETY			
POLICE	1,699,396.00	1,193,159.00	70.21%
FIRE	1,328,159.00	925,298.00	69.67%
	3,027,555.00	2,118,457.00	69.97%
STREETS			
STREETS	617,836.00	1,494,780.00	241.94%
PARKS & RECREATION			
P & R ADMIN	432,072.00	286,847.00	66.39%
P & R PROGRAMS	64,400.00	60,826.00	94.45%
CENTENNIAL	321,008.00	189,580.00	59.06%
PARKS	353,550.00	25,179.00	7.12%
TIPTON PLAZA	35,700.00	22,071.00	61.82%
	1,206,730.00	584,503.00	48.44%
LIBRARY	124,117.00	76,126.00	61.33%
COMMUNITY DEVELOPMENT	24,636.00	26,639.00	108.13%
DEBT SERVICE	241,303.00	44,694.00	18.52%
TOTAL EXPENSES	5,441,677.00	4,510,019.00	82.88%
RESERVE	0.00	0.00	
Net Surplus/(loss)	124,406.00	1,052,644.00	

Budget Update	02/2023
State Street Aid	

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
REVENUES			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	122,084	58,744	48.12%
STATE - \$0.03 GASOLINE TAX	34,590	16,581	47.94%
STATE - 1989 GASOLINE TAX INCREASE	20,347	7,538	37.05%
STATE - GAS 2017 TAX	49,851	28,883	57.94%
STATEST - INTEREST EARNINGS	1,750	2,641	150.91%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
TOTAL REVENUES	228,622	114,387	50.03%
EXPENSES			
STATE ST - ELECTRIC	25,000	17,079	68.32%
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	40,201	121.30%
STATE ST - INTEREST TML#5	16,714	18,494	110.65%
STATE ST - CAPITAL OUTLAY	0	20,000	0.00%
TOTAL EXPENSES	174,857	95,774	54.77%
Net Surplus/(loss)	53,765	18,613	

Budget Update	02/2023
Drug Fund	

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
REVENUES			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	500	600	120.00%
DRUG - CIRCUIT COURT	200	489	244.50%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	1,000	4,784	478.40%
OR - INTEREST EARNINGS	80	138	172.50%
TOTAL REVENUES	1,780	6,011	337.70%
EXPENSES			
DRUG - MEMBERSHIPS	0	140	0.00%
DRUG - MEDICAL/VET	800	293	36.63%
DRUG - PROF SERV TRAINING	0	475	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	8,678	0.00%
TOTAL EXPENSES	1,300	9,786	752.77%
Net Surplus/(loss)	480	(3,775)	

Budget Update	02/2023
Solid Waste Fund	

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
REVENUES			
TRASH COLLECTION - RESIDENTIAL	441,763	304,399	68.91%
TRASH COLLECTION - POPLAR GROVE	28,549	13,005	45.55%
TRASH COLLECTION- LATE PENALTIES	7,000	6,013	85.90%
TRASH COLLECTION - INTEREST REVENUE	300	347	115.67%
TOTAL SOLID WASTE REVENUES	477,612	323,764	67.79%
EXPENSES			
TRASH -VENDOR SERVICES	270,206	184,124	68.14%
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%
	<i>Legislative</i>	15,730	71.04%
	<i>Finance & Administration</i>	147,255	68.85%
		162,985	69.06%
TOTAL SOLID WASTE COLLECTION	433,191	344,308	79.48%
Surplus/(loss)	44,421	(20,544)	

Budget Update	02/2023
Water - Sewer Fund	

Percentage of Budget Yr Complete 66.67%

	BUDGET	ACTUAL	% MET
REVENUES			
Sales	2,349,789	1,760,274	74.91%
Rent Revenue	4,000	4,000	100.00%
Service Charges	502,450	231,779	46.13%
Other Revenues	4,200	4,544	108.19%
TOTAL WATER-SEWER REVENUES	2,860,439	2,000,597	69.94%
EXPENSES			
Water - Treatment	508,843	377,993	74.28%
Water - Distribution	68,150	63,083	92.56%
Sewer - Treatment	379,975	313,066	82.39%
Sewer - Collection	231,205	142,156	61.48%
Personnel	898,318	468,742	52.18%
Contract Services	84,850	50,645	59.69%
Supplies	155,800	46,050	29.56%
Fixed Charges	74,000	17,805	24.06%
Rebates/Debt Service	137,331	51,336	37.38%
	2,538,472	1,530,876	60.31%
Allocations			
	<i>Legislative</i>	14,943	71.04%
	<i>Finance & Administration</i>	220,882	68.85%
	<i>Code Enforcement</i>	40,586	102.08%
	<i>Community Development</i>	8,212	108.13%
		284,623	74.83%
TOTAL WATER-SEWER EXPENSES	2,823,095	1,743,870	61.77%
Net Surplus/(loss)	37,344	256,727	

Budget Update Gas Fund	02/2023
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Percentage of Budget Yr Complete	66.67%
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	BUDGET	ACTUAL	% MET
REVENUES			
Sales	4,625,000	3,437,389	74.32%
Service Charges	305,800	161,339	52.76%
Other Revenues	28,800	17,618	61.17%
TOTAL GAS REVENUES	4,959,600	3,616,346	72.92%
EXPENSES			
Personnel	897,356	547,776	61.04%
Contract Services	265,175	195,099	73.57%
Materials/Supplies	2,749,500	2,305,921	83.87%
Fixed Charges	548,500	257,663	46.98%
Rebates/Debt Service	34,788	16,143	46.40%
Economic Development Allocations	0	5,000	0.00%
<i>Legislative</i>	<i>21,235</i>	<i>15,087</i>	<i>71.05%</i>
<i>Finance & Administration</i>	<i>294,510</i>	<i>202,756</i>	<i>68.85%</i>
<i>Code Enforcement</i>	<i>40,586</i>	<i>41,431</i>	<i>102.08%</i>
<i>Community Development</i>	<i>8,212</i>	<i>8,880</i>	<i>108.13%</i>
	364,543	268,154	73.56%
TOTAL GAS EXPENSES	4,859,862	3,595,756	73.99%
Net Surplus/(loss)	99,738	20,590	

**TENNESSE DEPARTMENT OF REVENUE SALES TAX
MONTH OF**

**March 20, 2023
February**

TOTAL COLLECTIONS	\$1,251,981.99	1.1250%	\$14,084.8000	\$14,084.80
OUT OF STATE ADJ/ADJ	\$27,849.21	1.1250%	\$313.3000	\$313.30
TOTAL COLLECTIONS	\$1,279,831.20			\$14,398.10
NET COLLECTIONS				\$1,265,433.10

COUNTY/CITY NAME	TOTAL COLLECTIONS	LESS ADMIN. COSTS	NET COLLECTIONS
TIPTON COUNTY	\$213,569.73	\$2,402.6600	\$211,167.07
OUT OF STATE ADJ	\$8,705.66	\$97.9400	\$8,607.72
	\$222,275.39	\$2,500.6000	\$219,774.79
COVINGTON	\$519,728.35	\$5,846.9400	\$513,881.41
OUT OF STATE ADJ	\$6,419.24	\$72.2200	\$6,347.02
	\$526,147.59	\$5,919.1600	\$520,228.43
ATOKA	\$279,493.74	\$3,144.3000	\$276,349.44
OUT OF STATE ADJ	\$6,154.68	\$69.2400	\$6,085.44
	\$285,648.42	\$3,213.5400	\$282,434.88
BRIGHTON	\$47,315.58	\$532.3000	\$46,783.28
OUT OF STATE ADJ	\$1,941.09	\$21.8400	\$1,919.25
	\$49,256.67	\$554.1400	\$48,702.53
BURLISON	\$7,394.64	\$83.1900	\$7,311.45
OUT OF STATE ADJ	\$303.56	\$3.4200	\$300.14
	\$7,698.20	\$86.6000	\$7,611.60
GARLAND	\$10,376.50	\$116.7400	\$10,259.76
OUT OF STATE ADJ	\$142.03	\$1.6000	\$140.43
	\$10,518.53	\$118.3300	\$10,400.20
MASON	\$18,832.75	\$211.8700	\$18,620.88
OUT OF STATE ADJ	\$459.51	\$5.1700	\$454.34
	\$19,292.26	\$217.0400	\$19,075.22
MUNFORD	\$150,390.69	\$1,691.9000	\$148,698.79
OUT OF STATE ADJ	\$3,600.90	\$40.5100	\$3,560.39
	\$153,991.59	\$1,732.4100	\$152,259.18
GILT EDGE	\$4,880.01	\$54.9000	\$4,825.11
OUT OF STATE ADJ	\$122.54	\$1.3800	\$121.16
	\$5,002.55	\$56.2800	\$4,946.27
	\$1,279,831.20	\$14,398.10	\$1,265,433.10

1/2 TO SCHOOL \$632,716.5500

COUNTY/CITY NAME	TOTAL COLLECTIONS	LESS ADMIN. COSTS	NET COLLECTIONS
TIPTON COUNTY	\$109,887.3965	\$1,098.87	\$108,788.53
COVINGTON	\$260,114.2165	\$2,601.14	\$257,513.08
ATOKA	\$141,217.4377	\$1,412.17	\$139,805.27
BRIGHTON	\$24,351.2650	\$243.51	\$24,107.75
BURLISON	\$3,805.7982	\$38.06	\$3,767.73
GARLAND	\$5,200.1005	\$52.00	\$5,148.10
MASON	\$9,537.6110	\$95.38	\$9,442.23
MUNFORD	\$76,129.5914	\$761.30	\$75,368.29
GILT EDGE	\$2,473.1333	\$24.73	\$2,448.40
	\$632,716.5500	\$6,327.17	\$626,389.38

101 GEN COUNTY	\$109,887.40
141 SCHOOLS	\$632,716.55
351 CITIES	\$522,829.15
	\$1,265,433.10

COUNTY/CITY	OUT OF STATE COL	PERCENTAGE	AMOUNT
TIPTON	\$27,849.21	31.2600%	\$8,705.6630
COVINGTON	\$27,849.21	23.0500%	\$6,419.2429
ATOKA	\$27,849.21	22.1000%	\$6,154.6754
BRIGHTON	\$27,849.21	6.9700%	\$1,941.0899
BURLISON	\$27,849.21	1.0900%	\$303.5564
GARLAND	\$27,849.21	0.5100%	\$142.0310
MASON	\$27,849.21	1.6500%	\$459.5120
MUNFORD	\$27,849.21	12.9300%	\$3,600.9029
GILT EDGE	\$27,849.21	0.4400%	\$122.5365
		100.0000%	\$27,849.21

Upcoming Meeting Dates and Events

April 2023

Mar 30 (Thursday)

6:00 Mayor's Appreciation Dinner @ Balcony

Apr 6 (Thursday)

4:00-6:00 FY2024 - Budget Session – Department Head presentations

Apr 7 (Friday)

*** All City Offices Closed in Observance of Good Friday***

Apr 11 (Tuesday)

6:30 Planning Commission

Apr 15 (Saturday)

8:00 – 11:00 Munford Beautiful – Clean Up Day

Apr 20 (Thursday)

2:30 Birthday Coffee

4:00 Budget Sessions

Apr 24 (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

UNAPPROVED

Munford Municipal-Regional Planning Commission
March 14, 2023

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, March 14, 2023, at 6:30 p.m. with the following:

PRESENT: Chairman Roy Meadors, Vice-Chairman David Keeton, John Moren, Aldermen Steve Childress, Terry Waits, Mayor Dwayne Cole and Vernon Paimore.

ABSENT- None

ALSO, PRESENT- Wayne Boulter, Pinky Dike, Planner Will Radford, Code Enforcement Jake Chumley, Building Inspector/Code Enforcement Officer Glenn Stringfellow and Recording Secretary Barbara Younger.

The meeting was called to order at 6:35 p.m. by Chairman Roy Meadors. There was a quorum present.

I. APPROVAL OF MINUTES – February 14, 2023

There was a motion by David Keeton, seconded by Terry Waits to approve the minutes from February 14, 2023, as presented. Motion carried all present voting aye.

II. OLD BUSINESS – None

III. NEW BUSINESS

A. Election of Officers

Chairman Roy Meadors turned the proceedings over to Planner Will Radford to start the election process. Will Radford opened the floor for nominations for Chairman of the Planning Commission.

David Keeton nominated Roy Meadors for the position of Planning Commission Chairman, seconded by John Moren. Terry Waits made a motion to cease nominations by acclimation with a second from Steve Childress. All present voting aye.

Meeting was turned over to Chairman Roy Meadors.

Chairman Roy Meadors called for nominations for Vice-Chairman of the Planning Commission.

Mayor Dwayne Cole nominated David Keeton for the position of the Planning Commission Vice-Chairman, seconded by Terry Waits. Vernon Pairmore made a motion to cease nominations by acclimation with a second from Terry Waits. All present voting aye.

David Keeton nominated John Moren for the position of Planning Commission Secretary, with a second by Steve Childress. Vernon Pairmore made a motion to cease nominations by acclimation with a second from Terry Waits. All present voting aye.

B. Bell Park Preliminary Plat

Background

A preliminary subdivision plat has been submitted by Munford Development Company to create 35 Lots and new road construction between West Main Street and Adkins Circle. The property can be further identified as Parcel 6.00 on Tipton County Tax Map 112C, Group A. The property is zoned R-4 (High Density Multi-Family Residential) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The project consists of proposed Townhouses which is subject to Site Plan Review prior to construction.

The project consists of proposed Townhouses which is subject to Site Plan Review prior to issuance of a building permit. The site plan section of the R-4 district states as follows:

64.10 Site Plan Review

Prior to the issuance of a building permit, site plan review is required in accordance with Article III, Section 41 of this Ordinance for all permitted uses and uses permitted on approval of the Board of Zoning Appeals. Once a site plan has been approved and all modifications, if any, have been made, a building permit may be issued. The Building Inspector shall maintain a copy of the site plan in the permanent files of the city.

64.101 Townhouses and Multi-Family Dwellings, Attached Dwellings

These type dwellings require a site plan under the provisions of Section 64.10 and Article III Section 41 of this Ordinance. Multi-Family Dwellings are subject to the Design Standards, Section 64-103.

64-102 Traditional Neighborhood Single-Family Dwellings

Single-Family Dwellings require a preliminary and final site plan under the following provisions for Traditional Neighborhood developments:

- (1) Developments will be a minimum of five acres (5) and a maximum of twenty acres (20).
- (2) Developments are permitted only within a half mile (0.5 mile) of any school park or other public space or within a half mile (0.5 Mile) of the Central Business District, a point approved by the Planning Commission.
- (3) All rights-of-way must be a minimum of twenty-five feet (25') in width.

- (4) Ten-foot (10') easements must be on both sides of each street to allow for utilities and sidewalks.
- (5) Sidewalks will be required along all streets and must be at least four feet (4') in width, with a minimum of three feet (3') grass strip between the curb and sidewalk.
- (6) Curbing and guttering must be provided throughout the entire development, in accordance with design standards specified in the Munford Municipal Subdivision Regulations.
- (7) Each lot must have direct access to a twenty foot (20') wide alley with a paved surface, with design standards in accordance with the of Munford Municipal Subdivision Regulations.
- (8) In addition to open space created by streets, alleys and setbacks, an additional three percent (3%) of the development must be designated as open space. Such open space must be maintained by either a homeowners' association or the City of Munford – a point determined by the Munford Planning Commission. Areas such as common grounds or neighborhood facilities may qualify, as well as functional areas such as detention basins, if approved by the Planning Commission.
- (9) Documentation must be provided by the City of Munford that sufficient infrastructure exists to support the development. Any expansion would be at the cost to the developer. Documentation will be in the form of the City Manager's signature on the site plan.
- (10) In addition to the requirements of the Munford Municipal Subdivision Regulations, a preliminary site plan and a final site plan must be submitted for the total development. The preliminary site plan will also contain information sufficient to qualify as a preliminary plat. Construction plan information must then be provided. Finally, a final site plan for enforcement and a final subdivision plat for recording must be submitted and approved by the Planning Commission.

64.103 Design Standards for Multi-Family Dwellings

The following standards are required for all Multi-Family Developments and should be applied along with Site Plan Review by the Planning Commission. The purpose of these regulations are to promote qualities in the environment that will sustain economic well-being while maximizing potential for perseveration of green space and open space while fostering attractiveness and functional utility resulting in a rural, small-town atmosphere where people desire to live, work, and relax while preserving and safeguarding public investments.

Architectural Guidelines:

- (1) No more than four (4) units per building shall be permitted.
- (2) Structures should be compatible or superior to established local character and create a "sense of neighborhood".
- (3) In most cases, buildings are not viewed in isolation, but rather in the context of nearby buildings and sites. While architectural style may vary, buildings should be compatible with their environment with regard to massing, scale, proportion of openings, roof types, types of glazed openings, and degree of detail.
- (4) Building forms should be tailored to complement the existing or approved manipulations of the topography and site features.
- (5) Buildings should be oriented such that their main entrances are visible from the approach, unless the characteristics of the site result in an unacceptable burden.

- (6) Where a clearly established development character and scale exists, new infill development should include key design elements of adjoining buildings with respect to windows, doors, rhythm of bays, detailing, roof forms, materials, and colors.
- (7) Exterior colors should be earth tones and compatible with adjacent properties. Subdued, muted colors are preferred; bright colors may be permitted on a limited basis to achieve accent or contrast.
- (8) Buildings should have a defined base and cap.
- (9) Buildings should be sited with front entrances and porches towards streets, drives and plazas, rather than clustered around parking lots.
- (10) Long, uninterrupted facade planes greater than 50' should be avoided.
- (11) Window and door openings should have a vertical orientation and should be vertically coordinated between floors.
- (12) The following are acceptable as exterior materials: brick, rock, tile, plaster, stucco, glass and glazing, or other materials as deemed acceptable. Unacceptable exterior materials include standard block, metal siding, and vinyl. Ground face masonry may be used as an accent only.
- (13) Primary facade materials should change at outside corners. Material changes should occur along a horizontal line or where two forms meet. It may be acceptable, however, for a change of materials as accent around windows, doors, cornice lines, at building corners, or in a repetitive pattern.
- (14) Exterior walls, excluding windows and doors, should be comprised primarily of one material. Complementary secondary materials are recommended to provide detail and scale.
- (15) The primary architectural treatment will normally be required only on the front of the building, with the exceptions of situations where the building is situated on an intersection, in which case exposed sides would be included. Sides and rear of buildings, as well as any accessory structures pertinent to the primary use, may be accentuated with similar materials as previously described. The primary material should extend over a minimum of 50% of the exterior wall.
- (16) Blank walls facing streets should be avoided.
- (17) Roof forms should be appropriate to the general design and scale and should be applied to the entire roof. Flat roofs or low-pitched roofs with parapet walls are encouraged for larger buildings. Alternative roof forms may be acceptable if deemed appropriate in consideration of a unique architectural style.
- (18) Roofs that are visible from the street should be finished with colors and features consistent with the architecture of the facade.
- (19) Rooftop units should be screened from all non-aerial views and should be compatible in color and material with the overall building palette.
- (20) Service or loading areas should be located away from streets, be adequately screened, or appropriately designed as an attractive feature.
- (21) Prototype or franchise appearances shall reflect these architectural restrictions. National standard designs shall be adapted to complement the local context by careful siting, use of compatible materials, and prudent landscaping to appropriately blend with the neighborhood.

Landscaping Guidelines:

- (1) Buffer area shall be required to be planted along the perimeter of the site.
- (2) Consideration for the use of native drought resistant species is strongly encouraged to reduce the need for aggressive irrigation systems.
- (3) Large areas of mulch, gravel, or bare soil should be avoided.

- (4) A minimum of 20% of the site should be dedicated to vegetated landscape. In certain cases, utilization of permeable pavement and other sustainable tools may be considered as a means of reducing the minimum landscape area.
- (5) Use of groundcover, shrubs, and understory trees is encouraged as a lower maintenance and higher impact treatment than predominant use of turf.
- (6) Diseased, dead, or dying vegetation shall be professionally treated, or removed and replaced in accordance with the originally specified plan.

Screening & Fencing Guidelines:

- (1) Screening should be utilized to soften transitional areas between land uses, and as nuisance barriers for service and loading areas, dumpsters, material storage areas, utility boxes, etc.
- (2) Screening may be composed of shrubs, understory trees, landscaped earthen berms, or constructed fencing.
- (3) Fences should not exceed 6 feet in height and may be composed of rock, masonry, durable wood, or ornamental metal. In some cases, the use of chain link (dark green or black only), plastic, or wire fencing may be considered.
- (4) Long, solid fencing should be softened by addition of shrubs or trees along the fence and turns should be accomplished using curves rather than sharp turns or corners.
- (5) Screens should not divert or impede natural water flow unless specifically designed for that purpose.

Lighting:

- (1) Lighting guidelines do not apply to street lighting which are subject to subsequent ownership by the City of Munford.
- (2) The lighting plan should consider lighting schemes that compliments the surrounding features with minimum adverse impact on adjacent properties and the public realm.
- (3) Lighting levels should be as level as practical.
- (4) Light fixtures that cast light downward are preferred.
- (5) Warm lighting colors are preferred; blue-white color is discouraged.
- (6) Lighting fixtures should be shielded to reduce glare.
- (7) An average of 0.4 foot-candles is preferred.
- (8) Ornamental lighting is strongly encouraged with consistent poles and fixtures throughout a development.
- (9) Concrete pole bases should not exceed 12 inches in height.
- (10) Ground-mounted, pedestrian scale lighting and bollards should be considered as an alternate to pole mounted lighting where practical.
- (11) Lighting directed on buildings is discouraged.

Signage Guidelines:

- (1) Emphasis of signage should be on identification rather than advertising.
- (2) Use of ground level mobile signs with removable and interchangeable lettering shall be avoided.
- (3) Ground level signs should be located in consideration of traffic and pedestrian safety, street rights of way and setback requirements and should be complemented with the use of groundcover, flowers, shrubs, or other landscape or hardscape material to soften the presentation.

Parking/Garages/Walkways Guidelines:

- (1) Common parking facilities shall be screened from the property line exterior to the development site and shall not be visible to adjacent single-family parcels. Such parking facilities shall not be designed for more than twelve parking spaces and shall not be closer than one hundred feet to another such parking facility.
- (2) Parking lots shall be located behind buildings or screened from view from internal streets, except where it is deemed appropriate to use a parking lot as a buffer from an arterial street.
- (3) At no time, will individual common parking spaces be covered.
- (4) Garages shall be designed to be integrated with the building design or sited so as to avoid long monotonous rows or garage doors and building walls. Garages shall be oriented so that they do not visually dominate the building.
- (5) Trailers may be utilized to move items such as furniture, appliances etc. but are not allowed to occupy parking spaces.
- (6) All vehicles must maintain and display current registration at all times.
- (7) Minor maintenance/upkeep such as washing, polishing, tire changing etc. may be permitted.
- (8) Vehicles must be supported by tires with no assist from jack stands, blocks or similar items.
- (9) Commercial vehicles, buses, delivery trucks are not allowed to park for extended times.
- (10) Walkways shall connect all buildings with the parking areas, play areas, clubhouses and existing public sidewalks adjacent to the development site.

Miscellaneous Guidelines:

The Planning Commission shall review all aspects of the Site Plan and in addition to consideration of the hereinabove described Guidelines, the Planning Commission shall review and make recommendations concerning proper utilization of parking, buffering, erosion control, storm run-off, drainage, curbs/gutters/sidewalks and any other factors deemed appropriate and in accordance with various provisions within the Munford Zoning Ordinance.

The area near “Common Open Space B” needs the zoning correctly labeled. (R-1 and R-4 are mislabeled).

The Lot Width Regulations state as follows:

Townhouses and Attached dwellings	60 feet for the tract of land developed and 25 feet for each dwelling unit
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The subdivision is creating 1 access point to West Main Street and 1 access point on Adkins Circle.

Sidewalks, Curb and Gutter are required for new major subdivisions within the City according to Munford’s Municipal Subdivision Regulations:

The developer shall install, at their expense, sidewalks, curbs and gutters, curb cuts and driveway aprons and handicap ramps within the subdivision and within the right-of-way of all existing streets bordering the subdivision, under conditions specified herein.

Sidewalks shall be required to be installed by the developer on either or both sides of the street within the right-of-way of all new streets and may be required along any street if so desired by the Planning Commission when the Planning Commission deems it necessary for Public Safety.

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.

The Munford Fire Department should approve the layout of the roads.

All road names should be approved by Tipton County E-911.

Staff recommends approval of the Preliminary Plat, provided all the above issues are adequately addressed.

There was a motion by Steve Childress, seconded by John Moren to approve the Bell Park Preliminary Plat as presented. Motion carried, all present voting aye.

IV. **REPORTS**

Mayor Comments:

- Intersection Improvement and Sidewalk project is in the final stages.
- Portland Construction is working to camera sewer mains on Munford Ave, Lisa, Gilt Edge and Beaver Road.
- TDOT has scheduled Munford Avenue to be milled and repaved in 2025.
- Munford Downtown Development Grant information meeting was well attended, and we have started to receive grant applications.
- Village of Green Meadows will be having a ribbon cutting on 3-16-2023 at 10:30 a.m.
- The Mayor appreciation diner will be at the Balcony on March 30, 2023. All members are invited.

Building Inspector – Permitting and Enforcement Report

There was a motion by David Keeton, seconded by Terry Waits 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 7:07 pm.

Chairman Roy Meadors

Secretary John Moren

Barbara Younger,
Recording Secretary