

Board of Mayor and Aldermen

Meeting Agenda

Town Hall
334 Atoka-Munford Avenue
Tuesday, October 11, 2022
7:00 p.m.

Invocation & Pledge of Allegiance

I. Call to Order & Roll Call

II. Minutes

- a. Regular Board Meeting – September 13, 2022 Exhibit A
- b. Beer Board Meeting – September 13, 2022 Exhibit B
- c. Special Called Meeting – September 27, 2022 Exhibit C

III. Reports

- a. Financial Report ♦ Exhibit D
 - 1. Sales Tax Report
- b. Reports from Committees – Public Works, Public Safety, Finance and Administration

IV. Old Business - Ordinance – Amending the FY23 Budget Exhibit E

V. New Business

- a. Proclamation- Domestic Violence Awareness Month Exhibit F
- b. Ordinances & Resolutions Exhibit G
 - 1. Resolution – TAP Grant – Sidewalk Improvements
 - 2. Resolution – APRA Grant Funds
- c. Miscellaneous Items
 - 1. Approving a Part Time Firefighter Position Exhibit H
 - 2. Reschedule November 8 BMA to November 10 due to Election
 - 3. Correspondence – Comptroller Letter FY 2021 Exhibit I
 - 4. Qualifications for ARPA Investigation, Planning, and Design Services.

VI. Departmental Reports

- a. Code Enforcement
- b. Fire Department Chief McMillian
- c. Parks Department Director Isbell
- d. Police Department Chief Rudolph
- e. Public Works Department Director Ellis

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

VIII. Citizen Concerns

IX. Adjourn/Recess



Office of the Town Administrator

MEMORANDUM

To: Honorable Mayor Daryl Walker & Board of Aldermen
From: Marc Woerner, Town Administrator
Re: Agenda items for October 11, 2022

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 - Beer Board Meeting Minutes** - The minutes from the Beer Board's public hearing meeting in September are included for review and approval.
3. **Exhibit C – Special Called Meeting Minutes** - The minutes from the Board's Special Called meeting in September are included for review and approval.
4. **Exhibit D – Financial Reports** – The monthly report detailing fiscal year financial performance through the month of September is included in the packet for your review.
5. **Exhibit E - Ordinance to Amend the FY2023 Town Budget** – This will be the final consideration of an ordinance to amend the Town budget for fiscal year 2023, running from July 1, 2022, to June 30, 2023. To comply with State law, the Town must amend its budget if expenditures for a department or fund exceed the figures in the adopted Town budget. The amended budget authorizes total General Fund expenditures of \$9,057,081. They are \$2,035,603 in Fire, \$2,694,108 in Highways and Streets, \$1,288,110 in Parks, \$442,575 in Planning and Inspection, and \$2,596,685 in Police.
 - a. The fire amendment is to purchase a brush truck, a utility brush vehicle w/trailer (Kubota) w/tools and spine attachment, and paint and color code hydrants
 - b. Highways and Streets is for road construction, paving projects, roundabout at the 3-Way and sidewalk extension at Walker Pkwy East to Atoka Elementary
 - c. Parks and Recreation is related to Pioneer Park discharge pipe lining, resurfacing Nancy Lane playground, paving Nancy Lane parking lot and Walker Park gravel lots, fencing all four fields at Nancy Lane and soccer field lighting at Walker Park.
 - d. Planning and Inspections is for a new vehicle purchase
 - e. Police is to purchase mobile data terminals for all patrol vehicles, message board and three flock cameras.

6. **Exhibit F – Proclamation – Domestic Violence Awareness Month** – Mayor Walker will read a proclamation in recognition of the important work being done to prevent domestic violence in our community.
7. **Exhibit G – Resolution – Transportation Alternatives Program (TAP) Grant** – The grant is designed to assist communities in their efforts to develop pedestrian, bicycle, and other forms of non-motorized forms of transportation. The grant application would request sidewalk improvements along Kimbrough and Virginius Drive for phases 2 and 5 (map included) which will connect Kroger and other businesses and residents on Kimbrough to the multimodal project, as well as complete the sidewalk to Nancy Lane Park. A twenty (20) percent town funding match is required if awarded. Staff recommends approval of the application.
8. **Resolution – ARPA Grant Funds** – There is no exhibit for this agenda item at this time. This resolution is needed as a commitment to ARPA/TDEC collaborative projects and/or participating in a collaborative application with other municipalities.
9. **Miscellaneous Items -**
 - a. **Exhibit H – Approving a Part time Firefighter Position** – The board would approve the position and job description of part-time firefighter. The position was previously discussed with the Public Safety committee which provided a positive recommendation. Staff also recommends approval of the position.
 - b. **Reschedule of the November 8, 2022 Board of Mayor and Aldermen meeting** – it is anticipated that the board will consider rescheduling the November 8th board meeting to November 10, 2022 due to November 8th being election day.
 - c. **Exhibit I – Correspondence – Comptroller Letter FY 2021** – The letter states that the Comptroller’s Office has reviewed the FY21 annual financial report for the Town of Atoka and is now part of the public record of the State of Tennessee. This is a matter of information. No action is required from the Board.
 - d. **Qualifications for ARPA Investigation, Planning, and Design Services** – The town released a Request for Qualifications for Investigation, Planning, and Design Services as required. The town received one submission from Smith, Seckman, and Reid. Staff recommends accepting the qualifications of Smith, Seckman, and Reid as the firm that is most advantageous to the town.

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



October 11, 2022

Exhibit A

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

**Town of Atoka Board of Mayor and Aldermen
Regular Monthly Meeting
September 13, 2022, 7:00 p.m.**

The Invocation was led by Mayor Walker. 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 Christy Renfrow

Also present: Deputy Town Recorder Rachel Covarrubias, Town Administrator Marc Woerner, Town Attorney Amber Shaw, Police Chief Anthony Rudolph, Fire Chief Justin McMillian, and attached list.

Absent: Brett Giannini is away on military service.

Regular Monthly Meeting August 9, 2022 – Exhibit A – Alderman Feldmayer made a motion to accept the minutes as presented. Alderwoman Renfrow seconded the motion. All in favor. Motion carried.

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

Old Business: None

New Business:

Presentations:

Proclamation- Constitution Week- September 17-23, 2022- Exhibit C – Mayor Walker presented the Proclamation to the Daughters of the American Revolution.

Presentation- Oath of Office- Fire Chief- Justin McMillian- Mayor Walker administered the Atoka Fire Oath of Office to Fire Chief Justin McMillian.

Ordinances and Resolutions:

- 1. Ordinance – First Consideration – Amending the FY 23 Budget – Exhibit D** – The Board had no objection to reading the ordinance by title only. The Deputy Recorder read the ordinance by title only. Alderman Feldmayer made a motion to approve the ordinance amending the FY 23 budget. Alderman Akin seconded the motion. Roll Call. Feldmayer-yes, Harber-yes, Pace-yes, Renfrow-yes, Akin -yes and Giannini-absent. Motion carried.
Note: Alderman Feldmayer requested Exhibit F to be reviewed and voted upon prior to reviewing ordinance amending the FY 23 budget.
- 2. Ordinance – First Consideration –Amending a Business License Privilege Tax– Exhibit E** – The Board had no objection to reading the ordinance by title only. The Deputy Recorder read the ordinance by title only. Alderman Akin made a motion to approve on first consideration. Alderman Pace seconded the motion. Roll Call. Harber-yes, Pace-yes, Renfrow-yes, Akin -yes, Feldmayer-no, and Giannini-Absent. Motion carried.

3. **Resolution – 22-09-01 – Approving a Spending Plan for ARPA Funds – Exhibit F** – Alderman Feldmayer made a motion to approve the resolution as presented. Alderman Pace seconded the motion. All approved. Motion carried. Note: Alderman Feldmayer requested that the Board review the resolution prior to reviewing the ordinance amending the FY 23 budget.
4. **Resolution – 22-09-02 – Approval of Planning Services – Exhibit G** – Alderman Harber made a motion to approve the resolution. Alderman Akin seconded the motion. All approved. Motion carried.

Miscellaneous Items:

1. **Records Destruction Request- Police Department- Exhibit-H** – Police Chief Rudolph advised the Board that the Police Department is needing to destroy records that have reached the retention period. Alderman Feldmayer made a motion to approve the records destruction request. Alderman Akin seconded the motion. All approved. Motion carried.
2. **Employee Credit Card Approval- Fire Chief, Building Code Official** – Alderman Feldmayer made a motion to approve Fire Chief Justin McMillian for \$3,000 and Building Code Official Mark Daugherty for \$500 to each have a Town credit card. Alderman Akin seconded the motion. All approved. Motion carried.
3. **Reschedule November 8, 2022, BMA due to Election** – Alderman Feldmayer made a motion to change the regularly scheduled monthly Board of Mayor and Alderman meeting to November 1, 2022, at 7:00 pm due to the election. Alderman Pace seconded the motion. All approved. Motion carried.

Departmental Reports:

1. **Code Enforcement:** The Board reviewed the report as presented. Administrator Woerner advised the Board that Code Official Mark Daugherty passed his exam on the first try on the 2018 International Residential Codes.
2. **Fire Department:** Chief McMillian reviewed the report as presented. Chief McMillian advised the Board of the following: He has had the opportunity to meet and be welcomed by everyone. Advised that Lt. Chance Hall is doing a great job with grants.
3. **Parks Department:** Director Isbell reviewed the report as presented. Director Isbell advised the Board of the following: Softball and soccer are in full swing and doing great. Art registration is open, the pop-up farmer's market was good, but they did have a few people cancel due to weather. Autumn in Atoka will be on October 1, 2022, Howard's Tinting will be hosting a Show and Shine Car Show. The annual food truck festival will be held on October 1, 2022. Doggie Day at the Splash Pad will be on October 1, 2022, held by the Tipton County Animal Shelter.

Director Isbell asked the Board for approval for the Komen "MORE THAN PINK Walk Where You Are" that will take place on October 29, 2022, and the "Together We Climb Unite- Bobby Jones Chiari & Syringomyelia Foundation" on November 5, 2022. Both walks will be taking place on the Greenway Trail. Alderman Feldmayer made a motion approve both walks. Alderman Pace seconded the motion. All approved. Motion carried.

4. **Police Department:** Chief Rudolph reviewed the report as presented. Chief Rudolph advised the Board of the following: Chief Rudolph reviewed a notable arrest. Training is ongoing. Chief Rudolph advised the Board that Corporal Covarrubias had recently submitted and received on behalf of the Police Department a \$5,000 THSO Grant. The Police Department has also received blowout kits for the officers from grants that were submitted. The Police Department has been awarded \$5,000 from Keep Tennessee Beautiful.
5. **Public Works Department:** The Board reviewed the report as presented. Administrator Woerner advised the Board that the overlay is scheduled for Oak Creek Phase II and advised that Director Ellis has installed a new meter to track the flow of sewer that goes to Munford.

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

1. Mayor Walker advised that there is a special called meeting on September 27, 2022, at 6:30 pm. The Safety Committee will be meeting at 5:30 pm prior to the special called meeting.

2. Alderman Harber inquired about possibly having a Tobacco Board, currently working with MTAS to see if it is a possibility. Alderman Harber also inquired about having updates done to the water tower on Rosemark Road.
3. Alderman Pace inquired about having Code Official Mark Daugherty be added on the agenda of the Board meeting with the other directors. Alderman Pace advised about trash being an issue and inquiring as to when there would be an RFP. Administrator Woerner advised that there is a work session planned for October 4, 2022, at 6:30 pm to discuss.
4. Administrator Woerner advised the Board of the following: He was proud to have Town staff in attendance for the 9/11 Memorial in Covington. There was a depreciation discussion that was held on September 8th to discuss with all three cities the water, sewer, and utility funds, with representatives from the Comptroller's office. Mr. Woerner met with Mr. Braden from Poplar Grove on September 6th to discuss the water purchase agreement. Walker Park Stream Mitigation Project, the right of way on track 1 is complete, proofing for tracks 2, 3, and 4 are underway, taking longer because the company that was doing the initial boundaries went out of business. Multi Modal Grant, a design manager at "Region Four" has been appointed to the project. On Saturday, September 17, 2022, at 8:00 am there will be a community clean up, everyone will be meeting at the Tipton County Landfill. There will be a contest between towns within the County to see which town can collect the most trash. The focus will be on Meade Lake Road. The Planning Commission Meeting is September 15, 2022. A special called meeting for amending the FY 23 budget will be on September 27, 2022. The BZA will be meeting on October 4, 2022, at 6:00 pm.

Citizen Concerns:

1. Brett Pickard of 165 Adkison Circle wanted to welcome and congratulate Fire Chief McMillian. Mr. Pickard expressed concern about the business tax. Mr. Pickard inquired about changing from a tax to a possible permit. Mr. Pickard expressed concern for the traffic that builds up on Atoka-Idaville Road due to the no left turn on Kimbrough during peak hours.

Alderman Feldmayer motioned to adjourn the meeting. Alderman Akin seconded the motion. The meeting ended at 8:40 pm.

W. Daryl Walker, Mayor

Rachel Covarrubias, Deputy Recorder



October 11, 2022

Exhibit B

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

**Town of Atoka Beer Board Meeting
Public Hearing
September 13, 2022, 6:45 p.m.**

The Town of Atoka Beer Board met with the following members:

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

Absent: Alderman Giannini is away on military service.

Also present: Deputy Town Recorder Rachel Covarrubias, Town Administrator Marc Woerner, Town Attorney Amber Shaw, Police Chief Anthony Rudolph, Fire Chief Justin McMillian, and the attached list.

Mayor Walker called the public hearing to order at 6:45 p.m.

Old Business: None

New Business:

Application for Beer Permit- Exhibit A- Mayor Walker reviewed the application for Willis White Jr. to obtain Class C (on-site) permit for the sale of beer at Sticks and Stones, LLC located at 11180 Highway 51 S. Suite 8 in Atoka, Tennessee. Alderman Feldmayer made a motion to approve the application. Alderman Harber seconded the motion. All in favor. Motion carried.

Alderman Feldmayer made motion to adjourn. Alderman Akin seconded the motion. All approved. Motion carried.

The meeting ended at 6:55 p.m.

W. Daryl Walker, Mayor

Rachel Covarrubias, Deputy Recorder



October 11, 2022

Exhibit C

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

**Town of Atoka Board of Mayor and Aldermen
Special Called Meeting
September 27, 2022, 6:30 p.m.**

The meeting was called to order by Mayor Walker at 6:30 p.m.

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

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

Also present: Deputy Town Recorder Rachel Covarrubias, Town Administrator Marc Woerner, Chief Anthony Rudolph, Fire Chief Justin McMillian, Codes Official Mark Daugherty and attached list.

Absent: Alderman Barry Akin and Alderman Brett Giannini

Old Business: None

New Business:

Ordinances and Resolutions:

1. **Ordinance– Final Consideration-Amending the FY23 Budget– Exhibit A** – The Board had no objection to reading the ordinance by title only. The Deputy Recorder read the ordinance by title only. Alderman Feldmayer made a motion to approve the ordinance on final consideration with amending highway and streets budget to include an additional \$100,000 for an I&I study on the sewer system. Alderwoman Renfrow seconded the motion. Roll call. Harber-no, Renfrow-yes, Feldmayer-yes, Pace-yes, Giannini-absent, Akin-absent. Motion failed.

Note: Section 13(c) of the Charter requires 4 affirmative votes of the members of the Board.

2. **Ordinance -Final Consideration- Amending a Business License Privilege Tax-Exhibit B-** Mayor Walker advised to table the ordinance. Alderman Feldmayer made a motion to approve tabling the ordinance. Alderwoman Renfrow seconded the motion. Motion carried.

Alderman Feldmayer motioned to adjourn the meeting. Alderwoman Renfrow seconded the motion. The meeting ended at 6:45 pm.

W. Daryl Walker, Mayor

Rachel Covarrubias, Deputy Recorder

SUMMARY OF FINANCIAL CONDITION VS. BUDGET

For the Three Months Ending September 30, 2022

<u>General Fund</u>		3 month	% of Budget	
Revenues:		Actual	Budget	Total Budget
Property Tax		15,472	0.6%	2,480,054
Sales Tax		904,926	25.8%	3,509,742
Grants	(County Fire Grant)	44,127	58.6%	75,327
Other Revenues		265,898	21.6%	1,231,481
Total		1,230,423		7,296,604
Expenditures:				
Legislature & Judicial		18,875	27.7%	68,200
Finance & Administration		147,606	21.6%	684,025
Police		628,179	25.6%	2,452,685
Fire		614,500	32.3%	1,904,603
Planning & Inspection		54,608	13.4%	407,575
Streets		128,635	14.5%	884,108
Parks & Recreation		225,212	26.7%	843,110
Total		1,817,615		7,244,306
Excess Revenue Over Expenditures		-587,192		52,298
Cash on Hand at End of Period (1)		3,939,906		

<u>State Street Aid Fund</u>				
Revenue		90,621	25.2%	358,946
Expenditures		86,594	24.1%	358,946
Excess Revenue Over Expenses		4,027	0	
Cash on Hand at Beginning of Year		233,220		
Cash on Hand at End of Period		237,247		

<u>Drug Fund</u>				
Revenue		9,516	16.5%	57,672
Expenditures		0	0.0%	57,672
Excess Revenue Over Expenses		9,516	0	0
Cash on Hand at Beginning of Year		90,062		
Cash on Hand at End of Period		99,578		

(1) Does not include Park AC of:

135,134

October 11, 2022

Exhibit D

<u>Solid Waste Collections</u>				
Revenue		172,783	25.8%	670,782
Expenditures		138,448	21.1%	655,000
Excess Revenue Over Expenses		34,335	0	15,782
Cash on Hand at Beginning of Year		128,717		0
*Cash on Hand at End of Period		163,052		15,782

SUMMARY OF FINANCIAL CONDITION WATER FUND

For the Three Months Ended September 30, 2022

Cash on Hand at Beginning of Year	\$ 803,386
Cash on Hand at End of Period	\$ 833,766
Total Bonds/Notes outstanding 09/30/22	\$ 871,331

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	9/30/2022	% of Budget	Total Budget	9/30/2021
Revenues	\$ 391,720	31.10%	\$ 1,259,538	\$ 318,865
Expenses				
(353) Water Purchases	\$ 159,267	31.85%	\$ 500,000	\$ 143,010
(100's) Payroll and Benefits	\$ 84,928	29.41%	\$ 288,731	\$ 75,453
(260) Repair Maintenance Services	\$ 4,748	6.59%	\$ 72,000	\$ 14,049
(241) Utility (Electric) Operations	\$ 1,526	30.52%	\$ 5,000	\$ 1,636
(211,290,292,310) Prof Service / Office Supplies	\$ 17,259	54.96%	\$ 31,401	\$ 13,168
* Other Operating Expenses	\$ 68,003	42.18%	\$ 161,240	\$ 58,400
(540) Depreciation	\$ 50,291	25.00%	\$ 201,163	\$ 50,291
Total	\$ 386,022	30.65%	\$ 1,259,535	\$ 356,007
Net Income (loss)	\$ 5,698		\$ 3	\$ (37,142)

* Other Operating Expenses include: Uniforms - Vehicle Maintenance - Liability, Property
& Work Comp Insurance - Building Utilities & Maintenance

SUMMARY OF FINANCIAL CONDITION

SEWER FUND

For the Three Months Ended September 30, 2022

Cash on Hand at Beginning of Year	\$ 2,006,786
Cash on Hand at End of Period	\$ 1,935,715
Total Bonds/Notes outstanding 09/30/22	\$ 1,136,970

Net Income(Regulatory Basis) vs. Prior Year				
	Actual			Prior Year
	9/30/2022	% of Budget	Total Budget	9/30/2021
Revenues	\$ 409,888	30.16%	\$ 1,359,137	\$ 339,614
Expenses				
(243) Sewer Treatment Fees	\$ 90,266	49.86%	\$ 181,048	\$ 30,354
(100's) Payroll and Benefits	\$ 91,011	30.07%	\$ 302,700	\$ 75,740
(260,269) Sewer Maintenance	\$ 64,316	23.22%	\$ 277,000	\$ 58,862
(241) Utility (Electric) Operation	\$ 25,325	28.14%	\$ 90,000	\$ 24,655
(211,290,292,310) Prof Services / Office Supplies	\$ 16,226	54.38%	\$ 29,840	\$ 11,040
* Other Operating Expenses	\$ 152,989	74.72%	\$ 204,759	\$ 64,165
(540) Depreciation	\$ 68,447	25.00%	\$ 273,790	\$ 68,447
Total	\$ 508,580	37.42%	\$ 1,359,137	\$ 333,263
Net Income (loss)	\$ (98,692)		\$ -	\$ 6,351

Total - All Funds: \$ 7,467,853

* Other Operating Expenses include: Uniforms - Vehicle Maintenance - Liability, Property
& Work Comp Insurance - Building Utilities & Maintenance

General Sales Tax Revenue

October 11, 2022

Exhibit D

\$250,000

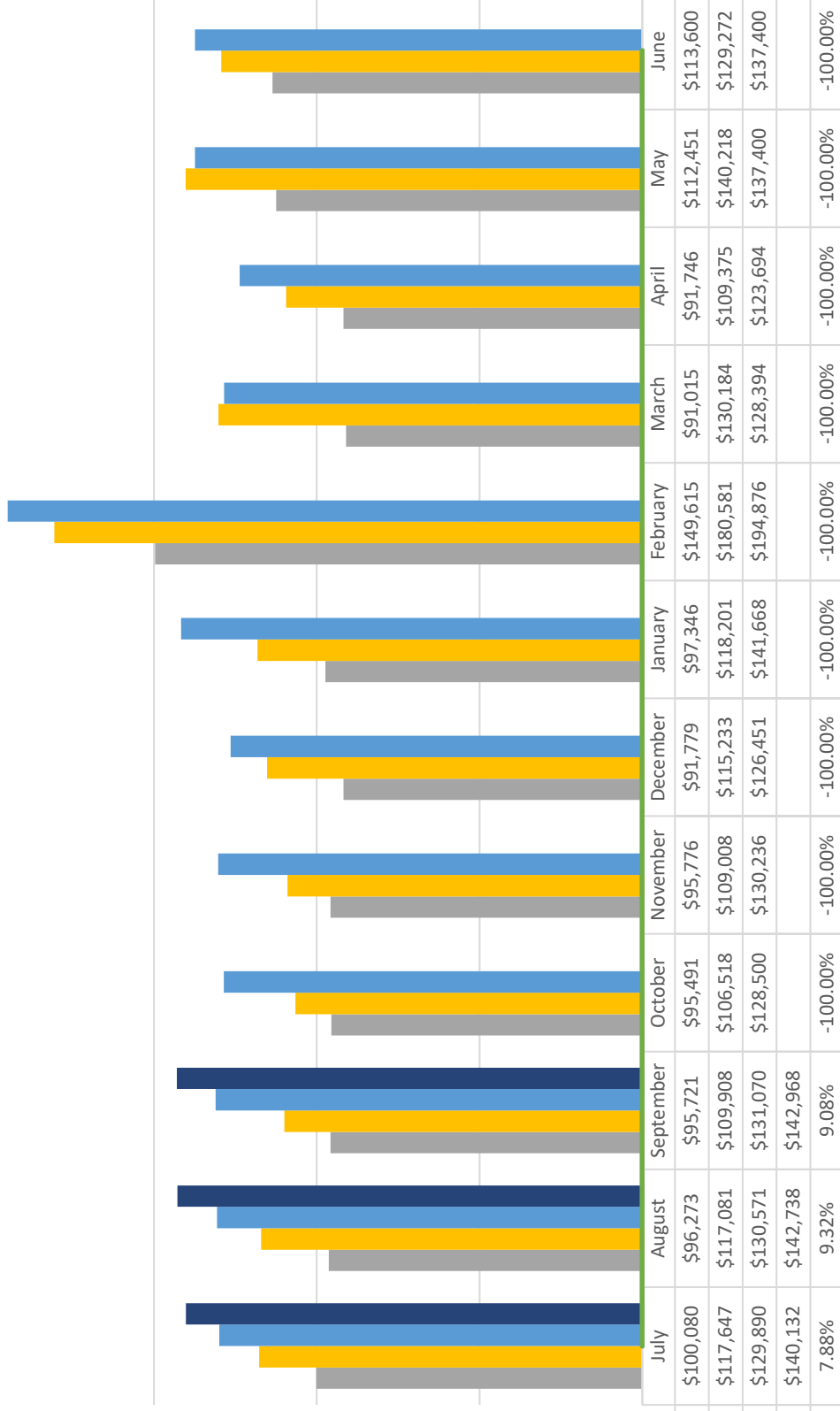
\$200,000

\$150,000

\$100,000

\$50,000

\$0

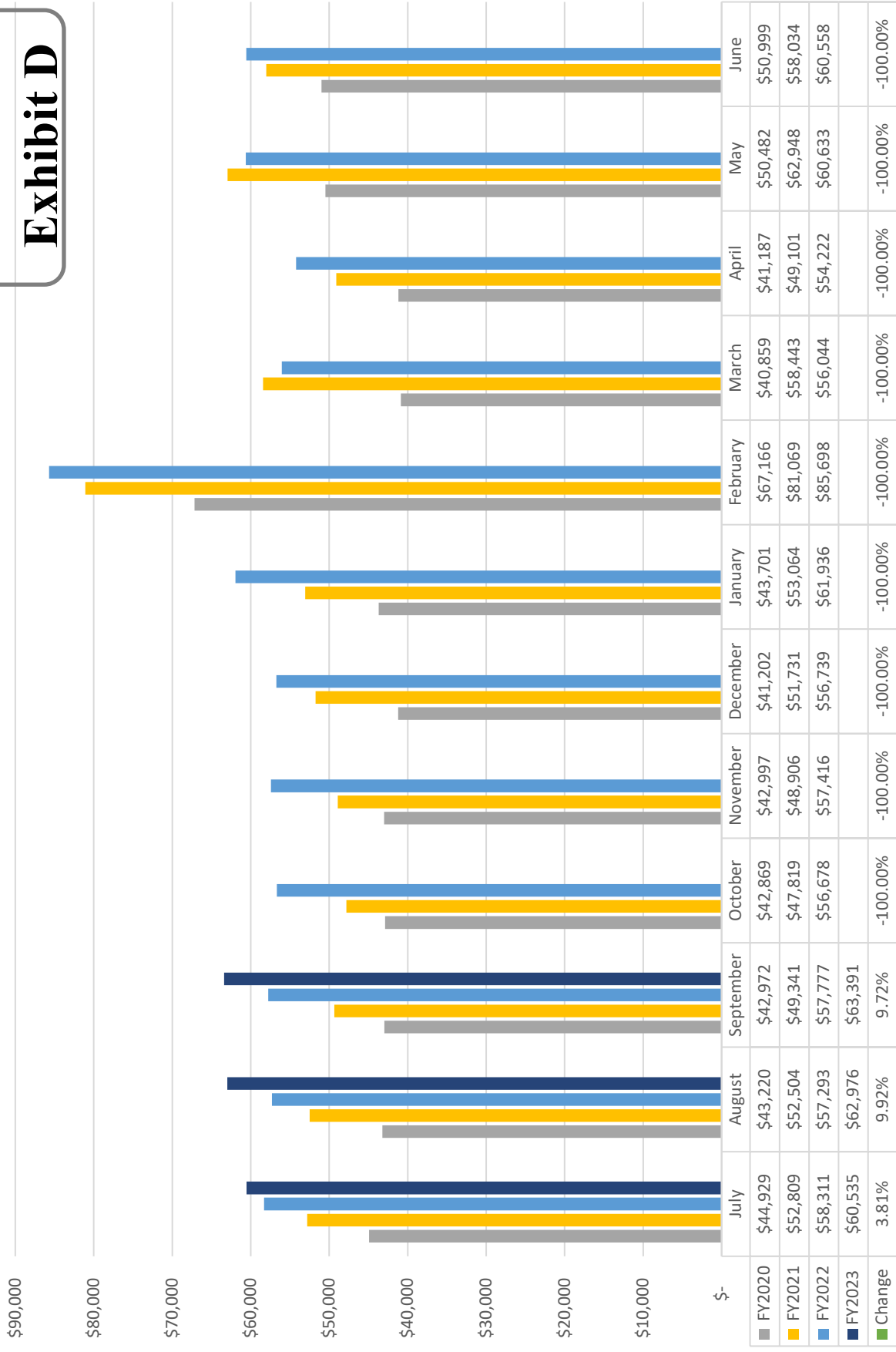


FY2020 FY2021 FY2022 FY2023 Change

Fire Tax Revenue

October 11, 2022

Exhibit D



■ FY2020 ■ FY2021 ■ FY2022 ■ FY2023 ■ Change

ORDINANCE NUMBER _____**Exhibit E****AN ORDINANCE OF THE TOWN OF ATOKA, TENNESSEE AMENDING SECTION 3 OF ORDINANCE NUMBER 22-06-02 RELATED TO APPROVED EXPENDITURES FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, on June 14, 2022, the Board of Mayor and Aldermen adopted a budget for the fiscal year 2023 and, through the course of the year, amendments to the budget have become necessary.

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

SECTION 1. Section 3 of Ordinance Number 22-06-02, passed by the Board of Mayor and Aldermen on June 014, 2022 is hereby amended to appropriate funds for the General Fund as follows:

General Fund	FY23 Adopted Budget	FY23 Amended Budget
Fire	\$1,904,603	\$2,035,603
Highways and Streets	\$884,108	\$2,694,108
Parks	\$788,110	\$1,288,110
Planning and Inspection	\$407,575	\$442,575
Police	\$2,452,685	\$2,596,685
Total Expenditures	\$6,437,081	\$9,057,081

SECTION 2. All other sections of Ordinance Number 22-06-02 shall remain as passed by the Board of Mayor and Aldermen.

SECTION 3. This ordinance shall become effective immediately upon its adoption, the public welfare requiring it.

PASSED on the First Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 13th day of September 2022.

PASSED on the Final Consideration by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee on the 11th day of October 2022.

W. Daryl Walker, Mayor

ATTEST:

Town Recorder



October 11, 2022

Exhibit F

PROCLAMATION

Domestic Violence Awareness Month

WHEREAS, Tennessee has remained in the top fifteen for domestic homicide since 2001. Tennessee reported 84 victims murdered by someone defined by law as a "domestic relationship" in 2021; and

WHEREAS, 66,838 incidents of domestic violence were reported in Tennessee and 58.5% of domestic violence cases were cleared by arrest or by exceptional means in 2021; and

WHEREAS, Females accounted for 47,837 or 71.6% of all domestic victims, males accounted for 18,950 or 28.4% of all domestic violence victims and children accounted for 7,169 or 10.7% of domestic violence victims in Tennessee in 2021; and

WHEREAS, The survivors of domestic violence should have help to find the compassion, comfort, and healing they need and domestic abusers should be held fully accountable for their crimes against persons and the community; and

WHEREAS, Our community has a civic and moral obligation to work to prevent domestic violence, to address its brutal and destructive effects, and to make ending domestic violence a community priority.

NOW, THEREFORE, In recognition of the important work being done by our community to prevent domestic violence, support survivors of domestic violence and hold perpetrators of such violence accountable for their crimes against the community, I, **W. DARYL WALKER, MAYOR OF THE TOWN OF ATOKA, TENNESSEE**, do hereby proclaim the month of October, 2022 to be:

"Domestic Violence Awareness Month"

in the Town of Atoka and call upon citizens of Atoka to become aware of this destructive force in our society and to become part of the efforts to build safe, stable, nurturing relationships and families.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND
AND HAVE CAUSED THE SEAL OF THE TOWN OF ATOKA
TO BE AFFIXED ON THIS 11TH DAY OF OCTOBER 2022:

W. Daryl Walker, Mayor

RESOLUTION NO. _____**Exhibit G****A RESOLUTION APPROVING AND SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE TENNESSEE DEPARTMENT OF TRANSPORTATION.**

WHEREAS, the Tennessee Department of Transportation has responsibility for the administration of the Transportation Alternatives Program funds which are designed to assist communities in their efforts to develop pedestrian, bicyclists, and other non-motorized forms of transportation; and

WHEREAS, the Town of Atoka, acting by and through its Board of Mayor and Aldermen, proposes to apply for 2023 Transportation Alternative Program (TAP) grant for the purpose of developing a pedestrian connector along Kimbrough Avenue and Virginius Street to connect with the sidewalks that will be developed through the MMA grant that will benefit the majority of the residents of the Town of Atoka: and

WHEREAS, the Town of Atoka will provide local financial support in conjunction with the TDOT funds to complete the project; and

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

SECTION 1. Mayor Daryl Walker is hereby authorized to execute and submit an application with appropriate assurances to the State of Tennessee, Department of Transportation, requesting Fiscal Year 2023 funds for the design and construction of a pedestrian connector along Kimbrough Avenue and Virginius Street. These features will extend through the heart of Atoka's commercial district and into its most established residential district.

SECTION 2. The Town of Atoka will be responsible for the local cash/match of 20% toward the construction of project which can be paid through other funding.

SECTION 3. Mayor Daryl Walker be and is hereby designated and appointed as Financial Officer and to perform on behalf of the Town of Atoka, Tennessee, those acts and assume such duties as are consistent with said position.

SECTION 4. The Town Recorder is hereby directed to file in her office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

SECTION 5. 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 11th day of October 2022.

Mayor

ATTEST:

Town Recorder



October 11, 2022

Exhibit H

TOWN OF ATOKA

334 Atoka-Munford Avenue

Atoka, Tennessee 38004

Phone: (901) 837-5300

www.TownofAtoka.com

TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Firefighter Part Time	Fire Department	Fire Chief
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	June 1, 2022

POSITION SUMMARY

The employee is responsible for performing entry level firefighting and basic level emergency medical assistance working in combating, extinguishing, and preventing fires, and in responding to medical emergencies that are designed to help the Town's fire Department respond effectively to fires, medical emergencies, natural disasters, man-made emergency situations, inspections, and Public Education. This position is under the supervision of the Lieutenant. The Fire Fighter works a twenty-four (24) hour shift at the assigned fire station. The work is typically performed in an office, outdoors and/or in emergency vehicles, such as trucks, pumpers, or other apparatus at the scene of fires and/or on other emergency calls. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases. The employee occasionally works near moving mechanical parts and in high, precarious places, including pitched roofs, required to climb ladders or balance, stoop, kneel, crawl, operate objects, tools or controls and reach with arms and legs and is sometimes exposed to wet and/or humid conditions. The work may require the use of protective devices, such as masks, goggles, gloves, and other firefighting gear.

MAJOR DUTIES:

- o Respond to request for emergency medical assistance in a rescue/pumper or other emergency vehicle.
- o Performs or assists with public fire prevention education classes either at schools, day cares or in-house.
- o Provide on-site care to victims of accidents, heart attacks, strokes, and other traumatic cases.
- o Respond to alarms of fire or other non-medical emergencies.
- o Remove person(s) from danger by extricating victims from vehicle accidents and prepare for transport to a hospital.
- o Provide direct hands-on support to paramedics.

- Participate in fire drills and attend classes in firefighting, emergency medical, hazardous materials, fire containment methods and techniques, handling emergencies, fire inspection methods and standards and related subjects.
- Communicates in person, via telephone, and or via two-way radio providing information and assistance or responding to requests for assistance.
- Responds to fire alarms, connects hose, holds nozzle, and directs water streams.
- Forces entry of premises for firefighting, rescue, and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- Removes persons from danger, administers first-aid to injured persons.
- Positions and climbs ladders to gain access to upper levels of buildings.
- Performs salvage operations such as throwing covers, sweeping water, and removing debris.
- Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
- Performs extremely strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting objects weighing 50 to 100 pounds.
- Performs duties requiring bending, crouching, stooping, crawling, and climbing in buildings and close quarters that may be filled with smoke.
- Participates in annual hose test, which involves unloading and reloading fire hose back on truck.
- Participates in flow testing fire hydrants, which involves taking caps off hydrant and opening hydrant and checking water flow.
- Performs general maintenance work in the upkeep of fire department property cleans and washes walls and floors, makes minor repairs, washes, and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
- Maintains all certifications and licensures required for job duties.
- Perform such other duties as may from time to time be designated or required by the Chief of Department.
- Performs other related duties as assigned
- Ability to receive directions and effectively and efficiently complete those directions.
- Ability to recognize and mediate unsafe conditions or situations.
- Ability to perform addition, subtraction, multiplication, and division and to calculate decimals and percentages.

- o Skill in using a computer and standard office equipment.
- o Skill in the training, supervision, and evaluation of personnel.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

KNOWLEDGE REQUIRED BY THE POSITION

- o Knowledge of the principles, practices, and equipment used in fire suppression.
- o Knowledge of best practices in fire prevention including existing Federal, State and Town fire codes, laws, ordinances, and accepted standards as applied to fire fighting and prevention.
- o Knowledge of basic life support.
- o Knowledge of assigned territory and current buildings, hydrants, known hazardous conditions and any other community information that may be vital in fulfilling duties of the position.
- o Ability to review, classify, categorize, prioritize, and/or analyze data and to express oneself clearly and concisely, both orally and in writing.
- o Ability to establish and maintain effective working relationships with other Town employees, subordinates, representatives of cooperating agencies and the citizenry.
- o Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- o Ability to operate heavy power tools including extrication equipment

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Must be a United States citizen, twenty-one (21) years of age or older with a high school diploma or equivalent. College education and/or degree preferred. Must have a clean record free of any misdemeanor / felony conviction involving moral turpitude.
- o State Fire Commission Certified Firefighter I and Firefighter II required for employment.
- o Emergency Medical Technician license required, must maintain EMT level licensure as a condition of continued employment.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Tennessee for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Tennessee State Fire Marshal's Office.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



October 11, 2022

Exhibit I

JASON E. MUMPOWER
Comptroller

September 27, 2022

Honorable Mayor and Board
Town of Atoka
334 Atoka Munford Avenue
Atoka, TN 38004

Honorable Mayor and Board:

We have reviewed the annual financial report on the Town of Atoka for the fiscal year ended June 30, 2021, as audited by Whitehorn Tankersley and Davis, PLLC, Certified Public Accountants. As a result, this report has been filed as part of the public records of the State of Tennessee.

Findings and recommendations were set forth by your auditor in the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters. Both are repeat observations, i.e., deficiencies that have remained uncorrected for more than one period. As officials of the municipality, you have a fiduciary responsibility to initiate corrective action. Serious efforts should be made to strengthen the municipality's internal control and ensure compliance in all areas where weaknesses or noncompliance were identified.

If you need to contact our office, please call 615.401.3051 or email Sara.Pope@cot.tn.gov. You may also send a response to this letter to the Tennessee Comptroller of the Treasury Division of Local Government Audit, Cordell Hull Building, 4th Floor, 425 Rep. John Lewis Way N., Nashville, TN 37243.

Sincerely,

A handwritten signature in black ink that reads "Sara Pope".

Sara Pope, CPA, Contract Audit Review Specialist

1590

cc: Whitehorn Tankersley and Davis, PLLC
Certified Public Accountants
PO Box 369
110 East Pleasant
Covington, TN 38019-0369

Atoka Fire Department

Atoka, TN

This report was generated on 10/5/2022 12:18:34 PM



Incident Statistics

Zone(s): All Zones | Start Date: 09/01/2022 | End Date: 09/30/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		74	
FIRE		27	
TOTAL		101	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E-11	1	1	30
E-13	0	0	25
TOTAL	1	1	55
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
23		22.77	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Town Hall Complex	0:05:38	0:12:51	
Walker Parkway	0:04:42	0:04:47	
AVERAGE FOR ALL CALLS		0:05:17	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Town Hall Complex		0:00:10	
Walker Parkway	0:00:17	0:01:04	
AVERAGE FOR ALL CALLS		0:00:31	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Atoka Fire Department		22:32	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Atoka Parks and Recreation

October Monthly Report- Calendar Year 2022-2023

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			Pop-Up Farmer's Market- July	5	N/A	\$350.00	\$50.00	
Summer-Y-Challenger-Soccer Camp		22			Pop-Up Farmer's Market- August	4	N/A	0	\$40.00	
Summer-Y-Lego 1 Camp		16			Pop-Up Farmer's Market- Sept.	3	N/A	0	\$30.00	
Summer-Y-Lego 2 Camp		17			Pop-Up Farmer's Market- Oct.		N/A			
Summer-Y-Summer-Adventure Camp		19			Pop-Up Farmer's Market- Nov.		N/A			
Summer-Y-Art Camp	20	16	\$710.00	\$1,560.00	Rock the Block-August	est. 2,000	est. 2,000	\$16,995.21	\$140.00	
Summer-Y-Blast Ball/Tball		173			Autumn in Atoka	est 500	est. 500+	TBA	\$1,940.00	
Fall-Y-Soccer Camp		39			Safe Night Out		900 bags			
Fall-Y-AYSO-Soccer	247	279		\$18,230.00	Halloween Decorating- October					
Spring-Y-AYSO-Soccer		297			Veteran's Ceremony-November		est. 50			
Fall-Y-REC-Softball	319	325		\$27,897.00	Tree Lighting-December		400+			
Spring-Y-FASA-Softball		368			Santa's Ride-Meet/Greet-December		100+			
Winter-Y-Little Sports		8			Christmas Decorating-December		9			
Summer-Y-Little Sports		25			Easter-Bunny Brunch-April		74			
Summer-A-Softball	13	9	\$3,828.41	\$5,380.00	Food Truck Festival-May		46			
Fall-Y-Art Class	21	20		\$1,805.00	BBQ Fest- April		59 teams			
Spring-Y-Art Class		32			Cops & Bobbers-May		158			
Adult-Art/Craft Class		15								
Concession Sales					<div>Current Activities: Softball and Soccer have continued. Art Class has also continue. Fall Tiny Tykes has had 2 sessions thus far.</div> <div>Current Registrations: Halloween Decorating Contest</div> <div>Upcoming Events: Pop-Up Farmer's Market on October 8th and SNO on October 28th.</div>					
Description	Current This Year	Current Year	Last Year	Current FYTD						Last FYTD
Nancy Lane Park	\$11,281.35	\$9,337.88		\$12,709.18						\$11,087.29
Walker Park	\$869.07	\$2,317.98		\$7,004.56						\$8,577.37
Rentals										
Description	Current This Year	Current Year	Last Year	Current FYTD						Last FYTD
Splash Pad-Regular	\$160.00	\$320.00		\$1,400.00	\$1,440.00					
Splash Pad-Private	\$0.00	\$200.00		\$850.00	\$1,700.00					
Softball Fields	\$260.00	\$0.00		\$1,985.00	\$85.00					
Other Facilities	\$270.00	\$0.00		\$270.00	\$0.00					
Citizen Service/Park Maintenance										
Description	Current This Year	Current Year	Last Year	Current FYTD	Last FYTD					
Q-Alert Service Request-Closed	1	2		5	4					



Atoka Police Department

68 Atoka - McLaughlin Drive



TN Incident Based Reporting System - Part 1 Crimes			
Town of Atoka	365 Days		
10/2/2022	2021	2022	+/-/=
Assault-Agg(All)	8	17	9
Assault-Agg	4	5	1
Assault-Agg DV	3	12	9
Child Abuse Agg	1	0	-1
Auto Thft	5	2	-3
Bur-Non-res	3	0	-3
Bur-Residential	7	4	-3
Bur-Bus	2	2	0
Homicide	0	0	0
Murder	0	0	0
Negligent Manslaughter	0	0	0
Justifiable Homicide	0	0	0
Larceny(All)	38	31	-7
Shoplift Fel	0	3	3
Shoplift Misd	0	9	9
Th Build	2	1	-1
Th Fr M/V	5	4	-1
Th Veh Parts	5	2	-3
Th Other Trailer	7	1	-6
Other Th/Non-Specific	19	11	-8
Rape	0	1	1
Robbery-Bus	0	0	0
Robbery-Per	0	1	1
Robbery-In	0	1	1
Carjacking	0	0	0
Part 1 Totals	63	58	-5



Atoka Police Department

68 Atoka - McLaughlin Drive



	Additional Crimes & Statistics		
Town of Atoka	Year to Year Comparison		
10/2/2022	2021	2022	+/-/=
Fraud	7	7	0
ID Theft	2	2	0
Credit Card	2	0	-2
Swindle / Scheme	3	5	2
Counterfeit / Forgery	4	5	1
Weapons	2	0	-2
MV Crash	186	175	-11
Injury	34	35	1
Hit and Run	9	17	8
Property damage	177	123	-54
Drugs / Narcotics	12	23	11
Felony	5	8	3
Misdemeanor	6	10	4
Driving under Influence	1	5	4
Additional Totals	211	210	-1
Misc Reports	224	230	6
Bus and Res Alarms	195	184	-11
Calls for Service	5,254	6,217	963

Atoka Public Works

Monthly Report - Calendar Year 2022

CUSTOMER ACCOUNTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW ACCOUNTS OPENED	13	18	13	30	20	30	20	22	22				188
EXISTING ACCOUNTS CLOSED	5	6	3	11	7	7	9	9	5				62
NET CHANGE - CUSTOMER ACCOUNTS	8	12	10	19	13	23	11	13	17	0	0	0	126

SEWER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
TANK PUMPING - VENDOR	31	30	45	33	40	37	25	39	33				313
TOTAL SEWER SERVICE ISSUES	31	30	45	33	40	37	25	39	33	0	0	0	313

SOLID WASTE SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
NEW CUSTOMERS (delivered can)	15	19	16	20	31	29	30	34	26				220
MISSSED COLLECTIONS	52	40	105	54	46	56	75	123	130				681
DAMAGED / REPLACED CANS	9	8	8	9	11	11	7	7	2				72
OTHER / TRASH	9	43	24	13	10	14	9	12	11				145
TOTAL SOLID WASTE SERVICE ISSUES	85	110	153	96	98	110	121	176	169	0	0	0	1118

WATER SERVICE ISSUES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
METER SET - PRIMARY SERVICE	2	1	4	2	3	1	0	3	1				17
METER SET - AUXILIARY SERVICE	1	0	0	1	2	3	5	0	1				13
METER MAINTENANCE	1	3	3	2	0	0	0	12	7				28
METERS REPLACED/ Antenna Added	1	2	10	1	50	0	0	2	2				68
ADJUSTMENTS	0	1	3	0	2	1	3	1	3				14
LATE PAYMENTS	653	662	646	569	633	541	646	624	660				5634
NON-PAYMENT DISCONNECTION	61	111	96	62	72	81	77	75	82				717
TOTAL WATER SERVICE ISSUES	719	780	762	637	762	627	731	717	756	0	0	0	6491

WORK ORDERS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
WATER	163	209	197	151	202	237	228	237	199				1823
SEWER	87	74	63	71	73	76	70	86	70				670
DITCHES, OTHER ISSUES	40	259	130	64	135	58	80	108	106				980
UTILITY LOCATES	71	132	134	139	153	125	86	179	168				1187
TOTAL WORK ORDERS	361	674	524	425	563	496	464	610	1153	543	0	0	5813

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	432	440	460	463	473	481	486	493	495				4223
E-BILL ACCOUNTS	1161	1175	1179	1180	1185	1195	1201	1202	1222				10700
SOLID WASTE CUSTOMERS	2931	2935	2942	2948	2957	2967	2977	2984	2993				26634
RECYCLING CUSTOMERS	2317	2324	2325	2331	2344	2355	2349	2355	2365				21065

COMMENTS