



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

**AGENDA**

City of Munford Board of Mayor and Aldermen – Re-Scheduled Monthly Meeting –  
Tuesday, December 26, 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 – November 27, 2023
- E. Public Forum
- F. Proclamation and Award Presentation

**II. 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/<br>Code Enforcement     | Insp. Glenn Stringfellow |
| E. Mayor's Report                              | Mayor Dwayne Cole        |
| 1. Report                                      |                          |
| 2. Appointments/Announcements/Acknowledgements |                          |

### **III. OLD BUSINESS**

### **IV. NEW BUSINESS**

Ordinance – Resolutions – Motions

*First Reading*

- **ORDINANCE 2023-12-01** An Ordinance to amend the text of the Munford Municipal Zoning Ordinance to adopt standards for CBD stores.

*\*Ordinance 2023-12-01 comes with a positive recommendation from City of Munford Planning Commission*

*First Reading*

- **ORDINANCE 2023-12-02** An Ordinance to amend the text of the Munford Municipal Zoning Ordinance to adopt standards for Mini Storage Facilities.

*\*Ordinance 2023-12-02 comes with a positive recommendation from City of Munford Planning Commission*

*First Reading*

- **ORDINANCE 2023-12-03** An Ordinance to amend the text of the Munford Regional Zoning Ordinance to adopt standards for Campgrounds and Recreational Vehicle Parks.

*\*Ordinance 2023-12-03 comes with a positive recommendation from City of Munford Planning Commission*

*First Reading*

- **ORDINANCE 2023-12-04** An Ordinance to amend the Title 1 of the Munford Municipal Code.

*First Reading*

- **ORDINANCE 2023-12-05** An Ordinance to amend the Title 18 and Title 19 of the Munford Municipal Code.

*First Reading*

- **ORDINANCE 2023-12-06** An Ordinance to establish new gas rate calculations.

### **V. FINANCIAL REPORT**

- A. Checks over \$10,000
- B. Financials 11-30-2023

Adjourn –



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

**MINUTES – November 27, 2023**

---

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

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

Absent:

Department Heads in Attendance: exempt from attending this meeting.

**I. CALL TO ORDER**

Mayor Cole called the November 27, 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 six (6) aldermen and the mayor present.

**III. APPROVE MINUTES**

Mayor Cole presented the minutes from the Regular Scheduled Meeting of October 23, 2023, for approval. *With no corrections, minutes approved as distributed.*

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

**IV. PUBLIC FORUM**

Tom Henderson asked why the flags are still hanging on the poles on Tipton Rd. Concerned about their appearance with their church nativity scene.

**V. MONTHLY DEPARTMENTAL REPORTS:**

- Public Works –See attached sheet.
- Public Safety
  - a. Police: See attached sheet.

b. Fire: See attached sheet.

- Parks & Recreation –See attached sheet.
- Building Inspector –See attached. Sheet.
- Library – Reference report as written.
- Mayor’s Report and Comments – Mayor Cole presented his monthly report.

**VI. OLD BUSINESS –**

*No Old Business.*

**VII. NEW BUSINESS –**

- Mayor Cole presented **RESOLUTION 2023-11-04** A Resolution authorizing submission of an Infrastructure Planning Grant offered by the Tennessee Department of Economic and Community Development. *Motion was made by Alderman Bomar to approve **RESOLUTION 2023-11-04**. Motion was seconded by Alderman Crammer. Motion carried; all members present voting aye.*

**VIII. FINANCIAL REPORT –**

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for October. *A motion was made by Alderman Deneka to accept all checks over \$10,000 as presented. Alderman Childress seconded motion. Motion carried; all members present voting aye.*
- **Financials 10-31-2023** – Mayor Cole presented the financials for 10-31-2023. *A motion was made by Alderman Glass to accept the financials 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 7:14.

---

Dwayne Cole, Mayor

---

Sherry Yelvington, City Recorder

## CITY HALL MONTHLY REPORT

	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	TOTAL
<b>ACCOUNTS</b>													
<b>Current Customer Accts</b>													
Water Customers Total	3489	3500	3500	3515	3507	3529	3540	3541	3577	3580	3579	3582	42,439
Sewer Customers Total	2256	2265	2271	2282	2279	2302	2309	2314	2340	2345	2344	2349	27,656
Gas Customers Total	7489	7502	7511	7534	7523	7529	7539	7550	7578	7576	7574	7600	90,505
<i>In Atoka City Limits</i>	2569	2570	2571	2571	2570	2570	2571	2571	2573	2574	2573	2575	30,858
<i>Out of Atoka City Limits</i>	294	294	294	294	293	293	292	293	292	293	293	294	3,519
Trash Customers	1824	1828	1837	1844	1853	1860	1869	1877	1882	1896	1906	1913	22,389
<b>Customer Adjustments</b>													
Connects	70	52	46	68	46	77	70	64	85	72	68	79	797
Finals	52	42	45	69	54	81	59	61	84	73	73	62	755
Meter Sets	7	5	9	11	11	14	26	16	3	5	2	10	119
<b>PAYMENTS</b>													
<b>Payments on line</b>													
Utility paid on line	2656	2827	2363	3032	2927	2753	2736	2484	2718	2751	2538	2816	32,601
ACH Payments	1669	1705	1745	1746	1774	1796	1857	1816	1934	1847	1852	1862	21,603
E-Bills	1714	1726	1734	1748	1766	1786	1805	1813	1838	1839	1848	1866	21,483
<b>Payments Received Lobby/Mail</b>													
CC Payments	446	551	527	598	386	488	370	386	432	496	558	432	5,670
Cash Payments	599	612	622	590	564	683	637	655	659	654	684	667	7,626
Check Payments	2,412	2,322	2,402	2,172	2,113	2,067	1,964	1,898	1,872	1,790	1,944	1,908	24,864
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Deliquent Accounts</b>													
Deliquent Penalty	339	146	135	131	223	206	124	165	132	176	128	99	2,004
Cut Offs	0	148	135	131	223	91	95	90	60	88	74	98	1,233
Phone Calls	0	789	588	603	1202	412	427	506	395	470	521	436	6,349
<b>SERVICE</b>													
<b>Water / Sewer</b>													
Water Service Orders	9	10	0	22	1	18	3	10	2	6	7	3	91
Sewer Service Orders	5	7	2	4	4	5	1	7	1	3	6	5	50
Amount Billed Water	\$99,776	\$96,624	\$95,953	\$93,161	\$98,641	\$98,641	\$106,541	\$103,929	\$113,652	\$113,413	\$107,171	\$108,022	\$1,235,525
Amount Billed Sewer	\$96,310	\$93,713	\$92,107	\$86,951	\$98,428	\$94,683	\$102,390	\$99,791	\$103,304	\$105,583	\$99,715	\$102,598	\$1,175,572
Damaged/Stuck Meters	8	3	16	32	46	19	5	1	10	158	5	70	373
<b>Solid Waste</b>													
Cans Delivered	6	11	5	6	11	8	14	8	9	12	7	16	113
Missed pickup	26	24	32	5	19	3	24	17	10	6	5	6	177
Damaged Cans	0	2	2	1	1	1	1	2	0	1	3	0	14
Other complaints	3	4	5	2	0	0	1	5	9	3	2	1	35
New Customers	14	12	18	20	21	12	22	20	28	26	21	24	238
Discontinued Service	4	4	8	6	3	6	8	4	11	4	6	4	68
Amount Billed	\$39,422	\$39,495	\$39,686	\$39,762	\$39,968	\$40,258	\$40,538	\$40,582	\$40,838	\$40,933	\$41,171	\$41,504	\$484,156
<b>Gas</b>													
Odor Complaints	5	18	2	10	9	6	2	1	6	3	5	3	70
Damaged / Stuck Meters	38	74	68	14	26	15	3	37	22	1	152	20	470
Amount Billed	\$955,006	\$684,911	\$657,955	\$436,425	\$177,956	\$115,760	\$98,263	\$88,781	\$92,085	\$95,050	\$107,079	\$377,822	\$3,887,093
<b>Misc Service Orders</b>													
Other complaints	2	4	2	9	4	7	6	4	4	2	1	3	48
<b>Total Utility/Trash Billing</b>	<b>\$1,190,514</b>	<b>\$914,743</b>	<b>\$885,701</b>	<b>\$656,298</b>	<b>\$414,993</b>	<b>\$349,341</b>	<b>\$347,732</b>	<b>\$333,083</b>	<b>\$349,880</b>	<b>\$354,978</b>	<b>\$355,136</b>	<b>\$629,946</b>	<b>\$6,782,345</b>

City of Munford  
Public Works Monthly Report

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 Totals	PY Totals
Calls	115	55	87	78	76	61	56	55	51	61	49		744	986
Water Calls/Leaks	4	6	13	8	9	10	20	16	21	16	7		130	128
Sewer Calls/Leaks	8	9	7	18	13	3	23	34	8	10	11		144	170
Gas Calls/Leaks	11	9	18	16	13	1	6	10	11	9	20		124	146
Street/Yard/Drainage Calls	7	7	29	25	118	91	96	78	81	47	47		626	93
Water Samples	10	10	10	10	10	10	10	10	10	10	10		110	13
Cut-Offs	148	144	125	184	100	84	90	60	88	74	98		1195	998
Locates	250	216	279	284	264	301	277	266	259	291	168		2855	5505
Unread Meters	106	134	138	153	200	215	270	334	234	81	44		1909	379
Meters Repairs	84	79	39	71	37	10	36	33	184	161	77		811	667
Sewer Taps	0	0	0	0	0	0	0	0	0	1	0		1	2
Water Sets	8	3	5	8	13	11	14	1	6	9	2		80	112
Gas Sets	12	10	10	7	11	4	25	8	8	20	10		125	81
Munford	10	4	6	7	10	3	21	6	6	17	8		98	52
Atoka	1	4	3	0	0	1	4	0	2	2	2		19	20
Brighton	1	2	1	0	1	0	0	2	0	1	0		8	9
Closed Work Orders	497	470	596	869	1029	914	1049	1050	1104	905	737		9220	5344
Water Pumped (millions)	26	24	26	24	28	27	26	27	28	30	26		292	331
Treated Pumped to River	45	42	50	41	38	33	37	38	31	32	39		426	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
<b>CITATIONS ISSUED</b>	387	280	242	253	225	222	245	199	200	201	204		2658	2668
<b>COURTESY CITATIONS ISSUED</b>	176	88	75	73	66	61	50	31	61	53	89		823	993
<b>TRAFFIC STOPS</b>	801	502	543	631	555	499	615	437	464	602	670		6319	5483
<b>SPEEDING</b>	178	113	114	157	104	102	94	82	73	121	85		1223	1459
<b>SEAT BELT</b>	0	8	2	1	1	2	2	0	4	1	4		25	4
<b>ARREST</b>	60	58	53	78	56	54	67	54	52	51	59		642	478
<b>ADULT - MALE</b>	44	35	29	52	26	34	40	32	36	30	33		391	278
<b>ADULT - FEMALE</b>	15	18	19	19	17	19	21	19	15	16	22		200	160
<b>JUVENILE - MALE</b>	1	5	5	5	10	0	2	3	1	5	1		38	28
<b>JUVENILE - FEMALE</b>	0	0	0	2	3	1	4	0	0	0	3		13	9
<b>WARRANT ARREST</b>	6	5	9	13	2	5	10	3	3	2	8		66	52
<b>DRUG ARREST</b>	11	6	10	16	11	5	22	11	12	11	15		130	109
<b>ALCOHOL ARREST</b>	4	4	5	12	16	8	9	7	12	9	9		95	29
<b>INCIDENT REPORTS</b>	102	102	116	121	108	91	109	102	105	112	117		1185	974
<b>OFFICER INITIATED INCIDENTS</b>	1724	1382	1375	1448	1474	1365	1622	1397	1441	1776	1677		16681	14438
<b>ACCIDENT REPORTS</b>	9	8	11	12	16	7	7	13	6	12	12		113	159
<b>MILES PATROLLED</b>	16200	13535	14499	14919	15074	15117	16964	15319	14970	17110	16974		170681	169629
<b>CALLS FOR SERVICE</b>	1374	973	1098	1182	1117	1039	1160	1062	1005	1121	1099		12230	11548



## Munford Fire Department Monthly Board Report - November 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	0	1		5	9
Structure Fires - County	3	1	0	0	2	1	2	0	0	1	1		11	17
Grass Fire - Munford	1	0	0	0	0	1	0	0	0	0	0		2	10
Grass Fires - County	0	3	1	0	0	0	0	0	0	2	2		8	10
Vehicle Fires - Munford	0	0	0	0	1	0	0	1	0	2	0		4	2
Vehicle Fires - County	0	0	0	0	0	0	0	1	0	1	0		2	3
Vehicle Accidents - Munford	4	6	5	4	5	2	3	10	4	7	2		52	61
Vehicle Accidents - County	3	2	0	1	0	0	0	0	0	0	0		6	12
EMS Calls - Munford	56	50	51	56	63	66	74	56	56	66	49		643	674
EMS Calls - County	3	2	7	2	5	4	3	1	3	5	2		37	36
Other Incidents - Munford	19	10	16	16	21	21	21	15	26	16	20		201	286
Other Incidents - County	2	6	2	7	0	10	6	3	2	3	6		47	63
Mutual Aid Calls	12	14	3	3	0	15	11	5	5	12	11		91	141
Burn Permits	0	2	0	2	1	3	4	2	0	2	0		16	31
<b>Total Calls - Munford</b>	<b>81</b>	<b>66</b>	<b>72</b>	<b>77</b>	<b>90</b>	<b>90</b>	<b>98</b>	<b>83</b>	<b>86</b>	<b>92</b>	<b>72</b>		<b>907</b>	<b>1053</b>
<b>Total Calls - County</b>	<b>12</b>	<b>14</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>15</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>12</b>	<b>11</b>		<b>112</b>	<b>141</b>
<b>Total Calls - Department</b>	<b>93</b>	<b>80</b>	<b>82</b>	<b>87</b>	<b>97</b>	<b>105</b>	<b>109</b>	<b>88</b>	<b>91</b>	<b>104</b>	<b>83</b>		<b>1019</b>	<b>1194</b>

Department Staffing	Allocated	Filled	Vacant	On Leave
Full Time Positions	13	13	0	0
Part Time Positions	1	1	0	0
Reserves	30	4	26	0
<b>Total Department Staffing</b>	<b>44</b>	<b>18</b>	<b>26</b>	<b>0</b>

Vehicle Fleet Status	Days out of Service	Comments
Unit #1 ( Chief)		
Unit # 2 (Captain)		
Inspector # 1 (Inspector)		
Med 8		
Engine 81	17	Multiple issues
Engine 88		
Brush Truck 81		
Brush Truck 82		



	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov
<b>Payment Plan</b>												
Current	8 / 615	27 / 2,732.50	40 / 5,080	13 / 855	10 / 810	12 / 935	13 / 1210	35 / 3785	9 / 525	29 / 2970	52 / 5,930	33 / 3,260
Past Due												

#### RENTALS

Friday Night Skate	117		181	159	163	161	152	165	171	203	203	177
Skate Parties	17 / 17	28 / 28	28 / 28	28 / 28	32 / 32	25 / 25	18 / 28	16/28	18 / 28	22 / 28	28 / 32	28 / 28
Band Room	6	8	6	8	7	6	5	1	1	1	4	3
Community Room	3	4	3	4	5	5	6	0	1	2	3	2
Valentine Park Gazebo		1		2	2	3	5	1	1	3	1	1

#### SENIOR SERVICES

Congregate Meals	424	460	383			453	453	570	570	599	693	621
Home Delivery	140	136	140			180			738	925	968	1365

#### Vehicle Miles

P&R - 2020 Chevy 1500			50148	50614	52350	53117	53697	55073	55648	56491	56927	57817
P&R - 2010 Chevy 3500 Dump			43,679	43,773	43,792	44095	44315	44486	44539	44620	44794	44801
P&R-2008 Chevy Ext. Cab	115164	115444	115462	116217	116384	116533	116659	116817	116917	117000	117023	117243
P&R-2010 Chevy Ext. Cab	106446	106625	106852	107135	107524	107869	108124	108482	108713	109131	109651	110099
CP-2015 Chevy 4Door	53577	53833	54354	54422	55639	56600	56754	57969	58956	59626	60715	63207
P&R-01' Expedition	176375		176384	176421	178679	178930	179202	179469	179642	180084	180760	181299

#### Equipment Hours

Jacobsen Truckster	549	550	553	559	564	569	571	576	580	591	608	609
ToroInfield Drag	1809	1813	1822	1846	1861	1880	1887	1892	1914	1934	1949	1949
2014-61" Snapper	1022	1022	1022	1022	1022	1022	1022	1024	1028	1028	1028	1034
2015-72" Snapper	760	762	771	785	802	802	803	821	839	851	860	860
2015-61" Snapper-CP	970	970	976	981	994	1014	1034	1056	1073	1078	1078	1082
2022-72" Xmark	194	195	208	230	250	283	321	360	385	404	412	416
Bad Boy	1075	1075	1076	1084	1088	1098	1105	1117	1121	1135	1136	1137
JD4700 Tractor	3853	3853	3854	3854	3854	3855	3856	3856	3856	3856	3856	3856
2021 Snapper61"	322	323	325	350	367	405	440	466	491	501	501	501
Polaris SXS	1064	1064	1064	1283	989 hrs.			5440 miles	5662 miles	5800	5861	5864

#### Sports Registration

Basketball	476	476								267	448	448
Cheerleading	49	49								31	47	47
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	1815	11/02/23	C	KEN JOYNER	ADDITION	96	\$6,800.00	\$100.00					
2	1816	11/07/23	C	AMY SHEHLER	ACC. BLDG.	160	\$5,500.00	\$100.00					
3	1817	11/07/23	C	RESTORATION CHURCH	ALTERATION	N/A	N/A	\$100.00					
4	1818	11/07/23	C	JOHN CROTTS	POOL	N/A	\$94,000.00	\$100.00					
5	1819	11/08/23	C	EASTON LAVELLE	REPAIR	N/A	N/A	\$100.00					
6	1820	11/15/23	C	LILLY WALLACE	ACC. BLDG.	144	N/A	\$100.00					
7	1821	11/15/23	C	APEX	NEW S.F. DWELLING	3,731	\$336,000.00	\$772.00					
8	1822	11/20/23	C	TRINITY HOMES	NEW S.F. DWELLING	2,654	\$259,000.00	\$578.00	\$1,300.00	\$3,500.00	\$1,000.00		
9	1823	11/22/23	C	D&D	NEW S.F. DWELLING	2,782	\$250,000.00	\$502.00	\$1,300.00	\$3,500.00	\$1,100.00		
10	1824	11/29/23	C	KATHY MILLICAN	ADDITION	250	\$65,000.00	\$210.00	\$1,300.00	\$3,500.00	\$1,100.00		
11	1825	11/22/23	R	MIKE BOTTICELLO	ACC. BLDG.	1,200	\$51,000.00	\$100.00					
12	1766	11/14/23	R	LAVIRE LOCKHART	FENCE	N/A	N/A	\$25.00					
13	1767			VOID	VOID								
14	1768	11/27/23	R	JUSTIN FREDERICK	RENOVATON	N/A	N/A	\$100.00					
15	1769	11/29/23	R	MICHEAL HERMAN	ACC. BLDG.	500	\$20,000.00	\$100.00					
16	1770	11/29/23	C	DANIEL MOODY	FENCE	N/A	N/A	\$25.00					
17	1771	11/29/23	C	JASMINE WRIGHT	ACC. BLDG.	120	\$2,500.00	\$100.00					
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
<b>Total</b>								<b>\$1,038,800.00</b>	<b>\$3,112.00</b>	<b>\$0.00</b>	<b>\$3,900.00</b>	<b>\$10,500.00</b>	<b>\$3,200.00</b>

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

Complaints	18	Building Permits	17
Inspections	66	Sign permits	0
Certificate Of Occupancy	4	Use & Occupancy Permits	
PREFORMANCE BOND	WALKER MEADOWS NORTH	2022	
	WALKER MEADOWS II	2020	
	VGM 4A	2023	

*[Signature]*  
**Building Inspector**



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



## November 2023 Library Report

### Overview:

- The library has sold **\$104.00** in books with the ongoing book sale.
- The library has collected **\$60.95** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$291.70**.
- The library made **\$102.59** in donations. \$50 was in memory of Glenn Fleming. \$52.59 was from Kroger Community Rewards.
- The Library had **230** people use our computers and **54** requiring computer help. In addition we had **262** use the Wi-Fi. The library had **361** reference questions asked and answered.
- Library staff provided **7** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **55** new users, with **2,594** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,485** patrons.
- Through Interlibrary Loan **16** books were loaned out, and **30** were borrowed.
- Tennessee R.E.A.D.S. had **1,074** books checked out.
- Lindsey was used as a Notary Public **7** times.
- The Library had **17** volunteers.
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **15** programs with **194** attendees.
  - LEGO Club met twice with **24** in attendance.
  - Story Time was held twice with **11** in attendance
  - 1,000 Books before Kindergarten had **2** children sign up to begin the program.
  - Passive Programs included: Staff Recommendations, Book Spotlight, Veterans Day, Gobble Up a Good Book, take home crafts, New in Non-Fiction, YA Genres, Let's Cook, Veterans Coloring and Goodreads Best Choice, .
  - The library served as a tutoring location **4** times.
- We continue to offer curbside services to patrons. **3** patrons were assisted curbside.
- Library Staff proctored two TWRA Boat Test.
- The Video Relay Service was used 3 times.
- The Merry Munford Scavenger Hunt was released on November 29, 2023. Children who complete the hunt will receive a small prize from the library.

**Munford-Tipton County**

**November 2023**

**Monthly Report**

PHYSICAL COLLECTION											LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type		Beginning	Added	Deleted	Balance		Beginning	Added	Deleted	Balance			
Print Materials	Locally Owned	7,604	31	135	7,500	Regionally Owned	10,629	37	29	10,637	Locally Owned	E-books	76
Audio Materials		361	0	0	361		1,576	0	0	1,576		Audio Downloadable	156
Video Materials		365	7	0	372		534	0	0	534		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		<b>TOTAL</b>	<b>232</b>
<b>TOTAL</b>		<b>8,330</b>	<b>38</b>	<b>135</b>	<b>8,233</b>	<b>TOTAL</b>	<b>12,739</b>	<b>37</b>	<b>29</b>	<b>12,747</b>	<b>TOTAL PHYSICAL COLLECTION</b>	<b>20,980</b>	

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 -Auto Fill (Electronic, Physical & Other Physical)		TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats)
Adult **	988	Adult	612	Adult	18	Adult Total	1,618	TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats)
Children **	86	Children	854	Children	36	Children's Total	976	
<b>Total</b>	<b>1,074</b>	<b>Total</b>	<b>1,466</b>	<b>Total</b>	<b>54</b>	<b>Total for All Circulation</b>	<b>2,594</b>	

Unique Users 186

Title VI Survey Information		Library Services		Programs								
White	31	Library Visits	2,800	In-Person Programs	Inside the Library		# of Programs	Attendance	Outside the Library		# of Programs	Attendance
Black	2	Reference Transactions	361		Adult	2	20	Adult	0	0		
American Indian-Alaska Native	0	Computer Users	230		Young Adult	0	0	Young Adult	0	0		
Hispanic or Latino of any race	3	Wireless Sessions	262		Children 0-5	2	20	Children 0-5	0	0		
Native Hawaiian/Pacific Islander	5	Website Visits	0		Children 6-11	3	23	Children 6-11	0	0		
Asian	0	Databases Owned	0		General Interest	1	10	General Interest	0	0		
Other	0	Local Database Usage	0		<b>Inside Total</b>	<b>8</b>	<b>73</b>	<b>Outside Total</b>	<b>0</b>	<b>0</b>		
Two or more races	0	TEL Usage (June only)	0	<b>Total (Inside &amp; Outside)</b>	<b>8</b>	<b>73</b>						
<b>Total</b>	<b>41</b>	ILL -Borrowed	30	Live Virtual Programs		Adult	Young Adult	Children's	Total			
		ILL - Loaned	16		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

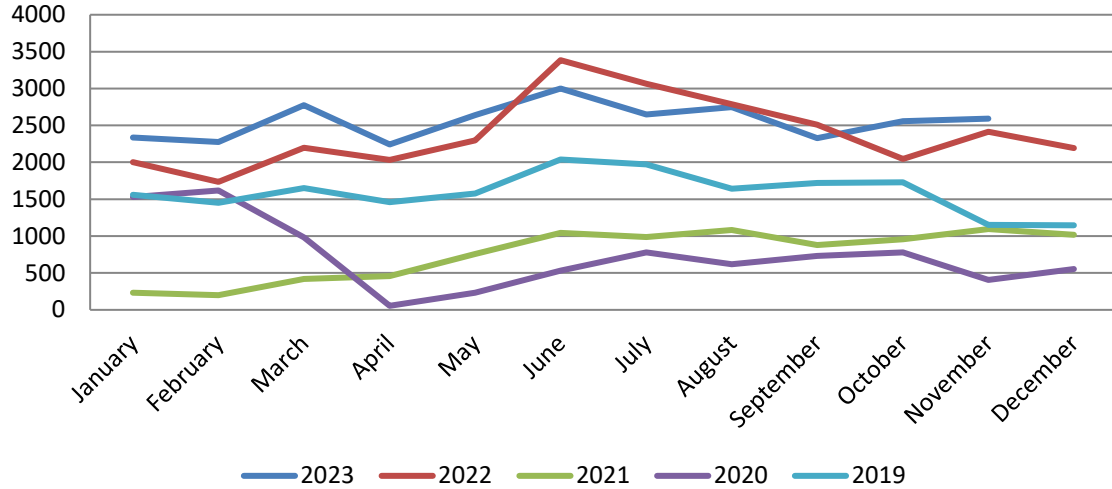
Total of All In-Person and Live Virtual Programs	# of Programs	Attendance/Views
	8	73

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,209
Children Borrowers <14 yrs old	1,448
<b>Total Borrowers</b>	<b>5,657</b>

Recorded Programs	# of Programs	Views/Attendance
	0	0
<b>Total On-Demand Views of Live Programs &amp; Recorded Programs</b>		<b>0</b>

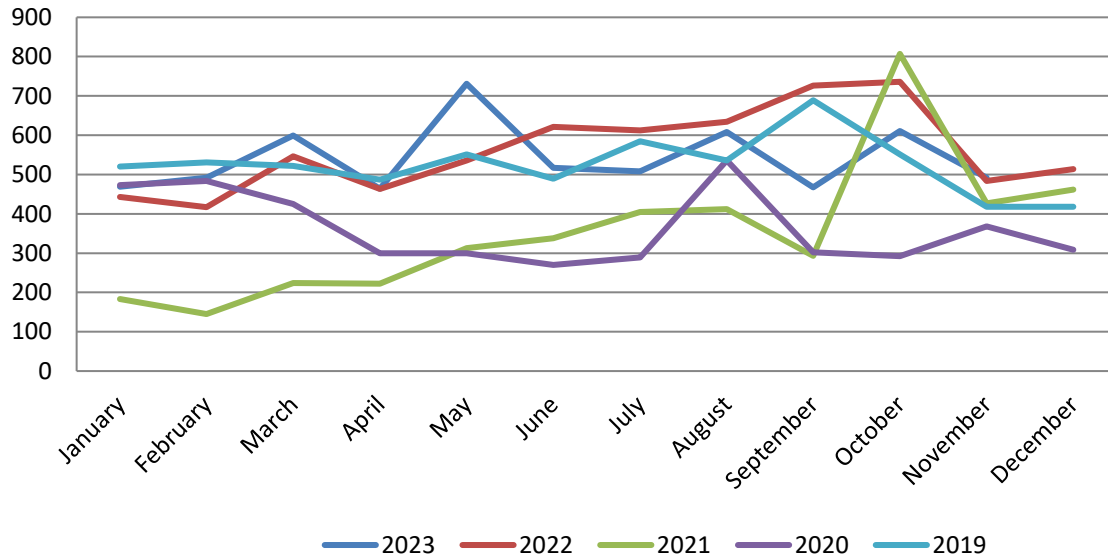
	Programs	Attendance
Self-directed/Passive Activities (activity that does not meet program definition)	7	131

### Circulation Growth 2019-2023

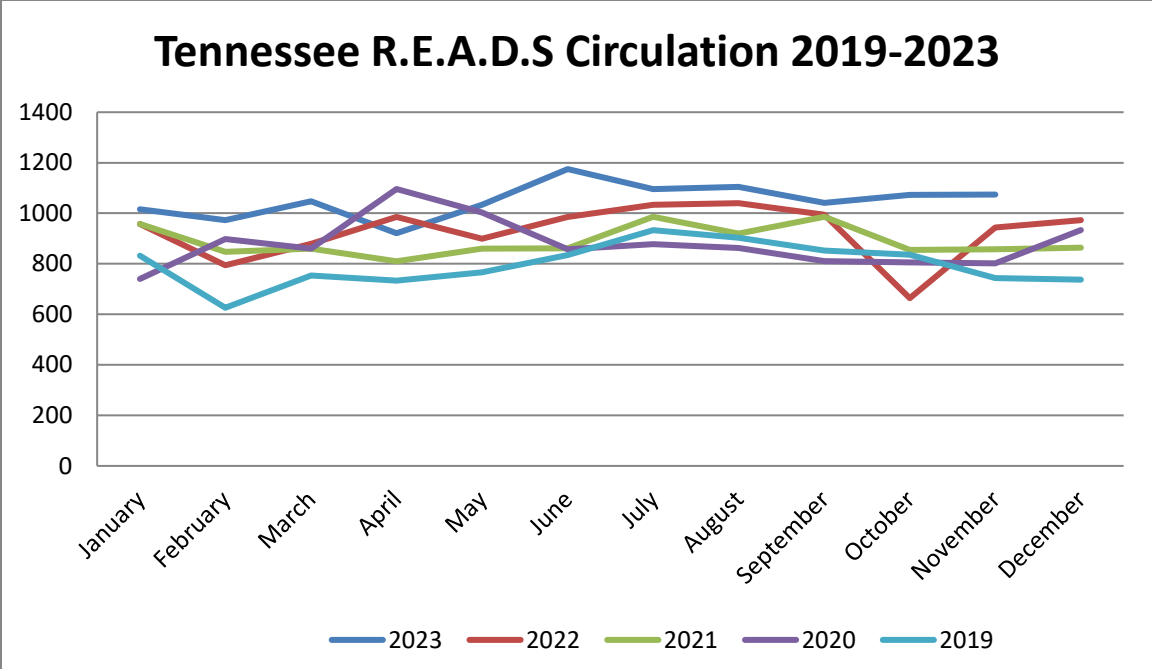


\* As of 11/30/2023

### Computer Usage 2019-2023



\* As of 11/30/2023



**\* As of 11/30/2023**



## City of Munford, Tennessee

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

---

Mayor's Report  
December 26, 2023

It is my hope and prayer that everyone had a great Christmas season this year! God has certainly been good to us at the City of Munford this year. And we are thankful.

I met recently with representatives from engineering firms A2H and Kimley-Horn, as well as the Munford Downtown Development Commission to discuss Veterans Plaza at 1483 Munford Avenue, the intersection improvement at Munford Avenue (SR206) and Tipton Road (SR178) in the center of downtown, and our downtown business incentive grants. This was a very profitable meeting, and we were able to define grant boundaries and coordinate efforts to maximize our investment and improve our timeline. All of these projects are funded by a combination of grants and local share.

As a preliminary step on Veterans Plaza, we removed the building and sign during the week of December 4. As a reminder, Veterans Plaza is a cooperative project between the City of Munford and First Citizens National Bank, with partial funding provided by a grant from the State of Tennessee.

We are incredibly pleased that two of the Munford Downtown Development Commission's approved projects have been completed and are eligible for reimbursement to the business owners. Completed projects are Nichols Family Dentistry and Blackwater Marsh. Congratulations to these businesses and we thank you for your participation. Four other businesses are approved and are in planning/construction. These are expected to be finished in 2024.

Christmastime is a festive time in Downtown Munford, and I want to personally thank each participant in our annual Christmas Parade, Fill the Sleigh gift drive, home and business Christmas decorating contests and the carolers from Munford School Choirs. Again, I want to thank each one who gave to our various outreach efforts to help those in need. One reason Munford is "My Kind of Town" is that Munford is a generous town. Thank you! Also, many thanks to our All-Star Parks and Recreation team for installing our decorations for the season.

With gifts exchanged, lights and the tree coming down, family and friends on their way back home and music on the radio back to the standard playlist, let us always remember that "Christ was born on Christmas Day!" Let every heart prepare Him room during this season and all the yearlong! God bless you and we look forward to a healthy, prosperous, and blessed new year, 2024.

Warm regards,  
Dwayne Cole

# ORDINANCE 2023-12-01

## AN ORDINANCE TO AMEND THE TEXT OF THE MUNFORD MUNICIPAL ZONING ORDINANCE TO ADOPT STANDARDS FOR CBD STORES;

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

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

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

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

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

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

**SECTION 1.** That the following language shall be added to Article IX, ZONING TABLE FOR COMMERCIAL AND INDUSTRIAL DISTRICTS, **Table 1: Permitted Uses and Special Exceptions:**

### MISCELLANEOUS RETAIL

	R-1	R-2	R-3	R-4	R-5	PRD	B-1	B-2	B-3	PB	M	M-1
• CBD Stores										R		



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

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder



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

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

## ORDINANCE 2023-12-03

### AN ORDINANCE TO AMEND THE TEXT OF THE MUNFORD REGIONAL ZONING ORDINANCE TO ADOPT STANDARDS FOR CAMP GROUNDS AND RECREATIONAL VEHICLE PARKS;

WHEREAS, Sections 13-7-301 through 13-7-306 of the *Tennessee Code Annotated* empowered the City of Munford to enact the Munford Regional Zoning Ordinance and Official Zoning Map, and provide for its administration and enforcement; and,

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

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

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

WHEREAS, all the requirements of Sections 13-7-201 through 13-7-210 and Sections 13-3-301 through 13-3-306 of the *Tennessee Code Annotated*, with regard to the amendment of the Munford Municipal Zoning Ordinance by the Planning Commission and subsequent action of the Munford Board of Mayor and Aldermen, have been met.

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

**SECTION 1.** That the following language shall be added to Chapter II, DEFINITIONS:

**Camper** – Any individual who occupies a campsite or otherwise assumes charge or, placed in charge of a campsite.

**Campsite** – Any plot of ground within a camping ground intended for exclusive occupancy by a camping unit or units under the control of the camper.

**Camping Ground** – A parcel of land used or intended to be used, let or rented for occupancy by campers or for occupancy by camping trailers, fifth wheel trailers, motor homes, recreational vehicles, travel trailers, tents, or any other movable or temporary living quarters, rooms, or sleeping quarters of any kind.

**Camping Trailer** – A vehicle mounted on wheels and constructed with or without collapsible partial side wall that fold for towing by another vehicle and unfold at

the campsite to provide temporary living quarters for recreational, camping or travel use.

**Fifth Wheel Trailer** – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel use and designed to be towed by a motorized vehicle.

**Motor Home** – A motorized vehicle designed to provide temporary living quarters for recreational, camping or travel use.

**Recreational Vehicle** – A vehicle which is either self-propelled or towed by a consumer-owned tow vehicle, and designed to provide temporary living quarters for recreational, camping or travel uses, including motor homes, camper trailers, and fifth wheel trailers.

**Travel Trailer** – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel uses, including camper trailers, fifth wheel trailers, motor homes, and recreational vehicles.

**SECTION 2.** That the following language be added to Chapter III, GENERAL PROVISIONS:

### **3.15 Development Standards for Camping Grounds**

The following land development standards shall apply for all camping grounds:

- A. The property shall be located on a well-drained site, properly graded to ensure rapid drainage and to avoid the possibility of stagnant pools of water. Each site shall be located outside identified special flood hazard areas on the current Tipton County Flood Insurance Rate Maps. Drainage plans shall be required and approved by the City of Munford or designated staff.
- B. Dimensional Requirements for Camping Grounds
  - 1. Each camping ground shall have front, side, and rear yard setbacks of fifty (50) feet exclusive of any required yards for each campsite.
  - 2. Each camping ground shall be permitted to display, on each road frontage, one (1) identifying sign of a maximum size of twenty (20) square feet.
  - 3. The site for a camping ground shall comprise of an area of not less than five (5) acres.
  - 4. Direct vehicular access to the site shall be provided by an abutting improved public road and not along an ingress/egress easement.
- C. General Requirements
  - 1. Each campsite shall be clearly defined by permanent markers.
  - 2. No camping ground shall be permitted unless such camping ground is served by a public water supply with access to potable water. Sanitary

facilities, including flush toilets and showers shall be located within three hundred (300) feet walking distance of each primitive tent campsite.

3. Access roads within the camping ground shall be paved to a width of not less than twenty-two (22) feet (bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Munford Regional Subdivision Regulations, and the right-of-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the camping ground shall be private roads and shall not be accepted as public roads.
4. Camping Grounds that provide fifty (50) or more sites shall be required to provide more than one ingress/egress point to the camping grounds.
5. All campsites within the camping grounds shall abut an access road. There shall be at least two (2), off-road parking space for each campsite, or a general parking lot where individual campsites do not have their own parking space.
6. Each camping ground shall be provided with a dumping station. Each camping ground site shall provide a connection to electricity and a private wastewater treatment system approved by the Tennessee Department of Environment and Conservation, Division of Water Resources. Primitive tent campsites do not require connections to electric nor a private wastewater treatment system.
7. Commercial, industrial, or other nonresidential uses including customary home occupations within the camping ground are prohibited, except to house a rental office, maintenance, and amenity structures such as laundry, bathroom facilities and convenience commercial such as small incidental retail. (Ex. Drink Machines and small item retail)
8. Each space shall be identified by either numbers or letters or a combination of both numbers and letters and shall be visible from the access road.
9. At least ten (10%) percent of the land area being used for the camping grounds shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of campsites nor for parking.
10. The storage, collection, and disposal of refuse in the camping grounds shall be so managed as to create no health hazards. All refuse shall be stored in flyproof, watertight and rodent proof containers. Garbage shall be collected and disposed of in a legal manner daily. There shall be one (1) trash receptacle for each campsite.
11. There shall be one (1) picnic table and one (1) fireplace/grill per campsite.

D. Plans and Schedules Required

The following information shall be shown on the required site plan drawn to a scale of no smaller than one hundred (100) feet to one (1) inch:

1. The location and legal description of the proposed camping ground, including the total acreage involved.
2. The location, size and use of all buildings, improvements, and facilities constructed or to be constructed within the camping ground.
3. The location and size of all campsites, off-road parking facilities and open space.
4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
5. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Munford Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.
6. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.

E. Application for Camping Ground Development

An application for a permit to develop and construct a camping ground shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner.

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed private sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Munford Municipal-Regional Planning Commission for site plan approval. The Municipal-Regional Planning Commission shall duly review these materials and shall co-ordinate the review with the appropriate entities.
2. An annual fee to operate a camping ground shall be based on the number of campsites approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of campsites shall require approval in the same fashion as did the original plan. The annual fee shall be paid to the City of Munford Building Inspectors Office per campsite approved whether occupied or not.
4. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the Codes Department.

**SECTION 3.** That the following language shall be added to Chapter VII, Provisions Governing Residential Mobile-Home Districts. 7.01, Uses Permitted:

G. Camping Grounds and Recreational Vehicle Parks subject to the provisions of Section 3.15 of this Ordinance.

**SECTION 4.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after second and final reading, this ordinance shall take effect from and after its passage, the welfare of the city requiring it.”

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder



**ORDINANCE 2023-12-04**

**AN ORDINANCE TO AMEND THE CITY OF MUNFORD MUNICIPAL CODE TITLE 1  
BY CHANGING TIME OF MEETINGS, ORDER OF BUSINESS, AND SALARIES OF  
MAYOR AND ALDERMEN**

WHEREAS, The Board of Mayor and Aldermen find it in the best interest of the public to change the start time of their monthly meetings to 6:30 PM; and

WHEREAS, the Board of Mayor and Aldermen deems it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City to change the order of business for the monthly meetings; and

WHEREAS, the salaries for Aldermen and the Mayor were increased through the FY2019 budget to be effective with the next municipal elections for Aldermen and Mayor; and,

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

**SECTION 1-101.** Meeting times for monthly meetings of the Board of Mayor and Aldermen will start at 6:30 PM.

**SECTION 1-102.** The following regular order of business will now be:

- (1)** Call to Order
- (2)** Invocation
- (3)** Pledge of Allegiance
- (4)** Establishment of Quorum
- (5)** Public Forum
- (6)** Proclamation and Award Presentation
- (7)** Department, Committee, and other Reports
- (8)** Old Business
- (9)** New Business
- (10)** Financial Report
- (11)** Adjournment

**SECTION 1-104.** Salary increases approved in the FY2019 Budget would become effective with the following elections for Mayor and Aldermen on November 6, 2018, and November 3, 2020. Aldermen annual salary will increase to \$3,200 and the Mayor's annual salary will increase to \$24,000.

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

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

**ORDINANCE 2023-12-05**

**AN ORDINANCE TO AMEND THE CITY OF MUNFORD MUNICIPAL CODE TITLE 18  
AND TITLE 19 BY CHANGING THE TITLE HEADING**

WHEREAS, The Board of Mayor and Aldermen find it in the best interest of the public to change the Title heading of Title 19 of the Munford Municipal Code; and

WHEREAS, the Title18 heading will be changed from “Water and Sewers” to “Water, Sewer and Gas”; and,

WHEREAS, the Title 19 heading will be changed from “Electricity and Gas” to “Electricity” only; and

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

**TITLE 18**                    Title 18 will now be Water, Sewer and Gas.

**TITLE 19**                    Title 19 will now be Electricity.

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

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder

**ORDINANCE 2023-12-06**

**AN ORDINANCE OF THE CITY OF MUNFORD, TENNESSEE ESTABLISHING NEW GAS RATE CALCULATIONS**

WHEREAS, Tennessee Law mandates that a municipal utility shall operate its system so that sufficient rates are charged necessary to recover all costs of the system; and

WHEREAS, the Board of Mayor and Aldermen of the City of Munford, after analyzing its Gas rates and had determined a change to gas rate calculation is necessary; and,

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

**Section 1**                    The City’s gas rate shall consist of a base rate, a purchased gas adjustment, and an operation and maintenance rate.

**Section 2**                    The base rate will be set at \$5.00.

**Section 3**                    The Purchased Gas Adjustment shall reflect increases in the cost of gas in a particular month over and above the City’s base rate. The adjustment shall be equal to the difference between the cost of gas and the base rate. In the event the cost of gas in that particular month is equal to or less than the Base Rate, only the base rate will be charged.

**Section 4**                    The Operation and Maintenance rate will be calculated annually based on the prior year’s financials divided by the consumption/sales quantity in the prior year.

**Section 5**                    The Operation and Maintenance rate from FY2023 financials will go into effect with the January 2024 billing. The Operation and Maintenance rate going forward will be in effect with the September billing of each year.

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

\_\_\_\_\_  
Passed First Reading

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Passed Second Reading

\_\_\_\_\_  
City Recorder



**CHECKS OVER \$10,000**

**November 2023**

<b><u>PAYABLE TO</u></b>	<b><u>CHECK #</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
Cardinal Fence Co.	23209	\$ 16,476.00	Tarbox Property Fence
Cigna Healthcare	23186	\$ 73,122.09	Insurance (70,550.46) and HRA (2,571.63)
DoxzerTrax USA	23040	\$112,483.00	Aberdeen Pump Draw #2
Integrated Communications	23147	\$ 11,352.26	Police Vehicle Equipment
Southwest TN Electric	23078	\$ 30,083.82	Electrical Service (September-October)
	23173	<u>6,758.62</u>	Electrical Service (September-October)
	<b>Total Southwest Elect</b>	<b>\$ 36,842.44</b>	
TN Energy Acquisition Corp	23103	\$ 64,960.05	Natural Gas Purchase/Transport
Waste Pro	23187	\$ 24,894.83	Solid Waste
Wex Bank Valero	23104	\$ 12,361.35	Fuel
	<b>Total</b>	<b>\$ 352,492.02</b>	

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

<b>ASSETS</b>	<b>Cash</b>	<b>Accounts Rec, net of bad debt allowance</b>	<b>Due From Other Funds</b>	<b>Inventories Other Assets</b>	<b>Capital Assets net of depreciation</b>	<b>Total Assets</b>
General Fund	\$1,648,661	\$1,498,201	\$96,601	\$0	\$0	\$3,243,463
State Street Aid Fund	\$580,449	\$0	\$0	\$0	\$0	\$580,449
Drug Fund	\$32,699	\$0	\$0	\$0	\$0	\$32,699
Scholarship Fund	\$1,544	\$0	\$0	\$0	\$0	\$1,544
Solid Waste Fund	\$105,232	\$47,012	\$0	\$0	\$0	\$152,244
Water-Sewer Fund	\$204,809	\$269,245	\$1,779	\$0	\$10,997,593	\$11,473,426
Gas Fund	\$3,820,203	\$288,736	\$0	\$112,901	\$7,758,240	\$11,980,078
	<b>\$6,393,596</b>	<b>\$2,103,194</b>	<b>\$98,380</b>	<b>\$112,901</b>	<b>\$18,755,832</b>	<b>\$27,463,903</b>

<b>LIABILITIES</b>	<b>Accounts Payable</b>	<b>Customer Deposits</b>	<b>Due to Other Funds</b>	<b>Outstanding Debt</b>	<b>Total Liabilities</b>
General Fund	\$150,499	\$1,200	\$0	\$0	\$151,699
State Street Aid Fund	\$2,103	\$0	\$1,779	\$0	\$3,882
Drug Fund	\$3,308	\$0	\$0	\$0	\$3,308
Scholarship Fund	\$0	\$0	\$0	\$0	\$0
Solid Waste Fund	\$25,041	\$0	\$16,700	\$0	\$41,741
Water-Sewer Fund	\$91,213	\$112,081	\$37,258	\$3,575,680	\$3,816,231
Gas Fund	\$106,120	\$63,777	\$42,644	\$1,088,564	\$1,301,104
	<b>\$378,284</b>	<b>\$177,057</b>	<b>\$98,380</b>	<b>\$0</b>	<b>\$4,664,244</b>

<b>FUND BALANCE OR EQUITY</b>	<b>Beginning Fund Balance</b>	<b>Revenues over Expenses: Surplus</b>	<b>Revenues over Expenses: Loss</b>	<b>Ending Fund Balance</b>
General Fund	\$2,351,894	\$739,870		\$3,091,764
State Street Aid Fund	\$526,335	\$50,231		\$576,566
Drug Fund	\$25,939	\$3,452		\$29,391
Scholarship Fund	\$0	\$1,544		\$1,544
Solid Waste Fund	\$93,488	\$17,015		\$110,503
Water-Sewer Fund	\$7,621,158	\$36,037		\$7,657,195
Gas Fund	\$11,025,645		(\$346,670)	\$10,678,975
	<b>\$21,644,459</b>	<b>\$848,149</b>	<b>(\$346,670)</b>	<b>\$22,145,938</b>

<b>Fund Analysis</b>	<b>Total Assets</b>	<b>Total Liabilities</b>	<b>Beginning Fund Balance or Equity</b>	<b>Increase from FY 2024 Activity</b>	<b>Decrease from FY 2024 Activity</b>	<b>Ending Fund Balance or Equity</b>
Government Funds	3,858,155	160,434	2,904,168	795,097	#REF!	3,699,265
Enterprise Funds	23,605,748	5,159,076	18,740,291	53,052	(346,670)	18,446,673
	<b>27,463,903</b>	<b>5,319,509</b>	<b>21,644,459</b>	<b>848,149</b>	<b>#REF!</b>	<b>22,145,938</b>

General Fund Budget Update

**General Fund  
Budget Update  
11-30-2023**

Percentage of Budget Yr Complete 41.67%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
LOCAL TAXES	3,423,400.00	2,066,272.00	60.36%
LICENSES & PERMITS	47,000.00	42,061.00	89.49%
INTERGOVERNMENTAL	1,034,777.00	1,061,611.00	102.59%
CHARGES FOR SERVICE			
<i>POLICE SERVICES</i>	2,200.00	460.00	20.91%
<i>FIRE PROTECTION</i>	4,000.00	1,155.00	28.88%
<i>FEES &amp; COMMISIONS</i>	7,500.00	2,681.00	35.75%
<i>P&amp;R - PROGRAMS</i>	129,150.00	66,421.00	51.43%
<i>P&amp;R - CONCESSIONS</i>	23,000.00	3,153.00	13.71%
<i>P&amp;R - CENTENNIAL</i>	136,500.00	89,525.00	65.59%
<i>RENTAL FEES</i>	173,500.00	73,096.00	42.13%
<i>LIBRARY SERVICES</i>	5,600.00	2,460.00	43.93%
<i>COMMUNITY DEV</i>	8,150.00	1,154.00	14.16%
	<u>489,600.00</u>	<u>240,105.00</u>	<u>49.04%</u>
FINES & FORFEITURES	180,750.00	80,048.00	44.29%
OTHER REVENUES	12,400.00	16,181.00	130.49%
<b>TOTAL REVENUES</b>	<b>5,187,927.00</b>	<b>3,506,278.00</b>	<b>67.59%</b>

<b>EXPENSES</b>			
GENERAL GOVERNMENT			
<i>LEGISLATIVE</i>	26,020.00	10,040.00	38.59%
<i>JUDICIAL</i>	18,459.00	7,731.00	41.88%
	<u>44,479.00</u>	<u>17,771.00</u>	<u>39.95%</u>
FINANCE & ADMINISTRATION	63,560.00	28,562.00	44.94%
CODE ENFORCEMENT	98,152.00	35,252.00	35.92%
PUBLIC SAFETY			
<i>POLICE</i>	1,892,988.00	945,098.00	49.93%
<i>FIRE</i>	1,382,886.00	594,251.00	42.97%
	<u>3,275,874.00</u>	<u>1,539,349.00</u>	<u>46.99%</u>
STREETS			
STREETS	291,225.00	696,222.00	239.07%
PARKS & RECREATION			
<i>P &amp; R ADMIN</i>	446,549.00	193,986.00	43.44%
<i>P &amp; R PROGRAMS</i>	107,270.00	14,934.00	13.92%
<i>CENTENNIAL</i>	334,768.00	125,515.00	37.49%
<i>PARKS</i>	40,600.00	15,591.00	38.40%
<i>TIPTON PLAZA</i>	36,850.00	22,605.00	61.34%
	<u>966,037.00</u>	<u>372,631.00</u>	<u>38.57%</u>
LIBRARY	128,356.00	53,314.00	41.54%
COMMUNITY DEVELOPMENT	27,163.00	13,816.00	50.86%
DEBT SERVICE	209,260.00	9,490.00	4.54%
<b>TOTAL EXPENSES</b>	<b>5,104,106.00</b>	<b>2,766,407.00</b>	<b>54.20%</b>

RESERVE	0.00	0.00	
<b>Net Surplus/(loss)</b>	<b>83,821.00</b>	<b>739,871.00</b>	

<b>Budget Update</b>	<b>11/2023</b>
<b>State Street Aid</b>	

Percentage of Budget Yr Complete 41.67%

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>% MET</b>
<b>REVENUES</b>			
STATE - FUND BALANCE	0	0	0.00%
STATE - GAS & MOTOR FUEL TAX	112,365	29,609	26.35%
STATE - \$0.03 GASOLINE TAX	34,330	8,652	25.20%
STATE - 1989 GASOLINE TAX INCREASE	17,690	4,685	26.48%
STATE - GAS 2017 TAX	56,185	14,896	26.51%
STATEST - INTEREST EARNINGS	3,900	2,221	56.95%
STATEST - OTHER FINANCING SOURCES	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>224,470</b>	<b>60,063</b>	<b>26.76%</b>
<b>EXPENSES</b>			
STATE ST - ELECTRIC	26,000	9,832	37.82%
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%
<b>TOTAL EXPENSES</b>	<b>211,634</b>	<b>9,832</b>	<b>4.65%</b>
<b>Net Surplus/(loss)</b>	<b>12,836</b>	<b>50,231</b>	

<b>Budget Update</b>	<b>11/2023</b>
<b>Drug Fund</b>	

Percentage of Budget Yr Complete 41.67%

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>% MET</b>
<b>REVENUES</b>			
DRUG - FUND BALANCE			
DRUG - GENERAL SESSIONS	600	1,938	323.00%
DRUG - CIRCUIT COURT	700	119	17.00%
DRUG - OTHER MISC REV	0	0	0.00%
DRUG - FORFEITS (from seizure acct)	3,500	2,000	57.14%
OR - INTEREST EARNINGS	180	111	61.67%
<b>TOTAL REVENUES</b>	<b>4,980</b>	<b>4,168</b>	<b>83.69%</b>
<b>EXPENSES</b>			
DRUG - MEMBERSHIPS	150	195	130.00%
DRUG - MEDICAL/VET	600	253	42.17%
DRUG - PROF SERV TRAINING	500	200	40.00%
DRUG - REPAIR/MT VEHICLE	0	0	0.00%
DRUG - TRAVEL/LODGING	0	0	0.00%
DRUG - DOG SUPPLIES	500	67	13.40%
DRUG - OPERATING SUPPLIES	0	0	0.00%
DRUG - CAPITAL OUTLAY	0	0	0.00%
<b>TOTAL EXPENSES</b>	<b>1,750</b>	<b>715</b>	<b>40.86%</b>
<b>Net Surplus/(loss)</b>	<b>3,230</b>	<b>3,453</b>	



**Budget Update 11/2023**  
**Scholarship Fund**

Percentage of Budget Yr Complete 41.67%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
SCH - BRUCE POTTER SCHOLARSHIP	0	3,055	0.00%
SCH - NICK SMITH SCHOLARSHIP	0	1,904	0.00%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>4,959</b>	<b>0.00%</b>
<b>EXPENSES</b>			
SCH - BRUCE POTTER SCHOLARSHIP	0	2,000	0.00%
SCH - NICK SMITH SCHOLARSHIP	0	1,415	0.00%
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>3,415</b>	<b>0.00%</b>
<b>Net Surplus/(loss)</b>	<b>0</b>	<b>1,544</b>	

**Budget Update 11/2023**  
**Solid Waste Fund**

Percentage of Budget Yr Complete 41.67%

	BUDGET	ACTUAL	% MET
<b>REVENUES</b>			
TRASH COLLECTION - RESIDENTIAL	534,000	204,990	38.39%
TRASH COLLECTION - POPLAR GROVE	28,000	9,245	33.02%
TRASH COLLECTION- LATE PENALTIES	7,500	4,135	55.13%
TRASH COLLECTION - INTEREST REVENUE	500	325	65.00%
<b>TOTAL SOLID WASTE REVENUES</b>	<b>570,000</b>	<b>218,695</b>	<b>38.37%</b>
<b>EXPENSES</b>			
TRASH -VENDOR SERVICES	322,000	123,846	38.46%
TRASH - OTHER PROFESSIONAL SRVS	0	155	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	6,275	38.59%
<i>Finance &amp; Administration</i>	158,899	71,404	44.94%
	175,161	77,679	44.35%
<b>TOTAL SOLID WASTE COLLECTION</b>	<b>497,161</b>	<b>201,680</b>	<b>40.57%</b>
<b>Surplus/(loss)</b>	<b>72,839</b>	<b>17,015</b>	

**Budget Update** **11/2023**  
**Water - Sewer Fund**

Percentage of Budget Yr Complete 41.67%

REVENUES	BUDGET	ACTUAL	% MET
Sales	2,570,546	1,077,378	41.91%
Rent Revenue	4,000	4,000	100.00%
Service Charges	479,629	170,372	35.52%
Other Revenues	5,800	5,820	100.34%
<b>TOTAL WATER-SEWER REVENUES</b>	<b>3,059,975</b>	<b>1,257,570</b>	<b>41.10%</b>
EXPENSES	BUDGET	ACTUAL	% MET
Water - Treatment	538,995	242,210	44.94%
Water - Distribution	76,750	26,793	34.91%
Sewer - Treatment	439,321	249,454	56.78%
Sewer - Collection	243,755	110,171	45.20%
Personnel	869,729	285,503	32.83%
Contract Services	80,775	28,731	35.57%
Supplies	107,480	81,275	75.62%
Fixed Charges	78,501	18,276	23.28%
Rebates/Debt Service	119,693	34,066	28.46%
	<b>2,554,999</b>	<b>1,076,479</b>	<b>42.13%</b>
Allocations			
<i>Legislative</i>	16,262	6,275	38.59%
<i>Finance &amp; Administration</i>	254,239	114,246	44.94%
<i>Code Enforcement</i>	49,076	17,626	35.92%
<i>Community Development</i>	13,581	6,908	50.87%
	<b>333,158</b>	<b>145,055</b>	<b>43.54%</b>
<b>TOTAL WATER-SEWER EXPENSES</b>	<b>2,888,157</b>	<b>1,221,534</b>	<b>42.29%</b>
<b>Net Surplus/(loss)</b>	<b>171,818</b>	<b>36,036</b>	

**Budget Update** **11/2023**  
**Gas Fund**

Percentage of Budget Yr Complete 41.67%

REVENUES	BUDGET	ACTUAL	% MET
Sales	4,600,000	758,338	16.49%
Service Charges	259,500	94,338	36.35%
Other Revenues	29,800	15,828	53.11%
<b>TOTAL GAS REVENUES</b>	<b>4,889,300</b>	<b>868,504</b>	<b>17.76%</b>
EXPENSES	BUDGET	ACTUAL	% MET
Personnel	950,078	359,086	37.80%
Contract Services	244,705	104,786	42.82%
Materials/Supplies	2,652,500	365,637	13.78%
Fixed Charges	585,500	191,503	32.71%
Rebates/Debt Service	28,873	14,035	48.61%
Allocations			
<i>Legislative</i>	22,767	8,785	38.59%
<i>Finance &amp; Administration</i>	317,799	142,808	44.94%
<i>Code Enforcement</i>	49,076	17,626	35.92%
<i>Community Development</i>	13,581	6,908	50.87%
	<b>403,223</b>	<b>176,127</b>	<b>43.68%</b>
Economic Development	0	4,000	0.00%
<b>TOTAL GAS EXPENSES</b>	<b>4,864,879</b>	<b>1,215,174</b>	<b>24.98%</b>
<b>Net Surplus/(loss)</b>	<b>24,421</b>	<b>(346,670)</b>	

## Upcoming Meeting Dates and Events

January 2024

### ***Jan 1 (Monday)***

\*\*\* All City Offices closed in Observance of New Years Day\*\*\*

### ***Jan 4 (Thursday)***

4:00 Public Works/General Welfare Committee @Water Plant

### ***Jan 9 (Tuesday)***

6:30 Planning Commission

### ***Jan 15 (Monday)***

\*\*\* All City Offices closed in Observance of Martin Luther King Day\*\*\*

### ***Jan 18 (Thursday)***

2:30 Birthday Coffee

4:00 Parks & Rec/Public Safety Committee @ Fire Dept Training Room

### ***Jan 22 (Monday)***

7:00 BOMA Meeting (last one at 7:00 going forward it will be 6:30 meeting time)



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**County Local Option**

December 18, 2023

Letter ID: L1841905984  
Collection Month: 30-Nov-2023

Dear Tipton County Trustee:

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

<b>County/City Name</b>	<b>Total Collections</b>	<b>Less Admin. Costs</b>	<b>Net Collections</b>
Tipton County	-\$208,062.47	\$2,340.70	-\$205,721.77
Covington	-\$555,912.07	\$6,254.01	-\$549,658.06
Atoka	-\$276,243.95	\$3,107.74	-\$273,136.21
Brighton	-\$58,190.91	\$654.65	-\$57,536.26
Burlison	-\$6,348.90	\$71.43	-\$6,277.47
Garland	-\$10,550.44	\$118.69	-\$10,431.75
Mason	-\$17,146.53	\$192.90	-\$16,953.63
Munford	-\$159,829.80	\$1,798.09	-\$158,031.71
Gilt Edge	-\$4,074.03	\$45.83	-\$4,028.20
	<b>-\$1,296,359.10</b>	<b>\$14,584.04</b>	<b>-\$1,281,775.06</b>

(Collections are shown as negative amounts)

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

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

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



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**Local Option Out of State Sales Distribution**

County Situs: 8400 - Tipton County  
Total County Out of State Amount: -\$15,274.43  
Less Admin. Costs: \$171.84  
Net County Out of State Amount: -\$15,102.59

<u>Situs</u>	<u>Reporting Period</u>	<u>Total Local Option Amount by Destination Rate</u>	<u>Local Option Percentage</u>
8400 - Tipton County	30-Nov-2023	-\$116,861.72	28.39%
8401 - Covington	30-Nov-2023	-\$97,590.79	23.70%
8402 - Atoka	30-Nov-2023	-\$94,184.69	22.87%
8403 - Brighton	30-Nov-2023	-\$28,828.40	7.00%
8404 - Burlison	30-Nov-2023	-\$4,248.25	1.03%
8405 - Garland	30-Nov-2023	-\$1,691.46	0.41%
8406 - Mason	30-Nov-2023	-\$7,258.91	1.76%
8407 - Munford	30-Nov-2023	-\$59,806.23	14.52%
8408 - Gilt Edge	30-Nov-2023	-\$1,297.95	0.32%
		<b>-\$411,768.40</b>	



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

**DRAFT**

**Munford Municipal-Regional Planning Commission**  
**December 12, 2023**

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

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

**ABSENT-** Chairman Roy Meadors, Secretary John Moren

**ALSO, PRESENT-** 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 Vice-Chairman David Keeton. There was a quorum present.

**I. APPROVAL OF MINUTES – September 12, 2023**

*There was a motion by Steve Childress, seconded by Vernon Pairmore to approve the minutes from September 12, 2023, as presented. Motion carried all present voting aye.*

**II. OLD BUSINESS – None**

**III. NEW BUSINESS**

**A. Superior Storage Master Signage Plan**

Background

A master signage plan has been submitted for Superior Storage. The property is located at 16259 Highway 51 South. (South of Simmons Road Intersection) The property can be further identified as Parcel 49.00 on Tipton County Tax Map 044. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The original site plan for this site was approved as “Wilkin’s Storage” at the August 2022 Planning Commission meeting.

Attached Signs/Wall signs are allowed to cover up to 20% of the front wall. Staff has not reviewed plans for attached signage at this time.

The Freestanding sign is less than the 81 sq.ft. restriction of the P-B District.

Recommendation

Staff recommends approval of the plat.

*There was a motion by Mayor Dwayne Cole, seconded by Steve Childress to approve the Superior Storage Master Signage Plan as presented. Motion carried, all present voting aye.*

**B. River of Life – Subdivision/Developer Discussion**

Background/Analysis

Staff has been asked about the development of a 5 lot subdivision on McLaughlin Drive on Property owned by River of Life Assembly of God. Discussion will include a potential rezoning to R-1 with subdivision development questions for the Planning Commission and staff.

*There was discussion only for the River of Life – Subdivision Developer*

**C. Text Amendment – Adopting standards for Recreational Vehicle Parks in the Municipal Zoning Ordinance**

Staff is proposing the following language to be added to Article III, General Provisions:

**Section 56. Travel Trailer and Recreational Vehicle Park Regulations:**

Travel trailer and recreational vehicle parks are permitted in the \_\_\_\_\_ District provided the following requirements are met:

1. Not Permanent. Provided such travel trailer is neither temporarily nor permanently occupied as a living unit while in storage.
2. Access. No travel trailer park or recreational vehicle park shall be located except with direct access to a state or federal numbered highway or other designated arterial street. No entrance or exit from a travel trailer park shall be through a residential district or require movement of traffic from the park through a residential district.
3. Site Condition. Condition of soil, groundwater level, drainage and topography shall not create hazards to the property or the health or safety of the occupants.
4. Location. Travel Trailer Parks and Recreational Vehicle Park shall be located in \_\_\_\_\_ districts; furthermore, it shall be unlawful for any travel trailer to be occupied or serviced outside of any approved travel trailer park. This provision shall not apply to the storage of travel trailers. The site shall not be exposed to objectionable smoke, noise, odors or other adverse influences, and no portion subject to unpredictable and/or sudden flooding, subsidence or erosion shall be used for any purpose which would expose persons or property to hazards.
5. Minimum Site Area and Maximum Number of Spaces.

A. Each parcel of land to be used for travel trailer park or recreational vehicle park shall have a minimum site area of two (2) acres.

B. There shall be no more than ten (10) spaces per acre of land within the travel trailer park or recreational vehicle park.

6. Spaces for Occupancy and Lengths of Stay. Spaces in travel trailer parks or recreational vehicle parks may be used by travel trailers including campers, recreation vehicles, or equivalent facilities constructed in or on automotive vehicles. Spaces shall be rented by the day or week only, and the occupant of such space shall not remain in the same trailer park more than thirty (30) days.

7. Standards for Travel Trailer and Recreational Vehicle Spaces

A. Minimum Size

1. All spaces shall have a minimum area of 1,800 square feet with a minimum width of twenty (20) feet and a minimum length of sixty (60) feet.

2. Each space shall be designed so that any two travel units will have a minimum separating distance of ten (10) feet.

B. Access. Each travel trailer recreational vehicle space shall abut at least one street within the boundaries of the travel trailer park and access to each space shall be only from an internal street.

C. Setback Requirements. No part of a travel trailer or recreational vehicle placed on a space shall be closer than five (5) feet to any space line and ten (10) feet to any street line within the park.

D. Width of Streets.

1. Streets in a travel trailer park shall be private and shall have a minimum paved width as follows:

One-Way-with no on-street parking – 12 feet

One-Way –with parallel parking on one side only – 18 feet

One-Way-with parallel parking on both sides – 26 feet

Two-way-with no on-street parking – 20 feet

Two-Way-with parallel parking on one side only –28 feet

Two-Way-with parallel parking on both sides - 36 feet

2. Streets shall have a minimum turning radius of fifty (50) feet.

E. Street Surfacing.

1. All streets shall be paved.

2. Street paving specifications shall be submitted by the developer for approval.



F. Parking

1. Each travel trailer or recreational vehicle park shall have off-street parking pads for both travel trailer or RV and a towing or towed vehicle.
2. The pads shall either be paved or constructed of other stabilized material.

8. Required Utilities

- A. All travel trailer and recreational vehicle parks shall be served by a public water system and shall comply with all applicable rules and regulations of the Tennessee Department of Public Health regarding water supply, plumbing, sewage disposal, refuse storage, collection and disposal, insect and rodent control, electric power, liquefied petroleum (LP) gas, fire protection, and service buildings.
- B. The following additional requirements apply to Refuse Storage, Collection and Disposal. Each travel trailer and recreational vehicle park space shall have at least one (1) fly tight, watertight, rodent-proof container of a capacity of not less than four (4) gallons and not more than thirty (30) gallons; however, this requirement may be waived when individual spaces are located within two hundred (200) feet of a covered trash receptacle (e.g. dumpster) serving the entire park.

9. Service and Administrative Buildings. Service and administrative buildings which serve the immediate needs of the travel trailer and/or recreational vehicle park may be permitted as follows:

There may be one combined management office and service buildings to provide space for rental of individual park spaces, and storage space for park supplies, maintenance materials, and equipment. The combined management office and service buildings shall have not more than 1,000 square feet of floor area and shall only serve the occupants of the park.

10. Landscaping and Screening. Around the perimeter of a travel trailer or recreational vehicle park, fences, walls, or screening shall be provided to protect occupants from undesirable views, or to protect occupants of adjoining residential districts as follows:

- A. Where a park adjoins a public street along boundaries a suitably landscaped yard at least twenty-five (25) feet in depth shall be provided along such streets.
- B. Where a park adjoins another residential district without an intervening street or alley, a suitably landscaped yard at least twenty (20) feet in depth shall be provided adjacent to such boundaries.
- C. Where a park adjoins non-residential districts without an intervening street or alley, a suitably landscaped yard at least ten (10) feet in depth shall be provided adjacent to such boundaries.
  1. Greater depth area or approved landscaping and screening may be required in any perimeter boundary.

11. Open Space and Recreation Requirements

- A. A minimum of five (5%) percent of the total land area of a travel trailer or recreational vehicle park shall be devoted to common open space and may be used for common recreational activities.

B. The following standards apply to open space used for recreation purposes:

1. Approved recreational areas shall be exclusive of travel trailer spaces, buffer strips, street right-of-way, and storage areas.
2. Recreational areas shall be easily accessible to all park users and management.
3. Although the required space for recreational uses may be met through more than one recreation site, the minimum size of any such area shall be 2,000 square feet.

12. Permit for Travel Trailer Park or Recreational Vehicle Park

No place of site within the City of Munford shall be established or maintained as a travel or recreational vehicle park unless a valid permit has been issued for a such a park by the Building Inspector.

13. Inspections by Building Inspector. In order to safeguard the health and safety of the occupants of travel trailer and recreational vehicle parks and of the general public, the Building Inspector shall make inspections as necessary to determine the condition of such parks. The Building Inspector shall also have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this Section.

Minimum lot area and yard requirements.

- |                                                      |                                                    |
|------------------------------------------------------|----------------------------------------------------|
| A. Lot area                                          | Two (2) acres or greater as required by the County |
| Environmentalist                                     |                                                    |
| B. Lot width                                         | One hundred twenty-five (125) feet                 |
| C. Yard setbacks:                                    |                                                    |
| 1. Front yard                                        | Fifty (50) feet                                    |
| 2. Rear yard                                         | Thirty-five (35) feet                              |
| 3. Side yard                                         | Twenty (20) feet                                   |
| 4. Maximum Height                                    | Two (2) stories or twenty-five (25) feet           |
| 4. Maximum Lot Coverage                              | Twenty (20%) percent                               |
| 6. Parking                                           |                                                    |
| a. Dwellings – two (2) spaces for each dwelling unit |                                                    |

Other uses as determined by the Board of Zoning Appeals.

14. Plans and Schedules Required

The following information shall be shown on the required site plan drawn to a scale of no smaller than one hundred (100) feet to one (1) inch:

1. The location and legal description of the proposed camping ground, including the total acreage involved.
2. The location, size and use of all buildings, improvements, and facilities constructed or to be constructed within the camping ground.
3. The location and size of all campsites, off-road parking facilities and open space.
4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
5. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Munford Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.
6. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.

#### 15. Application for Camping Ground Development

An application for a permit to develop and construct a camping ground shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner:

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed private sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Munford Municipal-Regional Planning Commission for site plan approval. The Munford - Regional Planning Commission shall duly review these materials and shall coordinate the review with the appropriate entities.
2. An annual fee to operate a camping ground shall be based on the number of campsites approved. A Use and Occupancy Certificate will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of campsites shall require approval in the same fashion as did the original plan. The annual fee shall be paid to the City of Munford Building Inspectors Office per campsite approved whether occupied or not.
3. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the City of Munford Building and Codes Department.

*There was a motion by Vernon Pairmore, seconded by Terry Waits to table the Text Amendment – Adopting standards for Recreational Vehicle Parks in the Municipal Zoning Ordinance. All present voting aye.*

#### **D. Text Amendment – Adopting standards fore Recreational Vehicle Parks in the Regional Zoning Ordinance**

This Ordinance will adopt new standards for Camping Grounds. These Regulations were prepared with consultation from the Tipton County Planning Department.

### **3.14 Development Standards for Camping Grounds**

The following land development standards shall apply for all camping grounds:

- A. The property shall be located on a well-drained site, properly graded to ensure rapid drainage and to avoid the possibility of stagnant pools of water. Each site shall be located outside identified special flood hazard areas on the current Tipton County Flood Insurance Rate Maps. Drainage plans shall be required and approved by the City of Munford or designated staff.
- B. Dimensional Requirements for Camping Grounds
  1. Each camping ground shall have front, side, and rear yard setbacks of fifty (50) feet exclusive of any required yards for each campsite.
  2. Each camping ground shall be permitted to display, on each road frontage, one (1) identifying sign of a maximum size of twenty (20) square feet.
  3. The site for a camping ground shall comprise of an area of not less than five (5) acres.
  4. Direct vehicular access to the site shall be provided by an abutting improved public road and not along an ingress/egress easement.
  5. A buffer strip, as defined in Section 2.020, shall be present on all sides that abut any county road and any residentially zoned district.
- C. General Requirements
  1. Each campsite shall be clearly defined by permanent markers.
  2. No camping ground shall be permitted unless such camping ground is served by a public water supply with access to potable water. Sanitary facilities, including flush toilets and showers shall be located within three hundred (300) feet walking distance of each primitive tent campsite.
  3. Access roads within the camping ground shall be paved to a width of not less than twenty-two (22) feet (bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Munford Regional Subdivision Regulations, and the right-of-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the camping ground shall be private roads and shall not be accepted as public roads.
  4. Camping Grounds that provide fifty (50) or more sites shall be required to provide more than one ingress/egress point to the camping grounds.
  5. All campsites within the camping grounds shall abut an access road. There shall be at least two (2), off-road parking space for each campsite, or a general parking lot where individual campsites do not have their own parking space.
  6. Each camping ground shall be provided with a dumping station. Each camping ground site shall provide a connection to electricity and a private wastewater treatment system approved by the Tennessee Department of Environment and Conservation, Division of Water

Resources. Primitive tent campsites do not require connections to electric nor a private wastewater treatment system.

7. Commercial, industrial, or other nonresidential uses including customary home occupations within the camping ground are prohibited, except to house a rental office, maintenance, and amenity structures such as laundry, bathroom facilities and convenience commercial such as small incidental retail. (Ex. Drink Machines and small item retail)
8. Each space shall be identified by either numbers or letters or a combination of both numbers and letters and shall be visible from the access road.
9. At least ten (10%) percent of the land area being used for the camping grounds shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of campsites nor for parking.
10. The storage, collection, and disposal of refuse in the camping grounds shall be so managed as to create no health hazards. All refuse shall be stored in flyproof, watertight and rodent proof containers. Garbage shall be collected and disposed of in a legal manner daily. There shall be one (1) trash receptacle for each campsite.
11. There shall be one (1) picnic table and one (1) fireplace/grill per campsite.

D. Plans and Schedules Required

The following information shall be shown on the required site plan drawn to a scale of no smaller than one hundred (100) feet to one (1) inch:

1. The location and legal description of the proposed camping ground, including the total acreage involved.
2. The location, size and use of all buildings, improvements, and facilities constructed or to be constructed within the camping ground.
3. The location and size of all campsites, off-road parking facilities and open space.
4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
5. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Munford Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.
6. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.
7. All approved camping grounds existing at the date of the passage of this Ordinance that do not conform to the provisions of the zoning Ordinance shall be governed in accordance with the provision of Section 6.020, of this Ordinance.

E. Application for Camping Ground Development

An application for a permit to develop and construct a camping ground shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner.

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed private sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Munford Municipal-Regional Planning Commission for site plan approval. The Municipal-Regional Planning Commission shall duly review these materials and shall co-ordinate the review with the appropriate entities.
2. An annual fee to operate a camping ground shall be based on the number of campsites approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of campsites shall require approval in the same fashion as did the original plan. The annual fee shall be paid to the City of Munford Building Inspectors Office per campsite approved whether occupied or not.
3. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the Codes Department.
4. Any newly placed structure in the camping ground shall be permitted as required in Section 8.030 of this Ordinance.

The following definitions will be added to the Munford Regional Zoning Ordinance:

**Camper** – Any individual who occupies a campsite or otherwise assumes charge or, placed in charge of a campsite.

**Campsite** – Any plot of ground within a camping ground intended for exclusive occupancy by a camping unit or units under the control of the camper.

**Camping Ground** – A parcel of land used or intended to be used, let or rented for occupancy by campers or for occupancy by camping trailers, fifth wheel trailers, motor homes, recreational vehicles, travel trailers, tents, or any other movable or temporary living quarters, rooms, or sleeping quarters of any kind.

**Camping Trailer** – A vehicle mounted on wheels and constructed with or without collapsible partial side wall that fold for towing by another vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping or travel use.

**Fifth Wheel Trailer** – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel use and designed to be towed by a motorized vehicle.

**Motor Home** – A motorized vehicle designed to provide temporary living quarters for recreational, camping or travel use.

**Recreational Vehicle** – A vehicle which is either self-propelled or towed by a consumer-owned tow vehicle, and designed to provide temporary living quarters for recreational, camping or travel uses, including motor homes, camper trailers, and fifth wheel trailers.

**Travel Trailer** – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel uses, including camper trailers, fifth wheel trailers, motor homes, and recreational vehicles.

**Recommendation**

**Staff recommends the Planning Commission send a positive recommendation towards the adoption of this Ordinance to the Board of Mayor and Aldermen**

*There was a motion by Terry Waits, seconded by Steve Childress to send a positive recommendation to the Munford Board of Mayor and Alderman to adopt the Text Amendment – Adopting standards for Camping Grounds (Recreational Vehicles) in the Regional Zoning Ordinance. Motion carried, all present voting aye.*

**E. Text Amendment – CBD Stores**

**Background/Analysis**

Staff is proposing adding the row to the Zoning Table of the Municipal Zoning Ordinance that would restrict CBD Stores to the PB district under Miscellaneous retail: (Liquor Stores are already on the table as shown).

**MISCELANEOUS RETAIL**

	R-1	R-2	R-3	R-4	R-5	PRD	B-1	B-2	B-3	PB	M	M-1
• Liquor Stores										R		
* CBD Stores										R		

**Recommendation**

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

*There was a motion by Terry Waits, seconded by Steve Childress to send a positive recommendation to the Munford Board of Mayor and Aldermen to adopt the Text Amendment for CBD Stores as presented.. Motion carried, all present voting aye.*

**F. Text Amendment – Storage Facilities**

Background/Analysis

Staff is proposing adding the row to the Zoning Table of the Municipal Zoning Ordinance that would restrict Mini-Storage facilities to the M and M-1 district under Trucking and Warehousing. Currently, Mini-Storage facilities are also a use permitted in the B-2 and P-B district.

	R-1	R-2	R-3	R-4	R-5	PRD	B-1	B-2	B-3	P-B	M	M-1
TRUCKING AND WAREHOUSING (cont.)												
• Mini-Storage											R	R

Recommendation

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

*There was a motion by Terry Waits, seconded Vernon Pairmore to send a positive recommendation to the Munford Board of Mayor and Aldermen to adopt the Text Amendment for Storage Facilities. Motion carried, all present voting aye.*

**IV. REPORTS**

Mayor Comments:

- The Mayor wished all Planning Commission members a very Merry Christmas.

**Building Inspector – Permitting and Enforcement Report**

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

There being no further business, the meeting was adjourned at 7:26 pm.

\_\_\_\_\_  
 Vice-Chairman David Keeton

\_\_\_\_\_  
 Secretary John Moren

\_\_\_\_\_  
 Barbara Younger,  
 Recording Secretary