



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

AGENDA

City of Munford Board of Mayor and Aldermen – Regular Monthly Meeting –
Monday, January 22, 2024, 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 Re-scheduled Monthly Meeting – December 26, 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/
Code Enforcement | Insp. Glenn Stringfellow |
| E. Mayor's Report | Mayor Dwayne Cole |
| 1. Report | |

2. Appointments/Announcements/Acknowledgements

Appoint to Planning Commission

- Dr. Mitch Parker

Requesting re-appointment to Planning Commission:

- David Keeton
- Vernon Paimore
- Terry Waits

III. OLD BUSINESS

IV. NEW BUSINESS

Ordinance – Resolutions – Motions

Second 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*

Second 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*

Second 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*

Second Reading

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

Second Reading

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

Second Reading

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

First Reading

- **ORDINANCE 2024-01-01** An Ordinance to amend the Municipal Zoning Map to rezone property on McLaughlin Drive (River of Life Assembly of God property) from B-1 (Neighborhood Business) District to R-1 (Low Density Residential) District.

**Ordinance 2024-01-01 comes with a positive recommendation from City of Munford Planning Commission*

- **RESOLUTION 2024-01-01** A Resolution to adopt schedule of permit fee for the Munford Municipal Planning Region.
- **RESOLUTION 2024-01-02** A Resolution to approve signing lease agreement for Toshiba copier.

V. FINANCIAL REPORT

- A. Checks over \$10,000
- B. Financials 12-31-2023

Adjourn –



CITY OF MUNFORD BOARD OF MAYOR AND ALDERMEN

MINUTES – December 26, 2023

**Re-scheduled Monthly Meeting – Tuesday December 26, 2023, 7:00 p.m.
Municipal Building, 70 College Street, Munford, Tennessee.**

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

Absent: Alderman Jack Bomar

Department Heads in Attendance: exempt from attending this meeting.

I. CALL TO ORDER

Mayor Cole called the December 26, 2023, regular meeting of the Board of Mayor and Aldermen of the City of Munford to order at 7:00 pm. Alderman Steve Childress gave the invocation.

II. ESTABLISH A QUORUM

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

III. APPROVE MINUTES

Mayor Cole presented the minutes from the Regular Scheduled Meeting of November 27, 2023, for approval. *With a name correction, minutes approved as corrected.*

IV. PUBLIC FORUM

No one present to speak.

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 for a first reading **ORDINANCE 2023-12-01** An Ordinance to amend the text of the Munford Municipal Zoning Ordinance to adopt standards for CBD stores. *Motion was made by Alderman Glass to approve **ORDINANCE 2023-12-01**. Motion was seconded by Alderman Cramer. Motion carried; all members present voting aye.*
- Mayor Cole presented for a 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. *Motion was made by Alderman Reed to approve **ORDINANCE 2023-12-02**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*
- Mayor Cole presented for a 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. *Motion was made by Alderman Childress to approve **ORDINANCE 2023-12-03**. Motion was seconded by Alderman Deneka. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-12-04** An Ordinance to amend the Title 1 of the Munford Municipal Code. *Motion was made by Alderman Reed to approve **ORDINANCE 2023-12-04**. Motion was seconded by Alderman Glass. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-12-05** An Ordinance to amend the Title 18 and Title 19 of the Munford Municipal Code. *Motion was made by Alderman Cramer to approve **ORDINANCE 2023-12-05**. Motion was seconded by Alderman Reed. Motion carried; all members present voting aye.*
- Mayor Cole presented for a first reading **ORDINANCE 2023-12-06** An Ordinance to establish new gas rate calculations. *Motion was made by Alderman Deneka to approve **ORDINANCE 2023-12-06**. Motion was seconded by Alderman Childress. Motion carried; all members present voting aye.*

VIII. FINANCIAL REPORT –

- **Checks over \$10,000** – Mayor Cole presented the checks over \$10,000 for November. *A motion was made by Alderman Glass to accept all checks over \$10,000 as presented. Alderman Childress seconded motion. Motion carried; all members present voting aye.*
- **Financials 11-30-2023** – Mayor Cole presented the financials for 11-30-2023. *A motion was made by Alderman Deneka to accept the financials as presented. Alderman Cramer seconded motion. Motion carried; all members present voting aye.*

With no further discussion, Vice-Mayor Deneka made a motion to adjourn at 7:20.

Dwayne Cole, Mayor

Sherry Yelvington, City Recorder

CITY HALL 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	TOTAL
ACCOUNTS													
Current Customer Accts													
Water Customers Total	3500	3500	3515	3507	3529	3540	3541	3577	3580	3579	3582	3586	42,536
Sewer Customers Total	2265	2271	2282	2279	2302	2309	2314	2340	2345	2344	2349	2351	27,751
Gas Customers Total	7502	7511	7534	7523	7529	7539	7550	7578	7576	7574	7600	7613	90,629
<i>In Atoka City Limits</i>	2570	2571	2571	2570	2570	2571	2571	2573	2574	2573	2575	2576	30,865
<i>Out of Atoka City Limits</i>	294	294	294	293	293	292	293	292	293	293	294	294	3,519
Trash Customers	1828	1837	1844	1853	1860	1869	1877	1882	1896	1906	1913	1927	22,492
Customer Adjustments													
Connects	52	46	68	46	77	70	64	85	72	68	79	53	780
Finals	42	45	69	54	81	59	61	84	73	73	62	46	749
Meter Sets	5	9	11	11	14	26	16	3	5	2	10	6	118
PAYMENTS													
Payments on line													
Utility paid on line	2827	2363	3032	2927	2753	2736	2484	2718	2751	2538	2816	2891	32,836
ACH Payments	1705	1745	1746	1774	1796	1857	1816	1934	1847	1852	1862	1874	21,808
E-Bills	1726	1734	1748	1766	1786	1805	1813	1838	1839	1848	1866	1882	21,651
Payments Received Lobby/Mail													
CC Payments	551	527	598	386	488	370	386	432	496	558	432	431	5,655
Cash Payments	612	622	590	564	683	637	655	659	654	684	667	576	7,603
Check Payments	2,322	2,402	2,172	2,113	2,067	1,964	1,898	1,872	1,790	1,944	1,908	2,034	24,486
Money Order Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Delinquent Accounts													
Delinquent Penalty	146	135	131	223	206	124	165	132	176	128	99	170	1,835
Cut Offs	148	135	131	223	91	95	90	60	88	74	98	116	1,349
Phone Calls	789	588	603	1202	412	427	506	395	470	521	436	762	7,111
SERVICE													
Water / Sewer													
Water Service Orders	10	0	22	1	18	3	10	2	6	7	3	1	83
Sewer Service Orders	7	2	4	4	5	1	7	1	3	6	5	6	51
Amount Billed Water	\$96,624	\$95,953	\$93,161	\$98,641	\$98,641	\$106,541	\$103,929	\$113,652	\$113,413	\$107,171	\$108,022	\$98,636	\$1,234,385
Amount Billed Sewer	\$93,713	\$92,107	\$86,951	\$98,428	\$94,683	\$102,390	\$99,791	\$103,304	\$105,583	\$99,715	\$102,598	\$125,261	\$1,204,524
Damaged/Stuck Meters	3	16	32	46	19	5	1	10	158	5	70	28	393
Solid Waste													
Cans Delivered	11	5	6	11	8	14	8	9	12	7	16	11	118
Missed pickup	24	32	5	19	3	24	17	10	6	5	6	8	159
Damaged Cans	2	2	1	1	1	1	2	0	1	3	0	3	17
Other complaints	4	5	2	0	0	1	5	9	3	2	1	2	34
New Customers	12	18	20	21	12	22	20	28	26	21	24	18	242
Discontinued Service	4	8	6	3	6	8	4	11	4	6	4	3	67
Amount Billed	\$39,495	\$39,686	\$39,762	\$39,968	\$40,258	\$40,538	\$40,582	\$40,838	\$40,933	\$41,171	\$41,504	\$50,721	\$495,455
Gas													
Odor Complaints	18	2	10	9	6	2	1	6	3	5	3	1	66
Damaged / Stuck Meters	74	68	14	26	15	3	37	22	1	152	20	24	456
Amount Billed	\$684,911	\$657,955	\$436,425	\$177,956	\$115,760	\$98,263	\$88,781	\$92,085	\$95,050	\$107,079	\$377,822	\$616,491	\$3,548,577
Misc Service Orders													
Other complaints	4	2	9	4	7	6	4	4	2	1	3	1	47
Total Utility/Trash Billing	\$914,743	\$885,701	\$656,298	\$414,993	\$349,341	\$347,732	\$333,083	\$349,880	\$354,978	\$355,136	\$629,946	\$891,109	\$6,482,940

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	24	768	986
Water Calls/Leaks	4	6	13	8	9	10	20	16	21	16	7	9	139	128
Sewer Calls/Leaks	8	9	7	18	13	3	23	34	8	10	11	10	154	170
Gas Calls/Leaks	11	9	18	16	13	1	6	10	11	9	20	16	140	146
Street/Yard/Drainage Calls	7	7	29	25	118	91	96	78	81	47	47	29	655	93
Water Samples	10	10	10	10	10	10	10	10	10	10	10	10	120	13
Cut-Offs	148	144	125	184	100	84	90	60	88	74	98	0	1195	998
Locates	250	216	279	284	264	301	277	266	259	291	168	157	3012	5505
Unread Meters	106	134	138	153	200	215	270	334	234	81	44	28	1937	379
Meters Repairs	84	79	39	71	37	10	36	33	184	161	77	58	869	667
Sewer Taps	0	0	0	0	0	0	0	0	0	1	0	0	1	2
Water Sets	8	3	5	8	13	11	14	1	6	9	2	7	87	112
Gas Sets	12	10	10	7	11	4	25	8	8	20	10	7	132	81
Munford	10	4	6	7	10	3	21	6	6	17	8	3	101	52
Atoka	1	4	3	0	0	1	4	0	2	2	2	3	22	20
Brighton	1	2	1	0	1	0	0	2	0	1	0	1	9	9
Closed Work Orders	497	470	596	869	1029	914	1049	1050	1104	905	737	484	9704	5344
Water Pumped (millions)	26	24	26	24	28	27	26	27	28	30	26	27	319	331
Treated Pumped to River	45	42	50	41	38	33	37	38	31	32	39	32	458	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	201	204	195	2853	2668
COURTESY CITATIONS ISSUED	176	88	75	73	66	61	50	31	61	53	89	97	920	993
TRAFFIC STOPS	801	502	543	631	555	499	615	437	464	602	670	565	6884	5483
SPEEDING	178	113	114	157	104	102	94	82	73	121	85	67	1290	1459
SEAT BELT	0	8	2	1	1	2	2	0	4	1	4	1	26	4
ARREST	60	58	53	78	56	54	67	54	52	51	59	53	695	478
ADULT - MALE	44	35	29	52	26	34	40	32	36	30	33	37	428	278
ADULT - FEMALE	15	18	19	19	17	19	21	19	15	16	22	15	215	160
JUVENILE - MALE	1	5	5	5	10	0	2	3	1	5	1	0	38	28
JUVENILE - FEMALE	0	0	0	2	3	1	4	0	0	0	3	1	14	9
WARRANT ARREST	6	5	9	13	2	5	10	3	3	2	8	10	76	52
DRUG ARREST	11	6	10	16	11	5	22	11	12	11	15	2	132	109
ALCOHOL ARREST	4	4	5	12	16	8	9	7	12	9	9	11	106	29
INCIDENT REPORTS	102	102	116	121	108	91	109	102	105	112	117	102	1287	974
OFFICER INITIATED INCIDENTS	1724	1382	1375	1448	1474	1365	1622	1397	1441	1776	1677	1649	18330	14438
ACCIDENT REPORTS	9	8	11	12	16	7	7	13	6	12	12	13	126	159
MILES PATROLLED	16200	13535	14499	14919	15074	15117	16964	15319	14970	17110	16974	17945	188626	169629
CALLS FOR SERVICE	1374	973	1098	1182	1117	1039	1160	1062	1005	1121	1099	966	13196	11548



Munford Fire Department Monthly Board Report - December 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	0	5	9
Structure Fires - County	3	1	0	0	2	1	2	0	0	1	1	3	14	17
Grass Fire - Munford	1	0	0	0	0	1	0	0	0	0	0	2	4	10
Grass Fires - County	0	3	1	0	0	0	0	0	0	2	2	2	10	10
Vehicle Fires - Munford	0	0	0	0	1	0	0	1	0	2	0	0	4	2
Vehicle Fires - County	0	0	0	0	0	0	0	1	0	1	0	0	2	3
Vehicle Accidents - Munford	4	6	5	4	5	2	3	10	4	7	2	3	55	61
Vehicle Accidents - County	3	2	0	1	0	0	0	0	0	0	0	0	6	12
EMS Calls - Munford	56	50	51	56	63	66	74	56	56	66	49	70	713	674
EMS Calls - County	3	2	7	2	5	4	3	1	3	5	2	3	40	36
Other Incidents - Munford	19	10	16	16	21	21	21	15	26	16	20	8	209	286
Other Incidents - County	2	6	2	7	0	10	6	3	2	3	6	2	49	63
Mutual Aid Calls	12	14	3	3	0	15	11	5	5	12	11	10	101	141
Burn Permits	0	2	0	2	1	3	4	2	0	2	0	0	16	31
Total Calls - Munford	81	66	72	77	90	90	98	83	86	92	72	92	999	1053
Total Calls - County	12	14	10	10	7	15	11	5	5	12	11	10	122	141
Total Calls - Department	93	80	82	87	97	105	109	88	91	104	83	102	1121	1194

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
Total Department Staffing	44	18	26	0

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

	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec
Payment Plan												
Current	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	35 / 3,4175
Past Due												

RENTALS

Friday Night Skate		181	159	163	161	152	165	171	203	203	177	159
Skate Parties	28 / 28	28 / 28	28 / 28	32 / 32	25 / 25	18 / 28	16 / 28	18 / 28	22 / 28	28 / 32	28 / 28	21 / 22
Band Room	8	6	8	7	6	5	1	1	1	4	3	8
Community Room	4	3	4	5	5	6	0	1	2	3	2	3
Valentine Park Gazebo	1		2	2	3	5	1	1	3	1	1	0

SENIOR SERVICES

Congregate Meals	460	383			453	453	570	570	599	693	621	297
Home Delivery	136	140			180			738	925	968	1365	1297

Vehicle Miles

P&R - 2020 Chevy 1500		50148	50614	52350	53117	53697	55073	55648	56491	56927	57817	58088
P&R - 2010 Chevy 3500 Dump		43,679	43,773	43,792	44095	44315	44486	44539	44620	44794	44801	44805
P&R-2008 Chevy Ext. Cab	115444	115462	116217	116384	116533	116659	116817	116917	117000	117023	117243	117548
P&R-2010 Chevy Ext. Cab	106625	106852	107135	107524	107869	108124	108482	108713	109131	109651	110099	110219
CP-2015 Chevy 4Door	53833	54354	54422	55639	56600	56754	57969	58956	59626	60715	63207	65558
P&R-01' Expedition		176384	176421	178679	178930	179202	179469	179642	180084	180760	181299	181885

Equipment Hours

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

Sports Registration

Basketball	476								267	448	448	448
Cheerleading	49								31	47	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	1827	12/07/23	C	KATHY NORTINGTON	HVAC	N/A	N/A	\$50.00			
2	1828	12/07/23	C	CDI	NEW S.F. DWELLING	2,706	\$244,000.00	\$588.00	\$1,300.00	\$3,500.00	\$1,450.00
3	1829	12/19/23	C	JACK DWYER	POOL	462	\$107,606.00	\$100.00			
4	1830	12/18/23	C	ELITE HOME	NEW S.F. DWELLING	2,434	\$220,000.00	\$540.00	\$1,300.00	\$3,500.00	\$1,100.00
5	1831	12/18/23	C	BRUCE ERLANDSON	FENCE	N/A	N/A	\$25.00			
6	1772	12/07/23	C	ROBERT HANKS	ACC.BLDG.	6,720	\$20,000.00	\$100.00			
7	1773	12/08/23	C	CHRIS EDWARDS	ACC.BLDG.	480	\$14,000.00	\$100.00			
8	1774	12/08/23	C	TIPTON PROPERTY	ALTERATION	N/A	N/A	\$100.00			
9	1775	12/12/23	C	STACY LUDWIG	ACC.BLDG.	120	\$2,100.00	\$100.00			
10	1851	12/13/23	C	BONNIE ROBERTS	ALTERATION	N/A	N/A	\$100.00			
11	1852	12/24/23	R	GARY CECIL	NEW S.F. DWELLING	1,579	\$100,000.00	\$100.00			
12	1853	12/15/23	C	ROBERT HUGHES	RENOVATION	N/A	N/A	\$100.00			
13	1854	12/21/23	C	CHRISTI SPACKMAN	ADDITION	38	\$20,000.00	\$100.00			
14											
15											
16											
17											
18											
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37											
38											
39											
40											
41											
42											
								\$2,003.00			
								\$100.00			
									\$2,600.00	\$7,000.00	\$2,550.00

Total \$727,706.00 \$2,103.00

C - CITY LIMITS
R - REGION

Complaints	18	Building Permits	13
Inspections	50	Sign permits	2
Certificate Of Occupancy	4	Use & Occupancy Permits	1
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



December 2023 Library Report

Overview:

- The library has sold **\$81.50** in books with the ongoing book sale.
- The library has collected **\$37.78** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$300.15**.
- The library made **\$196.28** in donations. \$50 was in memory of Patsy Holen. \$136.28 was from donations given at the Munford Christmas parade for hot chocolate, and \$10 was an in-kind donation.
- The Library had **210** people use our computers and **57** requiring computer help. In addition we had **517** use the Wi-Fi. The library had **410** reference questions asked and answered.
- Library staff provided **19** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **38** new users, with **2,113** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,695** patrons.
- Through Interlibrary Loan **15** books were loaned out, and **36** were borrowed.
- Tennessee R.E.A.D.S. had **910** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had 6 volunteers.
- The adult book club met, there were **18** people in attendance.
- Through in-person and passive programming we had **16** programs with **355** attendees.
 - LEGO Club met once with **17** in attendance.
 - Story Time was held once with **28** in attendance
 - The “Merry Munford Scavenger Hunt” had 104 participants. Kids received a goody bag and plush ornament once they finished the scavenger hunt. All locations were within walking distance of the Library.
 - Christmas at the Library had about 200 people attend. There were several activity stations set up around the Library, including: decorate a stocking, coloring, LEGO’s, a photo booth, cookies and hot cocoa, and story time. All children who attended left with a goody bag, wrapped book and reindeer food. The Grinch attended and was very popular with the kids!
 - 1,000 Books before Kindergarten had **2** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Most Checked out books of 2023, National Monkey Day, Christmas Reads, New in Non-Fiction, YA Genres, Christmas Coloring, and Goodreads Best Choice, .
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **8** patrons were assisted curbside.
- Library Staff proctored one TWRA Boat Test.

Munford-Tipton County

December 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	7,500	50	0	7,550	Regionally Owned	10,637	69	1	10,705	Locally Owned	E-books	76
Audio Materials		361	0	0	361		1,576	0	0	1,576		Audio Downloadable	158
Video Materials		372	7	0	379		534	0	0	534		Video Downloadable	0
Other Materials		0	0	0	0		0	0	0	0		TOTAL	234
TOTAL		8,233	57	0	8,290	TOTAL	12,747	69	1	12,815	TOTAL PHYSICAL COLLECTION		21,105

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 **	869	Adult	533	Adult	9	Adult Total	1,411	1,203
Children **	41	Children	615	Children	46	Children's Total	702	
Total	910	Total	1,148	Total	55	Total for All Circulation	2,113	

Unique Users 165

Title VI Survey Information		Library Services		Programs							
				Inside the Library		# of Programs	Attendance	Outside the Library		# of Programs	Attendance
White	19	Library Visits	3,000	In-Person Programs	Adult	3	20	Adult	0	0	
Black	3	Reference Transactions	410		Young Adult	0	0	Young Adult	0	0	
American Indian-Alaska Native	0	Computer Users	210		Children 0-5	4	40	Children 0-5	0	0	
Hispanic or Latino of any race	4	Wireless Sessions	517		Children 6-11	5	175	Children 6-11	0	0	
Native Hawaiian/Pacific Islander	0	Website Visits	0		General Interest	1	120	General Interest	0	0	
Asian	3	Databases Owned	0		Inside Total	13	355	Outside Total	0	0	
Other	0	Local Database Usage	0		Total (Inside & Outside)	13	355				
Two or more races	2	TEL Usage (June only)	0	Live Virtual Programs		Adult	Young Adult	Children's	Total		
Total	31	ILL -Borrowed	36		Number of Live Virtual Programs	0	0	0	0	0	
		ILL - Loaned	15	Views of Live Virtual Programs	0	0	0	0	0		
				On-Demand Views of Live Programs	0	0	0	0	0		

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

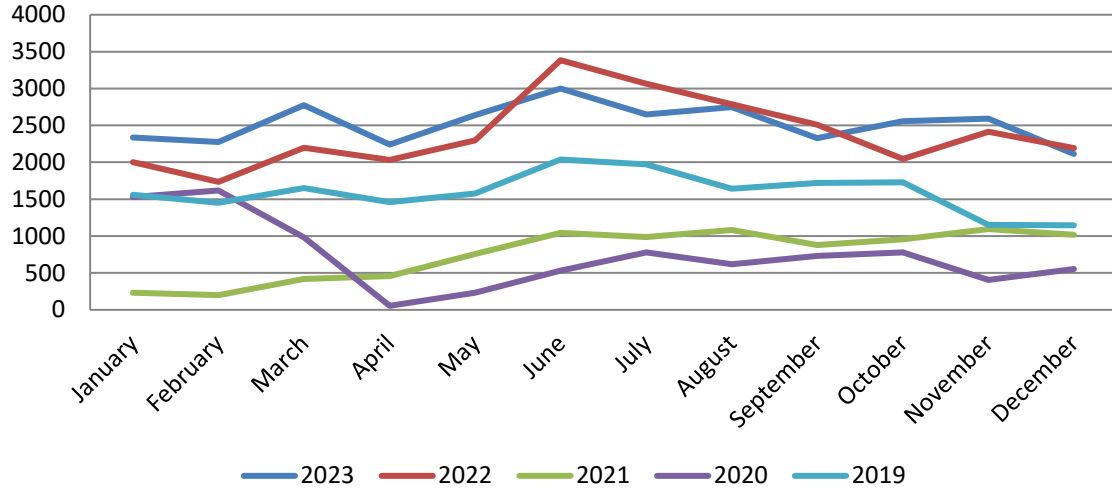
Total of All In-Person and Live Virtual Programs	# of Programs	Attendance/Views
	13	355

Borrowers	Current Balance
Adult Borrowers >14 yrs old	4,231
Children Borrowers <14 yrs old	1,464
Total Borrowers	5,695

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

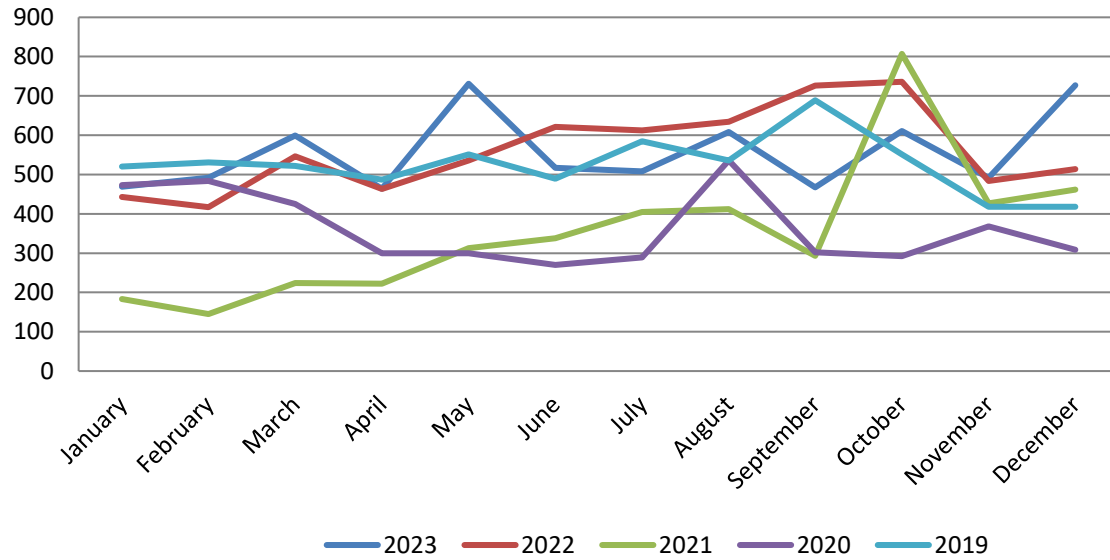
	Programs	Attendance
Self-directed/Passive Activities (activity that does not meet program definition)	8	137

Circulation Growth 2019-2023

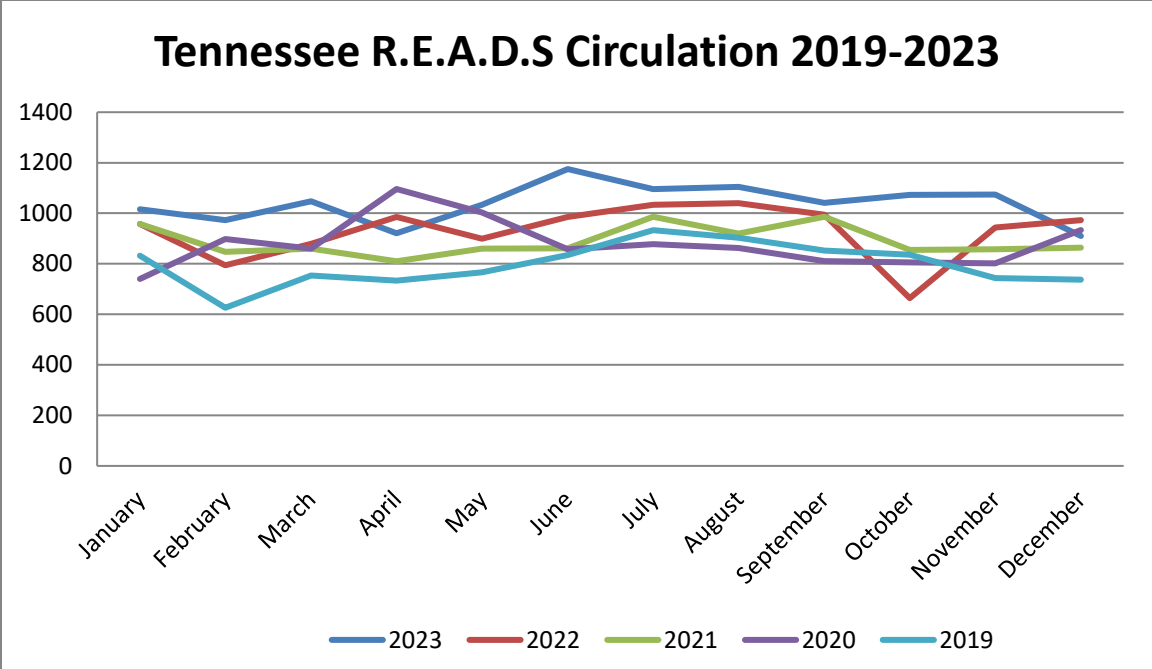


* As of 12/31/2023

Computer Usage 2019-2023



* As of 12/31/2023



*** As of 12/31/2023**

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

ORDINANCE 2024-01-01

AN ORDINANCE TO AMEND THE MUNFORD MUNICIPAL ZONING MAP TO REZONE PROPERTY ON MCLAUGHLIN DRIVE (RIVER OF LIFE ASSEMBLY OF GOD PROPERTY) FROM B-1 (NEIGHBORHOOD BUSINESS) DISTRICT TO R-1 (LOW DENSITY RESIDENTIAL) DISTRICT

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

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

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

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

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

SECTION 1. That the following described property be rezoned from B-1 (Neighborhood Business) Property to R-1 (Low Density Residential) District:

2.14 acres of Parcel 12.06 on Tipton County Tax Map 111:

Being a part of the RIVER OF LIFE ASSEMBLY OF GOD CHURCH tract recorded in Record Book 1967, Page 152 in the Tipton County Register's Office, (Assessor's Map 111 Parcel 12.06), lying on the south side of McLaughlin Road in the Sixth Civil District of Tipton County, Tennessee, being more particularly described as follows:

Beginning at a capped iron pin found at the northwest corner of the RIVER OF LIFE ASSEMBLY OF GOD CHURCH 17.76-acre tract recorded in Record Book 1967,

Page 152, of which this partition is a part, said point being on the south right-of-way line of McLaughlin Road (25' south of the physical centerline).

Then along the said right-of-way line and the north line of this partition the following four courses:

North 83° 01' 37" East, 71.92 feet along the chord of a 1462.40-foot radius curve to the left an arc length of 71.93 feet to a point of tangency;

North 80° 58' 27" East, 40.72 feet to a point;

North 79° 35' 06" East, 83.58 feet to a point;

North 79° 31' 31" East, 298.09 feet to an iron pin set;

Then leaving the road, and running South 10° 54' 55" East, 180.00 feet along the east line of this partition to an iron pin set;

Then along the south line of this partition the following two courses:

South 79° 40' 53" West, 400.00 feet to an iron pin set;

South 84° 05' 22" West, 146.58 feet to a point;

Then North 05° 50' 37" East, 180.00 feet along the west line of the RIVER OF LIFE ASSEMBLY OF GOD CHURCH tract recorded in Record Book 1967, Page 152, and the east line of The Highlands Subdivision Section C recorded in Plat Cabinet C, Slide 83 to the Point of Beginning.

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

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Passed First Reading

Mayor

Passed Second Reading

City Recorder

Generators (Whole House) \$50.00

HVAC Change Out Only \$50.00

Cellular Towers \$10 per foot in height

- Manufactured Homes and Mobile Homes shall be permitted at the same rate as Building Permit Fees.

READ and ADOPTED this the _____ day of _____, 2024.

Mayor Dwayne Cole

Sherry Yelvington, City Recorder

RESOLUTION: 2024-01-02

CITY OF MUNFORD, TENNESSEE

Copier Lease

Memphis Communication Corporation

WHEREAS, the City of Munford finds that there is an ongoing need for a color copier that produces a quality product that is dependable and efficient; and

WHEREAS, the City of Munford finds that the reliability, quality, and cost of a Toshiba copier is the best based on past Toshiba copiers; and

WHEREAS, the City of Munford finds that Memphis Communications is the only Toshiba dealership within 128 miles; and

WHEREAS, the City of Munford finds that Memphis Communications provides a quality maintenance service when needed.

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

1. That the City Recorder/Treasurer be authorized to execute a lease for said copier and services for the period of five (5) years.

READ and ADOPTED this the _____ day of _____, 2024.

Mayor Dwayne Cole

Sherry Yelvington, City Recorder



CHECKS OVER \$10,000

December 2023

<u>PAYABLE TO</u>	<u>CHECK #</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Cigna Healthcare	23341	\$ 74,801.32	Insurance (70,010.60) and HRA (4,790.72)
Comserv Wireless	23369	\$ 10,390.00	Police Equipment for vehicle
DozerTrax USA	23212	\$ 68,861.24	Aberdeen Pump Draw #3
	23278	<u>54,745.54</u>	Aberdeen Pump Draw # 4 and 5
	Total DozerTrax USA	\$123,606.78	
Ford Construction Co.	23282	\$ 107,819.65	Final STP
Precision Communications	23232	\$ 10,580.00	Siren work at Valentine Park
Southwest TN Electric	23239	\$ 5,412.82	Electrical Service (October-November)
	23327	<u>31,248.30</u>	Electrical Service (October-November)
	Total Southwest Elect	\$ 36,661.12	
Tipton County 9-1-1	23331	\$ 12,373.37	9-1-1 quarterly payment
TN Energy Acquisition Corp	23261	\$113,293.52	Natural Gas Purchase/Transport
Waste Pro	23342	\$ 25,041.18	Solid Waste
Watkins Uiberall, PLLC	23343	\$ 15,000.00	Audit Services
Wex Bank Valero	23345	\$ 10,216.40	Fuel
	Total	\$ 539,783.34	

Upcoming Meeting Dates and Events

February 2024

Feb 1 (Thursday)

4:00 Public Works/General Welfare Committee

Feb 13 (Tuesday)

6:30 Planning Commission

Feb 15 (Thursday)

2:30 Birthday Coffee

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

Feb 19 (Monday)

****All offices closed in observance of President's Day****

Feb 22 (Thursday)

6:00 Mayor's Appreciation Dinner

Feb 26 (Monday)

6:30 BOMA Meeting

Upcoming Budget Meetings:

March 28, Thursday 4:00 Department Head Presentation to Board

April 4, Thursday 4:00 Budget Session

April 11, Thursday 4:00 Budget Session, if needed

April 18, Thursday 4:00 Budget Session, if needed

April 22, Monday 6:30 First Reading Budget Ordinance



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

DRAFT

Munford Municipal-Regional Planning Commission
January 9, 2024

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, January 9, 2024, at 6:30 p.m. with the following:

PRESENT: Vice-Chairman David Keeton, Mayor Dwayne Cole, Vernon Pairmore, Terry Waits, Mitchell Parker

ABSENT- Chairman Roy Meadors, Secretary John Moren, Aldermen Steve Childress

ALSO, PRESENT- Abby Cox, Brylee Sestina, Sadie Billings, 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 – December 12, 2023

There was a motion by Vernon Pairmore, seconded by Terry Waits to approve the minutes from December 12, 2023, as presented. Motion carried all present voting aye.

II. OLD BUSINESS – None

III. NEW BUSINESS

A. Election of officers

Vice-Chairman David Keeton turned the proceedings over to Planner Will Radford to start the election process. Will Radford opened the floor for nominations for Chairman of the Planning Commission for 2024.

David Keeton nominated Terry Waits for the position of Planning Commission Chairman, seconded by Mayor Dwayne Cole. Mayor Dwayne Cole made a motion to cease nominations by acclimation with a second from Vernon Pairmore. All present voting aye.

The meeting was turned over to Chairman Terry Waits.

Mayor Dwayne Cole nominated David Keeton for the position of the Planning Commission Vice-Chairman, seconded by Vernon Pairmore. No other nominations were made. All present voting aye.

David Keeton nominated John Moren for the position of Planning Commission Secretary, with a second by Vernon Pairmore. No other nominations were made. All present voting aye.

*2024 Planning Commission
Chairman – Terry Waits
Vice-Chairman – David Keeton
Secretary – John Moren*

B. Creative Development Inc. – Rezoning Request

Background

A rezoning request has been submitted on behalf of Creative Development Inc. The property is located on McLaughlin Drive near its intersection with U.S. Highway 51 South. The property can be further identified as Parcel 12.06 on Tipton County Tax Map 111. The rezoning request is to rezone Tract 3 from B-1 (Neighborhood Business) District to R-1 (Low Density Residential) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The request is to rezone 2.14 acres of the property to R-1. A legal description of the area requested to be rezoned has been provided.

Commercial areas benefit from access to arterial streets. McLaughlin Drive is an arterial street on the Munford Major Road Plan.

The Munford Future Land Use Map designates the area as commercial.

The property has adjacent R-1 District zoning to the west. (Highlands Section C Subdivision)

The establishment of this 2.14 acre area as residential could serve as a buffer for the adjacent subdivision from future commercial development.

Recommendation

Staff recommends in favor of the rezoning request due to the adjacent R-1 zoning.

There was a motion by David Keeton, seconded by Vernon Pairmore to send a positive recommendation to the Board of Mayor and Aldermen for the Rezoning of the Creative Development Inc., property from B-1 (Neighborhood Business) District to R-1 (Low Density Residential) District. Motion carried, all present voting aye.

IV. REPORTS

Mayor Comments:

- The mayor was pleased to welcome Dr. Mitchell Parker to the Planning Commission.
- It was with great sadness that the mayor announced the resignation of Roy Meadors as a Planning Commission member. Mr. Meadors has served the citizens of Munford in many capacities throughout the years, and he will be missed as a member of this commission.
- The Board of Mayor and Alderman have changed the time of their monthly meetings from 7:00 p.m. to 6:30 p.m.
- Veterans Plaza is in the final design phase, and we hope to have it completed by the end of January.
- The intersection of Tipton and Munford Avenue is being redesigned with cross walks and working to make it a cleaner intersection.

Building Inspector – Permitting and Enforcement Report

There was a motion by David Keeton, seconded by Mitchell Parker to accept the Building Inspector-Permitting and Enforcement Report as presented. Motion carried, all present voting aye.

There being no further business, the meeting was adjourned at 6:51 pm.

Chairman Terry Waits

Secretary John Moren

Barbara Younger,
Recording Secretary



DRAFT

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Dwayne Cole, Mayor

Munford Municipal Board of Zoning Appeals
January 9, 2024

The called meeting of the Munford Municipal Board of Zoning Appeals met on Tuesday, January 9, 2024, at 6:00 P.M. in the Munford Municipal building located at 70 College Street with the following:

PRESENT: Chairman David Keeton, Vice-Chairman Janice Bomar, and Terry Waits

ABSENT: Secretary John Moren

ALSO PRESENT: Don Dixon, John Dixon, Paul Carver, Ronita Pickard, Josh Smith, Abby Cox, Brylee Sestina, Sadie Billings, Planner Will Radford, Code Enforcement/Building Inspector Glenn Stringfellow, and Recording Secretary Barbara Younger.

The meeting was called to order at 6:00 PM by Chairman David Keeton. There was a quorum present.

I. APPROVAL OF MINUTES

There was a motion by Janice Bomar, seconded by Terry Waits to approve the minutes from April 11, 2023, as distributed. All present voting aye. Motion carried.

II. OLD BUSINESS: None

III. NEW BUSINESS

A. Don Dixon – Request for continued use of non-conforming structure.

Background

A request has been submitted by Don Dixon for continued use of a non-conforming residential structure. The property is located at 299 Tipton Road. The property can be further identified as Parcel 7.00 on Tipton County Tax Map 112E, Group A. The property is zoned R-1 (Low Density Residential) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The property appears to have more than one principal structure on the lot which is not allowed in the current zoning. Staff believes these structures were established prior to the adoption of zoning in the City of Munford.

61.7 Maximum Number of Principal Buildings Permitted

61.71.1 Residential uses shall be limited to one (1) principal building per lot.

61.72 Uses other than residential shall have no limitations on the number of buildings but the aggregate of all buildings shall not exceed thirty-five (35%) percent of the entire lot area.

The non-conforming provisions of the Munford Municipal Zoning Ordinance states:

Section 32 Continuance of Non-conforming Uses and Structures

It is the intent of this Ordinance to recognize that the elimination as expeditiously as is reasonable, of the existing buildings and structures or uses that are not in conformity with the provisions of this Ordinance is as much a subject of health, safety, and welfare as is the prevention of the establishment of new uses that would violate the provisions of this Ordinance. It is also the intent of this Ordinance to administer the elimination of non-conforming uses, buildings and structures so as to avoid an unreasonable invasion of established private property rights. Lawful non-conforming uses, buildings and structures existing at the time of the passage of this Ordinance or any amendment thereto shall be allowed to remain subject to the following provisions:

32.1 An existing non-conforming use of a building may be changed to a conforming use or to another non-conforming use of the same classification; provided, however, that establishment of another non-conforming use of same classification shall be subject to the written approval of the Board of Zoning Appeals and subject to such conditions as the Board of Zoning Appeals may require in order to protect the area.

32.2 No existing non-conforming use or structure shall be enlarged, extended, constructed, reconstructed, moved, or structurally altered except as herein provided:

Non-conforming commercial, and industrial uses created after the passage of Tennessee Acts of 1973, Chapter 279.1 (*TCA 13-7-208 (c & d)*) shall be allowed to expand operations and reconstruct facilities which involve an actual continuance and expansion of activities of the uses which were permitted and being conducted prior to the change in zoning, provided that there is a reasonable amount of space for such expansion on the property owned by such business and that any construction, improvements or reconstruction shall be in conformance with the district requirements in which it is located.

32.3 Except as provided in Tennessee Code Annotated, Section 13-7-208:

32.31 A non-conforming use of land shall be restricted to the area occupied by such use as of the effective date of this Ordinance. A non-conforming use of a building or buildings shall not be enlarged to either additional land or buildings after the effective date of this Ordinance.

32.32 When a non-conforming use of any building or land has ceased for a period of six months (6), it shall not be re-established or changed to any other non-conforming use.

32.33 Any non-conforming building or non-conforming use, which is damaged by fire, flood, wind or other acts of God or man, may be reconstructed and used as before, if it is done within twelve months (12) of such damage, unless damaged to the extent of more than sixty percent (60%) of its fair sales value immediately prior to the damage, in which case any repair or reconstruction shall be in conformity with the provisions of this Ordinance.

32.34 A non-conforming building or buildings housing a non-conforming use shall not be structurally altered except in conformance with the provisions of this Ordinance. This provision shall not be construed to prevent normal maintenance and repairs or alterations required for structural safety.

The applicant is requesting the continuation of the use of the property. Staff has been advised that the buildings have ceased residential use for 6 months. (Section 32.32 above)

Staff does not find grounds for allowing the continued use of the structure/building. The “Use” of the property is residential and a residential use can be re-established on the property as it’s an allowed use in the R-1 district. The problem that exists on this property is the building’s status as non-conforming “Structures” as the building setbacks are not met and more than one principal building is on the property.

The property can continue residential use of the land if future construction meets the setback requirements and does not contain more than one principal use.

Recommendation

Staff recommends denial of the request.

There was a motion by Terry Waits, seconded by Janice Bomar to deny the request for continued use of a non-conforming structure. All present voting aye.

With no additional business to conduct, the meeting was adjourned at 6:06 PM by Chairman David Keeton

David Keeton, Chairman

John Moren, Secretary

Barbara Younger, Recording Secretary