

Board of Mayor and Aldermen

Meeting Agenda

Tuesday, January 18, 2022

7:00p.m.

Invocation & Pledge of Allegiance

I. Call to Order & Roll Call

II. Approval of Minutes

- a. Regular Scheduled Board Meeting – November 9, 2021
- b. Regular Scheduled Board Meeting – December 14, 2021
- c. Special Called Meeting – December 23, 2021

III. Financial Report/Payment of Bills

- a. Financial Report
- b. Invoice Report

IV. Citizen Concerns

- a. Larrick Johnson – Downtown Improvement Grant Program

V. Departmental Reports

- a. Fire Department
- b. Police Department
- c. Public Works Department
 - i. Updated Suggested List
- d. Building Inspection/Code Enforcement
- e. Parks Department
- f. Planning Commission

VI. Old Business

VII. New Business

- a. Resolution #01112022 – To Provide a Cost Sharing Arrangement Between the Town and the Town Employees in Regard to the Cost of Medical, Vision, and Dental Insurance Provided to Town Employees and their Families
- b. Ordinance - To Amend the 2021/2022 Budget Ordinance

VIII. Miscellaneous Items from the Board of Mayor and Aldermen

a. Town Hall Overtime Report

IX. Adjourn



TOWN OF BRIGHTON

139 NORTH MAIN * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

November 9, 2021

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:02pm.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice-Mayor
Eunice Foster, Alderman
Shane Greer, Alderman

Absent

David Boone, Alderman

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
David Braden, Poplar Grove Utility
Scott Dodge, Brighton Police Captain
Blaine Max, Brighton Police Lieutenant
Grayson Huggins, Brighton Police Department
Aubrey Foreman, Brighton Public Works
Ricky Russell, Brighton Fire Chief
Daniel Moore, Brighton Fire Lieutenant
Mike Durham, Brighton Police Chief
Mallory Box, Brighton Town Clerk
Tammy French, Brighton Town Clerk
MO Eckel, Town Attorney

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Steve and Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; David Copeland, 4110 Brighton Clopton, Brighton, TN; Sarah Crocker, 145 Ben Lane, Brighton, TN; Jonathan Murphy, 136 Windward Place, Brighton, TN; Kamillah Kelly, Memphis Area Association of Governments; Boy Scout Troop 260

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, October 12, 2021

Vice Mayor Sartain made a motion to approve the minutes as written. The motion was seconded by Alderman Foster. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

The financial report was presented. Vice Mayor Sartain made a motion to approve the Town's bills as presented. The motion was seconded by Alderman Greer. All approved. Motion carried.

CITIZEN CONCERNS

Steve Gardiner, 347 Miss Helen Circle

Mr. Gardiner expressed concerns about Alderman Boone. He requested to read "on record" a timeline of public knowledge facts beginning August 5, 2020 until present date.

DEPARTMENTAL REPORTS

Fire Department: Mr. Ricky Russell, Brighton Fire Chief, presented the monthly status report (see attached report). The report included in the packet was incorrect. He had revised ones printed for the Board of Mayor and Aldermen.

Chief Russell stated they are about 50% completed with testing the fire hydrants.

Police Department: Mr. Mike Durham, Brighton Police Chief, presented the monthly status report (see attached report).

Grayson Huggins will be attending the Police Academy in January 2022.

Chief Durham requested that the money from selling the Chevy truck be appropriated to Capital Outlay 110-42100-900. This will be used as additional money to purchase the vehicles due to Ford increasing the lease amount.

Public Works Department: Mr. Johnathon Briles, Brighton Public Works Director, presented the monthly status report (see attached report).

Vice Mayor Sartain asked about Portersville. Director Briles gave an update.

Vice Mayor Sartain wanted to state on record that rock has been added to East Mathis to maintain the road.

Mr. David Braden was given the floor.

Updates were addressed for the list of suggestions below:

1. Stop purchasing 5/8" x 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.)
RESOLVED
2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters.
RESOLVED
3. Set up a methodical water meter change out program instead of changing out all small water meters.
RESOLVED
4. Stop using private lab for quarterly wastewater sample and use Munford's lab.
RESOLVED
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention
RESOLVED
6. Evaluate the number of employees needed in the field.
RESOLVED
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes.
RESOLVED
8. Adopt SOP's and Ordinances as soon as possible so that employees know how to operate the Town's facilities and also know what you expect of them.
RESOLVED
9. All delivery tickets and purchase orders for materials and services must be signed off on by receiving employee and delivered to Town Hall before invoices are paid. (No ticket, no P.O. = No pay)
RESOLVED
10. Institute a chain of command and make every employee aware of it.
RESOLVED
11. Consider changing out the meters that have 1.0 million gallons usage.
RESOLVED
12. Johnny is preparing a list of potential sewer system infiltration sites. This list will be prioritized according to the volume of infiltration and the repairs will be made accordingly.
RESOLVED
13. The Town has at least one company that has been given permission in the past to use the Town's hydrants to fill tanks.
RESOLVED
14. Johnny has started organizing all water and sewer records in an orderly fashion.
RESOLVED

15. All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected.
RESOLVED
16. Johnny and I have started working on updating the Sampling Plan to bring it into compliance with EPA's new Coliform Monitoring Rule.
RESOLVED
17. The town has to have a Drought Management Plan approved and submitted to TDEC by June 30th 2017. David Braden was verbally given approval to begin this plan.
RESOLVED
18. Apparently both pressure reducing valves at the master meter are not operating properly from time to time.
RESOLVED
19. The State Revolving Fund Loan has approved the Town for funding to replace the old asbestos cement pipe. This loan will be for \$698,400.00, paid back over 20 years at an interest rate of 0.19%. They are requesting a resolution from the Town to authorize them to undertake the rate study.
RESOLVED
20. The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017.
RESOLVED
21. The Town is required by TDEC regulation to have its elevated water tanks inspected every 5 years by a qualified person.
RESOLVED
22. The Town's Water & Sewer System is under an order from the State's Water and Wastewater Financing Board to improve its financial standing.
RESOLVED
23. The Tipton County School System has requested to connect to the Town's sewer system. In order to do this, some improvements to the Town's existing sewer system are required.
RESOLVED
24. The Town has recently experienced problems with the High School and Dale Smith Pump Stations.
RESOLVED
25. Mr. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs.
RESOLVED (PHASES 1 & 2 Completed)
Update 06/08/21: Community Development Partners and KEC are working to finalize the paperwork for the next round of grants. There doesn't appear to be any reason that this grant application won't be submitted on time.
Update 11/09/21: Last week, I spoke to Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.
26. I think that the Town desires to resolve the issue of the old car tires on the Fosters' property. In an attempt to help resolve this matter, I have received information from Mr. Leland Harris at TDEC that the State may have some grant money for such cleanup project. I am currently making contact with TDEC's Nashville office to learn more about this program. **Update 07/09/18:** Mr. Bob Fletcher with TDEC has contacted me, requesting location information for the Foster property which I have provided. I expect that a site visit will be made by TDEC within the next 30-45 days. **Update 08/14/18:** On Monday, July 30th, TDEC conducted an on-site inspection of the Foster property after a meeting chaired by County Executive Jeff Huffman. The findings of that meeting and site visit are in TDEC's MEMO dated August 2nd, 2018.
27. The Town's Water System does not have an up to date Emergency Operation Plan as required by TDEC (the health department). The proposed plan that you have before you tonight has been

developed using TAUD's template. I would ask that you consider the adopting of it at this time.

RESOLVED

28. The Town has been directed by its insurance carrier to develop a Sewer Backup Prevention Program.

RESOLVED

29. In our efforts to resolve #24, it has been discovered that an active, ongoing septic tank pumping program may be necessary to completely resolve the problem of solids in the Town's main pumping stations. Sometime in the near future, KEC, Mr. Briles and I will probably be making recommendations as to implementing this maintenance program.

RESOLVED

Alderman Foster wanted to thank Mr. Braden for his assistance with the City of Munford on getting a gas line ran on Sherrill Street.

Building / Code Enforcement: Mayor Chapman-Washam presented the monthly status report (see attached report).

Parks Department

Basketball

We are currently having basketball signups. Signups have been extended until November 12th for ages 4 to 18. The fee is \$85.00. Signups can be completed online or in person at Town Hall. You can also sign up in person at the Fall Fest.

Fall Fest

The Fall Fest was successful.

Christmas Parade

The Christmas parade is December 6th and they will be following the old route. Parade line up will start at 5:30pm and judging will begin at 6:15pm. Applications for the parade can be found online. The Mayor and Aldermen will be responsible for their own cars to ride in the parade.

Flag Retirement Ceremony

The Boy Scout Troop 260 will be holding a Flag Retirement Ceremony on Veteran's Day at 6:30pm.

Planning Commission

The minutes from the meeting held on October 26, 2021 were provided.

HWY 51 Corridor Study

Resolution #11092021 was presented to the Board of Mayor and Aldermen. This resolution is to approve and adopt the US 51/SR 3 Corridor Study. **After a brief discussion, Alderman Greer made a motion to approve and adopt the findings in Resolution #11092021. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

Flood Plain Zoning Ordinance

The Municipal Floodplain Zoning Ordinance was presented to the Board of Mayor and Aldermen.

Alderman Greer made a motion to approve the First Reading of the Municipal Floodplain Zoning Ordinance. The motion was seconded by Alderman Foster. All approved. Motion carried.

OLD BUSINESS

FYE 2022 Budget Amendment

A budget amendment was presented to the Board of Mayor and Aldermen. **Vice Mayor Sartain made a motion to approve an ordinance to amend the FYE 2022 Budget Ordinance. Ordinance #20211109 and in this to move \$6500.00 from the sale of a white Chevy for the police department (\$4000.00 to Capital Outlay and \$2500.00 to Equipment). It is also understood that they would not use the entire \$4000.00 if it's not needed. Alderman Foster seconded the motion. All approved. Motion Passed.**

NEW BUSINESS

ARP Grant

Ms. Tammy McKinney, Brighton CMFO, discussed the ARP funding. After a brief discussion, the Board of Mayor and Aldermen would like for Ms. McKinney to start an LGIP account for the funds.

Ms. Kamillah Kelly stated that Memphis Area Association of Governments is helping small towns with the documentation for the American Rescue Plan. You will need to contact either Ralph Morris or Kelvin Willis.

Additional Budget Amendment

Public Works Director Briles would like to request a budget amendment using the funds from selling the dump truck and the trailer to purchase a trench box, to repair the wall at the shop and air conditioning in the break room. **After a brief discussion Vice Mayor Sartain made a motion to go forward with ordering the trench box at the cost of \$5,254.00. The motion was seconded by Alderman Foster. All approved. Motion carried.**

FROM THE BOARD OF MAYOR AND ALDERMEN

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 8:16pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO



TOWN OF BRIGHTON

139 NORTH MAIN * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

December 14, 2021

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:02pm.

Mayor Chapman Washam announced that our Charter is currently under review. There is a discrepancy between MTAS and our attorney regarding if we have enough for a quorum when two Board members are absent. Therefore, tonight we will not be voting on anything. We will just hear from our citizens and departmental reports.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Eunice Foster, Alderman
Shane Greer, Alderman

Absent

David Boone, Alderman
Melissa Sartain, Vice Mayor

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Blaine Max, Brighton Police Lieutenant
Grayson Huggins, Brighton Police Department
Aubrey Foreman, Brighton Public Works
Ricky Russell, Brighton Fire Chief
Brad Fowler, Brighton Fire Department
Mike Durham, Brighton Police Chief
Corey Gatlin, Brighton Code Enforcer
Rikki Herbert and Shelby Combs, Eckel and Associates

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Larrick Johnson, 92 Bloomington, Brighton, TN; Dan and Jeri Taylor, 251 Portersville Rd, Brighton, TN; Alice Wakefield, 33 Huffman Drive, Brighton.. TN

CITIZEN CONCERNS

Mr. Larrick Johnson

Mr. Johnson expressed concerns about putting up "Brighton State Champion" sign on the Highway. He would like to design the sign and provide funding. He would like for the Town to offer a space for the sign.

Dan and Jeri Taylor,

Mrs. Taylor expressed concerns about property on Portersville Road.

Ms. Alice Wakefield

86 Huffman Drive

Mr. Wakefield expressed concerns about 86 Huffman Drive. There was water main break on that property the week before Thanksgiving. In October, she ordered gravel from Inman and paid to have it spread. The water main break flooded the property and washed away the gravel she had paid for. Brighton Public Works brought a different kind of gravel and the yard still has ruts in it. She would like the yard to be replaced as it was before the water main break. Director Briles stated he was waiting for the weather to get better.

8547 & 8549 Highway 51 South

Mr. Wakefield expressed concerns about septic issues for these properties. Mr. Foreman, Brighton Public Works, replied. There was a brief discussion concerning her issue.

DEPARTMENTAL REPORTS

Fire Department: Mr. Ricky Russell, Brighton Fire Chief, presented the monthly status report (see attached report).

Fire hydrant inspections are completed.

They are finalizing the grant for the air packs.

Alderman Greer asked what a "good intent" call meant. Chief Russell replied that's when someone calls in and thought they saw smoke but it was a false alarm.

Alderman Foster asked all departments to let the Board know of any safety precautions, equipment, etc that they need in order to keep their department within code.

Police Department: Mr. Mike Durham, Brighton Police Chief, presented the monthly status report (see attached report).

Chief Durham stated they have three officers out. One of those being light duty.

Officer Baskin was elected "Officer of the Year" by the Government Highway Safety.

Public Works Department: Mr. Johnathon Briles, Brighton Public Works Director, presented the monthly status report (see attached report).

Alderman Foster asked why his department didn't have signs that say SLOW/STOP when they work on the roads. Director Briles said he has ordered new ones but they are currently on back order.

Alderman Foster asked "what is the capacity of our sewer system?" Director Briles replied that he would have to get back with him. This was followed with a brief discussion.

Updates were addressed for the list of suggestions below:

1. Stop purchasing 5/8" x 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.)
RESOLVED
2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters.
RESOLVED
3. Set up a methodical water meter change out program instead of changing out all small water meters.
RESOLVED
4. Stop using private lab for quarterly wastewater sample and use Munford's lab.
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5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention
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RESOLVED

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25. Mr. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs.

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Update 06/08/21: Community Development Partners and KEC are working to finalize the paperwork for the next round of grants. There doesn't appear to be any reason that this grant application won't be submitted on time.

Update 11/09/21: Last week, I spoke to Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update 12/14/21: Last week, I spoke with Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

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TDEC's Nashville office to learn more about this program. **Update 07/09/18:** Mr. Bob Fletcher with TDEC has contacted me, requesting location information for the Foster property which I have provided. I expect that a site visit will be made by TDEC within the next 30-45 days. **Update 08/14/18:** On Monday, July 30th, TDEC conducted an on-site inspection of the Foster property after a meeting chaired by County Executive Jeff Huffman. The findings of that meeting and site visit are in TDEC's MEMO dated August 2nd, 2018.

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RESOLVED

Mr. Evan Johnsey with Alexander, Thompson & Arnold will be providing the Water System Expenses shortly so that the AWWA Water Audit can be finalized for the FY 2021 Audit.

Building / Code Enforcement: Mr. Gatlin, Code Enforcer, presented the monthly status report (see attached report).

Mr. Gatlin wanted to let the Board know that his classes has started.

Parks Department

Basketball

Basketball will begin on Saturday. There's about 80-85 players ranging from 5 – 18.

Planning Commission

None.

OLD BUSINESS

None.

NEW BUSINESS

None

FROM THE BOARD OF MAYOR AND ALDERMEN

Mayor Chapman Washam stated she has witnessed some children entering and exiting the 2 story building (Old Brighton High). She mentioned it so that Public Works would know to secure the building.

Alderman Greer asked about the two hours of overtime for Fire Lieutenant Moore which was the same day as our previous month's Board Meeting. Fire Chief Russell responded that he was on duty that night and Lieutenant Moore could respond to a call if he received one.

ADJOURNMENT

The meeting was over at 8:00pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO



TOWN OF BRIGHTON

139 NORTH MAIN * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

SPECIAL CALLED MEETING

December 23, 2021

11:00 AM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 11:00a.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice Mayor
Eunice Foster, Alderman
Shane Greer, Alderman

Absent

David Boone, Alderman

Others Attending: Tammy McKinney, CMFO

Guests: Robert and Rachel Young, 386 Old Hwy 51, Brighton, TN; Gus Smith, 147 Phillips Street, Brighton, TN; Lauren Flanagan, 82 S Main St, Brighton, TN

NEW BUSINESS

Resolution #12232021 adopting the Tipton County Hazard Mitigation Plan was presented to the Board of Mayor and Aldermen. **Alderman Greer made a motion to approve Resolution #12232021. Vice Mayor Sartain seconded the motion. All approved. Motion passed.**

ADJOURNMENT

Alderman Greer made a motion to adjourn the meeting. Vice Mayor Sartain seconded the motion. All approved. Motion passed. The meeting adjourned at 11:09am.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO

ACCOUNT BALANCES

[illegible]

Town of Brimcom
Invoice Listing By GL Account

User: Leah Ruysse
Date/Time: 1/3/2022 8:54 AM
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Employee Deduction

GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
110-21220	UHS Premium Billing	737	499098436207	12/22/2021	\$3,305.58
			Totals For Function	21220	\$3,305.58
110-36210	EMILY SEWARD	1295	12072021C	12/07/2021	\$50.00
110-36210	SHELA PINNER	1300	12212021	12/21/2021	\$50.00
110-36210	KIM SCOTT	1292	12012021J	12/01/2021	\$50.00
			Totals For Function	36210	\$150.00
110-41100-148	University Of Tennessee- Martin	743	12012021g	12/01/2021	\$750.00
110-41100-280	Stephanie Washam	588	12022021	12/02/2021	\$62.08
110-41100-280	Stephanie Washam	588	12022021	12/02/2021	\$164.37
110-41100-280	Stephanie Washam	588	12022021	12/02/2021	\$69.54
			Totals For Function	41100	\$1,045.99
110-41700-142	Mutual Of Omaha	451	001291816997	12/28/2021	\$9.00
110-41700-142	UHS Premium Billing	737	499098436207	12/22/2021	\$359.23
110-41700-148	Business Card	70	12222021	12/22/2021	\$378.00
110-41700-200	AT&T Mobility	20	287306422097X12	12/22/2021	\$42.79
110-41700-200	Sandstorm	652	43017	12/02/2021	\$79.34
110-41700-200	King Engineering	387	11932	12/08/2021	\$72.82
110-41700-231	The Leader	628	12072021	12/07/2021	\$124.00
110-41700-245	Sandstorm	652	43017	12/02/2021	\$19.20
110-41700-245	Sandstorm	652	43017	12/02/2021	\$35.00
			Totals For Function	41700	\$1,119.38
110-41900-142	Mutual Of Omaha	451	001291816997	12/28/2021	\$36.00
110-41900-142	UHS Premium Billing	737	499098436207	12/22/2021	\$723.20
110-41900-200	Sandstorm	652	43017	12/02/2021	\$25.00
110-41900-200	Sandstorm	652	43017	12/02/2021	\$306.02
110-41900-200	Grose Fire Protection	173	64886	12/09/2021	\$121.25
110-41900-200	Business Card	70	12222021	12/22/2021	\$10.00
110-41900-211	U.S. Post Office	727	12082021A	12/08/2021	\$58.00
110-41900-235	Business Card	70	12222021	12/22/2021	\$30.00
110-41900-235	Business Card	70	12222021	12/22/2021	\$35.00
110-41900-236	South Tipton County Chamber of Commerce	569	12022021	12/02/2021	\$200.00

Cleaning Refund- Community Center

Legislative

Planning: Zoning

Financial Admin

Town of Brighton
Invoice Listing By GL Account

User: Leah Hovse
Date/Time: 1/3/2022 8:54 AM
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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
110-41900-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$144.57
110-41900-244	City Of Munford	110	12062021D	12/06/2021	\$50.36
110-41900-245	AT&T Mobility	20	287306422097X12	12/22/2021	\$47.82
110-41900-245	Sandstorm	652	43017	12/02/2021	\$19.20
110-41900-245	Sandstorm	652	43017	12/02/2021	\$175.00
110-41900-245	The Leader	628	12272021	12/28/2021	\$77.00
110-41900-245	Comcast	172	12142021	12/14/2021	\$360.60
110-41900-252	Eckel and Associates, PLLC	1114	1218	12/01/2021	\$125.00
110-41900-260	JAN-PRO DEVELOPMENT OF MEMPHIS & MIDSOUTH	1270	118785	12/23/2021	\$325.00
110-41900-260	HALEY ELECTRIC	1246	0998	12/28/2021	\$190.00
110-41900-260	JAN-PRO DEVELOPMENT OF MEMPHIS & MIDSOUTH	1270	117928	12/01/2021	\$325.00
110-41900-300	OASIS CUSTOM SIGNS	1296	143	12/09/2021	\$60.00
110-41900-300	Dollar General-Regions 410526	423	12142021	12/14/2021	\$34.40
110-41900-300	Dollar General-Regions 410526	423	12142021	12/14/2021	\$15.00
110-41900-300	Dollar General-Regions 410526	423	12142021	12/14/2021	\$39.90
110-41900-310	JD Distributors, Inc	383	468776	12/23/2021	\$23.34
110-41900-310	JD Distributors, Inc	383	467398	12/09/2021	\$36.98
110-41900-310	Tops Business Systems	633	33392	12/21/2021	\$249.96
	Police		Totals For Function	41900	\$3,843.60
110-42100-142	Mutual Of Omaha	451	001291816997	12/28/2021	\$72.00
110-42100-142	UHS Premium Billing	737	499098436207	12/22/2021	\$2,754.38
110-42100-200	Munford Tire & Towing	425	105861	12/07/2021	\$225.00
110-42100-200	Sandstorm	652	43017	12/02/2021	\$15.00
110-42100-200	Sandstorm	652	43017	12/02/2021	\$19.20
110-42100-200	Sandstorm	652	43017	12/02/2021	\$249.35
110-42100-200	NEXTRAQ	805	AT1433861	12/21/2021	\$279.64
110-42100-200	Southern Automated Systems	600	202110050-A	12/02/2021	\$852.00
110-42100-211	U.S. Post Office	727	12082021A	12/08/2021	\$58.00
110-42100-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$83.44
110-42100-244	City Of Munford	110	12062021D	12/06/2021	\$92.75
110-42100-245	Verizon Wireless	746	9895426486	12/30/2021	\$272.00

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110-42100-245	Sandstorm	652	43017	12/02/2021	\$105.00
110-42100-252	Eckel and Associates, PLLC	1114	1218	12/01/2021	\$125.00
110-42100-260	AUTOZONE	1124	2082800818	12/14/2021	\$8.69
110-42100-260	AUTOZONE	1124	2082800805	12/14/2021	\$146.70
110-42100-260	Nice Tintz	483	1831	12/07/2021	\$310.00
110-42100-300	THE POLICE AND SHERIFFS PRESS	1152	154379	12/15/2021	\$17.58
110-42100-310	JD Distributors, Inc	383	467398	12/09/2021	\$18.00
110-42100-329	Jonathan Blaine Max <i>Fire Dept</i>	1103	12182021	12/21/2021	\$49.74
			Totals For Function	42100	\$5,753.47
110-42200-142	Mutual Of Omaha	451	001291816997	12/28/2021	\$27.00
110-42200-142	UHS Premium Billing	737	499098436207	12/22/2021	\$718.46
110-42200-148	Tennessee Fire Service & Codes Enforcement Academy	663	9801	12/28/2021	\$80.00
110-42200-162	Jacob Coley	1022	12012021c	12/01/2021	\$500.00
110-42200-162	TRISTEN PAINE	1289	12012021E	12/01/2021	\$500.00
110-42200-162	JEREMY CATES	1288	12012021D	12/01/2021	\$500.00
110-42200-162	ANDREW ROBINSON	1290	12012021F	12/01/2021	\$250.00
110-42200-162	Corey Gatlin	129	12012021	12/01/2021	\$500.00
110-42200-162	CHASE GIBSON	1291	12012021G	12/01/2021	\$500.00
110-42200-162	Kristin Stang	1236	12012021a	12/01/2021	\$500.00
110-42200-162	Justin Spittler	923	12012021b	12/01/2021	\$500.00
110-42200-200	Tennessee Association of Rescue Squads	950	12142021	12/14/2021	\$195.00
110-42200-200	nexAir, LLC	461	12142021	12/14/2021	\$75.38
110-42200-200	ESO SOLUTIONS, INC.	1108	66366	12/07/2021	\$970.73
110-42200-200	Sandstorm	652	43017	12/02/2021	\$19.20
110-42200-200	Sandstorm	652	43017	12/02/2021	\$79.34
110-42200-200	NEXTRAQ	805	AT1433861	12/21/2021	\$171.78
110-42200-211	U.S. Post Office	727	12082021A	12/08/2021	\$58.00
110-42200-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$199.72
110-42200-244	City Of Munford	110	12062021D	12/06/2021	\$326.44
110-42200-245	Sandstorm	652	43017	12/02/2021	\$105.00
110-42200-245	Sandstorm	652	43098	12/14/2021	\$965.16

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110-42200-252	Eckel and Associates, PLLC	1114	1218	12/01/2021	\$125.00
110-42200-300	Brighton Lumber Co.	63	1057595	12/07/2021	\$62.49
110-42200-310	JD Distributors, Inc	383	467398	12/09/2021	\$18.00
110-42200-326	Municipal Emergency Services Depository account	975	1651371	12/07/2021	\$146.64
110-42200-326	Midsouth Solutions	447	174558	12/07/2021	\$196.50
110-42200-326	Stitch-N-Time	566	153839	12/14/2021	\$352.00
	<i>Streets</i>		Totals For Function	42200	\$8,641.84
110-43100-142	UHS Premium Billing	737	499098436207	12/22/2021	\$400.00
110-43100-200	WOODLAWN LAWN CARE	1185	21125	12/02/2021	\$100.00
110-43100-247	C & C Equipment Rental, Inc.	155	154547	12/14/2021	\$1,210.13
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$28.28
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$2.91
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$3.95
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$3.47
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$2.98
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$30.41
110-43100-247	Southwest Tennessee Electric	562	12062021	12/06/2021	\$85.57
110-43100-260	Home Depot Credit Services	319	12212021A	12/21/2021	\$55.00
110-43100-260	Tipton County Sanitation	955	2769	12/22/2021	\$7.00
110-43100-300	R & L Transport Co. Inc.	539	12648A	12/22/2021	\$130.00
	<i>P.R.</i>		Totals For Function	43100	\$2,059.70
110-44700-200	NEXTRAQ	805	AT1433861	12/21/2021	\$9.74
110-44700-200	SECURITY SOLUTION, INC.	999	080199	12/21/2021	\$40.00
110-44700-200	Business Card	70	12012021K	12/01/2021	\$49.00
110-44700-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$76.02
110-44700-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$29.43
110-44700-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$70.60
110-44700-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$34.21
110-44700-241	Southwest Tennessee Electric	562	12062021	12/06/2021	\$199.72
110-44700-244	City Of Munford	110	12062021D	12/06/2021	\$72.05
110-44700-244	City Of Munford	110	12062021D	12/06/2021	\$35.57

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110-44700-244	City Of Munford	110	12062021D	12/06/2021	\$196.28
110-44700-260	Home Depot Credit Services	319	12092021a	12/09/2021	\$19.47
110-44700-302	AMAZON CAPITAL SERVICES	1293	1469-73CV-YLCR	12/01/2021	\$109.99
110-44700-302	Wayne's Candy Co., Inc.	763	110224	12/01/2021	\$993.60
110-44700-302	Home Depot Credit Services	319	12212021A	12/21/2021	\$368.98
110-44700-302	Home Depot Credit Services	319	12212021A	12/21/2021	\$143.20
110-44700-302	Home Depot Credit Services	319	12212021A	12/21/2021	\$49.00
110-44700-302	DOUGLAS OAKS GARDEN SHED	1294	BCE653G3HWWCC	12/07/2021	\$172.00
110-44700-302	Business Card	70	12222021	12/22/2021	\$69.85
110-44700-304	Cetrice Bounds	1298	12212021A	12/21/2021	\$315.00
110-44700-304	Rodney Bounds	1299	12202021	12/20/2021	\$140.00
110-44700-304	Rodney Bounds	1299	12202021	12/20/2021	\$105.00
110-44700-304	CARROT TOP DESIGNS	818	2021146	12/22/2021	\$10.00
110-44700-304	CARROT TOP DESIGNS	818	2021143	12/21/2021	\$780.00
110-44700-304	Rodney Bounds	1299	12212021	12/21/2021	\$315.00
110-44700-304	Cetrice Bounds	1298	12202021	12/20/2021	\$105.00
110-44700-304	Cetrice Bounds	1298	12202021	12/20/2021	\$140.00
			Totals For Function	44700	\$4,648.71
			Totals For Fund	110	\$30,568.27
121-43100-247	Southwest Tennessee Electric	562	12012021H	12/01/2021	\$3,195.79
			Totals For Function	43100	\$3,195.79
			Totals For Fund	121	\$3,195.79
413-21411	Town of Brighton	640	12152021	12/01/2021	\$25,307.59
			Totals For Function	21411	\$25,307.59
413-23200	Division of State Government Finance	1025	12202021A	12/07/2021	\$295.00
			Totals For Function	23200	\$295.00
413-23210	Division of State Government Finance	1025	12202021	12/07/2021	\$2,159.00
			Totals For Function	23210	\$2,159.00
413-52300-142	Mutual Of Omaha	451	001291816697A	12/28/2021	\$45.00
413-52300-142	UHS Premium Billing	737	499098436207A	12/22/2021	\$2,757.90

Streets

Water & Sewer

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413-52300-142	Billy Ridgell	1232	12072021d	12/07/2021	\$578.47
413-52300-200	Grose Fire Protection	173	64887	12/09/2021	\$56.70
413-52300-200	NEXTRAQ	805	AT1433861A	12/21/2021	\$239.94
413-52300-200	CREDENTIAL CHECK CORPORATION	1158	276218	12/21/2021	\$31.52
413-52300-200	Sandstorm	652	43017A	12/02/2021	\$135.95
413-52300-211	U.S. Post Office	727	12282021	12/28/2021	\$30.10
413-52300-211	U.S. Post Office	727	12282021	12/28/2021	\$350.27
413-52300-211	U.S. Post Office	727	12082021	12/08/2021	\$58.00
413-52300-231	The Leader	628	12072021A	12/07/2021	\$174.00
413-52300-241	Southwest Tennessee Electric	562	12092021d	12/09/2021	\$30.96
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$30.29
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$28.17
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$29.85
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$33.60
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$41.79
413-52300-241	Southwest Tennessee Electric	562	12012021I	12/01/2021	\$113.92
413-52300-241	Southwest Tennessee Electric	562	12012021I	12/01/2021	\$30.29
413-52300-241	Southwest Tennessee Electric	562	12012021I	12/01/2021	\$486.75
413-52300-241	City Of Munford	110	12062021C	12/06/2021	\$1,521.47
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$56.09
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$29.43
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$42.24
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$1,000.35
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$286.52
413-52300-241	Southwest Tennessee Electric	562	12092021C	12/09/2021	\$85.78
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$27.61
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$40.56
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$41.90
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$29.28
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$69.03
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$62.00
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$488.95

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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$199.71
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$90.80
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$27.94
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$51.95
413-52300-241	Southwest Tennessee Electric	562	12062021A	12/06/2021	\$45.70
413-52300-243	City Of Munford	110	12062021C	12/06/2021	\$47.37
413-52300-245	Tennessee One-Call System	649	32515	12/21/2021	\$635.44
413-52300-245	AT&T Mobility	20	12222021	12/22/2021	\$421.19
413-52300-245	Sandstorm	652	43017A	12/02/2021	\$89.20
413-52300-252	Eckel and Associates, PLLC	1114	1218A	12/01/2021	\$125.00
413-52300-260	AUTOZONE	1124	2082793441	12/14/2021	\$168.56
413-52300-260	AUTOZONE	1124	2082809374	12/21/2021	\$203.92
413-52300-260	Waypoint Analytical, Inc	236	1180177	12/22/2021	\$80.00
413-52300-260	Mid-South Septic Services	453	47570	12/21/2021	\$4,964.80
413-52300-260	Brighton Lumber Co.	63	1058120	12/21/2021	\$33.56
413-52300-260	R & L Transport Co. Inc.	539	12612	12/08/2021	\$282.96
413-52300-260	Mid-South Septic Services	453	46897	12/08/2021	\$1,313.10
413-52300-260	BIRDS MILLINGTON TRANSMISSION	1297	00136	12/14/2021	\$1,850.00
413-52300-260	Mid-South Septic Services	453	47069	12/08/2021	\$932.15
413-52300-260	AUTONATION FORD MEMPHIS	1271	1063675	12/08/2021	\$5.51
413-52300-260	C & C Equipment Rental, Inc.	155	154097	12/14/2021	\$42.39
413-52300-260	Business Card	70	12272021A	12/28/2021	\$148.44
413-52300-260	Business Card	70	12272021A	12/28/2021	\$47.64
413-52300-260	C & C Equipment Rental, Inc.	155	154080	12/14/2021	\$43.73
413-52300-260	AUTOZONE	1124	2082805685	12/14/2021	\$48.38
413-52300-260	Mid-South Septic Services	453	47691	12/22/2021	\$250.00
413-52300-260	Mid-South Septic Services	453	47025	12/08/2021	\$250.00
413-52300-260	Mid-South Septic Services	453	47024	12/08/2021	\$1,432.90
413-52300-260	C & C Equipment Rental, Inc.	155	154565	12/14/2021	\$171.71
413-52300-260	Mid-South Septic Services	453	47186	12/08/2021	\$250.00
413-52300-290	Poplar Grove Utility	494	12092021	12/09/2021	\$66.00
413-52300-290	Poplar Grove Utility	494	12072021B	12/07/2021	\$55.00

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413-52300-300	Brighton Lumber Co.	63	1057871	12/14/2021	\$82.66
413-52300-300	Brighton Lumber Co.	63	1057781	12/14/2021	\$11.07
413-52300-300	R & L Transport Co. Inc.	539	12624	12/14/2021	\$130.00
413-52300-300	AUTOZONE	1124	2082804701	12/14/2021	\$17.47
413-52300-300	National Industrial & Safety Supply	1212	23837	12/30/2021	\$149.00
413-52300-300	G & C Supply	277	6847034	12/22/2021	\$1,157.18
413-52300-300	Business Card	70	12272021A	12/28/2021	\$149.99
413-52300-300	Home Depot Credit Services	319	12212021B	12/21/2021	\$171.62
413-52300-300	CORE & MAIN	1013	P919621	12/08/2021	\$4,034.08
413-52300-300	G & C Supply	277	6844258	12/14/2021	\$365.68
413-52300-300	G & C Supply	277	6844257	12/14/2021	\$2,031.06
413-52300-300	Greenpoint AG	463	703562	12/08/2021	\$96.55
413-52300-300	Haddad's Dept Store	315	0107607	12/14/2021	\$48.60
413-52300-300	R & L Transport Co. Inc.	539	12648	12/22/2021	\$130.00
413-52300-300	Brighton Lumber Co.	63	1057784	12/14/2021	\$12.19
413-52300-300	G & C Supply	277	6844801	12/14/2021	\$1,383.96
413-52300-300	Home Depot Credit Services	319	12092021b	12/09/2021	\$292.09
413-52300-300	Home Depot Credit Services	319	12092021b	12/09/2021	\$192.06
413-52300-300	Home Depot Credit Services	319	12092021b	12/09/2021	\$237.50
413-52300-300	Greenpoint AG	463	704799	12/14/2021	\$4.00
413-52300-300	G & C Supply	277	6845763	12/14/2021	\$315.00
413-52300-300	R & L Transport Co. Inc.	539	12612	12/08/2021	\$282.96
413-52300-300	G & C Supply	277	6846550	12/22/2021	\$90.48
413-52300-300	Brighton Lumber Co.	63	1058034	12/21/2021	\$24.38
413-52300-300	Greenpoint AG	463	704750	12/14/2021	\$504.45
413-52300-300	Haddad's Dept Store	315	0107706B	12/14/2021	\$28.09
413-52300-300	R & L Transport Co. Inc.	539	12657	12/30/2021	\$724.43
413-52300-300	BR Supply	1132	7119124	12/21/2021	\$60.50
413-52300-300	R & L Transport Co. Inc.	539	12633	12/14/2021	\$573.06
413-52300-300	CORE & MAIN	1013	Q018994	12/14/2021	\$225.00
413-52300-300	Brighton Lumber Co.	63	1057890	12/14/2021	\$23.39
413-52300-310	JD Distributors, Inc	383	467398A	12/09/2021	\$18.00

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413-52300-310	Sandstorm	652	43010	12/08/2021	\$251.60
413-52300-310	Capital One	749	12092021D	12/09/2021	\$218.05
413-52300-310	Dollar General-Regions 410526	423	12142021a	12/14/2021	\$92.40
413-52300-310	Dollar General-Regions 410526	423	12142021a	12/14/2021	\$76.75
413-52300-310	Tops Business Systems	633	33392A	12/21/2021	\$249.96
413-52300-312	G & C Supply	277	6845764	12/14/2021	\$248.00
413-52300-312	Home Depot Credit Services	319	12092021b	12/09/2021	\$214.92
413-52300-312	Home Depot Credit Services	319	12212021B	12/21/2021	\$655.97
413-52300-312	G & C Supply	277	6843858	12/14/2021	\$117.60
413-52300-326	National Industrial & Safety Supply	1212	23837	12/30/2021	\$238.80
413-52300-326	Haddad's Dept Store	315	0107706	12/14/2021	\$209.99
413-52300-326	Haddad's Dept Store	315	0107706	12/14/2021	\$194.99
413-52300-326	Haddad's Dept Store	315	0107720	12/14/2021	\$249.99
413-52300-326	Haddad's Dept Store	315	0107641	12/15/2021	\$499.99
413-52300-326	Haddad's Dept Store	315	0107628	12/15/2021	\$43.90
413-52300-326	Stitch-N-Time	566	153862	12/07/2021	\$32.00
413-52300-326	Haddad's Dept Store	315	0107607	12/14/2021	\$159.99
413-52300-326	Stitch-N-Time	566	153861	12/07/2021	\$96.00
413-52300-353	Poplar Grove Utility	494	12102021	12/10/2021	\$20,976.68
413-52300-630	Division of State Government Finance	1025	12202021	12/07/2021	\$32.00
413-52300-630	Division of State Government Finance	1025	12202021	12/07/2021	\$158.00
413-52300-630	Division of State Government Finance	1025	12202021A	12/07/2021	\$5.00
413-52300-630	Division of State Government Finance	1025	12202021A	12/07/2021	\$35.00
Totals For Function				52300	\$62,063.81
Totals For Fund				413	\$89,825.40
416-43150-200	Mid-South Septic Services	453	46976	12/14/2021	\$1,685.25
416-43150-260	Mid-South Septic Services	453	46961	12/08/2021	\$300.00
Totals For Function				43150	\$1,985.25
Totals For Fund				416	\$1,985.25
Grand Total					\$125,574.71

Storm Water

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Downtown Improvement Grant Program

✓ Overview

Overview

Tennessee Main Street communities and communities that have participated in the Tennessee Downtowns program in Rounds 1-6 and have an active Design Committee are eligible for a grant from the Tennessee Department of Economic and Community Development (TNECD) for downtown improvements. Grants of up to \$150,000 will be awarded to organizations that can illustrate the need for improvements and the ability to execute an effective design plan for building facades, wayfinding signage, courtyards, gateways and streetscapes.

For additional information on the Downtown Improvement Grant program, see the [application webinar](#).

[Download Webinar](#)



> Application

> Evaluation Criteria

> Process

> Eligibility



APPLICATION

July 2022 - June 2024 Program

Tennessee Downtowns is an affiliate program of:



The Tennessee Main Street Program

A Coordinating Partner of the National Main Street Center

Tennessee Department of Economic and Community Development

312 Rosa L. Parks Avenue, 27th Floor

Nashville, Tennessee 37243

*For more information, contact Nancy Williams, Tennessee Main Street Director
615.806.3185 or Nancy.Williams@tn.gov*

The Tennessee Downtowns Program

Think about the heart of your community, the traditional business district where it all got started many years ago. It is easy to recognize that this place is special and unique. The buildings, the stories, the people...all these elements combine to form a unique place rich with character that can be found nowhere else in the world. We often refer to this place as "main street" or "downtown". It is the representative physical heart of your community.

When the **Tennessee Downtowns** program talks about "main street," we are referring to **Main Street America™**, the nationally recognized downtown revitalization movement started several decades ago by the National Trust for Historic Preservation. This movement is now led by the **National Main Street Center** and is comprised of over 2,000 communities and neighborhoods across America. Here in Tennessee, 41 communities have earned official designation as a **Tennessee Main Street** community, 11 of those are Tennessee Downtown alumni communities. What that means is they have met the criteria set forth by both the National Main Street Center and the Tennessee Main Street program for managing effective downtown revitalization programs. They are busy all year working to create better downtowns for their communities to enhance quality of life, increase hometown pride, stimulate the local economy, create distinctive experiences, and reconnect with their unique heritage and sense of place.

Tennessee Main Street Designated Communities

Athens • Bolivar • Bristol • Brownsville • Centerville • Cleveland • Clifton • Clinton
Collierville • Columbia • Cookeville • Dayton • Dyersburg • Elizabethton • Fayetteville
Franklin • Gallatin • Humboldt • Greeneville • Jackson • Johnson City • Jonesborough • Kingsport
Lawrenceburg • Lebanon • Livingston • McKenzie • McMinnville • Maryville
Mount Pleasant • Murfreesboro • Morristown • Paris • Pulaski • Rogersville • Savannah
Sevierville • Sweetwater • Tiptonville • Union City • Ripley • Winchester

Earning designation as a Tennessee Main Street community requires a lot of preparation, hard work, and financial commitment and typically happens after laying extensive groundwork. All great downtown revitalization efforts must start somewhere and that's where the Tennessee Downtowns program comes in. Tennessee Downtowns is an affiliate program of Tennessee Main Street and is designed to help communities fully understand what it takes to embark on a comprehensive revitalization effort for their downtown based upon the proven National Main Street Center's Four-Point Approach™. This 24-month program coaches selected downtowns and their steering committees through the steps of launching a successful and sustainable downtown revitalization effort. Tennessee Downtowns can be a great path to becoming a designated Tennessee Main Street community, but it is not required after completing the program and participating does not automatically earn Tennessee Main Street designation.

Eligibility

Space in the Tennessee Downtowns program is limited and highly competitive. To participate in Tennessee Downtowns, communities must have not previously participated in the program and:

- Be a city located in a county that is an active participant in the ThreeStar program.
- Designate a program area (revitalization district) focused on a traditional commercial district. The district should feature a pedestrian scale and orientation that is compact in size and has a regular pattern of sidewalks that can be comfortably walked. It should also have a critical mass of buildings, at least 2/3 of which are commercial in nature, and businesses which form the foundation for revitalization efforts.
- Establish a dedicated five-member volunteer "Downtown Revitalization Steering Committee" of community leaders who will participate for the length of the program. This will involve allocating time for on-site meetings and training sessions.
- Have a designated non-profit or local government organization that will house the steering committee and serve as a conduit for the associated grant. This organization must have the financial resources to spend \$15,000 on a project which will be reimbursed through the Tennessee Downtowns program upon completion. It must also become a member of the National Main Street Center (\$350 annually).
- Illustrate interest and support from local government, chambers of commerce, merchant organizations, business and property owners within the district, and others who recognize the importance of downtown to their community and are willing to learn along with the steering committee and be involved where needed.
- Adopt a resolution by the city government to participate in the program.
- Clearly demonstrate community need for downtown revitalization ass

How to Apply

Eight to ten communities will be selected in 2022 to participate in the 24-month Tennessee Downtowns program. The selection of communities will take place through a competitive application process. The application is available online at <https://www.tn.gov/ecd/rural-development/tennessee-main-street/tennessee-downtowns.html>

Completed applications must be received by 4:30 PM CST on February 11, 2022. To apply, please follow these steps:

- Step 1:** Review the eligibility requirements and be prepared to demonstrate those in the application.
- Step 2:** Assemble your steering committee, the group responsible for preparing the application. Ask any questions regarding the program and application process before beginning.
- Step 3:** Send via email a **Letter of Intent to Apply** (sample below) to Nancy.Williams@tn.gov by **January 15, 2022.**

Step 4: Complete the online application. Answer all questions and include all requested attachments. Tell your story well! We want to learn about your community and your desires for improvement. Take good photos and include them with our application. Regardless of whether you are selected to participate in the program at this time, you will have assembled valuable reference materials for your community that can be used to further your goals.

Step 5: Make sure that you have received verification by email or phone that your application was received prior to the deadline highlighted above. Sending the Letter of Intent early will help us know about your plan to submit an application.

Step 6: Application reviews will take place during March. **Selected communities will be announced March 25, 2022.** Announcements of selected communities will be made via email and/or telephone to the primary contacts listed on the application. A TNECD press release will follow. Once that occurs, selected communities may begin their own publicity campaigns. The program will be underway July 2022 through June 2024.

Application Contact

Nancy Williams, Tennessee Main Street Director
Tennessee Department of Economic and Community Development
312 Rosa L. Parks Avenue, 27th Floor
Nashville, Tennessee 37243
Telephone: 615.806-3185
Email: Nancy.Williams@tn.gov

What to Expect if Selected

Communities selected to participate in Tennessee Downtowns will be involved in a 24-month process of learning about downtown revitalization based upon the National Main Street Center's Four Point Approach™, a successful strategy proven to work in communities of varying sizes and with different levels of resources. You can learn more about the Main Street Approach™ by visiting www.mainstreet.org

The **first 12 months** of the Tennessee Downtowns program will focus on education, building resources, and organization. The **second 12 months** will focus on a community project that will be funded by a \$15,000 reimbursable grant from TNECD. The following activities and resources will be included in the July 2022-2024 program:

Getting Started Site Visit	Each community will receive an on-site half-day visit by National Main Street Center and Tennessee Main Street staff. They will meet with the steering committee and tour the downtown. The steering committee will receive a written Preliminary Assessment following the visit.
Four Points™ Workshop	All steering committees will assemble for a full-day workshop presented by National Main Street Center staff. This workshop will serve as an introduction to the Four Point Approach™. This approach focuses on four key aspects of successful revitalization programs: Design, Economic Restructuring, Organization, and Promotion. One day of travel will be required.
Webinars	At least four webinars will be provided for the steering committees during the first 12 months. These webinars last about one hour and will include more in-depth information on the Four Points™.
SWOT Analysis	Each community will receive an on-site half-day visit by National Main Street Center staff to conduct a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats). The "Top Five" priorities for downtown will be determined. A written SWOT Analysis Report will be provided.
Work Plan Development	Each community will receive a half-day on-site visit to conduct Work Plan development. Work Plans are based on the Four Points™ and this process will generate objectives and activities the community will begin implementing during the program. It will also assist with grant planning.
Innovation Grant	Each community will receive a \$15,000 reimbursable grant to use for a project that incorporates the Four Point Approach™.
Materials & Signage	Steering committees will receive digital copies of the following materials: the <i>Revitalizing Main Street</i> book from the National Main Street Center, the <i>Main Street Board Members Handbook</i> , four committee handbooks (design, economic restructuring, organization, and promotion), PowerPoint summaries from sessions and webinars, and a Tennessee Downtowns metal community sign.
Moving Forward Report	Upon "graduating", each community will receive a "Moving Forward" report provided by National Main Street Center field staff. The report will provide written recommendations for carrying the downtown revitalization initiative forward.

APPENDIX

- **Tennessee Downtowns Q & A**
- **Sample Letter of Intent to Apply**
- **Sample Resolution for a City Council**
- **Sample Letter of Support**
- **National Main Street Center's Four Point Approach & Eight Guiding Principles**

TENNESSEE DOWNTOWNS Q & A

1. How will communities be selected to participate in the Tennessee Downtowns program?

A team of professionals will review each application based on the information provided by that community. The team will be composed of individuals with a professional background in neighborhood revitalization, economic and community development, planning, historic preservation, tourism and/or other applicable professions.

2. Who should complete the application?

It is always best to have the Downtown Revitalization Steering Committee work together as a team to complete the application. A strong application will address all the questions with clear and concise answers.

3. What if our downtown is not historic?

This program follows the National Main Street Center's Four-Point Approach™ for downtown revitalization which was originally designed to work best in a traditional commercial district setting featuring commercial buildings at least 50 years old. It is the "walkable" nature of such a district, its opportunity to incorporate a variety of uses, and its "anchor position" in the hearts and minds of citizens that make it important to the community. Downtown does not have to be officially designated a local historic district to participate in Tennessee Downtowns.

4. Can our community apply even if we have already started a downtown revitalization effort?

Yes! An established effort focusing on downtown is an important first step. If your community has started a downtown revitalization effort and is in the early stages of implementation, this program will be an excellent opportunity to learn more. However, if you have had a substantial downtown revitalization effort in place for some time, the information provided by Tennessee Downtowns may be too basic. In that case, consideration should be given to pursuing Tennessee Main Street designation. Past participants in Tennessee Downtowns and designated Tennessee Main Street communities are not eligible to apply to participate in this Tennessee Downtowns program.

5. Do we need to have paid staff for participation in Tennessee Downtowns?

No. This program is designed to work with a dedicated five-member volunteer steering committee that should comprise a broad mix of individuals from the community. Tennessee Downtowns will focus on local organizational development strategies that may eventually include board of directors, standing committees, volunteers and staff. It is not a requirement or recommended that paid staff be on board to participate in Tennessee Downtowns.

6. How much does it cost to participate in Tennessee Downtowns?

If selected to participate in Tennessee Downtowns, each community will receive a reimbursable grant of \$15,000 to complete a downtown project. The cost of the project will be reimbursed as invoices are paid. The Downtown Revitalization Steering Committee members will be required to participate in all mandatory meetings, workshops, and webinars during the 24-month program. This may involve some travel expenses to and from the one day workshop near Nashville. Tennessee Downtowns participants must also join the National Main Street Center (\$375 annually)

7. What is the difference between the Tennessee Main Street program and the Tennessee Downtowns program?

The Tennessee Main Street program designates communities that meet or exceed the National Main Street Center's standards of performance for recognition on an annual basis. This includes having a non-profit organization in place that is dedicated to the revitalization and management of downtown with a board of directors and managing staff, an annual work plan focused on implementing the Four Point Approach™, and collecting statistics on downtown progress (such as new jobs and public/private investment). Tennessee Downtowns is a learning program for communities that are just getting started with a revitalization effort. It requires a five-member steering committee to lead the effort over a 24-month period.

8. Will we automatically be designated a Tennessee Main Street community after completing the Tennessee Downtowns program?

No. Communities that participate in the Tennessee Downtowns program may wish to continue a self-initiated downtown revitalization effort at the end of the program or apply for designation as a Tennessee Main Street community through a separate application process. Communities will not automatically be accepted into the Main Street Program and it is not required to pursue that designation. Tennessee Downtowns alumni communities in good standing may be eligible for additional grants from the Tennessee Department of Economic and Community Development to continue their revitalization efforts.

SAMPLE LETTER OF INTENT TO APPLY

Tennessee Downtowns Program

The city/town of _____ intends to complete and submit an application to participate in the Tennessee Downtowns program during the July 2020 to June 2022 program year. We understand the eligibility requirements and are prepared to meet all financial and time expectations if selected to participate in this program.

Our downtown is in need of a revitalization strategy and we look forward to the learning opportunity Tennessee Downtowns can provide through resources from the Tennessee Main Street Program and National Main Street Center.

Signature of Mayor

Date

Signature of Steering Committee Chair

Date

SAMPLE RESOLUTION

(For a City Council)

A resolution authorizing _____ to submit an application to participate in the Tennessee Downtowns program, a downtown revitalization education and grant program offered by the Tennessee Main Street Program and the Tennessee Department of Economic and Community Development.

Whereas the Tennessee Downtowns program has been created to help communities fully understand what it takes to embark on a comprehensive revitalization effort for downtown through a 24-month education and grant process; and

Whereas the Tennessee Department of Economic and Community Development will be selecting Tennessee cities to participate in the Tennessee Downtowns program based on a competitive application process;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF _____, that the city:

Endorses the submission of this application and agrees to participate in the Tennessee Downtowns program if selected; and

Endorses the goal of economic revitalization of the downtown within the context of the preservation and rehabilitation of its historic buildings; and

Endorses the Downtown Revitalization Steering Committee members participation in all required meetings/training sessions for the Tennessee Downtowns program; and

Endorses (if applicable) _____ as the non-profit organization to house the Downtown Revitalization Steering Committee and serve as the financial conduit for associated grants.

[add additional provisions here]

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____.

MAYOR

CITY CLERK

SAMPLE PARTNER LETTER

["Partner" letterhead with address and contact information]

Date

Tennessee Downtowns Program
312 Rosa L. Parks Avenue, 27th Floor
Nashville, Tennessee 37243

RE: Application to the Tennessee Downtowns Program

On behalf of [the "partner"], it is my pleasure to write a letter supporting a local application to participate in the Tennessee Downtowns program.

I/We understand the value of downtown in our local economic and community development strategies. Downtown is a key asset for encouraging tourism, recruiting and retaining businesses, preserving local heritage and bringing the community together through festivals and events. Tennessee Downtowns will provide the expertise needed to embark on a comprehensive downtown revitalization effort and our community will benefit from resources, training, and technical assistance provided by the Tennessee Main Street Program and National Main Street Center.

A healthy and vibrant downtown [name of city] is important to our local economy and the quality of life of our citizens. [The "supporter"] intends to support this mission by [please explain how the support will be manifested {financial, in-kind, partnership, etc.}].

I/We will partner in the effort by [explain role here].

Thank you for considering [name of city] for participation in the Tennessee Downtowns program.

Sincerely,

[Writer's name with signature above]



The Main Street Four-Point Approach

As a unique economic development tool, the **Main Street Four-Point Approach™** is the foundation for local initiatives to revitalize their districts by leveraging local assets—from cultural or architectural heritage to local enterprises and community pride. The four points of the Main Street approach work together to build a sustainable and complete community revitalization effort.

Organization



Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district. By getting everyone working toward the same goal, your downtown revitalization program can provide effective, ongoing management and advocacy for your downtown or neighborhood business district. Through volunteer recruitment and collaboration with partners representing a broad cross section of the community, your program can incorporate a wide range of perspectives into its efforts. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

Promotion



Promotion takes many forms, but the goal is to create a positive image that will rekindle community pride and improve consumer and investor confidence in your commercial district. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of downtown to the community and surrounding region. Promotions communicate your commercial district's unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors.

Design



Design means getting downtown into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors. It takes advantage of the visual opportunities inherent in a commercial district by directing attention to all of its physical elements: public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials. An appealing atmosphere, created through attention to all of these visual elements, conveys a positive message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices in the commercial district, enhancing the district's physical appearance through the rehabilitation of historic buildings, encouraging appropriate new construction, developing sensitive design management systems, educating business and property owners about design quality, and long-term planning.

Economic Vitality



Economic restructuring strengthens your community's existing economic assets while diversifying its economic base. This is accomplished by retaining and expanding successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. Converting unused or underused commercial space into economically productive property also helps boost the profitability of the district. The goal is to build a commercial district that responds to the needs of today's consumers.

Coincidentally, the four points of the Main Street approach correspond with the four forces of real estate value, which are social, political, physical, and economic.

The Eight Principles

The National Main Street Center's experience in helping communities bring their commercial corridors back to life has shown time and time again that the Main Street Four-Point Approach succeeds. That success is guided by the following eight principles, which set the Main Street methodology apart from other redevelopment strategies. For a downtown program to be successful, it must wholeheartedly embrace the following time-tested Eight Principles.

- **Comprehensive:** No single focus — lavish public improvements, name-brand business recruitment, or endless promotional events — can revitalize downtown. For successful, sustainable, long-term revitalization, a comprehensive approach, including activity in each of Main Street's Four Points, is essential.
- **Incremental:** Baby steps come before walking. Successful revitalization programs begin with basic, simple activities that demonstrate that "new things are happening" in the commercial district. As public confidence in the downtown district grows and participants' understanding of the revitalization process becomes more sophisticated, Main Street is able to tackle increasingly complex problems and more ambitious projects. This incremental change leads to much longer-lasting and dramatic positive change in the Main Street area.
- **Self-help:** No one else will save your downtown. Local leaders must have the will and desire to mobilize local resources and talent. That means convincing residents and business owners of the rewards they'll reap by investing time and money in Main Street — the heart of their community. Only local leadership can produce long-term success by fostering and demonstrating community involvement and commitment to the revitalization effort.
- **Partnerships:** Both the public and private sectors have a vital interest in the district and must work together to achieve common goals of downtown's revitalization. Each sector has a role to play and each must understand the other's strengths and limitations in order to forge an effective partnership.
- **Identifying and capitalizing on existing assets:** Business districts must capitalize on the assets that make them unique. Every district has unique qualities like distinctive buildings and human scale that give people a sense of belonging. These local assets must serve as the foundation for all aspects of the revitalization program.
- **Quality:** Emphasize quality in every aspect of the revitalization program. This applies to all elements of the process — from storefront designs to promotional campaigns to educational programs. Shoestring budgets and "cut and paste" efforts reinforce a negative image of the commercial district. Instead, concentrate on quality projects over quantity.
- **Change:** Skeptics turn into believers and attitudes on Main Street will turn around. At first, almost no one believes downtown can really turn around. Changes in attitude and practice are slow but definite — public support for change will build as the revitalization program grows and consistently meets its goals. Change also means engaging in better business practices, altering ways of thinking, and improving the physical appearance of the commercial district. A carefully planned downtown revitalization program will help shift public perceptions and practices to support and sustain the revitalization process.
- **Implementation:** To succeed, the downtown program must show visible results that can only come from completing projects. Frequent, visible changes are a reminder that the revitalization effort is under way and succeeding. Small projects at the beginning of the program pave the way for larger ones as the revitalization effort matures, and that constant revitalization activity creates confidence in the downtown program and ever-greater levels of participation.

Appendix 4

SAMPLE COMPLETED PETITION

I, the undersigned, do hereby state that I am a registered voter of TOWN OF WESTON, that my present place of residence is truly stated opposite my signature hereto, and that I do hereby petition that the following question be placed upon the ballot and voted on at the next general election of the TOWN OF WESTON:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF WESTON FOR THE OPERATING BUDGET OF THE WESTON TOWN LIBRARY BE INCREASED BY TWELVE (\$12,000.00) DOLLARS TO THE SUM OF TWO HUNDRED THOUSAND (\$200,000.00) DOLLARS ANNUALLY.

DATE	SIGNATURE	RESIDENCE ADDRESS	WARD (IF ANY) OR ASSEMBLY DISTRICT (IN NASSAU AND SUFFOLK)	ELECTION DISTRICT	TOWN CITY
9/15/95	David O'Connor	RD 1			Weston N
9/15/95	Curtis Mark	Main St			Weston N
9/15/95	Colucci, Dawn	410 Regency			Weston
9/15/95	Bryan Piacere	123 Ruggles Rd			Weston, NY
9/15/95	Catherine Lamb	129 Ruggles Rd			Weston N
9/15/95	Irma Mosier	22 Whitney Place			Weston N
9/15/95	Barbara Lemister	46 Prospect St.			Weston
9/15/95	Marjorie Mousa	21 Whitney Pl.			Weston N
9/15/95	Cynthia VanDorn	21 Whitney Pl.			Weston N
9/15/95	Stephanie H. Regal	5 Hillside Dr			Weston, N

I, Alfred Newman, state: I am a duly qualified voter of the State of New York and I am also duly qualified to sign the petition. I now reside at 123 Amy Street which is in the — ELECTION DISTRICT, of the — WARD of the TOWN OF WESTON in the COUNTY OF EASTON.

Each of the individuals whose names are subscribed to this petition sheet containing 10 signatures, subscribed the same in my presence on the dates indicated and identified himself or herself to be the individual who signed this sheet. I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date: 9/15/95

Alfred E. Newman
Signature of Witness



PETITION TO EAST LoTHIAN COUNCIL

Subject of Petition
We, the undersigned

Signature of
Principal Petitioner

Print Name (Block Caps)

Contact Address

Signature

Print Name (Block Caps)

Contact Address

For Office Use:

Date Received:

Receiving Officer:

Petition Reference:

All Petitions should be forwarded to: Clerk to the Petitions Committee, Legal & Democratic Services, East Lothian Council, John Muir House, Haddington EH31 3HA or handed in at Main Reception, John Muir House, Haddington

BRIGHTON FIRE DEPT



2021 INCIDENT REPORT

Structure Fire	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	0	0	0	1	0	0	1	0	0	0	1	0	3
County	2	0	0	0	0	1	0	0	0	0	0	0	3
Mutual Aid	3	2	3	1	1	2	3	0	9	3	0	1	28
Totals	5	2	3	2	1	3	4	0	9	3	1	1	34
Grass Fire	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	1	0	0	0	0	1	0	1	1	0	0	0	4
County	1	0	1	1	2	2	1	0	2	0	3	3	16
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	2	0	1	1	2	3	1	1	3	0	3	3	20
Auto Fire	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	0	0	0	0	0	1	0	0	0	0	0	0	1
County	0	1	1	0	1	0	1	0	2	0	2	0	8
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	1	1	0	1	1	1	0	2	0	2	0	9
Other Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	3	5	2	5	2	8	6	4	2	5	3	0	45
County	0	4	6	4	4	1	4	1	3	0	4	1	32
Mutual Aid	4	8	2	3	4	4	3	5	1	4	11	7	56
Totals	7	17	10	12	10	13	13	14	6	9	18	8	133
MVC Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	1	1	4	2	3	6	0	5	1	1	5	3	32
County	3	3	7	5	3	1	2	1	2	2	6	3	38
Mutual Aid	1	0	0	1	0	0	0	1	0	1	2	1	7
Totals	5	4	11	8	6	7	2	6	3	4	13	7	20
EMS Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	19	11	14	21	17	18	15	26	26	21	22	18	228
County	22	20	27	26	22	28	31	37	37	46	34	45	375
Mutual Aid	1	0	0	0	0	0	0	0	1	0	0	0	2
Totals	42	31	41	47	39	46	46	45	64	67	56	63	605
TOTALS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	24	17	20	29	22	34	22	36	30	27	31	21	313
County	28	28	42	36	32	33	39	39	46	48	49	52	472
Mutual Aid	9	10	5	5	5	6	6	6	11	8	13	9	93
Department Total Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
BRIGHTON FIRE DEPT	61	55	67	70	59	73	67	81	87	83	93	82	878

Monthly Call Totals



P.O. Box 277 Brighton, TN 38011

Fire Chief Richard Russell

Office (901) 475-6536

Firechief@Townofbrighton.com

INCIDENT REPORT 2021

CODE	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
100	Fire	6	3	5	3	4	7	6	1	9	4	6	4	58
200	Over-Pressure, Rupture, Explosion, Heat	0	0	0	0	0	0	0	0	0	0	0	0	0
300	Rescue and EMS Incidents	46	35	52	54	45	53	47	70	67	71	64	69	673
400	Hazardous Codition (No Fire)	0	0	0	0	0	1	0	0	0	0	0	0	1
500	Service Call	0	4	1	0	0	2	2	4	0	0	6	1	20
600	Good Intent Call	4	8	1	5	4	0	5	0	6	5	15	8	61
700	False Alarm / False Call	5	5	7	8	6	10	7	6	1	3	2	0	60
800	Severe Weather Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	0
900	Special Incident type	0	0	1	0	0	0	0	0	4	0	0	0	5
Monthly Totals		61	55	67	70	59	73	67	81	87	83	93	82	878



Brighton Fire Department



December 2021 Overtime

Daniel Moore

12-4-21 12 HR Cover C Shift

Brad Fowler

12-6-21 24 HR Cover C Shift

12-7-21 6 HR Hydrant Mant.

12-15-21 24 HR Cover A Shift

12-16-21 12 HR Cover C Shift

12-25-21 2 HR EMS Call in

12-27-21 2 HR EMS Call in

Total HR- 82



Brighton Police Department



Monthly Report

December 2021

Information Only 3

Drugs/Narcotics 2

DUI 1

Theft/Forgery 2

Citations 60

Burglary 2

Juvenile Citations 2

Overtime 26

Warning(s) 20

Incidents 13

Parking 0

Collisions 1

Assaults 2 (simple)

Notes:

BOARD MEETING

January 11, 2022

Water:	December 2020	7.3 MG
	December 2021	9.2 MG
	Daily Avg.	297,000 Gpd

Water Leaks: (1) ¾ Service on Woodlawn.

Sewer: Septic Tank at Schools have been cleaned.
Sewer Main on Hwy 51 near R and L Transport cleaned and cleanout installed.

Drainage: Cleaned ditch on E. Kenwood Ave.
Replace/Repair sinkhole fences.

General: Repairing potholes as needed.

Cut Offs: (40)

Work Orders: (41)

December 2021 Overtime Report	Week of:	Hours of Overtime	Explanation of Overtime
PUBLIC WORKS	12/5-12/11		
Briles, Johnathon Foreman, Aubrey Ridgell, Billy Nelson, Jeff Tate, Lee	Toward Comp	3 4 6.5 3.5 0	12/6-12/10-Shop 12/10-Tree Down Old 51 12/5-12/11-Pump Stations, 12/10-Tree Down. 12/10-Tree Down Old 51
Briles, Johnathon Foreman, Aubrey Ridgell, Billy Nelson, Jeff Tate, Lee Burnett, Damon	12/12-12/18 Toward Comp	0 3.5 1.5 5 1 1 1	12/15-Meter reading, Sewer Hwy 51. 12/15-Sewer Hwy 51. 12/12-12/18-Pump Stations, Sewer Hwy 51. 12/15-Sewer Hwy 51. 12/15-Sewer Hwy 51.
Briles, Johnathon Foreman, Aubrey Ridgell, Billy Nelson, Jeff Tate, Lee Burnett, Damon	12/19-12/25 Toward Comp	0 0 0 0 0 0	
Briles, Johnathon Foreman, Aubrey Ridgell, Billy Nelson, Jeff Tate, Lee Burnett, Damon	12/27-1/1 Toward Comp	0 0 0 0 0 0	

TOWN OF BRIGHTON

Tuesday, January 11th, 2022

Suggestions to improve operations-Updated (not necessarily in order of importance):

- 1) Stop purchasing 5/8" X 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.)
RESOLVED
- 2) Have all large water meters tested, calibrated, repaired, changed out, etc.
Update: Purchase Order issued for the 14 large meters.
RESOLVED
- 3) Set up a methodical water meter change out program instead of changing out all small water meters.
RESOLVED
- 4) Stop using private lab for quarterly wastewater sample and use Munford's lab.
RESOLVED
- 5) Get Johnny Payne certified in Distribution, Collection and Backflow
RESOLVED
- 6) Evaluate the number of employees needed in the field.
RESOLVED
- 7) Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes.
RESOLVED
- 8) Adopt SOP's and Ordinances as soon as possible so that employees know how to operate the Town's facilities and also know what you expect of them.
RESOLVED
- 9) All delivery tickets and purchase orders for materials and services must be signed off on by receiving employee and delivered to Town Hall before invoices are paid. (No ticket, no P.O. = No pay.)
RESOLVED
- 10) Institute a chain of command and make every employee aware of it.
RESOLVED
- 11) Consider changing out the meters that have 1.0 million gallons usage.
RESOLVED
- 12) Johnny is preparing a list of potential sewer system infiltration sites. This list will be prioritized according to the volume of infiltration and the repairs will be made accordingly.
RESOLVED

- 13) The Town has at least one company that has been given permission in the past to use the Town's hydrants to fill tanks.
RESOLVED
- 14) Johnny has started organizing all water and sewer records in an orderly fashion.
RESOLVED
- 15) All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected.
RESOLVED
- 16) Johnny and I have started working on updating the Sampling Plan to bring it into compliance with EPA's new Coliform Monitoring Rule.
RESOLVED
- 17) The Town has to have a Drought Management Plan approved and submitted to TDEC by June 30th, 2017. With the Mayor and Board's permission, I'll begin working on this after Poplar Grove's is approved.
RESOLVED
- 18) Apparently both pressure reducing valves at the master meter are not operating properly from time to time.
RESOLVED
- 19) The State Revolving Fund Loan has approved the Town for funding to replace the old Asbestos Cement Pipe. This loan will be for \$698,400.00, paid back over 20 years at an interest rate of 0.19%. They are requesting a resolution from the Town to authorize them to undertake the rate study.
RESOLVED
- 20) The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017.
RESOLVED
- 21) The Town is required by TDEC regulations to have its elevated water tanks inspected every 5 years by a qualified person.
RESOLVED
- 22) The Town's Water & Sewer System is under an order from the State's Water and Wastewater Financing Board to improve its financial standing.
RESOLVED
- 23) The Tipton County School System has requested to connect to the Town's sewer system. In order to do this, some improvements to the Town's existing sewer system are required.
RESOLVED
- 24) The Town has recently experienced problems with the High School and Dale Smith Pump Stations.
RESOLVED

- 25) Mr. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs.

RESOLVED (PHASES 1 & 2 Completed)

Update: Community Development Partners and KEC are working to finalize the paperwork for the next round of grants. There doesn't appear to be any reason that this grant application won't be submitted on time.

Update: Last week, I spoke with Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update: Last week, I spoke with Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update: We have been told by E&CD that the grant awards will be announced in mid to late January 2022.

- 26) I think that the Town desires to resolve the issue of the old car tires on the Fosters' property. In an attempt to help resolve this matter, I have received information from Mr. Leland Harris at TDEC that the State may have some grant money for such cleanup project. I am currently making contact with TDEC's Nashville office to learn more about this program.

Update: Mr. Bob Fletcher with TDEC has contacted me requesting location information for the Foster property which I have provided. I expect the site visit will be made by TDEC within the next 30-45 days.

Update: On Monday July 30th, TDEC conducted an on-site inspection of the Foster property after a meeting chaired by County Executive Jeff Huffman. The findings of that meeting and site visit are in TDEC's MEMO dated August 2nd, 2018.

- 27) The Town's Water System does not have an up to date Emergency Operation Plan as required by TDEC (the health department). The proposed plan that you have before you tonight has been developed using TAUD's template. I would ask that you consider the adoption of it at this meeting.

RESOLVED

- 28) The Town has been directed by its insurance carrier to develop a Sewer Backup Prevention Program.

RESOLVED

- 29) In our efforts to resolve #24, it has been discovered that an active, ongoing septic tank pumping program may be necessary to completely resolve the problem of solids in the Town's main pumping stations. Sometime in the near future, KEC, Mr. Briles and I will probably be making

recommendations as to implementing this maintenance program.

RESOLVED

Mr. Evan Johnsey with Alexander, Thompson, Arnold will be providing the Water System Expenses by 01/12/22 so that the AWWA Water Audit can be finalized for the FY 2021 Audit.

David Braden



TOWN OF BRIGHTON

CODE ENFORCEMENT

COREY GATLIN

DIRECTOR OF CODE ENFORCEMENT

December 2021

MONTHLY REP

80 Carrington Ave	12/5/2021		final inspection completed	
226 Miss Helen Cir	12/13/2021		insulation inspection completed	
8307 Hwy 51	12/2/2021	13-107	lot has been mowed	
316 Bloomington Dr.	12/3/2021	13-107	progress has been made still clearing that needs to be done	
148 N. Main	12/14/2021		building permit issued	
368 Wylie Dr.	12/17/2021		building permit issued	
347 Miss Helen Cir	12/17/2021		building permit issued	
58 windward Pl	12/16/2021		final inspection completed	
34 W. Kenwood	12/28/2021		building permit issued	

RESOLUTION NUMBER 01112022

A RESOLUTION TO PROVIDE A COST SHARING ARRANGEMENT BETWEEN THE TOWN AND THE TOWN EMPLOYEES IN REGARD TO THE COST OF MEDICAL, VISION, AND DENTAL INSURANCE PROVIDED TO TOWN EMPLOYEES AND THEIR FAMILIES.

Whereas, the Town of Brighton has by tradition paid seventy percent (70%) of the cost of medical, vision and dental insurance and other health benefits provided to town employees and their families and required the employee to pay the remaining thirty percent (30%); and

Whereas, The Town of Brighton has by tradition paid one-half of the out-of-pocket expenses incurred by the employees and their families for health care expenses; and

Whereas the Board of Mayor and Aldermen wish to make changes in these policies effective January 1, 2022.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN THAT:

Effective January 1, 2022, the Town of Brighton will pay seventy percent (70%) of the cost of employee and family medical, vision and dental coverage vision and the employee will pay thirty percent (30%) of the cost.

Effective January 1, 2022, the Town of Brighton will no longer pay any amount to the employee for out-of-pocket expenses related to health care. The only contribution the Town will now make toward employee and family healthcare will be the seventy percent (70%) paid on the insurance premiums.

RESOLVED THIS 11TH DAY OF JANUARY, 2022.

Stephanie Chapman Washam, Mayor

Tammy McKinney. CMFO

Ordinance No.

AN ORDINANCE TO AMEND THE 2021-22 BUDGET ORDINANCE.

Whereas, an annual budget process appropriating funds to the various departments and division of the town government for the fiscal year beginning July 1, 2021 has been completed in accordance with state law and local ordinances;

NOW, THEREFORE BE IT ORDAINED, by the Board of Mayor and Aldermen of the Town of Brighton, Tennessee;

Section 1. That the 2021-2022 budget ordinance for the Town of Brighton is hereby amended and does allocate and appropriate additional funding; increasing the amount in the following accounts:

General Fund

Revenues:		\$1,403,285
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Intergovernmental Revenue	\$ 428,816	
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Charges for Services	13,465	
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Miscellaneous Revenue	\$ 59,804	
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Expenses:		\$1,609,865
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General Government	\$ 290,733	
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Public Safety	\$1,058,448	
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Health, Recreation & Welfare	\$ 79,934	
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Drug Fund

Expenses:		\$ 4,615
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Public Safety	\$ 4,615	
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Water & Sewer Fund

Revenues:		\$ 902,315
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Operating Revenues	\$902,315	
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Expenses:		\$1,265,332
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Water & Sewer	\$1,265,332	
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Section 2. This ordinance shall take effect upon final passage the public welfare requiring it.

First Consideration _____

Second Consideration _____

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO

21/22 Budget Amendment #2

GENERAL LEDGER ACCOUNT	DEBIT	CREDIT
GENERAL FUND:		
REVENUES		
INTERGOVERNMENTAL REVENUE		
110-33594 Sportsbetting Payment	\$2,000.00	
110-27100 Fund Balance		\$2,000.00
TOTAL	\$2,000.00	\$2,000.00
CHARGES FOR SERVICES		
110-34759 Basketball Registration	\$6,700.00	
110-34791 Special Events Sponsorships	\$5,015.00	
110-27100 Fund Balance		\$11,715.00
TOTAL	\$11,715.00	\$11,715.00
MISCELLANEOUS REVENUE		
110-36350 Insurance Recoveries	\$39,454.00	
110-27100 Fund Balance		\$39,454.00
TOTAL	\$39,454.00	\$39,454.00
TOTAL GENERAL FUND REVENUES	\$53,169.00	\$53,169.00
EXPENDITURES		
LEGISLATIVE		
110-27100 Fund Balance	\$2,057.00	
110-41100-148 Employee Education & Training		\$750.00
110-41100-280 Travel		\$1,307.00
TOTAL	\$2,057.00	\$2,057.00
PLANNING & ZONING		
110-27100 Fund Balance	\$1,000.00	
110-41700-132 Bonus		\$1,000.00
TOTAL	\$1,000.00	\$1,000.00
FINANCIAL ADMINISTRATION		
110-27100 Fund Balance	\$822.00	
110-41900-132 Bonus		\$500.00
110-41900-521 Building Insurance		\$322.00
TOTAL	\$822.00	\$822.00
TOTAL GENERAL GOVERNMENT EXPENDITURES	\$3,879.00	\$3,879.00
POLICE		
110-27100 Fund Balance	\$4,000.00	

110-42100-123 Overtime		\$4,000.00
TOTAL	\$4,000.00	\$4,000.00
FIRE		
110-27100 Fund Balance	\$10,000.00	
110-42200-123 Overtime		\$10,000.00
TOTAL	\$10,000.00	\$10,000.00
TOTAL PUBLIC SAFETY EXPENDITURES	\$14,000.00	\$14,000.00
PARKS		
110-27100 Fund Balance	\$42,734.00	
110-44700-260 Repair & Maintenance		\$37,454.00
110-44700-266 Gymnasium Repairs		\$4,030.00
110-44700-521 Building Insurance		\$1,250.00
TOTAL	\$42,734.00	\$42,734.00
TOTAL HEALTH, RECREATION & WELFARE	\$42,734.00	\$42,734.00
DRUG FUND:		
EXPENDITURES		
POLICE		
127-27100 Fund Balance	\$1,115.00	
127-42100-312		\$1,115.00
TOTAL	\$1,115.00	\$1,115.00
TOTAL DRUG FUND EXPENDITURES	\$1,115.00	\$1,115.00
WATER AND SEWER FUND:		
REVENUES		
WATER AND SEWER FUND		
413-36300 Sale of Surplus	\$5,055.00	
413-37499 Miscellaneous	\$985.00	
413-28300 Fund Balance		\$6,040.00
TOTAL	\$6,040.00	\$6,040.00
TOTAL WATER & SEWER FUND (REVENUES)	\$6,040.00	\$6,040.00
EXPENDITURES		
WATER AND SEWER FUND		
413-28300 Fund Balance	\$20,864.00	
413-52300-243 Sewer		\$9,610.00
413-52300-300 Supplies		\$6,000.00
413-52300-312 Equipment		\$5,254.00

TOTAL	\$20,864.00	\$20,864.00
TOTAL WATER & SEWER (EXPENDITURES)	\$20,864.00	\$20,864.00

Over time -City Hall employees**21-Jul**

Mallory Box

0

Tammy French

2.5

Tammy McKinney

4.5 comp time

Reason for over time

0

Reason for over time

Traffic Court

Reason for over time/comp

Board Meeting

21-Aug

Mallory Box

0

Tammy French

0

Tammy McKinney

4 comp time

Reason for over time

0

Reason for over time

0

Reason for over time/comp

Board Meeting

21-Sep

Mallory Box

0.5

Tammy French

2 comp time

Tammy McKinney

1.5 comp time

Reason for over time

court

Reason for over time

court and coworker out of the office for a week

Reason for over time/comp

Planning Commission Meeting

21-Oct

Mallory Box

0

Tammy French

0

Tammy McKinney

0 comp time

Reason for over time

Reason for over time

Reason for over time/comp

21-Nov

Mallory Box

0

Tammy French

0.75

Tammy McKinney

0 comp time

Reason for over time

Reason for over time

Traffic Court

Reason for over time/comp

21-Dec

Tammy French

0

Tammy McKinney

0.75 comp time

Reason for over time

Reason for over time/comp

Meetings