



Board of Mayor and Aldermen

Meeting Agenda

Town Hall
334 Atoka-Munford Avenue
Tuesday, October 19, 2021
7:00 p.m.

Invocation & Pledge of Allegiance

I. Call to Order & Roll Call

II. Minutes

- a. Regular Board Meeting – September 14, 2021 Exhibit A

III. Reports

- a. Financial Report ❖ Exhibit B

IV. Old Business

- a. Ordinance – Ordinance – 2018 Energy Code – Final Consideration Exhibit C
- b. Early Warning Sirens Consideration/Discussion Exhibit D

V. New Business

- a. Presentation – Employee and Citizen’s Volunteer Service Awards
- b. Ordinances & Resolutions
 - 1. Ordinance – First Consideration-Municipal/Regional Zoning Map Exhibit E
- c. Miscellaneous Items
 - 1. Bid Award – Asphalt Paving Hot Mix Exhibit F
 - 2. Fire Recruit Training Memorandum of Understanding – Atoka Fire Dept Exhibit G
- d. Grant Application Consideration – Atoka Fire Department

VI. Departmental Reports

- a. Code Enforcement Director Wallace
- b. Fire Department Chief Posey
- c. Parks Department Director Isbell
- d. Police Department Chief Rudolph
- e. Public Works Department Director Patrick

VII. Miscellaneous Items from the Mayor, Board of Aldermen, Town Administrator

VIII. Citizen Concerns

IX. Adjourn



Office of the Town Administrator

MEMORANDUM

To: Honorable Mayor Daryl Walker & Board of Aldermen
From: Marc Woerner, Town Administrator
Re: Agenda items for October 19, 2021

1. **Exhibit A – Board Meeting Minutes** - The minutes from the Board's regular monthly meeting in September are included for review and approval.
2. **Exhibit B – Financial Reports** – The monthly report detailing fiscal year financial performance through the month of August is included in the packet for your review.
3. **Exhibit C - Ordinance – International Energy Code 2018** – The Town is currently operating under 2012 Building Codes and needs to update the codes to the 2018 standards. The Town has adopted the 2018 Codes – Mechanical, Plumbing, Residential, and Building. A work session was previously held to discuss the 2018 Energy Code. The Ordinance to adopt the Energy Code is in your packets and its final consideration is on the agenda. Staff recommends adoption of the Ordinance.
4. **Exhibit D – Early Warning Sirens Consideration/Discussion** – At last month's meeting, the Board requested additional information regarding rotating-type early warning sirens. Precision Communications provided an estimate on replacement costs for all 5 early warning sirens that included the solar power option. I was advised that there would be a price increase after December 31st. In addition to the provided estimate, the Town would need to purchase the encoder system and the new poles. This would add a cost of about \$20,000 to the estimate. Precision Communication has offered to come back and answer any questions the Board may have.
5. **Presentation – Employee and Citizen's Service Awards** – Employees Kristen Doty, James Strickland and Wesley Yarbrough will be presented awards for their years of service to the Town. Additionally, three citizens will be recognized for volunteerism and service to the Town.
6. **Exhibit E - Ordinance – First Consideration – Municipal/Regional Zoning Map** – The Zoning Map was previously updated and needs to be adopted. Recently rezoned and annexed

properties were corrected. The first consideration to adopt the Ordinance is on the agenda for consideration. A public hearing will be held prior to a second consideration.

- 7. Exhibit F – Bid Award – Paving Proposals** – The town received two (2) submissions from the RFP - Gibson Paving and Lehman Brothers. The bid tabulation and memo are included in your packet for review. Staff recommends awarding the bid to Gibson Paving for \$105.00 per unit.
- 8. Exhibit G – Fire Recruit Training Memorandum of Understanding** – The Memorandum of Understanding (MOU) for the Board’s consideration is designed to assist a new employee in obtaining up to paramedic certifications. The MOU would require that a potential employee would work for the town at least four (4) years, a limit of \$3,000 per fiscal year, and also includes reimbursement provisions. Chief Posey will be able to elaborate further.
- 9. Grant Application Consideration – Atoka Fire Department** – The fire department is requesting permission to submit for a no-match community grant from Southwest Electric. The grant request would be for a battery-powered Positive Pressure Ventilation Fan. These fans are used to ventilate structures of hazardous gases to help protect firefighters. If awarded, the grant would not require any funds from the town. Staff recommends that AFD is approved to submit for the grant.
- 10. Department Reports** – Monthly reports from the Departments have been included in the Board packet for your review.

If you have questions on any of these items prior to the Board meeting, please do not hesitate to call me.



TOWN OF ATOKA
334 Atoka-Munford Avenue
Atoka, Tennessee 38004
Phone: (901) 837-5300
www.TownofAtoka.com

October 19, 2021

Exhibit A

**Town of Atoka Board of Mayor and Aldermen
Regular Monthly Meeting
September 14, 2021, 7:00 p.m.**

The Invocation was led by Pastor Timothy Vandouser, Journey Church. All present joined in the pledge to the flag.

The meeting was called to order by Mayor Walker at 7:00 p.m.

The Town of Atoka Board of Mayor and Aldermen met with the following:

Present: Mayor Daryl Walker, Aldermen Barry Akin, Danny Feldmayer, John Harber, Cody Pace and Alderwoman Renfrow

Also present: Town Administrator Marc Woerner, Town Attorney Kasey Culbreath, Police Chief Anthony Rudolph, Fire Chief Henry Posey, Park Director Dorothy Isbell, Public Works Director Dalton Patrick, Amanda Faurbo and attached list.

Absent: Alderman Akin and Alderman Brett Giannini who is away on military service.

Regular Monthly Meeting August 10, 2021 – Exhibit A – Alderman Feldmayer made a motion to accept the minutes as presented. Alderman Harber seconded the motion. All in favor. Motion carried.

Financial Report: Exhibit B – Town Administrator Woerner reviewed the financial report as presented. Alderman Feldmayer made a motion to accept the report as presented. Alderman Pace seconded the motion. All in favor. Motion carried.

Old Business: None

New Business:

a. Presentation:

- 1. Proclamation Week-September 17-23, 2021- Exhibit C**-Mayor Walker presented the Proclamation to the daughters of the Revolution.
- 2. Precision Communications- Early Warning Sirens- Exhibit D-** David Butts gave a brief presentation for potential early warning sirens and their capabilities. Alderman Feldmayer requested prices for rotating sirens. Alderman Harber advised that he would like to look into replacing the two sirens that are down and bringing the other three into the system that would not depend on others to operate.

- b. Special Events Approval-Town of Atoka Fall Events-Exhibit E**-Alderman Harber made a motion to approve the Town of Atoka Fall Events as presented. Alderwoman Renfrow seconded. All approved. Motion carried. Alderman Harber advised the Board of the flag retirement ceremony set for November 6, 2021, setup to start at 4:00pm.

c. Ordinances & Resolutions

- 1. Ordinance- 2018 Energy Code- First Consideration-Exhibit F**-The Board had no objections to reading the ordinance by title only. The acting clerk read the ordinance by title only. Alderman Feldmayer made a motion to approve the ordinance removing all required language and replace with optional language. Alderwoman Renfrow seconded the motion. Roll Call Vote: Alderman Harber, yes. Alderwoman Renfrow, yes. Alderman Feldmayer, yes. Alderman Pace, yes. All approved. Motion carried.
- 2. Resolution 21-09.01- Orion Long Range Comprehensive Plan Engagement- Exhibit G-** Alderman Feldmayer made a motion to approve the resolution as presented. Alderman Pace seconded. All approved. Motion carried.

3. Resolution 21-09-02- Consideration of Acceptance of Loft Estates Subdivision- Exhibit H-Alderman Feldmayer made a motion to approve the resolution as presented. Alderman Harber seconded. All approved. Motion carried.

- d. Multimodal Grant-Sidewalks-Update on Project-** Administrator Woerner provided an update to the board on the status of the administration handling of the project.

Departmental Reports:

- 1. Code Enforcement:** Mayor Walker reviewed the report as presented.
- 2. Fire Department:** Chief Posey reviewed the report as presented. Chief Posey thanked everyone that participated in the 9/11 Memorial Service which was well attended. On Sunday, First Baptist Church did a Memorial as well. He advised the Board of the following: The department added two members recently. There was one structure fire at Howard's Tinting, 2058 Tipton Rd. Chief Rudolph and himself attended the county commission meeting the night before, he was able to address the ambulance concerns. Chief Posey presented the Board with a flag that was flown over the twin towers site.
- 3. Parks Department:** Director Isbell reviewed the report as presented. Director Isbell advised the Board of the following: Nancy Lane Park has all new benches. Some of the metal benches that were at Nancy Lane Park have been moved to Walker Park. New score boards for Nancy Lane Park are due to be delivered by the end of the month and installed the week of the 4th of October. Pioneer Park Bank Stabilization is complete. Once the water level is higher, the weeds and overgrowth will be addressed.
- 4. Police Department:** Chief Rudolph reviewed the report as presented. Chief Rudolph advised the Board the town is down 20% from last year on crimes. The police department participated in the "Booze it and Loose it" event. They also participated in Atoka Elementary's active shooter drill; the school received an A+ from Atoka Police Department. September 25, 2021, Tennessee Highway Safety is coming to Atoka and setting up a driving course for teens. The department is continuing education.
- 5. Public Works Department:** Director Patrick reviewed the report as presented. Director Patrick advised the Board of the following: After speaking with Climber Paving since June, Climber advised that they will not be able to pave the roads they originally thought they could get to during this paving season. Director Patrick is putting the Bid out to come back on the 5th of October.

Miscellaneous Items from the Mayor, Board of Aldermen, Town Administrator:

- 1.** Alderman Pace requested for discussion to be opened for potential Commercial burn permit requirements.
- 2.** Town Administrator Woerner thanked the staff for the Memorial Service and for everyone coming together to make it happen. He also advised that he would be out of the office for the TCMA conference.

Citizen Concerns:

- 1.** Patsy Langley of 670 Main Street thanked the town for the Food Pantry donations for Atoka United Methodist Church from last year's Safe Night Out event.
- 2.** Alvin Plexico of 794 Williamsburg Drive requested that the meetings were live on Facebook and the town website.

Alderman Feldmayer motioned to adjourn the meeting. Alderwoman Renfrow seconded the motion. The meeting ended at 8:27 pm.

W. Daryl Walker, Mayor

Amanda Faurbo, Assistant to the Town Administrator

SUMMARY OF FINANCIAL CONDITION VS. BUDGET

For the Three Months Ending September 30, 2021

<u>General Fund</u>		3 months	% of Budget	
Revenues:		Actual	Budget	Total Budget
Property Tax		37,640	1.6%	2,295,420
Sales Tax		839,022	27.2%	3,084,681
Grants		860,341	151.8%	566,652
Other Revenues		315,361	26.5%	1,191,322
Total		2,052,364		7,138,075
Expenditures:				
Legislature & Judicial		13,023	19.8%	65,800
Finance & Administration		118,189	21.7%	544,890
Police		487,777	21.8%	2,234,518
Fire		373,972	21.0%	1,778,528
Planning & Inspection		61,659	14.5%	426,370
Streets		738,700	60.0%	1,230,754
Parks & Recreation		302,683	46.0%	658,215
Total		2,096,003		6,939,075
Excess Revenue Over Expenditures		-43,639		199,000
Cash on Hand at End of Period (1)		3,137,056		

<u>State Street Aid Fund</u>				
Revenue		93,684	27.9%	336,360
Expenditures		0	0.0%	336,360
Excess Revenue Over Expenses		93,684	0	
Cash on Hand at Beginning of Year		203,178		
Cash on Hand at End of Period		296,862		

<u>Drug Fund</u>				
Revenue		9,748	31.4%	31,000
Expenditures		0	0.0%	6,000
Excess Revenue Over Expenses		9,748	0	25,000
Cash on Hand at Beginning of Year		44,454		
Cash on Hand at End of Period		54,202		

(1) Does not include Fire Dept, Celebrate, and Park AC of:

356,561

October 19, 2021

Exhibit B

<u>Solid Waste Collections</u>				
Revenue		164,978	27.5%	600,000
Expenditures		202,693	28.2%	720,000
Excess Revenue Over Expenses		-37,715	0	-120,000
Cash on Hand at Beginning of Year		116,211		120,000
*Cash on Hand at End of Period		199,874		0

SUMMARY OF FINANCIAL CONDITION WATER FUND

For the Three Months Ended September 30, 2021

Cash on Hand at Beginning of Year	\$ 523,465
Cash on Hand at End of Period	\$ 798,502
Total Bonds/Notes outstanding 09/30/21	\$ 908,591

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	9/30/2021	% of Budget	Total Budget	9/30/2020
Revenues	\$ 318,865	18.40%	\$ 1,733,002	\$ 719,283
Expenses				
Water Purchases	\$ 143,010	32.50%	\$ 440,000	\$ 153,775
Payroll and Benefits	\$ 75,453	27.65%	\$ 272,874	\$ 133,428
System Maintenance	\$ 14,049	19.51%	\$ 72,000	\$ 113,602
System Operation	\$ 1,636	18.37%	\$ 8,905	\$ 27,478
Billing and Payments	\$ 13,168	59.69%	\$ 22,061	\$ 30,714
Other Expenses	\$ 58,400	8.16%	\$ 715,623	\$ 64,758
Depreciation	\$ 50,291	25.00%	\$ 201,163	\$ 118,750
Total	\$ 356,007	20.55%	\$ 1,732,626	\$ 674,249
Net Income (loss)	\$ (37,142)		\$ 376	\$ 45,034

WT/SW combined
this column

Note: Prior year amts for System Operation, Billing and Payments, and Other Expenses combined under Other Expenses.

For the Three Months Ended September 30, 2021

Cash on Hand at Beginning of Year	\$ 2,006,806
Cash on Hand at End of Period	\$ 2,226,418
Total Bonds/Notes outstanding 09/30/21	\$ 1,249,993

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	9/30/2021	% of Budget	Total Budget	9/30/2020
Revenues	\$ 339,614	15.75%	\$ 2,156,835	\$ 719,283
Expenses				
Sewer Treatment Fees	\$ 30,354	20.24%	\$ 150,000	\$ 31,744
Payroll and Benefits	\$ 75,740	26.95%	\$ 280,988	\$ 133,428
System Maintenance	\$ 58,862	20.44%	\$ 288,000	\$ 113,602
System Operation	\$ 24,655	27.44%	\$ 89,850	\$ 27,478
Billing and Payments	\$ 11,040	36.16%	\$ 30,535	\$ 30,714
Other Expenses	\$ 64,165	7.88%	\$ 814,342	\$ 64,758
Depreciation	\$ 68,447	25.00%	\$ 273,790	\$ 118,750
Total	\$ 333,263	17.29%	\$ 1,927,505	\$ 674,249
Net Income (loss)	\$ 6,351		\$ 229,330	\$ 45,034

WT/SW combined
this column

Total - All Funds: \$ 7,987,619

Note: Prior year amts for System Operation, Billing and Payments, and Other Expenses combined under Other Expenses.

October 19, 2021

ORDINANCE NUMBER _____

Exhibit C

AN ORDINANCE CREATING TITLE 12 CHAPTER 6 OF THE TOWN OF ATOKA, TENNESSEE MUNICIPAL CODE OF ORDINANCES RELATED TO THE BUILDING CODE. ADOPTING THE 2018 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE

WHEREAS, regulating and governing energy efficient building envelopes and installation of energy efficient mechanical, lighting and power systems providing for the issuance of permits and collection of fees; therefore, and in the Town of Atoka, Tennessee; and

WHEREAS, the State of Tennessee requires municipalities that adopt codes to remain within seven (7) years of the most recently published code, thereby requiring the Town to update its 2012 codes and

WHEREAS, The Town of Atoka at present does not have an energy conservation code adopted, and

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, THAT:

Section 1. Title 12, Chapter 6 of the Atoka Municipal Code is hereby created and shall read as follows:

That a certain document, One (1) copy of which are on file in the office of the Town Recorder of Town of Atoka, Tennessee, being marked and designated as the *International Energy Conservation Code*, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Energy Conservation Code of the Town of Atoka in the State of Tennessee for regulating and governing energy efficient building envelopes and installation of energy efficient mechanical, lighting and power systems as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Energy Conservation Code on file in the office of the Town Recorder are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby amended:

Section 101.1. Insert: Town of Atoka

101.1 Title. This code shall be known as the Energy Conservation Code of [NAME OF JURISDICTION] and shall be cited as such. It is referred to herein as “this code.”

Section R402.4.1.2 Testing is deleted and replaced with Section 402.4.2.1 Testing Option and Section 402.4.2.2 Visual Inspection Option from 2009 IECC.

Deleting following text section (2018). Inserted table N1102.4.2 is attached (2009).

ENERGY EFFICIENCY

m²) of conditioned floor area or a total leakage less than or equal to 12 cfm (5.66 L/s) per 100 ft² (9.29 m²) of conditioned floor area when tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure. All register boots shall be taped or otherwise sealed during the test.

2. Rough-in test: Total leakage shall be less than or equal to 6 cfm (2.83 L/s) per 100 ft² (9.29 m²) of conditioned floor area when tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the roughed in system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 4 cfm (1.89 L/s) per 100 ft² (9.29 m²) of conditioned floor area.

Exception: Duct tightness test is not required if the air handler and all ducts are located within *conditioned space*.

N1103.2.3 Building cavities. Building framing cavities shall not be used as supply ducts.

N1103.3 Mechanical system piping insulation. Mechanical system piping capable of carrying fluids above 105°F (40°C) or below 55°F (13°C) shall be insulated to a minimum of R-3.

N1103.4 Circulating hot water systems. All circulating service hot water piping shall be insulated to at least R-2. Circulating hot water systems shall include an automatic or *readily accessible* manual switch that can turn off the hot water circulating pump when the system is not in use.

N1103.5 Mechanical ventilation. Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.

TABLE N1102.4.2
AIR BARRIER AND INSULATION INSPECTION

COMPONENT	CRITERIA
Air barrier and thermal barrier	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier. Breaks or joints in the air barrier are filled or repaired. Air-permeable insulation is not used as a sealing material.
Ceiling/attic	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed. Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
Walls	Corners and headers are insulated. Junction of foundation and sill plate is sealed.
Windows and doors	Space between window/door jambs and framing is sealed.
Rim joists	Rim joists are insulated and include an air barrier.
Floors (including above garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of subfloor decking. Air barrier is installed at any exposed edge of floor.
Crawlspace walls	Insulation is permanently attached to walls. Exposed earth in unvented crawlspaces is covered with Class I vapor retarder with overlapping joints taped.
Shafts, penetrations	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
Narrow cavities	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown insulation.
Garage separation	Air sealing is provided between the garage and conditioned spaces.
Recessed lighting	Recessed light fixtures are airtight, IC rated and sealed to drywall. <i>Exception—fixtures in conditioned space.</i>
Plumbing and wiring	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
Shower/tub on exterior wall	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
Electrical/phone box on exterior wall	Air barrier extends behind boxes or air sealed type boxes are installed.
Common wall	Air barrier is installed in common wall between dwelling units.
HVAC register boots	HVAC register boots that penetrate building envelope are sealed to subfloor or drywall.
Fireplace	Fireplace walls include an air barrier.

Section R403.3.3 Duct Testing (Mandatory) and Section R403.3.4 Duct Leakage

(Prescriptive) are optional.

N1103.3.3 (R403.3.3) Duct testing (Mandatory). Ducts shall be pressure tested to determine air leakage by one of the following methods:

Section 3. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Town of Atoka, Board of Mayor and Alderman hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4. That nothing in this legislation or in the Energy Conservation Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 5. That the Town Recorder is hereby ordered and directed to cause this legislation to be published.

Section 6. This ordinance shall take effect from and after its passage, the welfare of the town requiring it.

PASSED on the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 14th day of September, 2021.

PASSED on the Second Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 19th day of October, 2021.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder

Exhibit D



MASTER DISTRIBUTOR

30377 HWY 278 WEST
Aberdeen, MS 39730



P.O. BOX 298 - AMORY, MS. 38821			Quote / ESTIMATE		NAME:	
					PHONE: 901-837-5300	
DATE: 9/20/21			QUOTE VALID UNTIL DECEMBER 31ST 2021		EMAIL: mwoerner@townofatoka.com	
NAME: Town of Atoka					SHIPPING ADDRESS:	
ATTN: Marc Woerner					CITY:	
BILING ADDRESS: 334 Atoka-Munford Ave.					STATE:	
CITY: Atoka					ZIP:	
STATE: TN					PURCHASE ORDER:	
ZIP: 38004						
ITM #	QTY	MODEL #	DESCRIPTION	PRICE EA	EXTENDED	
1	5	01-1486011-04	VORTEX Series Directional/Oscillating High Power Tone Only Siren	\$ 16,595.00	\$ 82,975.00	
2	5	01-1418319-03	Two-Way 10 Digit DTMF Narrow Band VHF 144-174 MHz Radio Option	\$ 1,730.00	\$ 8,650.00	
3	5	01-1463315-00	Cabinet Window LED Status Indicator	\$ 325.00	\$ 1,625.00	
4	5	WPSBATT	Whelen approved batteries (One pair)	\$ 700.00	\$ 3,500.00	
5	5	01-0411446-00	Siren Speaker Pole Top Mounting Bracket	\$ 600.00	\$ 3,000.00	
6	5	Solaropt	Solar panel and charge controller	\$ 2,384.00	\$ 11,920.00	
7				\$	-	
8				\$	-	
9				\$	-	
10				\$	-	
11				\$	-	
12				\$	-	
13				\$	-	
14				\$	-	
15				\$	-	
16				\$	-	
17				\$	-	
18				\$	-	
19				\$	-	
20				\$	-	
21				\$	-	
22				\$	-	
23				\$	-	
24				\$	-	
25				\$	-	
26				\$	-	
27				\$	-	
28				\$	-	
29				\$	-	
30				\$	-	
31				\$	-	
32				\$	-	
33				\$	-	
34				\$	-	
35				\$	-	
36				\$	-	
37				\$	-	
38				\$	-	
39				\$	-	
40				\$	-	
41				\$	-	
SPECIAL INSTRUCTIONS:			SYSTEM SUB TOTAL		\$ 111,670.00	
If paying by Credit Card, there will be a 3% fee on total Order.			TAX			
			SHIPPING		\$ 2,750.00	
			LABOR/INTALLATION/OPTIMIZATION		\$ 34,742.50	
			SYSTEM TOTAL		\$ 149,162.50	
			David Butts CELL - 205-456-8085 EMAIL - david.butts.precision@gmail.com			



ORDINANCE _____

AN ORDINANCE TO ADOPT THE TOWN OF ATOKA'S REVISED MUNICIPAL/REGIONAL ZONING MAP DATED JULY 1, 2021.

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-7-201 and 13-7-202 a zoning ordinance and map have been adopted for the Town of Atoka; and,

WHEREAS, the Town of Atoka uses digital parcel data provided by Tipton County GIS; and,

WHEREAS, the Atoka Municipal-Regional Planning Commission has made administrative changes to parcels with various zoning districts depicted on the current Municipal Zoning Map; and,

WHEREAS, the Atoka Municipal-Regional Planning Commission has recommended that the Municipal-Regional Zoning Map (dated July 1, 2021) be officially adopted by the Town of Atoka; and,

WHEREAS, a public hearing was held before the Atoka Board of Mayor and Aldermen pursuant to Section 13-7-203, Tennessee Code Annotated, the time and place was published with fifteen days advance notice.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA as follows:

SECTION 1. That the Town of Atoka's Municipal Zoning Map dated July 1, 2021 be adopted as presented,

SECTION 2. This Ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED at the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 19th day of October, 2021.

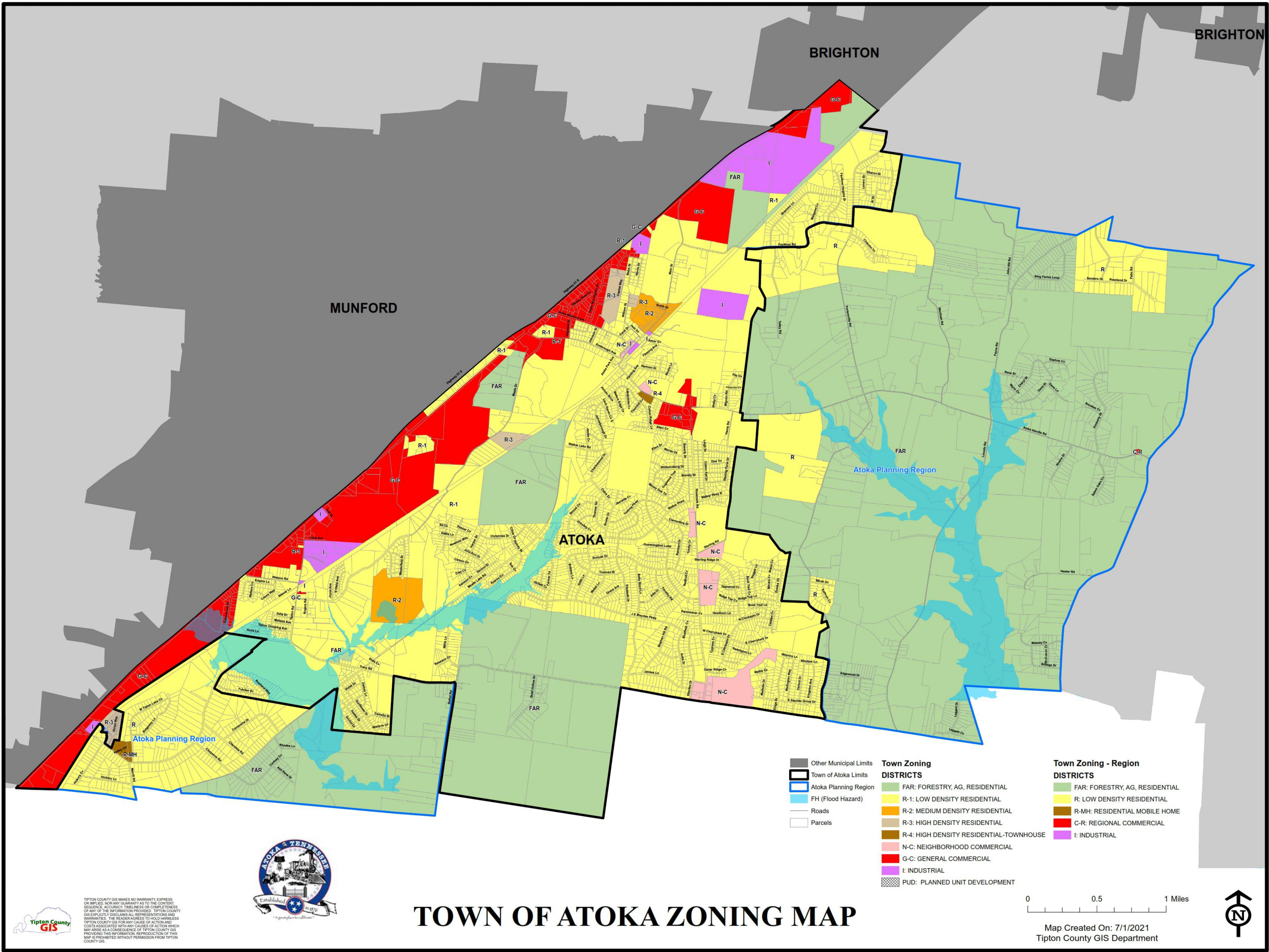
PUBLIC HEARING held by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 9th day of November, 2021.

PASSED at the Second Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 9th day of November, 2021.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder



TIPTON COUNTY GIS MAKES NO WARRANTY, EXPRESS OR IMPLIED, NOR ANY GUARANTEE AS TO THE CONTENT, SEQUENCE, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED. TIPTON COUNTY GIS EXPLICITLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES. THE READER AGREES TO HOLD HARMLESS TIPTON COUNTY GIS FOR ANY CAUSE OF ACTION WHICH MAY BE BROUGHT AS A RESULT OF THE INFORMATION PROVIDED. REPRODUCTION OF THIS MAP IS PROHIBITED WITHOUT PERMISSION FROM TIPTON COUNTY GIS.



TOWN OF ATOKA ZONING MAP

0 0.5 1 Miles

Map Created On: 7/1/2021
Tipton County GIS Department





October 19, 2021

Exhibit F

MEMORANDUM

To: Honorable Mayor Daryl Walker & Board of Aldermen
From: Marc Woerner, Town Administrator
Date: October 19th, 2021

Re: Bid Award Recommendation – Asphalt Paving Hot Mix

On September 15th, the Town released a call for bids for asphalt paving for roads in the Town of Atoka. Bid specifications were made available to all area vendors and advertised through the Town's website, the Covington Leader. The Town received two (2) bids by the deadline for bid opening Tuesday October 5th, 2021, at 3:00 pm. Lehman – Roberts of Memphis Tennessee bid \$140.00 per units and Gibson Paving bid \$105.00 per units.

Staff recommends awarding the bid to Gibson Paving for \$105.00 per units.

Town of Atoka

Subdivision Final Layer Paving Project

Town Project No 2021-10-05

Bids Due : October 5, 2021

Vendor	Location	Owner / Representative	Submittal Date	Previous Vendor	Meet Bid Specs	Package Price
Lehman-Roberts Company	Memphis, TN	Tyler Jordan	10/5/2021	Yes	Yes	\$140.00/ton
Gibson Paving	Lakeland, TN	Jay Gibson	10/5/2021	No	Yes	\$105.00/ton

October 19, 2021

Exhibit F

RESOLUTION NO. _____

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING FOR A FIRE RECRUIT TRAINING REIMBURSEMENT AGREEMENT.

WHEREAS, the Town of Atoka, Tennessee has an interest in retaining experienced and qualified Atoka Fire Department (“AFD”) personnel; and

WHEREAS, the Town’s eligibility criteria for being assigned to the position of a firefighter/medic includes the successful completion of an accredited Tennessee Paramedic program (external training); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. The Board of Mayor and Aldermen of the Town of Atoka, Tennessee hereby approves the Fire Recruit Training Reimbursement Agreement Memorandum of Understanding in substantively the same form and content as has been proposed.

SECTION 2. The Atoka Fire Chief and Town Administrator are authorized to execute, and the Town Recorder is hereby authorized and directed to attest and fix the seal of the Town of Atoka, Tennessee on the agreement in substantively the same form and content as the agreement has been proposed.

SECTION 3. The Town Recorder is hereby directed to file in her office, and in an employee personnel file, a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

SECTION 4. This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

PASSED by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this 19th day of October 2021.

Mayor

ATTEST:

Town Recorder

TOWN OF ATOKA

FIRE RECRUIT TRAINING REIMBURSEMENT AGREEMENT

This memorandum of Understanding (“MOU”), effective as of the date of hire, is entered into and between _____ (“Employee”) and the Town of Atoka (the “Town”).

WHEREAS, the Town has an interest in retaining experienced and qualified Atoka Fire Department (“AFD”) personnel; and

WHEREAS, the Town’s eligibility criteria for being assigned to the position of a firefighter/medic includes the successful completion of an accredited Tennessee Paramedic program (external training); and

WHEREAS, the Town has offered to provide certain external training to the Employee, which the Town believes will enable the Employee to enhance their service to the Town; and

WHEREAS, the Town providing such training to the Employee’s continuous employment of at least four (4) years so that the Town recovers a portion of the benefit of the investment in training; and

WHEREAS, the Town and Employee recognize that this agreement is not intended to constitute any type of employment agreement or guarantee of continued employment; and

WHEREAS the undersigned employee understands that the Town would not provide such training unless the Employee intended to continue to work for the Town and were to agree to reimburse the Town, and in the event that the Employee or the Town separates his or her employment prior to four (4) years, after the conclusion of the completion period following the above-mentioned training.

NOW, THEREFORE, in consideration of the promises and mutual commitments contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The Town intends to provide the following training (“Training”) to the Employee:
 - a. Training / Certification: Training for certification in all medical licensure up to and including Paramedic licensure as defined by the State of Tennessee EMS Board. The training will be from a TN EMS Board approved accredited training facility.
 - b. Training Dates: The anticipated training dates are within six (6) months of hire date unless deviation is outside the control of the Town or accredited facility.
 - c. Training Cost: Training Costs will be levied from the Employee to the Town and will be supported with documentation.
2. The Town will pay for the costs of Training directly to the Employee through requested reimbursement up to \$3,000.00 per fiscal year.

Training costs paid for by the Town on behalf of the Employee will be recorded and tracked by the Atoka Fire Department employees until training is complete. Supporting documents such as: copies of all receipts, invoices, and any other documentation, will become an integral part of this agreement.

3. The Training costs incurred will include but may not be limited to:
 - a. Registration fees,
 - b. Tuition fees,
 - c. Book fees,
 - d. Lab fees,
 - e. Technology fees,
 - f. Licensure fees
4. Repayment provisions:
 - a. Employee agrees that if some or all components of Training are not completed due to separation from training by the Training facility (by way of actions from the Employee {unsatisfactory passing scores, failure to complete certification courses, behavioral issues, etc.}), the Employee shall repay the Town any amounts incurred the cost of any tuition and other reimbursement costs associated to this Training based on the terms of this MOU, up to and including the date of employment resignation / separation / termination.
 - b. If the Employee voluntarily terminates their employment with the Town, or the Town terminates the Employee for cause within the probationary period and the four (4) years following the completion of the above-mentioned training, the Employee agrees to reimburse the Town the cost of tuition and other related costs. If the Employee leaves the employment of the Town within the first year of the four (4) years, the Employee is responsible for 100%. The total amount will prorate by 25% for each after, until after the four (4) year commitment has been completed.
 - c. The Employee shall repay the Town any amounts paid to the Employee based on the terms of this MOU, up to and including the date of employment resignation / separation / termination and will not be eligible for any further payments pursuant to the MOU.
 - d. In order to repay the Town for previously paid amounts in accordance with this MOU, the resigned / separated / terminated Employee may either make a lump-sum payment to the Town Recorder or the Employee may set up a payment plan with the Town Recorder. Arrangements for repayment shall be made with the Town Recorder's Office. Any balance owed to the Town must be repaid within six (6) months of resignation / separation / termination of employment. If the resigned /

separated / terminated Employee, prior to the Town's issuance of the resigned / separated / terminated Employee's final check, fails to either fully repay the Town or set up a payment plan, the Town may deduct the amount owed from any amount(s) otherwise due under the resigned / separated / terminated Employee's final check. The Employee expressly authorizes the Town to make said deduction from the resigned / separated / terminated Employee's regular salary / hourly pay and or accrued leave pay such as vacation.

- e. In the event such deductions are insufficient to reimburse the Town for the full amount previously paid to the resigned / separated / terminated Employee pursuant to this MOU, resigned / separated / terminated Employee shall remain personally liable for the remaining balance of any, and all previously paid increments and may be subject to an action to collect indebtedness.
5. Employee agrees to sign any further documents that are requested by the Town to confirm the precise sum of the amount owed by the Employee to the Town following notice by Employee to the Town of resignation / separation / termination of employment.
6. Employee understands and agrees that any books, computer related equipment (USB, SD cards, hard drives, etc.) communication devices, uniforms, equipment, keys, and other documents, lists, catalogs, or information of any kind received in connection with the Training remains the property of the AtokA Fire Department by way of the Town and shall be surrendered upon resignation / separation / termination of employment.

I fully understand the conditions of this Memorandum of Understanding regarding my employment with the AtokA Fire Department (aka Town of Atoka). I certify that I have read the entire contents of this contractually binding Memorandum of Understanding.

Employee Name

Signature and Date

Town of AtokA/AtokA Fire Department Representative

Signature and Date

Code Enforcement Monthly Report
Fiscal Year 2021[illegible]

COMMENTS

1 GRINDER SYSTEM

September-21						
Incidents	Current Month	Previous Month	Current Month Last Year	Year to Date	Dollar Loss	Dollar Saved
Structure Fires-Atoka	1	2	2	16		
Structure Fires-County Area	2	3	2	25		
Total	3	5	4	41	\$0	\$0
Fires Other-Atoka	2	9	2	58		
Fires Other-County Area	1	1	3	14		
Total	3	10	5	72		
HazMat Calls-Atoka	0	1	0	11		
HazMat Calls-County Area	0	0	0	0		
Total	0	1	0	11		
MVA-Atoka	9	10	5	102		
MVA-County Area	1	3	2	20		
Total	10	13	7	122		
EMS Calls-Atoka	65	81	57	559		
EMS Calls-County Area	10	18	5	95		
Total	75	99	62	654		
Other Calls (Service, Good Intent)-Atoka	3	3	7	68		
Other Calls (Service, Good Intent)-County Area	1	0	0	3		
Smoke Alarm Checks	42	49	25	389		
Smoke Alarm Installs	1	2	1	19		
Total	4	3	7	71		
Mutual Aid Given	8	7	6	55		
Mutual Aid Received	6	6	2	40		
Total Calls-Atoka	80	106	73	814	\$0	\$0
Total Calls-County Area	15	25	12	157	\$0	\$0
Totals for the Month	95	131	85	971	\$0	\$0
Vehicle Fleet Status	DAYS OUT OF SERVICE		COMMENTS			
ENGINE 11 Smeal	0					
ENGINE 12 Wilson	30		Permantly OOS- Transmission, Pump			
ENGINE 13 Pierce	0					
BRUSH TK-13 -Ford F-350	0					
Reserve Firefighter Hours	Training	Work	Total Hours	YTD Hours		
	8	163	171	1622		
Comments						
STATION 1 CLOSED ON 9-4: 24 HOURS, 9-12: 24 HOURS, 9-13: 4 HOURS, 9-15: 12 HOURS, AND 9-18: 12 HOURS, 9-29: 8 HOURS						

Atoka Parks and Recreation

October Monthly Report- Calendar Year 2021-2022

Program/League Information					Special Event Information				
Description	Participants This Year	Participants Last Year	Program Cost	Fees Collected	Description	This Year	Last Year	Event Cost	Fee/Donations Collected
Summer-Y-Space Camp	16	N/A NEW	\$580.81	\$1,088.71	Rock the Block-August	est. 2,000	300 + cars	\$21,288.70	\$950.00
Summer-Y-Challenger-Soccer Camp	22	20	\$0.00	\$0.00	Autumn in Atoka/SNO-October				
Summer-Y-Lego 1 Camp		16			Veteran's Ceremony-November				
Summer-Y-Lego 2 Camp	17	N/A-NEW	\$652.40	\$1,680.00	Tree Lighting-December				
Summer-Y-Summer-Adventure Camp	19	16	\$1,053.55	\$1,472.00	Santa's Ride-Meet/Greet-December				
Summer-Y-Art Camp		16			Christmas Decorating-December				
Summer-Y-Blast Ball/Tball		161			Easter-Bunny Brunch				
Fall-Y-Soccer Camp	39	N/A- NEW	\$1,638.56	\$2,020.50	Food Truck Festival-March				
Fall-Y-AYSO-Soccer	279	150	TBA	\$20,540.00	BBQ Fest- April				
Spring-Y-AYSO-Soccer		255			Cops & Bobbers-June				
Fall-Y-REC-Softball	326	280	TBA	\$24,435.00	Movies in The Park #1-TBA				
Spring-Y-FASA-Softball		355			Movies in the Park #2-TBA				
Fall-A-Kickball	3	4	TBA	\$684.00	Tournament #1-TBA				
Spring-A-Kickball		N/A			Tournament #2- TBA				
Winter-Y-Little Sports		25							
Summer-Y-Little Sports	25	N/A NEW	\$618.48	\$1,245.00					
Summer-A-Softball		9							
Fall-Y-Art Class	20	19	TBA	\$1,470.00					
Spring-Y-Art Class		26							
Concession Sales									
Description	Current This Year	Current Year	Last Year	Current FYTD	Last FYTD	Current Activities: Atoka Softball, AYSO Soccer, Adult Kickball & Fall Art Class Current Registrations: Adult Art Class Upcoming Events: Safe Night Out & Veterans Day Ceremony Other Information: New scoreboards at Nancy Lane going up week of Oct. 4th.			
Nancy Lane Park	\$9,337.88	\$6,770.48		\$11,087.29	\$10,686.94				
Walker Park	\$2,317.98	\$189.30		\$8,577.37	\$189.30				
Rentals									
Description	Current This Year	Current Year	Last Year	Current FYTD	Last FYTD				
Splash Pad-Regular (8)	\$320.00	N/A		\$1,440.00	N/A				
Splash Pad-Private (2)	\$200.00	N/A		\$1,700.00	N/A				
Softball Fields	\$0.00	N/A		\$85.00	N/A				
Other Facilities	\$0.00	N/A		\$0.00	N/A				
Citizen Service/Park Maintenance									
Description	Current This Year	Current Year	Last Year	Current FYTD	Last FYTD				
Q-Alert Service Request-Closed	2	1		4	3				



Atoka Police Department

68 Atoka - McLaughlin Drive



	Tennessee Incident Based Reporting System - Part 1 Crimes			
Town of Atoka	365 Days			
9/26/2021	2020	2021	+/-/=	% Chg
Assault-Agg(All)	7	10	3	42.9%
Assault-Agg	3	5	2	66.7%
Assault-Agg DV	3	4	1	33.3%
Child Abuse Agg	1	1	0	0.0%
Auto Thft	6	5	-1	-16.7%
Bur-Non-res	0	2	2	200.0%
Bur-Residential	8	5	-3	-37.5%
Bur-Bus	5	2	-3	-60.0%
Homicide	0	0	0	0.0%
Murder	0	0	0	0.0%
Negligent Manslaughter	0	0	0	0.0%
Justifiable Homicide	0	0	0	0.0%
Larceny(All)	45	37	-8	-17.8%
Shoplift Fel	1	0	-1	-100.0%
Shoplift Misd	10	0	-10	-100.0%
Th Build	6	2	-4	-66.7%
Th Fr M/V	12	7	-5	-41.7%
Th Veh Parts	1	6	5	500.0%
Th Other Trailer	3	6	3	100.0%
Other Th/Non-Specific	12	16	4	33.3%
Rape	3	0	-3	-100.0%
Robbery-Bus	0	0	0	0.0%
Robbery-Per	0	0	0	0.0%
Robbery-In	0	0	0	0.0%
Carjacking	0	0	0	0.0%
Part 1 Totals	74	61	-13	-17.6%



Atoka Police Department

68 Atoka - McLaughlin Drive



	Tennessee Incident Based Reporting System - Additional Crimes			
Town of Atoka	Year to Year Comparison			
9/26/2021	2020	2021	+/-/=	% Chg
Fraud	11	8	-3	-27.3%
ID Theft	2	5	3	150.0%
Credit Card	1	1	0	0.0%
Swindle / Scheme	8	2	-6	-75.0%
Counterfeit / Forgery	2	1	-1	-50.0%
Weapons	0	2	2	200.0%
MV Crash	120	120	0	0.0%
Injury	9	16	7	77.8%
Hit and Run	7	5	-2	-28.6%
Property damage	113	99	-14	-12.4%
Drugs / Narcotics	8	12	4	50.0%
Felony	3	5	2	66.7%
Misdemeanor	4	5	1	25.0%
Driving under Influence	1	2	1	100.0%
Additional Totals	141	143	2	1.4%
Misc Reports	180	225	45	25.0%
Bus and Res Alarms	167	192	25	15.0%
Calls for Service	2,231	5,254	3023	135.5%

Enforcement	2020	2021	+/-/=	% Chg
Arrests	130	97	-33	-25.4%
Felony	28	25	-3	-10.7%
Misdemeanor	102	72	-30	-29.4%
Citations	1,406	1,051	-355	-25.2%
General Sessions	74	64	-10	-13.5%
City Court	338	261	-77	-22.8%
Warnings	994	726	-268	-27.0%

Atoka Public Works

Monthly Report - Calendar Year 2021

CUSTOMER ACCOUNTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW ACCOUNTS OPENED	19	13	34	22	30	33	27	30	22				230
EXISTING ACCOUNTS CLOSED	15	7	16	12	7	14	9	12	13				105
NET CHANGE - CUSTOMER ACCOUNTS	4	6	18	10	23	19	18	18	9	0	0	0	125

SEWER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
TANK PUMPING - VENDOR	36	10	35	32	26	21	33	26	23				242
TOTAL SEWER SERVICE ISSUES	36	10	35	32	26	21	33	26	23	0	0	0	242

SOLID WASTE SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW CUSTOMERS (delivered can)	17	10	56	25	29	59	30	36	15				277
MISSSED COLLECTIONS	28	19	66	154	31	67	150	29	55				599
DAMAGED / REPLACED CANS	3	4	8	10	6	6	10	5	4				56
OTHER / TRASH	2	2	4	24	1	2	12	25	7				79
TOTAL SOLID WASTE SERVICE ISSUES	50	35	134	213	67	134	202	95	81	0	0	0	1011

WATER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
METER SET - PRIMARY SERVICE	2	0	1	3	2	1	6	1	2				18
METER SET - AUXILIARY SERVICE	0	0	1	1	0	2	1	0	0				5
METER MAINTENANCE	0	0	1	4	0	1	2	1	4				13
METERS REPLACED/ Antenna Added	2	0	0	2	0	0	0	0	17				21
ADJUSTMENTS	0	4	6	8	1	3	5	0	2				29
LATE PAYMENTS	424	423	533	465	588	573	494	588	531				4619
NON-PAYMENT DISCONNECTION	58	N/A	50	45	41	77	48	66	63				448
TOTAL WATER SERVICE ISSUES	486	427	592	528	632	657	556	656	619	0	0	0	5153

WORK ORDERS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
WATER	17	28	46	67	95	27	97	101	104				582
SEWER	65	53	88	70	97	87	75	59	54				648
DITCHES, OTHER ISSUES	36	39	106	87	66	59	56	55	42				546
UTILITY LOCATES	151	232	454	397	209	259	219	187	130				2238
TOTAL WORK ORDERS	269	352	694	621	467	432	447	402	732	330	0	0	4746

WASTE PRO QUARTERLY COLLECTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
WASTE COLLECTED													0

BILLING INFORMATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
ACH ACCOUNTS	380	382	388	388	387	390	396	394	399				3504
E-BILL ACCOUNTS	912	917	920	935	942	952	965	977	980				8500
SOLID WASTE CUSTOMERS	2780	2786	2809	2817	2826	2854	2864	2876	2883				25495
RECYCLING CUSTOMERS	2133	2137	2160	2166	2181	2211	2227	2242	2249				19706

COMMENTS