



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, July 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 – June 26, 2023
- E. Public Forum

II. PUBLIC HEARING

Cancelled

III. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS

- | | |
|--|--------------------------|
| A. Public Works | Dir. Sherry Bennard |
| B. Public Safety | Chief Randal Baskin |
| | Chief Jeremy Reeves |
| C. Parks & Recreation | Dir. Griff Fisher |
| D. Building Inspector/
Code Enforcement | Insp. Glenn Stringfellow |

IV. MAYOR'S REPORT

- A. Report
- A. Proclamation/Awards

B. Appointments

C. Ordinance – Resolutions – Motions

First Reading

- **ORDINANCE 2023-07-01** An Ordinance to amend the Munford Municipal Zoning Map to rezone properties on McLaughlin Drive and US Highway 51 South (known as “Reserves of Munford”) by establishing a PVD (Planned Village Development) Overlay District.

**Ordinance 2023-07-01 comes with a positive recommendation from City of Munford Planning Commission*

D. Announcements

E. Acknowledgements

V. NEW BUSINESS

VI. FINANCIAL REPORT

A. Checks over \$10,000

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – June 26, 2023

**Regular Monthly Meeting – Monday June 26, 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, and Deborah Reed.

Absent: Alderman Lonnie Glass

Department Heads in Attendance: Chief Baskin, Chief Reeves, Director Bennard, Building Inspector/Codes Director Glenn Stringfellow, and Director Fisher

I. CALL TO ORDER

Mayor Cole called the June 26, 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 May 22, 2023, for approval. *With no corrections, minutes approved as distributed.*

Mayor Cole presented the minutes from the Special Called Meeting of June 15, 2023, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one present to speak.

V. PUBLIC HEARING

- **ORDINANCE 2023-05-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by amending the required area for Planned Village Developments (PVD) Districts.

**Ordinance 2023-05-01 comes with a positive recommendation from City of Munford Planning Commission*

- **ORDINANCE 2023-06-01** An Ordinance of the City of Munford, Tennessee adopting the annual operating budgets and tax rate for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

No one present to speak for or against either Ordinance.

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.
 - b. Fire: Chief Jeremy Reeves presented the monthly report.
- Parks & Recreation – Director Griff Fisher presented the monthly report.
- Building Inspector – Building Inspector Glenn Stringfellow presented the monthly report.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.
 - Mayor Cole presented Georgia Dawson and Cathy Nichols with a Certificate of Volunteer “My Kind of Town” Volunteer for their many years of service on the Library Board. Both ladies will be leaving the library board due to new term requirements put in place by the State.
 - Mayor Cole presented for a second reading **ORDINANCE 2023-05-01** An Ordinance to amend the Munford Municipal Zoning Ordinance by amending the required area for Planned Village Developments (PVD) Districts. *Motion was made by Alderman Cramer to approve **ORDINANCE 2023-05-01**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
 - Mayor Cole presented for a second reading **ORDINANCE 2023-06-01** An Ordinance of the City of Munford, Tennessee adopting the annual operating budgets and tax rate for the fiscal year beginning July 1, 2023, and ending June 30, 2024. *Motion was made by Alderman Bomar to approve **ORDINANCE 2023-05-01**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*
 - Mayor Cole presented for a first reading **ORDINANCE 2023-06-02** An Ordinance to amend the Munford Municipal Zoning Map to rezone properties on McLaughlin Drive and US Highway 51 South (known as “Reserves of Munford”) by establishing a PVD (Planned Village Development) Overlay District. *Motion was made by Alderman Childress to approve*

ORDINANCE 2023-05-01. *Motion was seconded by Alderman Deneka. Motion carried; all members present voting aye.*

- Mayor Cole requested a motion to approve the 2023-2024 Water-Sewer Budget. *Motion was made by Alderman Bomar to approve. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole requested a motion to approve the 2023-2024 Gas Budget. *Motion was made by Alderman Cramer to approve. Motion was seconded by Alderman Deneka. 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 May. *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 05-31-2023** – Mayor Cole presented the Financial Report for the period ending May 31, 2023. *A motion to accept the report was made by Alderman Bomar. Alderman Cramer 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

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3482	3490	3481	3478	3493	3489	3500	3500	3515	3507	3529	3540	42,004
Sewer Customers Total	2250	2258	2248	2247	2260	2256	2265	2271	2282	2279	2302	2309	27,227
Gas Customers Total	7445	7417	7411	7428	7474	7489	7502	7511	7534	7523	7529	7539	89,802
<i>In Atoka City Limits</i>	2569	2570	2568	2568	2570	2569	2570	2571	2571	2570	2570	2571	30,837
<i>Out of Atoka City Limits</i>	294	295	294	295	294	294	294	294	294	293	293	292	3,526
Trash Customers	1793	1812	1817	1817	1822	1824	1828	1837	1844	1853	1860	1869	21,976
Customer Adjustments													
Connects	75	82	73	95	73	70	52	46	68	46	77	70	827
Finals	118	81	68	67	44	52	42	45	69	54	81	59	780
Meter Sets	7	13	13	16	10	7	5	9	11	11	14	26	142
PAYMENTS													
Payments on line													
Utility paid on line	2508	2349	2471	2633	2453	2656	2827	2363	3032	2927	2753	2736	31,708
ACH Payments	1618	1632	1643	1655	1669	1669	1705	1745	1746	1774	1796	1857	20,509
E-Bills	1636	1636	1646	1680	1708	1714	1726	1734	1748	1766	1786	1805	20,585
Payments Received Lobby/Mail													
CC Payments	629	372	405	472	602	446	551	527	598	386	488	370	5,846
Cash Payments	646	671	710	678	612	599	612	622	590	564	683	637	7,624
Check Payments	2,143	2,172	2,092	2,268	2,240	2,412	2,322	2,402	2,172	2,113	2,067	1,964	26,367
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Delinquent Accounts													
Delinquent Penalty	185	146	105	108	88	339	146	135	131	223	206	124	1,936
Cut Offs	151	70	105	108	88	0	148	135	131	223	91	95	1,345
Phone Calls	592	408	549	558	504	0	789	588	603	1202	412	427	6,632
SERVICE													
Water / Sewer													
Water Service Orders	6	29	16	8	24	9	10	0	22	1	18	3	146
Sewer Service Orders	6	14	5	7	6	5	7	2	4	4	5	1	66
Amount Billed Water	\$126,239	\$108,530	\$120,353	\$154,170	\$102,104	\$99,776	\$96,624	\$95,953	\$93,161	\$98,641	\$98,641	\$106,541	\$1,300,733
Amount Billed Sewer	\$147,048	\$135,294	\$146,338	\$119,980	\$97,349	\$96,310	\$93,713	\$92,107	\$86,951	\$98,428	\$94,683	\$102,390	\$1,310,589
Damaged/Stuck Meters	2	27	2	1	26	8	3	16	32	46	19	5	187
Solid Waste													
Cans Delivered	18	23	12	8	2	6	11	5	6	11	8	14	124
Missed pickup	15	15	16	33	2	26	24	32	5	19	3	24	214
Damaged Cans	1	2	0	0	0	0	2	2	1	1	1	1	11
Other complaints	2	2	3	2	1	3	4	5	2	0	0	1	25
New Customers	22	29	17	10	4	14	12	18	20	21	12	22	201
Discontinued Service	8	4	3	7	1	4	4	8	6	3	6	8	62
Amount Billed	\$36,782	\$37,077	\$37,236	\$37,356	\$37,506	\$39,422	\$39,495	\$39,686	\$39,762	\$39,968	\$40,258	\$40,538	\$465,086
Gas													
Odor Complaints	7	7	7	11	16	5	18	2	10	9	6	2	100
Damaged / Stuck Meters	52	28	62	1	28	38	74	68	14	26	15	3	409
Amount Billed	\$121,752	\$158,782	\$174,860	\$190,228	\$510,063	\$955,006	\$684,911	\$657,955	\$436,425	\$177,956	\$115,760	\$98,263	\$4,281,961
Misc Service Orders													
Other complaints	5	5	3	2	3	2	4	2	9	4	7	6	52
Total Utility/Trash Billing	\$431,821	\$439,683	\$478,788	\$501,734	\$747,022	\$1,190,514	\$914,743	\$885,701	\$656,298	\$414,993	\$349,341	\$347,732	\$7,358,369

City of Munford Public Works Monthly Report

													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
Calls	115	55	87	78	76	61							472	986
Water Calls/Leaks	4	6	13	8	9	10							50	128
Sewer Calls/Leaks	8	9	7	18	13	3							58	170
Gas Calls/Leaks	11	9	18	16	13	1							68	146
Street/Yard/Drainage Calls	7	7	29	25	118	91							277	93
Water Samples	10	10	10	10	10	10							60	13
Cut-Offs	148	144	125	184	100	84							785	998
Locates	250	216	279	284	264	301							1594	5505
Unread Meters	106	134	138	153	200	215							946	379
Meters Repairs	84	79	39	71	37	10							320	667
Sewer Taps	0	0	0	0	0	0							0	2
Water Sets	8	3	5	8	13	11							48	112
Gas Sets	12	10	10	7	11	4							54	81
Munford	10	4	6	7	10	3							40	52
Atoka	1	4	3	0	0	1							9	20
Brighton	1	2	1	0	1	0							5	9
Closed Work Orders	497	470	596	869	1029	914							4375	5344
Water Pumped (millions)	26	24	26	24	28	27							155	331
Treated Pumped to River	45	42	50	41	38	33							249	420



Munford Fire Department

Monthly Board Report - June 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	1	0	0							3	9
Structure Fires - County	3	1	0	0	2	1							7	17
Grass Fire - Munford	1	0	0	0	0	1							2	10
Grass Fires - County	0	3	1	0	0	0							4	10
Vehicle Fires - Munford	0	0	0	0	1	0							1	2
Vehicle Fires - County	0	0	0	0	0	0							0	3
Vehicle Accidents - Munford	4	6	5	4	5	2							26	61
Vehicle Accidents - County	3	2	0	1	0	0							6	12
EMS Calls - Munford	56	50	51	56	63	66							342	674
EMS Calls - County	3	2	7	2	5	4							23	36
Other Incidents - Munford	19	10	16	16	21	21							103	286
Other Incidents - County	2	6	2	7	0	10							27	63
Mutual Aid Calls	12	14	3	3	0	15							47	141
Burn Permits	0	2	0	2	1	3							8	31
Total Calls - Munford	81	66	72	77	90	90							476	1053
Total Calls - County	12	14	10	10	7	15							68	141
Total Calls - Department	93	80	82	87	97	105	0	0	0	0	0	0	544	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-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun
Payment Plan												
Current	30/2547	2 /340	47 / 4116.50	26 / 2312.50	10 / 697	8 / 615	27 / 2,732.50	40 / 5,080	13 / 855	10 / 810	12 / 935	13 / 1210
Past Due												

RENTALS												
Friday Night Skate	135	230	289	167	209	117		181	159	163	161	152
Skate Parties	\$ 23.00	23 / 28	23 / 28	29 / 31	26 / 28	17 / 17	28 / 28	28 / 28	28 / 28	32 / 32	25 / 25	18 / 28
Band Room	6	4	2	6	5	6	8	6	8	7	6	5
Community Room	2	1	2	3	2	3	4	3	4	5	5	6
Valentine Park Gazebo		1		4	0		1		2	2	3	5

SENIOR SERVICES												
Congregate Meals	499	477	458	450	456	424	460	383			453	453
Home Delivery	130	163	111		137	140	136	140			180	

Vehicle Miles												
P&R - 2020 Chevy 1500								50148	50614	52350	53117	53697
P&R - 2010 Chevy 3500 Dump								43,679	43,773	43,792	44095	44315
P&R-2008 Chevy Ext. Cab	113,655	113958	114082	114116	114846	115164	115444	115462	116217	116384	116533	116659
P&R-2010 Chevy Ext. Cab	104,647	105109	105562	105709	106202	106446	106625	106852	107135	107524	107869	108124
CP-2015 Chevy 4Door	50,403	51008	52095	52365	52961	53577	53833	54354	54422	55639	56600	56754
P&R-01' Expedition			175574	175577	176112	176375		176384	176421	178679	178930	179202

Equipment Hours												
Jacobsen Truckster	514.3	523	537	547	549	549	550	553	559	564	569	571
ToroInfield Drag	1753.3	1773	1792	1797	1797	1809	1813	1822	1846	1861	1880	18807
2014-61" Snapper	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022
2015-72" Snapper	702.7	743.3	752	752	755	760	762	771	785	802	802	803
2015-61" Snapper-CP	931.5	946	960	960	960	970	970	976	981	994	1014	1034
2022-72" Xmark	108.9	170.3	193	193	194	194	195	208	230	250	283	321
Bad Boy	1070	1074	1075	1075	1075	1075	1075	1076	1084	1088	1098	1105
Dixie Chopper	614	614	620	620								
JD4700 Tractor	3853	3853	3853	3853	3853	3853	3853	3854	3854	3854	3855	3856
2021 Snapper61"	295.5	308.2	310	310	313	322	323	325	350	367	405	440
Polaris SXS	812.9	850	865	865	904	1064	1064	1064	1283	989 hrs.		

Sports Registration												
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 #	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	Sq.Ft.	PROJECT VALUE	PERMIT FEE		Water	Sewer	Gas
1	1689	06/18/23	16259 HWY. 51 S.	C	JOHN WILKINS	COMMERICAL	28,800	\$2,592,000.00	\$6,384.00				
2	1690	06/02/23	215 KATE MCCLANAHAN	C	DAVID IRBY	ADDITION	647	\$59,000.00	\$222.00				
3	1691	06/02/23	140 FORSYTH LN.	C	D & D	FENCE	N/A	N/A	\$25.00				
4	1692	06/02/23	14407 HWY. 561 S.	C	JAMES MILLICAN	COMMERICAL	3,000	\$270,000.00	\$640.00				
5	1693	06/02/23	328 WINDY OAKS	C	HANSS KURTZMAN	ALTERATION	N/A	\$30,000.00	\$137.00				
6	1694	06/06/23	411 CULLUM	C	BOB CRAWFORD	ACC. BLDG.	480	\$32,000.00	\$143.00				
7	1695	06/12/23	55 PRITICHETT CV E.	C	DR HORTON	NEW S.F. DWELLING	2,296	\$207,000.00	\$514.00		\$1,300.00	\$3,500.00	\$1,100.00
8	1696	06/12/23	45 PRITICHETT CV E.	C	DR HORTON	NEW S.F. DWELLING	2,296	\$207,000.00	\$514.00		\$1,300.00	\$3,500.00	\$1,100.00
9	1697	06/12/23	20 PRITICHETT CV E.	C	DR HORTON	NEW S.F. DWELLING	2,296	\$207,000.00	\$514.00		\$1,300.00	\$3,500.00	\$1,100.00
10	1698	06/12/23	30 PRITICHETT CV E.	C	DR HORTON	NEW S.F. DWELLING	3,135	\$283,000.00	\$665.00		\$1,300.00	\$3,500.00	\$1,100.00
11	1699	06/12/23	125 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	3,121	\$281,000.00	\$662.00		\$1,300.00	\$3,500.00	\$1,100.00
12	1700	06/12/23	78 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,853	\$257,000.00	\$614.00		\$1,300.00	\$3,500.00	\$1,100.00
13	1701	06/12/23	35 PRITICHETT CV. E.	C	DR HORTON	NEW S.F. DWELLING	3,135	\$283,000.00	\$665.00		\$1,300.00	\$3,500.00	\$1,100.00
14	1702	06/12/23	10 PRITCHETT CV. E.	C	DR HORTON	NEW S.F. DWELLING	2,157	\$195,000.00	\$490.00		\$1,300.00	\$3,500.00	\$1,100.00
15	1703	06/12/23	135 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,296	\$207,000.00	\$514.00		\$1,300.00	\$3,500.00	\$1,100.00
16	1704	06/12/23	145 WALKER MEADOWS	C	DR HORTON	NEW S.F. DWELLING	2,157	\$195,000.00	\$490.00		\$1,300.00	\$3,500.00	\$1,100.00
17	1705	06/13/23	DRUMMONDS RD.	R	LOGAN HANKS	AG. BLDG.	1,200	\$108,000.00		\$216.00			
18	1706	06/13/23	196 STEWART DR.	C	ELITE HOME BUILDERS	NEW S.F. DWELLING	2,434	\$220,000.00	\$540.00		\$900.00	\$3,500.00	\$750.00
19	1707	06/13/23	178 STEWART RD.	C	ELITE HOME BUILDERS	NEW S.F. DWELLING	2,522	\$227,000.00	\$554.00		\$900.00	\$3,500.00	\$750.00
20	1708	06/14/23	52 N. BIGHAM CV.	C	D&D	NEW S.F. DWELLING	3,760	\$339,000.00	\$778.00		\$1,300.00	\$3,500.00	\$1,100.00
21	1709	06/20/23	PRITCHETT CV.	C	CDI	NEW S.F. DWELLING	3,350	\$302,000.00	\$796.00		\$1,300.00	\$3,500.00	\$1,100.00
22	1710	06/20/23	230 STEWART RD.	C	MEIDIAN HOMES	NEW S.F. DWELLING	2,628	\$257,000.00	\$574.00		\$900.00	\$3,500.00	\$750.00
23	1711	06/20/23	246 STEWART RD.	C	MEIDIAN HOMES	NEW S.F. DWELLING	2,868	\$259,000.00	\$618.00		\$900.00	\$3,500.00	\$750.00
24	1712	06/20/23	266 STEWART RD.	C	MEIDIAN HOMES	NEW S.F. DWELLING	2,465	\$222,000.00	\$544.00		\$900.00	\$3,500.00	\$750.00
25	1713	06/20/23	282 STEWART RD.	C	MEIDIAN HOMES	NEW S.F. DWELLING	2,140	\$197,000.00	\$494.00		\$900.00	\$3,500.00	\$750.00
26	1714	06/20/23	212 PLANTATION RD.	R	MARY SMITH	ADDITION	N/A	\$19,000.00		\$200.00			
27	1715	06/20/23	221 COLONIAL HGT.	C	CRAIG STEWART	FENCE	N/A	N/A	\$25.00				
28	1716	06/21/23	241 MCCULLOUGH CIR.	R	LAVAIRE LOCKHART	ACC. BLDG.	288	N/A		\$100.00			
29	1717	06/21/23	434 WEST DR.	C	ANTHONY NEWMAN	FENCE	N/A	N/A	\$25.00				
30	1718	06/22/23	127 CHARLES PL	C	DEVON MOULDER	FENCE	N/A	N/A	\$25.00				
31	1719	06/22/23	49 WEST MAIN	C	KATHY HARRIS	FENCE	N/A	N/A	\$25.00				
32	1720	06/26/23	4400 CAMGROUND	R	GEORGE SWANSON	FENCE	N/A	N/A		\$25.00			
33	1721	06/26/23	64 STEWART RD.	C	TRINITY HOMES	NEW S.F. DWELLING	2,464	\$222,000.00	\$544.00		\$900.00	\$3,500.00	\$750.00
34	1722	6/26/23	82 STEWART RD.	C	TRINITY HOMES	NEW S.F. DWELLING	2,672	\$241,000.00	\$582.00		\$900.00	\$3,500.00	\$750.00
35	1723	06/26/23	94 TEWART RD	C	TRINITY HOMES	NEW S.F. DWELLING	2,654	\$239,000.00	\$578.00		\$900.00	\$3,500.00	\$750.00
36	1725	06/28/23	683 TIPTON RD.	C	TODD NELSON	POOL	N/A	\$105,000.00	\$100.00				
37	1726	06/28/23	926 MCCORMICK	C	CHRIS BISHOP	FENCE	N/A	N/A	\$25.00				
38	1727	06/30/23	345 COLLEGE	C	TIFFANY RUIZ	REPAIR	N/A	\$20,000.00	\$100.00				
39													
40													
41													
42													
									\$20,120.00	\$541.00	\$23,700.00	\$73,500.00	\$19,950.00
Total								\$8,282,000.00	\$20,661.00				

C - CITY LIMITS
R - REGION

Complaints	59	Building Permits	38
Inspections	98	Sign permits	1
Certificate Of Occupancy	6	Use & Occupancy Permits	3
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



June 2023 Library Report

Overview:

- The library has sold **\$159.50** in books with the ongoing book sale.
- The library has collected **\$90.09** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$354.50**.
- The library made **\$110.00** in donations. \$50 was in memory of Norma Mills, \$50 was in memory of Stan Billings and \$10.00 was from in-kind donations.
- The Library had **237** people use our computers and **81** requiring computer help. In addition we had **280** use the Wi-Fi. The library had **718** reference questions asked and answered.
- Library staff provided **12** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **83** new users, with **3,000** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,357** patrons.
- Through Interlibrary Loan **23** books were loaned out, and **27** were borrowed.
- Tennessee R.E.A.D.S. had **1,175** books checked out.
- Lindsey was used as a Notary Public **5** times.
- The Library had **16** volunteers.
- The adult book club met, there were **11** people in attendance.
- Through in-person and passive programming we had **18** programs with **228** attendees.
 - LEGO Club met once, there were **18** in attendance.
 - Summer Reading Programs were held twice with **35** in attendance
 - The Summer reading challenge has 48 participants.
 - 1,000 Books before Kindergarten had **3** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Positive Thoughts, 45 take home crafts, New in Non-Fiction, YA Genres, Local Author Spotlight, Graphic Novel Spotlights, Hello Summer and Sweet Reads.
 - Staff posted one virtual Story Time with 79 views.
- We continue to offer curbside services to patrons. **8** patrons were assisted curbside.
- Library staff proctored **11** TWRA Boater's Licensing Tests.

Munford-Tipton County

Monthly Report

June 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	7,685	52	0	7,737	Regionally Owned	10,419	20	2	10,437		E-books	0
Audio Materials		398	0	0	398		1,627	0	0	1,627		Audio Downloadable	0
Video Materials		449	0	0	449		589	0	0	589		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	0
TOTAL		8,532	52	0	8,584		12,635	20	2	12,653	TOTAL PHYSICAL COLLECTION		21,237

Electronic Circulation-READS includes Advantage & other local e collections		Physical Circulation Book & Non-Book		CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)	
Adult **	1,100	Adult	839	Adult (includes number from libguides **4.4)	1,939
Children **	75	Children	986	Children (includes number from libguides **4.5)	1,061
Total	1,175	Total	1,825	Total for All Circulation	3,000

Unique Users 175

Title VI Survey Information		Library Services		In-Person Programs Offered			
White	48	Library Visits	1,400		Adult	Young Adult	Children
Black	8	Reference Transactions	718	Inside the Library	5	3	10
American Indian-Alaska Native	0	Computer Users	237	Outside the Library	0	0	0
Hispanic or Latino of any race	0	Wireless Sessions	280	Total	5	3	10
Native Hawaiian/Pacific Islander	0	Website Visits	0	In-Person Programs Attendance			
Asian	2	Hotspots/MiFi	0		Adult	Young Adult	Children
Other	1			Inside the Library	68	10	150
Two or more races	0	Local Database Usage	0	Outside the Library	0	0	0
Total	59	Tech Training/help	0	Total	68	10	150

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,015
Children Borrowers <14 yrs old	1,342
Total Borrowers	5,357

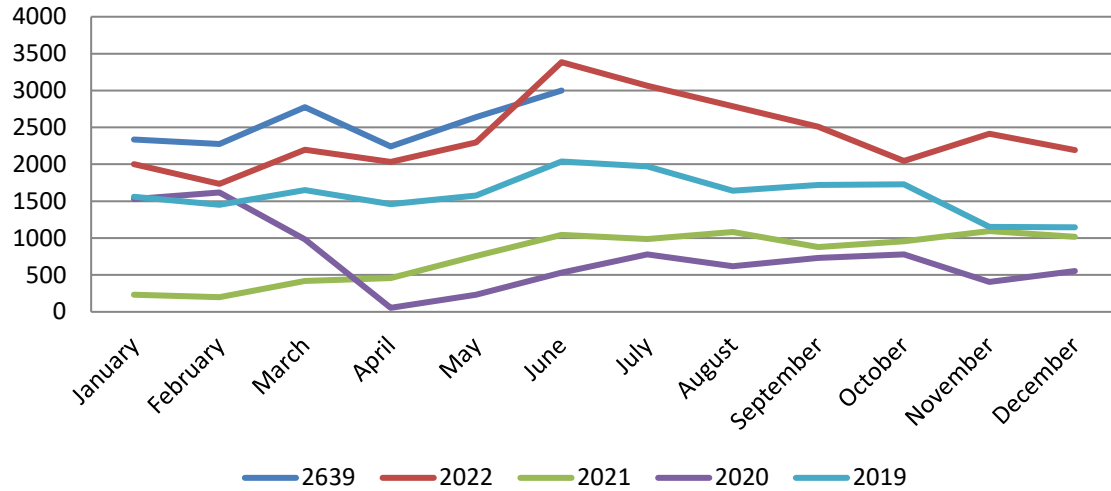
Resource Sharing	
ILL - Borrowed	27
ILL - Loaned	23

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

Recorded Programming	
Recorded Programs	1
Views of Recorded Programs	79

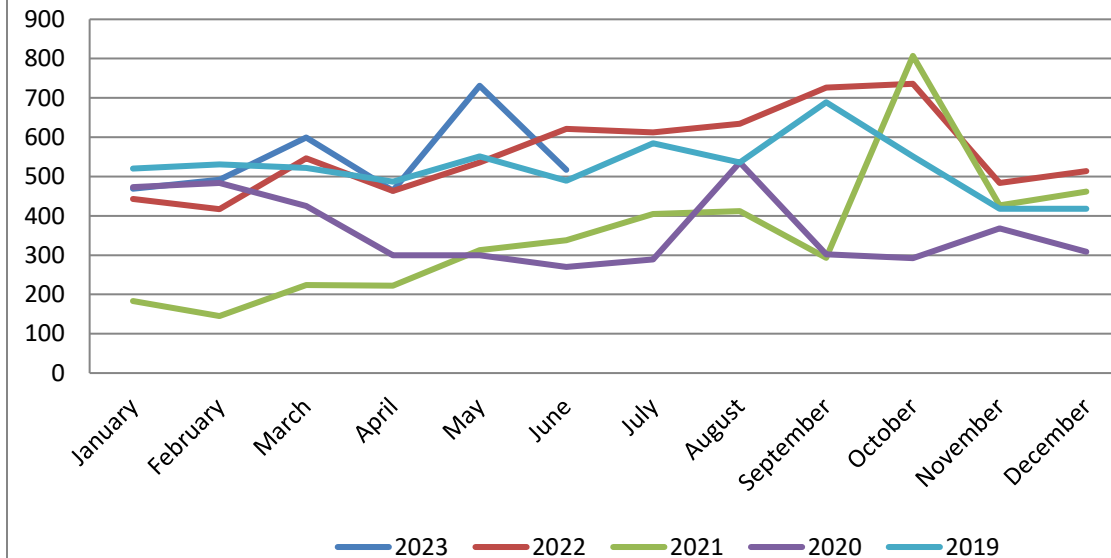
TOTAL PROGRAMS	19
TOTAL PROGRAM ATTENDANCE	307

Circulation Growth 2019-2023

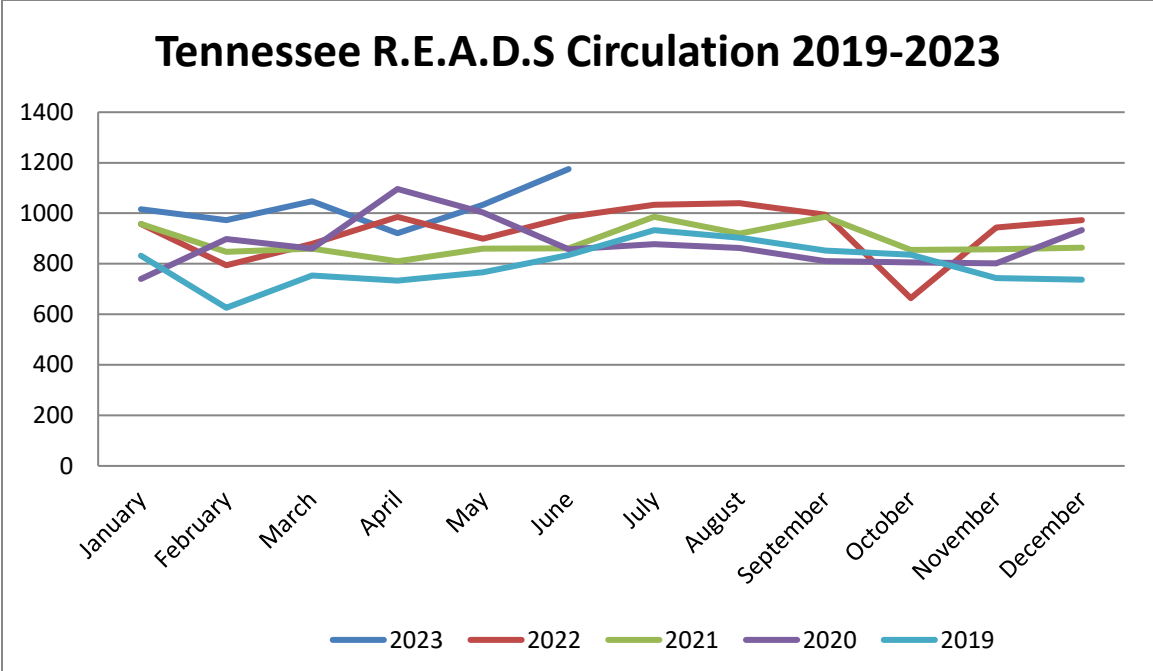


*** As of 06/30/2023**

Computer Usage 2019-2023



*** As of 06/30/2023**



*** As of 06/30/2023**



City of Munford, Tennessee

1397 Munford Avenue

Munford, TN 38058

City Hall (901) 837-0171

www.munford.com

Dwayne Cole, Mayor

Mayor's Report
July 24, 2023

On Friday, July 21 around 2:00PM, the Mid-South was once again blasted by heavy rains and strong winds. The strong winds downed many trees causing most of our town to lose power for several hours. I would like to thank all our departments for their tireless and outstanding work in clearing roads, answering calls, and serving our citizens. Many thanks to the men and women of Southwest Tennessee Electric Membership Corporation (SWTEMC), our electricity provider, for their outstanding service in working relentlessly to restore electric power to our homes and businesses.

Beginning Thursday, July 27, and continuing through Friday, July 29, we will be picking up storm debris and tree limbs caused by the most recent storm. Please move limbs, etc. to the edge of the street for pick-up.

Portland Utilities Construction will continue their work on our sewer lines on Beaver Road, College Street, and Munford Avenue this week. As a result, there will be some traffic delays and we apologize for this, but this is a necessary repair in our sewer collection system. This project is scheduled to be completed before school starts on August 7.

Tipton County Schools will begin on August 7 with all the excitement of a new school year and fresh start for our students. I am pleased to report that all three Munford schools will have School Resource Officers (SRO) on the first day. Funding for SRO's is provided by Governor Lee's Statewide School Resource Officer Grant. Serving Munford Elementary School is SRO Josh Byars, Munford Middle School is SRO Josh Mobley, and Munford High School is SRO Daniel Marks. These officers are on site daily to interact with and protect our children.

As always, traffic is heavy on the first few days of school. Chief Randall Baskin has committed several officers to direct traffic at the school and various intersections to improve traffic flow. Also assisting are Crossing Guards Cynthia Davenport and Holly Underwood. Thank you, all our SROs and Crossing Guards, for your service.

Hopefully you enjoyed Celebrate Independence fireworks on July 3 at Poplar Park. The night was pleasant, and the show was grand. For those who have asked, the fireworks show is a function of Celebrate Munford, Inc. and is funded 50/50 by Celebrate and the City of Munford. The total cost of the production was \$15,580 and the show lasted 17 minutes as usual. I want to thank Jessica Collier, owner of Collier Realty, for her sponsorship of Celebrate Independence and Celebrate Munford in October. Thank you, Jessica. Next up on the Celebrate schedule of events is the Celebrate Munford 5K, sponsored by Landers Ford in Covington, on August 5 at 8:00 am, beginning and ending at Centennial Park.

Please take care on these very hot days and drink plenty of water, God bless you all.

Dwayne Cole, Mayor

ORDINANCE: 2023-07-01

AN ORDINANCE TO AMEND THE MUNFORD MUNICIPAL ZONING MAP TO REZONE PROPERTIES ON MCLAUGHLIN DRIVE AND U.S. HIGHWAY 51 SOUTH (KNOWN AS “RESERVES OF MUNFORD”) BY ESTABLISHING A PVD (PLANNED VILLAGE DEVELOPMENT) OVERLAY 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 Municipal Zoning Ordinance; 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 recommends such amendment to the Munford Board of Mayor and Aldermen; 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 by establishing a PVD (Planned Village Development) Overlay District:

Parcel 12.07 on Tipton County Tax Map 111 and Parcel 5.00 on Tipton County Tax Map 111C, Group C

Beginning at a point, said point being the northern most corner of Parcel 12.07 on Tipton County Tax Map 111; thence moving in a southeasterly, then southerly, then easterly, then southeasterly along the northeastern boundary of Parcel 12.07 to a point, said point being the eastern most corner of Parcel 12.07; thence moving in a southwesterly direction along the eastern boundary of Parcel 12.07 to a point, said point being the southeastern most corner of Parcel 12.07 and the northern right of way of

U.S. Highway 51 South; thence moving in a southwesterly, then northwesterly, then southeasterly and easterly along the southern boundary of Parcel 12.07 to a point, said point being the northeastern most corner of Parcel 5.00 on Tipton 111C, Group C; thence moving in a southerly, then southwesterly direction along the eastern boundary of Parcel 5.00 to a point, said point being the southeastern most corner of Parcel 5.00 and the northern right of way of McLaughlin Drive; thence moving in a northeasterly and southeasterly direction along the northern right of way of McLaughlin Drive to a point, said point being the intersection of the northern right of way of McLaughlin Drive and the southwestern most corner of Parcel 12.07; thence moving in a northwesterly, then northwestern, then northwesterly, then northeasterly direction along the western boundary of Parcel 12.07 to the point of beginning.

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



CHECKS OVER \$10,000

June 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Cigna Healthcare	22234	\$ 75,841.82	Insurance (67,851.84) and HRA (7,989.98)
Cottrell Electric	22260	\$ 13,965.58	Lagoon Upgrade Electric and Water Service Calls
Ford Construction Company	22102	\$ 23,471.10	STP Project
Green Meadows Development	22267	\$ 27,720.00	Sewer Incentive Rebates
Gulf State Engineering	22110	\$ 17,105.47	FLYGT Influent Pump
Holiday Outdoor Décor	22272	\$ 10,584.25	Christmas Decorations
Interstate 69 Motorsports	22275	\$ 22,490.67	Fire Dept. Polaris
King Engineering	22206	\$ 15,015.13	Roadway Plans, Sutherland Project
Lanier Plans Inc	22208	\$ 231,085.79	Playground Equipment Valentine
Layne Granite	22120	\$ 23,300.00	Emergency Well 5 Repair
Precision Communications	22218	\$ 21,935.66	Tornado Encoder
Sensit Technologies	22142	\$ 12,565.22	3 Gas Monitors
Southern Pipe & Supply	22145	\$ 34,425.00	Water Meters
Southwest TN Electric	22146	\$ 16,553.20	Electrical Service (April-May)
	22221	2,246.67	Electrical Service (April-May)
	22289	<u>14,672.01</u>	Electrical Service (April-May)
	Total Southwest Elect	\$ 33,471.88	
Strickland Construction	22292	\$ 11,375.00	Gazebo Final
TN Energy Acquisition Corp	22176	\$ 45,944.48	Natural Gas Purchase/Transport
Tennessee Tractor	22153	\$ 13,386.47	Tractor Repairs

Tipton County Board of Ed	22297	\$ 14,000.00	SRO Vehicle
United Rentals	22301	\$ 20,402.00	Message Board
Waste Pro	22182	\$ 24,379.41	Solid Waste
Wex Bank Valero	22236	\$ 12,490.97	Fuel
Total		\$ 704,955.90	



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

County Local Option

July 18, 2023

Letter ID: L0376312384
Collection Month: 30-Jun-2023

Dear Tipton County Trustee:

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

County/City Name	Total Collections	Less Admin. Costs	Net Collections
Tipton County	-\$208,588.01	\$2,346.62	-\$206,241.39
Covington	-\$613,733.20	\$6,904.50	-\$606,828.70
Atoka	-\$304,166.13	\$3,421.87	-\$300,744.26
Brighton	-\$62,627.82	\$704.56	-\$61,923.26
Burlison	-\$6,566.32	\$73.87	-\$6,492.45
Garland	-\$11,019.63	\$123.97	-\$10,895.66
Mason	-\$21,275.79	\$239.35	-\$21,036.44
Munford	-\$173,475.12	\$1,951.60	-\$171,523.52
Gilt Edge	-\$4,957.37	\$55.77	-\$4,901.60
	-\$1,406,409.39	\$15,822.11	-\$1,390,587.28

(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.

Financial Control • 500 Deaderick Street • Nashville, TN 37242
Tel 615-253-0600 • www.tn.gov/revenue

kl0002



TIPTON COUNTY TRUSTEE

Local Option Out of State Sales Distribution

Month

06 - June

Year

2023

Total County Out of State Amount

-24,630.46

Less Admin. Costs

277.09

Net County Out of State Amount

-24,353.37

Export

Filter

Situs	County Situs	Revenue Period	Total Local Option Amount by Destination Rate	Local Option Percentage
8400 - Tipton County	8400 - Tipton County	30-Jun-2023	-129,838.75	30.02
8401 - Covington	8400 - Tipton County	30-Jun-2023	-108,192.97	25.02
8402 - Atoka	8400 - Tipton County	30-Jun-2023	-92,016.88	21.28
8403 - Brighton	8400 - Tipton County	30-Jun-2023	-28,449.19	6.58
8404 - Burlison	8400 - Tipton County	30-Jun-2023	-4,648.91	1.08
8405 - Garland	8400 - Tipton County	30-Jun-2023	-1,927.06	0.45
8406 - Mason	8400 - Tipton County	30-Jun-2023	-6,972.74	1.61
8407 - Munford	8400 - Tipton County	30-Jun-2023	-58,836.12	13.61
8408 - Gilt Edge	8400 - Tipton County	30-Jun-2023	-1,524.04	0.35
			-432,406.66	

Upcoming Meeting Dates and Events

August 2023

Aug 3 (Thursday)

4:00 Public Works/General Welfare Committee

Aug 8 (Tuesday)

6:30 Planning Commission

Aug 17 (Thursday)

2:30 Birthday Coffee

4:00 Parks & Rec/Public Safety Committee

Aug 28 (Monday)

7:00 BOMA Meeting



DRAFT

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

Munford Municipal-Regional Planning Commission
July 11, 2023

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

PRESENT: Chairman Roy Meadors, John Moren, Aldermen Steve Childress, Terry Waits.

ABSENT- Vice-Chairman David Keeton, Mayor Dwayne Cole and Vernon Pairmore.

ALSO, PRESENT- William Kissell, Building Inspector/Code Enforcement Officer Glenn Stringfellow and Planner Will Radford

The meeting was called to order at 6:30 p.m. by Chairman Roy Meadors. There was a quorum present.

I. APPROVAL OF MINUTES – June 13, 2023

There was a motion by Terry Waits, seconded by John Moren to approve the minutes from June 13, 2023, as presented. Motion carried all present voting aye.

II. OLD BUSINESS – None

III. NEW BUSINESS

A. Bell Park – Construction Plans

Background

A construction 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 Construction plans have been approved by the City Engineer.

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

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

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

Recommendation

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

There was a motion by John Moren, seconded by Terry Waits to approve the Bell Park – Construction Plas as presented. Motion carried, all present voting aye.

IV. REPORTS

Mayor Comments: None

Building Inspector – Permitting and Enforcement Report

There was a motion by Terry Waits, seconded by Steve Childress 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 6:44 pm.

Chairman Roy Meadors

Secretary John Moren

Barbara Younger,
Recording Secretary