



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

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, October 23, 2023, 7:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance to the flag
- C. Establishment of Quorum
- D. Approve the minutes from the Regular Monthly Meeting – September 25, 2023
- E. Public Forum
 - Speaker Christie Jarvis, Domestic Violence Awareness Month and Proclamation presentation

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

- **RESOLUTION 2023-10-01** to authorize participation in the Public Entity Partners Property Conservation Matching Grant.
- **RESOLUTION 2023-10-02** to authorize participation in the Public Entity Partners Driver’s Training Matching Grant.
- **RESOLUTION 2023-10-03** approving award of Engineer contract for the TDEC ARPA Non-Competitive Grant project.
- The Mayor requests a motion to purchase generator for Parks and Recreation/Police Building.
- The Mayor confirms receipt and acknowledgement of the Report on Debt Obligation in regard to Local Government Loan Program Bond, series 2023. This Resolution (RESOLUTION 2023-08-01) passed in August and was funded September 15, 2023.

D. Announcements

Special Called Meeting on November 2, 2023, at 4:00 pm

E. Acknowledgements

IV. **NEW BUSINESS**

V. **FINANCIAL REPORT**

- A. Checks over \$10,000
- B. Financials 09-30-2023

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – September 25, 2023

**Regular Monthly Meeting – Monday September 25, 2023, 7:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Lonnie Glass

Department Heads in Attendance: Chief Randal Baskin, Chief Jeremy Reeves, Director Sherry Bennard, and Director Glenn Stringfellow

I. CALL TO ORDER

Mayor Cole called the September 25, 2023, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. The Mayor gave the invocation.

II. ESTABLISH A QUORUM

Mayor Cole noted the Board had a quorum with all six (5) aldermen and the mayor present.

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Scheduled Meeting of August 28, 2023, for approval. *With no corrections, minutes approved as distributed.*

IV. PUBLIC FORUM

No one present to speak.

V. OLD BUSINESS:

- Public Works – Director Sherry Bennard presented the monthly report. See attached sheet.
- Public Safety
 - a. Police: Chief Randal Baskin presented the monthly report. See attached sheet.
 - b. Fire: Chief Jeremy Reeves presented the monthly report. See attached sheet.
- Parks & Recreation – Reference report as written.

- Building Inspector – Director 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 second reading **ORDINANCE 2023-08-01** An Ordinance to amend the 2022-2023 General Operating Budget. *Motion was made by Alderman Bomar to approve **ORDINANCE 2023-08-01**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented for a second reading **ORDINANCE 2023-08-02** An Ordinance to amend the 2022-2023 Drug Fund Budget. *Motion was made by Alderman Deneka to approve **ORDINANCE 2023-08-02**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*
- Mayor Cole presented for a second 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 second 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 Bomar to approve **ORDINANCE 2023-08-04**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented **RESOLUTION 2023-09-01** A Resolution to authorize participation in the Public Entity Partners Safety Grant. *Motion was made by Alderman Childress to approve **RESOLUTION 2023-09-01**. Motion was seconded by Alderman Deneka. Motion carried; all members present voting aye.*

VIII. NEW BUSINESS –

No new business.

IX. FINANCIAL REPORT –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for July. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Bomar seconded motion. Motion carried; all members present voting aye.*

- **Financials (unaudited) 06-30-2023** – Mayor Cole presented the unaudited financials for 06-30-2023. *A motion was made by Alderman Cramer 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 7:23.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL MONTHLY REPORT

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3478	3493	3489	3500	3500	3515	3507	3529	3540	3541	3577	3580	42,249
Sewer Customers Total	2247	2260	2256	2265	2271	2282	2279	2302	2309	2314	2340	2345	27,470
Gas Customers Total	7428	7474	7489	7502	7511	7534	7523	7529	7539	7550	7578	7576	90,233
<i>In Atoka City Limits</i>	2568	2570	2569	2570	2571	2571	2570	2570	2571	2571	2573	2574	30,848
<i>Out of Atoka City Limits</i>	295	294	294	294	294	294	293	293	292	293	292	239	3,467
Trash Customers	1817	1822	1824	1828	1837	1844	1853	1860	1869	1877	1882	1896	22,209
Customer Adjustments													
Connects	95	73	70	52	46	68	46	77	70	64	85	72	818
Finals	67	44	52	42	45	69	54	81	59	61	84	73	731
Meter Sets	16	10	7	5	9	11	11	14	26	16	3	5	133
PAYMENTS													
Payments on line													
Utility paid on line	2633	2453	2656	2827	2363	3032	2927	2753	2736	2484	2718	2751	32,333
ACH Payments	1655	1669	1669	1705	1745	1746	1774	1796	1857	1816	1934	1847	21,213
E-Bills	1680	1708	1714	1726	1734	1748	1766	1786	1805	1813	1838	1839	21,157
Payments Received Lobby/Mail													
CC Payments	472	602	446	551	527	598	386	488	370	386	432	496	5,754
Cash Payments	678	612	599	612	622	590	564	683	637	655	659	654	7,565
Check Payments	2,268	2,240	2,412	2,322	2,402	2,172	2,113	2,067	1,964	1,898	1,872	1,790	25,520
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Deliquent Accounts													
Deliquent Penalty	108	88	339	146	135	131	223	206	124	165	132	176	1,973
Cut Offs	108	88	0	148	135	131	223	91	95	90	60	88	1,257
Phone Calls	558	504	0	789	588	603	1202	412	427	506	395	470	6,454
SERVICE													
Water / Sewer													
Water Service Orders	8	24	9	10	0	22	1	18	3	10	2	6	113
Sewer Service Orders	7	6	5	7	2	4	4	5	1	7	1	3	52
Amount Billed Water	\$154,170	\$102,104	\$99,776	\$96,624	\$95,953	\$93,161	\$98,641	\$98,641	\$106,541	\$103,929	\$113,652	\$113,413	\$1,276,605
Amount Billed Sewer	\$119,980	\$97,349	\$96,310	\$93,713	\$92,107	\$86,951	\$98,428	\$94,683	\$102,390	\$99,791	\$103,304	\$105,583	\$1,190,588
Damaged/Stuck Meters	1	26	8	3	16	32	46	19	5	1	10	158	325
Solid Waste													
Cans Delivered	8	2	6	11	5	6	11	8	14	8	9	12	100
Missed pickup	33	2	26	24	32	5	19	3	24	17	10	6	201
Damaged Cans	0	0	0	2	2	1	1	1	1	2	0	1	11
Other complaints	2	1	3	4	5	2	0	0	1	5	9	3	35
New Customers	10	4	14	12	18	20	21	12	22	20	28	26	207
Discontinued Service	7	1	4	4	8	6	3	6	8	4	11	4	66
Amount Billed	\$37,356	\$37,506	\$39,422	\$39,495	\$39,686	\$39,762	\$39,968	\$40,258	\$40,538	\$40,582	\$40,838	\$40,933	\$476,343
Gas													
Odor Complaints	11	16	5	18	2	10	9	6	2	1	6	3	89
Damaged / StuckMeters	1	28	38	74	68	14	26	15	3	37	22	1	327
Amount Billed	\$190,228	\$510,063	\$955,006	\$684,911	\$657,955	\$436,425	\$177,956	\$115,760	\$98,263	\$88,781	\$92,085	\$95,050	\$4,102,484
Misc Service Orders													
Other complaints	2	3	2	4	2	9	4	7	6	4	4	2	49
Total Utility/Trash Billing	\$501,734	\$747,022	\$1,190,514	\$914,743	\$885,701	\$656,298	\$414,993	\$349,341	\$347,732	\$333,083	\$349,880	\$354,978	\$7,046,020

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	51				634	986
Water Calls/Leaks	4	6	13	8	9	10	20	16	21				107	128
Sewer Calls/Leaks	8	9	7	18	13	3	23	34	8				123	170
Gas Calls/Leaks	11	9	18	16	13	1	6	10	11				95	146
Street/Yard/Drainage Calls	7	7	29	25	118	91	96	78	81				532	93
Water Samples	10	10	10	10	10	10	10	10	10				90	13
Cut-Offs	148	144	125	184	100	84	90	60	88				1023	998
Locates	250	216	279	284	264	301	277	266	259				2396	5505
Unread Meters	106	134	138	153	200	215	270	334	234				1784	379
Meters Repairs	84	79	39	71	37	10	36	33	184				573	667
Sewer Taps	0	0	0	0	0	0	0	0	0				0	2
Water Sets	8	3	5	8	13	11	14	1	6				69	112
Gas Sets	12	10	10	7	11	4	25	8	8				95	81
Munford	10	4	6	7	10	3	21	6	6				73	52
Atoka	1	4	3	0	0	1	4	0	2				15	20
Brighton	1	2	1	0	1	0	0	2	0				7	9
Closed Work Orders	497	470	596	869	1029	914	1049	1050	1104				7578	5344
Water Pumped (millions)	26	24	26	24	28	27	26	27	28				236	331
Treated Pumped to River	45	42	50	41	38	33	37	38	31				355	420

**City of Munford
Police Department**

	2023												PY	
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals	Totals
CITATIONS ISSUED	387	280	242	253	225	222	245	199	200				2253	2668
COURTESY CITATIONS ISSUED	176	88	75	73	66	61	50	31	61				681	993
TRAFFIC STOPS	801	502	543	631	555	499	615	437	464				5047	5483
SPEEDING	178	113	114	157	104	102	94	82	73				1017	1459
SEAT BELT	0	8	2	1	1	2	2	0	4				20	4
ARREST	60	58	53	78	56	54	67	54	52				532	478
ADULT - MALE	44	35	29	52	26	34	40	32	36				328	278
ADULT - FEMALE	15	18	19	19	17	19	21	19	15				162	160
JUVENILE - MALE	1	5	5	5	10	0	2	3	1				32	28
JUVENILE - FEMALE	0	0	0	2	3	1	4	0	0				10	9
WARRANT ARREST	6	5	9	13	2	5	10	3	3				56	52
DRUG ARREST	11	6	10	16	11	5	22	11	12				104	109
ALCOHOL ARREST	4	4	5	12	16	8	9	7	12				77	29
INCIDENT REPORTS	102	102	116	121	108	91	109	102	105				956	974
OFFICER INITIATED INCIDENTS	1724	1382	1375	1448	1474	1365	1622	1397	1441				13228	14438
ACCIDENT REPORTS	9	8	11	12	16	7	7	13	6				89	159
MILES PATROLLED	16200	13535	14499	14919	15074	15117	16964	15319	14970				136597	169629
CALLS FOR SERVICE	1374	973	1098	1182	1117	1039	1160	1062	1005				10010	11548



Munford Fire Department Monthly Board Report - September 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	0				4	9
Structure Fires - County	3	1	0	0	2	1	2	0	0				9	17
Grass Fire - Munford	1	0	0	0	0	1	0	0	0				2	10
Grass Fires - County	0	3	1	0	0	0	0	0	0				4	10
Vehicle Fires - Munford	0	0	0	0	1	0	0	1	0				2	2
Vehicle Fires - County	0	0	0	0	0	0	0	1	0				1	3
Vehicle Accidents - Munford	4	6	5	4	5	2	3	10	4				43	61
Vehicle Accidents - County	3	2	0	1	0	0	0	0	0				6	12
EMS Calls - Munford	56	50	51	56	63	66	74	56	56				528	674
EMS Calls - County	3	2	7	2	5	4	3	1	3				30	36
Other Incidents - Munford	19	10	16	16	21	21	21	15	26				165	286
Other Incidents - County	2	6	2	7	0	10	6	3	2				38	63
Mutual Aid Calls	12	14	3	3	0	15	11	5	5				68	141
Burn Permits	0	2	0	2	1	3	4	2	0				14	31
Total Calls - Munford	81	66	72	77	90	90	98	83	86				743	1053
Total Calls - County	12	14	10	10	7	15	11	5	5				89	141
Total Calls - Department	93	80	82	87	97	105	109	88	91				832	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	13	Would not go into pump gear
Brush Truck 81		
Brush Truck 82		

	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep
Payment Plan												
Current	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	29 / 2970
Past Due												

RENTALS												
Friday Night Skate	167	209	117		181	159	163	161	152	165	171	203
Skate Parties	29 / 31	26 / 28	17 / 17	28 / 28	28 / 28	28 / 28	32 / 32	25 / 25	18 / 28	16 / 28	18 / 28	22 / 28
Band Room	6	5	6	8	6	8	7	6	5	1	1	1
Community Room	3	2	3	4	3	4	5	5	6	0	1	2
Valentine Park Gazebo	4	0		1		2	2	3	5	1	1	3

SENIOR SERVICES												
Congregate Meals	450	456	424	460	383			453	453	570	570	599
Home Delivery		137	140	136	140			180			738	925

Vehicle Miles												
P&R - 2020 Chevy 1500					50148	50614	52350	53117	53697	55073	55648	56491
P&R - 2010 Chevy 3500 Dump					43,679	43,773	43,792	44095	44315	44486	44539	44620
P&R-2008 Chevy Ext. Cab	114116	114846	115164	115444	115462	116217	116384	116533	116659	116817	116917	117000
P&R-2010 Chevy Ext. Cab	105709	106202	106446	106625	106852	107135	107524	107869	108124	108482	108713	109131
CP-2015 Chevy 4Door	52365	52961	53577	53833	54354	54422	55639	56600	56754	57969	58956	59626
P&R-01' Expedition	175577	176112	176375		176384	176421	178679	178930	179202	179469	179642	180084

Equipment Hours												
Jacobsen Truckster	547	549	549	550	553	559	564	569	571	576	580	591
ToroInfield Drag	1797	1797	1809	1813	1822	1846	1861	1880	1887	1892	1914	1934
2014-61" Snapper	1022	1022	1022	1022	1022	1022	1022	1022	1022	1024	1028	1028
2015-72" Snapper	752	755	760	762	771	785	802	802	803	821	839	851
2015-61" Snapper-CP	960	960	970	970	976	981	994	1014	1034	1056	1073	1078
2022-72" Xmark	193	194	194	195	208	230	250	283	321	360	385	404
Bad Boy	1075	1075	1075	1075	1076	1084	1088	1098	1105	1117	1121	1135
JD4700 Tractor	3853	3853	3853	3853	3854	3854	3854	3855	3856	3856	3856	3856
2021 Snapper61"	310	313	322	323	325	350	367	405	440	466	491	501
Polaris SXS	865	904	1064	1064	1064	1283	989 hrs.			5440 miles	5662 miles	5800

Sports Registration												
Basketball	416	476	476	476								267
Cheerleading	43	49	49	49								31
Flag Football					206	206						
Soccer					268	268				218	218	
Baseball					347	347				334	334	



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



September 2023 Library Report

Overview:

- The library has sold **\$165.75** in books with the ongoing book sale.
- The library has collected **\$112.98** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$265.95**.
- The library made **\$15** in in-kind donations.
- The Library had **196** people use our computers and **57** requiring computer help. In addition we had **271** use the Wi-Fi. The library had **365** reference questions asked and answered.
- Library staff provided **9** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **59** new users, with **2,327** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,543** patrons.
- Through Interlibrary Loan **18** books were loaned out, and **32** were borrowed.
- Tennessee R.E.A.D.S. had **1,041** books checked out.
- Lindsey was used as a Notary Public **6** times.
- The Library had **6** volunteers.
- The adult book club met, there were **9** people in attendance.
- Through in-person and passive programming we had **17** programs with **189** attendees.
 - LEGO Club met twice with **15** in attendance.
 - Story Time was held twice with **25** in attendance
 - 1,000 Books before Kindergarten had **3** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Fall into a Book, Hello Fall, take home crafts, New in Non-Fiction, YA Genres, 5 Halloween displays, and Banned Books.
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **2** patrons were assisted curbside.
- Library staff proctored **2** TWRA Boater's Licensing Tests.
- The Video Relay Service was used 8 times.

Munford-Tipton County
Monthly Report

September 2023

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	Locally Owned	7,621	14	31	7,604	Regionally Owned	10,615	34	20	10,629	Locally Owned	E-books	80
Audio Materials		361	0	0	361		1,577	0	1	1,576		Audio Downloadable	156
Video Materials		364	1	0	365		534	0	0	534		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	236
TOTAL		8,346	15	31	8,330	TOTAL	12,726	34	21	12,739	TOTAL PHYSICAL COLLECTION	21,069	

Electronic Circulation includes READS Advantage & other local e-collections		Physical Circulation Book & Non-Book (Audio, Video, Serials)		Other Physical Items Circulation Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc.		TOTAL FOR ALL CIRCULATED ITEMS <small>-Auto Fill (Electronic, Physical & Other Physical)</small>		TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats)
Adult **	934	Adult	650	Adult	0	Adult Total	1,584	1,286
Children **	107	Children	607	Children	29	Children's Total	743	
Total	1,041	Total	1,257	Total	29	Total for All Circulation	2,327	

Unique Users **169**

Title VI Survey Information		Library Services		Programs								
White	27	Library Visits	1,500	In-Person Programs	Inside the Library		# of Programs	Attendance	Outside the Library		# of Programs	Attendance
Black	1	Reference Transactions	365		Adult	1	9	Adult	0	0		
American Indian-Alaska Native	0	Computer Users	196		Young Adult	0	0	Young Adult	0	0		
Hispanic or Latino of any race	0	Wireless Sessions	271		Children 0-5	2	30	Children 0-5	0	0		
Native Hawaiian/Pacific Islander	4	Website Visits	0		Children 6-11	5	41	Children 6-11	0	0		
Asian	1	Databases Owned	0		General Interest	0	0	General Interest	0	0		
Other	1	Local Database Usage	0		Inside Total	8	80	Outside Total	0	0		
Two or more races	6	TEL Usage (June only)	0	Total (Inside & Outside)	8	80						
Total	40	ILL - Borrowed	32	Live Virtual Programs		Adult	Young Adult	Children's	Total			
		ILL - Loaned	18		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				

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

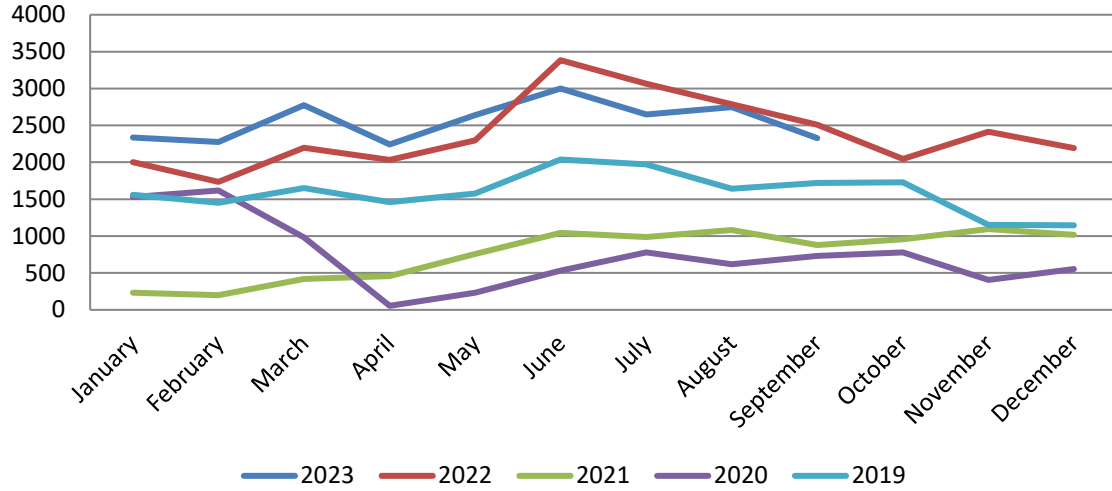
Total of All In-Person and Live Virtual Programs		# of Programs	Attendance/Views
	8	80	

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,137
Children Borrowers <14 yrs old	1,406
Total Borrowers	5,543

Recorded Programs	# of Programs	Views/Attendance
	0	0
Total On-Demand Views of Live Programs & Recorded Programs		0

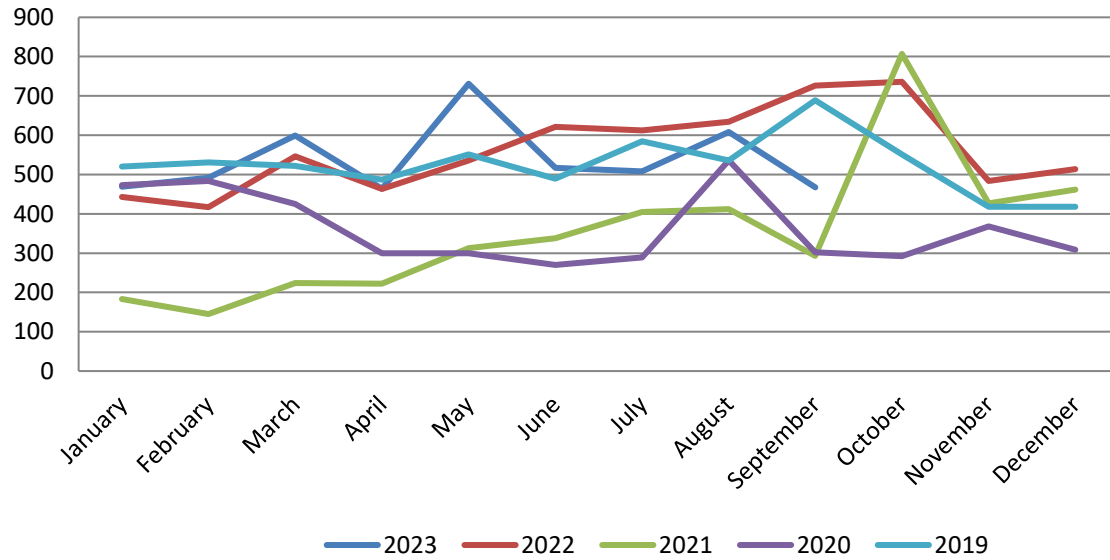
	Programs	Attendance
Self-directed/Passive Activities (activity that does not meet program definition)	9	109

Circulation Growth 2019-2023

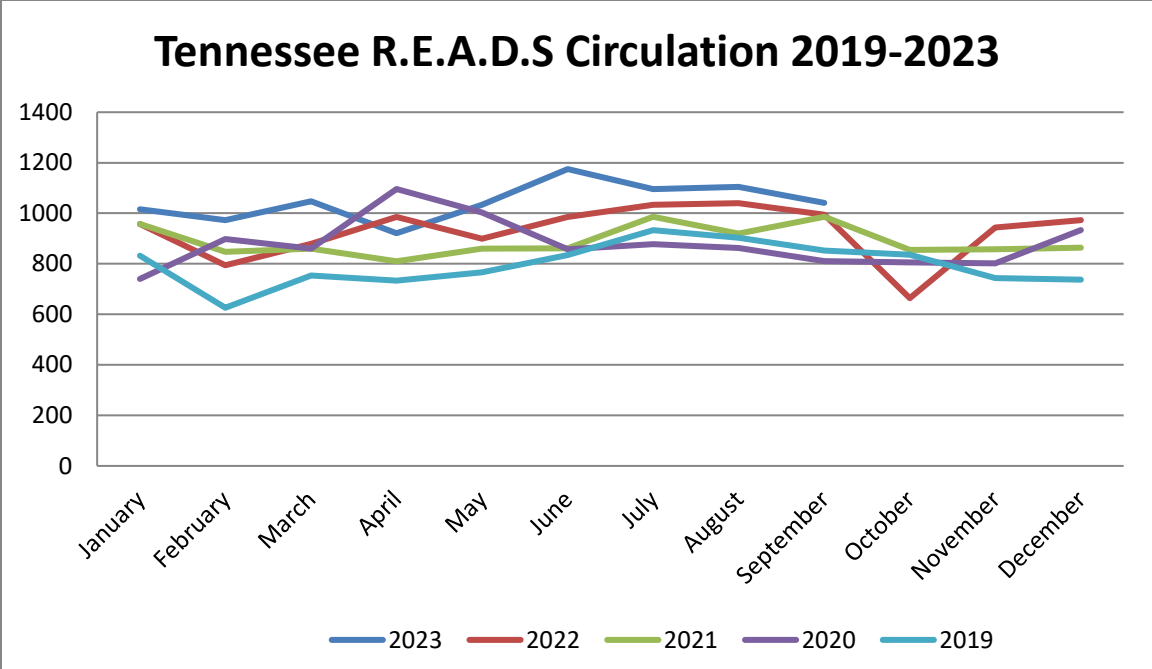


* As of 09/30/2023

Computer Usage 2019-2023



* As of 09/30/2023



*** As of 09/30/2023**

RESOLUTION: 2023-10-01

CITY OF MUNFORD, TENNESSEE

TO PARTICIPATE IN

Property Conservation Matching Grant Program

WHEREAS, the safety and good condition of the physical assets of the City of Munford, Tennessee is of greatest importance, and

WHEREAS, all efforts shall be made to prevent loss and/or damage to physical assets of the City of Munford; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a property conservation program that preserves and protects the physical assets by offering a "Property Conservation" 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 "Property Conservation" 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

RESOLUTION: 2023-10-02

CITY OF MUNFORD, TENNESSEE

TO PARTICIPATE IN

Jams L Richardson “Driver Training” Matching Grant Program

WHEREAS, the safety and well-being of the employees of the City of Munford 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 a “Driver Training” 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 “Driver Training” 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

RESOLUTION: 2023-10-03
CITY OF MUNFORD, TENNESSEE

FOR

**APPROVING AWARD OF CONTRACT FOR ENGINEERING SERVICES RELATED
TO WASTEWATER TREATMENT AND TRANSPORT EXPANSION**

WHEREAS, Tennessee Department of Environment and Conservation has awarded the Town of Atoka, Town of Brighton, and City of Munford each a non-competitive grant for the expansion of the wastewater treatment facilities and transport capacity, and

WHEREAS, A2H, Incorporated, 3009 Davies Plantation Road, Lakeland, Tennessee 38002, has been procured to provide engineering services for said project.

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

1. That the Mayor be authorized to execute a contract in the amount of \$874,194.00 for said engineering services.
2. That the Mayor be authorized to execute an amendment to the contract for engineering services related to pigging of the force main in order to increase hydraulic capacity.

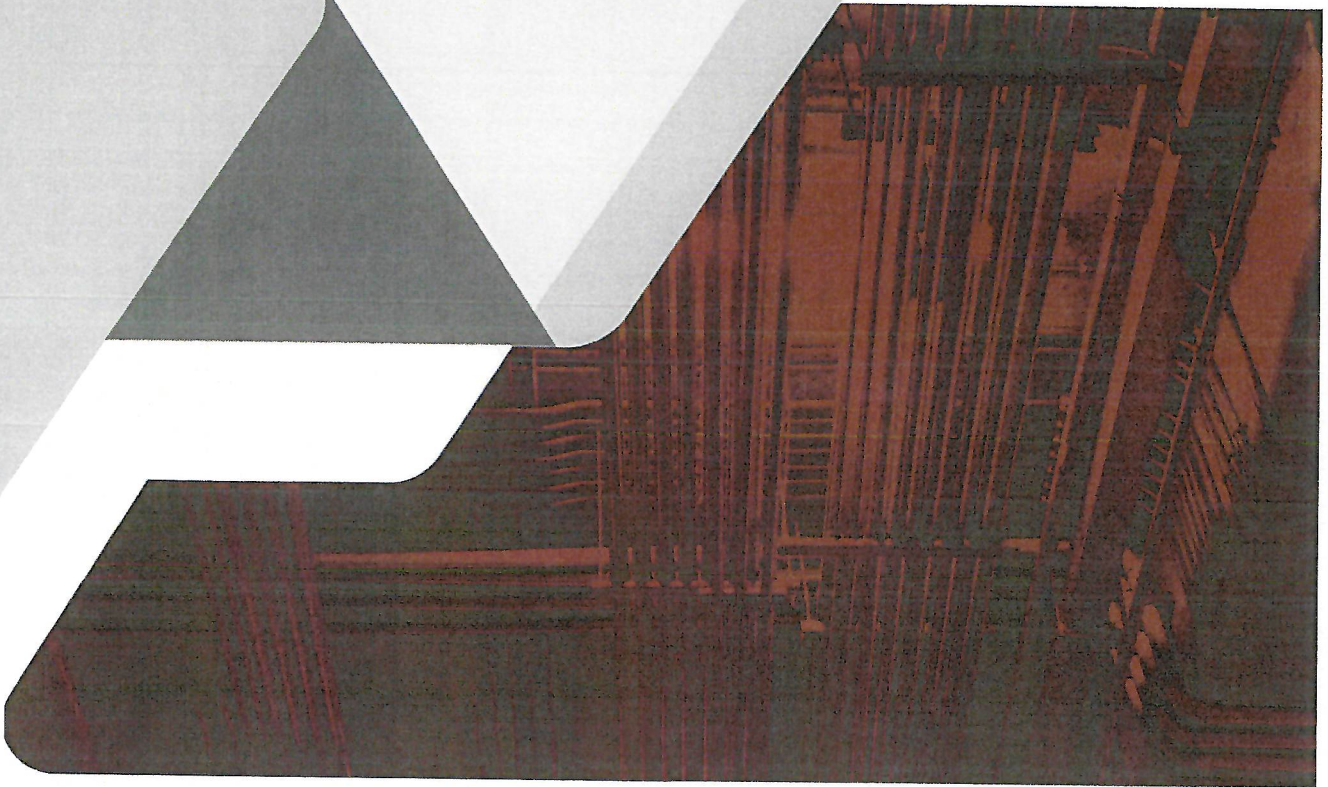
READ and ADOPTED this the _____ day of _____, 2023.

Mayor Dwayne Cole

Sherry Yelvington, City Recorder

August 7, 2023
Munford, TN 38058

Munford Generator Demo and Replacement



MTECK
DESIGN. BUILD. SUPPORT.
TN LIC #: 38811

(731) 286-2772
1106 East Court Street
Dyersburg, TN 38024



August 7, 2023
To: Griff Fisher
Munford Generator Installation

Subject: Generator Demo and Installation

Dear Griff Fisher:

AMTECK, LLC is pleased to provide pricing for your electrical projects. Our quote is based on the following:

- Proposal is based on 40-hour work weeks, Monday through Friday, 7-4. Access to workspace will not be restricted during these times.
- Contract and schedule shall be mutually agreed.
- Proposal is valid for 30 days from submission.

-
- Project is assumed to be tax exempt, no material tax included.
 - Electrical design and engineering are included.
 - Amteck will demo the following existing:
 - Risers
 - Generator and concrete pad
 - Panel inside Parks and Rec building
 - Feeds to rooftop units on Parks and Rec building
 - Service drops at both locations
 - Amteck's scope of work includes new:
 - 125KW generator and 12.5'x4.5'x1' pad installed in previous existing location
 - New 200A Panel in Parks and Rec building
 - (1) 200A ATS
 - (1) 400A ATS
 - (2) Converters for 1P to 3P
 - (2) New risers – 1 per building, up to 3"
 - New 80A feeds to rooftop HVAC units on Parks and Rec
 - New 200A feed from generator to ATS to new panel
 - New 400A feed from generator to ATS to two existing panels

Price: \$159,900

Let us know if you have any questions. Thank you very much for the opportunity to work with you on this project.

Sincerely,

Kaitlyn Shands
Estimator
Kaitlyn.Shands@Amteck.com





Jason E. Mumpower
Comptroller

Report On Debt Obligation

Receipt Date: 10/06/2023

Entity and Debt Information

Entity Name

City of Munford

Entity Address

1397 Munford Avenue Munford, Tennessee 38058

Debt Issue Name

Loan Agreement between PBA City of Clarksville and the City of Munford

Debt Issue Face Amount

\$2,700,000.00

Face Amount Premium or Discount?

N/A

Tax Status

Tax - Exempt

Interest Type

Net Interest Cost (NIC)

Net Interest Cost (NIC)

5.57%

Debt Obligation

Loan Agreement

Moody's Rating

Unrated

Standard & Poor's Rating

Unrated

Fitch Rating

Unrated

Other Rating Agency Name

N/A

Other Rating Agency Rating

N/A

Security

General Obligation

Type of Sale Per Authorizing Document

Negotiated Sale

Dated Date

9/15/2023

Issue/Closing Date

9/15/2023

Final Maturity Date

9/1/2043

Debt Purpose

Purpose	Percentage	Description
General Government	69%	Various public works projects
Utilities	31%	sewer lagoon expansion
Education	0%	N/A
Other	0%	N/A
Refunding	0%	N/A

Cost of Issuance and Professionals

Does your Debt Issue have costs or professionals?

Yes

Description	Amount	Recurring Portion	Firm Name
Legal Fees - Bond Counsel	\$2,700.00	N/A	Spencer Fane Bone McAllester
Legal Fees - Issuer's Counsel	\$1,000.00	N/A	Runyon and Runyon
Issuer/Administrator Program Fees	\$0.00	15 basis points	TMBF
TMBF Administration Fees, Expenses and Legal Fees	\$12,500.00	N/A	TMBF
TOTAL COSTS	\$16,200.00		

Maturity Dates, Amounts, and Interest Rates

Year	Amount	Interest Rate
2024	\$76,000.00	5.57
2025	\$80,000.00	5.57
2026	\$84,000.00	5.57
2027	\$89,000.00	5.57
2028	\$94,000.00	5.57
2029	\$100,000.00	5.57
2030	\$106,000.00	5.57
2031	\$112,000.00	5.57
2032	\$118,000.00	5.57
2033	\$125,000.00	5.57
2034	\$132,000.00	5.57
2035	\$139,000.00	5.57
2036	\$147,000.00	5.57
2037	\$156,000.00	5.57
2038	\$165,000.00	5.57
2039	\$174,000.00	5.57
2040	\$184,000.00	5.57
2041	\$195,000.00	5.57
2042	\$206,000.00	5.57
2043	\$218,000.00	5.57

See final page for Submission Details and Signatures

Submission Details and Signatures

Is there an official statement or disclosure document, as applicable, that will be posted to EMMA: <https://emma.msrb.org/>?

No

Signature - Chief Executive or Finance Officer of the Public Entity

Name

Dwayne Cole

Title/Position

Mayor

Email

dcole@munford.com

Alternate Email

N/A

Signature - Preparer (Submitter) of This Form

Name

Linda Mooningham

Title/Position

Legal Coordinator

Email

lmooningham@tmbf.net

Alternate Email

N/A

Relationship to Public Entity

N/A

Organization

Tennessee Municipal Bond Fund

Verification of Form Accuracy

By checking the box below as the signing of this form, I attest the following:

1. I certify that to the best of my knowledge the information in this form is accurate.
2. The debt herein complies with the approved Debt Management Policy of the public entity.
3. If the form has been prepared by someone other than the CEO or CFO, the CEO or CFO has authorized the submission of this document.

Verify Form Accuracy

Date to be Presented at Public Meeting

10/23/2023

Date to be emailed/mailed to members of the governing body

10/19/2023

Final Confirmation:

I hereby submit this report to the Division of Local Government Finance of the Tennessee Comptroller of the Treasury and understand my legal responsibility to: File this report with the members of the governing body no later than 45 days after the issuance or execution of the debt disclosed on this form. The Report is to be delivered to each member of the Governing Body and presented at a public meeting of the body. If there is not a scheduled public meeting of the governing body within forty-five (45) days, the report will be delivered by email or regular US mail to meet the 45-day requirement and also presented at the next scheduled meeting.



CHECKS OVER \$10,000

September 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Cigna Healthcare	22707	\$ 74,460.75	Insurance (65,959.81) and HRA (4,500.94)
Delta Marketing	22740	\$ 18,254.11	Soccer/Baseball Uniforms
Southwest TN Electric	22690	\$ 30,074.08	Electrical Service (July-August)
	22776	<u>10,350.64</u>	Electrical Service (July-August)
	Total Southwest Elect	\$ 40,424.72	
Tipton County 9-1-1	22697	\$ 12,373.37	9-1-1 Services
TN Energy Acquisition Corp	22701	\$ 50,333.42	Natural Gas Purchase/Transport
Waste Pro	22708	\$ 24,657.72	Solid Waste
Wex Bank Valero	22709	\$ 14,665.74	Fuel
	Total	\$ 235,169.83	

City of Munford
Balance Sheet Summary
For the Period Ended Sept 30, 2023

ASSETS	Cash	Accounts Rec, net of bad debt allowance	Due From Other Funds	Inventories Other Assets	Capital Assets net of depreciation	Total Assets
General Fund	\$1,545,258	\$94,301	\$247,673	\$0	\$0	\$1,887,232
State Street Aid Fund	\$544,844	\$0	\$0	\$0	\$0	\$544,844
Drug Fund	\$31,849	\$0	\$0	\$0	\$0	\$31,849
Scholarship Fund	\$3,000	\$0	\$0	\$0	\$0	\$3,000
Solid Waste Fund	\$128,015	\$45,900	\$0	\$0	\$0	\$173,915
Water-Sewer Fund	\$362,750	\$303,348	\$1,779	\$0	\$10,035,453	\$10,703,330
Gas Fund	\$4,072,102	\$46,819	\$0	\$112,901	\$7,767,199	\$11,999,021
	\$6,687,819	\$490,368	\$249,452	\$112,901	\$17,802,652	\$25,343,191

LIABILITIES	Accounts Payable	Customer Deposits	Due to Other Funds	Outstanding Debt	Total Liabilities
General Fund	\$118,407	\$1,200	\$0	\$0	\$119,607
State Street Aid Fund	\$1,964	\$0	\$1,779	\$0	\$3,743
Drug Fund	\$3,346	\$0	\$0	\$0	\$3,346
Scholarship Fund	\$0	\$0	\$0	\$0	\$0
Solid Waste Fund	\$24,691	\$0	\$47,493	\$0	\$72,184
Water-Sewer Fund	\$61,945	\$112,026	\$91,239	\$2,838,846	\$3,104,057
Gas Fund	\$24,001	\$64,082	\$108,941	\$1,088,564	\$1,285,588
	\$234,354	\$177,308	\$249,452	\$0	\$3,927,410

FUND BALANCE OR EQUITY	Beginning Fund Balance	Revenues over Expenses: Surplus	Revenues over Expenses: Loss	Ending Fund Balance
General Fund	\$2,345,291		(\$577,666)	\$1,767,625
State Street Aid Fund	\$526,335	\$14,765		\$541,100
Drug Fund	\$25,939	\$2,565		\$28,504
Scholarship Fund	\$6,000		(\$3,000)	\$3,000
Solid Waste Fund	\$93,488	\$8,243		\$101,731
Water-Sewer Fund	\$7,625,714		(\$26,441)	\$7,599,273
Gas Fund	\$11,026,495		(\$313,062)	\$10,713,433
	\$21,649,263	\$25,573	(\$920,169)	\$20,754,667

Fund Analysis	Total Assets	Total Liabilities	Beginning Fund Balance or Equity	Increase from FY 2024 Activity	Decrease from FY 2024 Activity	Ending Fund Balance or Equity
Government Funds	2,466,925	129,696	2,903,565	17,330	(580,666)	2,340,229
Enterprise Funds	22,876,266	4,461,828	18,745,697	8,243	(339,503)	18,414,437
	25,343,191	4,591,525	21,649,263	25,573	(920,169)	20,754,667

General Fund Budget Update

General Fund
Budget Update
09/30/2023

Percentage of Budget Yr Complete 25.00%

	BUDGET	ACTUAL	% MET
REVENUES			
LOCAL TAXES	3,423,400.00	123,041.00	3.59%
LICENSES & PERMITS	47,000.00	23,474.00	49.94%
INTERGOVERNMENTAL	1,034,777.00	756,238.00	73.08%
CHARGES FOR SERVICE			
<i>POLICE SERVICES</i>	2,200.00	0.00	0.00%
<i>FIRE PROTECTION</i>	4,000.00	925.00	23.13%
<i>FEES & COMMISIONS</i>	7,500.00	645.00	8.60%
<i>P&R - PROGRAMS</i>	129,150.00	24,783.00	19.19%
<i>P&R - CONCESSIONS</i>	23,000.00	2,005.00	8.72%
<i>P&R - CENTENNIAL</i>	136,500.00	62,481.00	45.77%
<i>RENTAL FEES</i>	173,500.00	40,180.00	23.16%
<i>LIBRARY SERVICES</i>	5,600.00	1,569.00	28.02%
<i>COMMUNITY DEV</i>	8,150.00	429.00	5.26%
	<u>489,600.00</u>	<u>133,017.00</u>	<u>27.17%</u>
FINES & FORFEITURES	180,750.00	49,364.00	27.31%
OTHER REVENUES	12,400.00	12,714.00	102.53%
TOTAL REVENUES	5,187,927.00	1,097,848.00	21.16%
EXPENSES			
GENERAL GOVERNMENT			
<i>LEGISLATIVE</i>	26,020.00	6,202.00	23.84%
<i>JUDICIAL</i>	18,459.00	4,853.00	26.29%
	<u>44,479.00</u>	<u>11,055.00</u>	<u>24.85%</u>
FINANCE & ADMINISTRATION	63,560.00	17,304.00	27.22%
CODE ENFORCEMENT	98,152.00	21,114.00	21.51%
PUBLIC SAFETY			
<i>POLICE</i>	1,892,988.00	641,105.00	33.87%
<i>FIRE</i>	1,382,886.00	366,333.00	26.49%
	<u>3,275,874.00</u>	<u>1,007,438.00</u>	<u>30.75%</u>
STREETS			
STREETS	291,225.00	353,360.00	121.34%
PARKS & RECREATION			
<i>P & R ADMIN</i>	446,549.00	121,598.00	27.23%
<i>P & R PROGRAMS</i>	107,270.00	10,205.00	9.51%
<i>CENTENNIAL</i>	334,768.00	73,288.00	21.89%
<i>PARKS</i>	40,600.00	9,326.00	22.97%
<i>TIPTON PLAZA</i>	36,850.00	14,248.00	38.66%
	<u>966,037.00</u>	<u>228,665.00</u>	<u>23.67%</u>
LIBRARY	128,356.00	29,479.00	22.97%
COMMUNITY DEVELOPMENT	27,163.00	4,500.00	16.57%
DEBT SERVICE	209,260.00	2,600.00	1.24%
TOTAL EXPENSES	5,104,106.00	1,675,515.00	32.83%
RESERVE	0.00	0.00	
Net Surplus/(loss)	83,821.00	(577,667.00)	

Budget Update	09/2023
State Street Aid	

Percentage of Budget Yr Complete 25.00%

	BUDGET	ACTUAL	% MET
REVENUES			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	112,365	9,746	8.67%
STATE - \$0.03 GASOLINE TAX	34,330	2,971	8.65%
STATE - 1989 GASOLINE TAX INCREASE	17,690	1,609	9.10%
STATE - GAS 2017 TAX	56,185	4,867	8.66%
STATEST - INTEREST EARNINGS	3,900	1,285	32.95%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
TOTAL REVENUES	224,470	20,478	9.12%
EXPENSES			
STATE ST - ELECTRIC	26,000	5,711	21.97%
STATE ST - PROFESSIONAL SERVICES	0	0	0.00%
STATE ST - REP/MT STORM DRAINS	0	0	0.00%
STATE ST - REP/MT STREETS/ROADS	125,000	0	0.00%
STATE ST - MAJOR PROJECT - PAVING	0	0	0.00%
STATE ST - GRAVEL & SAND	0	0	0.00%
STATE ST - ASPHALT & FILTER	0	0	0.00%
STATE ST - CONCRETE	0	0	0.00%
STATE ST - DEBT TML#5	41,350	0	0.00%
STATE ST - INTEREST TML#5	19,284	0	0.00%
STATE ST - CAPITAL OUTLAY	0	0	0.00%
TOTAL EXPENSES	211,634	5,711	2.70%
Net Surplus/(loss)	12,836	14,767	

Budget Update	09/2023
Drug Fund	

Percentage of Budget Yr Complete 25.00%

	BUDGET	ACTUAL	% MET
REVENUES			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	600	695	115.83%
DRUG - CIRCUIT COURT	700	0	0.00%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	3,500	2,000	57.14%
OR - INTEREST EARNINGS	180	65	36.11%
TOTAL REVENUES	4,980	2,760	55.42%
EXPENSES			
DRUG - MEMBERSHIPS	150	195	0.00%
DRUG - MEDICAL/VET	600	0	0.00%
DRUG - PROF SERV TRAINING	500	0	0.00%
DRUG - REPAIR/MT VEHICLE	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0.00%
DRUG - DOG SUPPLIES	500	0	0.00%
DRUG - OPERATING SUPPLIES	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	0	0.00%
TOTAL EXPENSES	1,750	195	11.14%
Net Surplus/(loss)	3,230	2,565	

Budget Update **09/2023**
Scholarship Fund

Percentage of Budget Yr Complete 25.00%

	BUDGET	ACTUAL	% MET
REVENUES			
SCH - BRUCE POTTER SCHOLARSHIP	0	0	0.00%
SCH - NICK SMITH SCHOLARSHIP	0	0	0.00%
TOTAL REVENUES	0	0	0.00%
EXPENSES			
SCH - BRUCE POTTER SCHOLARSHIP	0	2,000	0.00%
SCH - NICK SMITH SCHOLARSHIP	0	1,000	0.00%
TOTAL EXPENSES	0	3,000	#DIV/0!
Net Surplus/(loss)	0	(3,000)	

Budget Update **09/2023**
Solid Waste Fund

Percentage of Budget Yr Complete 25.00%

	BUDGET	ACTUAL	% MET
REVENUES			
TRASH COLLECTION - RESIDENTIAL	534,000	122,315	22.91%
TRASH COLLECTION - POPLAR GROVE	28,000	4,606	16.45%
TRASH COLLECTION- LATE PENALTIES	7,500	2,196	29.28%
TRASH COLLECTION - INTEREST REVENUE	500	173	34.60%
TOTAL SOLID WASTE REVENUES	570,000	129,290	22.68%
EXPENSES			
TRASH -VENDOR SERVICES	322,000	73,910	22.95%
TRASH - OTHER PROFESSIONAL SRVS	0	0	0.00%
TRASH - OTHER OPERATING SUPPLIES	0	0	0.00%
TRASH - CAPITAL OUTLAY MISC	0	0	0.00%
Allocations		0	0.00%
<i>Legislative</i>	16,262	3,876	23.83%
<i>Finance & Administration</i>	158,899	43,261	27.23%
	175,161	47,137	26.91%
TOTAL SOLID WASTE COLLECTION	497,161	121,047	24.35%
Surplus/(loss)	72,839	8,243	

Budget Update **09/2023**
Water - Sewer Fund

Percentage of Budget Yr Complete 25.00%

REVENUES	BUDGET	ACTUAL	% MET
Sales	2,570,546	651,942	25.36%
Rent Revenue	4,000	0	0.00%
Service Charges	479,629	97,247	20.28%
Other Revenues	5,800	1,473	25.40%
TOTAL WATER-SEWER REVENUES	3,059,975	750,662	24.53%
EXPENSES			
Water - Treatment	538,995	152,838	28.36%
Water - Distribution	76,750	20,182	26.30%
Sewer - Treatment	439,321	188,153	42.83%
Sewer - Collection	243,755	56,616	23.23%
Personnel	869,729	148,426	17.07%
Contract Services	80,775	19,277	23.87%
Supplies	107,480	73,853	68.71%
Fixed Charges	78,501	18,009	22.94%
Rebates/Debt Service	119,693	13,848	11.57%
	2,554,999	691,202	27.05%
Allocations			
<i>Legislative</i>	16,262	3,876	23.83%
<i>Finance & Administration</i>	254,239	69,218	27.23%
<i>Code Enforcement</i>	49,076	10,557	21.51%
<i>Community Development</i>	13,581	2,250	16.57%
	333,158	85,901	25.78%
TOTAL WATER-SEWER EXPENSES	2,888,157	777,103	26.91%
Net Surplus/(loss)	171,818	(26,441)	

Budget Update **09/2023**
Gas Fund

Percentage of Budget Yr Complete 25.00%

REVENUES	BUDGET	ACTUAL	% MET
Sales	4,600,000	273,438	5.94%
Service Charges	259,500	55,529	21.40%
Other Revenues	29,800	7,340	24.63%
TOTAL GAS REVENUES	4,889,300	336,307	6.88%
EXPENSES			
Personnel	950,078	204,269	21.50%
Contract Services	244,705	48,334	19.75%
Materials/Supplies	2,652,500	161,060	6.07%
Fixed Charges	585,500	129,303	22.08%
Rebates/Debt Service	28,873	1,648	5.71%
Allocations			
<i>Legislative</i>	22,767	5,426	23.83%
<i>Finance & Administration</i>	317,799	86,522	27.23%
<i>Code Enforcement</i>	49,076	10,557	21.51%
<i>Community Development</i>	13,581	2,250	16.57%
	403,223	104,755	25.98%
Economic Development	0	0	0.00%
TOTAL GAS EXPENSES	4,864,879	649,369	13.35%
Net Surplus/(loss)	24,421	(313,062)	

Upcoming Meeting Dates and Events

November 2023

Nov 2 (Thursday)

4:00 Public Works/General Welfare Committee

Nov 10 (Friday)

All City Offices closed in Observance of Veteran's Day

Nov 14 (Tuesday)

6:30 Planning Commission

Nov 16 (Thursday)

2:30 Birthday Coffee

4:00 Parks & Rec/Public Safety Committee

Nov 23-24 (Thursday-Friday)

*** All City Offices closed in Observance of Thanksgiving***

Nov 27 (Monday)

7:00 BOMA Meeting



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

Munford Municipal-Regional Planning Commission
October 10, 2023

The regular monthly meeting of the Munford Municipal-Regional Planning Commission was cancelled due to no business. The cancelation of this meeting was published on the City of Munford Web Site and the City of Munford Facebook page.

Roy Meadors, Chairman

John Moren - Secretary

Barbara Younger, Recording Secretary