



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

**AGENDA**

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –  
Monday, April 24, 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 – March 27, 2023
- E. Approve the minutes from the Special Called Meeting - April 6, 2023
- F. Public Forum

**II. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS**

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

**III. MAYOR'S REPORT**

- A. Report
- A. Proclamation/Awards

B. Appointments

C. Ordinance – Resolutions – Motions

*Second Reading*

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

*Second Reading*

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

*Second Reading*

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

*Second Reading*

- **ORDINANCE 2023-03-04** An Ordinance to amend the FY2023 Solid Waste Fund.

*First Reading*

- **ORDINANCE 2023-04-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by amending the front yard setbacks for residential districts.
- **RESOLUTION: 2023-04-02** A Resolution to adopt a schedule of permit fees for the Munford Municipal Planning Region.

D. Announcements

E. Acknowledgements

#### **IV. NEW BUSINESS**

#### **V. FINANCIAL REPORT**

- A. Checks over \$10,000
- B. Financial Report 03-31-2023

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – March 27, 2023

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**Regular Monthly Meeting – Monday March 27, 2023, 7:00 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Jack Bomar

Department Heads in Attendance: Chief Baskin, Chief Reeves, Insp Stringfellow, Director Bennard, Director Fisher

**I. CALL TO ORDER**

Mayor Cole called the March 27, 2023, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. Mayor Cole gave the invocation.

**II. ESTABLISH A QUORUM**

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

**III. APPROVE MINUTES**

Mayor Cole presented the minutes from the Regular Scheduled Meeting of February 27, 2023, for approval. *With no corrections, minutes approved as distributed.*

**IV. PUBLIC FORUM**

No one present to speak.

**V. 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*

No one present to speak for or against.

**VI. 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.
    - The Oath of Office was given to Officer Madison Rittinger by Mayor Cole.
  - 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 – Inspector Glenn Stringfellow presented the monthly report. See attached Sheet.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
  - Mayor Cole presented a proclamation in honor of “Blue and Green Day Mid-South in Tipton County” to Linda McGuire, representing Mid-South Transplant Foundation. Blue and Green Day will take place on April 14, 2023.
  - Mayor Cole presented for a second reading **ORDINANCE 2023-02-01** An Ordinance to amend the City of Munford Personnel Handbook by changing sick and vacation accrual rates for firefighters. *Motion was made by Alderman Childress to approve **ORDINANCE 2023-02-01**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
  - Mayor Cole presented for a 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. *Motion was made by Alderman Reed to approve **ORDINANCE 2023-02-02**. Motion was seconded by Alderman Glass. Motion carried; all members present voting aye.*
  - Mayor Cole presented for a first reading **ORDINANCE 2023-03-01** An Ordinance to amend the FY2023 General Operating Budget. *Motion was made by Alderman Cramer to approve **ORDINANCE 2023-03-01**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*

- Mayor Cole presented for a first reading **ORDINANCE 2023-03-02** An Ordinance to amend the FY2023 State Street Aid Budget. *Motion was made by Alderman Glass to approve **ORDINANCE 2023-03-02**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-03-03** An Ordinance to amend the FY2023 Drug Fund Budget. *Motion was made by Alderman Deneka to approve **ORDINANCE 2023-03-03**. Motion was seconded by Alderman Glass. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-03-04** An Ordinance to amend the FY2023 Solid Waste Fund Budget. *Motion was made by Alderman Glass to approve **ORDINANCE 2023-03-04**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2023-03-01** A Resolution to adopt a schedule of permit fees for the Munford Municipal Planning Region. *Motion was made by Alderman Childress to approve **RESOLUTION: 2023-03-01**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2023-03-02** A Resolution to discontinue a period of temporary employment for employees participating in the Tennessee Consolidated Retirement System. *Motion was made by Alderman Reed to approve **RESOLUTION: 2023-03-02**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2023-03-03** A Resolution authorizing purchase of 1483 Munford Ave from First Citizens Bank. *Motion was made by Alderman Glass to approve **RESOLUTION: 2023-03-03**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION: 2023-03-04** A Resolution approving award of contract for Roadway Improvements Spring 2023. *Motion was made by Alderman Cramer to approve **RESOLUTION: 2023-03-04**. Motion was seconded by Alderman Childress. 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 February. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Reed seconded motion. Motion carried; all members present voting aye.*
- **Financial Report 02-28-2023** – Mayor Cole presented the Financial Report for the period ending February 28, 2023. *A motion to accept the report was made by Alderman Childress. Alderman Glass seconded motion. Motion carried; all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 8:02 pm.

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Dwayne Cole, Mayor

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Sherry Yelvington, City Recorder



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – April 6, 2023

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**Special Called Meeting – Thursday April 6, 2023, 4:00 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Lonnie Glass

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

**I. CALL TO ORDER**

Mayor Cole called the April 6, 2023, special called meeting of the Board of Mayor and Aldermen of the City of Munford to order at 4:00 pm.

**II. ESTABLISH A QUORUM**

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

**III. PUBLIC FORUM**

No one present to speak.

**IV. OLD BUSINESS:**

- Mayor Cole presented **RESOLUTION 2023-04-01** A Resolution authorizing purchase of 1483 Munford Avenue from First Citizens Bank. *Motion was made by Alderman Childress to approve **RESOLUTION 2023-04-01** Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*

**VIII. NEW BUSINESS –**

With no further discussion the meeting was adjourned at 4:05 pm.

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Dwayne Cole, Mayor

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Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	TOTAL
<b>ACCOUNTS</b>													
<b>Current Customer Accts</b>													
Water Customers Total	3456	3456	3478	3482	3490	3481	3478	3493	3489	3500	3500	3515	41,818
Sewer Customers Total	2229	2226	2244	2250	2258	2248	2247	2260	2256	2265	2271	2282	27,036
Gas Customers Total	7441	7433	7455	7445	7417	7411	7428	7474	7489	7502	7511	7534	89,540
<i>In Atoka City Limits</i>	2565	2566	2567	2569	2570	2568	2568	2570	2569	2570	2571	2571	30,824
<i>Out of Atoka City Limits</i>	293	293	294	294	295	294	295	294	294	294	294	294	3,528
Trash Customers	1770	1781	1788	1793	1812	1817	1817	1822	1824	1828	1837	1844	21,733
<b>Customer Adjustments</b>													
Connects	94	72	69	75	82	73	95	73	70	52	46	68	869
Finals	83	75	78	118	81	68	67	44	52	42	45	69	822
Meter Sets	6	9	13	7	13	13	16	10	7	5	9	11	119
<b>PAYMENTS</b>													
<b>Payments on line</b>													
Utility paid on line	2675	2419	2425	2508	2349	2471	2633	2453	2656	2827	2363	3032	30,811
ACH Payments	1534	1586	1608	1618	1632	1643	1655	1669	1669	1705	1745	1746	19,810
E-Bills	1583	1596	1619	1636	1636	1646	1680	1708	1714	1726	1734	1748	20,026
<b>Payments Received Lobby/Mail</b>													
CC Payments	943	496	710	629	372	405	472	602	446	551	527	598	6,751
Cash Payments	612	645	636	646	671	710	678	612	599	612	622	590	7,633
Check Payments	2,322	2,376	2,172	2,143	2,172	2,092	2,268	2,240	2,412	2,322	2,402	2,172	27,093
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Deliquent Accounts</b>													
Deliquent Penalty	165	339	125	185	146	105	108	88	339	146	135	131	2,012
Cut Offs	106	234	125	151	70	105	108	88	0	148	135	131	1,401
Phone Calls	730	868	439	592	408	549	558	504	0	789	588	603	6,628
<b>SERVICE</b>													
<b>Water / Sewer</b>													
Water Service Orders	4	16	8	6	29	16	8	24	9	10	0	22	152
Sewer Service Orders	5	3	6	6	14	5	7	6	5	7	2	4	70
Amount Billed Water	\$89,615	\$93,538	\$106,852	\$126,239	\$108,530	\$120,353	\$154,170	\$102,104	\$99,776	\$96,624	\$95,953	\$93,161	\$1,286,915
Amount Billed Sewer	\$120,031	\$122,211	\$132,575	\$147,048	\$135,294	\$146,338	\$119,980	\$97,349	\$96,310	\$93,713	\$92,107	\$86,951	\$1,389,906
Damaged/Stuck Meters	0	4	65	2	27	2	1	26	8	3	16	32	186
<b>Solid Waste</b>													
Cans Delivered	22	13	8	18	23	12	8	2	6	11	5	6	134
Missed pickup	9	20	24	15	15	16	33	2	26	24	32	5	221
Damaged Cans	0	1	1	1	2	0	0	0	0	2	2	1	10
Other complaints	6	0	1	2	2	3	2	1	3	4	5	2	31
New Customers	33	25	25	22	29	17	10	4	14	12	18	20	229
Discontinued Service	3	11	7	8	4	3	7	1	4	4	8	6	66
Amount Billed	\$36,573	\$36,584	\$36,831	\$36,782	\$37,077	\$37,236	\$37,356	\$37,506	\$39,422	\$39,495	\$39,686	\$39,762	\$454,310
<b>Gas</b>													
Odor Complaints	0	11	4	7	7	7	11	16	5	18	2	10	98
Damaged / StuckMeters	4	38	49	52	28	62	1	28	38	74	68	14	456
Amount Billed	\$359,529	\$67,826	\$192,474	\$121,752	\$158,782	\$174,860	\$190,228	\$510,063	\$955,006	\$684,911	\$657,955	\$436,425	\$4,509,811
<b>Misc Service Orders</b>													
Other complaints	2	2	4	5	5	3	2	3	2	4	2	9	43
<b>Total Utility/Trash Billing</b>	<b>\$605,749</b>	<b>\$320,159</b>	<b>\$468,732</b>	<b>\$431,821</b>	<b>\$439,683</b>	<b>\$478,788</b>	<b>\$501,734</b>	<b>\$747,022</b>	<b>\$1,190,514</b>	<b>\$914,743</b>	<b>\$885,701</b>	<b>\$656,298</b>	<b>\$7,640,942</b>



City of Munford  
Public Works Monthly Report

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 Totals	PY Totals
Calls	115	55	87										257	986
Water Calls/Leaks	4	6	13										23	128
Sewer Calls/Leaks	8	9	7										24	170
Gas Calls/Leaks	11	9	18										38	146
Street/Yard/Drainage Calls	7	7	29										43	93
Water Samples	10	10	10										30	13
Cut-Offs	148	144	125										417	998
Locates	250	216	279										745	5505
Unread Meters	106	134	138										378	379
Meters Repairs	84	79	39										202	667
Sewer Taps	0	0	0										0	2
Water Sets	8	3	5										16	112
Gas Sets	12	10	10										32	81
Munford	10	4	6										20	52
Atoka	1	4	3										8	20
Brighton	1	2	1										4	9
Closed Work Orders	497	470	596										1563	5344
Water Pumped (millions)	26	24	26										76	331
Treated Pumped to River	45	42	50										137	420

**City of Munford  
Police Department**

	2023												PY	
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals	Totals
CITATIONS ISSUED	387	280	242										909	2668
COURTESY CITATIONS ISSUED	176	88	75										339	993
TRAFFIC STOPS	801	502	543										1846	5483
SPEEDING	178	113	114										405	1459
SEAT BELT	0	8	2										10	4
ARREST	60	58	53										171	478
ADULT - MALE	44	35	29										108	278
ADULT - FEMALE	15	18	19										52	160
JUVENILE - MALE	1	5	5										11	28
JUVENILE - FEMALE	0	0	0										0	9
WARRANT ARREST	6	5	9										20	52
DRUG ARREST	11	6	10										27	109
ALCOHOL ARREST	4	4	5										13	29
INCIDENT REPORTS	102	102	116										320	974
OFFICER INITIATED INCIDENTS	1724	1382	1375										4481	14438
ACCIDENT REPORTS	9	8	11										28	159
MILES PATROLLED	16200	13535	14499										44234	169629
CALLS FOR SERVICE	1374	973	1098										3445	11548



## Munford Fire Department Monthly Board Report - March 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	0										2	9
Structure Fires - County	3	1	0										4	17
Grass Fire - Munford	1	0	0										1	10
Grass Fires - County	0	3	1										4	10
Vehicle Fires - Munford	0	0	0										0	2
Vehicle Fires - County	0	0	0										0	3
Vehicle Accidents - Munford	4	6	5										15	61
Vehicle Accidents - County	3	2	0										5	12
EMS Calls - Munford	56	50	51										157	674
EMS Calls - County	3	2	7										12	36
Other Incidents - Munford	19	10	16										45	286
Other Incidents - County	2	6	2										10	63
Mutual Aid Calls	12	14	3										29	141
Burn Permits	0	2	0										2	31
<b>Total Calls - Munford</b>	<b>81</b>	<b>66</b>	<b>72</b>										<b>219</b>	<b>1053</b>
<b>Total Calls - County</b>	<b>12</b>	<b>14</b>	<b>10</b>										<b>36</b>	<b>141</b>
<b>Total Calls - Department</b>	<b>93</b>	<b>80</b>	<b>82</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>255</b>	<b>1194</b>

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
<b>Total Department Staffing</b>	<b>44</b>	<b>21</b>	<b>23</b>	<b>0</b>

Vehicle Fleet Status	Days out of Service	Comments
Unit #1 ( Chief)		
Unit # 2 (Captain)		
Inspector # 1 (Inspector)		
Med 8		
Engine 81		
Engine 88	1	
Brush Truck 81		
Brush Truck 82		
Tower 81		

	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar
<b>Payment Plan</b>												
Current	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	13 / 855
Past Due												

<b>RENTALS</b>												
Friday Night Skate	354	198	215	135	230	289	167	209	117		181	159
Skate Parties	28 / 29	24 / 31	16 / 28	\$ 23.00	23 / 28	23 / 28	29 / 31	26 / 28	17 / 17	28 / 28	28 / 28	28 / 28
Band Room	6	8	2	6	4	2	6	5	6	8	6	8
Community Room	2	1	3	2	1	2	3	2	3	4	3	4
Valentine Park Gazebo		6	3		1		4	0		1		2

<b>SENIOR SERVICES</b>												
Congregate Meals	526	540	540	499	477	458	450	456	424	460	383	
Home Delivery	129	140	140	130	163	111		137	140	136	140	

<b>Vehicle Miles</b>												
P&R - 2020 Chevy 1500											50148	50614
P&R - 2010 Chevy 3500 Dump											43,679	43,773
P&R-2008 Chevy Ext. Cab	112,301	113,260	113,399	113,655	113958	114082	114116	114846	115164	115444	115462	116217
P&R-2010 Chevy Ext. Cab	103,727	104,151	104,374	104,647	105109	105562	105709	106202	106446	106625	106852	107135
CP-2015 Chevy 4Door	48,854	49,690	49,839	50,403	51008	52095	52365	52961	53577	53833	54354	54422
P&R-01' Expedition	173,422	173,524	174,573			175574	175577	176112	176375		176384	176421
CP-05 Chevy Single Cab	143,609	144,105	144,215	144,481	144688	145034	145581	145597	145641	145680	out of service	sold

<b>Equipment Hours</b>												
Jacobsen Truckster	478	490	496	514.3	523	537	547	549	549	550	553	559
ToroInfield Drag	1722	1748	1749	1753.3	1773	1792	1797	1797	1809	1813	1822	1846
2014-61" Snapper	1017	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022
2015-72" Snapper	784	788	788	702.7	743.3	752	752	755	760	762	771	785
2015-61" Snapper-CP	868	913	917	931.5	946	960	960	960	970	970	976	981
2022-72" Xmark	1558	72	83	108.9	170.3	193	193	194	194	195	208	230
Bad Boy	1065	1068	1070	1070	1074	1075	1075	1075	1075	1075	1076	1084
Dixie Chopper	614	614	614	614	614	620	620					
JD4700 Tractor	3853	3853	3853	3853	3853	3853	3853	3853	3853	3853	3854	3854
2021 Snapper61"	217	240	274	295.5	308.2	310	310	313	322	323	325	350
Polaris SXS	704	726	766	812.9	850	865	865	904	1064	1064	1064	1283

<b>Sports Registration</b>												
Basketball						350	416	476	476	476		
Cheerleading						38	43	49	49	49		
Flag Football											206	206
Soccer				220	220						268	268
Baseball				356	359						347	347

	PERMIT NO	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	SQUARE FOOTAGE	PROJECT VALUE	PERMIT FEE	
1	1630	03/03/23	155 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00	
2	1631	03/06/23	467 RAE RD.	R	JAMES FRANK	ADDITION	700	\$20,000.00	\$100.00	
3	1632	03/14/23	28 N. PAYSON CV.	C	CHANDRA JACKSON	POOL & FENCE	N/A	N/A	\$125.00	
4	1633	03/16/23	472 GEORGE ELLIS DR.	C	APEX	NEW S.F. DWELLING	3,470	\$243,000.00	\$578.00	
5	1634	03/21/23	366 HANNAHMARIE	R	MICHEAL FORREST	ADDITION	950	\$20,000.00	\$100.00	
6	1635	03/21/23	PARK ST.	C	TOWER ASSETS	TOWER IMPROVMENTS	170	\$132,500.00	\$292.00	
7	1636	03/24/23	74 TIPTON RIDGE	C	JOHN MARUS	FENCE	N/A	N/A	\$25.00	
8	1637	03/24/23	28 S. BIGHAM CV.	C	BART STOEBNER	FENCE	N/A	N/A	\$25.00	
9	1638	03/24/23	158 FORSYTH LN.	C	D&D	NEW S.F. DWELLING	3,245	\$228,000.00	\$548.00	
10	1639	03/24/23	176 FORSYTH LN.	C	D&D	NEW S.F. DWELLING	3,212	\$225,000.00	\$542.00	
11	1640	03/24/23	64 BIGHAM CV. S.	C	D&D	NEW S.F. DWELLING	3,460	\$243,000.00	\$578.00	
12	1641	03/24/23	65 BIGHAM CV. S.	C	D&D	NEW S.F. DWELLING	3,212	\$225,000.00	\$542.00	
13	1642	03/27/23	179 PEGGY ANN LN.	R	GLENN JUDD	HVAC	N/A	N/A	\$50.00	
14	1643	03/30/23	187 WINDCHASE DR.	R	HEATH AUGUSTINE	POOL & FENCE	N/A	N/A	\$100.00	
15	1644	03/31/23	200 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,296	\$161,000.00	\$414.00	
16	1645	03/31/23	210 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	3,121	\$219,000.00	\$530.00	
17	1646	03/31/23	220 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,792	\$196,000.00	\$414.00	
18	1647	03/31/23	230 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,157	\$151,000.00	\$394.00	
19	1648	03/31/23	240 WAKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	3,121	\$219,000.00	\$530.00	
20	1614	03/09/23	290 WOOD OLOW CV.	R	CARTER GIZZARD	ACC. BLDG.	120	\$4,000.00	\$100.00	
21	1615	03/09/23	504 CULLUM RD.	C	JONATHAN SUMMERS	ACC. BLDG.		\$85,000.00	\$254.00	
22	1616	03/09/23	380 COLLEGE ST.	C	CHARLES SIMPSON	ACC. BLDG.	120	\$5,000.00	\$100.00	
23	1617		VOID			VOID				
24	1618	03/24/23	290 WALKER MEADOWS	C	KATHY SCHUIDT	FENCE	N/A	N/A	\$25.00	
25	1619	03/29/23	30 S. MEADOWS CV.	C	BENTLY RICHARDSON	ACC. BLDG.	120	\$3,500.00	\$100.00	
26										
27										
28										
29										
30										
31										
32										
33										
								Total	\$2,541,000.00	\$6,880.00

**C - CITY LIMITS**  
**R - REGION**

Complaints	29	Building Permits	26
Inspections	66	Sign permits	
Certificate Of Occupancy	9	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](http://www.munford.com)



### March 2023 Library Report

#### Overview:

- The library has sold **\$117.75** in books with the ongoing book sale.
- The library has collected **\$63.05** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$260.75**.
- The Library had **229** people use our computers and **100** requiring computer help. In addition we had **370** use the Wi-Fi. The library had **623** reference questions asked and answered.
- Library staff provided **19** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **47** new users, with **2,274** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,156** patrons.
- Through Interlibrary Loan **19** books were loaned out, and **54** were borrowed.
- Tennessee R.E.A.D.S. had **1,047** books checked out.
- Lindsey was used as a Notary Public **10** times.
- The Library had **13** volunteers.
- The adult book club met, there were **11** people in attendance.
- Through in-person and passive programming we had **21** programs with **103** attendees.
  - LEGO Club met twice with **14** in attendance.
  - Story Time was held twice with **25** in attendance
    - Local author Donna Weatherford came and read her book "Two-Turn Tina" at one of our Story Time programs.
  - Passive Programs included: BookTok, Staff Recommendations, Book Spotlight, Green Books, Never Been Checked out, take home crafts, New in Non-Fiction, Book/Movie Bundles and Easter Events.
  - The library served as a tutoring location **6** times.
  - We held four virtual Story Times with 224 views.
- We continue to offer curbside services to patrons. 3 patrons were assisted curbside.
- We hosted celebrations for Read Across America Week (February 27- March 3<sup>rd</sup>) 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
- We launched the 1,000 Books Before Kindergarten Program. The program encourages reading to children before they start Kindergarten. Participants will log the number of books they have read and receive prizes for milestones as they progress through the program. We had 6 participants sign up in March.

**Munford-Tipton County**

**Monthly Report**

**March 2023**

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	<b>Locally Owned</b>	7,782	23	4	<b>7,801</b>	<b>Regionally Owned</b>	10,581	113	2	<b>10,692</b>	<b>Locally Owned</b>	E-books	0
Audio Materials		406	0	45	<b>361</b>		1,627	0	50	<b>1,577</b>		Audio Downloadable	0
Video Materials		366	0	0	<b>366</b>		534	0	0	<b>534</b>		Video Downloadable	0
Other Materials		0	0	0	<b>0</b>		0	0	0	<b>0</b>		<b>TOTAL</b>	<b>0</b>
<b>TOTAL</b>		<b>8,554</b>	<b>23</b>	<b>49</b>	<b>8,528</b>		<b>12,742</b>	<b>113</b>	<b>52</b>	<b>12,803</b>		<b>TOTAL PHYSICAL COLLECTION</b>	<b>21,331</b>

Electronic Circulation-READS includes Advantage & other local e collections	Physical Circulation Book & Non-Book	CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)				
Adult **	923	Adult	791	Adult (includes number from libguides **4.4)		1,714
Children **	124	Children	936	Children (includes number from libguides **4.5)		1,060
<b>Total</b>	<b>1,047</b>	<b>Total</b>	<b>1,727</b>	<b>Total for All Circulation</b>		<b>2,774</b>

Unique Users **168**

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	25	Library Visits	950		Adult	Young Adult	Children
Black	2	Reference Transactions	623	Inside the Library	7	0	14
American Indian-Alaska Native	0	Computer Users	229	Outside the Library	0	0	0
Hispanic or Latino of any race	0	Wireless Sessions	370	<b>Total</b>	<b>7</b>	<b>0</b>	<b>14</b>
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	33	0	70
Two or more races	5			Local Database Usage	0	Outside the Library	0
<b>Total</b>	<b>32</b>	Tech Training/help	0	<b>Total</b>	<b>33</b>	<b>0</b>	<b>70</b>

Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,896
Children Borrowers <14 yrs old	1,260
<b>Total Borrowers</b>	<b>5,156</b>

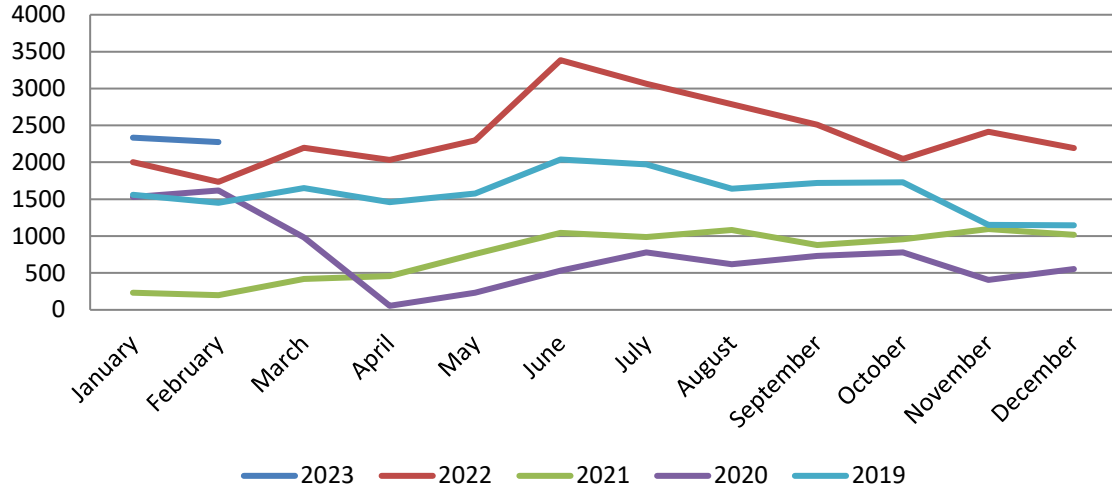
Live Virtual Programming	
Live Virtual Programs	0
Views of Live Virtual Programs	0
On-Demand Views	0

Recorded Programming	
Recorded Programs	4
Views of Recorded Programs	224

Resource Sharing	
ILL - Borrowed	54
ILL - Loaned	19

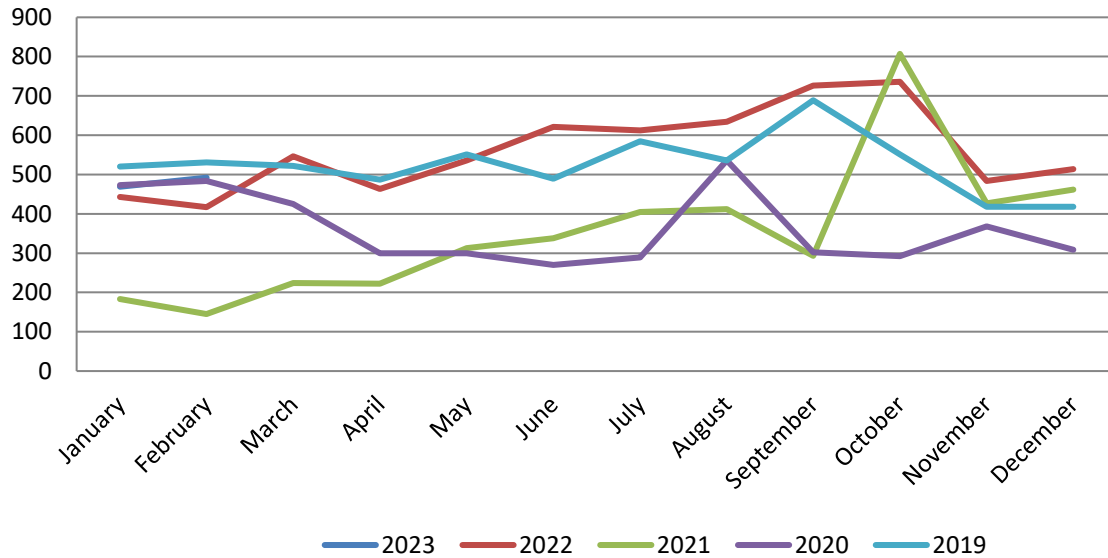
<b>TOTAL PROGRAMS</b>	<b>25</b>
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>327</b>

### Circulation Growth 2019-2023



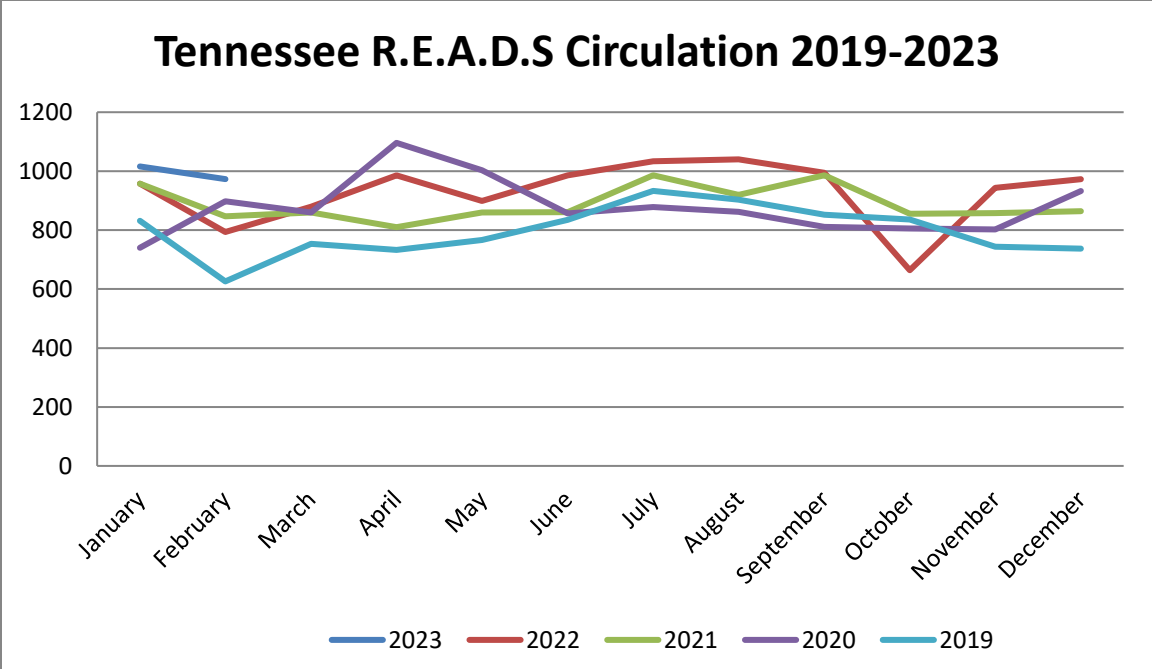
\* As of 2/28/2023

### 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](http://www.munford.com)  
Dwayne Cole, Mayor

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Mayor's Report  
April 24, 2023

The night of March 31 was disastrous, destructive, and deadly for Tipton County as two tornados (EF3) struck parts of our county causing damage to 540 structures, \$37 million in damages and one death. Munford residents received some damage, but the major damage was near Drummonds, Brighton, and Covington.

Disaster seems to unite us as a people more than most happenings and this one highlighted the absolute best in Tipton and surrounding counties. Immediately, emergency personnel responded to various locations of damage and began their excellent work. And very quickly, Tipton Countians in spite of darkness, began to show up with chainsaws, generators, tractors, trailers, supplies and whatever was needed. It was friend helping friend, neighbor helping neighbor. This sense of community in the midst of disaster was beautiful to see. The American spirit is alive and well in Tipton County. Please continue to pray for those affected by this storm.

On April 13, I signed the street-paving contract with low bidder Fowler Paving Company. Streets to be paved and/or repaired are based on pavement condition as well as traffic load. Our most recent Street Survey was performed by the Municipal Technical Advisory Service (MTAS) last year. This paving contract includes Eastwood Drive, Kate McClanahan, Robert Avenue, and Park Street north of Reeder. Plum Tree Circle is also included and will require full depth reclamation, which is basically reconstruction, as well as repaving. The contract is around \$500,000 and paving will begin as soon as possible, weather permitting.

On April 10, we (the City of Munford) closed on the property formerly owned by First Citizens National Bank at the corner of Munford Avenue and Tipton Road. The City received a grant to develop this property into Veterans Plaza and will be the focal point for community events in the Central Business District (Downtown). Veterans Plaza will include a tribute to our Veterans, performing stage, bays for food trucks and farmers market in season, restrooms, and open area. I would like to thank First Citizens National Bank for their continued support of Munford and their generous offering of this property. Special thanks to Chris Heckler, Executive Vice-President of Retail Banking, for his efforts in helping the City acquire this property. We are now working with the Tennessee Department of Environment and Conservation to begin the project.

The trash dumpster will remain at the City Hall parking lot through April 30 for our citizens to dispose of yard debris, construction materials, trash around the house, and general junk. Please, no batteries, tires, paint, or hazardous materials. This is one aspect of our Spring Community Clean-up effort. And thank you for helping to keep our town litter free.

Please join me for National Day of Prayer on May 4 at 6:00 PM at the Munford City Hall parking lot. The theme for 2023 is "Pray Fervently and Avail Much." I hope we can all agree that we need to call on the Name of the Lord for His blessings in these days.

Looking for warmer weather,  
Dwayne Cole

**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.

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Passed First Reading

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Mayor Dwayne Cole

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Passed Second Reading

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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
<b>Total</b>		<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		Change	Comment
		Original Budget	Amended Budget		
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 Veteran rep, Chamber rep, Christmas, Ms. Sue's
Community Development	46500	\$24,636	\$48,144	\$23,508	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.

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Passed First Reading

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Mayor Dwayne Cole

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Passed Second Reading

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City Recorder

**City of Munford**  
**2022-2023 Operating Budget**  
**State Street Aid Fund - Revenues**

Department	Fund	1st		Change	Comment
		Original Budget	Amended Budget		
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.

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Passed First Reading

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Mayor Dwayne Cole

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Passed Second Reading

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City Recorder

**City of Munford  
2022-2023 Operating Budget  
Drug Fund - Revenues**

<b>Department</b>	<b>Fund</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>	<b>Comment</b>
			<b>1st</b>		
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
<b>Total</b>		<b>\$1,780</b>	<b>\$6,464</b>	<b>\$4,684</b>	

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

<b>Department</b>	<b>Fund</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>	<b>Comment</b>
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
<b>Total</b>		<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.

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Passed First Reading

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Mayor Dwayne Cole

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Passed Second Reading

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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**

Department	Fund	1st			Comment
		Original Budget	Amended Budget	Change	
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
<b>Total</b>		<b>\$433,191</b>	<b>\$499,665</b>	<b>\$66,474</b>	



dwellings

**SECTION 3.** That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 62.61, be **deleted** in its entirety:

**62.61 Minimum Required Front Yard**

Single-family dwellings	25 feet
-------------------------	---------

**SECTION 4.** That language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 62.61, be **replaced** with the following:

**62.61 Minimum Required Front Yard**

Single-family dwellings	30 feet
-------------------------	---------

**SECTION 5.** That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 63.61, be **deleted** in its entirety:

**63.61 Minimum Required Front Yard**

Single-family dwellings	25 feet
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Two-family dwellings	25 feet
----------------------	---------

Semi-detached dwellings	25 feet
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Other uses	30 feet or more as required by the Board of Zoning Appeals
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**SECTION 6.** That language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 63.61, be **replaced** with the following:

**63.61 Minimum Required Front Yard**

Single-family dwellings	30 feet
-------------------------	---------

Two-family dwellings	30 feet
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Semi-detached dwellings	30 feet
Other uses	30 feet or more as required by the Board of Zoning Appeals

**SECTION 7.** That following language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 63.61, be **deleted** in its entirety:

**64.61 Minimum Required Front Yard**

Multi-family dwellings	25 feet for the exterior boundary of the development and 10 feet for interior lots
Townhouses and Attached dwellings	25 feet for the exterior boundary of the development and 10 feet for interior lots
Traditional Neighborhood Single-Family Dwellings	10 feet with a maximum setback of 15 feet
Other uses	30 feet or more as required by the Board of Zoning Appeals

**SECTION 8.** That language in Article VI, PROVISIONS GOVERNING RESIDENTIAL DISTRICTS, Section 64.61, be **replaced** with the following:

**64.61 Minimum Required Front Yard**

Multi-family dwellings	30 feet for the exterior boundary of the development and 10 feet for interior lots
------------------------	--

Attached dwellings	30 feet for the exterior boundary of the development and 10 feet for interior lots
Traditional Neighborhood Single-Family Dwellings	30 feet for exterior lots and 10 feet with a maximum setback of 15 feet for interior lots
Other uses	30 feet or more as required by the Board of Zoning Appeals

**SECTION 9.** 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

**RESOLUTION: 2023-04-02**

**CITY OF MUNFORD, TENNESSEE**

**ADOPTION OF SCHEDULE OF TAP AND METER FEES FOR WATER, SEWER AND NATURAL GAS**

WHEREAS, the City of Munford, Tennessee is adopting the Schedule of Tap and Meter Fees for Water, Sewer and Natural Gas, and

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

**Schedule of Tap and Meter Fees for Water, Sewer, and Natural Gas**

**WATER:**

Water Tap Fees inside the city limits:

5/8" x 3/4"	\$1300
1" thru 2"	Cost + \$500
Over 2"	Cost + \$800

**SEWER:**

Sewer Tap Fees shall be \$1,000 for all STEP sewer systems. Individual lots and all other minor and major subdivision lots in the future shall be \$3,500 except for Wooten Oaks which shall be \$2500, or as determined by the Board of Mayor and Aldermen due to infrastructure costs directly related to the development. Development contracts in effect at the time of this resolution will remain as written.

New Installation of Sewer Step System (plus tax)

Tank	\$1,400
Pump and Controls	\$4,500

**NATURAL GAS:**

250 Meter

25 Ft to 300 Ft of service line	\$1,100
301 Ft to 500 Ft of service line	\$1,250
Over 500 Ft	\$1,250 plus \$2 per Ft of service line over 500 Ft.

425 Meter

25 Ft to 300 Ft of service line	\$1,450
301 Ft to 500 Ft of service line	\$1,600
Over 500 Ft	\$1,600 plus \$2 per Ft of service line over 500 Ft.

630 Meter

25 Ft to 300 Ft of service line	\$1,260
301 Ft to 500 Ft of service line	\$1,460
Over 500 Ft	\$1,460 plus \$2 per Ft of service line over 500 Ft.

800 Meter

25 Ft to 300 Ft of service line	\$2,100
301 Ft to 500 Ft of service line	\$2,300
Over 500 Ft	\$2,300 plus \$2 per Ft of service line over 500 Ft.

1000 Meter

25 Ft to 300 Ft of service line	\$2,160
301 Ft to 500 Ft of service line	\$2,360
Over 500 Ft	\$2,360 plus \$2 per Ft of service line over 500 Ft.

**METER UPGRADES:**

250 Meter to a 425 Meter	\$300
250 Meter to a 630 Meter	\$650
425 Meter to a 630 Meter	\$450

READ and ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Dwayne Cole

\_\_\_\_\_  
Sherry Yelvington, City Recorder



## CHECKS OVER \$10,000

March 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
A2H Engineers	21511	\$ 13,882.49	Sidewalk Turnlane Project
Barnes & Brower, Inc.	21516	\$ 18,193.83	Sutherland Application 6
Cigna Healthcare	21592	\$ 86,163.28	Insurance (70,989.42) and HRA (15,173.86)
Ford Construction Company	21529	\$ 196,374.90	STP Project
Gaines, Williams & Associates	21626	\$ 39,123.63	PLC Upgrade Water Plant
Jack Tyler Engineering	21638	\$ 11,739.20	Step System Parts
King Engineering Consultant	21642	\$ 14,257.35	Gas Shop & Subdivision work
Precision Door Service	21564	\$ 19,844.67	Camera wiring Sutherland Shop
PRI Pavement Restorations	21655	\$ 21,991.40	Paving (Tipton, Water, College)
Southwest TN Electric	21573	\$ 30,105.95	Electrical Service (January-February)
	21467	<u>8,160.26</u>	Electrical Service (January-February)
	<b>Total Southwest Elect</b>	<b>\$ 38,266.21</b>	
Tipton County 9-1-1	21579	\$ 11,623.39	Contract Services
TN Energy Acquisition Corp	21585	\$ 294,582.63	Natural Gas Purchase/Transport
Waste Pro	21593	\$ 24,030.36	Solid Waste
Wex Bank Valero	21595	\$ 10,620.93	Fuel
Xylem	21597	\$ 14,000.00	Glygt Sewage Pump
	<b>Total</b>	<b>\$ 814,694.27</b>	

**City of Munford**  
**Balance Sheet Summary**  
**For the Period Ended March 31, 2023**

<b>ASSETS</b>	<b>Cash</b>	<b>Accounts Rec, net of bad debt allowance</b>	<b>Due From Other Funds</b>	<b>Inventories Other Assets</b>	<b>Capital Assets net of depreciation</b>	<b>Total Assets</b>
General Fund	\$2,855,319	\$125,292	\$79,141	\$0	\$0	\$3,059,752
State Street Aid Fund	\$547,900	\$0	\$0	\$0	\$0	\$547,900
Drug Fund	\$25,733	\$0	\$0	\$0	\$0	\$25,733
Solid Waste Fund	\$75,047	\$47,345	\$0	\$0	\$0	\$122,392
Water-Sewer Fund	\$999,064	\$215,298	\$0	\$0	\$9,663,934	\$10,878,296
Gas Fund	\$4,490,106	\$443,575	\$0	\$250,607	\$7,855,349	\$13,039,637
	<b>\$8,993,168</b>	<b>\$831,511</b>	<b>\$79,141</b>	<b>\$250,607</b>	<b>\$17,519,283</b>	<b>\$27,673,710</b>

<b>LIABILITIES</b>	<b>Accounts Payable</b>	<b>Customer Deposits</b>	<b>Due to Other Funds</b>	<b>Outstanding Debt</b>	<b>Total Liabilities</b>
General Fund	\$118,282	\$1,200	\$0	\$0	\$119,482
State Street Aid Fund	\$1,976	\$0	\$0	\$0	\$1,976
Drug Fund	\$2,511	\$0	\$0	\$0	\$2,511
Solid Waste Fund	\$24,120	\$0	\$14,258	\$0	\$38,378
Water-Sewer Fund	\$63,498	\$111,802	\$28,943	\$3,121,209	\$3,325,453
Gas Fund	\$212,233	\$65,182	\$35,940	\$1,218,251	\$1,531,605
	<b>\$422,621</b>	<b>\$178,184</b>	<b>\$79,141</b>	<b>\$0</b>	<b>\$4,339,460</b>

<b>FUND BALANCE OR EQUITY</b>	<b>Beginning Fund Balance</b>	<b>Revenues over Expenses: Surplus</b>	<b>Revenues over Expenses: Loss</b>	<b>Ending Fund Balance</b>
General Fund	\$2,130,225	\$810,045		\$2,940,270
State Street Aid Fund	\$511,905	\$34,019		\$545,924
Drug Fund	\$27,070		(\$3,849)	\$23,221
Solid Waste Fund	\$97,869		(\$13,855)	\$84,014
Water-Sewer Fund	\$7,284,565	\$268,277		\$7,552,842
Gas Fund	\$11,702,534		(\$194,502)	\$11,508,032
	<b>\$21,754,167</b>	<b>\$1,112,341</b>	<b>(\$212,206)</b>	<b>\$22,654,302</b>

<b>Fund Analysis</b>	<b>Total Assets</b>	<b>Total Liabilities</b>	<b>Beginning Fund Balance or Equity</b>	<b>Increase from FY 2023 Activity</b>	<b>Decrease from FY 2023 Activity</b>	<b>Ending Fund Balance or Equity</b>
Government Funds	3,633,385	123,969	2,669,200	844,064	(3,849)	3,509,415
Enterprise Funds	24,040,325	4,895,437	19,084,967	268,277	(208,357)	19,144,887
	<b>27,673,710</b>	<b>5,019,406</b>	<b>21,754,167</b>	<b>1,112,341</b>	<b>(212,206)</b>	<b>22,654,302</b>

General Fund Budget Update

General Fund  
Budget Update  
03-31-2023

Percentage of Budget Yr Complete 75.00%

	BUDGET	AMENDMT	ACTUAL	% MET
<b>REVENUES</b>				
LOCAL TAXES	3,121,171	3,335,384	2,572,667	77.13%
LICENSES & PERMITS	44,700	39,350	30,379	77.20%
INTERGOVERNMENTAL	1,799,612	3,587,806	2,646,275	73.76%
CHARGES FOR SERVICE				
<i>POLICE SERVICES</i>	3,000	2,800	1,610	57.50%
<i>FIRE PROTECTION</i>	2,700	10,450	9,824	94.01%
<i>FEES &amp; COMMISSIONS</i>	4,000	7,000	6,305	90.07%
<i>P&amp;R - PROGRAMS</i>	120,500	121,910	123,433	101.25%
<i>P&amp;R - CONCESSIONS</i>	12,000	20,200	17,250	85.40%
<i>P&amp;R - CENTENNIAL</i>	126,250	126,990	117,611	92.61%
<i>RENTAL FEES</i>	169,000	184,700	148,687	80.50%
<i>LIBRARY SERVICES</i>	5,150	5,100	4,469	87.63%
<i>COMMUNITY DEV</i>	6,000	7,845	1,810	23.07%
	448,600	486,995	430,999	88.50%
FINES & FORFEITURES	145,600	181,172	155,434	85.79%
OTHER REVENUES	6,400	20,659	23,587	114.17%
<b>TOTAL REVENUES</b>	<b>5,566,083</b>	<b>7,651,366</b>	<b>5,859,341</b>	<b>76.58%</b>
<b>EXPENSES</b>				
GENERAL GOVERNMENT				
<i>LEGISLATIVE</i>	26,741	28,954	21,223	73.30%
<i>JUDICIAL</i>	17,959	18,959	14,125	74.50%
	44,700	47,913	35,348	73.78%
FINANCE & ADMINISTRATION	73,627	79,202	57,163	72.17%
CODE ENFORCEMENT	81,173	117,178	95,592	81.58%
PUBLIC SAFETY				
<i>POLICE</i>	1,699,396	1,770,724	1,371,389	77.45%
<i>FIRE</i>	1,328,159	1,365,209	1,066,006	78.08%
	3,027,555	3,135,933	2,437,395	77.72%
STREETS				
STREETS	617,836	2,435,004	1,583,833	65.04%
PARKS & RECREATION				
<i>P &amp; R ADMIN</i>	432,072	463,601	328,455	70.85%
<i>P &amp; R PROGRAMS</i>	64,400	97,150	77,929	80.22%
<i>CENTENNIAL</i>	321,008	340,100	215,565	63.38%
<i>PARKS</i>	353,550	273,652	27,092	9.90%
<i>TIPTON PLAZA</i>	35,700	39,314	24,000	61.05%
	1,206,730	1,213,817	673,041	55.45%
LIBRARY	124,117	124,133	89,167	71.83%
COMMUNITY DEVELOPMENT	24,636	48,144	32,374	67.24%
DEBT SERVICE	241,303	242,308	45,385	18.73%
<b>TOTAL EXPENSES</b>	<b>5,441,677</b>	<b>7,443,632</b>	<b>5,049,298</b>	<b>67.83%</b>
RESERVE	0	0	0	
<b>Net Surplus/(loss)</b>	<b>124,406</b>	<b>207,734</b>	<b>810,043</b>	

**Budget Update  
State Street Aid**

**03/2023**

Percentage of Budget Yr Complete

75.00%

	BUDGET	AMENDMT	ACTUAL	% MET
<b>REVENUES</b>				
STATE - FUND BALANCE	0		0	0.00%
STATE - GAS & MOTOR FUEL TAX	122,084	108,000	67,358	62.37%
STATE - \$0.03 GASOLINE TAX	34,590	33,000	19,178	58.12%
STATE - 1989 GASOLINE TAX INCREASE	20,347	17,000	8,945	52.62%
STATE - GAS 2017 TAX	49,851	54,000	33,191	61.47%
STATEST - INTEREST EARNINGS	1,750	3,900	3,097	79.41%
STATEST - OTHER FINANCING SOURCES	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>228,622</b>	<b>215,900</b>	<b>131,770</b>	<b>61.03%</b>
<b>EXPENSES</b>				
STATE ST - ELECTRIC	25,000	26,000	19,055	73.29%
STATE ST - PROFESSIONAL SERVICES	0	0	0	0.00%
STATE ST - REP/MT STORM DRAINS	0	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS			0	0.00%
STATE ST - MAJOR PROJECT - PAVING	100,000	100,000	0	0.00%
STATE ST - GRAVEL & SAND	0	0	0	0.00%
STATE ST - ASPHALT & FILTER	0	0	0	0.00%
STATE ST - CONCRETE	0	0	0	0.00%
STATE ST - DEBT TML#5	33,143	40,201	40,201	100.00%
STATE ST - INTEREST TML#5	16,714	18,484	18,494	100.05%
STATE ST - CAPITAL OUTLAY	0	20,000	20,000	100.00%
<b>TOTAL EXPENSES</b>	<b>174,857</b>	<b>204,685</b>	<b>97,750</b>	<b>47.76%</b>
<b>Net Surplus/(loss)</b>	<b>53,765</b>	<b>11,215</b>	<b>34,020</b>	

**Budget Update  
Drug Fund**

**03/2023**

Percentage of Budget Yr Complete

75.00%

	BUDGET	AMENDMT	ACTUAL	% MET
<b>REVENUES</b>				
DRUG - FUND BALANCE				
DRUG - GENERAL SESSIONS	500	800	675	84.38%
DRUG - CIRCUIT COURT	200	700	489	69.79%
DRUG - OTHER MISC REV	0	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	1,000	4,784	4,784	100.00%
OR - INTEREST EARNINGS	80	180	158	87.84%
<b>TOTAL REVENUES</b>	<b>1,780</b>	<b>6,464</b>	<b>6,105</b>	<b>94.45%</b>
<b>EXPENSES</b>				
DRUG - MEMBERSHIPS	0	140	308	220.00%
DRUG - MEDICAL/VET	800	800	293	36.63%
DRUG - PROF SERV TRAINING	0	475	475	100.00%
DRUG - REPAIR/MT VEHICLE	0	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0	0.00%
DRUG - DOG SUPPLIES	500	500	200	40.00%
DRUG - OPERATING SUPPLIES	0	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	10,000	8,678	86.78%
<b>TOTAL EXPENSES</b>	<b>1,300</b>	<b>11,915</b>	<b>9,954</b>	<b>83.54%</b>
<b>Net Surplus/(loss)</b>	<b>480</b>	<b>(5,451)</b>	<b>(3,849)</b>	



**Budget Update** **03/2023**  
**Solid Waste Fund**

Percentage of Budget Yr Complete 75.00%

REVENUES	BUDGET	AMENDMT	ACTUAL	% MET
TRASH COLLECTION - RESIDENTIAL	441,763	450,000	344,161	76.48%
TRASH COLLECTION - POPLAR GROVE	28,549	22,000	17,505	79.57%
TRASH COLLECTION- LATE PENALTIES	7,000	8,500	6,762	79.55%
TRASH COLLECTION - INTEREST REVENUE	300	520	404	77.69%
<b>TOTAL SOLID WASTE REVENUES</b>	<b>477,612</b>	<b>481,020</b>	<b>368,832</b>	<b>76.68%</b>
EXPENSES				
TRASH -VENDOR SERVICES	270,206	277,000	208,244	75.18%
TRASH - OTHER PROFESSIONAL SRVS	0	10	6	0.00%
TRASH - OTHER OPERATING SUPPLIES	0	200	200	0.00%
TRASH - CAPITAL OUTLAY MISC	0	47,425	47,425	0.00%
Allocations			0	0.00%
<i>Legislative</i>	15,730	17,040	12,484	73.26%
<i>Finance &amp; Administration</i>	147,255	158,000	114,327	72.36%
	162,985	175,040	126,811	72.45%
<b>TOTAL SOLID WASTE COLLECTION</b>	<b>433,191</b>	<b>499,675</b>	<b>382,686</b>	<b>76.59%</b>
<b>Surplus/(loss)</b>	<b>44,421</b>	<b>(18,655)</b>	<b>(13,854)</b>	

**Budget Update** **03/2023**  
**Water - Sewer Fund**

Percentage of Budget Yr Complete 75.00%

REVENUES	BUDGET	ACTUAL	% MET
Sales	2,349,789	1,948,514	82.92%
Rent Revenue	4,000	4,000	100.00%
Service Charges	502,450	272,339	54.20%
Other Revenues	4,200	12,217	290.88%
<b>TOTAL WATER-SEWER REVENUES</b>	<b>2,860,439</b>	<b>2,237,070</b>	<b>78.21%</b>
EXPENSES			
Water - Treatment	508,843	417,525	82.05%
Water - Distribution	68,150	65,499	96.11%
Sewer - Treatment	379,975	342,125	90.04%
Sewer - Collection	233,705	179,078	76.63%
Personnel	898,318	540,771	60.20%
Contract Services	84,850	53,815	63.42%
Supplies	155,800	50,290	32.28%
Fixed Charges	74,000	17,936	24.24%
Rebates/Debt Service	137,331	59,817	43.56%
	2,540,972	1,726,856	67.96%
Allocations			
<i>Legislative</i>	14,943	11,860	79.37%
<i>Finance &amp; Administration</i>	220,882	171,490	77.64%
<i>Code Enforcement</i>	40,586	47,796	117.76%
<i>Community Development</i>	8,212	10,791	131.41%
	284,623	241,937	85.00%
<b>TOTAL WATER-SEWER EXPENSES</b>	<b>2,825,595</b>	<b>1,968,793</b>	<b>69.68%</b>
<b>Net Surplus/(loss)</b>	<b>34,844</b>	<b>268,277</b>	

**Budget Update  
Gas Fund**

**03/2023**

Percentage of Budget Yr Complete 75.00%

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>% MET</b>	
<b>REVENUES</b>				
Sales	4,625,000	3,873,404	83.75%	
Service Charges	305,800	189,605	62.00%	
Other Revenues	28,800	21,841	75.84%	
<b>TOTAL GAS REVENUES</b>	<b>4,959,600</b>	<b>4,084,850</b>	<b>82.36%</b>	
<b>EXPENSES</b>				
Personnel	897,356	646,361	72.03%	
Contract Services	265,175	214,629	80.94%	
Materials/Supplies	2,749,500	2,805,914	102.05%	
Fixed Charges	548,500	286,773	52.28%	
Rebates/Debt Service	34,788	16,581	47.66%	
Economic Development Allocations	0	5,000	0.00%	
	<i>Legislative</i>	21,235	16,853	79.36%
	<i>Finance &amp; Administration</i>	294,510	228,654	77.64%
	<i>Code Enforcement</i>	40,586	47,796	117.76%
	<i>Community Development</i>	8,212	10,791	131.41%
		364,543	304,094	83.42%
<b>TOTAL GAS EXPENSES</b>	<b>4,859,862</b>	<b>4,279,352</b>	<b>88.06%</b>	
<b>Net Surplus/(loss)</b>	<b>99,738</b>	<b>(194,502)</b>		

## Upcoming Meeting Dates and Events

May 2023

### ***Apr 27 (Thursday)***

2:30 Birthday Coffee  
4:00 Budget Session

### ***May 4 (Thursday)***

4:00 Public Works/General Welfare Committee  
Budget Session if needed

### ***May 9 (Tuesday)***

6:30 Planning Commission

### ***May 18 (Thursday)***

2:30 Birthday Coffee  
4:00 Parks & Rec/Public Safety Committee  
Budget Session if needed

### ***May 21 (Sunday)***

3:30-6:30 One City-One Team Family Picnic  
Back of Valentine Park

### ***May 22 (Monday)***

7:00 BOMA Meeting

### **Note:**

May 4<sup>th</sup> National Firefighters Day (serving firefighters breakfast 7:15)  
May 15<sup>th</sup>-19<sup>th</sup> National Police Week (serving Police lunch 5/17 @ 11:00)



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**County Local Option**

April 18, 2023

Letter ID: L0051636288  
Collection Month: 31-Mar-2023

Dear Tipton County Trustee:

The Department of Revenue has collected and allocated the amounts below during March, 2023 from Local Option Sales Tax as follows:

<b>County/City Name</b>	<b>Total Collections</b>	<b>Less Admin. Costs</b>	<b>Net Collections</b>
Tipton County	-\$176,844.15	\$1,989.50	-\$174,854.65
Covington	-\$515,356.49	\$5,797.76	-\$509,558.73
Atoka	-\$263,917.10	\$2,969.07	-\$260,948.03
Brighton	-\$49,452.95	\$556.35	-\$48,896.60
Burlison	-\$5,507.01	\$61.95	-\$5,445.06
Garland	-\$9,049.11	\$101.80	-\$8,947.31
Mason	-\$16,125.62	\$181.41	-\$15,944.21
Munford	-\$144,637.26	\$1,627.17	-\$143,010.09
Gilt Edge	-\$4,770.84	\$53.67	-\$4,717.17
	<b>-\$1,185,660.53</b>	<b>\$13,338.68</b>	<b>-\$1,172,321.85</b>

(Collections are shown as negative amounts)

Note that we have deducted 1.125% state cost of administration leaving the net collections. The Department of Finance and Administration has been notified to issue a payment to the Trustee of your county in the amount of the net collections.

Please be aware that normal Local Option Sales Tax collections may fluctuate. This could be due to additional collections on assessments or reductions as a result of taxpayer refunds or returned checks. Should your collection amount increase significantly, it might be the result of an audit assessment.

For additional information regarding the allocation you may call the Division of Financial Control at 615-532-8944 between 7:30 a.m. and 4:00 p.m. central time, Monday through Friday, holidays excepted.



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

Local Option Out of State Sales Distribution

County Situs:	8400 - Tipton County
Total County Out of State Amount:	-\$25,145.31
Less Admin. Costs:	\$282.88
Net County Out of State Amount:	-\$24,862.43

<u>Situs</u>	<u>Reporting Period</u>	<u>Total Local Option Amount by Destination Rate</u>	<u>Local Option Percentage</u>
8400 - Tipton County	31-Mar-2023	-\$113,794.38	31.10%
8401 - Covington	31-Mar-2023	-\$79,227.99	21.66%
8402 - Atoka	31-Mar-2023	-\$82,674.89	22.60%
8403 - Brighton	31-Mar-2023	-\$25,058.67	6.85%
8404 - Burlison	31-Mar-2023	-\$3,975.45	1.09%
8405 - Garland	31-Mar-2023	-\$1,875.28	0.51%
8406 - Mason	31-Mar-2023	-\$6,724.40	1.84%
8407 - Munford	31-Mar-2023	-\$50,797.88	13.89%
8408 - Gilt Edge	31-Mar-2023	-\$1,678.19	0.46%
		<b>-\$365,807.13</b>	

1-172-221  
24-30-21  
002  
1-127-21-4-21 = total deposit



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

**DRAFT**

**Munford Municipal-Regional Planning Commission**  
**April 11, 2023**

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, April 11, 2023, at 6:30 p.m. with the following:

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

**ABSENT-** Chairman Roy Meadors

**ALSO, PRESENT-** Rusty Norville, Chad Fischer, William Gordy, Wayne Boulter, Planner Will Radford, Building Inspector/Code Enforcement Officer Glenn Stringfellow and Recording Secretary Barbara Younger.

The meeting was called to order at 6:30 p.m. by Vice-Chairman David Keeton. There was a quorum present.

**I. APPROVAL OF MINUTES – March 14, 2023**

*There was a motion by Steve Childress, seconded by John Moren to approve the minutes from March 14, 2023, as presented. Motion carried all present voting aye.*

**II. OLD BUSINESS – None**

**III. NEW BUSINESS**

**A. Village of Green Meadows – Phase 4A – Final Plat**

**Background**

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

Analysis

The Preliminary Plat and Construction Plats for this subdivision were approved in May, 2022.

Construction Plat staff report stated that a development contract was requested by the City prior to final plat approval.

The plat is showing the necessary certificates for approval.

Recommendation

Staff recommends approval of the plat.

*There was a motion by John Moren, seconded by Terry Waits to approve the Village of Green Meadows – Phase 4A – Final Plat as presented. Motion carried, all present voting aye.*

**B. Village of Green Meadows – Phase 3 – Preliminary Plat**

Background

A preliminary subdivision plat has been submitted on behalf of PFMT Holdings LLC to create 81 lots and new road construction. The property is located near Watson Road and the proposed “Green Meadows Boulevard”. The property can be further identified as Parcel number 1.00 on Tipton County Tax Map #127. The area is zoned R-1 (Low Density Residential) with a PVD (Planned Village Development) overlay in the Munford Municipal Zoning District. The property does not appear to be located in a federally identified flood hazard area according to Tipton County FIRM panel #47167C0315G, effective on 05/04/2009.

Analysis

The subdivision is creating 81 lots with new sidewalks as required for new subdivisions.

Lot 318 is below the 10,000 sq.ft. requirement for PVD district and R-1 district regulations. Consideration on Lot Size can be given by the Planning Commission under the following standards:

**67.3 Modification of District Regulations**

Planned Village Developments may be constructed subject to the standards and procedures set forth below:

The Ordinance approving the preliminary development plan for the Planned Village Development may provide for such exceptions from the district regulations governing area, setback, width and other bulk regulations, parking and such subdivision regulations as may be necessary or desirable to achieve the objectives of the proposed Planned Village Development, provided such exceptions are consistent with the standards and criteria contained in this section and have been specifically requested in the application for a Planned Village Development and further provided that no modification of the district requirements or subdivision regulation may be allowed when such proposed modification would result in:

- a. Inadequate or unsafe access to the Planned Village Development.
- b. Traffic volume exceeding the anticipated capacity of the major street network in the vicinity.
- c. An undue burden on public parks, recreation areas, schools, fire and police protection and other public facilities which serve or are proposed to serve the Planned Village Development.
- d. A development which will be incompatible with the purposes of this Ordinance.

Lots 323, 324, 325, and 374 through 379 as 7,200 square feet.

All common Open spaces are to be maintained by a Homeowner's Association as stated on the plat.

Green Meadows Boulevard appears to be created as a Collector Street with a 60 foot right of way.

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

#### Recommendation

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

*There was a motion by Mayor Cole, seconded by John Moren to approve the Village of Green Meadows – Phase 3 – Preliminary Plat as presented. Motion carried, all present voting aye.*

### **C. Need Space Storage – Mini Storage Site Plan**

#### Background

A site plan has been submitted on behalf of Need Space Storage to build a new mini-storage facility with a 2,400 sq.ft. retail space. The entire project consists of 13 (previously 9) buildings. The property is located on Tabb Drive between the intersections of Munford Avenue and U.S. Highway 51 (North of Walgreens). The property can be further identified as Parcel 8.00 on Tipton County Tax Map 111G, Group B. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

#### Analysis

This is a revised site plan from an approved site plan at the July, 2022 Planning Commission meeting.

The site plan is showing 25 (previously 30) parking spaces. The parking requirements in the Munford Municipal Zoning Ordinance are as follows:

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

The proposed retail use and number of units are unknown at this time.



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

The driving lanes and turning radiuses should be reviewed by the Munford Fire Department to determine adequate space for fire protection and maneuvering of public safety vehicles.

The building appears to meet all of the setbacks and lot requirements of the P-B zoning district.

The site plan is claiming 46% of the site is dedicated to “Open Space”.

Recommendation

Staff recommends approval of the Site Plan provided all above mentioned issues (parking) are adequately addressed.

*There was a motion by Vernon Paimore, seconded by Terry Waits to approve the Need Space Storage – Mini Storage Site Plan as presented. Motion carried, all present voting aye.*

**D. Text Amendment changing the front yard setbacks in residential districts from 25 feet to 30 feet.**

Background

Staff is proposing an increase in the front yard setbacks as follows:

	<u>Current</u>	<u>Proposed</u>
R-1	25 feet	30 feet
R-2	25 feet	30 feet
R-3	25 feet	30 feet (Single and Two - Family Dwellings)
R-4	25 feet	30 feet (for Multi-Family and Townhouses on Exterior Lots)
R-4	10 feet with a Maximum setback Of 15 feet (Interior Lots)	Same but add 30 feet front from exterior single-family lots.

Recommendation

Staff recommends the Planning Commission send a positive recommendation on the proposed text amendment to the Board of Mayor and Aldermen.

*There was a motion by Terry Waits, seconded by John Moren to send a positive recommendation to the Munford Board of Mayor and Aldermen to Amendment the Text changing the front yard setbacks in residential districts from 25 feet to 30 feet as described above. Motion carried, all present voting aye.*

## **VI. REPORTS**

### **Mayor Comments:**

- Munford Avenue has turn lanes and lines painted.
- The City of Munford closed on the First Citizens property. This property will be used for the Veteran's Plaza project.
- It is Budget season, with so many needs and only so much funding.
- East Street suffered from a terrible incident of arson where there was loss of life.
- The Mayor would like to look at changing the acreage requirements for a PVD (Planned Village Development) from 100 acres to a smaller size. He would like the Planning Commission to make a recommendation and asked for their thoughts. The Planning Commission agreed they feel that 30 acres should be required instead of 100 acres for a PVD (Planned Village Development).

### **Building Inspector – Permitting and Enforcement Report**

*There was a motion by Terry Waits, seconded by Vernon Paimore 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 7:10 pm.

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Vice-Chairman David Keeton

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Secretary John Moren

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Barbara Younger,  
Recording Secretary