



BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

June 26, 2025 - 5:30 P.M.
City Hall, 100 Main Street E.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Welcome from the Mayor
6. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Meeting dated May 22, 2025, monthly financial report, and department reports.
7. Visitors' Comments:
8. Old Business:
 - A. SECOND READING: Ordinance 25-541: Retail Package Store Licensing
9. New Business:
 - A. DISCUSSION AND CONSIDERATION: Resolution 25-653: Personnel Policies and Procedures
 - B. DISCUSSION AND CONSIDERATION: Resolution 25-654: Commit Additional Funds to CDBG Ladder Truck Purchase Grant
 - C. DISCUSSION AND CONSIDERATION: Carter's Valley Fire Dept. Request for Turkey Shoots
 - D. DISCUSSION AND CONSIDERATION: Surplus Items
 - E. DISCUSSION AND CONSIDERATION: K-9 Drug Enforcement Grant
10. Board Comments: Mayor, Vice-Mayor, Aldermen, Staff Comments: City Manager, Asst. City Manager, City Attorney
11. Adjourn



TOWN OF MOUNT CARMEL

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

A regularly scheduled meeting of the Town of Mount Carmel, Tennessee Board of Mayor and Aldermen was held at Town of Mount Carmel City Hall, 100 East Main Street, on May 22, 2025, at 5:30p.m.

CALL TO ORDER

5:30 pm by Mayor John Gibson

INVOCATION AND PLEDGE OF ALLEGIANCE

Led by Vice-Mayor Bare and Alderman Shugart

ROLL CALL:

BMA	Present	Absent	City Administration Present
Alderman Darby Patrick	✓		Jim Stables, City Manager
Alderman Philip Binstock	✓		Joe May, City Attorney
Alderman James Cross	✓		Tyler Williams, Asst. City Manager/CFO/Recorder
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

MOTION to suspend the rules to proceed with New Business Items A and B.

Motion: Alderman Shugart

Second: Alderman Binstock

Approved: All present voting in favor

NEW BUSINESS

A. PROCLAMATION: National Police Week and Peace Officer's Memorial Day

B. PROCLAMATION: Recognizing Mount Carmel Elementary School as a Tennessee Reward School

APPROVAL and/or correction of the April 24, 2025, Board of Mayor and Aldermen meeting minutes, departmental and financial reports.

Motion: Alderman Shugart

Second: Alderman Binstock

Approved: *All present voting in favor*

VISITOR COMMENTS

Senior Center Director Sue Jarret spoke concerning the recent delivery of a new activity bus at the Senior Center.

OLD BUSINESS

- A. **SECOND READING AND PUBLIC HEARING:** Ordinance 25-540- An Ordinance of the Town of Mount Carmel, Tennessee, Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026

Motion: Alderman Shugart

Second: Alderman Binstock

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

NEW BUSINESS

- C. **DISCUSSION AND CONSIDERATION:** To enter into a contract with TDOT for reimbursement of routine maintenance of State Routes

Motion: Alderman Shugart

Second: Alderman Binstock

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

- D. DISCUSSION AND CONSIDERATION: To enter into an administration agreement with First Tennessee Development District regarding the LPRF grant at Mount Carmel Park

Motion: Alderman Shugart

Second: Alderman Binstock

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

- E. FIRST READING: Ordinance 25-541: Retail Package Store Licensing

Amendment to 8-206 to remove "Non-Profit" requirement to include any organization.

Motion: Alderman Cross

Second: Alderman Patrick

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

Amendment to strike Section 8-311, number of licenses allowed to be issued.

Motion: Alderman Cross

Second: Alderman Patrick

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		

Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

Amendment to 8-309 to define where establishments may be located as 200 feet from building to building from any church, school or other place of public gathering.

Motion: Alderman Cross

Second: Alderman Binstock

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

Amendment to 8-309 to allow permits to only be issued in commercial and business zones.

Motion: Alderman Cross

Second: Alderman Patrick

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

Approval of Ordinance as amended.

Motion: Alderman Cross

Second: Alderman Patrick

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		

Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

ADJOURN

Motion: Alderman Shugar at **6:32 P.M.**

Second: Alderman Binstock

Approved: *All present voting in favor*

Approve: _____
John Gibson, Mayor

Attest: _____
Tyler Williams, City Recorder



FINANCIAL REPORT

TOWN OF MOUNT CARMEL, TN

Month ending 05/31/2025

GENERAL FUND:

BALANCE:

Checking Account (First Horizon)	\$1,660,682.73
LGIP Investment Account	\$5,134,094.25
Capital Outlay Savings (First Horizon)	\$1,399,994.63
TOTAL:	\$8,194,771.61

DRUG FUND:

BALANCE:

Drug Fund Checking (First Horizon)	\$14,576.16
Special Drug Fund (First Horizon)	\$1,038.95
TOTAL:	\$15,615.11

SEWER FUND:

BALANCE:

Checking Account (First Horizon)	\$982,959.95
Savings/Bond Reserve 2014 (First Horizon)	\$105,577.91
Savings/Sewer Savings 2014 (First Horizon)	\$532,821.06
TOTAL:	\$1,621,358.92

GRAND TOTAL CASH ON HAND:	\$9,831,745.64
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Current Savings Rate: 3.20%

Current LGIP Rate: 4.28%

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Town of Mount Carmel
Statement of Revenues - City
May 2025

User: Tyler Williams
Date/Time: 6/16/2025 4:04 PM
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Fund : 110	General Fund		Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
						Unrealized	% Unrealized
31100	Property Taxes (Current)		1,513,000.00	(1,890.00)	(1,553,641.06)	(40,641.06)	-2.69%
31200	Property Taxes (Prior Years)		40,000.00	(5,198.64)	(49,923.68)	(9,923.68)	-24.81%
31300	Interest, And Court Cost On Prop Tax		3,500.00	(177.00)	(2,026.00)	1,474.00	42.11%
31610	Local Sales Tax		775,000.00	(62,768.63)	(632,146.22)	142,853.78	18.43%
31710	Wholesale Beer Tax		55,000.00	(5,441.84)	(38,394.85)	16,605.15	30.19%
31912	Cable TV Franchise Tax		70,000.00	(12,710.13)	(39,493.48)	30,506.52	43.58%
32610	Building Permits		7,000.00	(746.40)	(9,533.80)	(2,533.80)	-36.20%
33190	State Grants		240,000.00	(45,037.18)	(64,512.18)	175,487.82	73.12%
33191	Postal Contract		20,660.00	(1,878.25)	(20,660.75)	(0.75)	0.00%
33410	State Supplement Pay		4,800.00	0.00	(4,000.00)	800.00	16.67%
33423	STATE LPRF GRANT		200,000.00	0.00	0.00	200,000.00	100.00%
33429	GHSO HI VISABILITY FY20-21		2,000.00	(899.52)	(8,446.12)	(6,446.12)	-322.31%
33510	State Sales Tax		650,000.00	(60,751.96)	(509,159.11)	140,840.89	21.67%
33530	State Beer Tax		1,700.00	0.00	(417.79)	1,282.21	75.42%
33551	State Street Aid Revenue		160,000.00	(13,440.30)	(121,548.76)	38,451.24	24.03%
33552	State Gasoline Tax		37,000.00	(3,031.63)	(28,705.52)	8,294.48	22.42%
33558	Transportation Modernization		0.00	(244.34)	(2,188.52)	(2,188.52)	No Budget
33591	Tva Payments In Lieu Of Taxes		60,000.00	0.00	(49,867.71)	10,132.29	16.89%
33592	Special Impact Area Funds		8,000.00	(3,301.05)	(9,540.78)	(1,540.78)	-19.26%
33711	Grant from County		0.00	0.00	(15,000.00)	(15,000.00)	No Budget
33719	Library Donations		5,000.00	0.00	(5,000.00)	0.00	0.00%
33720	Fire Department Revenue		20,000.00	0.00	(77,995.00)	(57,995.00)	-289.98%
34310	State Highway Contract		33,000.00	(54,829.61)	(54,829.61)	(21,829.61)	-66.15%
34321	E-Ticket Citation Fee		800.00	0.00	0.00	800.00	100.00%
34510	Animal Control - Charges For Services		50.00	0.00	(10.00)	40.00	80.00%
35110	City Court Fines And Costs		50,000.00	(1,902.15)	(21,102.18)	28,897.82	57.80%
35112	Redflex Photo Speed Enforcement		25,000.00	(1,203.77)	(9,711.02)	15,288.98	61.16%
35140	Drug Related Fines		1,000.00	0.00	0.00	1,000.00	100.00%
35160	County Court Fines And Costs		2,000.00	0.00	(419.40)	1,580.60	79.03%
35200	Drug Contributions		1,500.00	0.00	0.00	1,500.00	100.00%
36100	Interest Earnings		25,000.00	(25,455.46)	(187,867.28)	(162,867.28)	-651.47%

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Town of Mount Carmel
Statement of Revenues - City
May 2025

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Fund : 110 General Fund		Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
36990	Miscellaneous Revenues	20,000.00	(12,184.03)	(25,571.84)	(5,571.84)		-27.86%
36991	Telecommunications Revenue	1,300.00	(135.86)	(1,268.15)	31.85		2.45%
36995	Donations Veterans Memorial Wall	0.00	0.00	(7,000.00)	(7,000.00)		No Budget
Total For Fund: 110		4,032,310.00	(313,227.75)	(3,549,980.81)	482,329.19		11.96%

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Town of Mount Carmel
Statement of Revenues - City
May 2025

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Fund : 127 Drug Fund		Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
35200	Drug Contributions	0.00	0.00	(4,542.00)	(4,542.00)		No Budget
Total For Fund: 127		0.00	0.00	(4,542.00)	(4,542.00)		100.00%

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**Town of Mount Carmel
Statement of Revenues - City
May 2025**

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Fund : 412 Sewer Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	% UnRealized
36100	Interest Earnings	2,500.00	(3,542.35)	(30,553.31)	-1122.13%
37210	Sewer Service Charges	965,000.00	(79,566.46)	(887,802.75)	8.00%
37294	Accounting Fees	3,000.00	(120.00)	(2,697.50)	10.08%
37295	ARPA	1,448,730.00	(8,828.50)	(307,742.50)	78.76%
37296	Sewer Tap Fees	6,000.00	0.00	(10,560.00)	-76.00%
37299	Miscellaneous - Sewer	100.00	(1,034.64)	(33,887.73)	-33887.73%
Total For Fund: 412		2,425,330.00	(93,091.95)	(1,273,343.79)	47.50%

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

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Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41000	General Government							
235		Dues	(4,000.00) 0.00	(4,000.00)	3,312.00 0.00	(688.00)	82.80%	0.00 0.00
236		Public Relation	(25,000.00) 0.00	(25,000.00)	25,812.43 0.00	812.43	103.25%	2,458.71 0.00
240		Utilities	(18,000.00) 0.00	(18,000.00)	13,154.17 0.00	(4,845.83)	73.08%	1,324.07 0.00
245		Telephone And Other Communication Services	(3,000.00) 0.00	(3,000.00)	1,625.21 0.00	(1,374.79)	54.17%	135.94 0.00
254		Engineering Services	(4,000.00) 0.00	(4,000.00)	0.00 0.00	(4,000.00)	0.00%	0.00 0.00
510		Insurance	(125,000.00) 0.00	(125,000.00)	101,972.50 0.00	(23,027.50)	81.58%	0.00 0.00
551		Reappraisal Costs	(9,000.00) 0.00	(9,000.00)	7,739.38 0.00	(1,260.62)	85.99%	0.00 0.00
597		Safety Program	(2,500.00) 0.00	(2,500.00)	0.00 0.00	(2,500.00)	0.00%	0.00 0.00
691		Bank Service Charges	(120.00) 0.00	(120.00)	7,766.66 0.00	7,646.66	6472.22%	1,235.75 0.00
720		First Tn Development District	(1,700.00) 0.00	(1,700.00)	1,635.00 0.00	(65.00)	96.18%	0.00 0.00
722		First TN Human Resource Agency	(2,500.00) 0.00	(2,500.00)	2,500.00 0.00	0.00	100.00%	0.00 0.00
723		Senior Citizens Donation	(33,000.00) 0.00	(33,000.00)	33,000.00 0.00	0.00	100.00%	0.00 0.00
724		Hawkins Co Chamber Of Commerce	(2,500.00) 0.00	(2,500.00)	2,500.00 0.00	0.00	100.00%	0.00 0.00
726		AIRMED	(1,600.00) 0.00	(1,600.00)	1,200.00 0.00	(400.00)	75.00%	1,200.00 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
790		Home Grant	0.00	0.00	63,512.18	63,512.18	No Budget	45,037.18
			0.00		0.00			0.00
940		Equipment	(250,000.00)	(250,000.00)	155,661.18	(94,338.82)	62.26%	31,814.82
			0.00		0.00			0.00
41500		Financial Administration						
121		Wages	(250,000.00)	(250,000.00)	222,784.41	(27,215.59)	89.11%	33,941.76
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(20,000.00)	(20,000.00)	14,327.73	(5,672.27)	71.64%	2,465.17
			0.00		0.00			0.00
142		Employee Insurance	(45,000.00)	(45,000.00)	55,289.29	10,289.29	122.87%	5,567.97
			0.00		0.00			0.00
143		Employee Retirement Plan	(31,000.00)	(31,000.00)	14,092.09	(16,907.91)	45.46%	2,188.29
			0.00		0.00			0.00
147		Unemployment Insurance	(500.00)	(500.00)	1,189.41	689.41	237.88%	28.60
			0.00		0.00			0.00
148		Employee Education And Training	(1,000.00)	(1,000.00)	1,285.00	285.00	128.50%	135.00
			0.00		0.00			0.00
161		Fees Of Alderman And Mayor	(14,000.00)	(14,000.00)	12,279.45	(1,720.55)	87.71%	1,633.36
			0.00		0.00			0.00
216		Internet Services	(1,200.00)	(1,200.00)	814.23	(385.77)	67.85%	90.47
			0.00		0.00			0.00
217		Web Services	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
235		Dues	(1,000.00)	(1,000.00)	1,563.48	563.48	156.35%	0.00
			0.00		0.00			0.00
237		Advertising	(3,000.00)	(3,000.00)	1,548.80	(1,451.20)	51.63%	0.00
			0.00		0.00			0.00
250		City Judge	(4,800.00)	(4,800.00)	4,400.00	(400.00)	91.67%	400.00
			0.00		0.00			0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

User: Tyler Williams
Date/Time: 6/16/2025 3:52 PM
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Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		(200.00) 0.00	(200.00)	50.00 0.00	(150.00)	25.00%	0.00 0.00
252	Legal Services		(30,000.00) 0.00	(30,000.00)	24,899.50 0.00	(5,100.50)	83.00%	2,380.00 0.00
253	Accounting And Auditing Fees		(40,000.00) 0.00	(40,000.00)	44,120.20 0.00	4,120.20	110.30%	5,150.00 0.00
255	Computer Hardware/Software Support		(56,400.00) 0.00	(56,400.00)	22,823.44 0.00	(33,576.56)	40.47%	190.94 0.00
257	Planning And Zoning Services		(15,000.00) 0.00	(15,000.00)	15,450.00 0.00	450.00	103.00%	0.00 0.00
266	Repair And Maintenance Buildings		(50,000.00) 0.00	(50,000.00)	7,045.61 0.00	(42,954.39)	14.09%	3,154.97 0.00
280	Travel		(2,500.00) 0.00	(2,500.00)	1,336.41 0.00	(1,163.59)	53.46%	312.31 0.00
298	Commission Fees		(2,000.00) 0.00	(2,000.00)	2,579.89 0.00	579.89	128.99%	105.68 0.00
310	Office Supplies And Postage		(8,000.00) 0.00	(8,000.00)	11,400.23 0.00	3,400.23	142.50%	1,072.75 0.00
312	Pitney Bowes Supplies		(2,200.00) 0.00	(2,200.00)	1,595.01 0.00	(604.99)	72.50%	383.67 0.00
479	Miscellaneous		(4,000.00) 0.00	(4,000.00)	12,836.83 0.00	8,836.83	320.92%	271.00 0.00
625	Operating Lease Copier		(1,500.00) 0.00	(1,500.00)	745.19 0.00	(754.81)	49.68%	80.67 0.00
940	Equipment		(4,000.00) 0.00	(4,000.00)	(1,484.71) 0.00	(5,484.71)	-37.12%	0.00 0.00
947	New Computer/Support/Equipment		(1,500.00) 0.00	(1,500.00)	6.45 0.00	(1,493.55)	0.43%	364.47 0.00

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
42100	Police Department							
121		Wages	(360,000.00) 0.00	(360,000.00)	274,343.75 0.00	(85,656.25)	76.21%	38,901.17 0.00
122		Overtime Wages	(20,000.00) 0.00	(20,000.00)	18,464.27 0.00	(1,535.73)	92.32%	1,758.54 0.00
141		Oasi (Employer's Share)	(30,000.00) 0.00	(30,000.00)	17,950.73 0.00	(12,049.27)	59.84%	2,922.37 0.00
142		Employee Insurance	(75,500.00) 0.00	(75,500.00)	35,617.25 0.00	(39,882.75)	47.18%	2,867.08 0.00
143		Employee Retirement Plan	(48,000.00) 0.00	(48,000.00)	21,126.65 0.00	(26,873.35)	44.01%	2,976.31 0.00
146		Workmen's Compensation	0.00 0.00	0.00	(2,436.00) 0.00	(2,436.00)	No Budget	0.00 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	371.79 0.00	(128.21)	74.36%	0.00 0.00
148		Employee Education And Training	(4,500.00) 0.00	(4,500.00)	14,855.00 0.00	10,355.00	330.11%	65.00 0.00
216		Internet Services	(1,000.00) 0.00	(1,000.00)	719.82 0.00	(280.18)	71.98%	79.98 0.00
219		Ecom	(1,400.00) 0.00	(1,400.00)	1,323.25 0.00	(76.75)	94.52%	0.00 0.00
235		Dues	0.00 0.00	0.00	197.50 0.00	197.50	No Budget	0.00 0.00
245		Telephone And Other Communication Services	(6,000.00) 0.00	(6,000.00)	4,674.46 0.00	(1,325.54)	77.91%	456.38 0.00
251		Medical Services	(500.00) 0.00	(500.00)	445.00 0.00	(55.00)	89.00%	50.00 0.00
255		Computer Hardware/Software Support	(15,000.00) 0.00	(15,000.00)	19,812.02 0.00	4,812.02	132.08%	6,500.00 0.00

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
259		Wrecker/Towing Services	0.00	0.00	150.00	150.00	No Budget	0.00
266			0.00		0.00			0.00
		Repair And Maintenance Buildings	(15,000.00)	(15,000.00)	13,944.08	(1,055.92)	92.96%	0.00
280			0.00		0.00			0.00
		Travel	(2,500.00)	(2,500.00)	3,889.67	1,389.67	155.59%	0.00
			0.00		0.00			0.00
310			(3,000.00)	(3,000.00)	4,024.36	1,024.36	134.15%	451.62
		Office Supplies And Postage	0.00		0.00			0.00
320			(5,000.00)	(5,000.00)	6,205.76	1,205.76	124.12%	735.69
		Operating Supplies	0.00		0.00			0.00
325			(2,000.00)	(2,000.00)	1,275.00	(725.00)	63.75%	0.00
		Bullet Proof Vests	0.00		0.00			0.00
326			(4,000.00)	(4,000.00)	4,900.96	900.96	122.52%	245.00
		Clothing And Uniforms	0.00		0.00			0.00
329			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		E-TICKET SUPPLIES	0.00		0.00			0.00
330			(25,000.00)	(25,000.00)	14,100.44	(10,899.56)	56.40%	3,124.80
		Vehicle Operating Expense	0.00		0.00			0.00
331			(20,000.00)	(20,000.00)	11,934.89	(8,065.11)	59.67%	1,752.83
		Fuel Expense	0.00		0.00			0.00
336			(4,500.00)	(4,500.00)	225.44	(4,274.56)	5.01%	0.00
		Radio Expense	0.00		0.00			0.00
479			(1,500.00)	(1,500.00)	1,272.28	(227.72)	84.82%	0.00
		Miscellaneous	0.00		0.00			0.00
560			(6,500.00)	(6,500.00)	1,316.66	(5,183.34)	20.26%	42.75
		Dept Of Safety Charges	0.00		0.00			0.00
625			(2,000.00)	(2,000.00)	663.83	(1,336.17)	33.19%	56.18
		Operating Lease Copier	0.00		0.00			0.00
705			(5,000.00)	(5,000.00)	7,546.60	2,546.60	150.93%	0.00
		THSO HI VISIBILITY GRANT FY 20-21	0.00		0.00			0.00

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940		Equipment	(60,000.00)	(60,000.00)	60,078.04	78.04	100.13%	0.00
			0.00		0.00			0.00
42129		Drug Fund						
940		Equipment	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
42200		Fire Department						
121			(92,000.00)	(92,000.00)	63,900.48	(28,099.52)	69.46%	7,572.21
			0.00		0.00			0.00
141		Wages	(7,000.00)	(7,000.00)	4,050.43	(2,949.57)	57.86%	579.28
			0.00		0.00			0.00
147		Oasi (Employer's Share)	(500.00)	(500.00)	211.28	(288.72)	42.26%	26.78
			0.00		0.00			0.00
148		Unemployment Insurance	(6,000.00)	(6,000.00)	3,037.16	(2,962.84)	50.62%	176.00
			0.00		0.00			0.00
235		Employee Education And Training	(500.00)	(500.00)	145.00	(355.00)	29.00%	0.00
			0.00		0.00			0.00
238		Dues	(3,000.00)	(3,000.00)	3,433.52	433.52	114.45%	0.00
			0.00		0.00			0.00
240		Public Relations/Parade	(13,000.00)	(13,000.00)	6,682.65	(6,317.35)	51.41%	378.01
			0.00		0.00			0.00
245		Utilities	(800.00)	(800.00)	595.38	(204.62)	74.42%	40.98
			0.00		0.00			0.00
251		Telephone And Other Communication Services	(500.00)	(500.00)	50.00	(450.00)	10.00%	0.00
			0.00		0.00			0.00
255		Medical Services	(3,000.00)	(3,000.00)	344.27	(2,655.73)	11.48%	0.00
			0.00		0.00			0.00
266		Computer Hardware/Software Support	(42,000.00)	(42,000.00)	42,648.75	648.75	101.54%	0.00
			0.00		0.00			0.00
280		Repair And Maintenance Buildings	(1,000.00)	(1,000.00)	492.90	(507.10)	49.29%	340.00
			0.00		0.00			0.00
		Travel						

Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
281		Osha Testing	(8,000.00) 0.00	(8,000.00)	10,346.16 0.00	2,346.16	129.33%	0.00 0.00
290		Contractual Services	(2,000.00) 0.00	(2,000.00)	1,350.00 0.00	(650.00)	67.50%	0.00 0.00
310		Office Supplies And Postage	(1,000.00) 0.00	(1,000.00)	615.54 0.00	(384.46)	61.55%	0.00 0.00
320		Operating Supplies	(2,000.00) 0.00	(2,000.00)	64,769.94 0.00	62,769.94	3238.50%	0.00 0.00
326		Clothing And Uniforms	(3,000.00) 0.00	(3,000.00)	2,807.16 0.00	(192.84)	93.57%	0.00 0.00
330		Vehicle Operating Expense	(30,000.00) 0.00	(30,000.00)	19,032.18 0.00	(10,967.82)	63.44%	897.00 0.00
331		Fuel Expense	(6,000.00) 0.00	(6,000.00)	4,018.85 0.00	(1,981.15)	66.98%	222.21 0.00
336		Radio Expense	(5,000.00) 0.00	(5,000.00)	4,865.77 0.00	(134.23)	97.32%	660.77 0.00
344		Fire Department Equipment	(18,000.00) 0.00	(18,000.00)	16,478.67 0.00	(1,521.33)	91.55%	0.00 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	669.00 0.00	(331.00)	66.90%	0.00 0.00
940		Equipment	(145,000.00) 0.00	(145,000.00)	93,795.90 0.00	(51,204.10)	64.69%	0.00 0.00
42400		Animal Control Department						
121		Wages	(17,000.00) 0.00	(17,000.00)	9,397.59 0.00	(7,602.41)	55.28%	0.00 0.00
141		Oasi (Employer's Share)	(1,500.00) 0.00	(1,500.00)	523.74 0.00	(976.26)	34.92%	0.00 0.00
147		Unemployment Insurance	(100.00) 0.00	(100.00)	5.64 0.00	(94.36)	5.64%	0.00 0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

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Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148		Employee Education And Training	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
170		Fees	(8,000.00)	(8,000.00)	5,050.00	(2,950.00)	63.13%	0.00
235		Dues	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
240		Utilities	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
245		Telephone And Other Communication Services	(600.00)	(600.00)	368.75	(231.25)	61.46%	40.98
251		Medical Services	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
320		Operating Supplies	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
326		Clothing And Uniforms	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
330		Vehicle Operating Expense	(1,100.00)	(1,100.00)	1,335.00	235.00	121.36%	0.00
331		Fuel Expense	(2,600.00)	(2,600.00)	892.20	(1,707.80)	34.32%	0.00
479		Miscellaneous	0.00	0.00	9.68	9.68	No Budget	0.00
940		Equipment	(4,500.00)	(4,500.00)	0.00	(4,500.00)	0.00%	0.00
42420		Building Inspection/Stormwater Managemnt						
121		Wages	0.00	0.00	(144.00)	(144.00)	No Budget	0.00
141		Oasi (Employer's Share)	0.00	0.00	(132.00)	(132.00)	No Budget	0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

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Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148		Employee Education And Training	(2,600.00)	(2,600.00)	0.00	(2,600.00)	0.00%	0.00
235		Dues	(32,900.00)	(32,900.00)	68,978.99	36,078.99	209.66%	9,430.85
269		Demolition	(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00
320		Operating Supplies	(2,000.00)	(2,000.00)	51.99	(1,948.01)	2.60%	0.00
479		Miscellaneous	(550.00)	(550.00)	41.80	(508.20)	7.60%	0.00
43100		Highways And Streets						0.00
121		Wages	(251,000.00)	(251,000.00)	196,644.44	(54,355.56)	78.34%	25,554.88
122		Overtime Wages	(5,000.00)	(5,000.00)	5,205.31	205.31	104.11%	161.73
141		Oasi (Employer's Share)	(19,700.00)	(19,700.00)	11,538.01	(8,161.99)	58.57%	1,802.24
142		Employee Insurance	(42,000.00)	(42,000.00)	37,942.51	(4,057.49)	90.34%	3,231.45
143		Employee Retirement Plan	(31,000.00)	(31,000.00)	15,077.43	(15,922.57)	48.64%	1,882.44
146		Workmen's Compensation	0.00	0.00	(2,433.00)	(2,433.00)	No Budget	0.00
147		Unemployment Insurance	(500.00)	(500.00)	210.01	(289.99)	42.00%	0.00
148		Employee Education And Training	(1,500.00)	(1,500.00)	298.50	(1,201.50)	19.90%	298.50
216		Internet Services	(2,000.00)	(2,000.00)	1,543.44	(456.56)	77.17%	173.71
			0.00	0.00	0.00			0.00

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
240		Utilities	(8,500.00) 0.00	(8,500.00)	6,023.42 0.00	(2,476.58)	70.86%	281.69 0.00
245		Telephone And Other Communication Services	(2,800.00) 0.00	(2,800.00)	2,088.00 0.00	(712.00)	74.57%	337.76 0.00
251		Medical Services	(500.00) 0.00	(500.00)	380.00 0.00	(120.00)	76.00%	0.00 0.00
266		Repair And Maintenance Buildings	(3,000.00) 0.00	(3,000.00)	3,838.37 0.00	838.37	127.95%	147.70 0.00
268		Repair And Maintenance Roads And Streets	(15,000.00) 0.00	(15,000.00)	8,772.96 0.00	(6,227.04)	58.49%	513.14 0.00
280		Travel	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
294		Equipment Leasing	(3,500.00) 0.00	(3,500.00)	1,118.73 0.00	(2,381.27)	31.96%	600.00 0.00
310		Office Supplies And Postage	(500.00) 0.00	(500.00)	395.99 0.00	(104.01)	79.20%	0.00 0.00
320		Operating Supplies	(8,000.00) 0.00	(8,000.00)	9,647.47 0.00	1,647.47	120.59%	1,558.34 0.00
326		Clothing And Uniforms	(4,500.00) 0.00	(4,500.00)	2,862.53 0.00	(1,637.47)	63.61%	0.00 0.00
330		Vehicle Operating Expense	(25,000.00) 0.00	(25,000.00)	14,419.23 0.00	(10,580.77)	57.68%	951.25 0.00
331		Fuel Expense	(35,000.00) 0.00	(35,000.00)	25,787.66 0.00	(9,212.34)	73.68%	2,543.74 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	954.26 0.00	(45.74)	95.43%	25.00 0.00
482		Drainage Repair	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
931		Paving	(330,000.00) 0.00	(330,000.00)	252,822.79 0.00	(77,177.21)	76.61%	0.00 0.00

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940	Equipment		(230,000.00) 0.00	(230,000.00)	217,505.67 0.00	(12,494.33)	94.57%	0.00 0.00
43190	State Street Aid							
247	Street Lighting		(80,000.00) 0.00	(80,000.00)	55,247.76 0.00	(24,752.24)	69.06%	17,708.28 0.00
342	Sign Parts And Supplies		(8,000.00) 0.00	(8,000.00)	3,348.42 0.00	(4,651.58)	41.86%	0.00 0.00
343	Traffic Light Maintenance		(2,000.00) 0.00	(2,000.00)	384.00 0.00	(1,616.00)	19.20%	0.00 0.00
400	Materials And Supplies		(30,000.00) 0.00	(30,000.00)	17,868.88 0.00	(12,131.12)	59.56%	0.00 0.00
931	Paving		(50,000.00) 0.00	(50,000.00)	4,286.45 0.00	(45,713.55)	8.57%	0.00 0.00
940	Equipment		(5,000.00) 0.00	(5,000.00)	8,832.51 0.00	3,832.51	176.65%	0.00 0.00
43200	Solid Waste And Recycling							
121	Wages		(51,400.00) 0.00	(51,400.00)	45,481.94 0.00	(5,918.06)	88.49%	5,695.20 0.00
122	Overtime Wages		(2,500.00) 0.00	(2,500.00)	1,352.63 0.00	(1,147.37)	54.11%	71.19 0.00
141	Oasi (Employer's Share)		(4,100.00) 0.00	(4,100.00)	2,501.39 0.00	(1,598.61)	61.01%	380.85 0.00
142	Employee Insurance		(13,000.00) 0.00	(13,000.00)	11,923.80 0.00	(1,076.20)	91.72%	1,079.60 0.00
143	Employee Retirement Plan		(8,000.00) 0.00	(8,000.00)	3,441.01 0.00	(4,558.99)	43.01%	422.09 0.00
147	Unemployment Insurance		(100.00) 0.00	(100.00)	42.00 0.00	(58.00)	42.00%	0.00 0.00
251	Medical Services		(100.00) 0.00	(100.00)	45.00 0.00	(55.00)	45.00%	0.00 0.00

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
290		Contractual Services	(245,000.00) 0.00	(245,000.00)	201,202.50 0.00	(43,797.50)	82.12%	40,243.50 0.00
320		Operating Supplies	(500.00) 0.00	(500.00)	209.75 0.00	(290.25)	41.95%	0.00 0.00
330		Vehicle Operating Expense	(23,000.00) 0.00	(23,000.00)	22,390.60 0.00	(609.40)	97.35%	676.58 0.00
44440		Recreation						
240		Utilities	(20,000.00) 0.00	(20,000.00)	3,171.66 0.00	(16,828.34)	15.86%	245.88 0.00
300		Veteran War Memorial Park	(1,000.00) 0.00	(1,000.00)	182.48 0.00	(817.52)	18.25%	0.00 0.00
320		Operating Supplies	(1,500.00) 0.00	(1,500.00)	892.46 0.00	(607.54)	59.50%	0.00 0.00
479		Miscellaneous	(250.00) 0.00	(250.00)	209.74 0.00	(40.26)	83.90%	0.00 0.00
715		Land Purchase	(400,000.00) 0.00	(400,000.00)	62.00 0.00	(399,938.00)	0.02%	0.00 0.00
725		Park Development And Operation	(60,000.00) 0.00	(60,000.00)	24,952.11 0.00	(35,047.89)	41.59%	75.48 0.00
910		Land	(200,000.00) 0.00	(200,000.00)	0.00 0.00	(200,000.00)	0.00%	0.00 0.00
44800		Library						
121		Wages	(45,500.00) 0.00	(45,500.00)	39,299.95 0.00	(6,200.05)	86.37%	4,806.91 0.00
141		Oasi (Employer's Share)	(4,000.00) 0.00	(4,000.00)	2,498.81 0.00	(1,501.19)	62.47%	367.74 0.00
147		Unemployment Insurance	(140.00) 0.00	(140.00)	121.57 0.00	(18.43)	86.84%	12.41 0.00
148		Employee Education And Training	(1,000.00) 0.00	(1,000.00)	274.47 0.00	(725.53)	27.45%	17.71 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
216		Internet Services	(3,000.00)	(3,000.00)	1,527.11	(1,472.89)	50.90%	169.71
			0.00		0.00			0.00
240		Utilities	(5,000.00)	(5,000.00)	2,258.24	(2,741.76)	45.16%	241.06
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(1,000.00)	(1,000.00)	115.47	(884.53)	11.55%	0.00
			0.00		0.00			0.00
251		Medical Services	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
			0.00		0.00			0.00
255		Computer Hardware/Software Support	(1,100.00)	(1,100.00)	666.97	(433.03)	60.63%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(3,000.00)	(3,000.00)	813.94	(2,186.06)	27.13%	138.94
			0.00		0.00			0.00
280		Travel	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
			0.00		0.00			0.00
310		Office Supplies And Postage	(1,500.00)	(1,500.00)	1,675.87	175.87	111.72%	38.42
			0.00		0.00			0.00
479		Miscellaneous	(400.00)	(400.00)	248.88	(151.12)	62.22%	138.87
			0.00		0.00			0.00
490		BOOKS	(5,300.00)	(5,300.00)	4,738.37	(561.63)	89.40%	38.58
			0.00		0.00			0.00
619		Library Training Grant 20-21	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
625		Operating Lease Copier	(500.00)	(500.00)	377.49	(122.51)	75.50%	18.58
			0.00		0.00			0.00
721		Summer Reading Program	(2,000.00)	(2,000.00)	436.73	(1,563.27)	21.84%	0.00
			0.00		0.00			0.00
90000		Lease Principal Payments						
100		Personal Services	0.00	0.00	5,804.00	5,804.00	No Budget	0.00
			0.00		0.00			0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

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Fund : 110

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
294			0.00	0.00	488.00	488.00	No Budget	0.00
	Equipment Leasing		0.00		0.00			0.00
Total For Fund: 110			(4,585,760.00)	(4,585,760.00)	3,146,101.21	(1,439,658.79)	68.61%	339,125.47
			0.00		0.00			0.00

Fund : 412		Monthly Comparative:				91.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52200	Sewer							
121		Wages	(215,000.00) 0.00	(215,000.00)	105,719.58 0.00	(109,280.42)	49.17%	5,244.72 0.00
122		Overtime Wages	(15,000.00) 0.00	(15,000.00)	11,182.77 0.00	(3,817.23)	74.55%	1,108.80 0.00
141		Oasi (Employer's Share)	(20,000.00) 0.00	(20,000.00)	8,615.89 0.00	(11,384.11)	43.08%	482.71 0.00
142		Employee Insurance	(60,000.00) 0.00	(60,000.00)	14,839.11 0.00	(45,160.89)	24.73%	58.54 0.00
143		Employee Retirement Plan	(35,000.00) 0.00	(35,000.00)	9,474.89 0.00	(25,525.11)	27.07%	465.07 0.00
146		Workmen's Compensation	(5,000.00) 0.00	(5,000.00)	38,527.58 0.00	33,527.58	770.55%	0.00 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	123.48 0.00	(376.52)	24.70%	0.00 0.00
148		Employee Education And Training	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
216		Internet Services	(800.00) 0.00	(800.00)	598.80 0.00	(201.20)	74.85%	66.48 0.00
235		Dues	(2,200.00) 0.00	(2,200.00)	1,010.00 0.00	(1,190.00)	45.91%	0.00 0.00
240		Utilities	(110,000.00) 0.00	(110,000.00)	125,384.22 0.00	15,384.22	113.99%	13,575.08 0.00
245		Telephone And Other Communication Services	(5,000.00) 0.00	(5,000.00)	2,315.34 0.00	(2,684.66)	46.31%	40.98 0.00
251		Medical Services	(500.00) 0.00	(500.00)	100.00 0.00	(400.00)	20.00%	0.00 0.00
252		Legal Services	(5,000.00) 0.00	(5,000.00)	7,084.50 0.00	2,084.50	141.69%	0.00 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

Fund : 412

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
253		Accounting And Auditing Fees	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
254		Engineering Services	(20,000.00)	(20,000.00)	146,062.56	126,062.56	730.31%	5,950.00
			0.00		0.00			0.00
255		Computer Hardware/Software Support	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
260		Repair And Maintenance Services	(10,000.00)	(10,000.00)	12,809.36	2,809.36	128.09%	0.00
			0.00		0.00			0.00
268		Repair And Maintenance Roads And Streets	(7,000.00)	(7,000.00)	563.44	(6,436.56)	8.05%	0.00
			0.00		0.00			0.00
280		Travel	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
290		Contractual Services	(8,000.00)	(8,000.00)	129,851.90	121,851.90	1623.15%	21,650.48
			0.00		0.00			0.00
298		Commission Fees	(20,000.00)	(20,000.00)	22,285.00	2,285.00	111.43%	2,026.00
			0.00		0.00			0.00
310		Office Supplies And Postage	(500.00)	(500.00)	543.54	43.54	108.71%	0.00
			0.00		0.00			0.00
320		Operating Supplies	(15,000.00)	(15,000.00)	21,038.26	6,038.26	140.26%	1,141.06
			0.00		0.00			0.00
322		Chemicals	(20,000.00)	(20,000.00)	19,959.97	(40.03)	99.80%	5,026.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(8,000.00)	(8,000.00)	1,735.53	(6,264.47)	21.69%	0.00
			0.00		0.00			0.00
330		Vehicle Operating Expense	(5,000.00)	(5,000.00)	2,445.64	(2,554.36)	48.91%	138.79
			0.00		0.00			0.00
331		Fuel Expense	(5,500.00)	(5,500.00)	3,811.48	(1,688.52)	69.30%	379.27
			0.00		0.00			0.00
361		Pump Station Repair And Maintenance	(75,000.00)	(75,000.00)	9,518.84	(65,481.16)	12.69%	0.00
			0.00		0.00			0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
May 2025

User: Tyler Williams
Date/Time: 6/16/2025 3:52 PM
Page 17 of 18

Fund : 412

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
362		Residential Pump Repair And Maintenance	(75,000.00)	(75,000.00)	64,460.00	(10,540.00)	85.95%	0.00
			0.00		0.00			0.00
363			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Sewer Line Repair And Maintenance	0.00		0.00			0.00
364			(50,000.00)	(50,000.00)	43,756.89	(6,243.11)	87.51%	2,660.35
		Wastewater Plant Repair And Maintenance	0.00		0.00			0.00
401			(1,800,000.00)	(1,800,000.00)	10,169.53	(1,789,830.47)	0.56%	3,500.00
		CONSTRUCTION	0.00		0.00			0.00
479			(1,000.00)	(1,000.00)	580.78	(419.22)	58.08%	0.00
		Miscellaneous	0.00		0.00			0.00
510			(21,000.00)	(21,000.00)	0.00	(21,000.00)	0.00%	0.00
		Insurance	0.00		0.00			0.00
533			(25,000.00)	(25,000.00)	47,000.00	22,000.00	188.00%	22,000.00
		Machinery And Equipment Rental	0.00		0.00			0.00
540			(240,000.00)	(240,000.00)	278,682.00	38,682.00	116.12%	0.00
		Depreciation	0.00		0.00			0.00
596			(3,500.00)	(3,500.00)	3,460.00	(40.00)	98.86%	0.00
		State Permit Fees	0.00		0.00			0.00
614			(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
		2013 Rev/Tax Refunding Bonds	0.00		0.00			0.00
635			(6,000.00)	(6,000.00)	3,218.77	(2,781.23)	53.65%	0.00
		Tlida Interest	0.00		0.00			0.00
691			(120.00)	(120.00)	0.00	(120.00)	0.00%	0.00
		Bank Service Charges	0.00		0.00			0.00
940			(75,000.00)	(75,000.00)	0.00	(75,000.00)	0.00%	0.00
		Equipment	0.00		0.00			0.00
952			(50,000.00)	(50,000.00)	37,344.87	(12,655.13)	74.69%	25,333.70
		Bfi Sludge Disposal	0.00		0.00			0.00
955			(1,500.00)	(1,500.00)	436.59	(1,063.41)	29.11%	0.00
		Belt Press/Roto Rooter Maintenance	0.00		0.00			0.00

Fund : 412

Monthly Comparative: 91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
956			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Sewer Plant Blowers		0.00		0.00			0.00
Total For Fund: 412			(3,068,620.00)	(3,068,620.00)	1,184,711.11	(1,883,908.89)	38.61%	110,848.03
			0.00		0.00			0.00

Mount Carmel Fire Department

Mitch Walker, Fire Chief



June 2nd, 2025

To: James Stables, City Manager

Ref: May 2025 Monthly Report

The Mount Carmel Fire Department answered a total of 31 calls for service during the month of May. Day shift personnel answered 19 calls, and 12 calls were answered by volunteer staff. Our average dispatch to arrival time was 4:17 with a 90th percentile of 7:29. Calls for this month included multiple vehicle accidents and medical responses. This brings our year-to-date total to 182 calls for service.

May proved to be a very busy month for the fire department, especially regarding community outreach events. Members participated in events with Oak Grove Baptist Church, Freedom Baptist Church, and multiple events with Mount Carmel Elementary School. We are always honored to participate with organizations within the community. Lt. Stapleton and I traveled to West Fargo, ND to inspect an aerial apparatus to replace our current truck utilizing the CDBG funds. I am excited to say the trip was successful, we look forward to this long-awaited project arriving in July!

During May, Mount Carmel members completed a Tennessee Fire and Codes Enforcement Academy course in Urban Search and Rescue Tactics. This 4-hour course made our members comfortable operating in areas of natural disasters. Members also completed a rope rescue awareness class reviewing slope evacuation techniques. We would like to congratulate Firefighter Hayden Joyner on obtaining his HazMat Technician certification and Asst. Chief Luke Wood on obtaining Fire Instructor II. These members are dedicated to serving the town to the highest level possible.

Thank you and the BMA for your continued support.

Mitch Walker, Fire Chief



Custom ▾

May 1, 2025 - May 31, 2025 ▾

29%

FIRE
Percentage of Total Incidents

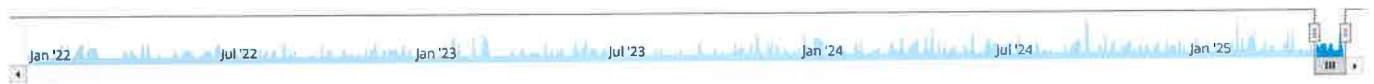
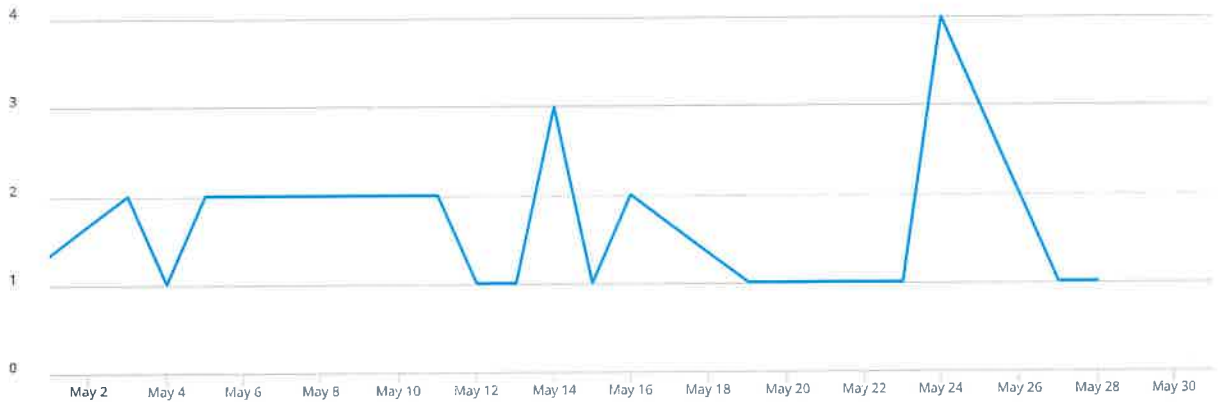
71%

EMS
Percentage of Total Incidents

31

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice

Counts

% Rows

% Columns

% All

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
(31) Medical assist	1	2	2	2	4									11
(32) Emergency medical service (EMS) incident	1	3	3	4										11
(46) Accident, potential accident		1	1											2
(55) Public service assistance			1											1
(61) Dispatched and canceled en route		1		2										3
(62) Wrong location, no emergency found			1											1
(73) System or detector malfunction	1	1												2
Total	3	8	8	8	4									31

Police Department
Monthly Report
May 2025



Incidents

May 2025

Total Incidents	12
Total Arrests	4
Total Drug Charges	2
Total Murders	0
Total Rapes	0
Total Other Sexual Assaults	0
Total Kidnappings	0
Total Domestic Violence	1
Total Date Violence	0
Total Stalking	0

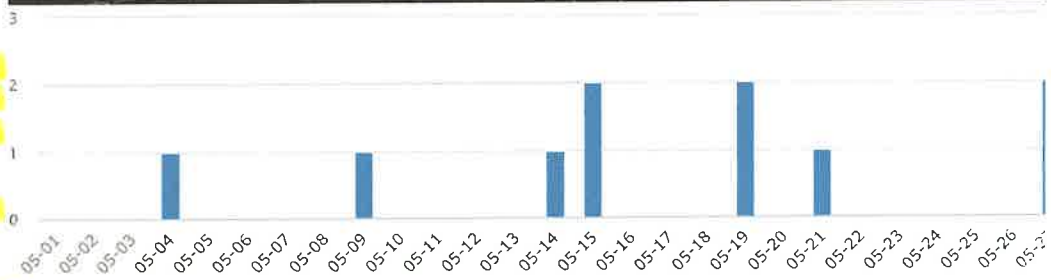
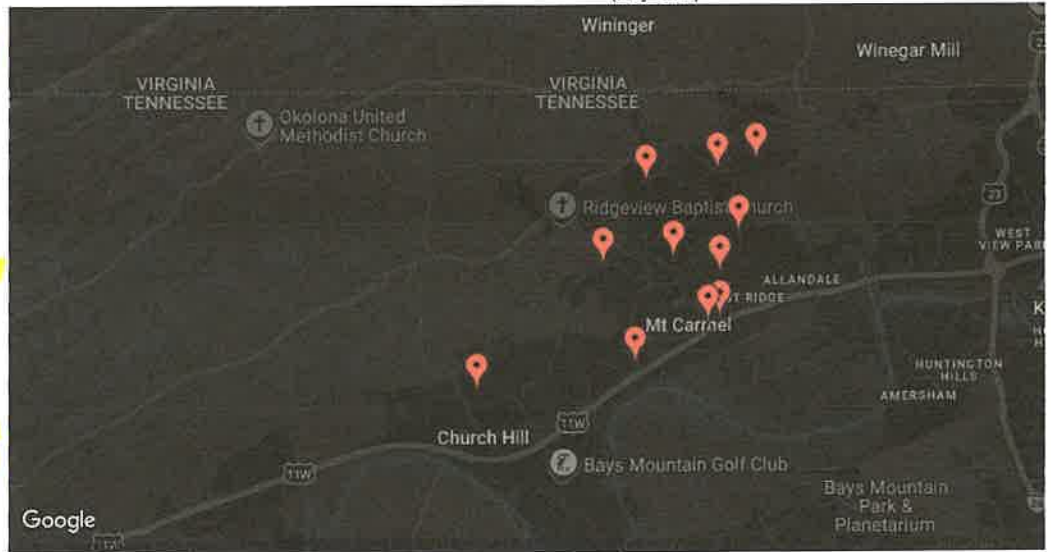
Parties

Individuals	24
Organizations	3
Juveniles	3
Expunged	0
Infectious	0
Quarantined	0
Complainants	2
Victims	11
Suspects	9
Unsubs	0
Witnesses	4
Responders	0
Healthcare Professionals	0
Other	1

Arrests

Juveniles	0
Teens	1
Adults - 20s	0
Adults - 30s	0
Adults - 40s	1
Adults - 50s	2
Adults - 60s	0
Seniors - 65+	0

Incidents (May 2025)



Incident History (last 12 months)

Arrest Race



Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

CFS By ESN Type Department Summary Report
05/01/2025 - 05/31/2025

242	
MOUNT CARMEL PD	
Call Type	Count
DISTURBANCE W/WEAPON	1
TRAFFIC STOP	1
Dept Sub Total	2
ESN Sub Total	2
249	
MOUNT CARMEL PD	
Call Type	Count
ATTEMPT TO CONTACT	1
Dept Sub Total	1
ESN Sub Total	1
254	
MOUNT CARMEL PD	
Call Type	Count
RECKLESS DRIVER	1
Dept Sub Total	1
ESN Sub Total	1
257	
MOUNT CARMEL PD	
Call Type	Count
TRAFFIC STOP	1
Dept Sub Total	1
ESN Sub Total	1
258	
MOUNT CARMEL PD	
Call Type	Count
CARDIAC ARREST	1
DISTURBANCE	1
RECKLESS DRIVER	2
TRAFFIC STOP	2
Dept Sub Total	6
ESN Sub Total	6
CAD Report 45	

259**MOUNT CARMEL PD**

Call Type	Count
911 UNKNOWN	1
ABDOMINAL PAIN	1
ANIMAL COMPLAINT	4
ASSAULT	2
ATTEMPT TO CONTACT	2
BLEEDING	1
BREATHING PROBLEM	1
CARBON MONOXIDE ALARM	1
DISTURBANCE	3
FOLLOW UP	8
HARASSMENT	1
JUVENILE INCIDENT	2
LE ALARM-COMMERCIAL	1
LE ALARM-RESIDENTIAL	1
LE INFORMATION	6
MENTALLY ILL PERSON	2
MOTORIST ASSIST	7
MVC-ENTRP/EJEC	1
MVC-INJURIES	2
MVC-NO INJURIES	5
PATROL/PREMISE CHECK	4
PROPERTY DAMAGE	3
PURSUIT	1
RECKLESS DRIVER	5
ROADWAY HAZARD	1
SICK PERSON	1
STROKE	2
SUSPICIOUS ACTIVITY	7
TRAFFIC STOP	41
UNCONSCIOUS	2
UNKNOWN LE PROBLEM	1
WARRANT SERVICE	1
WELFARE CHECK	5
Dept Sub Total	126
ESN Sub Total	126

263

MOUNT CARMEL PD

Call Type	Count
RECKLESS DRIVER	1
Dept Sub Total	1
ESN Sub Total	1

No ESN

MOUNT CARMEL PD

Call Type	Count
DOMESTIC DISTURBANCE	1
FOLLOW UP	4
LE INFORMATION	2
MVC-NO INJURIES	1
RECKLESS DRIVER	2
THEFT	1
TRAFFIC STOP	3
Dept Sub Total	14
ESN Sub Total	14
Total Records	152

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE, TN 37857

MOUNT CARMEL PD Response Time Spread Sheet Group By ESN

259 CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-013634	302 ROUNDTREE AVE, MOUNT CARMEL	43AS	259	904	05/01/2025 08:07:02	08:07:34	08:07:34	08:13:27			08:35:18	05/01/2025 08:35:18	0:32	0:00	5:53	5:53	0:00
2025-013635	INDEPENDENCE AVE / SEVEN OAKS DR	43ANC	259	906	05/01/2025 08:38:35	08:38:35	08:38:39	08:38:35			09:16:58	05/01/2025 09:16:58	0:00	0:04	0:00	-1:-4	0:00
2025-013648	OLD HICKORY CIR / INDEPENDENCE AVE	43TS	259	906	05/01/2025 10:47:54	10:47:54	10:52:17	10:47:54			10:52:49	05/01/2025 10:52:49	0:00	4:23	0:00	-5:-23	0:00
2025-013663	REDWOOD ST / INDEPENDENCE AVE	43TS	259	906	05/01/2025 12:35:35	12:35:35	12:35:35	12:35:35			12:41:52	05/01/2025 12:41:53	0:00	0:00	0:00	0:00	0:00
2025-013673	202 JEFFERSON AVE, MOUNT CARMEL	43DIS	259	906	05/01/2025 13:17:00	13:17:11	13:17:11	13:22:19	14:00:39	14:24:27	14:42:56	05/01/2025 14:42:56	0:11	0:00	5:08	5:08	1:07:16
2025-013680	W ELLIS LN / WOLFE LN	43RHA	259	903	05/01/2025 14:13:17	14:18:13	14:18:13				14:35:15	05/01/2025 14:35:15	4:56	0:00	0:00	0:00	0:00
2025-013701	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL	259	MCPD	05/01/2025 18:04:21	18:04:33					18:25:14	05/01/2025 18:25:14	0:12	0:00	0:00	0:00	0:00
2025-013702	INDEPENDENCE AVE / OLD HICKORY CIR	43TS	259	905	05/01/2025 18:19:08	18:19:09	18:19:25	18:19:09			18:31:45	05/01/2025 18:31:45	0:01	0:16	0:00	-1:-16	0:00
2025-013718	1440 WOLFE LN LOT B14, MOUNT CARMEL	43WCK	259	905	05/01/2025 21:05:10	21:05:30	21:05:30	21:16:43			21:57:19	05/01/2025 21:57:19	0:20	0:00	11:13	11:13	0:00
2025-013728	111 KAYWOOD AVE, MOUNT CARMEL	43SUS	259	903	05/01/2025 21:42:05	21:57:22	21:57:24	22:05:22			22:12:15	05/01/2025 22:12:15	15:17	0:02	8:00	7:58	0:00
2025-013763	EASTMAN CREDIT UNION-MT CARMEL 166 W MAIN ST, MOUNT CARMEL	43FOL	259	903	05/02/2025 09:17:39	09:17:39	09:17:39	09:17:44			09:21:37	05/02/2025 09:21:37	0:00	0:00	0:05	0:05	0:00
2025-013772	306 SPRUCE ST, MOUNT CARMEL	PROPE TY	259	905	05/02/2025 10:18:59	10:19:32	10:19:32	10:32:37			10:38:12	05/02/2025 10:38:12	0:33	0:00	13:05	13:05	0:00
2025-013792	INDEPENDENCE AVE / OLD HICKORY CIR	43TS	259	905	05/02/2025 13:02:25	13:02:25		13:02:25			13:11:10	05/02/2025 13:11:10	0:00	0:00	0:00	0:00	0:00
2025-013819	REDWOOD ST / INDEPENDENCE AVE	43TS	259	906	05/02/2025 15:34:51	15:34:51		15:34:51			15:42:56	05/02/2025 15:43:06	0:00	0:00	0:00	0:00	0:00
2025-013825	MARATHON (MOUNT CARMEL) 152 W MAIN ST, MOUNT CARMEL	43MOA	259	906	05/02/2025 16:26:05	16:26:05	16:39:28	16:26:05			16:45:46	05/02/2025 16:45:46	0:00	13:23	0:00	-14:-23	0:00
2025-013833	SUBWAY (MOUNT CARMEL) 420 W MAIN ST, MOUNT	43MVC	259	906	05/02/2025 17:13:17	17:13:41	17:13:41	17:22:20			17:37:37	05/02/2025 17:37:37	0:24	0:00	8:39	8:39	0:00

CARMEL															
2025-013853	140 LONDON DR, MOUNT CARMEL	43TS	259	906	05/02/2025 19:57:30	19:57:30	19:57:38	19:57:30	20:03:23	05/02/2025 20:03:23	0:00	0:08	0:00	-1:-8	0:00
2025-013865	GREENVALE BAPTIST CHURCH 6909 CARTERS VALLEY RD, CHURCH HILL	43TS	259	906	05/02/2025 22:15:22	22:15:22	22:15:22	22:15:22	22:21:12	05/02/2025 22:21:13	0:00	0:00	0:00	0:00	0:00
2025-013912	660 REDWOOD ST, MOUNT CARMEL	47UNR	259	904	05/03/2025 11:43:15	11:47:22	11:47:22	11:47:30	12:08:03	05/03/2025 12:51:48	4:07	0:00	0:08	0:08	0:00
2025-013919	209 CARRIE CIR, MOUNT CARMEL	43TS	259	906	05/03/2025 13:15:36	13:15:36	13:15:36	13:15:36	13:23:51	05/03/2025 13:23:51	0:00	0:00	0:00	0:00	0:00
2025-013946	CARTERS VALLEY RD / BIG OAK RD	43RKL	259	MCPD	05/03/2025 18:36:02	18:37:02	18:37:02	18:37:02	19:10:39	05/03/2025 21:24:31	1:00	0:00	0:00	0:00	0:00
2025-013957	300 SPRUCE ST, MOUNT CARMEL	43MEN	259	904	05/03/2025 20:26:24	20:26:56	20:26:56	20:31:19	20:51:19	05/03/2025 20:51:19	0:32	0:00	4:23	4:23	0:00
2025-013961	530 CHEROKEE DR, MOUNT CARMEL	43SUSI	259	904	05/03/2025 21:16:19	21:17:41	21:17:41	21:23:45	22:17:22	22:33:53	1:22	0:00	6:04	6:04	59:41
2025-013968	136 ASHLEY DR, MOUNT CARMEL	43ATC	259	904	05/03/2025 22:39:09	22:39:19	22:39:19	22:39:19	22:41:06	05/03/2025 22:41:10	0:10	0:00	0:00	0:00	0:00
2025-014079	607 DOVER AVE, MOUNT CARMEL	47SICK	259	900	05/05/2025 07:01:13	07:16:33	07:16:33	07:16:33	07:40:38	05/05/2025 08:38:54	15:20	0:00	0:00	0:00	0:00
2025-014087	INDEPENDENCE AVE / E ELLIS LN	43TS	259	906	05/05/2025 08:07:35	08:07:35	08:07:35	08:07:35	08:12:29	05/05/2025 08:12:29	0:00	0:00	0:00	0:00	0:00
2025-014094	102 SUNRISE MEADOWS CT, MOUNT CARMEL	47STR	259	906	05/05/2025 09:12:56	09:22:19	09:22:19	09:22:25	09:38:20	05/05/2025 09:43:20	9:23	0:00	0:06	0:06	0:00
2025-014098	HIGHWAY 11 W / INDEPENDENCE AVE	43RKL	259	MCPD	05/05/2025 09:47:42	09:48:37	09:48:51	09:48:51	09:52:21	05/05/2025 10:23:12	0:55	0:14	0:00	0:00	0:00
2025-014123	OAK GROVE BAPTIST CHURCH 311 CYPRESS ST, MOUNT CARMEL	72ALC	259	904	05/05/2025 12:42:10	12:43:14	12:43:14	12:43:43	12:55:22	05/05/2025 13:10:41	1:04	0:00	0:29	0:29	0:00
2025-014127	534 ELM ST, MOUNT CARMEL	43ANC	259	904	05/05/2025 13:20:41	13:22:36	13:22:36	13:25:14	13:38:43	05/05/2025 13:38:43	1:55	0:00	2:38	2:38	0:00
2025-014131	PIZZA PLUS (CARTERS VALLEY) 6039 CARTERS VALLEY RD, CHURCH HILL	43TS	259	906	05/05/2025 14:03:41	14:03:41	14:03:41	14:03:41	14:17:38	05/05/2025 14:17:39	0:00	0:00	0:00	0:00	0:00
2025-014139	205 MARSHALL AVE, MOUNT CARMEL	43ALR	259	906	05/05/2025 14:42:51	14:44:18	14:44:18	14:53:44	15:08:41	05/05/2025 15:08:41	1:27	0:00	9:26	9:26	0:00
2025-014141	KAYWOOD AVE / HIGHWAY 11 W	43TS	259	906	05/05/2025 14:45:40	14:46:06	14:46:06	14:46:06	14:49:37	05/05/2025 14:49:37	0:26	0:00	0:00	0:00	0:00
2025-014145	EASTMAN CREDIT UNION-MT CARMEL 166 W MAIN ST, MOUNT CARMEL	43TS	259	905	05/05/2025 15:20:51	15:20:51	15:20:51	15:20:51	15:32:15	05/05/2025 15:32:15	0:00	0:00	0:00	0:00	0:00
2025-014149	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	911UNI	259	903	05/05/2025 15:51:53	15:53:29	15:53:29	15:55:04	15:58:44	05/05/2025 15:58:44	1:36	0:00	1:35	1:35	0:00

2025-014152	CARMEL FREEDOM BAPTIST CHURCH 1536 INDEPENDENCE AVE, MOUNT CARMEL	43RKL	259	904	05/05/2025 16:02:52	16:04:46	16:04:46	16:23:14	05/05/2025 16:23:14	1:54	0:00	0:00	0:00	0:00
2025-014171	316 ASHVILLE AVE, MOUNT CARMEL	43FOL	259	903	05/05/2025 19:06:56	19:24:01	19:32:31	19:38:18	05/05/2025 19:38:18	17:05	0:00	8:30	0:00	0:00
2025-014208	INDEPENDENCE AVE / OLD HICKORY CIR	43TS	259	906	05/06/2025 07:46:56	07:46:56	07:47:05	07:58:09	05/06/2025 07:58:09	0:00	0:00	0:09	0:09	0:00
2025-014212	263 WOLFE LAUREL DR, MOUNT CARMEL	47SOB	259	906	05/06/2025 08:36:03	08:46:00	08:46:22	08:59:48	05/06/2025 09:57:29	9:57	0:00	0:22	0:22	0:00
2025-014215	6562 CARTERS VALLEY RD, CHURCH HILL	43SUS	259	904	05/06/2025 09:33:38	09:33:38	09:33:44	09:35:15	05/06/2025 09:35:15	0:00	0:00	0:06	0:06	0:00
2025-014216	CARTERS VALLEY RD / RIVERCHASE DR	43TS	259	906	05/06/2025 09:55:56	09:55:57	09:56:02	10:00:41	05/06/2025 10:00:42	0:01	0:00	0:05	0:05	0:00
2025-014220	OLD HICKORY CIR / INDEPENDENCE AVE	43TS	259	906	05/06/2025 10:51:43	10:51:43	10:51:47	10:57:31	05/06/2025 10:57:31	0:00	0:00	0:04	0:04	0:00
2025-014237	OLD HICKORY CIR / INDEPENDENCE AVE	43TS	259	906	05/06/2025 13:17:16	13:17:16	13:17:16	13:23:09	05/06/2025 13:23:09	0:00	0:00	0:00	0:00	0:00
2025-014270	300 SPRUCE ST, MOUNT CARMEL	LEUNK	259	903	05/06/2025 16:00:59	16:01:49	16:07:13	16:13:13	05/06/2025 16:13:13	0:50	0:00	5:24	5:24	0:00
2025-014330	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43ALC	259	904	05/07/2025 06:36:08	06:36:48	06:38:07	06:40:41	05/07/2025 06:40:41	0:40	0:00	1:19	1:19	0:00
2025-014356	RUB A DUB CAR WASH (MOUNT CARMEL) 436 W MAIN ST, MOUNT CARMEL	43TS	259	906	05/07/2025 12:29:02	12:29:02	12:29:09	12:43:30	05/07/2025 12:43:30	0:00	0:00	0:07	0:07	0:00
2025-014394	724 S SHERBROOKE CIR, MOUNT CARMEL	47STR	259	903	05/07/2025 15:42:14	16:01:26	16:01:37	16:08:08	05/07/2025 16:38:03	19:12	0:00	0:11	0:11	0:00
2025-014420	INDEPENDENCE AVE / WALNUT ST	43PUR	259	903	05/07/2025 18:52:37	18:52:37	18:52:37	19:08:00	05/07/2025 19:08:00	0:00	3:11	0:00	4:11	0:00
2025-014422	1034 HAMMOND AVE, MOUNT CARMEL	43DIS	259	905	05/07/2025 18:58:04	19:08:05	19:23:39	19:47:21	05/07/2025 19:47:21	10:01	0:08	15:34	15:26	0:00
2025-014427	UNAKA DR / W MAIN ST	43JUV	259	905	05/07/2025 19:50:57	19:54:25	19:58:18	20:13:40	05/07/2025 20:13:40	3:28	0:00	3:53	3:53	0:00
2025-014501	1440 WOLFE LN UNITB07, MOUNT CARMEL	43DIS	259	900	05/08/2025 14:25:49	14:27:44	14:28:34	15:00:59	05/08/2025 15:01:30	1:55	0:00	0:50	0:50	0:00
2025-014547	HIGHWAY 11 W / KAYWOOD AVE	43TS	259	905	05/08/2025 22:42:59	22:42:59	22:42:59	22:44:40	05/08/2025 22:44:40	0:00	0:40	0:00	1:40	0:00
2025-014593	202 MONTGOMERY AVE, MOUNT CARMEL	43FOL	259	900	05/09/2025 10:49:44	10:49:52	10:49:56	12:17:42	05/09/2025 12:17:42	0:08	0:00	0:04	0:04	0:00
2025-014628	W MAIN ST /	43MOA	259	903	05/09/2025	14:59:35	15:05:10	15:22:30	05/09/2025	0:03	0:00	5:35	5:35	0:00

ENGLEWOOD AVE									
2025-014669	1440 WOLFE LN.	43PTL	259	903	14:59:32	15:22:30			
	MOUNT CARMEL				05/09/2025	20:26:59	05/09/2025	1:44	0:00
					20:06:25		20:26:59		0:00
2025-014674	HARDEES (MOUNT	43TS	259	903	05/09/2025	21:38:12	05/09/2025	4:36	0:08
					21:01:40	21:01:40	21:01:40	0:08	0:00

2025-015194	MOUNT CARMEL FIRE DEPARTMENT 213 HAMMOND AVE, MOUNT CARMEL	47ABD 259 903	05/14/2025 15:43:14	15:46:22	15:46:22	15:46:28	16:00:40	05/14/2025 16:00:41	3:08	0:00	0:06	0:06	0:00
2025-015196	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL: 259 MCPD	05/14/2025 15:58:00	15:58:13			16:41:06	05/14/2025 16:41:06	0:13	0:00	0:00	0:00	0:00
2025-015300	CARTERS VALLEY RD / CAMPBELL DR	43TS 259 906	05/15/2025 12:44:49	12:44:49	12:44:49		12:46:57	05/15/2025 12:46:57	0:00	0:00	0:00	0:00	0:00
2025-015346	DAIRY CUP OF MOUNT CARMEL 110 W MAIN ST, DAMAG E	PROPE 259 905	05/15/2025 18:34:55	18:36:08	18:36:08		19:02:45	05/15/2025 19:02:45	1:13	0:00	0:00	0:00	0:00
2025-015363	904 S SHERBROOKE CIR, MOUNT CARMEL	43AS 259 905	05/15/2025 20:36:07	20:37:09	20:50:03	21:06:58	21:54:43	05/15/2025 21:57:05	1:02	0:00	12:54	12:54	1:09:44
2025-015432	447 DOGWOOD ST UNIT B, MOUNT CARMEL	43WCK 259 906	05/16/2025 10:57:46	10:59:01	10:59:01	11:05:46	11:21:27	05/16/2025 11:21:27	1:15	0:00	6:45	6:45	0:00
2025-015773	HIGHWAY 11 W / HAMMOND AVE	43MOA 259 906	05/19/2025 08:57:20	08:57:20	09:02:39	08:57:20	09:03:07	05/19/2025 09:03:07	0:00	5:19	0:00	-6:-19	0:00
2025-015811	1440 WOLFE LN A15, MOUNT CARMEL	43HAR 259 906	05/19/2025 13:01:15	13:01:36	13:01:36	13:11:27	13:29:24	05/19/2025 13:29:24	0:21	0:00	9:51	9:51	0:00
2025-015936	232 E ELLIS LN, MOUNT CARMEL	43FOL 259 900	05/20/2025 10:02:30	10:02:30	10:02:34	10:02:30	10:22:59	05/20/2025 10:22:59	0:00	0:04	0:00	-1:-4	0:00
2025-015937	226 E ELLIS LN, MOUNT CARMEL	43FOL 259 900	05/20/2025 10:23:35	10:23:35	10:23:43	10:23:35	10:40:44	05/20/2025 10:40:44	0:00	0:08	0:00	-1:-8	0:00
2025-015941	235 E ELLIS LN, MOUNT CARMEL	43FOL 259 900	05/20/2025 10:41:17	10:41:17	10:46:53	10:41:17	10:55:37	05/20/2025 10:55:37	0:00	5:36	0:00	-6:-36	0:00
2025-016034	INDEPENDENCE AVE / OLD HICKORY CIR	43TS 259 905	05/20/2025 20:29:20	20:29:20	20:33:00	20:29:20	21:01:28	05/20/2025 21:01:28	0:00	3:40	0:00	-4:-40	0:00
2025-016036	1014 HAMMOND AVE, MOUNT CARMEL	43MVC 259 903	05/20/2025 21:03:39	21:03:55	21:03:55	21:12:38	21:17:09	05/20/2025 21:17:09	0:16	0:00	8:43	8:43	0:00
2025-016079	1440 WOLFE LN UNITB07, MOUNT CARMEL	43JUV 259 906	05/21/2025 07:35:43	07:36:22	07:36:22	07:42:27	08:13:15	05/21/2025 08:13:15	0:39	0:00	6:05	6:05	0:00
2025-016110	CARTERS VALLEY RD / CAMPBELL DR	43TS 259 906	05/21/2025 13:00:23	13:00:23	13:02:10	13:00:23	13:11:44	05/21/2025 13:11:44	0:00	1:47	0:00	-2:-47	0:00
2025-016113	705 N SHERBROOKE CIR, MOUNT CARMEL	43SUS: 259 906	05/21/2025 13:42:47	13:42:47	13:42:47	13:43:43	13:49:45	05/21/2025 13:49:45	0:00	0:00	0:56	0:56	0:00
2025-016216	CARTERS VALLEY RD / GRANDVIEW RD	43MVC 259 904	05/22/2025 09:32:48	09:34:51	09:34:51	09:45:02	12:38:50	05/22/2025 12:38:50	2:03	0:00	10:11	10:11	0:00
2025-016251	INDEPENDENCE AVE / OLD HICKORY CIR	43TS 259 906	05/22/2025 13:24:50	13:24:50	13:24:50	13:24:54	13:33:28	05/22/2025 13:33:28	0:00	0:00	0:04	0:04	0:00
2025-016280	INDEPENDENCE AVE / MEADOW SPRINGS LN	43TS 259 904	05/22/2025 15:49:22	15:52:11	15:52:11	15:57:38	16:16:42	05/22/2025 17:11:11	2:49	0:00	5:27	5:27	0:00
2025-016284	1440 WOLFE LN, MOUNT CARMEL	43PTL 259 906	05/22/2025 16:02:48	16:12:30	16:12:30	16:12:30	17:10:13	05/22/2025 17:10:13	9:42	0:00	0:00	0:00	0:00
2025-016285	319 POPLAR ST,	72MVC 259 903	05/22/2025	16:12:08	16:12:08	16:18:57	18:03:34	05/22/2025	0:54	0:00	6:49	6:49	0:00

2025-016846	INDEPENDENCE AVE 6333 CARTERS VALLEY RD, MOUNT CARMEL	43TS	259	905	13:02:01	13:46:10	13:46:10	13:49:56	13:08:28	0:00	0:00	0:00	0:00	0:00	0:00
2025-016853	5733 CARTERS VALLEY RD, CHURCH HILL	43TS	259	905	05/27/2025 14:10:33	14:10:33	14:10:43	14:23:17	05/27/2025 14:23:17	0:00	0:10	0:00	-1:-10	0:00	0:00
2025-016855	1440 WOLFE LN UNITA15, MOUNT CARMEL	43PTL	259	905	05/27/2025 14:17:10	14:23:20	14:23:27	14:34:26	05/27/2025 14:34:26	6:10	0:07	0:00	0:00	0:00	0:00
2025-016869	HORIZON CREDIT UNION 130 W MAIN ST, MOUNT CARMEL	43TS	259	903	05/27/2025 16:00:38	16:00:38	16:06:09	16:09:22	05/27/2025 16:09:22	0:00	5:31	0:00	-6:-31	0:00	0:00
2025-016882	6742 CARTERS VALLEY RD LOT 2, CHURCH HILL	43SUSU	259	904	05/27/2025 17:25:30	17:30:40	17:30:40	18:58:57	05/27/2025 19:08:17	5:10	0:00	0:37	0:37	1:28:17	0:00
2025-016896	REDWOOD ST / MCCRACKEN LN	43TS	259	904	05/27/2025 19:37:50	19:37:50	19:38:59	20:54:35	05/27/2025 23:42:54	0:00	1:09	0:00	-2:-9	1:17:45	0:00
2025-016908	POPLAR ST / INDEPENDENCE AVE	43MVC	259	903	05/27/2025 21:37:48	21:39:31	21:39:31	22:08:02	05/27/2025 22:08:02	1:43	0:00	14:54	14:54	0:00	0:00
2025-016933	MOUNT CARMEL UNITED METHODIST 550 INDEPENDENCE AVE, MOUNT CARMEL	43TS	259	905	05/28/2025 10:03:24	10:03:24	10:03:24	10:06:15	05/28/2025 10:06:15	0:00	0:00	0:00	0:00	0:00	0:00
2025-016943	152 HEMLOCK ST, MOUNT CARMEL	43ATC	259	905	05/28/2025 11:25:08	11:25:47	11:25:47	11:50:25	05/28/2025 11:50:25	0:39	0:00	4:12	4:12	0:00	0:00
2025-016952	153 ASHLEY DR, MOUNT CARMEL	43INFC	259	904	05/28/2025 12:31:34	12:31:57	12:31:57	12:42:22	05/28/2025 12:42:22	0:23	0:00	0:00	0:00	0:00	0:00
2025-016958	152 ASHLEY DR, MOUNT CARMEL	43FOL	259	900	05/28/2025 13:08:24	13:08:24	13:08:24	13:15:59	05/28/2025 13:15:59	0:00	0:00	0:00	0:00	0:00	0:00
2025-017074	W MAIN ST / BELMONT AVE	43TS	259	904	05/29/2025 10:13:02	10:13:02	10:13:02	10:27:33	05/29/2025 10:27:33	0:00	0:00	0:00	0:00	0:00	0:00
2025-017129	HIGHWAY 11 W / KAYWOOD AVE	43MOA	259	906	05/29/2025 16:25:59	16:25:59	16:25:59	16:40:22	05/29/2025 16:40:22	0:00	0:00	0:00	0:00	0:00	0:00
2025-017159	120 ASHLEY DR, MOUNT CARMEL	43WSV	259	903	05/29/2025 20:41:45	20:41:45	22:24:02	22:44:46	05/29/2025 23:24:16	0:00	1:42:1	0:00	-103:-17	2:03:01	0:00
2025-017161	108 LONDON DR, MOUNT CARMEL	43SUSU	259	906	05/29/2025 21:13:18	21:20:41	21:21:23	21:42:29	05/29/2025 21:42:29	7:23	0:00	0:42	0:00	0:00	0:00
2025-017166	REDWOOD ST / INDEPENDENCE AVE	43ANC	259	906	05/29/2025 21:48:26	21:48:59	21:48:59	22:26:12	05/29/2025 22:26:13	0:33	0:00	0:00	0:00	0:00	0:00
2025-017179	E MAIN ST / INDEPENDENCE AVE	43TS	259	905	05/30/2025 06:52:19	06:52:19	06:52:56	07:00:49	05/30/2025 07:00:50	0:00	0:37	0:00	-1:-37	0:00	0:00

2025-017210	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	43MVC 259	904	05/30/2025	11:12:49	11:13:00	11:12:49	11:24:39	05/30/2025	0:01	0:11	0:00	-1:-11	0:00
2025-017214	270 WOLFE LAUREL DR, MOUNT CARMEL	43WCK 259	905	05/30/2025	11:32:28	11:32:28	11:42:52	12:20:25	05/30/2025	0:34	0:00	10:24	10:24	0:00
2025-017231	KAYWOOD AVE / BAY ST	43MOA 259	905	05/30/2025	13:16:12	13:16:12	13:20:37	13:31:54	05/30/2025	0:29	0:00	4:25	4:25	0:00
2025-017270	606 ROSE LN, MOUNT CARMEL	43WCK 259	903	05/30/2025	19:15:33	19:41:12	19:15:33	20:06:44	05/30/2025	0:00	25:39	0:00	-26:-39	0:00
126														
Total Records														
Total Time CFS/		Total Time Disp/		Total Time Disp/		Total Time Disp/		Total Time Disp/		Total Time Disp/		Total Time Disp/		
Disp (M)	Enroute (M)	Arrive (M)	Arrive (M)	Arrive2 (M)	CFS/Disp (M)	CFS/Disp (M)	CFS/Disp (M)	Max Time	Min Time	Min Time	Max Time	Max Time	Max Time	Max Time
4:03:53	2:57:23	5:15:49	5:15:49	8:04:44	0:00	39:11	39:11	0:00	0:00	0:00	1:42:17	0:00	26:09	26:09
Average Time		Average Time		Average Time		Average Time		Average Time		Average Time		Average Time		
CFS/Disp (M)		Enroute/Arrive		Disp/Arrive (M)		Arrive/Left (M)		Disp/Arrive2 (M)		Disp/Arrive2 (M)		Arrive2/Clear		
1:55		(M)		2:29		2:28		1:10		3:50		(M)		
		1:01		2:04										

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

CFS By ESN Type Department Summary Report
05/01/2025 - 05/31/2025

259	
HAWKINS COUNTY SO	
Call Type	Count
911 UNKNOWN	5
ABDOMINAL PAIN	1
ANIMAL COMPLAINT	2
ASSAULT	1
ATTEMPT TO CONTACT	2
BREATHING PROBLEM	1
DISTURBANCE	4
FALL	1
FOLLOW UP	4
HARASSMENT	1
JUVENILE INCIDENT	2
LE ALARM-COMMERCIAL	3
LE ALARM-RESIDENTIAL	1
LE INFORMATION	2
LE MUTUAL AID	1
MOTORIST ASSIST	1
MVC-INJURIES	3
MVC-NO INJURIES	2
MVC-NO INJURIES (COMMERCIAL)	1
NOISE COMPLAINT	2
PATROL/PREMISE CHECK	3
PROPERTY DAMAGE	1
PURSUIT	1
RECKLESS DRIVER	9
SEVERE WEATHER INCIDENT	1
SUSPICIOUS ACTIVITY	8
TRAFFIC PROBLEM	1
TRAFFIC STOP	24
TRESPASSING	3
VANDALISM	1
WARRANT SERVICE	14
WELFARE CHECK	1
Dept Sub Total	107
ESN Sub Total	107

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE, TN 37857

HAWKINS COUNTY SO Response Time Spread Sheet Group By ESN

259 CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-013618	6715 CARTERS VALLEY RD, CHURCH HILL	911UNI	259	335	05/01/2025 02:06:10	02:07:01	02:26:55				02:36:24	05/01/2025 02:36:24	0:51	0:00	19:54	0:00	0:00
2025-013622	HORIZON CREDIT UNION 130 W MAIN ST, MOUNT CARMEL	43ALC	259	335	05/01/2025 04:24:41	04:25:02					04:27:42	05/01/2025 04:27:42	0:21	0:00	0:00	0:00	0:00
2025-013628	6715 CARTERS VALLEY RD, CHURCH HILL	43FOL	259	353	05/01/2025 07:00:02	07:00:33					07:12:52	05/01/2025 07:12:52	0:31	0:00	0:00	0:00	0:00
2025-013656	605 SEVEN OAKS DR, MOUNT CARMEL	43WSV	259	373	05/01/2025 11:46:02	11:46:02	11:46:02				11:52:31	05/01/2025 11:52:31	0:00	0:00	0:00	0:00	0:00
2025-013659	INDEPENDENCE AVE / E ELLIS LN	43TS	259	373	05/01/2025 11:59:27	11:59:27	11:59:27				12:08:08	05/01/2025 12:08:08	0:00	0:00	0:00	0:00	0:00
2025-013701	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL	259	HCSO	05/01/2025 18:04:21	18:04:35					18:25:14	05/01/2025 18:25:14	0:14	0:00	0:00	0:00	0:00
2025-013851	MOUNT CARMEL CITY HALL 100 E MAIN ST UNIT 1, MOUNT CARMEL	43TS	259	361	05/02/2025 19:39:40	19:39:40	19:39:40				19:43:44	05/02/2025 19:43:44	0:00	0:00	0:00	0:00	0:00
2025-013946	CARTERS VALLEY RD / BIG OAK RD	43RKL	259	HCSO	05/03/2025 18:36:02	18:37:00	19:09:58	19:32:21	19:59:35	21:23:56	05/03/2025 21:24:31	05/03/2025 21:24:31	0:58	0:00	32:58	0:00	1:23:35
2025-013968	136 ASHLEY DR, MOUNT CARMEL	43ATC	259	329	05/03/2025 22:39:09	22:41:28	22:47:39	22:56:18			23:19:30	05/03/2025 22:41:10	2:19	6:11	14:50	8:39	0:00
2025-014039	HIGHWAY 11 W / HAMMOND AVE	43TS	259	341	05/04/2025 17:50:59	17:50:59	17:50:59				18:18:24	05/04/2025 18:18:24	0:00	0:00	0:00	0:00	0:00
2025-014052	CARTERS VALLEY RD / WAY CROSS RD	43VANI	259	329	05/04/2025 19:32:16	19:33:34	20:00:50				20:04:33	05/04/2025 20:04:33	1:18	0:00	27:16	0:00	0:00
2025-014073	HORIZON CREDIT UNION 130 W MAIN ST, MOUNT CARMEL	43ALC	259	341	05/05/2025 01:28:05	01:28:36	01:28:36				01:29:59	05/05/2025 01:43:44	0:31	0:00	0:00	0:00	0:00
2025-014098	HIGHWAY 11 W / INDEPENDENCE AVE	43RKL	259	HCSO	05/05/2025 09:47:42	09:48:34					10:23:11	05/05/2025 10:23:12	0:52	0:00	0:00	0:00	0:00
2025-014173	W MAIN ST / BELMONT AVE	43TS	259	314	05/05/2025 19:23:48	19:23:48	19:23:48				19:32:26	05/05/2025 19:32:26	0:00	0:00	0:00	0:00	0:00
2025-014192	HIGHWAY 11 W / INDEPENDENCE AVE	43TS	259	314	05/05/2025 22:37:53	22:37:53	22:37:53				22:40:31	05/05/2025 22:40:31	0:00	0:00	0:00	0:00	0:00
2025-014258	HIGHWAY 11 W / HAMMOND AVE	43RKL	259	HCSO	05/06/2025 15:05:13	15:06:05					15:46:36	05/06/2025 15:46:36	0:52	0:00	0:00	0:00	0:00
2025-014310	5867 CARTERS VALLEY RD, CHURCH HILL	43SUSI	259	347	05/06/2025 22:29:26	22:29:43					22:52:18	05/06/2025 22:52:18	0:17	0:00	0:00	0:00	0:00
2025-014315	PIZZA PLUS	43TS	259	340	05/06/2025	22:54:08	22:54:08				22:59:52	05/06/2025	0:00	0:00	0:00	0:00	0:00

(CARTERS VALLEY) 6039 CARTERS VALLEY RD, CHURCH HILL													22:54:08		22:59:52	
2025-014320	ATTIC STORAGE (CARTERS VALLEY) 6558 CARTERS VALLEY RD, CHURCH HILL	43TS	259	340	05/06/2025 23:32:59	23:32:59	23:32:59	23:41:54 23:41:54	05/06/2025 23:41:54	0:00	0:00	0:00	0:00	0:00		
2025-014322	904 S SHERBROOKE CIR, MOUNT CARMEL	43SUS	259	349	05/06/2025 23:42:21	23:42:45	23:50:12	00:06:13	00:19:44 00:19:44	0:24	7:27	23:28	16:01	0:00		
2025-014440	904 S SHERBROOKE CIR, MOUNT CARMEL	43FOL	259	349	05/07/2025 23:27:55	23:28:12			23:33:51 23:33:51	0:17	0:00	0:00	0:00	0:00		
2025-014501	1440 WOLFE LN UNITB07, MOUNT CARMEL	43DIS	259	330	05/08/2025 14:25:49	14:33:36	14:33:40		15:01:05 15:01:30	7:47	0:00	0:04	0:00	0:00		
2025-014510	VALLEY MART 6125 CARTERS VALLEY RD, CHURCH HILL	43RKL	259	HCSO	05/08/2025 15:53:22	15:53:47			16:05:01 16:05:12	0:25	0:00	0:00	0:00	0:00		
2025-014558	6753 CARTERS VALLEY RD, CHURCH HILL	43TS	259	340	05/08/2025 23:54:17	23:54:17	23:54:17		23:58:09 23:58:09	0:00	0:00	0:00	0:00	0:00		
2025-014562	159 HUNTERS RUN LN, MOUNT CARMEL	43NOI	259	346	05/09/2025 02:15:57	02:30:39			02:54:58 02:54:58	14:42	0:00	0:00	0:00	0:00		
2025-014674	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43TS	259	334	05/09/2025 20:57:04	20:57:04	20:57:04		21:57:31 21:57:31	0:00	0:00	0:00	0:00	0:00		
2025-014689	507 KAYWOOD AVE, MOUNT CARMEL	47ABD	259	334	05/10/2025 03:37:20	03:41:37	03:50:57		04:04:39 04:43:31	4:17	0:00	9:20	0:00	0:00		
2025-014697	FREEMONT AVE / BIRCH ST	43TS	259	345	05/10/2025 07:28:13	07:28:13	07:28:13		08:03:27 08:03:27	0:00	0:00	0:00	0:00	0:00		
2025-014705	HIGHWAY 11 W / HAMMOND AVE	43TS	259	345	05/10/2025 09:26:28	09:26:28	09:26:28		10:06:22 10:06:22	0:00	0:00	0:00	0:00	0:00		
2025-014738	JEFFERSON AVE / E MAIN ST	43TS	259	345	05/10/2025 15:53:29	15:53:29	15:53:29		16:39:43 16:39:43	0:00	0:00	0:00	0:00	0:00		
2025-014747	439 HOLLY ST, MOUNT CARMEL	43INFC	259	HCSO	05/10/2025 17:25:20	17:25:33	18:52:31		19:29:59 19:29:59	0:13	0:00	1:27:58	0:00	0:00		
2025-014764	5456 CARTERS VALLEY RD, MOUNT CARMEL	43ANC	259	340	05/10/2025 19:42:33	19:42:33	19:42:33		19:53:29 19:53:29	0:00	0:00	0:00	0:00	0:00		
2025-014788	EASTMAN CREDIT UNION-MT CARMEL 166 W MAIN ST, MOUNT CARMEL	43LEM	259	334	05/11/2025 04:02:14	04:02:32	04:02:56	04:05:40	04:25:01 04:25:01	0:18	0:24	3:08	2:44	0:00		
2025-014810	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43TS	259	345	05/11/2025 12:26:16	12:26:17	12:26:17		12:37:45 12:37:45	0:01	0:00	0:00	0:00	0:00		
2025-014811	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT	43RKL	259	HCSO	05/11/2025 12:27:25	12:30:22			12:38:11 12:38:11	2:57	0:00	0:00	0:00	0:00		

2025-014813	CARMEL 439 HOLLY ST, MOUNT CARMEL	43HAR 259 345	05/11/2025 14:01:33	14:02:46		14:37:52	05/11/2025 14:37:52	1:13	0:00	0:00	0:00	0:00	0:00
2025-014821	HIGHWAY 11 W / ENGLEWOOD AVE	72MVC 259 345	05/11/2025 16:29:05	16:30:01	16:30:04	17:18:08	05/11/2025 17:22:54	0:56	0:00	0:00	0:03	0:00	0:00
2025-014848	535 REDWOOD ST, MOUNT CARMEL	43MVC 259 328	05/11/2025 21:17:29	21:17:50		21:50:16	05/11/2025 21:50:16	0:21	0:00	0:00	0:00	0:00	0:00
2025-014973	VALLEY MART 6125 CARTERS VALLEY RD, CHURCH HILL	43ALC 259 340	05/13/2025 05:08:58	05:09:23	05:20:41	05:21:18	05/13/2025 05:21:18	0:25	0:00	0:00	11:18	0:00	0:00
2025-014987	6630 CARTERS VALLEY RD, CHURCH HILL	43WCK 259 351	05/13/2025 09:17:55	09:19:03	09:29:14	10:14:36	05/13/2025 10:14:36	1:08	0:00	0:00	10:11	0:00	44:28
2025-015022	436 CREEKSIDE DR, MOUNT CARMEL	43WSV 259 380	05/13/2025 12:21:55	12:21:55	12:22:12	12:28:40	05/13/2025 12:28:40	0:00	0:00	0:00	0:17	0:00	0:00
2025-015054	345 E MAIN ST, MOUNT CARMEL	43WSV 259 380	05/13/2025 14:47:15	14:47:15		14:54:38	05/13/2025 14:54:38	0:00	0:00	0:00	0:00	0:00	0:00
2025-015057	311 SPRUCE ST, MOUNT CARMEL	43WSV 259 380	05/13/2025 15:02:23	15:02:23	15:02:23	15:27:34	05/13/2025 15:27:34	0:00	0:00	0:00	0:00	0:00	0:00
2025-015136	5901 CARTERS VALLEY RD, CHURCH HILL	43ATC 259 351	05/14/2025 09:38:34	09:39:50	12:54:15	12:59:46	05/14/2025 12:59:46	1:16	0:00	0:00	3:14:25	0:00	0:00
2025-015196	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL 259 HCSO	05/14/2025 15:58:00	15:58:10		16:41:06	05/14/2025 16:41:06	0:10	0:00	0:00	0:00	0:00	0:00
2025-015225	VALLEY MART 6125 CARTERS VALLEY RD, CHURCH HILL	43TS 259 335	05/14/2025 20:42:00	20:42:00	20:42:00	20:47:41	05/14/2025 20:47:41	0:00	0:00	0:00	0:00	0:00	0:00
2025-015379	823 HAMMOND AVE UNIT 15, MOUNT CARMEL	43SUS 259 342	05/16/2025 00:04:42	00:04:53	00:22:02	00:27:22	05/16/2025 00:27:22	0:11	0:00	0:00	17:09	0:00	0:00
2025-015458	311 SPRUCE ST, MOUNT CARMEL	43WSV 259 373	05/16/2025 13:52:11	13:52:11	13:52:11	14:01:30	05/16/2025 14:01:30	0:00	0:00	0:00	0:00	0:00	0:00
2025-015472	713 N SHERBROOKE CIR, MOUNT CARMEL	43DIS 259 340	05/16/2025 15:21:38	15:22:14	15:30:20	16:17:08	05/16/2025 16:46:22	0:36	0:00	0:00	8:06	0:00	1:12:27
2025-015491	LLOYDS CHAPEL RD / HAMMOND AVE	43JUV 259 338	05/16/2025 17:52:32	17:53:45	18:08:58	18:21:47	05/16/2025 20:44:51	1:13	0:00	0:00	15:13	0:00	30:36
2025-015506	165 NICOLE DR, MOUNT CARMEL	43ANC 259 338	05/16/2025 20:37:48	20:38:31	21:05:40	21:15:14	05/16/2025 21:15:14	0:43	0:00	0:00	27:09	0:00	0:00
2025-015514	150 BIG ELM RD, CHURCH HILL	PROPE 259 338 TY DAMAG E	05/16/2025 21:54:54	21:57:08	22:30:40	22:57:43	05/16/2025 22:57:43	2:14	0:00	0:00	33:32	0:00	0:00
2025-015549	543 CEDAR ST, MOUNT CARMEL	72SVW 259 340	05/17/2025 06:17:09	06:17:34		07:30:07	05/17/2025 07:30:07	0:25	0:00	0:00	0:00	0:00	0:00
2025-015575	142 CREST DR, MOUNT CARMEL	43TRP 259 340	05/17/2025 13:07:07	13:07:39	13:24:19	13:36:17	05/17/2025 13:36:17	0:32	0:00	0:00	16:40	0:00	0:00
2025-015583	ATTIC STORAGE (CARTERS VALLEY) 6558 CARTERS VALLEY RD, CHURCH HILL	43RKL 259 328	05/17/2025 13:47:02	13:47:23		13:49:28	05/17/2025 13:49:28	0:21	0:00	0:00	0:00	0:00	0:00
2025-015591	202 HEMLOCK ST HILL	43DIS 259 340	05/17/2025 15:11:39	15:11:39	15:25:50	15:37:24	05/17/2025 15:37:24	0:35	0:00	0:00	14:11	0:00	0:00

APT2. MOUNT CARMEL		15:11:04		15:37:24	
2025-015613	INDEPENDENCE AVE / WALNUT ST	43MVC 259 338	05/17/2025 19:04:55	19:19:31	05/17/2025 1:30 0:00 0:00 0:00 0:00
2025-015614	1034 HAMMOND AVE, MOUNT CARMEL	43TRP 259 330	05/17/2025 19:07:15	19:56:19	05/17/2025 2:13 0:00 29:22 0:00 0:00
2025-015622	142 CREST DR, MOUNT CARMEL	43TRP 259 330	05/17/2025 19:54:23	23:02:18	05/17/2025 0:36 0:00 5:57 0:00 1:27:13
2025-015646	SKIPEZ MOUNT CARMEL 106 W MAIN ST, MOUNT CARMEL	43TS 259 330	05/17/2025 23:08:54	23:13:14	05/17/2025 0:00 0:00 0:00 0:00 0:00
2025-015650	6753 CARTERS VALLEY RD LOT 3, CHURCH HILL	43SUSI 259 338	05/17/2025 23:38:11	00:36:12	05/18/2025 3:00 0:00 0:00 0:00 0:00
2025-015653	CARTERS VALLEY RD / WAY CROSS RD	43TS 259 338	05/18/2025 00:44:06	00:47:02	05/18/2025 0:00 0:00 0:00 0:00 0:00
2025-015675	904 S SHERBROOKE CIR, MOUNT CARMEL	47FALL 259 340	05/18/2025 11:36:32	11:46:55	05/18/2025 17:16 0:00 0:00 0:00 0:00
2025-015707	HIGHWAY 11 W / ENGLEWOOD AVE	43MOA 259 338	05/18/2025 18:27:52	18:30:36	05/18/2025 0:00 0:00 0:00 0:00 0:00
2025-015729	209 CHERRY ST UNIT B, MOUNT CARMEL	43SUSI 259 338	05/18/2025 22:23:29	22:37:43	05/19/2025 0:22 0:00 7:01 0:00 0:00
2025-015767	BIG ELM RD / SENSABAUGH HOLLOW RD	72MVC 259 329	05/19/2025 08:03:45	09:03:12	05/19/2025 6:18 0:00 3:51 0:00 0:00
2025-015883	1440 WOLFE LN UNIT A15, MOUNT CARMEL	43PTL 259 330	05/19/2025 21:39:16	21:54:17	05/19/2025 1:07 0:00 0:00 0:00 0:00
2025-016049	6908 CARTERS VALLEY RD, CHURCH HILL	911UNI 259 340	05/20/2025 23:18:35	23:20:16	05/20/2025 0:12 0:00 0:00 0:00 0:00
2025-016086	HIGHWAY 11 W / KAYWOOD AVE	43TS 259 345	05/21/2025 08:40:39	08:45:57	05/21/2025 0:00 0:00 0:04 0:00 0:00
2025-016196	INDEPENDENCE AVE / MEADOW SPRINGS LN	43TS 259 334	05/22/2025 02:46:42	02:46:42 03:23:57 03:53:44	05/22/2025 0:00 0:00 0:00 0:00 1:07:02
2025-016204	1440 WOLFE LN LOT A15, MOUNT CARMEL	43PTL 259 345	05/22/2025 06:09:20	06:52:44	05/22/2025 0:48 0:00 0:00 0:00 0:00
2025-016239	1426 WOLFE LN, MOUNT CARMEL	43WSV 259 362	05/22/2025 12:01:59	12:06:38	05/22/2025 0:00 0:00 0:04 0:00 0:00
2025-016242	904 S SHERBROOKE CIR, MOUNT CARMEL	43WSV 259 362	05/22/2025 12:29:18	12:32:56	05/22/2025 0:00 0:00 0:06 0:00 0:00
2025-016246	6624 CARTERS VALLEY RD, CHURCH HILL	43WSV 259 362	05/22/2025 13:02:00	13:06:26	05/22/2025 0:01 0:00 1:27 0:00 0:00
2025-016275	HIGHWAY 11 W / HAMMOND AVE	43TS 259 345	05/22/2025 15:39:47	15:45:56	05/22/2025 0:00 0:00 0:00 0:00 0:00
2025-016280	INDEPENDENCE AVE / MEADOW SPRINGS LN	43TS 259 345	05/22/2025 15:49:22	15:49:22 16:37:38 17:00:25 17:11:11	05/22/2025 0:00 0:00 0:00 0:00 1:11:03

2025-016320	HIGHWAY 11 W / ENGLEWOOD AVE	43TS 259 361	05/22/2025 20:21:00	20:21:00	20:21:00	05/22/2025 20:21:00	20:25:00	05/22/2025 20:25:00	0:00	0:00	0:00	0:00	0:00	0:00
2025-016352	HIGHWAY 11 W / KAYWOOD AVE	43PUR 259 340	05/23/2025 05:13:34	05:13:34	05:13:34	05/23/2025 05:13:34	05:15:43	05/23/2025 05:15:43	0:00	0:00	0:00	0:00	0:00	0:00
2025-016467	ATTIC STORAGE (CARTERS VALLEY) 6558 CARTERS VALLEY RD, CHURCH HILL	43TS 259 340	05/23/2025 20:08:37	20:08:48	20:08:51	05/23/2025 20:08:37	20:26:34	05/23/2025 20:26:34	0:11	0:00	0:03	0:00	0:00	0:00
2025-016521	HIGHWAY 11 W / ENGLEWOOD AVE	43MVC 259 330	05/24/2025 10:36:53	10:38:30	10:38:30	05/24/2025 10:36:53	10:59:46	05/24/2025 10:59:46	1:37	0:00	0:00	0:00	0:00	0:00
2025-016534	1440 WOLFE LN, MOUNT CARMEL	43PTL 259 338	05/24/2025 12:37:41	12:38:12	12:38:12	05/24/2025 12:37:41	12:47:00	05/24/2025 12:47:00	0:31	0:00	0:00	0:00	0:00	0:00
2025-016539	2000 OHIO AVE, MOUNT CARMEL	911UNI 259 342	05/24/2025 13:23:24	13:24:22	13:24:22	05/24/2025 13:23:24	13:30:12	05/24/2025 13:30:12	0:58	0:00	0:00	0:00	0:00	0:00
2025-016546	270 WOLFE LAUREL DR, MOUNT CARMEL	43JUV 259 342	05/24/2025 13:50:21	13:50:34	14:04:48	05/24/2025 13:50:21	15:11:31	05/24/2025 15:11:31	0:13	0:00	14:14	0:00	0:00	0:00
2025-016583	6026 CARTERS VALLEY RD, CHURCH HILL	47SOB 259 346	05/24/2025 20:07:14	20:34:55	20:34:55	05/24/2025 20:07:14	20:36:21	05/24/2025 21:27:50	27:41	0:00	0:00	0:00	0:00	0:00
2025-016597	INDEPENDENCE AVE / WALNUT ST	72MVC 259 336	05/24/2025 21:36:12	21:43:06	21:43:06	05/24/2025 21:36:12	22:25:03	05/24/2025 22:30:18	6:54	0:00	0:00	0:00	0:00	0:00
2025-016611	6754 CARTERS VALLEY RD, CHURCH HILL	43NOI 259 343	05/24/2025 22:57:12	22:58:10	23:10:58	05/24/2025 22:57:12	23:12:09	05/24/2025 23:12:09	0:58	0:00	12:48	0:00	0:00	0:00
2025-016662	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL: 259 335	05/25/2025 15:12:08	15:12:52	15:12:52	05/25/2025 15:12:08	15:13:31	05/25/2025 15:13:31	0:44	0:00	0:00	0:00	0:00	0:00
2025-016722	224 ATLANTA AVE, MOUNT CARMEL	911UNI 259 346	05/26/2025 03:25:48	03:26:22	03:38:48	05/26/2025 03:25:48	03:46:19	05/26/2025 03:46:19	0:34	0:00	12:26	0:00	0:00	0:00
2025-016768	153 ASHLEY DR, MOUNT CARMEL	43SUSI 259 343	05/26/2025 19:45:54	19:46:30	19:55:03	05/26/2025 19:45:54	22:04:21	05/26/2025 22:04:22	0:36	0:00	8:33	0:00	0:00	53:54
2025-016781	118 BIG ELM RD, CHURCH HILL	43AS 259 346	05/26/2025 23:36:11	23:36:38	23:58:14	05/26/2025 23:36:11	00:39:27	05/27/2025 00:39:27	0:27	0:00	21:36	0:00	0:00	0:00
2025-016830	704 SEVEN OAKS DR, MOUNT CARMEL	43WSV 259 373	05/27/2025 11:53:51	11:53:51	11:53:51	05/27/2025 11:53:51	11:59:30	05/27/2025 11:59:30	0:00	0:00	0:00	0:00	0:00	0:00
2025-016832	1440 WOLFE LN B2, MOUNT CARMEL	43WSV 259 373	05/27/2025 12:04:52	12:04:52	12:04:52	05/27/2025 12:04:52	12:09:59	05/27/2025 12:09:59	0:00	0:00	0:00	0:00	0:00	0:00
2025-016833	1426 WOLFE LN, MOUNT CARMEL	43WSV 259 373	05/27/2025 12:10:17	12:10:17	12:10:17	05/27/2025 12:10:17	12:15:17	05/27/2025 12:15:17	0:00	0:00	0:00	0:00	0:00	0:00
2025-016854	428 BANNER CT, MOUNT CARMEL	43WSV 259 378	05/27/2025 14:11:26	14:11:26	14:11:26	05/27/2025 14:11:26	14:18:24	05/27/2025 14:18:24	0:00	0:00	0:00	0:00	0:00	0:00
2025-016857	418 PINE ST, MOUNT CARMEL	43WSV 259 378	05/27/2025 14:28:40	14:28:40	14:28:40	05/27/2025 14:28:40	14:32:51	05/27/2025 14:32:51	0:00	0:00	0:00	0:00	0:00	0:00
2025-016882	6742 CARTERS VALLEY RD LOT 2, CHURCH HILL	43SUSI 259 HCSO	05/27/2025 17:25:30	17:30:07	17:30:07	05/27/2025 17:25:30	17:30:43	05/27/2025 19:08:17	4:37	0:00	0:00	0:00	0:00	0:00
2025-016888	120 BIG ELM RD UNIT15, CHURCH HILL	43FOL 259 338	05/27/2025 17:51:13	17:53:04	17:53:04	05/27/2025 17:51:13	20:11:54	05/27/2025 20:11:54	1:51	0:00	0:00	0:00	0:00	0:00
2025-016910	120 BIG ELM RD UNIT15, CHURCH HILL	43FOL 259 338	05/27/2025 22:17:30	22:40:21	22:40:21	05/27/2025 22:17:30	22:50:07	05/27/2025 22:50:07	22:51	0:00	0:00	0:00	0:00	0:00

2025-017025	HILL BIG ELM RD / SENSABAUGH HOLLOW RD	43TS	259	346	05/28/2025 20:57:39	20:57:39	20:57:39	20:58:59 20:58:59	05/28/2025 20:58:59	0:00	0:00	0:00	0:00	0:00
2025-017053	HAMMOND AV / HIGHWAY 11 W	TRF	259	335	05/29/2025 01:23:50	01:23:50	01:23:50	02:10:28 02:10:28	05/29/2025 02:10:28	0:00	0:00	0:00	0:00	0:00
2025-017075	142 CREST DR, MOUNT CARMEL	43TS	259	373	05/29/2025 10:22:51	10:22:51	10:22:51	10:29:03 10:29:03	05/29/2025 10:29:03	0:00	0:00	0:00	0:00	0:00
2025-017159	120 ASHLEY DR, MOUNT CARMEL	43WSV	259	338	05/29/2025 20:41:45	20:41:45	20:41:45	21:18:57 21:41:57	05/29/2025 23:24:16	0:00	0:00	0:00	0:00	1:00:12
2025-017252	6747 CARTERS VALLEY RD LOT 2A, CHURCH HILL	43INFC	259	346	05/30/2025 15:34:43	15:37:05	15:37:05	15:46:07 15:46:07	05/30/2025 15:46:07	2:22	0:00	0:00	0:00	0:00
2025-017305	905 JACKSON ST, MOUNT CARMEL	43ALR	259	343	05/31/2025 07:19:24	07:19:46	07:19:46	07:23:38 07:23:39	05/31/2025 07:23:39	0:22	0:00	0:00	0:00	0:00
2025-017327	5770 CARTERS VALLEY RD, MOUNT CARMEL	43DIS	259	343	05/31/2025 12:18:13	12:18:29	12:35:32	13:11:21 13:11:21	05/31/2025 13:11:21	0:16	0:00	0:00	17:03	0:00
2025-017349	5770 CARTERS VALLEY RD, MOUNT CARMEL	43SUSI	259	336	05/31/2025 14:55:48	14:56:04	16:03:16	16:25:12 16:25:13	05/31/2025 16:25:13	0:16	0:00	1:07:12	0:00	0:00
2025-017376	6753 CARTERS VALLEY RD lot 5, CHURCH HILL	911UNI	259	341	05/31/2025 17:52:33	17:52:56	17:52:56	17:56:25 17:56:25	05/31/2025 17:56:25	0:23	0:00	0:00	0:00	0:00

Total Records 107

Total Time CFS/ Disp (M)	Total Time Disp/ Enroute (M)	Total Time Disp/ Arrive (M)	Total Time Disp/ Arrive2 (M)	Min Time CFS/Disp (M)	Max Time CFS/Disp (M)	Min Time Disp/Enr (M)	Max Time Disp/Enr (M)	Min Time Disp/Arrive (M)	Max Time Disp/Arrive (M)
2:40:29	14:02	12:48:57	9:30:30	0:00	27:41	0:00	7:27	0:00	3:14:25
Average Time CFS/Disp (M)	Average Time Disp/Enroute (M)	Average Time Enroute/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Arrive/Left (M)	Average Time Left/Arrive2 (M)	Average Time Disp/Arrive2 (M)	Average Time Arrive2 (M)	Average Time Arrive2/Clear (M)	Average Time Arrive2 (M)
1:29	0:07	0:15	7:10	2:49	1:44	5:19	5:21		5:21



REDFLEX
TRAFFIC SYSTEMS

CUSTOMER MANAGEMENT SUMMARY REPORT

Customer Management Report (Mount Carmel) All Detection Types

01-May-2025 to 31-May-2025

	<u>PROCESSED INCIDENTS</u>	<u>REJECTED INCIDENTS</u>	<u>IN PROGRESS</u>	<u>AVAILABLE FOR PROSECUTION</u>	<u>REJECTED VIOLATIONS</u>	<u>APPROVED VIOLATIONS</u>	<u>TOTAL NOTICES PRINTED</u>	<u>ISSUANCE RATE</u>
MOU-11HA-01	362	324	0	38	6	32	32	84%
MOU-11HA-02	138	101	0	37	29	8	8	22%
TOTAL	500	425	0	75	35	40	40	53%

Generated By: MJONES4

Generated On: 6/18/2025 8:15:42 AM

© Redflex Traffic Systems, Inc.

RTS Management Report (Mount Carmel) All Detection Types

01-May-2025 to 31-May-2025

Operator Id: %

TOTAL

MOU-11HA-02

MOU-11HA-01

Total Detections	421	164	585
Total Nonprosecutable	59	26	85
Duplicate Incident	2	0	2
No Offence - After Stop Bar	10	4	14
No Offence - False Trigger	10	5	15
No Offence - Screaching Stop	36	17	53
No Offence - Turn Trigger	1	0	1
Total Importer Rejects	0	0	0

Total Violations	362	138	500
Less Uncontrollable Factors			
Obstruction Plate Obstruction	19	10	29
Police Rejects			
Emergency Vehicle Responding	7	1	8
Incorrect/Incomplete DMV	15	4	19
Police Discretion	206	66	272
Policy/Weather			
Extended Vehicle	51	10	61
Sun Glare	2	0	2
Weather/Nature	4	0	4
Registration Paper Plates	20	10	30
Issues			
Total	324	101	425
Sub Total Violations	38	37	75
Less in Progress	0	0	0
Available For Prosecution	38	37	75
Less Rejects			

Camera Malfunction	Databar Unreadable/Incorrect	1-03%	0-00%	1-01%
	Rear Plate Camera Blurry	1-03%	0-00%	1-01%
	Rear Plate No Flash	1-03%	0-00%	1-01%
	Scene Image Flash Inappropriate	3-08%	0-00%	3-04%
Total	Video Not In Sync	0-00%	29-78%	29-39%
		6-16%	29-78%	35-47%
Approved Violations		32-84%	8-22%	40-53%
Total Notices Printed		32-84%	8-22%	40-53%

Mount Carmel Municipal Report

Report for: May 2025

Charge	Number of
Driver's license to be carried 55-50-351	
Driver's license violation residency law 55-50-333	
Driving left of center 55-8-120	
Driving right lane except to pass 55-8-115	
Driving too slow-impeding flow of traffic 55-8-154	
Driving without a license 55-50-301	
Due Care 55-8-136	
Failure to Appear- Municipal 39-16-609	2
Financial responsibility 55-12-139	
Light law violation 55-9-402	
Move over law 55-8-132	
Muffler law 55-9-202	
Driving Unregistered Vehicle 55-3-102	
Registration- expired plate 55-4-110	
Registration – improper display 55-4-110	
Registration – misuse 55-5-115	
Registration – No certificate in vehicle 55-4-104	
Seat belt required 55-9-603	
Speeding 55-8-152	10
Stop sign violation 55-8-149	1
Traffic control signal violation 55-8-110	
Texting/ Hands free law 55-8-199	
Driving on suspended/ revoked license 55-50-504	1
Possession of a revoked, suspended, altered license 55-50-601	
Improper left turn 55-8-140	
Animal Running at large MC-10-101 Dogs (10-203)	
Failure to dim lights 55-9-407	
No U-turn 55-8-109	
Failure to yield right of way causing accident 55-8-197	
Registration- Address incorrect 55-4-131	
No parking violation 55-8-160	
Child restraint law 55-9-602	
Written Warnings	2
Total	16



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: June 26, 2025

RE: ORDINANCE NO. 25-541 (Second Reading) Retail Package Store Licensing

SUMMARY:

Second Reading of Ordinance # 25-541, “An Ordinance To Amend the Code of Ordinances, Title 8, Relating to Alcoholic Beverages; By Amending Chapter 2 Definition of Beer; By Amending Chapter 2 By Adding a New Subsection Relating to Special Events Permits for On Premises Sale of Beer; By Adding a New Chapter 3 Relating to Retail Package Store Licensing; To Fix a Penalty For Violation Thereof; And, To Fix the Effective Date of this Ordinance”

Ordinance is being brought for consideration as a result of the November 5, 2024 election where Mount Carmel voters approved a referendum to allow packaged liquor sales within the town limits.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

Revenue from “Inspection Fee” equal to eight percent (8%) of the wholesale price of alcoholic beverages supplied by a wholesaler. Other positive economic impacts are possible from increased traffic and sales.

STAFF RECOMMENDATION:

N/A, voter referendum

ATTACHMENTS:

Ordinance 25-541

ORDINANCE NO. 541-2025

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TITLE 8, RELATING TO ALCOHOLIC BEVERAGES; BY AMENDING CHAPTER 2 DEFINITION OF BEER; BY AMENDING CHAPTER 2 BY ADDING A NEW SUBSECTION RELATING TO SPECIAL EVENTS PERMITS FOR ON PREMISES SALE OF BEER; BY ADDING A NEW CHAPTER 3 RELATING TO RETAIL PACKAGE STORE LICENSING; TO FIX A PENALTY FOR VIOLATION THEREOF; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

WHEREAS, Mount Carmel voters approved a referendum on November 5, 2024, to allow packaged liquor sales within the town limits. Now therefore,

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN, AS FOLLOWS:

SECTION I. That the Code of Ordinances, Title 8, Alcoholic Beverages, Chapter 2, Section 8-206 relating to the definition of beer, be and hereby is amended by deleted it in its entirety and replacing it with a new Section 8-206 to read as follows:

Section 8-206 "BEER" DEFINED.

Tenn. Code Ann. §57-5-101(b), including all amendments thereto, is hereby adopted by reference and incorporated in this ordinance as if fully set out herein and shall constitute the definition of beer.

SECTION II. That the Code of Ordinances, Title 8, Alcoholic Beverages, Chapter 2, Section 8-209, relating to permits for retail sale of beer be and hereby is amended by adding an additional Subsection (4) relating to Special Events, which Subsection (4) to read as follows:

(4) A special events permit for the retail sale of beer may be issued to current on-premises permit holders to be effective for periods of time not exceeding forty-eight (48) hours duration. Such permits shall be issued only for a community event designated as a special event by the beer board.

(a) A special event is defined as any public gathering such as a block party, local special event, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on private property.

(b) The special events permit may provide for the sale and consumption of beer in private locations by individuals attending the special event but does not otherwise suspend the prohibitions of § 8-102 regarding motor vehicles. The special events permit shall provide the following:

1. The name of the permit holder;
2. The location of the retail sale of beer during the special event;
3. The name of the special event;
4. The duration of the permit.

(c) The application for the special events permit shall be filed with the beer board not later than thirty (30) days prior to the beginning date of the special event accompanied by the application fee set forth on §8-207.

(d) The board shall designate the geographical location of a special event and any sale and consumption of beer, sold by a special event permit holder, in a public place, shall be subject to the provisions of this chapter.

SECTION III. That the Code of Ordinances, Title 8, Alcoholic Beverages, be and hereby is amended by adding an additional Chapter 3 relating to retail package store licenses, which chapter to read as follows:

8-301. Alcoholic beverages subject to regulation. It shall be unlawful to engage in the business of selling, storing, transporting or distributing, or to purchase or possess alcoholic beverages except as provided by Tennessee Code Annotated, title 57.

8-302. Application for certificate.¹ Before any certificate, as required by Tennessee Code Annotated, §57-3-208 shall be signed by the mayor, or by any aldermen, a request in writing shall be filed with the recorder, giving the following information: (1) Name, age and address of the applicant. (2) Number of years residence at applicant's address. (3) Whether or not the applicant has been convicted of a felony in the past ten (10) years.² (4) The location of the proposed store for the sale of alcoholic beverages. (5) The name and address of the owner of the store. (6) If the applicant is a partnership, the name, age and address of each partner. If the applicant is a corporation, the name, age and address of the executive officers, or those who will be in control of the package store. The information in the application shall be verified by the oath of the applicant. If the applicant is a partnership or a corporation, the application shall be verified by the oath of each partner, or by the president of the corporation.

¹
State law reference Tennessee Code Annotated, §57-3-208

²
State law reference Tennessee Code Annotated, §57-3-208 requires the applicant to submit a criminal history background report

8-303. Applicant to agree to comply with laws. The applicant for a certificate of good moral character shall agree in writing to comply with the state and federal laws, the rules and regulations of the Tennessee Alcoholic Beverage Commission for sale of alcoholic beverages and the Code of Ordinances of the Town of Mount Carmel.

8-304. Applicant to appear before board of mayor and aldermen; duty to give information. An applicant for a certificate of good moral character may be required to appear in person before the board of mayor and aldermen for such reasonable examination as may be desired by the board.

8-305. Action on application. Every application for a certificate of good moral character shall be referred to the chief of police for investigation and to the city/town attorney for review, each of whom shall submit his findings to the board of mayor and aldermen within thirty (30) days of the date each application was filed. The board of mayor and aldermen may issue a certificate of good moral character to any applicant, which shall be signed by the mayor or by a majority of the board of mayor and aldermen

8-306. Renewal of certificate.³ A certificate issued under this chapter remains valid unless there is a change of ownership or location. If either of these events occur, a new certificate must be obtained.

8-307. Applicants for certificate who have criminal record. No certificate of good moral character for the manufacture or sale at wholesale or retail of alcoholic beverages, or for the manufacture or vinting of wine, shall be issued to any person, (or if the applicant is a partnership, any partner, or if the applicant is a corporation, any stockholder), who, within ten (10) years preceding the application for such certificate of good moral character, has been convicted of any felony or of any offense under the laws of the state or of the United States prohibiting the sale, possession, transportation, storage or otherwise handling of intoxicating liquors, or who has during such period been engaged in business, alone or with others, in violation of such laws.

8-308. Number of retail licenses to be held by retailer.⁴ No retail licensee shall, directly or indirectly, hold more one (1) retail license in the Town of Mount Carmel.

8-309. Where establishments may be located. It shall be unlawful for any person to operate or maintain any retail establishment for the sale, storage or distribution of alcoholic beverages except at locations zoned Neighborhood Business District B-1, Arterial Business District B-2, General Business District B-3 or Shopping Center District B-4. In no event will a certificate be issued to an applicant when the location secured for the retail store is within two hundred feet

³
State law reference Tennessee Code Annotated, § 57-3-208

⁴
State law reference Tennessee Code Annotated, §57-3-406

(200') of any church, school, or other place of public gathering, as measured in a straight line from the nearest part of the entire building of a church, school, or other place of public gathering to the nearest part of the entire building from which alcoholic beverages will be sold.

8-310. Retail stores to be on ground floor; entrances. No retail store shall be located anywhere on premises except on the ground floor thereof. Each such store shall have only one (1) main entrance; provided, that when a store is located on the corner of two (2) streets, such store may maintain a door opening on each such street; and provided further, that any salesroom adjoining the lobby of a hotel may maintain an additional door into such lobby as long as the lobby is open to the public.⁵

8-311. Sales for consumption on-premises. No alcoholic beverages shall be sold for consumption on the premises of a retail seller.

8-312. Radios, amusement devices and seating facilities prohibited in retail establishments. No radios, pinball machines, slot machines or other devices which tend to cause persons to congregate in such place shall be permitted in any retail establishment. No seating facilities shall be provided for persons other than employees.

8-313. Inspection fee. There is imposed an inspection fee in the maximum amount allowed by Tennessee Code Annotated, §57-3-501 on all licensed retailers of alcoholic beverages.

8-315. Violations and penalty. Any violation of this chapter shall constitute a civil offense and shall, upon conviction, be punishable by a penalty under the general penalty provision of this code. Upon conviction of any person under this chapter, it shall be mandatory for the municipal judge to immediately certify the conviction, whether on appeal or not, to the Tennessee Alcoholic Beverage Commission.

SECTION IV. That the violation of any provision of this ordinance shall be punishable by a penalty of not more than fifty dollars (\$50.00). Each day of violation may constitute a separate offense.

SECTION V. That this ordinance shall take effect from and after the date of its passage and publication as the law directs.

JOHN GIBSON, Mayor

ATTEST:

TYLER WILLIAMS, CMFO, Recorder

⁵
State law reference Tennessee Code Annotated, §57-3-404(f)

1st Reading Motion By: _____ Second By: _____

	Ayes	Nays	Other
Vice Mayor Bare			
Alderman Binstock			
Alderman Cross			
Mayor Gibson			
Alderman Gilliam			
Alderman Patrick			
Alderman Shugart			
Total			

2nd Reading Motion By: _____ Second By: _____

	Ayes	Nays	Other
Vice Mayor Bare			
Alderman Binstock			
Alderman Cross			
Mayor Gibson			
Alderman Gilliam			
Alderman Patrick			
Alderman Shugart			
Total			

PASSED FIRST READING: this __th day of May, 2025.

PASSED SECOND READING: this __th day of June, 2025

ORDINANCE PUBLISHED: this __th day of June, 2025



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: June 26, 2025

RE: RESOLUTION NO. 25-653

SUMMARY:

Discussion and Consideration of Resolution 25-653, which authorizes the adoption of an updated Personnel Policies and Procedures document with an effective date of July 1, 2025. Major changes include adoption of the Town pay plan, alignment with federal holiday schedule, vacation leave adjustments, and other necessary human resource related updates.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 25-653

“Personnel Policies and Procedures”



RESOLUTION 25-653

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE ADOPTING REVISED PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Town of Mount Carmel recognizes the importance of maintaining clear, current, and comprehensive personnel policies and procedures to guide the employment practices of the Town and ensure compliance with applicable federal and state laws; and

WHEREAS, the Town has undertaken a thorough review and revision of its existing Personnel Policies and Procedures to reflect current best practices, legal requirements, and the operational needs of the Town; and

WHEREAS, the revised Personnel Policies and Procedures have been reviewed by Town Administration, legal counsel, and other relevant stakeholders, and are recommended for adoption;

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 26th day of June, 2025, that:

SECTION 1. The revised Personnel Policies and Procedures document, as presented and attached hereto as Exhibit A, is hereby adopted and shall be effective as of July 1, 2025.

SECTION 2. This revised policy shall supersede and replace all previous personnel policies and procedures adopted by the Town.

SECTION 3. Town Administration is hereby authorized and directed to implement the revised policy and ensure that all Town employees are informed of and have access to the updated document.

This Resolution shall take effect immediately, the public welfare requiring it.

ADOPTED this 26th day of June, 2025.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder

PERSONNEL

POLICIES & PROCEDURES



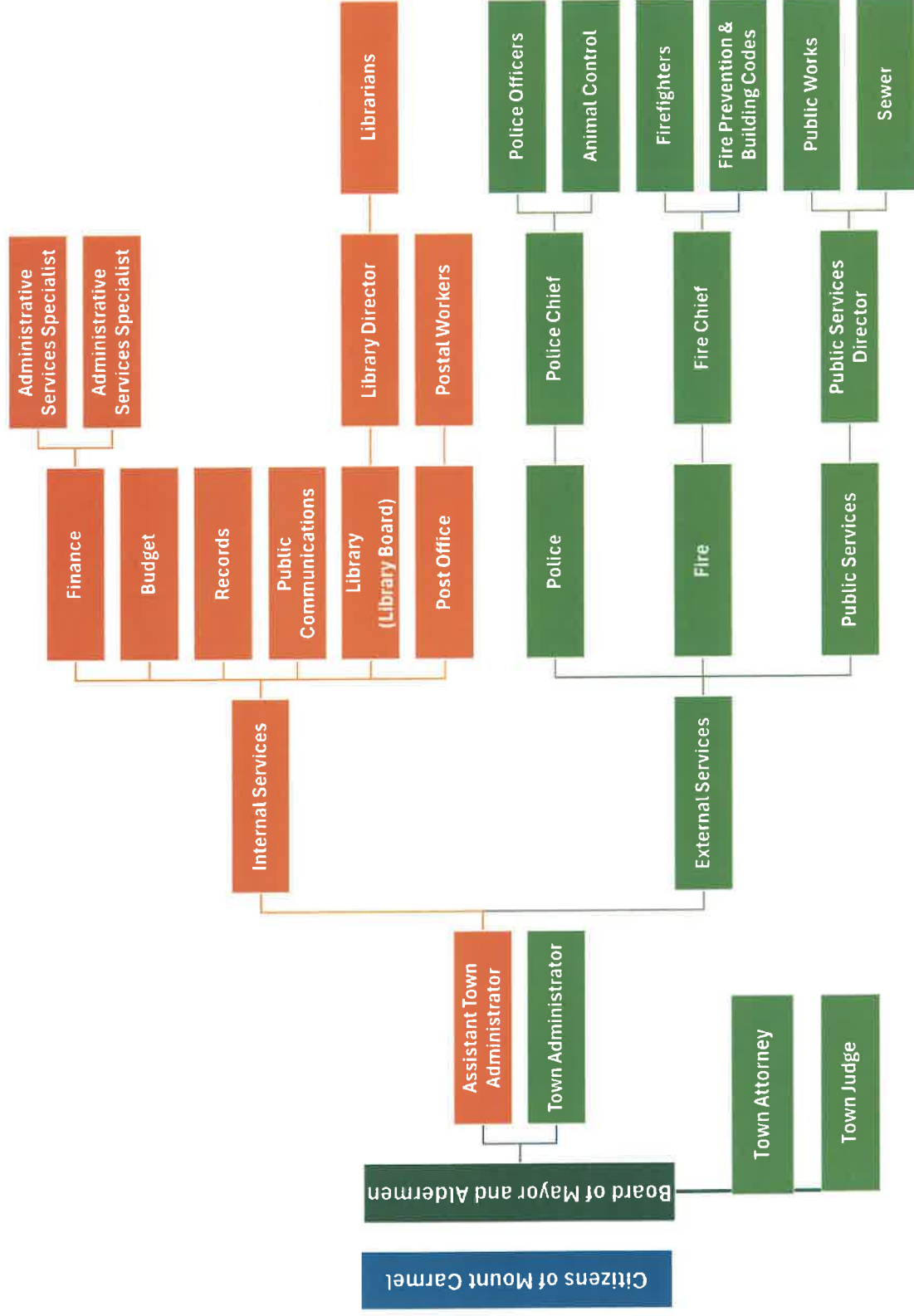
TOWN OF MOUNT CARMEL, TENNESSEE

Revision 05/01/2025

Adopted 06/26/2025

Effective 07/01/2025

Town of Mount Carmel Organizational Chart



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SECTION 1: PERSONNEL POLICIES

1.1 INTRODUCTION TO PERSONNEL REGULATIONS

The Town of Mount Carmel Personnel Policy and Procedures hereinafter referred to as "Personnel Regulations," adopted by resolution, is applicable to all employees of the Town of Mount Carmel whose activities and functions are subject to the control and direction of the Town Administrator. These policies and procedures and all other Town manuals do not bestow any additional rights to employees regarding employment or employment benefits. These policies and procedures are not part of a contract, and no employee has any contractual right to the matters set forth herein. This will serve as notice to all employees that the employment relationship may be terminated by either the Town or the employee at any time for any reason. All employees are "at will" and the Town is an "at will" employer under Tennessee law. The Town reserves the right to change all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees.

These Personnel Regulations shall be made available to all employees. Regular employees will receive a copy of the regulations upon employment. Any employee who desires to review the regulations during work hours may review the departmental copy.

1.2 PURPOSE AND OBJECTIVES

The primary purpose of these policies is to establish an understanding, cooperation and efficiency in local government operations by establishing a system of personnel administration which provides consistent, impartial and effective policies and procedures for the employees of the Town of Mount Carmel Tennessee without regard to race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. The objectives of these policies are to promote and increase efficiency, provide fair and equal opportunities, develop a process of recruitment and selection of employees, and promote high morale among employees.

It is the Town of Mount Carmel's policy not to discriminate against any employee or applicant for employment or during the course of employment due to race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. Race, color, religion, age, sex, national origin or ancestry, marital status, veteran's status, or ability in accordance with applicable federal, state, and local law. If an employee believes that he or she has been involved in any incident that was discriminatory, he or she should report the incident immediately to Management. The Town further complies with all federal and state laws protecting employees from discrimination.

It is the policy of the Town of Mount Carmel to apply and foster a sound program of personnel administration to ensure the legal employment and placement of applicants, the establishment of a classification and compensation program, the establishment of an employee relations system and the provision of employee development and training and record retention.

1.3 COVERAGE

The Personnel Regulations will apply to all employees unless otherwise stated under exempt positions. Temporary, seasonal, and part-time employees are subject to all regulations but do not have access to additional benefits, such as, insurance benefits, leave accrual, holiday pay, or retirement benefits.

All offices and positions of the local government placed in the exempt service are:

1. all elected officials.
2. members of appointed boards and commissions.
3. consultants, advisers, and legal counsel rendering temporary professional service.
4. the local government attorney.
5. independent contractors.
6. part-time employees paid by the hour or the day who are not considered regular unless otherwise indicated.
7. the local government judge.

Some policies apply to all employees and officers of the municipality, including those placed in the exempt service, such as policies related to discrimination and/or harassment, and policies required by state or federal law.

1.4 ADMINISTRATION

These rules will be administered by the Town Administrator and Assistant Town Administrator under the direction of the Board of Mayor and Aldermen in conformity with the ordinance establishing a personnel system.

The governing body is responsible for the appointment of the Administrator, establishment of overall policy guidelines for the operation of municipal government including adoption of the Personnel Regulations and amendments thereto, development and adoption of an annual fiscal budget.

The Town Administrator is the Chief Executive/Administrative Officer for the Town of Mount Carmel. The administrator is hired and serves at the pleasure of the governing body. The administrator is responsible to the governing body for the proper operations of all town functions. The responsibilities of the administrator include appointment and termination of all Town employees, enforcement and application of all laws, provisions of the Town Charter and Municipal Code, and acts of the governing body including but not limited to the Personnel Regulations and pay classification plan. The administrator is also responsible for the implementation of additional rules, policies, and procedures, which may be necessary for the proper operation of the Town or its various departments, provided that such rules and procedures are consistent with the Personnel Regulations adopted by the governing body.

The Assistant Town Administrator may fulfill the role of Town Recorder and Chief Municipal Finance Officer for the Town of Mount Carmel overseeing those administrative functions of the Town. The Assistant Town Administrator is hired and serves at the pleasure of the Town Administrator. In addition to the Town Recorder and Chief Municipal Finance Officer responsibilities, the Assistant Town Administrator may also be responsible for appointment and termination of Town employees, enforcement and application of all laws, provisions of the Town Charter and Municipal Code, and acts of the governing body including but not limited to the Personnel Regulations and pay classification plan. The Assistant Town Administrator is also responsible for the implementation of additional rules, policies, and procedures, which may be necessary for the proper operation of the Town or its various departments, provided that such rules and procedures are consistent with the Personnel Regulations adopted by the governing body. Additionally, the Assistant Town Administrator shall serve as the Acting Town Administrator when needed or required.

The Town Administrator, Assistant Town Administrator and Department Heads and supervisors are responsible for the administration and enforcement of the Personnel Regulations for employees in their respective program areas.

The Town Administrative Department's responsibility and functions regarding the administration of the personnel regulations shall include, but not be limited to, the development and presentation of personnel regulations and recommended amendments consistent with proper employment practices to the Town Administrator for consideration and presentation to the governing body. The Administrative Department shall also provide technical

assistance to Department Heads and supervisors on the interpretation and application of the Personnel Regulations.

Amendments to the rules and regulations shall be made in accordance with the procedure herein. Nothing in the personnel rules and regulations document shall be deemed to give employees any more property rights in their jobs than may already be given by the local government charter. The local government reserves the right to alter or change any or all these rules without prior notice to employees.

1.5 AMENDMENTS TO PERSONNEL POLICIES

Amendments or revisions to these regulations, policies and procedures may be recommended for adoption by the Town Administrator or by the Board of Mayor and Aldermen of its own initiative. Such amendments or revisions of these regulations, policies and procedures shall become effective upon approval by the Board of Mayor and Aldermen.

All departmental regulations, policies and procedures as presently constituted or hereinafter adopted, which are not in conflict with these regulations, shall remain in full force and effect.

1.6 SEVERABILITY

If any Charter, Article or Section of these Regulations is found to conflict with Federal, State or Town laws and regulations, or Court decision, that section will continue in effect only to the extent permitted by such law or regulation or Court decision. If any Charter, Article or Section of these regulations is or becomes invalid or unenforceable, such invalidity or unenforceable nature will not affect or impair any other Charter, Article or Section of these regulations.

SECTION 2: HIRING PROCEDURES

2.1 EQUAL OPPORTUNITY EMPLOYMENT

It is the obligation and policy of the Town of Mount Carmel to provide equal opportunity employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, religion, sex, age, national origin, disability, military status, communication with elected public officials, free speech, refusing to participate in or remain silent about illegal activities exercising a statutory constitutional right or any right under clear public policy, political affiliation, genetic information, or any other basis protected by law.

The Town of Mount Carmel will provide reasonable accommodation to qualified disabled individuals unless the accommodation would pose an "undue hardship" on the Town.

This policy applies to all terms, conditions, and privileges of employment and all policies of the Town, including hiring, placement, training, employee development, promotion, transfer, compensation, benefits, grievances, educational assistance, layoffs, termination, and retirement.

2.2 JOB ANNOUNCEMENTS

Department Heads who need to fill a budgeted job opening should contact town administrative personnel to begin the recruitment process. The Town Recorder (or their designee) will prepare and publicize job announcements to bring notice of vacancies to as many qualified candidates as possible.

In-House Posting - Notice of vacant regular positions will be made available to internal employees on the Town's official website. Notice of regular vacancies will be posted internally and externally until the position is filled.

Public Advertisement - Applicants shall be recruited from a geographic area as wide as necessary and for a period sufficient to ensure that qualified applicants are obtained for Town Service. The Town's Administrative

Office and the Department Head will determine what forms of media to extend the advertisement. Vacancies where appropriate will be posted on the Town's website until the position is filled. All internal and external candidates shall make application through the Town's website and submit their signed/scanned application via email to the Town Administrator.

2.3 EMPLOYMENT OF RELATIVES/FRIENDS

As a public employer, the Town of Mount Carmel must maintain a process of fairness in all things. Career opportunities must be equal in matters of relationships, just as in other employment matters: sex, age, national origin, race, religion, creed, color, ancestry, disability, and marital status. A person's name should be neither a help nor a hindrance to advancing as far as ability and performance will allow. Decisions to hire are based on the individual applicant's merits. We will not employ, transfer, or promote someone unless it is in the best interest of all concerned. Further, the Town maintains a strict prohibition against hiring relatives into departments where other relatives are employed and against letting relatives make employment decisions about other relatives. We take special precautions to avoid conflicts of interest, or the appearance of conflicts of interest, in dealing with related employees. Standard hiring criteria must be applied; direct reporting of one relative to another is generally avoided. Be careful about providing information that would give a friend or related employee unfair advantage over others. Personal relationships that might create conflicts of interest should be discussed with your Department Head or with the Town Administrator. If a relationship between two employees conflicts with this policy, a change to an appropriate job or shift change that does not create a conflict may be sought for one of the individuals.

2.4 CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION

The Town will not discriminate based on a person's national origin or citizenship status with regard to recruitment, hiring, or discharge. However, the Town will not knowingly employ any person who is or becomes an unauthorized immigrant. In compliance with the Immigration Reform and Control Act, all employees hired after November 6, 1986, regardless of national origin, ancestry, or citizenship, must provide suitable documentation to verify identity and employability. The documentation must be provided within three days of employment, or the individual will be subject to separation.

SECTION 3: CLASSIFICATION, PAY, AND FRINGE BENEFITS

3.1 EMPLOYEE COMPENSATION

Employee compensation shall be in an amount set by the Town Pay Plan established by the Town Administrator and adopted through the budget process by the Board of Mayor and Aldermen as identified in Appendix C.

A non-exempt municipal employee who does not work their regularly scheduled work week shall be paid only for hours worked, unless such absence is authorized as paid leave by the employee's supervisor, or the Town Administrator.

Regular paydays for all municipal employees shall be bi-weekly, no later than every other Friday. Direct Deposit into a financial institution is required. All non-exempt employees will sign their timecards at the end of each pay period and supervisors will also be required to sign timecards. Signature on timecard is a verification the employee has worked the exact hours shown on the timecard and no more or no less for the applicable period shown on said card. Exempt salaried employees are required to submit a signed exception record at the end of each pay period, indicating that they worked a minimum of 80 hours in the pay period, or had any work hour exceptions, such as, holiday, vacation, sick or any other types of paid or unpaid leave.

The appropriate deductions, as required by State and Federal law, shall be made from each employee's pay. It is the policy of the Town that no advance on future wages shall be made.

3.2 PERFORMANCE APPRAISAL / EVALUATION

The performance of all employees will be appraised and reviewed at least annually by their immediate supervisor.

Evaluations for new hires shall occur before the end of the first sixth (6) months. Written appraisals will be discussed with the employees, so they will know how they are progressing and what they may do to improve their performance.

Department Heads will review employee performance evaluations for consistency and application of proper evaluation standards for each employee being evaluated. The failure to submit an evaluation after notice may subject the Department Head to counseling or disciplinary action. Completed employee performance evaluations shall be placed in the employee's personnel file. The Town Administrator will perform an annual performance evaluation for all Department Heads.

As important as these written performance/appraisals are, they are not meant as substitutes for ongoing discussions between employees and their supervisors about their performance. Annual step pay increases, not classified as COLA, will be tied to an employee's minimum acceptable performance. Employees must not be under any formal discipline or a performance improvement plan and receive an overall "meets expectations" rating to receive their step pay raise for the year, which will be effective on the next pay period beginning after their actual hire/promotion date anniversary.

3.3 BENEFITS

A list of current benefits is available from the Town recorder.

3.4 HOURS OF WORK

The standard work week for each department will be determined by the department head with approval of the Town Administrator. Up to one hour will be allowed for an unpaid lunch, including travel time, and will not be considered part of the regular workday.

3.5 ATTENDANCE

Employees shall attend their assigned places of work in accordance with the policies regarding hours of work, holidays, and leave. If an employee, for some unavoidable reason, cannot report for work, they shall notify their supervisor or department head at least 30 minutes prior to the start of their assigned work shift. The Department Head will set the department specific notification process. Failure on the part of an employee to comply with these policies may be cause for non-payment for the workday absence, and/or disciplinary action.

3.6 OVERTIME COMPENSATION

All non-exempt general employees shall receive overtime pay at the rate of one and one-half times their regular rate of pay for each hour worked in excess of 40 hours, and non-exempt sworn police employees for each hour worked in excess of 43 hours. All non-exempt general employees may also accrue compensatory time off in lieu of overtime for all hours worked in excess of 40 hours (regular employees)/43 hours (sworn non-exempt police employees) in any one work week so long as approved in advance by the employees' Department Head and the Town Administrator and may accrue such compensatory time off up to a maximum of 80 hours.

Compensatory time, or overtime must be documented by a detailed explanation of the work or project(s) that required working overtime hours in the workweek on each employee's timecard. All compensatory time off accrued for all Town employees qualifying for compensatory time off, the time must be used by the end of the following month.

Exempt employees who are paid by salary shall not be entitled to overtime compensation, additional holiday pay, or compensatory time. However, exempt employees will be granted 60 hours of executive leave annually that must be used during the fiscal year awarded, no accruals will be allowed or maintained, and at the end of the fiscal year will be reset to 60 hours. Executive leave should be used and will not be paid out and should be utilized in no less than 4-hour blocks and for no more than 16 consecutive hours (2-days). Executive leave should not be

routinely abutted with other types of leave to extend the overall time off. If an exempt employee wishes to use executive leave, they must submit their request to the town administrator on the appropriate form. Executive leave requests should be submitted at least 1 day in advance for requests of 4 to 8 hours, and 3 days in advance for requests of more than 8 hours.

3.7 CALL OUT PAY

Employees in Public Works and Wastewater may be required to return to the Town to. When a non-exempt employee, after departing from their regularly scheduled workplace, reports back to work for unscheduled service after hours, the Town will pay him or her a minimum of two (2) hour's wages from the time he or she begins work at the worksite until the time they leave the worksite. Each non-exempt employee who is called out will be paid at one and one-half (1½) times their regular hourly rate while on call-out duty.

3.8 MANDATORY UNIFORM ALLOWANCE

1. Uniforms, when required, will be provided by the Town. The cost to maintain those uniforms will also be paid by the Town
2. Personal Protective Equipment. Full-time employees may be reimbursed for the purchase of safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eye wear as Personal Protective Equipment, or other equipment as defined in departmental SOP or as adopted otherwise. Cost will be reimbursed up to \$200 for steel toe boots and a winter coat one time per fiscal year.

SECTION 4: LEAVE POLICIES

4.1 VACATION LEAVE

Each full-time regular employee shall earn vacation time in accordance with the following schedule (unless additional benefits are negotiated at the time of job acceptance):

Years of Service	Hours per pay period	weeks/hours earned per year	PD hours earned per pay period / yearly	PD weeks/hours earned per year
1-5	3.08 hours	2 weeks (80 hours)	3.23 hours	2 weeks (84 hours)
6-10	4.62 hours	3 weeks (120hr)	4.96 hours	3 weeks (129 hours)
11-15	6.16 hours	4 weeks (160hr)	6.62 hours	4 weeks (172 hours)
16-20	7.70 hours	5 weeks (200hr)	8.27 hours	5 weeks (215 hours)
20+	9.23 hours	6 weeks (240hr)	9.92 hours	6 weeks (258 hours)

Vacation time can be carried over by no more than 80 hours into the next anniversary year, unless requested by the employee and authorized by the Town Administrator/Manager in writing. If carry over exceeds 80 hours, unused vacation leave will be converted into sick leave. Employees may be paid for up to two weeks of unused vacation per year (anniversary). Vacation leave shall be taken on a normal workweek basis. Paid holidays falling within a period of vacation leave shall not be counted as vacation. Each employee, upon retirement or voluntary separation, including a 2-week notice to the town (actually worked), shall be paid for any unused vacation leave.

Unless there is an emergency, all employees shall provide their supervisor with at least two weeks' notice when requesting vacation time. Department heads must apply for vacation leave to the Town Administrator for approval.

Vacation leave shall not accrue to any employee when an employee is on leave for more than (15) days in the month, unless otherwise directed by the Town Administrator.

4.2 SICK LEAVE

Each regular full-time employee will accrue sick leave at the rate 4 hours per pay period or 6 hours per pay period

for full time police officers working 12-hour shifts. Employees may accumulate up to 720 hours of sick leave, which may be carried over from one calendar year to another. Any unused sick leave in excess shall only be credited as additional time worked when calculating the employee's retirement benefits towards TCRS retirement. No employee shall be paid for accumulated sick leave. All accumulated sick leave shall expire upon an employee's separation from employment.

Employees become eligible to use sick leave in the following situations:

- When an employee is incapacitated by sickness or a non-job-related injury, or they are seeking medical, dental, or other diagnosis or treatment.
- When necessary, care and attendance of a member of the employee's immediate family is approved by a department head.
- When employees have received notice from their doctor that they may jeopardize the health of others because they have been exposed to a contagious disease.

Sick leave benefits shall begin on the first day of such absence and shall continue for 10 work days or 80 hours. Any additional time-off necessary shall be taken by utilizing Short-term Disability Insurance provided by the town and can be supplemented by employee vacation time.

Sick leave shall be requested in advance for any non-emergency medical, dental, or other diagnosis or treatment. Employees shall, when possible, notify their department head of their illness or incapacity before they are due to report to work on the first day of any sick leave.

To prevent abuse of the sick leave privilege, department heads are required to satisfy themselves that an employee is genuinely ill before sick leave is authorized. An absence due to sickness of 3 or more days consecutively, or greater than 6 days cumulatively, may require a doctor's certificate. Sick leave may be denied, and appropriate disciplinary action taken when an employee is shown to be abusing sick leave privileges.

Sick leave shall not accrue to any employee until the required eligibility period has elapsed, when an employee is on leave for more than fifteen (15) days in the month, unless otherwise directed by the Town Administrator.

An employee, upon exhausting all earned sick leave, may use vacation. After an employee has exhausted their accrued sick leave and vacation leave, leave without pay may be granted at the discretion of the Town Administrator as a reasonable accommodation to persons with disabilities. Also, employees may be placed on special leave without pay, or they may be terminated if unable to perform their job or another job with or without a reasonable accommodation. Should employees later be able to return to work, upon presentation of certification by a doctor, they may be given preference for employment in a position for that they are qualified, with the approval of the Town Administrator.

Employees may not borrow against future sick leave.

4.3 HOLIDAY LEAVE

The Town shall recognize and observe all holidays officially designated by the federal government, including any future amendments, deletions, or additions to the federal holiday schedule, which shall be automatically incorporated herein. In addition, the Town reserves the right to designate discretionary holidays (notated**). Therefore, the following shall be paid holidays for all full-time employees and shall be observed on the dates and days as prescribed by law:

New Year's Day
Martin Luther King Jr. Day
Washington's Birthday
Good Friday**
Memorial Day

Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day

Thanksgiving Day
Thanksgiving Day After**
Christmas Eve**
Christmas Day

The Town offices, except essential services, shall be closed on official holidays. When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

All regular full-time non-exempt employees required to work on a Town-observed holiday will receive straight time holiday pay, and in addition will be paid for hours worked on the Town-observed holiday at the rate of one and one-half times their regular rate of pay. Emergency services personnel and sewer personnel will utilize the actual holiday for observance.

If a holiday occurs while an employee is on Workers' Compensation leave or other disability compensation leave, and is not using sick leave or vacation leave, no credit for the holiday shall be allowed. To receive pay for an observed holiday, an employee must not have been absent on the workday immediately preceding or immediately following the holiday unless on vacation time authorized by the supervisor or documented/excused sick leave on such days.

4.4 CIVIL LEAVE

Employees are eligible for paid civil leave in the following situations:

1. When an employee is called to serve as a juror or is appointed to serve as a clerk or judge on an election board, the employee is entitled to his regular pay.
2. For voting if the employees' working hours prevent voting during the time the polls are open.
3. When an employee is called to perform emergency civilian duty.
4. When an employee is subpoenaed to appear in court on behalf of the Town.

An employee who is required by subpoena to appear in court as a plaintiff, defendant or witness on a personal matter shall not be granted civil leave but may be granted vacation leave or leave without pay.

4.5 FUNERAL LEAVE

Up to three (3) days with pay may be granted for attendance of funerals of the immediate family of an employee. Any additional days may be charged to vacation, sick leave, or taken as leave without pay with the approval of the Department Head.

The employee's immediate supervisor must first approve all funeral leave. In situations where several employees wish to have time off to attend a funeral or funerals, discretion must be used by supervisory personnel so that Town service can be maintained.

4.6 MILITARY LEAVE/VETERANS' RE-EMPLOYMENT

Any employee who is or becomes a member of the armed forces of the United States (including the Army, Army Reserves, Army National Guard, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air National Guard, Coast Guard, Coast Guard Reserve, Commissioned Corps of the Public Health) and leaves work for initial training for the Guard or Reserves, leaves work to join active-duty military, or is called to active duty, will be placed on military leave. Such employee must present his/her supervisor or department head with advance notice of the active-duty orders. The employee's seniority, status and pay will remain unchanged during his/her time of military leave. Continued health insurance coverage will be offered up to 24 months. The Town will continue to pay the portions of the premiums they were responsible for while the service member was employed if the leave is for fewer than 31 days. For military leaves longer than 31 days the employee must pay up to 102% of the cost of premiums due for such policy. An employee wishing to continue health insurance coverage during his/her military leave shall provide a mailing address where notices of premium payments due may be sent.

The process for reinstatement of employees returning from military leave begins when the employee submits an "application for re-employment." Said application must be submitted within ninety (90) days of the end of service, or from the end of hospitalization continuing after discharge for a period of not more than one (1) year for an injury/illness related to deployment. The returning employee will be re-employed in the position they would have attained had they not been absent for military

service, with the same seniority, status and pay.

Any employee who is a member or may become a member of any reserve component of the armed forces of the United States or of the Tennessee Army and Air National Guard will be entitled to a leave of absence from their respective duties for periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. While on such leave, the employee will be granted paid leave up to twenty (20) days in anyone (1) calendar year.

Qualified employees who seek paid leave under this policy must provide the official order calling for their service or training to their supervisor. Employees serving in the National Guard or Military Reserve will receive full compensation for a period of twenty (20) days of military leave each calendar year, excluding holidays and scheduled off days. Such leave will not be charged to any form of accrued paid leave. An employee requesting military leave shall provide the Town the dates for training and travel time in advance. After the twenty (20) working days of full compensation, the Town may provide partial compensation to its employees while under competent orders. After the twenty (20) working days of full compensation, members of any reserve component of the armed forces of the United States, including members of the Tennessee army and air national guard, may use up to five (5) days of sick leave in lieu of vacation leave for the purposes of not having to take leave without pay.

MILITARY RESERVISTS LEAVE

Active State Duty: Army/Air National Guard and TN State Guard, Civil Air Patrol

In addition to the leave of absence provided above, employees who are members of the Tennessee army and air national guard on active state duty or the Tennessee state guard and civil air patrol shall be entitled to an unpaid leave of absence from their respective duties, without loss of time, pay not specifically related to leave of absence time, regular leave or vacation, or impairment of efficiency rating for all periods of service during which under competent orders he/she is engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.

Pursuant to T.C.A. § 42-7-102, members of the United States air force auxiliary civil air patrol who participate in a training program for the civil air patrol, or in emergency and disaster services, as defined in T.C.A. § 58-2-101, are entitled to a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year for such purposes if the leave of absence is at the request of the employee's wing commander or the wing commander's designated representative. Employees granted leave are entitled to their regular salary during the time that they are away from their regular duties. All the rights and benefits of the employee continue as if a leave of absence had not been granted.

It is the responsibility of the employee to make arrangements with their department head for leave to attend monthly meetings on regular off time, with the expectation that the paid leave granted herein will be applied to the annual training periods required for reservists.

8-33-110. Unpaid leave for members of Tennessee army and air national guard, Tennessee state guard and civil air patrol.

In addition to the leave of absence provided in § 8-33-109, all officers and employees of this state, or any department or agency thereof, or of any county, municipality, school district, or other political subdivision, all other public employees of this state and all private sector employees who are members of the Tennessee army and air national guard on active state duty or the Tennessee state guard and civil air patrol shall be entitled to an unpaid leave of absence from their respective duties, without loss of time, pay not specifically related to leave of absence time, regular leave or vacation or impairment of efficiency rating for all periods of service during which under competent orders they are engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.

4.7 Workers Compensation

Town employees are subject to the provisions of the Tennessee Workers' Compensation Act and are entitled to the benefits of that law, whether by injury or occupational disease arising out of and in the course of employment.

Injury or occupational disease occurring out of and in the course of employment shall be reported to the Recorder and/or supervisor as soon as possible and the Recorder shall file the necessary reports.

The Town Recorder will furnish information and reports concerning injuries, or alleged injuries, or occupational diseases which are or may be within the scope of the Workers' Compensation Act, in order that proper medical

attention is provided, compensation and expenses are paid, investigation and determination of applicable benefit eligibility may be made, and that compensation is terminated when the disability ceases or benefits are exhausted.

An employee entitled to be paid Workers' Compensation for temporary disability may be granted sick leave with full pay for the first five (5) working days of such disability, excluding the day of injury (assuming such employee has sufficient accumulated sick leave).

Worker's compensation pays an employee 66.67% of their weekly salary once the employee has been disabled for more than seven (7) days. Compensation will be made as of the eighth day of disability due to an occupational injury. If the employee is disabled for fourteen (14) days or more, worker's compensation will pay the employee retroactively from the first full day of absence from work up to the return date to work. Employees receiving worker's compensation payments may not supplement their pay with accrued paid leave. An employee who is receiving Workers' Compensation for an injury or occupational disease arising from the course and scope of employment, shall have the option of electing to use accumulated sick leave and/or vacation leave for the first seven calendar days of Workers' Compensation leave. After such sick and/or vacation leave has been used, the employee shall not be entitled to any compensation except that authorized by the Workman's Compensation Act. Such injured employees shall be carried in a leave without pay status for a period not to exceed one (1) year after which employment may cease.

Employees injured on the job that receive a restricted release or restricted permission to return to work may be returned to their prior position if reasonable accommodation can be made without violating the medical restriction(s) or does not pose a safety risk to themselves or others. Likewise, such an employee may be placed in another position for which they are qualified within the Town if such an open position exists, and the injured employee's restrictions may be accommodated. **Nothing herein should be construed as a commitment on the part of the Town to make work or create a position for an injured employee.**

4.8 ABSENCE WITHOUT LEAVE

Absence by an employee from place of duty not specifically authorized or covered in this manual shall be charged as absence without leave. Absence without leave shall be in a non-pay status and may be cause for disciplinary action, up to and including discharge.

4.9 FAMILY LEAVE

The Family and Medical leave policy is applicable to employees who have worked at least 12 months for the Town and who have worked at least 1,250 hours during the preceding 12-month period, and work for an employer with 50 or more employees within 75 miles of the work site. Until such time the Town employs 50 or more employees, no employees shall be deemed eligible under the Act.

SECTION 5: WORKPLACE VIOLENCE AND HARASSMENT

5.1 WORKPLACE VIOLENCE

Employees are expected to maintain a productive work environment free from harassing or disruptive activity including threats of physical violence. No form of bullying or harassment will be tolerated, including sexual harassment and harassment based on race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. This policy applies to all Town employees, elected officials, appointed officials, part-time/temporary employees, and contractors.

1. No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:
 - a. **Verbal harassment** – Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slur; offensive flirtations

- or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- b. **Physical Harassment** – Any physical assault, such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person.
 - c. **Visual Harassment** – Displaying derogatory or offensive posters, cartoons, publications, or drawings.
 - d. **Bullying** – Workplace bullying refers to unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. This behavior may be performed by individuals (or a group) directed towards an individual (or a group of individuals)
2. All employees, except those authorized to carry weapons for official job-related purposes, are prohibited from carrying weapons while performing work for the Town.
 3. Under no circumstances are the following items permitted on Town property, including Town-owned parking areas, except when issued or sanctioned by the Town for use in the performance of the employee's job:
 - dangerous chemicals; or
 - explosives or blasting caps; or
 - other objects carried for the purposes of injury or intimidation.
 4. Charges of violence and harassment may be reported to any supervisory employee of the local government, including the Town Administrator and the Mayor. The Town will promptly investigate reports of workplace violence including suspicious individuals or activities. Depending on the severity of the charges or whether a crime is committed, the Town Administrator may request that the Police Chief provide assistance or assume responsibility for the investigation. All employees are required to assist during the investigation by providing testimony, statements, and evidence, as required. Failure to cooperate or creating an interference may result in disciplinary action.

5.2 HARASSMENT

Employees are obligated to report instances of harassment. Employees are also obligated to cooperate in every investigation of harassment. The obligation includes, but is not limited to, coming forward with evidence, both favorable and unfavorable, for a person accused of such conduct; fully and truthfully make written reports or verbally answer questions when required to do so by the investigator. All employees are required to assist during the investigation by providing testimony, statements, and evidence, as required. Failure to cooperate may result in disciplinary action.

Copies of the investigative report with recommendations for appropriate action will be turned over to the Town Administrator for further action. Anyone determined to be responsible for threats of, or actual violence, or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination.

The following actions constitute an unlawful practice and are absolutely prohibited by the Town when they affect employment decisions, create a hostile job environment, cause distractions, or unreasonably interfere with work performance. They are:

1. sexual harassment or unwelcome sexual advances,
2. requests for sexual favors.
3. verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, or propositioning.
4. explicit or implied job threats or promises in return for submission to sexual favors.
5. inappropriate sexually oriented comments on appearance.
6. sexually oriented stories.
7. displaying sexually explicit or pornographic material, no matter how the material is

- displayed; and/or
8. sexual assault on the job by supervisors, fellow employees, or non-employees
 9. Demeaning insulting, intimidating or sexually suggestive written, recorded or electronically transmitted materials (such as email, instant message, and internet materials)

Employees must avoid any action or conduct which could be viewed as sexual or other discriminatory harassment. Persons who engage in unlawful sexual or other discriminatory harassment will be subject to disciplinary action up to and including termination of employment.

Employees and others will not be retaliated against for raising complaints of sexual or other discriminatory harassment, unless the claim is one that is made in dishonest bad faith.

Making Harassment Complaints

Prevention is the best tool for the elimination of harassment. Therefore, the following rules shall be strictly enforced. An employee who feels he/she is being subjected to harassment should immediately contact their supervisor or the Town Administrator or any other individual with whom the employee feels the most comfortable.

The employee should be prepared to provide the following information:

- (a) The employee's name, department, and position title.
- (b) The name of the person or persons committing the sexual harassment including their titles, if known.
- (c) The specific nature of harassment, how long it has gone on, and any adverse action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.), taken against the employee because of the harassment, or any other threats made against the employee because of the harassment.
- (d) Witnesses to the harassment.
- (e) Whether the employee has previously reported the harassment and, if so, when and to whom.

Reporting and Investigation of Harassment Complaints

The Town Administrator is the person designated by the Town to be the investigator of complaints of harassment against employees. In the event the harassment complaint is against the Town Administrator, the investigator shall be the Town attorney, or independent attorney provided by the Town's Employment Practices Liability Insurance provider.

When an allegation of harassment is made by any employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the Town Administrator.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation.

Upon conclusion of the investigation, the investigator shall prepare a confidential report of the findings and present them to the Town Administrator. The report shall include the written statement for the person complaining of harassment, the written statement of witnesses, the written statement of the person against whom the complaint of harassment was made, and all the investigator's notes connected to the investigation.

Action on Complaints of Harassment

Upon review of the investigator's report, the Town Administrator shall, within a reasonable time, determine whether the conduct of the person against whom a harassment complaint has been made constitutes harassment in violation of this policy. In making that determination, the Town Administrator shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, the context in which the

conduct, if any, occurred, and the conduct of the person complaining.

If the Town Administrator determines that the complaint of harassment is well founded, in whole or in part, he/she shall take prompt and effective remedial action against the employee found to have engaged in harassment, which may include disciplinary action up to and including termination. To the extent possible, the disciplinary action should be consistent with the nature and severity of the offense and may take into consideration such factors as the effect of the offense on the complainant, or on employee morale and public perception of the offense. Disciplinary action will be determined on a case-by-case.

A written record of the disciplinary action shall be kept, including verbal reprimands. In all events, an employee found guilty of harassment shall be warned not to retaliate in any way against the person making the complaint of harassment, witnesses or any other person connected with the investigation of the complaint of harassment.

In cases where the harassment is committed by a non-employee against a municipal government employee in the workplace, the Town Administrator shall take whatever lawful action against the non-employee is necessary to bring the harassment to an immediate end.

SECTION 6: MISCELLANEOUS POLICIES

6.1 DRUG AND SUBSTANCE ABUSE POLICY

To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the Town has adopted a drug and alcohol testing policy. The types of tests required are pre-employment (for safety-sensitive positions), transfer (for certain safety sensitive positions), reasonable suspicion, post-accident, random (for safety-sensitive positions), return-to-duty, and follow-up post rehabilitation testing. A copy of the full policy can be obtained from the Town recorder.

6.2 TRAVEL POLICY

Employees shall be reimbursed for official travel in the performance of their duties, as well as for official expenses personally incurred related to their position. A copy of Town of Mount Carmel approved Travel Policy is available in the recorder's office.

6.3 USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT

All local government vehicles and equipment are for official use only. No other person other than a local government employee may operate a local government vehicle or piece of machinery. Passengers may be carried only as part of official business. Drivers and/or operators must have a valid driver's license and other certifications as required for a particular vehicle or piece of equipment and be approved by the department head or the Town Administrator.

Any employee who is required as an employment condition to possess and maintain a valid driver's or commercial driver's license or any employee who drives a Town vehicle must immediately, before reporting for duty the next workday, inform his/her supervisor if his/her license becomes denied, expired, restricted, suspended, or revoked any time during employment with the local government. A periodic review (no less than once every three (3) years) of employees' driving records will be conducted by the Town Administrator or their designee. If a town vehicle becomes damaged or is found to be damaged, the employee must immediately notify their supervisor.

6.4 PERSONAL / BUSINESS CELL PHONES

Employees should ensure personal cell phones do not interfere with their work or the Town's operations. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Business cell phones are typically provided to positions that require immediate and on-going communication due to management responsibilities, field operations and emergency response purposes. Since they are provided to conduct Town business, the employee should limit personal usage to calls that are essential. If an individual is abusing the privilege of using a Town cell phone, disciplinary action may be taken, along with discontinuation of the use of the Town cell phone. Employees must be aware that any electronic communication devices owned by the Town are open to audit for monetary and/or content review or for any purpose and are always subject to public record requests.

6.5 CUSTOMER COURTESY

All contact with customers, citizens, and coworkers should be managed in a professional manner. Professionalism, politeness, and courtesy are essential. Lack of courtesy and professionalism may result in disciplinary action.

6.6 ATTENDANCE AND PERSONAL CONDUCT

Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Employees are representatives of the Town and as such, are expected and encouraged to conduct themselves always in a manner so as not to bring discredit upon the Town of Mount Carmel. Employees engaging in activities that are harmful to public perception of the Town may face disciplinary action.

6.7 DRESS CODE

Non-Uniform

Personal appearance and manner of dress is an important part of your job responsibilities. Employees are expected to dress and groom in a manner which reflects good taste, and which is appropriate for the type of work performed. Since all employees deal with co-workers and the public daily, personal hygiene is a requirement. Employees should ensure their personal hygiene will not be offensive to others around them. This includes but is not limited to – scented body products, perfume/cologne, oral hygiene, and body odor. An employee who does not meet the standards of this policy will be required to take corrective actions, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy may be cause for disciplinary action.

Uniform

In departments where uniforms are provided, all employees are expected to wear the uniform according to departmental policy. All uniforms are expected to be kept neat and in good repair. There may be an allowance allotted and/or uniforms will be provided for those employees required to wear uniforms and is specific to their respective department.

6.8 NON-SMOKER PROTECTION ACT

The Town complies with the Non-Smoker Protection Act of 2007 which prohibits smoking in all public places such as buildings, equipment, and Town-owned vehicles. All employees who operate Town-owned vehicles are prohibited from smoking in the vehicle or piece of equipment. Violators of this policy will be subject to disciplinary action.

6.9 COMPUTER USE AND MONITORING

Computers, the Internet, and e-mail, as with other technologies, should be used to maximize the Town's efforts in serving its citizens. It is every employee's duty to use the Town's computer resources and communication devices responsibly, professionally, ethically, and lawfully. These policies are not intended to, and do not, grant users any contractual rights. The term "Computer Resources" refers to the Town's computers, electronic equipment, and its entire computer network.

Computer Use Policy Overview

The computer resources are the property of the Town and should be used for legitimate business purposes. While personal use of Town computer resources, including the Internet and electronic mail is not forbidden, it is discouraged. Personal use shall be minimal and shall not interfere with the performance of job duties and responsibilities. Users are permitted access to the computer to assist them in performing their jobs. Confidential information or other information that would cause citizens to lose confidence in the Town or its personnel should not be provided using e-mail or shared with individuals outside the Town's employment ranks.

No one may use loopholes or acts of subterfuge within the computer security systems or knowledge of a special password to damage computer systems, to compromise sensitive information, to obtain extra resources, to take resources from another user, to gain access to systems or to use systems from which proper authorization has not been given. Users may not impersonate other individuals or misrepresent themselves.

Use of the computer is a privilege that may be restricted or revoked at any time. All information contained in the computer and all documents generated there from are for the exclusive use of the Town in connection with the conduct of its business and are the sole property of the Town.

Waiver of Privacy Rights

Users expressly waive any right of privacy in anything they create, store, send or receive using a town computer.

Compliance with Laws and Licenses

In their use of computers, users must comply with all software licenses and copyrights and all state, federal and international laws governing intellectual property and online activities.

Communication of Trade Secrets

Unless expressly authorized by the Town, sending, transmitting, or otherwise disseminating proprietary data, trade secrets or other confidential information of the Town is prohibited.

Use of Encryption Software

Users may not install or use encryption software on any computers without first obtaining written permission from the Town.

Monitoring Usage

The Town has the right to monitor sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by others. Employee violations of any of the provisions outlined in this policy may subject employee to disciplinary action.

Public Records

All employee correspondence in the form of electronic mail, including computers, computer files, software, Internet access, voice mail and the e-mail system, are public records under the Tennessee Public Records Act and may be subject to public inspection under the law.

6.10 SOCIAL MEDIA USE AND INTERNET POSTING

This policy applies to every employee, whether part-time, full-time, currently employed by the Town of Mount Carmel in any capacity who posts any material whether written, audio, video or otherwise on any website, blog or any other medium accessible via the internet.

The policy applies to municipal employees posting content to non-Town created social media platforms in their personal capacity. Employees are prohibited from posting anything on the internet that could be construed as an act of unlawful harassment, a threat, or other evidence of discrimination. Employees should limit their personal internet activities to non-working hours, meal periods and/or rest breaks.

An employee may not characterize him or herself as representing the Town, directly or indirectly, in any online

posting unless pursuant to a written policy of the Town or at the direction of a supervisor.

The simultaneous use of a Town email address, job title, official Town name, or logo in conjunction of a posting shall be evidence of an attempt to represent the Town in an official capacity. Other communications leading a reasonable viewer to conclude that a posting was made in an official capacity shall also be deemed evidence to represent the Town in an official capacity.

Any postings on non-Town social media made in an official capacity may be subject to the Tennessee Open Records Act.

When posting in a personal social media account an employee should take reasonable care to distinguish that his content is a personal expression and not that of the agency.

Employees who violate the terms of this policy are subject to discipline up to and including termination.

6.11 RECORDING AND CAMERA DEVICES

Electronic recorders are prohibited, except when the use of an audio recorder is part of the employee's job responsibilities as strictly defined within his/her job description. Electronic recordings are allowed during official Board of Mayor and Aldermen and other various commission meetings. Audio recordings may also be utilized during disciplinary or grievance hearings for documentation purposes at the discretion of the Department Head and/or Town Administrator. Failure to comply will result in prompt disciplinary actions.

6.12 DISCIPLINARY ACTION

The Town's progressive discipline process is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

The Town reserves the right to discharge employees at will, for cause or for no reason, except that no employee will be discharged for reasons that are prohibited by state and federal law. Acceptable disciplinary actions include, but are not limited to:

- Retraining
- Personal Improvement Plan
- Counseling and verbal warning
- Written warning
- Suspension/probation and final written warning
- Suspension or Termination

Behavior that is illegal, and/or involves theft, substance abuse, intoxication, fighting and any other acts of violence or threats at work may not be subject to routine or normal progressive discipline, and may result in immediate termination. Such behavior may also be reported to the appropriate local law enforcement authorities.

All employees are required to promptly self-report any criminal charges, arrests, or convictions to Town Administration or their immediate supervisor, as such disclosures are essential to maintaining the integrity, safety, and compliance standards of the Town.

Employees who have been terminated for cause are not eligible for rehire.

SECTION 7: POLITICAL ACTIVITY, ETHICS, AND CONDUCT

7.1 CODE OF ETHICS

The code of ethics for personnel of the municipality was adopted in 2007. By Ordinance 320. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created

by the municipality.

7.2 TERMINATION, ACCOUNTABILITY AND DISCLOSURE ACT

All employees are responsible for disclosing conflicts of interest. This could include, but is not limited to, the hiring of immediate family members, using confidential information to obtain financial gain, the use of Town personnel, resources, property, supplies or funds for personal use or gain or entering certain contracts without having an open bidding process and voting on issues where personal gain is involved.

7.3 GENETIC INFORMATION AND NONDISCRIMINATION ACT

The Town of Mount Carmel is committed to providing a work environment free of discrimination and harassment based on genetic information. It is the Town's policy to notify employees and health care providers not to provide genetic information when the Town requests health related information. The notice should be included on request forms and/or provided on a separate form when employees or healthcare providers are asked to submit health-related information.

It is the Town's policy to comply with GINA's confidentiality requirements by treating genetic information in the same way as medical information. It is also the policy of the Town not to retaliate against any employee for complaining about discrimination or harassment based on genetic information. If you feel you have been discriminated against or retaliated against, or harassed based on genetic information, follow the complaint procedure detailed in the workplace harassment policy.

7.4 AMERICANS WITH DISABILITIES ACT (ADA/ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The Town is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the Town's policy to provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation imposes an undue hardship on the Town. The Town prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

Eligibility

The ADA policy applies to any qualified individual with a disability who can perform the essential functions of the job with, or without, reasonable accommodation.

Disability

"Disability" refers to a physical or mental impairment that substantially limits one or more major life activities. A "qualified person with a disability" means an individual with a disability who has the requisite skills, experience, and education for the job in question, and who can perform the essential functions of the job with or without reasonable accommodation.

Reasonable Accommodation

The Town will seek to provide a reasonable accommodation for a known disability or at the request of an individual with a disability. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job and does not place undue hardship on the Town.

Essential Job Functions

For each position, the job description typically will identify essential job functions. The Town Administrator will

review job descriptions on a periodic basis to evaluate job functions designated as essential. An applicant's or employee's questions about a job's requirements should be directed to their supervisor.

Requesting Reasonable Accommodation(s)

An applicant or employee with a disability is responsible for requesting accommodation(s) from the Town Administrator or designee and engaging in an informal process to clarify what the applicant or employee needs and to identify possible accommodations. The Town will inform the applicant or employee of his/her rights under the ADA and document the interactive process discussions. An applicant or employee may be required to provide documentation from an appropriate professional, such as a doctor or a rehabilitation counsellor, concerning the applicant's disability and functional limitations. If an applicant or employee disagrees with the result of the medical examination, the applicant or employee may request a second examination performed and paid for by the applicant or employee. In the event of a disagreement in the two previous medical opinions, a third opinion may be obtained with both parties sharing the cost of the examination.

The applicant or employee should describe the problem created by a workplace barrier so that appropriate accommodation(s) may be considered. Typically, the Town Administrator will collaborate with the applicant or employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the applicant or employee to complete the hiring process or perform the essential functions of the job.

Based on this interactive process, reasonable accommodations will be selected that are appropriate for both the Town and the individual. While an individual's preference will be considered, the Town is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization. A request for reasonable accommodation may be denied if it would create an undue hardship for the Town. The Town Administrator will provide notification in writing of denial based on undue hardship. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the financial resources of the facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the organization, and the type of operation.

Safety

All employees are expected to comply with all safety procedures. The Town Administrator will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of oneself or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the Town Administrator and will be based on factual, objective evidence. A written copy of the determination will be given to the applicant or employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Complaint Procedure

It is the policy of the Town to prohibit any harassment of, or discriminatory treatment of, applicants or employees based on a disability for requesting a reasonable accommodation. If an individual feels he or she has been subject to such treatment or has witnessed such treatment, the situation may be reported to any supervisory employee of the Town including the Town Administrator. The Town's policy prohibits retaliation against an applicant or employee for exercising his or her rights under the ADA or applicable state fair employment laws. Any employee found to have engaged in retaliation against an applicant or employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to disciplinary action up to and including discharge. If an applicant or employee feels he or she has been retaliated against, the situation may be reported to any supervisory employee of the Town, or any of the following, the Town Administrator, department head or Town recorder.

APPENDICES

APPENDIX A - ACKNOWLEDGEMENT OF RECEIPT – MOUNT CARMEL PERSONNEL POLICY

This is to acknowledge that I have received a copy of the Town of Mount Carmel ("the Town") Personnel Policy and understand that it outlines certain Town policies, procedures and benefits as may exist at the time of publication. I understand that it is my responsibility to familiarize myself with all information within the Personnel Regulations.

I understand that the Personnel Regulations do NOT constitute a contract or agreement of any kind; it is merely a statement of policies and procedures. I understand that the contents of the Personnel Regulations do not confer any rights on, promises to me, or guarantee my employment for any period. I understand that the Town can alter, eliminate, or otherwise change any policy, information, or benefit described in the Personnel Regulation (except the "at-will" employment policy), without notice, at any time and it is my responsibility to review the manual periodically on the website to observe any recent changes.

I understand that my employment with the Town is employment at will and can be terminated by me of the Town at any time for any reason or no reason. I understand that, although other terms and conditions of my employment may change, this at-will employment relationship will remain in effect throughout my employment with the Town. I understand that this at-will relationship may not be modified by any oral or implied promises or agreements. I understand that no employee has a right to continued employment by virtue of anything stated or inferred in the Personnel Regulations.

I understand that nothing in the Personnel Regulations or any summary brochure or employee handbook should be deemed to be a promise by the Town to provide any benefit. Rather, the Town reserves the right to alter or eliminate any benefit, without notice, at any time.

I understand that the Personnel Regulations replaces (supersedes) all prior Town policies and all prior Town Personnel regulations, employee handbooks or manuals, and any information contained in any such prior policy, handbook, or manual is no longer in effect.

I understand and agree that all Town property must be returned upon separation from employment. By signing below, I understand and agree that the Town may deduct from my final paycheck any pre-funded benefit and any other amount due (on a depreciated/prorated basis) for failure to return Town property if the deduction(s) do not reduce final pay to below minimum wage.

Employee Signature

Date

APPENDICES

APPENDIX B - ACKNOWLEDGEMENT FORM – EMPLOYEE DRUG & ALCOHOL TESTING POLICY

As an applicant or an employee, I have carefully read the Town of Mount Carmel's drug and alcohol testing policy. I have received a copy of the Town of Mount Carmel's drug and alcohol testing policies, understood its requirements, and agreed without reservation to follow this policy. As an applicant, I am aware that my offer of employment is conditional upon the results of a drug and/or alcohol test. As an employee, I am aware that I may be required to undergo drug and/or alcohol tests, that I will be informed prior to the drug and/or alcohol test, and that I may be subject to immediate dismissal if I refuse to take the test.

As an applicant or an employee with the Town of Mount Carmel, I hereby consent to and acknowledge that I am scheduled to undergo drug and/or alcohol testing. The test for alcohol will be a breath analysis test. The drug test will involve an analysis of a urine sample, which I will provide at a designated site. The purpose of the test will be to evaluate for the presence of the following substances: amphetamines, marijuana, cocaine, opiates, PCP, alcohol, and/or any additional drugs listed in the Tennessee Drug Control Act. I authorize qualified personnel to take and have analyzed appropriate specimens to determine if drugs and/or alcohol are present in my system. I acknowledge that the drug/alcohol test results will be made available to the testing laboratory, medical review officer (MRO), the (personnel director), or his/her designee. As an applicant, I am aware that a confirmed and verified positive drug/alcohol test result will rescind my conditional offer of employment. As an employee, I am aware that a confirmed and verified positive test result may lead to disciplinary action up to and including immediate dismissal. I will present a copy of this form to the collection site when I report for my scheduled drug/alcohol test. I also understand that failure to provide adequate breath for testing without a valid medical explanation, failure to provide adequate urine for controlled substances testing without a valid medical explanation and engaging in conduct that clearly obstructs the testing process are the same as refusing to test.

Name of Applicant or Employee

Social Security Number

Department Supervisor

Department

(Signature of Applicant or Employee)

Date

(Signature of Witness)

APPENDICES

APPENDIX C – TOWN OF MOUNT CARMEL EMPLOYEE PAY PLAN

ADOPTED PAY PLAN - FY 2025/26 TOWN OF MOUNT CARMEL, TN

	Part-Time Grade A		Public Works Grade J		Administrative Support Grade N		Police Grade P		Department Directors Grade U		Assistant Town Administrator Grade X		Town Administrator Grade Z	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Entry	\$11.25	\$11,702.91	\$17.46	\$36,320.13	\$21.22	\$44,129.28	\$23.00	\$51,438.73	\$28.71	\$59,716.80	\$33.23	\$69,118.40	\$36.64	\$76,211.20
Step 1	\$11.53	\$11,995.48	\$17.90	\$37,228.13	\$21.75	\$45,232.51	\$23.58	\$52,724.70	\$29.43	\$61,209.72	\$34.06	\$70,846.36	\$37.56	\$78,116.48
Step 2	\$11.82	\$12,295.37	\$18.35	\$38,158.83	\$22.29	\$46,363.32	\$24.17	\$54,042.82	\$30.16	\$62,739.96	\$34.91	\$72,617.52	\$38.49	\$80,069.39
Step 3	\$12.12	\$12,602.76	\$18.80	\$39,112.81	\$22.85	\$47,522.41	\$24.77	\$55,393.89	\$30.92	\$64,308.46	\$35.79	\$74,432.96	\$39.46	\$82,071.13
Step 4	\$12.42	\$12,917.83	\$19.27	\$40,090.63	\$23.42	\$48,710.47	\$25.39	\$56,778.74	\$31.69	\$65,916.17	\$36.68	\$76,293.78	\$40.44	\$84,122.90
Step 5	\$12.73	\$13,240.77	\$19.76	\$41,092.89	\$24.00	\$49,928.23	\$26.03	\$58,198.20	\$32.48	\$67,564.08	\$37.60	\$78,201.13	\$41.45	\$86,225.98
Step 6	\$13.05	\$13,571.79	\$20.25	\$42,120.21	\$24.60	\$51,176.44	\$26.68	\$59,653.16	\$33.29	\$69,253.18	\$38.54	\$80,156.15	\$42.49	\$88,381.63
Step 7	\$13.38	\$13,911.08	\$20.76	\$43,173.22	\$25.22	\$52,455.85	\$27.35	\$61,144.49	\$34.13	\$70,984.51	\$39.50	\$82,160.06	\$43.55	\$90,591.17
Step 8	\$13.71	\$14,258.86	\$21.28	\$44,252.55	\$25.85	\$53,767.24	\$28.03	\$62,673.10	\$34.98	\$72,759.12	\$40.49	\$84,214.06	\$44.64	\$92,855.95
Step 9	\$14.05	\$14,615.33	\$21.81	\$45,358.86	\$26.50	\$55,111.42	\$28.73	\$64,239.93	\$35.85	\$74,578.10	\$41.50	\$86,319.41	\$45.76	\$95,177.35
Step 10	\$14.40	\$14,980.72	\$22.35	\$46,492.83	\$27.16	\$56,489.21	\$29.45	\$65,845.93	\$36.75	\$76,442.55	\$42.54	\$88,477.40	\$46.90	\$97,556.78
Step 11	\$14.76	\$15,355.23	\$22.91	\$47,655.16	\$27.84	\$57,901.44	\$30.18	\$67,492.08	\$37.67	\$78,353.62	\$43.60	\$90,689.33	\$48.07	\$99,995.70
Step 12	\$15.13	\$15,739.12	\$23.48	\$48,846.53	\$28.53	\$59,348.98	\$30.94	\$69,179.38	\$38.61	\$80,312.46	\$44.69	\$92,956.56	\$49.28	\$102,495.59
Step 13	\$15.51	\$16,132.59	\$24.07	\$50,067.70	\$29.25	\$60,832.70	\$31.71	\$70,908.86	\$39.58	\$82,320.27	\$45.81	\$95,280.48	\$50.51	\$105,057.98
Step 14	\$15.90	\$16,535.91	\$24.67	\$51,319.39	\$29.98	\$62,353.52	\$32.51	\$72,681.58	\$40.57	\$84,378.28	\$46.95	\$97,662.49	\$51.77	\$107,684.43
Step 15	\$16.30	\$16,949.31	\$25.29	\$52,602.37	\$30.73	\$63,912.36	\$33.32	\$74,498.62	\$41.58	\$86,487.73	\$48.13	\$100,104.05	\$53.07	\$110,376.54
Step 16	\$16.70	\$17,373.04	\$25.92	\$53,917.43	\$31.50	\$65,510.16	\$34.15	\$76,361.09	\$42.62	\$88,649.93	\$49.33	\$102,606.65	\$54.39	\$113,135.95
Step 17	\$17.12	\$17,807.36	\$26.57	\$55,265.37	\$32.28	\$67,147.92	\$35.00	\$78,270.12	\$43.69	\$90,866.17	\$50.56	\$105,171.82	\$55.75	\$115,964.35
Step 18	\$17.55	\$18,252.55	\$27.23	\$56,647.00	\$33.09	\$68,826.62	\$35.88	\$80,226.87	\$44.78	\$93,137.93	\$51.83	\$107,801.12	\$57.15	\$118,863.46
Step 19	\$17.99	\$18,708.86	\$27.91	\$58,063.18	\$33.92	\$70,547.28	\$36.78	\$82,232.54	\$45.90	\$95,466.27	\$53.12	\$110,496.14	\$58.57	\$121,835.05
Step 20	\$18.44	\$19,176.58	\$28.61	\$59,514.76	\$34.76	\$72,310.96	\$37.70	\$84,288.35	\$47.04	\$97,852.93	\$54.45	\$113,258.55	\$60.04	\$124,880.93



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: June 26, 2025

RE: RESOLUTION NO. 25-654

SUMMARY:

Discussion and Consideration of Resolution 25-654, which authorizes the Town to commit an additional \$29,125.00 to the CDBG ladder truck purchase grant. This amount was already included in the FY 26 budget, but the State is requiring BMA action via a resolution to show the funds are committed.

REQUESTING DEPARTMENT(S):

Administration/Fire

FISCAL IMPACT:

\$29,125.00 (already budgeted for FY 26)

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 25-654



RESOLUTION 25-654

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE TO COMMIT THE ADDITIONAL FUNDS NEEDED FOR THE LADDER TRUCK PURCHASE WITH THE CDBG GRANT

WHEREAS, bids were opened on May 22, 2025, for the MCFD Ladder Truck Purchase project; and

WHEREAS, the low bidder was West Fargo Rural Fire Department (brokered by Brindlee Mountain Fire Apparatus LLC) for a total bid of \$520,000.00; and

WHEREAS, the original amount budgeted for the vehicle was \$490,875.00; \$392,700.00 from the Community Development Block Grant (CDBG) and \$98,175.00 in grantee match funds;

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 26th day of June, 2025, that:

SECTION 1. The Town of Mount Carmel hereby commits to provide the additional funds needed for the purchase of the used Ladder Truck in the amount of \$29,125.00.

SECTION 2. The Town of Mount Carmel hereby authorizes the Mayor of the Town of Mount Carmel to sign and thus, execute all applicable documents related to the CDBG Ladder Truck Purchase Project.

This Resolution shall take effect immediately, the public welfare requiring it.

ADOPTED this 26th day of June, 2025.

John Gibson, Mayor

Attest: _____
Tyler Williams, Town Recorder



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: Tyler Williams, Assistant City Manager/CFO

FROM: John K. Gibson, Mayor

DATE: June 26, 2025

RE: **DISCUSSION/CONSIDERATION:** Carter's Valley Fire Dept. Request for Turkey Shoots

SUMMARY:

The Carter's Valley Fire Department is requesting approval to conduct Turkey Shoots within the Town limits.

REQUESTING DEPARTMENT(S):

Mayor

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

None



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: June 26, 2025

RE: **DISCUSSION/CONSIDERATION: Surplus Items**

SUMMARY:

Administration requests consideration and approval to surplus the following items:

- **Up to ten (10) burgundy executive chairs (formerly used in BMA meeting room)**
- **One (1) walk-through metal detector**

These items have met their useful and expected life cycle and are no longer needed for effective use in the Town.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

Unknown currently

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

None



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: Tyler Williams, Assistant City Manager/CFO

FROM: David Larson, Police Chief

DATE: June 26, 2025

RE: **DISCUSSION/CONSIDERATION: K-9 Enforcement Grant**

SUMMARY:

The Police Department is requesting approval to pursue a K-9 enforcement grant. This would afford the Town a K-9 dog valued at approximately \$10,000-\$15,000. The Town would be obligated to send the K-9 officer to training, which would cost approximately \$5,000. The Town would also be responsible for ongoing maintenance, food, veterinary care, etc. of the dog, as well as outfitting a police vehicle for a K-9 unit. All proposed expenses would be paid from the Drug Fund.

REQUESTING DEPARTMENT(S):

Police

FISCAL IMPACT:

\$5,000- training; outfit of vehicle for K-9 unit; ongoing maintenance, food, and veterinary care (all paid by Drug Fund)

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS: