



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

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, September 25, 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 – August 28, 2023
- E. Public Forum

II. OLD BUSINESS AND MONTHLY DEPARTMENTAL REPORTS

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

III. MAYOR'S REPORT

- A. Report
- A. Proclamation/Awards
- B. Appointments

C. Ordinance – Resolutions – Motions

Second Reading

- **ORDINANCE 2023-08-01** An Ordinance to amend the 2022-2023 General Operating budget.

Second Reading

- **ORDINANCE 2023-08-02** An Ordinance to amend the 2022-2023 Drug Fund Budget.

Second Reading

- **ORDINANCE 2023-08-03** An Ordinance to amend the 2022-2023 Solid Waste Fund Budget.

Second Reading

- **ORDINANCE 2023-08-04** An Ordinance to establish an updated Occupational Safety & Health Program Plan for the City of Munford
- **RESOLUTION 2023-09-01** to authorize participation in the Public Entity Partners Safety Grant.

D. Announcements

E. Acknowledgements

IV. NEW BUSINESS

V. FINANCIAL REPORT

- A. Checks over \$10,000
- B. Financials 06-30-2023 (*non-audit draft*)

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – Aug 28, 2023

**Regular Monthly Meeting – Monday August 28, 2023, 7:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent:

Department Heads in Attendance: Chief Randal Baskin, Lt Gary Hancock, Director Griff Fisher, Dir Glenn Stringfellow

I. CALL TO ORDER

Mayor Cole called the August 28, 2023, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. Will Clark, Pastor at Munford United Methodist Church gave the invocation.

II. ESTABLISH A QUORUM

Mayor Cole noted the Board had a quorum with all six (6) aldermen and the mayor present.

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Scheduled Meeting of July 24, 2023, for approval. *With no corrections, minutes approved as distributed.*

Mayor Cole presented the minutes from the “first” Special Called Meeting of August 10, 2023, for approval. *With no corrections, minutes approved as distributed.*

Mayor Cole presented the minutes from the “second” Special Called Meeting of August 10, 2023, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

Gregory Miller with Boy Scout Troop #66 was in attendance and working on a badge.

V. OLD BUSINESS:

- Public Works – Reference Report as Written

- Public Safety
 - a. Police: Chief Randal Baskin presented the monthly report. See attached sheet.
 - b. Fire: Lt. Gary Hancock presented the monthly report in Chief Reeves absence. 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 for a first reading **ORDINANCE 2023-08-01** An Ordinance to amend the 2022-2023 General Operating Budget. *Motion was made by Alderman Childress to approve **ORDINANCE 2023-08-01**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-08-02** An Ordinance to amend the 2022-2023 Drug Fund Budget. *Motion was made by Alderman Bomar to approve **ORDINANCE 2023-08-02**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-08-03** An Ordinance to amend the 2022-2023 Solid Waste Fund Budget. *Motion was made by Alderman Reed to approve **ORDINANCE 2023-08-03**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-08-04** An Ordinance to establish an updated occupational Safety & Health Program Plan for the City of Munford. *Motion was made by Alderman Deneka to approve **ORDINANCE 2023-08-04**. Motion was seconded by Alderman Glass. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION 2023-08-01** A Resolution to execute a LPRF Grant contract with the Tennessee Department of Environment and Conservation. *Motion was made by Alderman Cramer to approve **ORDINANCE 2023-08-04**. Motion was seconded by Alderman Bomar. 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 July. *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.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 7:33.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3481	3478	3493	3489	3500	3500	3515	3507	3529	3540	3541	3577	42,150
Sewer Customers Total	2248	2247	2260	2256	2265	2271	2282	2279	2302	2309	2314	2340	27,373
Gas Customers Total	7411	7428	7474	7489	7502	7511	7534	7523	7529	7539	7550	7578	90,068
<i>In Atoka City Limits</i>	2568	2568	2570	2569	2570	2571	2571	2570	2570	2571	2571	2573	30,842
<i>Out of Atoka City Limits</i>	294	295	294	294	294	294	294	293	293	292	293	292	3,522
Trash Customers	1817	1817	1822	1824	1828	1837	1844	1853	1860	1869	1877	1882	22,130
Customer Adjustments													
Connects	73	95	73	70	52	46	68	46	77	70	64	85	819
Finals	68	67	44	52	42	45	69	54	81	59	61	84	726
Meter Sets	13	16	10	7	5	9	11	11	14	26	16	3	141
PAYMENTS													
Payments on line													
Utility paid on line	2471	2633	2453	2656	2827	2363	3032	2927	2753	2736	2484	2718	32,053
ACH Payments	1643	1655	1669	1669	1705	1745	1746	1774	1796	1857	1816	1934	21,009
E-Bills	1646	1680	1708	1714	1726	1734	1748	1766	1786	1805	1813	1838	20,964
Payments Received Lobby/Mail													
CC Payments	405	472	602	446	551	527	598	386	488	370	386	432	5,663
Cash Payments	710	678	612	599	612	622	590	564	683	637	655	659	7,621
Check Payments	2,092	2,268	2,240	2,412	2,322	2,402	2,172	2,113	2,067	1,964	1,898	1,872	25,822
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Delinquent Accounts													
Delinquent Penalty	105	108	88	339	146	135	131	223	206	124	165	132	1,902
Cut Offs	105	108	88	0	148	135	131	223	91	95	90	60	1,274
Phone Calls	549	558	504	0	789	588	603	1202	412	427	506	395	6,533
SERVICE													
Water / Sewer													
Water Service Orders	16	8	24	9	10	0	22	1	18	3	10	2	123
Sewer Service Orders	5	7	6	5	7	2	4	4	5	1	7	1	54
Amount Billed Water	\$120,353	\$154,170	\$102,104	\$99,776	\$96,624	\$95,953	\$93,161	\$98,641	\$98,641	\$106,541	\$103,929	\$113,652	\$1,283,545
Amount Billed Sewer	\$146,338	\$119,980	\$97,349	\$96,310	\$93,713	\$92,107	\$86,951	\$98,428	\$94,683	\$102,390	\$99,791	\$103,304	\$1,231,343
Damaged/Stuck Meters	2	1	26	8	3	16	32	46	19	5	1	10	169
Solid Waste													
Cans Delivered	12	8	2	6	11	5	6	11	8	14	8	9	100
Missed pickup	16	33	2	26	24	32	5	19	3	24	17	10	211
Damaged Cans	0	0	0	0	2	2	1	1	1	1	2	0	10
Other complaints	3	2	1	3	4	5	2	0	0	1	5	9	35
New Customers	17	10	4	14	12	18	20	21	12	22	20	28	198
Discontinued Service	3	7	1	4	4	8	6	3	6	8	4	11	65
Amount Billed	\$37,236	\$37,356	\$37,506	\$39,422	\$39,495	\$39,686	\$39,762	\$39,968	\$40,258	\$40,538	\$40,582	\$40,838	\$472,647
Gas													
Odor Complaints	7	11	16	5	18	2	10	9	6	2	1	6	93
Damaged / StuckMeters	62	1	28	38	74	68	14	26	15	3	37	22	388
Amount Billed	\$174,860	\$190,228	\$510,063	\$955,006	\$684,911	\$657,955	\$436,425	\$177,956	\$115,760	\$98,263	\$88,781	\$92,085	\$4,182,294
Misc Service Orders													
Other complaints	3	2	3	2	4	2	9	4	7	6	4	4	50
Total Utility/Trash Billing	\$478,788	\$501,734	\$747,022	\$1,190,514	\$914,743	\$885,701	\$656,298	\$414,993	\$349,341	\$347,732	\$333,083	\$349,880	\$7,169,829

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	78	76	61	56	55					583	986
Water Calls/Leaks	4	6	13	8	9	10	20	16					86	128
Sewer Calls/Leaks	8	9	7	18	13	3	23	34					115	170
Gas Calls/Leaks	11	9	18	16	13	1	6	10					84	146
Street/Yard/Drainage Calls	7	7	29	25	118	91	96	78					451	93
Water Samples	10	10	10	10	10	10	10	10					80	13
Cut-Offs	148	144	125	184	100	84	90	60					935	998
Locates	250	216	279	284	264	301	277	266					2137	5505
Unread Meters	106	134	138	153	200	215	270	334					1550	379
Meters Repairs	84	79	39	71	37	10	36	33					389	667
Sewer Taps	0	0	0	0	0	0	0	0					0	2
Water Sets	8	3	5	8	13	11	14	1					63	112
Gas Sets	12	10	10	7	11	4	25	8					87	81
Munford	10	4	6	7	10	3	21	6					67	52
Atoka	1	4	3	0	0	1	4	0					13	20
Brighton	1	2	1	0	1	0	0	2					7	9
Closed Work Orders	497	470	596	869	1029	914	1049	1050					6474	5344
Water Pumped (millions)	26	24	26	24	28	27	26	27					208	331
Treated Pumped to River	45	42	50	41	38	33	37	38					324	420

**City of Munford
Police Department**

	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
CITATIONS ISSUED	387	280	242	253	225	222	245	199					2053	2668
COURTESY CITATIONS ISSUED	176	88	75	73	66	61	50	31					620	993
TRAFFIC STOPS	801	502	543	631	555	499	615	437					4583	5483
SPEEDING	178	113	114	157	104	102	94	82					944	1459
SEAT BELT	0	8	2	1	1	2	2	0					16	4
ARREST	60	58	53	78	56	54	67	54					480	478
ADULT - MALE	44	35	29	52	26	34	40	32					292	278
ADULT - FEMALE	15	18	19	19	17	19	21	19					147	160
JUVENILE - MALE	1	5	5	5	10	0	2	3					31	28
JUVENILE - FEMALE	0	0	0	2	3	1	4	0					10	9
WARRANT ARREST	6	5	9	13	2	5	10	3					53	52
DRUG ARREST	11	6	10	16	11	5	22	11					92	109
ALCOHOL ARREST	4	4	5	12	16	8	9	7					65	29
INCIDENT REPORTS	102	102	116	121	108	91	109	102					851	974
OFFICER INITIATED INCIDENTS	1724	1382	1375	1448	1474	1365	1622	1397					11787	14438
ACCIDENT REPORTS	9	8	11	12	16	7	7	13					83	159
MILES PATROLLED	16200	13535	14499	14919	15074	15117	16964	15319					121627	169629
CALLS FOR SERVICE	1374	973	1098	1182	1117	1039	1160	1062					9005	11548



Munford Fire Department Monthly Board Report - August 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	0	1					4	9
Structure Fires - County	3	1	0	0	2	1	2	0					9	17
Grass Fire - Munford	1	0	0	0	0	1	0	0					2	10
Grass Fires - County	0	3	1	0	0	0	0	0					4	10
Vehicle Fires - Munford	0	0	0	0	1	0	0	1					2	2
Vehicle Fires - County	0	0	0	0	0	0	0	1					1	3
Vehicle Accidents - Munford	4	6	5	4	5	2	3	10					39	61
Vehicle Accidents - County	3	2	0	1	0	0	0	0					6	12
EMS Calls - Munford	56	50	51	56	63	66	74	56					472	674
EMS Calls - County	3	2	7	2	5	4	3	1					27	36
Other Incidents - Munford	19	10	16	16	21	21	21	15					139	286
Other Incidents - County	2	6	2	7	0	10	6	3					36	63
Mutual Aid Calls	12	14	3	3	0	15	11	5					63	141
Burn Permits	0	2	0	2	1	3	4	2					14	31
Total Calls - Munford	81	66	72	77	90	90	98	83					657	1053
Total Calls - County	12	14	10	10	7	15	11	5					84	141
Total Calls - Department	93	80	82	87	97	105	109	88	0	0	0	0	741	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-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug
Payment Plan												
Current	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	35 / 3785	9 / 525
Past Due												

RENTALS												
Friday Night Skate	289	167	209	117		181	159	163	161	152	165	171
Skate Parties	23 / 28	29 / 31	26 / 28	17 / 17	28 / 28	28 / 28	28 / 28	32 / 32	25 / 25	18 / 28	16 / 28	18 / 28
Band Room	2	6	5	6	8	6	8	7	6	5	1	1
Community Room	2	3	2	3	4	3	4	5	5	6	0	1
Valentine Park Gazebo		4	0		1		2	2	3	5	1	1

SENIOR SERVICES												
Congregate Meals	458	450	456	424	460	383			453	453	570	570
Home Delivery	111		137	140	136	140			180			738

Vehicle Miles												
P&R - 2020 Chevy 1500						50148	50614	52350	53117	53697	55073	55648
P&R - 2010 Chevy 3500 Dump						43,679	43,773	43,792	44095	44315	44486	44539
P&R-2008 Chevy Ext. Cab	114082	114116	114846	115164	115444	115462	116217	116384	116533	116659	116817	116917
P&R-2010 Chevy Ext. Cab	105562	105709	106202	106446	106625	106852	107135	107524	107869	108124	108482	108713
CP-2015 Chevy 4Door	52095	52365	52961	53577	53833	54354	54422	55639	56600	56754	57969	58956
P&R-01' Expedition	175574	175577	176112	176375		176384	176421	178679	178930	179202	179469	179642

Equipment Hours												
Jacobsen Truckster	537	547	549	549	550	553	559	564	569	571	576	580
ToroInfield Drag	1792	1797	1797	1809	1813	1822	1846	1861	1880	1887	1892	1914
2014-61" Snapper	1022	1022	1022	1022	1022	1022	1022	1022	1022	1022	1024	1028
2015-72" Snapper	752	752	755	760	762	771	785	802	802	803	821	839
2015-61" Snapper-CP	960	960	960	970	970	976	981	994	1014	1034	1056	1073
2022-72" Xmark	193	193	194	194	195	208	230	250	283	321	360	385
Bad Boy	1075	1075	1075	1075	1075	1076	1084	1088	1098	1105	1117	1121
Dixie Chopper	620	620										
JD4700 Tractor	3853	3853	3853	3853	3853	3854	3854	3854	3855	3856	3856	3856
2021 Snapper61"	310	310	313	322	323	325	350	367	405	440	466	491
Polaris SXS	865	865	904	1064	1064	1064	1283	989 hrs.			5440 miles	5662 miles

Sports Registration												
Basketball	350	416	476	476	476							
Cheerleading	38	43	49	49	49							
Flag Football						206	206					
Soccer						268	268				218	218
Baseball						347	347				334	334

	Permit #	DATE	LOCATION	R-C	NAME	TYPE OF PROJECT	Sq.Ft.	PROJECT VALUE	PERMIT FEE	Water	Sewer	Gas	
1													
2													
3	1779	08/01/23	MCCORMICK RD.	R	CHRISTOPHER EVINS	NEW S.F. DWELLING	4,160	\$296,000.00	\$792.00			\$1,450.00	
4	1780	08/07/23	9 BLOOMFIELD	C	CORY SIMMONS	FENCE	N/AA	N/A	\$25.00				
5	1781	08/08/23	3835 MARSHALL RD.	C	MICHAEL MCCASKILL	MANUFACTURED HOME	1,600	\$144,000.00	\$144.00				
6	1782	08/17/23	383 HANNAH MARIET	R	TREY CHAPMAN	ADDITION	240	\$12,000.00				\$100.00	
7	1783	08/25/23	30 GIN HOUSE LAKE RD.	R	DAVID WALKER	ALTERATION	888	\$20,000.00				\$100.00	
8	1784	08/25/23	54 BOMAR CV.	R	JAMES ADKINS	ADDITION	240	\$20,000.00				\$100.00	
9	1785	08/29/23	1038 BEAVER RD.	C	DAVID HEFLIN	ACC. BLDG.	144	\$8,000.00	\$100.00				
10													
11													
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41													
42													
									\$269.00	\$1,092.00	\$0.00	\$0.00	\$1,450.00

Total **\$500,000.00** **\$1,361.00**

C - CITY LIMITS

R - REGION

Complaints	61	Building Permits	9
Inspections	65	Sign permits	0
Certificate Of Occupancy	2	Use & Occupancy Permits	1
PREFORMANCE BOND	WALKER MEADOWS NORTH	2022	Building Inspector
	WALKER MEADOWS II	2020	
	VGM 4A	2023	



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



August 2023 Library Report

Overview:

- The library has sold **\$103.50** in books with the ongoing book sale.
- The library has collected **\$109.25** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$300.60**.
- The library received **\$70.37** in donations. **\$10** was in memory of Lilly Icenhour, **\$50.37** was from Kroger Community Rewards, and the rest was in-kind.
- The Library had **289** people use our computers and **103** requiring computer help. In addition we had **319** use the Wi-Fi. The library had **435** reference questions asked and answered.
- Library staff provided **18** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **57** new users, with **2,650** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,317** patrons.
- Through Interlibrary Loan **35** books were loaned out, and **53** were borrowed.
- Tennessee R.E.A.D.S. had **1,105** books checked out.
- Lindsey was used as a Notary Public **10** times.
- The Library had **14** volunteers.
- The adult book club met, there were **12** people in attendance.
- Through in-person and passive programming we had **17** programs with **274** attendees.
 - LEGO Club met once, there were **19** in attendance.
 - Story Time was held once, there were in attendance.
 - The End of Summer Reading Party was held on August 1st. There were 125 attendees.
 - The Summer Reading Challenge had 61 participants with 2,701 total hours read.
 - Passive Programs included: Staff Recommendations, Positive Thoughts, 45 take home crafts, New in Non-Fiction, YA Genres, Local Author Spotlight, Graphic Novel Spotlights, In Our Reading Era, Read with Bluey, Back to School and Friendship.
- We continue to offer curbside services to patrons. **6** patrons were assisted curbside.
- Library staff proctored **9** TWRA Boater's Licensing Tests.
- A Video Relay System (VRS) was installed for our deaf and hard of hearing patrons. The VRS was used 30 times in August.

Munford-Tipton County Memorial Library
Monthly Report

August 2023

PHYSICAL COLLECTION										ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance	
Material Type			Added	Deleted				Added	Deleted		Local & Regional Owned		
Print Materials	Locally Owned		63	106				43	153			E-books	0
Audio Materials			0	0		Regionally Owned		0	0			Audio Downloadable	0
Video Materials			1	3				1	6			Video Downloadable	0
Other Materials			0	0				0	0			TOTAL	0
TOTAL			64	109			TOTAL		44	159			

In-House Physical Circulation: Used in the library and not checked out with VERSO	
Adult Books	98
Juvenile Books	200
Microfilm	0
Periodical	26
STEM Kits	0
Hot Spots (only if not counted with VERSO)	
Puzzles	34
Yearbooks	5
	363

Title VI Survey Information		Library Services		Programs							
				Inside the Library		# of Programs	Attendance	Outside the Library		# of Programs	Attendance
White	39	Library Visits	1,900	In-Person Programs	Adult	2	17	Adult	0	0	
Black	8	Reference Transactions	435		Young Adult	1	2	Young Adult	0	0	
American Indian-Alaska Native	0	Computer Users	289		Children 0-5	3	10	Children 0-5	0	0	
Hispanic or Latino of any race	0	Wireless Sessions	319		Children 6-11	3	30	Children 6-11	0	0	
Native Hawaiian/Pacific Islander	0	Website Visits	0		General Interest	0	0	General Interest	1	125	
Asian	0	Databases Owned	0		Inside Total	9	59	Outside Total	1	125	
Other	0	Local Database Usage	0		Total (Inside & Outside)	10	184				
Two or more races	6	ILL - Borrowed	53								
Total	53	ILL - Loaned	35								

Meeting Room Use	
Number of Events Not Sponsored by the Library	0
Attendance at These Events	0

Live Virtual Programs	Total of All In-Person and Live Virtual Programs			
	Adult	Young Adult	Children's	Total
Number of Live Virtual Programs	0	0	0	0
Views of Live Virtual Programs	0	0	0	0
On-Demand Views of Live Programs	0	0	0	0
	10	184		

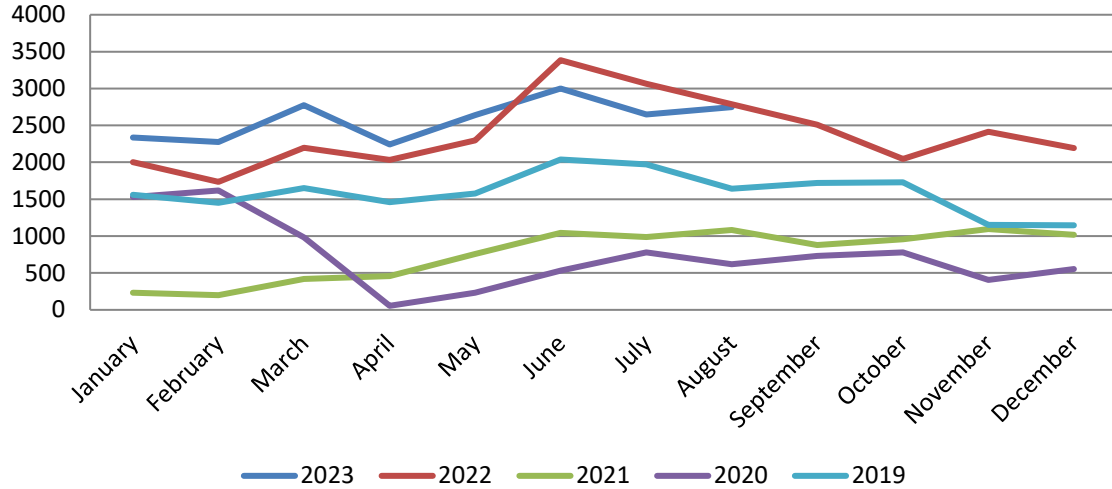
Borrowers	Current Balance
Adult Borrowers >14 yrs old	3,931
Children Borrowers <14 yrs old	1,386
Total Borrowers	5,317

Recorded Programs	# of Programs	Views/Attendance
Programs	0	0
		0

	Programs	Attendance
Self-directed/Passive Activities (activity that does not meet program definition)	10	90

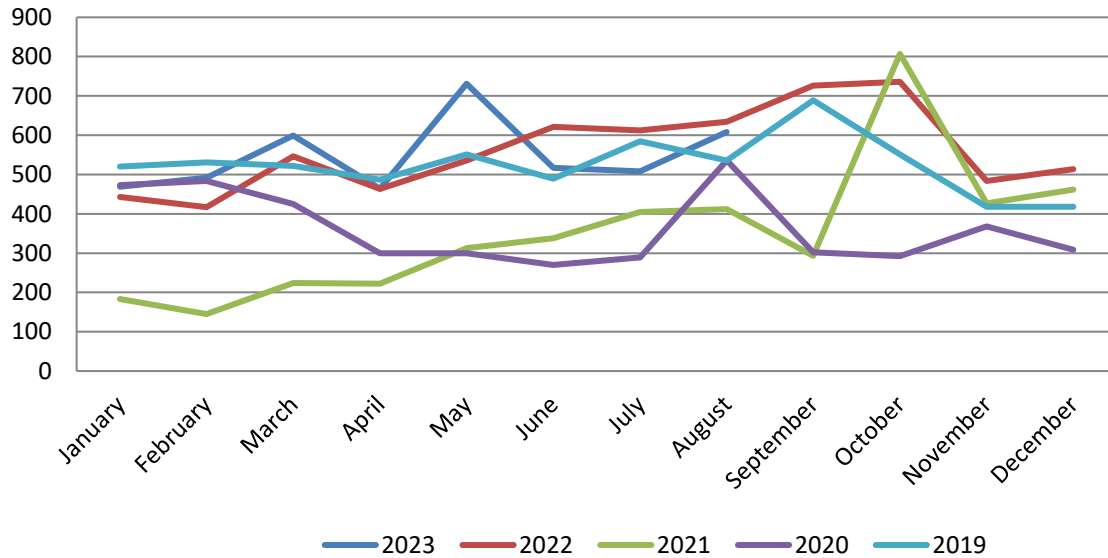
Video Relay System Uses: 30

Circulation Growth 2019-2023

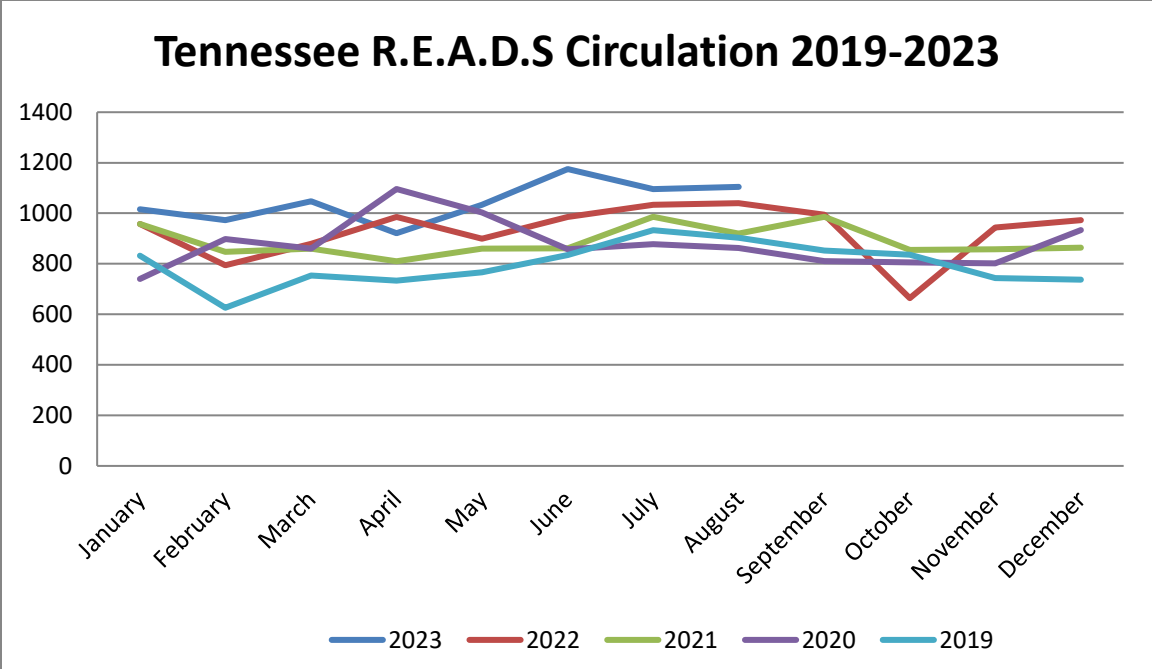


* As of 08/31/2023

Computer Usage 2019-2023



* As of 08/31/2023



*** As of 08/31/2023**

ORDINANCE: 2023-08-01

**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 decreased revenues due to deferring ARPA Grant Funds to FY2024, and outstanding TDOT STP Grant Funds. Expenses have decreased due to expenses related to STP Grant Funds and unspent ARPA Funds. The net result is a decrease in surplus of \$58,522; now leaving a gain of \$151,212 to the fund balance.

WHEREAS, the revenues for the General Fund will be lower by \$417,888 and expenses for the same will be lower by \$361,365 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 General Fund revenues by \$417,888 and decreasing General Fund expenses by \$361,365.

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

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

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

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

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Taxes	31000	\$3,121,171	\$3,335,384	\$3,438,508	\$103,124	inc local and local option sales tx
License & Permits	32000	\$44,700	\$39,350	\$69,008	\$29,658	large incr in building permits STP Grant not fully expensed; ARPA funds
Intergovernmental	33000	\$1,799,612	\$3,587,806	\$2,883,291	(\$704,515)	deferred to FY24
Charges for Services	34000	\$448,600	\$486,995	\$562,907	\$75,912	Centennial Concessions, Planning
Fines & Forfeitures	35000	\$145,600	\$181,172	\$203,864	\$22,692	increased court revenue
Miscellaneous	36900-37900	\$6,400	\$20,659	\$75,900	\$55,241	ins recoveries, sales of assets,
Total		\$5,566,083	\$7,651,366	\$7,233,478	(\$417,888)	

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

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Legislative	41110	\$44,700	\$47,913	\$47,927	\$14	
Finance & Administration	41500	\$73,627	\$79,202	\$78,364	(\$838)	
Code Enforcement	41700	\$81,173	\$117,178	\$116,782	(\$396)	
Police Department	42100	\$1,699,396	\$1,770,724	\$1,872,794	\$102,070	pay adj, vehicle repairs, fuel increase
Fire Department	42200	\$1,328,159	\$1,365,209	\$1,466,515	\$101,306	pay adj, OT pay, vehicle repairs, kubota purchase, generator repair paving not completed until July 23, STP proj
Street Department	43100	\$617,836	\$2,435,004	\$1,837,581	(\$597,423)	incomplete, purchase mower
Parks & Recreation	44000	\$1,206,730	\$1,213,817	\$1,237,034	\$23,217	inc exp due to increased participants
Library	44800	\$124,117	\$124,133	\$124,017	(\$116)	
Community Development	46500	\$24,636	\$48,144	\$59,403	\$11,259	Tree Chamber; coffee cups for new residents; city merchandise
Debt Service		\$241,303	\$242,308	\$241,850	(\$458)	
		<u>\$5,441,677</u>	<u>\$7,443,632</u>	<u>\$7,082,267</u>	<u>(\$361,365)</u>	

ORDINANCE: 2023-08-02

**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 decreased expenses; and

WHEREAS, the revenues for the Drug fund will be higher by \$2,358 and expenses for the same will be lower than anticipated by \$1,765; the net result will be a decrease to previous expected loss of \$4,123, now a loss of \$1,328 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 \$2,358 and reducing expenses by \$1,765.

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

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

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

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

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Court Revenues	35100	\$700	\$1,500	\$3,477	\$1,977	increased court fees
Forfeitures-Misc Rev	35200	\$1,000	\$4,784	\$5,127	\$343	additional seized funds
Other-Interest	36100	\$80	\$180	\$218	\$38	
Total		\$1,780	\$6,464	\$8,822	\$2,358	

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

Department	Fund	Original Budget	1st		Change	Comment
			Amended Budget			
Drug Dog-Vet/Supplies	42129	\$1,300	\$1,775	\$1,050	(\$725)	increased court fees
Memberships/Repairs	42129	\$0	\$140	\$350	\$210	new membership
Operating/Cap Outlay	42129	\$0	\$10,000	\$8,750	(\$1,250)	cost less than expected for guns/rifles
Total		\$1,300	\$11,915	\$10,150	(\$1,765)	

ORDINANCE: 2023-08-03

**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 revenue due to a higher number of customers and a rate increase mid-year; and has increased expenses also due to an increase in customers; and

WHEREAS, the revenues for the Solid Waste Fund will be higher by \$17,430 and expenses for the same will be higher than anticipated by \$6,000; the net result will be a decrease to previously expected loss of \$11,430, now a loss of \$7,225 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 \$17,430 and increasing expenses by \$6,000.

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

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

Passed First Reading

Mayor Dwayne Cole

Passed Second Reading

City Recorder

**City of Munford
2022-2023 Operating Budget
Solid Waste Fund - Revenues**

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Customer Pmts	34400	\$477,312	\$480,500	\$497,900	\$17,400	inc customers/rate change
Other Rev-Interest	36100	\$300	\$520	\$550	\$30	
Total		\$477,612	\$481,020	\$498,450	\$17,430	

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

Department	Fund	Original Budget	1st Amended Budget	2nd Amended Budget	Change	Comment
Vendor Services	43230	\$270,206	\$277,000	\$283,000	\$6,000	inc customers
Repairs/Supplies	43230	\$0	\$200	\$210	\$10	
Allocation to Gen Fund	43230	\$162,985	\$175,040	\$175,040	\$0	
Capital Outlay	43230	\$0	\$47,425	\$47,425	\$0	
Total		\$433,191	\$499,665	\$505,675	\$6,010	

ORDINANCE NUMBER 2023-08-04

ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN,
DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE
IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Munford hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. **BE IT ORDAINED BY THE** Board of Mayor and Aldermen of the City of Munford, Tennessee that there be and is hereby amended as follows:

TITLE:

This section shall be known as “The Occupational Safety and Health Program Plan” for the employees of The City of Munford.

PURPOSE:

The City of Munford in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement.
 - b) Continually analyze the worksite to identify all hazards and potential hazards.
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.

- 2) Acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees.

- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.

5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of the City of Munford shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal, or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the City of Munford are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this ordinance, Director Glenn Stringfellow is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the Board of Mayor and Aldermen of the City of Munford.

SEVERABILITY:

SECTION 2. BE IT FURTHER ORDAINED that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER ORDAINED that this ordinance shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the City of Munford requiring it.

Passed First Reading

Mayor

Passed Second Reading

City Recorder

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN FOR THE EMPLOYEES OF THE CITY OF MUNFORD

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of the City of Munford.

This plan is applicable to all employees, part-time or full-time, seasonal, or permanent.

The City of Munford in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person

appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.

- b. EMPLOYER means the City of Munford and includes each administrative department, board, commission, division, or other agency of the City.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of the City of Munford.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as “volunteers” provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung

impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act, or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
 3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
 1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that

may exist and make an attempt to immediately correct such hazards or violations.

4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.

- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 - 1. The employer:
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
 - 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s) and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocuting; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress, and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or

enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will ensure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and.
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are

considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:

1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
2. Records are made of the inspections, any discrepancies found, and corrective actions taken. This information is forwarded to the Safety Director.

i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMEDIATE DANGER PROCEDURES

a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Safety Director shall immediately be informed of the alleged imminent danger situation, and he shall immediately ascertain whether there is a reasonable basis for the allegation.
2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
4. The administrative or operational head of the workplace in which the imminent danger exists,

or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.

5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
 2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules, or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing

with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30-

day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS
(ORGANIZATIONAL CHART)**

Work Location - Name	Address	Contact Person	Phone #	# Employees
Police Department	79 College St	Chief Randal Baskin	901-837-5989	20 FT/3 PT
Fire Department	1375 Munford Ave	Chief Jeremy Reeves	901-837-5960	13 FT/4 PT
Parks and Rec	63 College St & 44 Dacus Dr	Dir Griff Fisher	901-837-5965	5 FT/32 PT 2 FT/14 PT
Public Works- Water Public Works - Gas	60 Water St 1256 Munford Ave	Dir Sherry Bennard	901-837-5974	12 FT/0 PT 12 FT/1 PT
City Hall Admin/Finance	1397 Munford Ave	Sherry Yelvington	901-837-0171	7 FT/ 0 PT
Code Enforcement	1397 Munford Ave	Glenn Stringfellow	901-837-5971	2 FT
Legislative	1397 Munford Ave	Mayor Dwayne Cole	901-837-0171	1 PT Elected Mayor/6 Elected Officials/7 Planning Comm appointees
Library	1476 Munford Ave	Lindsey Moore	901-837-2665	1 FT/2 PT
TOTAL				74 FT/70 PT

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF the City of Munford

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or the Recorder/Treasurer.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before Health and Safety Committee for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of City of Munford is available for inspection by any employee at City Hall during regular office hours.

Signature: (City/County) MAYOR AND DATE

APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,
ESTIMATE OF TOTAL BUDGET FOR:

OR Use This Statement:

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that the City of Munford has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will ensure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third-degree burns, the Safety Director will be notified

by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left-hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the simpler an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

RESOLUTION: 2023-09-01

CITY OF MUNFORD, TENNESSEE

TO PARTICIPATE IN

Safety Partners Matching Grant Program

WHEREAS, the safety and well-being of the employees of the City of Munford, Tennessee is of greatest importance, and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Munford employees; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a “Safety Partners” Matching Grant Program; and

WHEREAS, the City of Munford now seeks to participate in this important program.

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

SECTION 1. That the City of Munford is hereby authorized to submit application for a “Safety Partners” Matching Grant Program through Public Entity Partners.

SECTION 2. That the City of Munford is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

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

Mayor Dwayne Cole

Sherry Yelvington, City Recorder



CHECKS OVER \$10,000

August 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Cigna Healthcare	22553	\$ 75,450.46	Insurance (71,039.53) and HRA (4,410.93)
Citco Water	22481	\$ 52,728.00	Water Meters and Transmitters
Fowler Paving	22496	\$ 297,660.48	Paving Projects
	22584	<u>25,787.74</u>	
	Total Fowler Paving	\$ 323,448.22	
Haddad's	22503	\$ 12,178.99	Snapper Mower and Misc.
Portland Utilities Const	22527	\$ 13,650.00	Sewer Main Replacement
	22602	<u>175,000.00</u>	
	Total Portland Utilities	\$188,650.00	
Public Entity Partners	22528	\$ 338,577.00	Insurance for FY-2024
Southern Pipe & Supply	22535	\$ 10,480.00	10 Relief Valves
Southwest TN Electric	22536	\$ 26,939.22	Electrical Service (June-July)
	22607	<u>10,406.46</u>	Electrical Service (May-June)
	Total Southwest Elect	\$ 37,345.68	
TN Energy Acquisition Corp	22545	\$ 50,425.91	Natural Gas Purchase/Transport
Waste Pro	22554	\$ 24,561.38	Solid Waste
Wex Bank Valero	22557	\$ 13,337.94	Fuel
	Total	\$ 1,127,183.58	



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

County Local Option

September 18, 2023

Letter ID: L0659686976
Collection Month: 31-Aug-2023

Dear Tipton County Trustee:

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

County/City Name	Total Collections	Less Admin. Costs	Net Collections
Tipton County	-\$205,909.24	\$2,316.48	-\$203,592.76
Covington	-\$593,650.50	\$6,678.57	-\$586,971.93
Atoka	-\$313,375.64	\$3,525.48	-\$309,850.16
Brighton	-\$50,219.02	\$564.96	-\$49,654.06
Burlison	-\$6,313.74	\$71.03	-\$6,242.71
Garland	-\$10,179.63	\$114.52	-\$10,065.11
Mason	-\$32,225.12	\$362.53	-\$31,862.59
Munford	-\$164,658.75	\$1,852.41	-\$162,806.34
Gilt Edge	-\$4,713.05	\$53.02	-\$4,660.03
	-\$1,381,244.69	\$15,539.00	-\$1,365,705.69

(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:	-\$28,937.24
Less Admin. Costs:	\$325.54
Net County Out of State Amount:	-\$28,611.70

Situs	Reporting Period	Total Local Option Amount by Destination Rate	Local Option Percentage
8400 - Tipton County	31-Aug-2023	-\$127,560.15	29.45%
8401 - Covington	31-Aug-2023	-\$102,547.13	23.67%
8402 - Atoka	31-Aug-2023	-\$98,110.44	22.65%
8403 - Brighton	31-Aug-2023	-\$27,148.65	6.27%
8404 - Burlison	31-Aug-2023	-\$4,222.78	0.97%
8405 - Garland	31-Aug-2023	-\$1,537.71	0.35%
8406 - Mason	31-Aug-2023	-\$9,115.14	2.10%
8407 - Munford	31-Aug-2023	-\$61,414.67	14.18%
8408 - Gilt Edge	31-Aug-2023	-\$1,540.76	0.36%
		-\$433,197.43	



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

County Local Option

September 18, 2023

Letter ID: L0659686976
Collection Month: 31-Aug-2023

Dear Tipton County Trustee:

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

County/City Name	Total Collections	Less Admin. Costs	Net Collections
Tipton County	-\$205,909.24	\$2,316.48	-\$203,592.76
Covington	-\$593,650.50	\$6,678.57	-\$586,971.93
Atoka	-\$313,375.64	\$3,525.48	-\$309,850.16
Brighton	-\$50,219.02	\$564.96	-\$49,654.06
Burlison	-\$6,313.74	\$71.03	-\$6,242.71
Garland	-\$10,179.63	\$114.52	-\$10,065.11
Mason	-\$32,225.12	\$362.53	-\$31,862.59
Munford	-\$164,658.75	\$1,852.41	-\$162,806.34
Gilt Edge	-\$4,713.05	\$53.02	-\$4,660.03
	-\$1,381,244.69	\$15,539.00	-\$1,365,705.69

(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: -\$28,937.24
Less Admin. Costs: \$325.54
Net County Out of State Amount: -\$28,611.70

Situs	Reporting Period	Total Local Option Amount by Destination Rate	Local Option Percentage
8400 - Tipton County	31-Aug-2023	-\$127,560.15	29.45%
8401 - Covington	31-Aug-2023	-\$102,547.13	23.67%
8402 - Atoka	31-Aug-2023	-\$98,110.44	22.65%
8403 - Brighton	31-Aug-2023	-\$27,148.65	6.27%
8404 - Burlison	31-Aug-2023	-\$4,222.78	0.97%
8405 - Garland	31-Aug-2023	-\$1,537.71	0.35%
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8407 - Munford	31-Aug-2023	-\$61,414.67	14.18%
8408 - Gilt Edge	31-Aug-2023	-\$1,540.76	0.36%
		-\$433,197.43	

Upcoming Meeting Dates and Events

October 2023

Oct 5 (Thursday)

4:00 Public Works/General Welfare Committee

Oct 10 (Tuesday)

6:30 Planning Commission

Oct 19 (Thursday)

2:30 Birthday Coffee

4:00 Parks & Rec/Public Safety Committee

Oct 21 (Saturday)

9-5 ***Celebrate Munford***

Oct 23 (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
September 12, 2023

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, September 12, 2023, at 6:30 p.m. with the following:

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

ABSENT- None

ALSO, PRESENT- Sonny Pittman, Josh Pittman, Boris Hurd Jr. Code Enforcement Officer Alan Patton, Building Inspector/Code Enforcement Officer Glenn Stringfellow, Planner Will Radford and Recording Secretary Barbara Younger.

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

I. APPROVAL OF MINUTES – July 11, 2023

There was a motion by Terry Waits, seconded by Vernon Pairmore to approve the minutes from July 11, 2023, as presented. Motion carried all present voting aye.

II. OLD BUSINESS – None

III. NEW BUSINESS

A. Hurd – Campground Road Minor Subdivision

Background

A minor subdivision plat has been submitted on behalf of Boris Hurd Jr. to create two 1 acre lots into one 38.5 acre tract. The properties are located on Campground Road near its intersection with W. Hannah Marie Drive. The properties can be further identified as Parcel 32.00 on Tipton County Tax Map 113. The properties are zoned R-MH (Residential Mobile Home) District. The properties do not appear to be located in a federally identified flood hazard area.

Analysis

The new lots meet the lot area and setback requirements for the RMH District.

The plat has the necessary certificated for approval.

Recommendation

Staff recommends approval of the plat.

There was a motion by David Keeton, seconded by John Moren to approve the Hurd – Campground Road Minor Subdivision as presented. Motion carried, all present voting aye.

IV. REPORTS

Mayor Comments:

- September 1 was Code Enforcement/Building Inspector Appreciation Day.
- As the Mayor I am thankful for all staff here at the City of Munford. We have a great team.
- The Board of Mayor and Alderman signed the contract with the state for the Veteran’s Plaza.
- Ford Construction is working on the punch list and repairing the few areas of sidewalk that were not up to standards.
- The FY-2022 Audit has been completed.
- The Downtown Development Board has 2 projects they are working on.
- The City has signed a 2.7 million dollar bond commitment. This money will be used for the Sewer expansion, playground projects, Tipton Plaza improvements and the Veteran’s Plaza.

Building Inspector – Permitting and Enforcement Report

There was a motion by Steve Childress, seconded by Terry Waits to accept the Building Inspector-Permitting and Enforcement Report as presented. Motion carried, all present voting aye.

There being no further business, the meeting was adjourned at 6:38 pm.

Chairman Roy Meadors

Secretary John Moren

Barbara Younger,
Recording Secretary