



BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

March 27, 2025 - 5:30 P.M.
City Hall, 100 East Main St.

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 February 27, 2025, monthly financial report, and department reports.
7. Visitors' Comments:
8. Old Business:
 NONE
9. New Business:
 - A. DISCUSSION AND CONSIDERATION: Police Department Surplus Vehicle Disposal
 - B. DISCUSSION AND CONSIDERATION: Interlocal Agreement with City of Kingsport for Residential Refuse Collection Services
 - C. DISCUSSION AND CONSIDERATION: Resolution 25-647- A Resolution to set the Sewer Rate and Charges for the Town of Mount Carmel, TN with an effective date of April 1, 2025
 - D. DISCUSSION AND CONSIDERATION: Resolution 25-648: A Resolution of the Town of Mount Carmel, TN Adopting a Public Records Policy
 - E. DISCUSSION AND CONSIDERATION: Resolution 25-649: A Resolution of the Town of Mount Carmel, TN Adopting a Cybersecurity Policy
 - F. DISCUSSION AND CONSIDERATION: Resolution 25-650: A Resolution of the Town of Mount Carmel, TN Adopting a Fund Balance Policy
 - G. DISCUSSION AND CONSIDERATION: Parks Committee Meeting
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 February 27, 2025, at 5:30pm

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	✓		Allen Coup, 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

APPROVAL and/or correction of the January 23, 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

NONE

OLD BUSINESS

NONE

NEW BUSINESS

- A. DISCUSSION AND CONSIDERATION: Town Administrator/Manager Agreement by Resolution 25-645

This resolution concludes James Stables interim time as Town Administrator-Town Manager, and establishes certain benefits, certain conditions of employment, and set working conditions for him as the permanent Town Administrator-Town Manager.

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	✓		

- B. DISCUSSION AND CONSIDERATION: FEMA Hazard Mitigation Assistance Grant program participation by Resolution 25-646

This resolution authorizes the Town to participate in the FEMA Hazard Mitigation Assistance Grant Program. The Town is seeking to obtain federal/state grant assistance to acquire backup generators for City Hall, EMS building, and Police/Fire Station. Grant is funded 75% from FEMA, 12.5% from TEMA, and 12.5% local match.

Motion: Vice-Mayor Bare

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	✓		

C. DISCUSSION AND CONSIDERATION: Acquisition of Rental Press for Wastewater Plant Solids Management/Handling

The purpose of this consideration and authorization is to continue bridging the gap of services (bio-solids handling), ensuring we are regulatorily compliant and responsibly functional at the wastewater facility, while we continue to seek more permanent solutions. Recommendation is Option 1. Provider is PW Tech. Cost is \$97,000 for six months (\$15,000.00 per month) and a \$7,000.00 one-time mobilization fee. Up to \$10,000 of monthly rental fee applied to the future purchase of a new unit.

Motion: Vice-Mayor Bare
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	✓		

ADJOURN

Motion: Alderman Shugart at **5:47 pm**
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 02/28/2025

GENERAL FUND:

BALANCE:

Checking Account (First Community)	\$2,148.15
Checking Account (First Horizon)	\$2,625,941.86
LGIP Investment Account	\$5,079,060.98
Capital Outlay Savings (First Horizon)	\$389,096.15
Drug Fund (First Horizon)	\$10,034.16
Special Drug Fund (First Horizon)	\$1,038.95
TOTAL:	\$8,107,320.25

SEWER FUND:

BALANCE:

Checking Account (First Horizon)	\$1,077,042.99
Savings/Bond Reserve 2014 (First Horizon)	\$104,743.02
Savings/Sewer Savings 2014 (First Horizon)	\$528,607.55
TOTAL:	\$1,710,393.56

GRAND TOTAL CASH ON HAND:	\$9,817,713.81
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Current Savings Rate: 3.20%

Current LGIP Rate: 4.34%

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Town of Mount Carmel
Statement of Revenues - City
February 2025

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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	(380,960.00)	(1,474,235.06)	38,764.94	2.56%
31200	Property Taxes (Prior Years)	40,000.00	(3,533.43)	(30,509.25)	9,490.75	23.73%
31300	Interest, And Court Cost On Prop Tax	3,500.00	(386.00)	(386.00)	3,114.00	88.97%
31610	Local Sales Tax	775,000.00	(65,109.75)	(578,454.00)	196,546.00	25.36%
31710	Wholesale Beer Tax	55,000.00	(1,725.69)	(30,517.49)	24,482.51	44.51%
31912	Cable TV Franchise Tax	70,000.00	(13,062.27)	(40,808.35)	29,191.65	41.70%
32610	Building Permits	7,000.00	(235.00)	(7,368.00)	(368.00)	-5.26%
33190	State Grants	240,000.00	0.00	0.00	240,000.00	100.00%
33191	Postal Contract	20,660.00	(1,878.25)	(15,026.00)	5,634.00	27.27%
33410	State Supplement Pay	4,800.00	0.00	(3,200.00)	1,600.00	33.33%
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	(7,546.60)	(7,546.60)	(5,546.60)	-277.33%
33510	State Sales Tax	650,000.00	(67,150.42)	(463,171.86)	186,828.14	28.74%
33530	State Beer Tax	1,700.00	0.00	0.00	1,700.00	100.00%
33551	State Street Aid Revenue	160,000.00	(13,880.06)	(112,327.07)	47,672.93	29.80%
33552	State Gasoline Tax	37,000.00	(3,209.09)	(26,301.30)	10,698.70	28.92%
33558	Transportation Modernization	0.00	(194.84)	(1,532.49)	(1,532.49)	No Budget
33591	Tva Payments In Lieu Of Taxes	60,000.00	0.00	(33,245.14)	26,754.86	44.59%
33592	Special Impact Area Funds	8,000.00	(3,753.17)	(8,656.73)	(656.73)	-8.21%
33719	Library Donations	5,000.00	0.00	(5,000.00)	0.00	0.00%
33720	Fire Department Revenue	20,000.00	0.00	(27,995.00)	(7,995.00)	-39.98%
34310	State Highway Contract	33,000.00	0.00	0.00	33,000.00	100.00%
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	0.00	50.00	100.00%
35110	City Court Fines And Costs	50,000.00	(2,894.50)	(12,019.61)	37,980.39	75.96%
35112	Redflex Photo Speed Enforcement	25,000.00	0.00	(7,727.10)	17,272.90	69.09%
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	(21,846.96)	(114,336.79)	(89,336.79)	-357.35%
36990	Miscellaneous Revenues	20,000.00	(1,433.02)	(82,235.07)	(62,235.07)	-311.18%

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Town of Mount Carmel
Statement of Revenues - City
February 2025

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Fund : 110 General Fund		Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
					Unrealized	% Unrealized
36991	Telecommunications Revenue	1,300.00	(154.33)	(1,116.02)	183.98	14.15%
Total For Fund: 110		4,032,310.00	(588,953.38)	(3,084,134.33)	948,175.67	23.51%

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Town of Mount Carmel
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February 2025

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Fund : 412 Sewer Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	% Unrealized
36100	Interest Earnings	2,500.00	(3,371.73)	(22,867.47)	-814.70%
37210	Sewer Service Charges	965,000.00	(83,157.08)	(646,995.44)	32.95%
37294	Accounting Fees	3,000.00	(180.00)	(1,740.00)	42.00%
37295	ARPA	1,448,730.00	0.00	0.00	100.00%
37296	Sewer Tap Fees	6,000.00	0.00	(7,000.00)	-16.67%
37299	Miscellaneous - Sewer	100.00	(750.00)	(32,727.09)	-32627.09%
Total For Fund: 412		2,425,330.00	(87,458.81)	(711,330.00)	70.67%

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
February 2025

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Fund : 110			Monthly Comparative:		66.67%			
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)	22,400.07 0.00	(2,599.93)	89.60%	265.00 0.00
240	Utilities		(18,000.00) 0.00	(18,000.00)	8,446.70 0.00	(9,553.30)	46.93%	1,761.15 0.00
245	Telephone And Other Communication Services		(3,000.00) 0.00	(3,000.00)	1,129.40 0.00	(1,870.60)	37.65%	191.15 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)	85,426.75 0.00	(39,573.25)	68.34%	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)	3,723.35 0.00	3,603.35	3102.79%	1,472.63 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)	0.00 0.00	(2,500.00)	0.00%	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%	33,000.00 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)	0.00 0.00	(1,600.00)	0.00%	0.00 0.00

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Town of Mount Carmel
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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940		Equipment	(250,000.00) 0.00	(250,000.00)	104,000.00 0.00	(146,000.00)	41.60%	0.00 0.00
41500		Financial Administration						
121		Wages	(250,000.00) 0.00	(250,000.00)	146,669.01 0.00	(103,330.99)	58.67%	20,433.36 0.00
141		Oasi (Employer's Share)	(20,000.00) 0.00	(20,000.00)	11,003.13 0.00	(8,996.87)	55.02%	1,479.30 0.00
142		Employee Insurance	(45,000.00) 0.00	(45,000.00)	38,585.38 0.00	(6,414.62)	85.75%	5,567.97 0.00
143		Employee Retirement Plan	(31,000.00) 0.00	(31,000.00)	8,986.08 0.00	(22,013.92)	28.99%	1,309.34 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	634.79 0.00	134.79	126.96%	60.93 0.00
148		Employee Education And Training	(1,000.00) 0.00	(1,000.00)	475.00 0.00	(525.00)	47.50%	255.00 0.00
161		Fees Of Alderman And Mayor	(14,000.00) 0.00	(14,000.00)	9,604.41 0.00	(4,395.59)	68.60%	916.68 0.00
216		Internet Services	(1,200.00) 0.00	(1,200.00)	542.82 0.00	(657.18)	45.24%	90.47 0.00
217		Web Services	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
235		Dues	(1,000.00) 0.00	(1,000.00)	784.88 0.00	(215.12)	78.49%	0.00 0.00
237		Advertising	(3,000.00) 0.00	(3,000.00)	1,412.10 0.00	(1,587.90)	47.07%	97.40 0.00
250		City Judge	(4,800.00) 0.00	(4,800.00)	3,200.00 0.00	(1,600.00)	66.67%	400.00 0.00
251		Medical Services	(200.00) 0.00	(200.00)	50.00 0.00	(150.00)	25.00%	0.00 0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
February 2025

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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
252		Legal Services	(30,000.00) 0.00	(30,000.00)	24,992.50 0.00	(5,007.50)	83.31%	4,392.50 0.00
253		Accounting And Auditing Fees	(40,000.00) 0.00	(40,000.00)	38,100.25 0.00	(1,899.75)	95.25%	7,230.00 0.00
255		Computer Hardware/Software Support	(56,400.00) 0.00	(56,400.00)	19,682.87 0.00	(36,717.13)	34.90%	5,700.31 0.00
257		Planning And Zoning Services	(15,000.00) 0.00	(15,000.00)	15,450.00 0.00	450.00	103.00%	7,725.00 0.00
266		Repair And Maintenance Buildings	(50,000.00) 0.00	(50,000.00)	3,810.02 0.00	(46,189.98)	7.62%	264.96 0.00
280		Travel	(2,500.00) 0.00	(2,500.00)	991.76 0.00	(1,508.24)	39.67%	0.00 0.00
298		Commission Fees	(2,000.00) 0.00	(2,000.00)	2,043.12 0.00	43.12	102.16%	69.47 0.00
310		Office Supplies And Postage	(8,000.00) 0.00	(8,000.00)	5,984.07 0.00	(2,015.93)	74.80%	574.79 0.00
312		Pitney Bowes Supplies	(2,200.00) 0.00	(2,200.00)	1,211.34 0.00	(988.66)	55.06%	383.67 0.00
479		Miscellaneous	(4,000.00) 0.00	(4,000.00)	6,384.24 0.00	2,384.24	159.61%	998.43 0.00
625		Operating Lease Copier	(1,500.00) 0.00	(1,500.00)	612.55 0.00	(887.45)	40.84%	77.90 0.00
940		Equipment	(4,000.00) 0.00	(4,000.00)	1,485.29 0.00	(2,514.71)	37.13%	0.00 0.00
947		New Computer/Support/Equipment	(1,500.00) 0.00	(1,500.00)	357.98 0.00	(1,142.02)	23.87%	0.00 0.00
42100		Police Department						
121		Wages	(360,000.00) 0.00	(360,000.00)	189,502.02 0.00	(170,497.98)	52.64%	26,760.37 0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
February 2025

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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
122		Overtime Wages	(20,000.00) 0.00	(20,000.00)	12,439.60 0.00	(7,560.40)	62.20%	449.96 0.00
141		Oasi (Employer's Share)	(30,000.00) 0.00	(30,000.00)	14,527.21 0.00	(15,472.79)	48.42%	1,974.48 0.00
142		Employee Insurance	(75,500.00) 0.00	(75,500.00)	22,790.02 0.00	(52,709.98)	30.19%	3,166.17 0.00
143		Employee Retirement Plan	(48,000.00) 0.00	(48,000.00)	13,980.81 0.00	(34,019.19)	29.13%	1,991.80 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	354.90 0.00	(145.10)	70.98%	102.63 0.00
148		Employee Education And Training	(4,500.00) 0.00	(4,500.00)	14,430.00 0.00	9,930.00	320.67%	5,870.00 0.00
216		Internet Services	(1,000.00) 0.00	(1,000.00)	479.88 0.00	(520.12)	47.99%	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)	3,190.97 0.00	(2,809.03)	53.18%	539.15 0.00
251		Medical Services	(500.00) 0.00	(500.00)	510.00 0.00	10.00	102.00%	50.00 0.00
255		Computer Hardware/Software Support	(15,000.00) 0.00	(15,000.00)	12,994.32 0.00	(2,005.68)	86.63%	573.68 0.00
266		Repair And Maintenance Buildings	(15,000.00) 0.00	(15,000.00)	13,944.08 0.00	(1,055.92)	92.96%	139.90 0.00
280		Travel	(2,500.00) 0.00	(2,500.00)	961.15 0.00	(1,538.85)	38.45%	0.00 0.00
310		Office Supplies And Postage	(3,000.00) 0.00	(3,000.00)	3,569.22 0.00	569.22	118.97%	115.76 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
February 2025

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
320		Operating Supplies	(5,000.00) 0.00	(5,000.00)	4,597.07 0.00	(402.93)	91.94%	70.50 0.00
325		Bullet Proof Vests	(2,000.00) 0.00	(2,000.00)	1,275.00 0.00	(725.00)	63.75%	0.00 0.00
326		Clothing And Uniforms	(4,000.00) 0.00	(4,000.00)	5,369.50 0.00	1,369.50	134.24%	696.15 0.00
329		E-TICKET SUPPLIES	(800.00) 0.00	(800.00)	0.00 0.00	(800.00)	0.00%	0.00 0.00
330		Vehicle Operating Expense	(25,000.00) 0.00	(25,000.00)	8,776.86 0.00	(16,223.14)	35.11%	3,122.05 0.00
331		Fuel Expense	(20,000.00) 0.00	(20,000.00)	7,164.62 0.00	(12,835.38)	35.82%	1,567.53 0.00
336		Radio Expense	(4,500.00) 0.00	(4,500.00)	225.44 0.00	(4,274.56)	5.01%	0.00 0.00
479		Miscellaneous	(1,500.00) 0.00	(1,500.00)	1,326.28 0.00	(173.72)	88.42%	50.00 0.00
560		Dept Of Safety Charges	(6,500.00) 0.00	(6,500.00)	788.42 0.00	(5,711.58)	12.13%	100.97 0.00
625		Operating Lease Copier	(2,000.00) 0.00	(2,000.00)	521.92 0.00	(1,478.08)	26.10%	67.79 0.00
705		THSO HI VISIBILITY GRANT FY 20-21	(5,000.00) 0.00	(5,000.00)	7,546.60 0.00	2,546.60	150.93%	0.00 0.00
940		Equipment	(60,000.00) 0.00	(60,000.00)	57,377.96 0.00	(2,622.04)	95.63%	150.96 0.00
42129	Drug Fund							
940		Equipment	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
42200	Fire Department							
121		Wages	(92,000.00) 0.00	(92,000.00)	46,145.34 0.00	(45,854.66)	50.16%	4,860.14 0.00

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Town of Mount Carmel
Statement of Expenditures and Encumbrances
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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(7,000.00) 0.00	(7,000.00)	3,525.02 0.00	(3,474.98)	50.36%	371.80 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	127.05 0.00	(372.95)	25.41%	29.15 0.00
148		Employee Education And Training	(6,000.00) 0.00	(6,000.00)	3,067.61 0.00	(2,932.39)	51.13%	665.21 0.00
235		Dues	(500.00) 0.00	(500.00)	50.00 0.00	(450.00)	10.00%	0.00 0.00
238		Public Relations/Parade	(3,000.00) 0.00	(3,000.00)	3,433.52 0.00	433.52	114.45%	0.00 0.00
240		Utilities	(13,000.00) 0.00	(13,000.00)	4,177.88 0.00	(8,822.12)	32.14%	958.78 0.00
245		Telephone And Other Communication Services	(800.00) 0.00	(800.00)	436.81 0.00	(363.19)	54.60%	67.06 0.00
251		Medical Services	(500.00) 0.00	(500.00)	50.00 0.00	(450.00)	10.00%	0.00 0.00
255		Computer Hardware/Software Support	(3,000.00) 0.00	(3,000.00)	344.27 0.00	(2,655.73)	11.48%	0.00 0.00
266		Repair And Maintenance Buildings	(42,000.00) 0.00	(42,000.00)	42,533.01 0.00	533.01	101.27%	0.00 0.00
280		Travel	(1,000.00) 0.00	(1,000.00)	580.90 0.00	(419.10)	58.09%	0.00 0.00
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)	1,275.78 0.00	(724.22)	63.79%	409.96 0.00

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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326		Clothing And Uniforms	(3,000.00) 0.00	(3,000.00)	1,997.34 0.00	(1,002.66)	66.58%	623.69 0.00
330		Vehicle Operating Expense	(30,000.00) 0.00	(30,000.00)	13,394.64 0.00	(16,605.36)	44.65%	0.00 0.00
331		Fuel Expense	(6,000.00) 0.00	(6,000.00)	2,705.93 0.00	(3,294.07)	45.10%	325.30 0.00
336		Radio Expense	(5,000.00) 0.00	(5,000.00)	4,205.00 0.00	(795.00)	84.10%	0.00 0.00
344		Fire Department Equipment	(18,000.00) 0.00	(18,000.00)	15,733.13 0.00	(2,266.87)	87.41%	205.09 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	2,332.00 0.00	1,332.00	233.20%	0.00 0.00
940		Equipment	(145,000.00) 0.00	(145,000.00)	152,128.71 0.00	7,128.71	104.92%	0.00 0.00
42400		Animal Control Department						
121		Wages	(17,000.00) 0.00	(17,000.00)	9,630.59 0.00	(7,369.41)	56.65%	392.25 0.00
141		Oasi (Employer's Share)	(1,500.00) 0.00	(1,500.00)	736.74 0.00	(763.26)	49.12%	30.01 0.00
147		Unemployment Insurance	(100.00) 0.00	(100.00)	5.64 0.00	(94.36)	5.64%	2.35 0.00
148		Employee Education And Training	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
170		Fees	(8,000.00) 0.00	(8,000.00)	4,800.00 0.00	(3,200.00)	60.00%	250.00 0.00
235		Dues	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
240		Utilities	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00

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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245		Telephone And Other Communication Services	(600.00) 0.00	(600.00)	287.81 0.00	(312.19)	47.97%	40.98 0.00
251		Medical Services	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
320		Operating Supplies	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
326		Clothing And Uniforms	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
330		Vehicle Operating Expense	(1,100.00) 0.00	(1,100.00)	1,335.00 0.00	235.00	121.36%	0.00 0.00
331		Fuel Expense	(2,600.00) 0.00	(2,600.00)	928.20 0.00	(1,671.80)	35.70%	63.60 0.00
479		Miscellaneous	0.00 0.00	0.00	9.68 0.00	9.68	No Budget	9.68 0.00
940		Equipment	(4,500.00) 0.00	(4,500.00)	0.00 0.00	(4,500.00)	0.00%	0.00 0.00
42420		Building Inspection/Stormwater Managemnt						
148			(2,600.00) 0.00	(2,600.00)	0.00 0.00	(2,600.00)	0.00%	0.00 0.00
235		Employee Education And Training	(32,900.00) 0.00	(32,900.00)	50,615.64 0.00	17,715.64	153.85%	10,430.00 0.00
269		Dues	(25,000.00) 0.00	(25,000.00)	0.00 0.00	(25,000.00)	0.00%	0.00 0.00
320		Demolition	(2,000.00) 0.00	(2,000.00)	51.99 0.00	(1,948.01)	2.60%	0.00 0.00
479		Operating Supplies	(550.00) 0.00	(550.00)	41.80 0.00	(508.20)	7.60%	0.00 0.00
43100		Miscellaneous						
		Highways And Streets						
121			(251,000.00) 0.00	(251,000.00)	145,464.40 0.00	(105,535.60)	57.95%	16,189.12 0.00
		Wages						

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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
122		Overtime Wages	(5,000.00) 0.00	(5,000.00)	5,003.15 0.00	3.15	100.06%	378.96 0.00
141		Oasi (Employer's Share)	(19,700.00) 0.00	(19,700.00)	10,495.56 0.00	(9,204.44)	53.28%	1,157.39 0.00
142		Employee Insurance	(42,000.00) 0.00	(42,000.00)	28,248.16 0.00	(13,751.84)	67.26%	3,231.45 0.00
143		Employee Retirement Plan	(31,000.00) 0.00	(31,000.00)	10,815.99 0.00	(20,184.01)	34.89%	1,212.80 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	195.35 0.00	(304.65)	39.07%	72.35 0.00
148		Employee Education And Training	(1,500.00) 0.00	(1,500.00)	0.00 0.00	(1,500.00)	0.00%	0.00 0.00
216		Internet Services	(2,000.00) 0.00	(2,000.00)	1,027.38 0.00	(972.62)	51.37%	171.23 0.00
240		Utilities	(8,500.00) 0.00	(8,500.00)	3,324.12 0.00	(5,175.88)	39.11%	979.74 0.00
245		Telephone And Other Communication Services	(2,800.00) 0.00	(2,800.00)	1,463.48 0.00	(1,336.52)	52.27%	231.58 0.00
251		Medical Services	(500.00) 0.00	(500.00)	380.00 0.00	(120.00)	76.00%	100.00 0.00
266		Repair And Maintenance Buildings	(3,000.00) 0.00	(3,000.00)	3,433.96 0.00	433.96	114.47%	859.58 0.00
268		Repair And Maintenance Roads And Streets	(15,000.00) 0.00	(15,000.00)	300.00 0.00	(14,700.00)	2.00%	0.00 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)	518.73 0.00	(2,981.27)	14.82%	0.00 0.00
310		Office Supplies And Postage	(500.00) 0.00	(500.00)	346.00 0.00	(154.00)	69.20%	0.00 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
320		Operating Supplies	(8,000.00) 0.00	(8,000.00)	4,309.63 0.00	(3,690.37)	53.87%	240.26 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)	12,729.63 0.00	(12,270.37)	50.92%	2,659.93 0.00
331		Fuel Expense	(35,000.00) 0.00	(35,000.00)	18,278.43 0.00	(16,721.57)	52.22%	3,000.63 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	929.26 0.00	(70.74)	92.93%	0.00 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)	259,265.80 0.00	(70,734.20)	78.57%	0.00 0.00
940		Equipment	(230,000.00) 0.00	(230,000.00)	220,661.67 0.00	(9,338.33)	95.94%	30.08 0.00
43190		State Street Aid						
247		Street Lighting	(80,000.00) 0.00	(80,000.00)	36,269.97 0.00	(43,730.03)	45.34%	276.72 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%	977.11 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)	15,508.88 0.00	(14,491.12)	51.70%	0.00 0.00
931		Paving	(50,000.00) 0.00	(50,000.00)	4,286.45 0.00	(45,713.55)	8.57%	411.13 0.00
940		Equipment	(5,000.00) 0.00	(5,000.00)	10,580.03 0.00	5,580.03	211.60%	160.00 0.00

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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43200	Solid Waste And Recycling							
121		Wages	(51,400.00) 0.00	(51,400.00)	32,909.14 0.00	(18,490.86)	64.03%	3,796.80 0.00
122		Overtime Wages	(2,500.00) 0.00	(2,500.00)	1,245.84 0.00	(1,254.16)	49.83%	0.00 0.00
141		Oasi (Employer's Share)	(4,100.00) 0.00	(4,100.00)	2,271.28 0.00	(1,828.72)	55.40%	250.28 0.00
142		Employee Insurance	(13,000.00) 0.00	(13,000.00)	8,685.00 0.00	(4,315.00)	66.81%	1,079.60 0.00
143		Employee Retirement Plan	(8,000.00) 0.00	(8,000.00)	2,460.47 0.00	(5,539.53)	30.76%	277.92 0.00
147		Unemployment Insurance	(100.00) 0.00	(100.00)	42.00 0.00	(58.00)	42.00%	17.58 0.00
251		Medical Services	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
290		Contractual Services	(245,000.00) 0.00	(245,000.00)	140,837.25 0.00	(104,162.75)	57.48%	20,121.75 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)	17,151.41 0.00	(5,848.59)	74.57%	11,140.38 0.00
44440	Recreation							
240		Utilities	(20,000.00) 0.00	(20,000.00)	2,593.88 0.00	(17,406.12)	12.97%	171.31 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)	747.40 0.00	(752.60)	49.83%	0.00 0.00
479		Miscellaneous	(250.00) 0.00	(250.00)	483.74 0.00	233.74	193.50%	0.00 0.00

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Fund : 110

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
715	Land Purchase		(400,000.00) 0.00	(400,000.00)	0.00 0.00	(400,000.00)	0.00%	0.00 0.00
725	Park Development And Operation		(60,000.00) 0.00	(60,000.00)	24,876.63 0.00	(35,123.37)	41.46%	1,000.00 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)	28,425.31 0.00	(17,074.69)	62.47%	3,244.50 0.00
141	Oasi (Employer's Share)		(4,000.00) 0.00	(4,000.00)	2,174.55 0.00	(1,825.45)	54.36%	248.21 0.00
147	Unemployment Insurance		(140.00) 0.00	(140.00)	74.38 0.00	(65.62)	53.13%	19.47 0.00
148	Employee Education And Training		(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
216	Internet Services		(3,000.00) 0.00	(3,000.00)	1,117.98 0.00	(1,882.02)	37.27%	169.71 0.00
240	Utilities		(5,000.00) 0.00	(5,000.00)	1,342.09 0.00	(3,657.91)	26.84%	262.39 0.00
245	Telephone And Other Communication Services		(1,000.00) 0.00	(1,000.00)	76.18 0.00	(923.82)	7.62%	13.76 0.00
251	Medical Services		(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
255	Computer Hardware/Software Support		(1,100.00) 0.00	(1,100.00)	71.97 0.00	(1,028.03)	6.54%	0.00 0.00
266	Repair And Maintenance Buildings		(3,000.00) 0.00	(3,000.00)	675.00 0.00	(2,325.00)	22.50%	0.00 0.00
280	Travel		(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
310		Office Supplies And Postage	(1,500.00) 0.00	(1,500.00)	1,222.28 0.00	(277.72)	81.49%	161.01 0.00
479		Miscellaneous	(400.00) 0.00	(400.00)	110.01 0.00	(289.99)	27.50%	0.00 0.00
490		BOOKS	(5,300.00) 0.00	(5,300.00)	4,039.40 0.00	(1,260.60)	76.22%	317.64 0.00
619		Library Training Grant 20-21	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
625		Operating Lease Copier	(500.00) 0.00	(500.00)	322.22 0.00	(177.78)	64.44%	37.67 0.00
721		Summer Reading Program	(2,000.00) 0.00	(2,000.00)	202.94 0.00	(1,797.06)	10.15%	0.00 0.00
Total For Fund: 110			(4,585,760.00) 0.00	(4,585,760.00)	2,470,511.13 0.00	(2,115,248.87)	53.87%	236,762.33 0.00

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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)	105,085.52 0.00	(109,914.48)	48.88%	6,674.08 0.00
122		Overtime Wages	(15,000.00) 0.00	(15,000.00)	9,418.77 0.00	(5,581.23)	62.79%	884.43 0.00
141		Oasi (Employer's Share)	(20,000.00) 0.00	(20,000.00)	8,261.41 0.00	(11,738.59)	41.31%	545.21 0.00
142		Employee Insurance	(60,000.00) 0.00	(60,000.00)	13,666.16 0.00	(46,333.84)	22.78%	1,141.05 0.00
143		Employee Retirement Plan	(35,000.00) 0.00	(35,000.00)	8,262.84 0.00	(26,737.16)	23.61%	553.28 0.00
146		Workmen's Compensation	(5,000.00) 0.00	(5,000.00)	29,329.83 0.00	24,329.83	586.60%	0.00 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	119.92 0.00	(380.08)	23.98%	35.22 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)	465.36 0.00	(334.64)	58.17%	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)	69,956.48 0.00	(40,043.52)	63.60%	5,275.13 0.00
245		Telephone And Other Communication Services	(5,000.00) 0.00	(5,000.00)	1,943.89 0.00	(3,056.11)	38.88%	285.29 0.00
251		Medical Services	(500.00) 0.00	(500.00)	150.00 0.00	(350.00)	30.00%	0.00 0.00
252		Legal Services	(5,000.00) 0.00	(5,000.00)	9,048.50 0.00	4,048.50	180.97%	0.00 0.00

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Monthly Comparative: 66.67%

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) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
254		Engineering Services	(20,000.00) 0.00	(20,000.00)	118,248.06 0.00	98,248.06	591.24%	9,931.00 0.00
255		Computer Hardware/Software Support	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
260		Repair And Maintenance Services	(10,000.00) 0.00	(10,000.00)	13,674.36 0.00	3,674.36	136.74%	0.00 0.00
268		Repair And Maintenance Roads And Streets	(7,000.00) 0.00	(7,000.00)	1,455.44 0.00	(5,544.56)	20.79%	0.00 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
290		Contractual Services	(8,000.00) 0.00	(8,000.00)	71,962.78 0.00	63,962.78	899.53%	9,221.75 0.00
298		Commission Fees	(20,000.00) 0.00	(20,000.00)	16,211.00 0.00	(3,789.00)	81.06%	2,030.00 0.00
310		Office Supplies And Postage	(500.00) 0.00	(500.00)	543.54 0.00	43.54	108.71%	0.00 0.00
320		Operating Supplies	(15,000.00) 0.00	(15,000.00)	13,989.53 0.00	(1,010.47)	93.26%	965.38 0.00
322		Chemicals	(20,000.00) 0.00	(20,000.00)	11,823.79 0.00	(8,176.21)	59.12%	3,201.16 0.00
326		Clothing And Uniforms	(8,000.00) 0.00	(8,000.00)	1,195.13 0.00	(6,804.87)	14.94%	50.52 0.00
330		Vehicle Operating Expense	(5,000.00) 0.00	(5,000.00)	1,260.80 0.00	(3,739.20)	25.22%	741.84 0.00
331		Fuel Expense	(5,500.00) 0.00	(5,500.00)	2,853.24 0.00	(2,646.76)	51.88%	568.25 0.00
361		Pump Station Repair And Maintenance	(75,000.00) 0.00	(75,000.00)	2,001.44 0.00	(72,998.56)	2.67%	797.93 0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
February 2025

User: Tyler Williams
Date/Time: 3/6/2025 2:35 PM
Page 16 of 17

Fund : 412

Monthly Comparative: 66.67%

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) 0.00	(75,000.00)	88,107.36 0.00	13,107.36	117.48%	5,005.83 0.00
363		Sewer Line Repair And Maintenance	(1,500.00) 0.00	(1,500.00)	0.00 0.00	(1,500.00)	0.00%	0.00 0.00
364		Wastewater Plant Repair And Maintenance	(50,000.00) 0.00	(50,000.00)	32,492.24 0.00	(17,507.76)	64.98%	3,791.23 0.00
401		CONSTRUCTION	(1,800,000.00) 0.00	(1,800,000.00)	491,409.53 0.00	(1,308,590.47)	27.30%	2,232.00 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	580.78 0.00	(419.22)	58.08%	412.88 0.00
510		Insurance	(21,000.00) 0.00	(21,000.00)	0.00 0.00	(21,000.00)	0.00%	0.00 0.00
533		Machinery And Equipment Rental	(25,000.00) 0.00	(25,000.00)	20,000.00 0.00	(5,000.00)	80.00%	5,000.00 0.00
540		Depreciation	(240,000.00) 0.00	(240,000.00)	0.00 0.00	(240,000.00)	0.00%	0.00 0.00
596		State Permit Fees	(3,500.00) 0.00	(3,500.00)	0.00 0.00	(3,500.00)	0.00%	0.00 0.00
614		2013 Rev/Tax Refunding Bonds	(40,000.00) 0.00	(40,000.00)	0.00 0.00	(40,000.00)	0.00%	0.00 0.00
635		Tida Interest	(6,000.00) 0.00	(6,000.00)	1,607.84 0.00	(4,392.16)	26.80%	0.00 0.00
691		Bank Service Charges	(120.00) 0.00	(120.00)	0.00 0.00	(120.00)	0.00%	0.00 0.00
940		Equipment	(75,000.00) 0.00	(75,000.00)	0.00 0.00	(75,000.00)	0.00%	0.00 0.00
952		Bfi Sludge Disposal	(50,000.00) 0.00	(50,000.00)	18,460.82 0.00	(31,539.18)	36.92%	555.18 0.00
955		Belt Press/Roto Rooter Maintenance	(1,500.00) 0.00	(1,500.00)	168.84 0.00	(1,331.16)	11.26%	90.64 0.00

Fund : 412

		Monthly Comparative:		66.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
956		Sewer Plant Blowers	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
Total For Fund: 412			(3,068,620.00)	(3,068,620.00)	1,164,765.20	(1,903,854.80)	37.96%	60,055.76
			0.00		0.00			0.00

Mount Carmel Fire Department

Mitch Walker, Fire Chief



March 1st, 2025

To: James Stables, City Manager

Ref: February 2025 Monthly Report

The Mount Carmel Fire Department answered a total of 49 calls for service during the month of February. Day shift personnel answered 19 calls, and 30 calls were answered by the volunteer staff. Our volunteer staff has really stepped up this month, answering numerous calls. Our average dispatch to arrival time was 5:40 with a 90th percentile of 11:00. Calls for service included multiple brush fires, vehicle accidents, and medical responses. February is historically our slowest month, but that proved to be false this year.

When not responding to calls, members were busy working on multiple projects. We have ordered our SCBA compressor and fill-station that was funded through the State Fire Marshall's Office. Station improvement projects are underway including installation of a system status TV in the apparatus bay, new windows installed, and repairing roof leaks from the heavy rains. We are preparing for spring with pre-incident planning over March and April.

Over February, members completed two courses covering rapid intervention and injured firefighters. These classes allowed members to gain further understanding of our RIT pack. We are also conducting our emergency medical responder course. This course is made up of members of Mount Carmel and Church Hill Rescue Squad. We look forward to completing this class in March and these students becoming licensed medical providers.

Thank you and the BMA for your continued support.

Respectfully,

Mitch Walker, Fire Chief



eso



ANALYTICS

Total Record Volume By Incident Type

Custom ▾

Feb 1, 2025 - Feb 28, 2025 ▾

55%

FIRE

55% of total incidents

45%

EMS

45% of total incidents

49

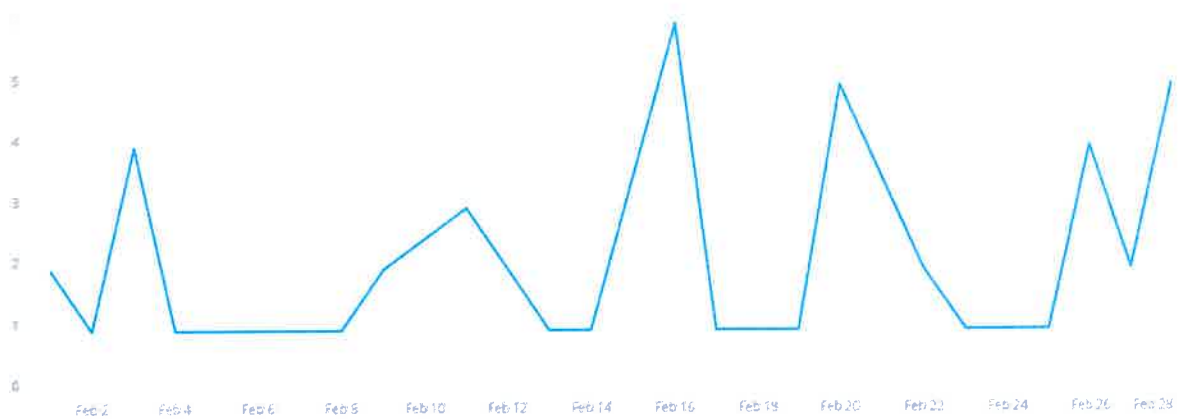
INCIDENTS

49 of total incidents

28

DAYS

28 days of data



Counts

% Rows

% Columns

% All

Week Ending	2/12/25	2/19/25	2/26/25	3/5/25	3/12/25	3/19/25	3/26/25	4/2/25	4/9/25	4/16/25	4/23/25	4/30/25	Total
(14) Natural vegetation fire				1	2								3
(31) Medical assist	1	5	5	2	2								15
(32) Emergency medical service (EMS) incident			2	2	3								7
(35) Extrication, rescue				1									1
(36) Water or ice-related rescue			1										1
(41) Combustible/f. spills & leaks		1											1
(42) Chemical release, reaction, or toxic condition			1										1
(44) Electrical wiring/equipm. problem		1	1		1								3
(46) Accident, potential accident	2			3									5
(52) Water problem		1											1
(55) Public service assistance			3		2								5
(57) Cover assignment, standby at fire station, move-up		1											1
(61) Dispatched and canceled en route				1	1								2
(63) Controlled burning					1								1

Week Ending	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	4/6/25	4/13/25	4/20/25	4/27/25	Total
(67) HazMat release investigation w/no HazMat					1									1
(74) Unintentional system/detect... operation (no fire)				1										1
Total	3	9	13	11	13									49

Police Department
Monthly Report
February 2025



Incidents

February 2025

Total Incidents	6
Total Arrests	3
Total Drug Charges	0
Total Murders	0
Total Rapes	0
Total Other Sexual Assaults	0
Total Kidnappings	0
Total Domestic Violence	0
Total Date Violence	0
Total Stalking	0

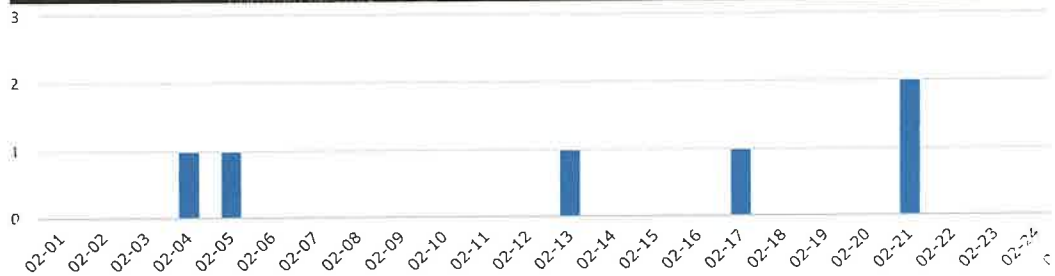
Parties

Individuals	10
Organizations	2
Juveniles	0
Expunged	0
Infectious	0
Quarantined	0
Complainants	3
Victims	5
Suspects	4
Unsubs	0
Witnesses	0
Responders	0
Healthcare Professionals	0
Other	2

Arrests

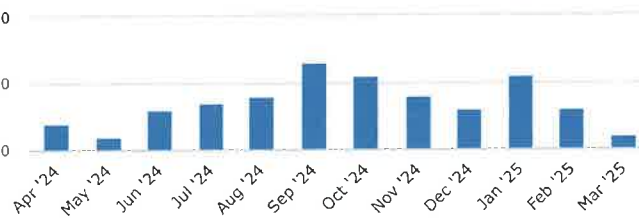
Juveniles	0
Teens	0
Adults - 20s	1
Adults - 30s	0
Adults - 40s	1
Adults - 50s	0
Adults - 60s	1
Seniors - 65+	0

Incidents (February 2025)



Incident History (last 12 months)

Arrest Race



Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

CFS By Department - Select Department By Date
For MOUNT CARMEL PD 02/01/2025 00:00 - 02/28/2025 23:59

MOUNT CARMEL PD	Count	Percent
911 UNKNOWN	4	3.05%
ANIMAL COMPLAINT	16	12.21%
ASSAULT	1	0.76%
ATTEMPT TO CONTACT	3	2.29%
BURGLARY-IN PROGRESS	1	0.76%
CARDIAC ARREST	1	0.76%
CITIZEN ASSIST	1	0.76%
DISTURBANCE	1	0.76%
DOMESTIC DISTURBANCE	2	1.53%
DRUG RELATED INCIDENT	1	0.76%
ESCORT	3	2.29%
FALL	2	1.53%
FIRE ALARM-RESIDENTIAL	1	0.76%
FOLLOW UP	8	6.11%
FRAUD	2	1.53%
HEART PROBLEM	1	0.76%
JUVENILE INCIDENT	2	1.53%
LE ALARM-COMMERCIAL	1	0.76%
LE ALARM-RESIDENTIAL	1	0.76%
LE INFORMATION	7	5.34%
LIFTING ASSISTANCE	1	0.76%
MISSING PERSON	1	0.76%
MOTORIST ASSIST	3	2.29%
MVC-INJURIES	1	0.76%
MVC-NO INJURIES	1	0.76%
MVC-NO INJURIES (COMMERCIAL)	1	0.76%
PROWLER	1	0.76%
RECKLESS DRIVER	5	3.82%
ROADWAY HAZARD	2	1.53%
STAB INJURY	1	0.76%
STOLEN VEHICLE	1	0.76%
SUICIDAL PERSON	1	0.76%
SUSPICIOUS ACTIVITY	4	3.05%
THEFT	1	0.76%
TRAFFIC PROBLEM	1	0.76%
TRAFFIC STOP	42	32.06%
UNCONSCIOUS	1	0.76%
VANDALISM	1	0.76%
WARRANT SERVICE	2	1.53%
WELFARE CHECK	1	0.76%
Total Records For MOUNT CARMEL PD	131	Group/Total 100.00%

Total Records

131

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

CFS By ESN Type Department Summary Report

02/01/2025 - 02/28/2025

259

HAWKINS COUNTY SO

Call Type	Count
911 UNKNOWN	2
ANIMAL COMPLAINT	2
ASSAULT	2
ATTEMPT TO CONTACT	3
DISTURBANCE	4
DISTURBANCE W/WEAPON	1
DOMESTIC DISTURBANCE	2
DRUG RELATED INCIDENT	1
FOLLOW UP	1
GAS LEAK/ODOR	1
HARASSMENT	1
LE ALARM-RESIDENTIAL	4
LE INFORMATION	5
MOTORIST ASSIST	2
MVC-INJURIES	3
MVC-NO INJURIES	1
MVC-NO INJURIES (COMMERCIAL)	1
PATROL/PREMISE CHECK	1
RECKLESS DRIVER	4
SEVERE WEATHER INCIDENT	2
STRUCTURE FIRE-RESIDENTIAL	1
SUICIDAL PERSON W/WEAPON	1
SUSPICIOUS ACTIVITY	5
TRAFFIC STOP	19
WARRANT SERVICE	20
Dept Sub Total	89
ESN Sub Total	89

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE, TN 37857

Avg. Response Time
3:10

MOUNT CARMEL PD Response Time Spread Sheet Group By ESN

Priority IN (HIGH,LOW,MED)

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
2025-003502	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL	259	MCPD	02/03/2025 09:37:21	09:37:49					09:47:36	02/03/2025 09:47:36	0:28	0:00	0:00	0:00	0:00
2025-003516	MOUNT CARMEL POLICE DEPARTMENT 213 HAMMOND AVE, MT CARMEL	43INFO	259	905	02/03/2025 12:10:37	12:10:58	12:10:58				12:16:36	02/03/2025 12:16:36	0:21	0:00	0:00	0:00	0:00
2025-003530	410 JEFFERSON AVE, MOUNT CARMEL	43ATC	259	905	02/03/2025 13:06:00	13:06:17	13:06:17	13:10:34			13:14:29	02/03/2025 13:14:29	0:17	0:00	4:17	4:17	0:00
2025-003543	100 E MAIN ST, MOUNT CARMEL	43DOM	259	904	02/03/2025 14:38:15	14:38:16	14:38:16	14:38:33	15:16:32	15:16:37	15:59:04	02/03/2025 15:59:42	0:01	0:00	0:17	0:17	38:21
2025-003548	323 INDEPENDENCE AVE, MOUNT CARMEL	911UNH	259	905	02/03/2025 15:10:10	15:10:34	15:10:34	15:15:38			15:27:04	02/03/2025 15:27:13	0:24	0:00	5:04	5:04	0:00
2025-003557	MOUNT CARMEL POLICE DEPARTMENT 213 HAMMOND AVE, MT CARMEL	43ESC	259	904	02/03/2025 16:07:36	16:07:36	16:07:36	16:07:49	16:38:02	16:38:26	16:38:26	02/03/2025 16:38:26	0:00	0:00	0:00	0:00	30:26
2025-003563	706 INDEPENDENCE AVE, MOUNT CARMEL	43INFO	259	905	02/03/2025 16:26:41	16:32:24					16:55:52	02/03/2025 16:56:00	5:43	0:00	0:00	0:00	0:00
2025-003575	323 INDEPENDENCE AVE, MOUNT CARMEL	911UNH	259	903	02/03/2025 17:51:45	17:52:20	17:52:20	18:00:50			18:23:15	02/03/2025 18:23:15	0:35	0:00	8:30	8:30	0:00
2025-003606	221 MAPLE ST, MOUNT CARMEL	43PROI	259	903	02/03/2025 21:06:01	21:06:29	21:06:29	21:09:18			21:25:58	02/03/2025 21:25:58	0:28	0:00	2:49	2:49	0:00
2025-003609	LOCUST ST / CARNATION LN	43TS	259	904	02/03/2025 21:10:42	21:10:49	21:10:49	21:10:49			21:11:49	02/03/2025 21:11:50	0:07	0:00	0:00	0:00	0:00
2025-003612	MM 39 SR 1 (HIGHWAY 11 W) 307 HIGHWAY 11 W, MOUNT CARMEL	43TS	259	904	02/03/2025 21:40:27	21:40:28	21:40:28	21:40:28			21:58:00	02/03/2025 21:58:00	0:01	0:00	0:00	0:00	0:00
2025-003623	BELMONT AVE / W MAIN ST	43TS	259	904	02/03/2025 23:23:17	23:23:18	23:23:18	23:23:18			00:47:44	02/04/2025 00:47:44	0:01	0:00	0:00	0:00	0:00
2025-003643	227 WOLFE LAUREL DR, MOUNT CARMEL	43WVCI	259	900	02/04/2025 07:59:03	08:14:44	08:14:44	08:14:44			08:38:08	02/04/2025 08:59:08	15:41	0:00	0:00	0:00	0:00
2025-003647	312 KAYWOOD AVE, MOUNT CARMEL	43ANCI	259	905	02/04/2025 08:49:44	08:50:02	08:50:02	09:11:31			09:33:02	02/04/2025 09:33:02	0:18	0:00	21:29	21:29	0:00
2025-003664	138 W MAIN ST, MOUNT CARMEL	43TS	259	905	02/04/2025 10:28:02	10:28:03	10:28:03	10:28:03			10:35:30	02/04/2025 10:35:30	0:01	0:00	0:00	0:00	0:00
2025-003674	328 BAY ST, MOUNT	43VANI	259	905	02/04/2025 11:08:30	11:08:30	11:08:30	11:16:01	11:51:50	12:16:15	12:49:25	02/04/2025 12:49:25	0:17	0:00	7:31	7:31	1:08:45

2025-003725	CARMEL 108 SUNRISE MEADOWS CT, MOUNT CARMEL	43INFO 259	905	11:08:13 02/04/2025 15:23:13	15:24:05	15:24:05	15:47:42	12:49:25 02/04/2025 15:47:42	0:52	0:00	0:00	0:00	0:00	0:00
2025-003734	1224 INDEPENDENCE AVE, MOUNT CARMEL	43TS 259	904	02/04/2025 16:31:31	16:31:31	16:43:24	17:54:11	02/04/2025 17:54:11	0:00	11:53	0:00	-12:-53	1:02:17	
2025-003737	274 WOLFE LAUREL DR, MOUNT CARMEL	43ESC 259	903	02/04/2025 17:25:02	17:25:41	17:25:41	18:59:18	02/04/2025 18:59:18	0:39	0:00	1:09:14	1:09:14	0:00	
2025-003742	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43ALC 259	904	02/04/2025 18:09:14	18:09:49	18:09:49	18:16:28	02/04/2025 18:16:28	0:35	0:00	2:09	2:09	0:00	
2025-003753	451 BAY ST, MOUNT CARMEL	43ALR 259	903	02/04/2025 18:57:47	18:59:45	18:59:45	19:17:30	02/04/2025 19:17:30	1:58	0:00	7:19	7:19	0:00	
2025-003755	INDEPENDENCE AVE / E ELLIS LN	43TS 259	904	02/04/2025 19:30:38	19:30:38	20:40:50	20:43:08	02/04/2025 20:43:08	0:00	1:10:11	0:00	-71:-12	0:00	
2025-003760	410 KAYWOOD AVE, MOUNT CARMEL	47UNR 259	903	02/04/2025 20:43:59	20:47:30	20:47:30	21:05:59	02/04/2025 21:41:46	3:31	0:00	1:04	1:04	0:00	
2025-003809	451 BAY ST, MOUNT CARMEL	43FRD 259	905	02/05/2025 11:20:32	11:20:47	11:20:47	11:39:21	02/05/2025 11:39:21	0:15	0:00	0:00	0:00	0:00	
2025-003833	WOLFE LAUREL DR / WOLFE LN	43TS 259	904	02/05/2025 15:40:35	15:40:35	15:40:35	15:44:26	02/05/2025 15:44:26	0:00	0:00	0:00	0:00	0:00	
2025-003839	WOLFE LN / E ST	43TS 259	904	02/05/2025 16:12:59	16:12:59	16:44:47	17:26:44	02/05/2025 17:26:44	0:00	0:00	0:00	0:00	1:02:00	
2025-003848	218 CREST DR UNITAPT, MOUNT CARMEL	43ANC 259	904	02/05/2025 17:20:49	17:26:48	17:27:25	17:53:26	02/05/2025 17:53:26	5:59	0:37	23:19	22:42	0:00	
2025-003854	SKIPEZ MOUNT CARMEL 106 W MAIN ST, MOUNT CARMEL	43SUS 259	904	02/05/2025 18:05:17	18:05:44	18:05:44	18:53:09	02/05/2025 18:53:09	0:27	0:00	10:06	10:06	47:12	
2025-003859	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43RKL 259	MCPD	02/05/2025 19:01:38	19:02:31		19:44:08	02/05/2025 19:44:08	0:53	0:00	0:00	0:00	0:00	
2025-003866	CARTERS VALLEY RD / KINKEAD ST	43TS 259	904	02/05/2025 20:35:24	20:35:24	20:35:27	20:52:09	02/05/2025 20:52:09	0:00	0:03	0:00	-1:-3	0:00	
2025-003873	EASTMAN CREDIT UNION-MT CARMEL 166 W MAIN ST, MOUNT CARMEL	43TS 259	904	02/05/2025 21:36:37	21:36:37	21:36:48	21:46:15	02/05/2025 21:46:16	0:00	0:11	0:00	-1:-11	0:00	
2025-003874	EASTMAN CREDIT UNION-MT CARMEL 166 W MAIN ST, MOUNT CARMEL	43SUS 259	904	02/05/2025 21:55:11	21:55:12	21:55:15	22:01:08	02/05/2025 22:01:08	0:01	0:03	0:00	-1:-3	0:00	
2025-003879	CARTERS VALLEY RD / WAY CROSS RD	TRF 259	903	02/05/2025 22:59:47	22:59:47	22:59:47	23:00:03	02/05/2025 23:00:03	0:00	0:00	0:00	0:00	0:00	
2025-003904	MM 38 SR 1 (HIGHWAY 11 W) 522	43TS 259	905	02/06/2025 08:36:44	08:36:44	08:36:44	08:49:20	02/06/2025 08:49:20	0:00	0:00	0:00	0:00	0:00	

HIGHWAY 11 W, MOUNT CARMEL													
2025-003915	140 SUNRISE MEADOWS CT, MOUNT CARMEL	43FOL	259	905	02/06/2025 11:23:01	11:23:01	11:23:01	11:25:36 11:25:36	02/06/2025	0:00	0:00	0:00	0:00
MOUNT CARMEL													
2025-003928	300 HAMMOND AVE, MOUNT CARMEL	43RHA	259	905	02/06/2025 12:52:37	12:53:19	12:53:19	12:57:20 12:57:36	02/06/2025	0:42	0:00	4:01	4:01
2025-003944	HIGHWAY 11 W / ENGLEWOOD AVE	43TS	259	905	02/06/2025 15:36:14	15:36:15	15:36:15	15:41:40 15:41:40	02/06/2025	0:01	0:00	0:00	0:00
2025-003948	YANKEES BEE LINE 407 E MAIN ST, MOUNT CARMEL	43TS	259	905	02/06/2025 16:02:21	16:02:22	16:02:22	16:18:18 16:18:18	02/06/2025	0:01	0:00	0:00	0:00
MOUNT CARMEL													
2025-003962	660 REDWOOD ST, MOUNT CARMEL	43DOM	259	903	02/06/2025 17:42:14	17:42:30	17:42:30	17:46:34	02/06/2025 18:05:50	0:16	0:00	4:04	4:04
2025-003965	415 JEFFERSON AVE, MOUNT CARMEL	43AS	259	904	02/06/2025 17:56:39	18:05:52	18:06:00	18:09:24 18:48:22	02/06/2025	9:13	0:08	3:32	3:24
2025-004026	1520	43ANC	259	905	02/07/2025	09:03:21	09:03:21	09:08:25	02/07/2025	0:38	0:00	5:04	5:04

2025-004414	CHERRY ST 1517 MCCracken LN, MOUNT Carmel	43TS	259	904	17:11:10	17:42:11	17:42:11	17:51:02	17:16:38	02/10/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004427	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT Carmel	43MOA	259	904	17:42:11 02/10/2025 19:22:33	19:22:33	19:22:33	19:28:34	17:51:03 02/10/2025 19:28:34	02/10/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004428	W MAIN ST / BELMONT AVE	43TS	259	904	02/10/2025 19:39:23	19:39:23	19:39:23	19:48:50	02/10/2025 19:48:50	02/10/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004439	HIGHWAY 11 W / INDEPENDENCE AVE	43TS	259	904	02/10/2025 21:40:23	21:44:48	21:44:48	21:57:41	02/10/2025 21:57:41	02/10/2025	4:25	0:00	0:10	0:10	0:00	0:00
2025-004445	SUBWAY (MOUNT Carmel) 420 W MAIN ST, MOUNT Carmel	43TS	259	904	02/10/2025 23:37:41	23:37:41	23:37:41	23:50:38	02/10/2025 23:50:38	02/10/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004484	5816 CARTERS VALLEY RD, MOUNT Carmel	43ATC	259	904	02/11/2025 13:29:17	13:51:29	13:51:29	14:07:58	02/11/2025 14:08:09	02/11/2025	22:12	0:00	8:28	8:28	0:00	0:00
2025-004489	5516 CARTERS VALLEY RD UNIT B, MOUNT Carmel	43FRD	259	903	02/11/2025 15:18:48	15:19:28	15:19:28	15:39:18	02/11/2025 15:39:18	02/11/2025	0:40	0:00	0:00	0:00	0:00	0:00
2025-004506	INDEPENDENCE AVE / WALNUT ST	43RHAJ	259	903	02/11/2025 18:32:16	18:36:34	18:36:34	19:02:04	02/11/2025 19:02:04	02/11/2025	4:18	0:00	3:39	3:39	0:00	0:00
2025-004509	1100 HAMMOND AVE, MOUNT Carmel	43TS	259	904	02/11/2025 19:02:32	19:02:32	19:02:32	19:47:41	02/11/2025 19:47:41	02/11/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004522	523 CHEROKEE DR, MOUNT Carmel	47LA	259	904	02/11/2025 21:35:13	21:41:26	21:41:26	21:52:55	02/11/2025 21:52:55	02/11/2025	6:13	0:00	0:05	0:05	0:00	0:00
2025-004596	5816 CARTERS VALLEY RD, MOUNT Carmel	43WSV	259	904	02/12/2025 17:35:55	17:35:55	17:35:55	17:43:57	02/12/2025 17:43:57	02/12/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004631	220 VALLEY CREST DR, MOUNT Carmel	47STAE	259	900	02/13/2025 06:39:27	06:40:30	06:40:30	07:14:22	02/13/2025 07:32:48	02/13/2025	1:03	0:00	4:49	4:49	0:00	0:00
2025-004635	CARTERS VALLEY RD / RIVERCHASE DR	43TS	259	904	02/13/2025 09:27:49	09:27:49	09:27:49	09:35:05	02/13/2025 09:35:16	02/13/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004641	1257 INDEPENDENCE AVE, MOUNT Carmel	43TS	259	904	02/13/2025 10:25:10	10:25:10	10:25:10	10:36:30	02/13/2025 10:36:30	02/13/2025	0:00	0:00	0:00	0:00	0:00	0:00
2025-004672	O'REILLY AUTO PARTS 106 KAYWOOD AVE, MOUNT Carmel	43DRUI	259	903	02/13/2025 14:40:19	14:43:18	14:43:18	15:56:24	02/13/2025 19:00:08	02/13/2025	2:59	0:00	1:15	1:15	0:00	0:00
2025-004757	100 E MAIN ST UNIT MOUNT Carmel	47FALL	259	900	02/14/2025	09:59:14	09:59:14	10:17:27	02/14/2025	02/14/2025	2:30	0:00	1:15	1:15	0:00	0:00

2025-005067	1, MOUNT CARMEL 5770 CARTERS VALLEY RD, MOUNT CARMEL	43STV 259	903	09:56:44 02/17/2025 14:02:13	14:02:34 14:02:34	14:07:14 02/17/2025 14:07:14	10:17:27 02/17/2025 14:07:14	0:21	0:00	0:00	0:00	0:00	0:00
2025-005076	314 ASHVILLE AVE, MOUNT CARMEL	43DIS 259	904	02/17/2025 15:23:26	15:23:49 15:23:49 15:30:29	16:12:47 02/17/2025 16:12:47	02/17/2025 16:12:47	0:23	0:00	6:40	6:40	6:40	0:00
2025-005091	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43TS 259	904	02/17/2025 18:38:02	18:38:02 18:38:02	18:41:28 02/17/2025 18:41:28	02/17/2025 18:41:28	0:00	0:00	0:00	0:00	0:00	0:00
2025-005092	1535 INDEPENDENCE AVE, MOUNT CARMEL	43ANC(259	904	02/17/2025 18:43:40	18:44:11 18:44:11 18:51:52	18:57:43 02/17/2025 18:57:43	02/17/2025 18:57:43	0:31	0:00	7:41	7:41	7:41	0:00
2025-005158	204 HAMMOND AVE, MOUNT CARMEL	43TS 259	905	02/18/2025 11:41:40	11:41:40 11:41:40	11:47:38 02/18/2025 11:47:38	02/18/2025 11:47:38	0:00	0:00	0:00	0:00	0:00	0:00
2025-005202	434 HOLLY ST, MOUNT CARMEL	911UN(259	904	02/18/2025 15:37:40	15:38:33 15:38:33 15:40:22	15:43:12 02/18/2025 15:43:12	02/18/2025 15:43:12	0:53	0:00	1:49	1:49	1:49	0:00
2025-005216	207 CHERRY ST UNIT A, MOUNT CARMEL	43ANC(259	903	02/18/2025 17:59:02	18:00:06 18:00:06 18:26:49	18:34:55 02/18/2025 18:34:55	02/18/2025 18:34:55	1:04	0:00	26:43	26:43	26:43	0:00
2025-005219	207 CHERRY ST UNIT A, MOUNT CARMEL	43FOL 259	904	02/18/2025 18:43:38	18:44:28 18:44:28 18:49:20	19:08:03 02/18/2025 19:08:03	02/18/2025 19:08:03	0:50	0:00	4:52	4:52	4:52	0:00
2025-005228	MARATHON (MOUNT CARMEL) 152 W MAIN ST, MOUNT CARMEL	43TS 259	904	02/18/2025 20:23:31	20:23:32 20:23:32	20:39:29 02/18/2025 20:39:29	02/18/2025 20:39:29	0:01	0:00	0:00	0:00	0:00	0:00
2025-005270	730 ROSE LN, MOUNT CARMEL	47CODI 259	905	02/19/2025 09:15:09	09:16:34 09:16:34 09:19:32	10:00:57 02/19/2025 10:42:33	02/19/2025 10:42:33	1:25	0:00	2:58	2:58	2:58	0:00
2025-005282	129 HUNTERS RUN LN, MOUNT CARMEL	43INFO 259	900	02/19/2025 11:47:54	11:48:37 11:48:37	12:36:11 02/19/2025 12:37:33	02/19/2025 12:37:33	0:43	0:00	0:00	0:00	0:00	0:00
2025-005284	MM 39 SR 1 (HIGHWAY 11 W) 307 HIGHWAY 11 W, MOUNT CARMEL	43TS 259	905	02/19/2025 11:57:03	11:57:03 11:57:03	12:07:00 02/19/2025 12:07:00	02/19/2025 12:07:00	0:00	0:00	0:00	0:00	0:00	0:00
2025-005312	235 MOUNTAIN VIEW DR, MOUNT CARMEL	43ANC(259	904	02/19/2025 16:16:52	16:17:13 16:17:13 16:28:48	16:33:31 02/19/2025 16:33:31	02/19/2025 16:33:31	0:21	0:00	11:35	11:35	11:35	0:00
2025-005318	EASTMAN CREDIT UNION-MT CARMEL 166 W MAIN ST, MOUNT CARMEL	43TS 259	904	02/19/2025 17:48:01	17:48:01 17:48:01	18:18:12 02/19/2025 18:18:36	02/19/2025 18:18:36	0:00	0:00	0:00	0:00	0:00	0:00
2025-005322	137 VALLEY CREST DR, CHURCH HILL	43INFO 259	904	02/19/2025 18:56:00	18:56:36 18:56:36 19:26:34	20:07:09 02/19/2025 20:07:09	02/19/2025 20:07:09	0:36	0:00	29:58	29:58	29:58	0:00
2025-005400	153 ASHLEY DR,	43ATC 259	905	02/20/2025	12:23:53 12:23:53 12:26:52	12:31:17 02/20/2025	02/20/2025	15:39	0:00	2:59	2:59	2:59	0:00

2025-005403	MOUNT CARMEL 153 ASHLEY DR, MOUNT CARMEL	43FOL	259	905	12:08:14	13:08:29	13:08:29	13:10:44	12:31:25	0:33	0:00	0:00	0:00	0:00
2025-005406	201 WILLOW ST, MOUNT CARMEL	43SUSF	259	900	13:07:56	13:30:06	13:30:06	13:38:50	13:10:52	0:00	0:00	0:00	0:00	0:00
2025-005422	823 WOODLAND DR, MOUNT CARMEL	43ANCI	259	903	13:30:06	16:38:07	16:38:07	16:51:31	13:39:51	1:10	0:00	0:00	0:00	0:00
2025-005431	1300 IVY CIR, MOUNT CARMEL	47FALL	259	904	16:36:57	18:25:30	18:25:38	18:48:23	16:51:31	9:48	0:00	0:08	0:08	0:00
2025-005433	5602 CARTERS VALLEY RD, MOUNT CARMEL	43TS	259	904	02/20/2025 18:15:42	18:55:07	18:55:07	19:08:41	02/20/2025 19:09:33	0:00	0:00	0:00	0:00	0:00
2025-005438	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43TS	259	904	02/20/2025 20:50:36	20:50:36	20:50:36	20:59:37	02/20/2025 20:59:37	0:00	0:00	0:00	0:00	0:00
2025-005494	136 NICOLE DR, MOUNT CARMEL	911UNP	259	905	02/21/2025 13:09:28	13:10:24	13:10:24	13:21:38	02/21/2025 13:22:08	0:56	0:00	6:34	6:34	0:00
2025-005498	1535 INDEPENDENCE AVE, MOUNT CARMEL	43ANCI	259	905	02/21/2025 13:36:04	13:37:35	13:37:35	14:01:08	02/21/2025 14:01:21	1:31	0:00	7:42	7:42	0:00
2025-005517	SUBWAY (MOUNT CARMEL) 420 W MAIN ST, MOUNT CARMEL	43TS	259	904	02/21/2025 16:31:46	16:31:46	16:31:46	17:22:21	02/21/2025 18:37:14	0:00	0:00	0:05	0:05	1:18:50
2025-005569	CARTERS VALLEY RD / WAY CROSS RD	72MVC	259	904	02/22/2025 05:45:56	06:07:48	06:10:37	06:57:16	02/22/2025 06:57:16	21:52	0:00	2:49	2:49	0:00
2025-005576	HIGHWAY 11 W / KAYWOOD AVE	43TS	259	905	02/22/2025 10:06:51	10:06:51	10:06:51	10:18:30	02/22/2025 10:18:30	0:00	0:00	0:00	0:00	0:00
2025-005577	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43MVC	259	904	02/22/2025 10:16:02	10:16:19	10:18:59	10:46:51	02/22/2025 10:50:44	0:17	0:00	2:40	2:40	0:00
2025-005594	1300 GLENMAR AVE, CHURCH HILL	43TS	259	904	02/22/2025 13:53:26	13:53:26	13:53:44	13:57:14	02/22/2025 13:57:23	0:00	0:00	0:18	0:18	0:00
2025-005762	HIGHWAY 11 W / INDEPENDENCE AVE	43TS	259	905	02/24/2025 11:58:33	11:58:33	11:58:33	12:09:47	02/24/2025 12:09:47	0:00	0:00	0:00	0:00	0:00
2025-005765	MOUNT CARMEL POLICE DEPARTMENT 213 HAMMOND AVE, MT CARMEL	43INFO	259	900	02/24/2025 12:13:11	12:13:35	12:15:48	12:25:04	02/24/2025 12:28:01	0:24	0:00	2:13	2:13	0:00

2025-005865	ENGLEWOOD AVE / W MAIN ST	43TS	259	905	02/25/2025	07:58:22	07:58:22	08:02:33	02/25/2025	0:00	0:00	0:00	0:00	0:00
2025-005867	HAMMOND AVE / E MAIN ST	43TS	259	905	02/25/2025	08:07:01	08:07:01	08:12:45	02/25/2025	0:00	0:00	0:00	0:00	0:00
2025-005882	202 JEFFERSON AVE, MOUNT CARMEL	43THF	259	905	02/25/2025	09:31:39	09:32:01	09:37:14	02/25/2025	0:22	0:00	0:00	0:00	0:00
2025-005891	202 JEFFERSON AVE, MOUNT CARMEL	43FOL	259	905	02/25/2025	10:05:19	10:05:31	10:44:51	02/25/2025	0:12	0:00	0:00	16:05	0:00
2025-005918	400 ELM ST, MOUNT CARMEL	43ANC(259	905	02/25/2025	13:19:42	13:20:06	13:32:19	02/25/2025	0:24	0:00	4:52	4:52	0:00
2025-006007	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43TS	259	905	02/26/2025	06:16:15	06:16:15	06:22:11	02/26/2025	0:00	0:00	0:00	0:00	0:00
2025-006030	ENGLEWOOD AVE / HIGHWAY 11 W	43ESC	259	905	02/26/2025	10:27:21	10:27:21	10:56:58	02/26/2025	0:00	0:00	0:00	0:00	0:00
2025-006035	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	43MOA	259	905	02/26/2025	10:55:12	10:57:12	10:59:46	02/26/2025	2:00	0:00	0:00	0:00	0:00
2025-006047	106 BELMONT AVE, MOUNT CARMEL	43FOL	259	900	02/26/2025	12:27:14	12:27:15	12:32:50	02/26/2025	0:01	0:00	0:04	0:04	0:00
2025-006061	421 BIG OAK RD, MOUNT CARMEL	43INFO	259	905	02/26/2025	13:44:29	13:47:01	14:06:18	02/26/2025	2:32	0:00	7:44	7:44	0:00
2025-006163	807 BRENTWOOD DR UNITAPT, MOUNT CARMEL	43FOL	259	905	02/27/2025	11:53:50	11:53:51	11:59:37	02/27/2025	0:01	0:00	0:00	0:00	0:00

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Total Records													
Total Time CFS/Disp (M)	3:43:20	Total Time Disp/Arrive (M)	6:09:36	Total Time Disp/Arrive (M)	7:18:48	Total Time Disp/Arrive (M)	7:18:48	Total Time Disp/Arrive (M)	7:18:48	Total Time Disp/Arrive (M)	7:18:48	Total Time Disp/Arrive (M)	7:18:48
Average Time CFS/Disp (M)	1:55	Average Time Enroute/Arrive (M)	2:27	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10
Average Time CFS/Disp (M)	1:55	Average Time Enroute/Arrive (M)	2:27	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10	Average Time Enroute/Arrive (M)	3:10

Hawkins County ECD 2291 E MAIN ST ROGERSVILLE , TN 37857

AVE. RESPONSE
TIME 4:56

HAWKINS COUNTY SO Response Time Spread Sheet Group By ESN

Priority IN (HIGH,LOW,MED)

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
2025-003287	920 INDEPENDENCE AVE, MOUNT CARMEL	43MVC	259	336	02/01/2025 03:25:36	03:26:26	03:26:26	03:58:19			04:17:32	02/01/2025 04:17:32	0:50	0:00	31:53	0:00	0:00
2025-003296	321 PINE ST, MOUNT CARMEL	911UNP	259	338	02/01/2025 08:32:33	08:33:49	08:33:49	09:14:58			09:18:27	02/01/2025 09:18:27	1:16	0:00	41:09	0:00	0:00
2025-003349	MM 39 SR 1 (HIGHWAY 11 W) 307 HIGHWAY 11 W, MOUNT CARMEL	72MVC	259	338	02/01/2025 16:13:38	16:14:49	16:14:49				16:45:53	02/01/2025 17:59:26	1:11	0:00	0:00	0:00	0:00
2025-003364	137 VALLEY CREST DR, CHURCH HILL	43DIS	259	349	02/01/2025 19:46:31	19:47:07	19:47:07	19:59:17	20:09:00	20:24:37	20:24:59	02/01/2025 20:24:59	0:36	0:00	12:10	0:00	37:30
2025-003374	1439 WOLFE LN B UNIT E01, MOUNT CARMEL	911UNP	259	336	02/01/2025 21:16:58	21:18:33	21:18:33				21:19:35	02/01/2025 21:19:35	1:35	0:00	0:00	0:00	0:00
2025-003384	232 ELLIS LN, MOUNT CARMEL	43ANC	259	347	02/02/2025 00:56:37	00:57:06	00:57:06	01:22:23			01:33:48	02/02/2025 01:33:49	0:29	0:00	25:17	0:00	0:00
2025-003387	GLENMAR AVE / W ELLIS LN	43TS	259	347	02/02/2025 01:39:55	01:39:55	01:39:55	01:39:55			01:49:49	02/02/2025 01:49:49	0:00	0:00	0:00	0:00	0:00
2025-003406	1439 WOLFE LN UNIT E04, MOUNT CARMEL	43ATC	259	338	02/02/2025 11:49:31	11:52:06	11:52:06				14:46:41	02/02/2025 14:46:41	2:35	0:00	0:00	0:00	0:00
2025-003412	INDEPENDENCE AVE / REDWOOD ST	72MVC	259	330	02/02/2025 14:20:13	14:29:36	14:29:36				14:44:57	02/02/2025 14:44:57	9:23	0:00	0:00	0:00	0:00
2025-003502	HIGHWAY 11 W / ENGLEWOOD AVE	43RKL	259	HCSO	02/03/2025 09:37:21	09:37:52	09:37:52				09:47:36	02/03/2025 09:47:36	0:31	0:00	0:00	0:00	0:00
2025-003643	227 WOLFE LAUREL DR, MOUNT CARMEL	43MVC	259	328	02/04/2025 07:59:03	08:04:33	08:04:33				08:41:04	02/04/2025 08:59:08	5:30	0:00	0:00	0:00	0:00
2025-003671	145 ASHLEY DR, MOUNT CARMEL	43WSV	259	373	02/04/2025 10:49:56	10:49:56	10:49:56	10:49:56			10:54:19	02/04/2025 10:54:19	0:00	0:00	0:00	0:00	0:00
2025-003694	MOUNT CARMEL POLICE DEPARTMENT 213 HAMMOND AVE, MT CARMEL	43WSV	259	377	02/04/2025 13:14:49	13:14:49	13:14:49	13:14:49			13:23:33	02/04/2025 13:23:33	0:00	0:00	0:00	0:00	0:00
2025-003758	HIGHWAY 11 W / ENGLEWOOD AVE	43TS	259	330	02/04/2025 20:04:14	20:04:14	20:04:14	20:04:14			20:06:51	02/04/2025 20:06:52	0:00	0:00	0:00	0:00	0:00
2025-003787	HIGHWAY 11 W / KAYWOOD AVE	43TS	259	334	02/05/2025 07:45:59	07:45:59	07:45:59	07:45:59			07:51:29	02/05/2025 07:51:29	0:00	0:00	0:00	0:00	0:00
2025-003859	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43RKL	259	HCSO	02/05/2025 19:01:38	19:02:28	19:02:28				19:44:08	02/05/2025 19:44:08	0:50	0:00	0:00	0:00	0:00
2025-003950	KAYWOOD AVE /	43RKL	259	307	02/06/2025 16:07:00	16:07:00	16:07:00	16:07:00			16:07:35	02/06/2025 16:07:35	0:00	0:00	0:00	0:00	0:00


2025-003965	CYPRESS ST 415 JEFFERSON AVE, 43AS MOUNT CARMEL	259	338	16:07:00	18:09:14	16:07:35	18:28:38	02/06/2025	12:35	0:00	0:00	0:00	0:00
2025-004051	439 HOLLY ST, MOUNT CARMEL	43WSV 259	307	02/07/2025 12:43:53	12:43:53	12:43:53	12:49:07	02/07/2025	0:00	0:00	0:00	0:00	0:00
2025-004063	227 OAK ST, MOUNT CARMEL	43WSV 259	373	02/07/2025 14:22:31	14:22:31	14:22:31	14:33:08	02/07/2025	0:00	0:00	0:00	0:00	0:00
2025-004064	436 BAY ST, MOUNT CARMEL	43WSV 259	347	02/07/2025 14:27:08	14:39:17	14:57:36	15:17:25	02/07/2025	12:09	0:00	18:19	0:00	0:00
2025-004189	HAMMOND AVE / E MAIN ST	43DISW 259	347	02/08/2025 16:10:48	16:11:32	16:19:10	16:25:25	02/08/2025	0:44	0:00	7:38	0:00	17:11
2025-004204	HIGHWAY 11 W / ENGLEWOOD AVE	43TS 259	352	02/08/2025 19:54:55	19:54:55	19:54:55	20:01:41	02/08/2025	0:00	0:00	0:00	0:00	0:00
2025-004220	MM 39 SR 1 (HIGHWAY 11 W) 307 HIGHWAY 11 W, MOUNT CARMEL	43TS 259	352	02/08/2025 21:27:48	21:27:48	21:27:48	21:38:28	02/08/2025	0:00	0:00	0:00	0:00	0:00
2025-004266	ENGLEWOOD AVE / HIGHWAY 11 W	43RKLS 259	HCSO	02/09/2025 10:27:46	10:28:29	10:50:03	10:50:03	02/09/2025	0:43	0:00	0:00	0:00	0:00
2025-004281	830 HAMMOND AVE, MOUNT CARMEL	43ALR 259	336	02/09/2025 14:44:55	14:45:17	15:05:16	15:11:01	02/09/2025	0:22	0:00	19:59	0:00	0:00
2025-004317	550 OLD HICKORY DR, MOUNT CARMEL	43SUSf 259	352	02/09/2025 22:04:08	22:04:32	22:31:30	22:31:30	02/09/2025	0:24	0:00	0:00	0:00	0:00
2025-004318	INDEPENDENCE AVE / OLD HICKORY CIR	43TS 259	352	02/09/2025 22:33:16	22:33:16	22:33:16	22:36:48	02/09/2025	0:00	0:00	0:00	0:00	0:00
2025-004331	225 MARSHALL AVE, MOUNT CARMEL	43DOM 259	352	02/10/2025 00:47:25	00:47:28	01:02:41	01:11:33	02/10/2025	0:03	0:00	15:13	0:00	33:52
2025-004392	416 KAYWOOD AVE, MOUNT CARMEL	43WSV 259	373	02/10/2025 14:51:05	14:51:05	14:51:05	14:54:56	02/10/2025	0:00	0:00	0:00	0:00	0:00
2025-004439	HIGHWAY 11 W / INDEPENDENCE AVE	43TS 259	352	02/10/2025 21:40:23	21:40:23	21:40:23	21:57:41	02/10/2025	0:00	0:00	0:00	0:00	0:00
2025-004461	929 NANTUCKET AVE, MOUNT CARMEL	43DIS 259	342	02/11/2025 07:48:18	07:48:35	07:58:54	08:45:35	02/11/2025	0:17	0:00	10:19	0:00	0:00
2025-004475	307 W ELLIS LN, CHURCH HILL	43WSV 259	378	02/11/2025 11:43:07	11:43:13	11:43:16	11:53:11	02/11/2025	0:06	0:00	0:03	0:00	0:00
2025-004484	5816 CARTERS VALLEY RD, MOUNT CARMEL	43ATC 259	330	02/11/2025 13:29:17	13:31:01	13:51:38	14:08:09	02/11/2025	1:44	0:00	0:00	0:00	0:00
2025-004617	621 CHEROKEE DR, MOUNT CARMEL W	43SUPf 259	343	02/13/2025 00:36:12	00:37:35	00:49:51	00:59:26	02/13/2025	1:23	0:00	12:16	0:00	0:00
2025-004672	O'REILLY AUTO PARTS 106 KAYWOOD AVE, MOUNT CARMEL	43DRUK 259	342	02/13/2025 14:40:19	14:40:19	14:40:27	15:33:19	02/13/2025	0:00	0:00	0:08	0:00	1:05:07
2025-004784	905 JACKSON ST, MOUNT CARMEL	43ALR 259	333	02/14/2025 15:36:22	15:37:11	15:41:18	15:41:18	02/14/2025	0:49	0:00	0:00	0:00	0:00
2025-004802	HIGHWAY 11 W / INDEPENDENCE AVE	43TS 259	334	02/14/2025 19:15:38	19:15:39	19:15:39	19:19:06	02/14/2025	0:01	0:00	0:00	0:00	0:00
2025-004804	RUB A DUB CAR WASH (MOUNT CARMEL) 436 W	43SUSf 259	334	02/14/2025 19:52:52	19:53:10	20:36:33	21:21:21	02/14/2025	0:18	43:23	9:51	-34:-32	1:46:06

2025-005496	206 INDEPENDENCE AVE, MOUNT CARMEL	43WSV 259	378	02/21/2025 13:24:20	13:24:20	13:24:25	13:26:33	02/21/2025 13:26:41	0:00	0:00	0:05	0:00	0:00
2025-005527	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43TS 259	373	02/21/2025 17:41:29	17:41:30	17:41:30	18:44:43	02/21/2025 18:44:51	0:01	0:00	0:00	0:00	0:00
2025-005547	W ELLIS LN / GLENMAR AVE	43TS 259	342	02/21/2025 21:39:42	21:39:42	21:39:42	21:41:37	02/21/2025 21:41:37	0:00	0:00	0:00	0:00	0:00
2025-005569	CARTERS VALLEY RD / WAY CROSS RD	72MVC 259	328	02/22/2025 05:45:56	05:48:19	05:48:19	05:59:03	02/22/2025 06:57:16	2:23	0:00	0:00	0:00	0:00
2025-005598	424 BAY ST, MOUNT CARMEL	43TS 259	351	02/22/2025 14:32:08	14:32:08	14:32:08	14:37:15	02/22/2025 14:38:08	0:00	0:00	0:00	0:00	0:00
2025-005609	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43MOA 259	351	02/22/2025 16:31:08	16:31:31	16:31:31	16:42:39	02/22/2025 16:42:39	0:23	0:00	0:00	0:00	0:00
2025-005617	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43INFO 259	342	02/22/2025 18:03:41	18:04:34	18:04:34	18:16:03	02/22/2025 18:16:03	0:53	0:00	0:00	0:00	0:00
2025-005627	MARATHON (MOUNT CARMEL) 152 W MAIN ST, MOUNT CARMEL	43TS 259	342	02/22/2025 21:48:47	21:48:47	21:48:47 22:31:56 22:49:10	00:58:26	02/23/2025 00:58:26	0:00	0:00	0:00	0:00	1:00:23
2025-005632	223 WOLFE LAUREL DR, MOUNT CARMEL	43PTL 259	335	02/22/2025 23:30:05	23:31:53	23:44:58	23:51:32	02/22/2025 23:51:32	1:48	0:00	13:05	0:00	0:00
2025-005637	HIGHWAY 11 W / INDEPENDENCE AVE	43TS 259	342	02/23/2025 02:43:08	02:43:08	02:43:08	02:52:34	02/23/2025 02:52:34	0:00	0:00	0:00	0:00	0:00
2025-005649	737 HAMMOND AVE, MOUNT CARMEL	43SUS 259	351	02/23/2025 10:10:57	10:11:23	10:25:15 10:40:23 10:44:53	10:49:48	02/23/2025 10:49:48	0:26	0:00	13:52	0:00	33:30
2025-005654	440 BAY ST, MOUNT CARMEL	43TS 259	351	02/23/2025 11:29:07	11:29:07	11:29:07	11:40:54	02/23/2025 11:41:06	0:00	0:00	0:00	0:00	0:00
2025-005768	HIGHWAY 11 W / KAYWOOD AVE	43TS 259	352	02/24/2025 13:07:26	13:08:02	13:08:02	13:15:56	02/24/2025 13:15:56	0:36	0:00	0:00	0:00	0:00
2025-005777	153 ASHLEY DR, MOUNT CARMEL	43INFO 259	352	02/24/2025 14:33:42	14:34:17	14:34:17	15:58:09	02/24/2025 15:58:09	0:35	0:00	0:00	0:00	0:00
2025-005800	153 ASHLEY DR, MOUNT CARMEL	43WSV 259	373	02/24/2025 16:26:14	16:26:14	16:26:14 16:28:16	16:46:56	02/24/2025 16:46:56	0:00	0:00	2:02	2:02	0:00
2025-005822	451 BAY ST, MOUNT CARMEL	72GAS 259	338	02/24/2025 19:18:41	19:19:02	19:19:02	19:19:20	02/24/2025 19:48:03	0:21	0:00	0:00	0:00	0:00
2025-005827	MOUNT CARMEL FIRE DEPARTMENT 213 HAMMOND AVE, MOUNT CARMEL	43SUS 259	342	02/24/2025 19:56:58	19:56:58 20:19:03 20:06:22 20:43:45	21:04:48	22:24:29	02/24/2025 22:24:29	0:00	22:05	9:24	-13:41	1:08:50
2025-005870	206 INDEPENDENCE AVE, MOUNT CARMEL	43WSV 259	373	02/25/2025 08:29:26	08:29:26	08:29:26	08:35:32	02/25/2025 08:35:32	0:00	0:00	0:00	0:00	0:00
2025-005884	823 HAMMOND AVE UNIT 3, MOUNT CARMEL	43WSV 259	380	02/25/2025 09:38:18	09:38:18	09:38:18	09:44:29	02/25/2025 09:44:29	0:00	0:00	0:00	0:00	0:00

2025-005892	1449 WOLFE LN, MOUNT CARMEL	43WSV 259	380	02/25/2025 10:09:33	10:09:33	10:09:33	10:15:20	02/25/2025 10:15:20	0:00	0:00	0:00	0:00	0:00
2025-005894	716 S SHERBROOKE CIR, MOUNT CARMEL	43WSV 259	380	02/25/2025 10:19:14	10:19:14	10:19:14	10:23:39	02/25/2025 10:23:39	0:00	0:00	0:00	0:00	0:00
2025-006133	418 PINE ST, MOUNT CARMEL	72SFR 259	351	02/27/2025 00:08:51	00:10:57	00:10:57	00:25:46	02/27/2025 00:34:45	2:06	0:00	0:00	0:00	0:00
2025-006168	CARTERS VALLEY RD / WOLFE LN	43TS 259	333	02/27/2025 12:32:41	12:32:41	12:32:41	12:38:52	02/27/2025 12:38:52	0:00	0:00	0:00	0:00	0:00
2025-006243	309 HAMMOND AVE, MOUNT CARMEL	43ALR 259	330	02/28/2025 07:55:39	07:57:29	07:57:29	08:36:45	02/28/2025 08:39:21	1:50	0:00	0:00	39:16	0:00
2025-006270	INDEPENDENCE AVE / SEVEN OAKS DR	43ANC 259	338	02/28/2025 12:05:23	12:05:37	12:05:37	12:11:48	02/28/2025 12:11:48	0:14	0:00	0:00	0:00	0:00
2025-006326	616 CEDAR ST, MOUNT CARMEL	43SUS 259	347	02/28/2025 18:05:11	18:05:32	18:05:32	18:31:36	02/28/2025 18:31:36	0:21	0:00	0:00	21:31	0:00

Total Records 88

Total Time CFS/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Min Time	Max Time	Min Time	Max Time	Min Time	Max Time	Min Time	Max Time
Disp (M)	Enroute (M)	Arrive (M)	Arrive2 (M)	CFS/Disp (M)	CFS/Disp (M)	Disp/Enr (M)	Disp/Enr (M)	Disp/Arrive (M)	Disp/Arrive (M)	Disp/Arrive (M)	Disp/Arrive (M)
1:29:39	1:29:45	7:14:17	7:01:29	0:00	12:35	0:00	43:23	0:00	55:45	0:00	55:45
Average Time	Average Time	Average Time	Average Time	Average Time	Average Time	Average Time	Average Time	Average Time	Average Time	Average Time	Average Time
CFS/Disp (M)	Disp/Enroute (M)	Enroute/Arrive (M)	Disp/Arrive (M)	Arrive/Left (M)	Left/Arrive2 (M)	Disp/Arrive2 (M)	Disp/Arrive2 (M)	Arrive2/Clear (M)	Arrive2/Clear (M)	Arrive2/Clear (M)	Arrive2/Clear (M)
1:00	1:00	0:00	4:56	2:51	1:09	4:47	4:47	5:46	5:46	5:46	5:46


HCSO

Customer Management Report (Mount Carmel) All Detection Types

01-Feb-2025 to 28-Feb-2025

Operator Id: %

	MOU-11HA-01	MOU-11HA-02	TOTAL
Total Processed Incidents	365	201	566
Less Uncontrollable Factors			
Obstruction	9	7	16
Vehicle Obstruction	0	5	5
Police Discretion	195	115	310
Rejects			
Policy/Weather	48	25	73
Extended Vehicle			
er	1	0	1
Sun Glare			
Weather/Nature	3	0	3
Registration			
Paper Plates	23	15	38
Issues			
Total	279	167	446
Sub Total Violations	86	34	120
Less in Progress	0	0	0
Available For Prosecution	86	34	120
Less Rejects			
Camera			
Rear Plate Camera Blurry	2-02%	0-00%	2-02%
Malfunction			
Rear Plate No Flash	4-05%	0-00%	4-03%
Police			
Incorrect Speed	1-01%	0-00%	1-01%
Rejects			
Total	7-08%	0-00%	7-06%
Approved Violations	79-92%	34-100%	113-94%
Total Notices Printed	79-92%	34-100%	113-94%

Generated By: DLARSON

Generated On: 3/5/2025 5:23:18 AM

Customer Management Report (Mount Carmel) All Detection Types

01-Feb-2025 to 28-Feb-2025Operator Id: %

	MOU-11HA-01	MOU-11HA-02	TOTAL

Legend: (P) = Production (I) = Inoperative
Note: If you selected "All" from the "Approach:" drop down list, the statuses reflected in this report will only indicate the current



REDFLEX
TRAFFIC SYSTEMS

CUSTOMER MANAGEMENT SUMMARY REPORT

Customer Management Report (Mount Carmel) All Detection Types

01-Feb-2025 to 28-Feb-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	365	279	0	86	7	79	79	92%
MOU-11HA-02	201	167	0	34	0	34	34	100%
TOTAL	566	446	0	120	7	113	113	94%

Generated By: DLARSON

Generated On: 3/5/2025 5:31:31 AM

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Mount Carmel Municipal Report

Report for: February 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	
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	1
Seat belt required 55-9-603	1
Speeding 55-8-152	6
Stop sign violation 55-8-149	1
Traffic control signal violation 55-8-110	1
Texting/ Hands free law 55-8-199	1
Driving on suspended/ revoked license 55-50-504	
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	1
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	
Following to Close 55-8-124	1
Written Warnings	
Total	13



LEGISLATIVE MEMORANDUM

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

THRU: **James Stables, Town Administrator/Manager**

FROM: **David Larson, Police Chief**

DATE: **March 27, 2025**

RE: **DISCUSSION & CONSIDERATION: Police Department Surplus Vehicle
Disposal**

SUMMARY:

The Police Department requests consideration and approval to surplus three (3) vehicles listed below:

<i>Vehicle Description</i>	<i>Vehicle Identification Number</i>	<i>Tag No.</i>	<i>Mileage</i>
2011 Chrysler Charger	2B3CL1CG4BH583790	6997-GA	89,581
2011 Chrysler Charger	2B3CL1CG6BH583788	7000-GA	124,687
2013 Ford Explorer	1FM5K8AR8DGA31338		154,760

These vehicles have met their useful and expected life cycle of approximately 8 to 10 years for a take home car, and are no longer functionally available or needed for effective use in the Town and/or the Police Department.

REQUESTING DEPARTMENT(S):

Police Department-David Larson, Police Chief

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: James Stables, Interim Town Administrator-City Manager

FROM: James Stables, Interim Town Administrator-City Manager

DATE: March 27, 2025

RE: **DISCUSSION & CONSIDERATION:** Interlocal Agreement with the City of
Kingsport for Residential Refuse Collection Services

SUMMARY:

The City of Kingsport contacted us a few months back to discuss our interlocal agreement for residential refuse collection services, preparing us for proper planning for the upcoming budget cycle.

The agreement history that was provided by Kingsport staff informed us that the City of Kingsport has been providing these solid waste services for approximately 17 years to the Town, and for approximately 14 years of that time no rate increases were experienced. The last few years have resulted in increases that were justified and based on rate studies conducted or commissioned by the City of Kingsport.

The previous interlocal agreement in effect from July 1, 2024, was set at \$9.25 per month, per cart for 2,175 carts, or \$20,118.75 per month, and \$241,425.00 annually. The new interlocal agreement, which is projected to be in effect from July 1, 2025, is set at \$10.50 per month, per cart for 2,175 carts, or \$22,837.50 per month, and \$274,050.00 annually. This is a 13.5% increase, with an actual economic impact of \$1.25 per cart which results in the following increases \$2,718.75 monthly, and \$32,625 annually.

REQUESTING DEPARTMENT(S):
City Manager

FISCAL IMPACT:

\$10.50 per month, per cart (increase of \$1.25) for 2,175 carts
\$22,837.50 (increase of \$2,718.75) per month, \$274,050.00 (increase of \$32,625) annually

STAFF RECOMMENDATION:
Staff recommends approval

ATTACHMENTS:

- (1) Current Interlocal Agreement-dated: May 16, 2024 (7 pages)
- (2) Proposed Interlocal Agreement-March 27, 2025 (7 pages)

INTERLOCAL AGREEMENT

This Interlocal Agreement is entered into this the 16th day of May, 2024, by and between the TOWN OF MOUNT CARMEL, hereinafter referred to as the "Mt. Carmel", and the CITY OF KINGSFORT, hereinafter referred to as "Kingsport", both chartered municipalities of the State of Tennessee.

WITNESSETH:

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to Tennessee Code Annotated §§ 5-1-113; 5-1-114; and 12-9-101 et seq. and to provide for interlocal agreements and cooperation; and

WHEREAS, it is deemed in the public interest for the parties hereto to enter into an interlocal mutual aid agreement for certain Residential Refuse collection services.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the Parties agree as follows:

1. Kingsport will furnish all personnel, labor, equipment, trucks and all other items necessary to provide Residential Refuse collection as defined herein within the corporate limits of Mt. Carmel at a price of \$20,118.75 dollars, which is \$9.25 per month for 2,175 Carts in the city limits of Mt. Carmel, subject to adjustments provided for herein. Kingsport will provide curbside collection service for the collection of Residential Refuse to each Residential Unit one (1) time per week. Carts will be placed at curbside by 6:00 a.m. on the designated collection day. Residential Refuse must be placed in the ninety-six (96) gallon Cart provided by Kingsport to be collected by Kingsport.
2. The initial term of this Agreement will commence on July 1, 2024 and end on June 30, 2025.
3. Mt. Carmel will pick up or caused to be picked up Bags, Bulky Waste, Bundled Items, Construction Debris, Dead Animals, Rubbish, and any other trash, Garbage or items for disposal that are not Residential Refuse and that are not contained in the Cart provided by Kingsport.
4. The work under this Interlocal Agreement does not include the collection and disposal of any increased volume resulting from a flood, tornado, high winds, electrical storms or other act of God over which Kingsport has no control. In the event of such a flood, tornado, high winds, electrical storms or other act of God, Kingsport and Mt. Carmel will negotiate the payment to be made to Kingsport. Further, if Mt. Carmel and Kingsport reach such agreement, then Mt. Carmel will grant to Kingsport variances in routes and schedules as deemed necessary by Kingsport.
5. Kingsport has provided 2,175 Carts at 96 gallons at no charge for the collection of Residential Reuse herein. Only the Carts supplied by Kingsport will be used for this

collection. These Carts will remain the property of Kingsport, except as otherwise provided in this section. Carts will be assigned to properties by serial number stamped on each Cart.

6. The current site for the disposal of the Residential Refuse collected hereunder is the BFI landfill in the Carter's Valley Community. This site is available pursuant to an agreement between Hawkins County, Tennessee and BFI to which neither Kingsport or Mt. Carmel is a party. In the event the agreement is ever modified such that it is no longer available free of charge, the cost hereunder will be re-negotiated.

7. Each Cart will be placed at curbside for collection. Kingsport may indicate the location for the placement of a Cart. Curbside refers to that portion of right-of-way fronting the residential dwelling and adjacent to paved or traveled streets. Carts will be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, Cart will be placed as close as practicable to an access point for the collection vehicle. Kingsport may decline to collect any Cart not placed in accordance with this section.

8. Mt. Carmel agrees to impose the same restrictions and requirements on the citizens of Mt. Carmel who are serviced by this Interlocal Agreement as Kingsport imposes on its citizens for Residential Refuse collection, and Mt. Carmel agrees it will take the action necessary to enforce such requirements, including but not limited to the requirements for automated Residential Refuse collection. This includes but is not limited to the requirement that the customer pay for a replacement Cart when the Cart is no longer reasonable usable, damaged beyond reasonable use, stolen or lost or if the customer wants an additional Cart.

9. Collection of garbage will not start before 6:00 a.m. or continue after 6:00 p.m. on the same day. Exceptions to collection hours will be effected only upon the mutual agreement of the respective public works directors of Mt. Carmel and Kingsport, or when Kingsport reasonably determines that an exception is necessary in order to complete collection on an existing collection route due to unusual circumstances.

10. Collection routes will be established by Kingsport. Kingsport will submit a map designating the collection routes to Mt. Carmel for its approval, which will not be unreasonably withheld. Kingsport may from time to time propose to Mt. Carmel changes in routes or days of collection.

11. Kingsport observes certain holidays that may alter the scheduled pick up days. Kingsport has the right to alter the scheduled pick up days due to the observance of a holiday, but Kingsport will provide collection service at least once per week. The current holidays include: New Year's Day, Martin Luther King's birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and at the discretion of Kingsport board of mayor and aldermen other days. Kingsport may decide to observe any or all of the above-mentioned holidays by suspension of collection service on the holiday, but such decision in no

manner relieves Kingsport of its obligation to provide collection service at least once per week.

12. The beginning Cart count for this Agreement is 2,175 Carts. A new Cart count will be established for every twenty-five (25) additional Carts provided. The monthly charge set out in paragraph 1 will increase by \$9.25 per Cart per month upon the establishment of a new Cart count, or at the newly established rate determined in accordance with section 20 herein. In no event will the Cart count be reduced.

13. Kingsport will bill Mt. Carmel for services rendered within ten (10) days following the end of the month and Mt. Carmel will pay Kingsport on or before the 25th day following the end of such month. Such billing and payment will be based on the rates set out herein with permitted adjustments. Kingsport will be entitled to payment for services rendered regardless of whether or not Mt. Carmel collects from the customer for such services.

14. Apartment complexes or condominiums with more than six (6) units will not be considered residential units and the owners must make their own arrangements for collection and disposal.

15. All complaints will be made directly to Kingsport Streets Sanitation Division at 229-9451 between 8:00 a.m. and 3:00 p.m. Monday through Friday. In the case of alleged missed scheduled collections, Kingsport will investigate and, if such allegations are verified, will arrange for the collection of the Refuse not collected within 24 hours after the complaint is received. However, in no event will Kingsport be required to collect any item not contained in the Cart.

16. Kingsport will provide an adequate number of vehicles for regular collection services. All vehicles and other equipment will be kept in good repair, appearance, and in a sanitary condition at all times. Only truck bodies specifically constructed by a recognized manufacturer of this type of specialized equipment for handling of garbage will be acceptable. Each vehicle will have clearly visible on each side a designation showing the vehicle is Kingsport's vehicle.

17. Kingsport will maintain local telephone service where it can be contacted. A person will be available from 8:00 a.m. to 4:30 p.m. on regularly scheduled collection days. Kingsport Streets and Sanitation Division has a present address and phone number as follows:

609 Industry Drive
Kingsport, Tennessee 37660
423-229-9451

18. Mt. Carmel will notify all Producers at Residential Units about complaint procedures, regulations, and day(s) for scheduled refuse collection by posting such notification on the Carts.

19. Kingsport's employees will be the responsibility of Kingsport, although nothing herein will be construed to waive any governmental immunity, including such as set forth in the Governmental Tort Liability Act. Appropriate protective clothing or equipment for Kingsport's employees is Kingsport's responsibility. Kingsport's employees will deal with customers and citizens in a courteous manner and will avoid abusive and obscene language or behavior.

20. In addition to the above, the fees which may be charged by Kingsport will be increased or decreased at any time upon thirty (30) days notice to Mt. Carmel for additional rate and price adjustments due to any changes in responsibility of bearing disposal cost, an increase in the number of Residential Units, such as Mt. Carmel growth or annexation, and changes in the location of disposal sites. Any change in Kingsport's cost of operations such as revised laws, ordinances, or regulations will constitute the right of Kingsport to negotiate with Mt. Carmel an increase to cover these additional operating expenses.

21. For all purposes of this Agreement unless the context shall otherwise require, the terms set forth in this Section whenever capitalized in this Agreement will have the indicated meanings:

Bags – Bags will mean a bag made of plastic approximately two (2) feet in diameter and no more than four (4) feet in length and be of sufficient strength to contain the weight of the contents without breaking open. Such plastic bags must be securely tied and will contain only leaves and yard trimmings.

Bulky Waste – Bulky Waste will mean stoves, refrigerators (if certification is attached that freon has been reclaimed), water tanks, washing machines, furniture and other waste materials other than Construction Debris, Dead Animals, Hazardous Waste or Stable Matter with weights or volumes greater than those allowed for Containers.

Bundled Items – Bundled items will mean tree, shrub and brush trimmings or newspapers and magazines securely tied together forming an easily handled package not exceeding ten feet in length or 5" inches in diameter.

Construction Debris – Construction Debris will mean waste building materials resulting from construction, remodeling, repair or demolition operations, specifically excluding dirt and rock.

Cart – A receptacle with a capacity of ninety-six (96) gallons supplied and owned by Kingsport.

Dead Animals – Mt. Carmel will continue to pick up Dead Animals. Dead Animals means animals or portions thereof equal that have expired from any cause, except those slaughtered or killed for human use.

Disposal Site – A Refuse depository including but not limited to sanitary landfills, transfer stations, incinerators, materials recycling facilities and waste processing/separation centers licensed, permitted or approved to receive for processing or final disposal of Refuse by all governmental bodies and agencies having jurisdiction and requiring such licenses, permits or approvals.

Garbage – Every accumulation of waste (animal, vegetable and/or other matter) that results from the preparation, processing, consumption, dealing in, handling, packing, canning, storage, transportation, decay or decomposition of meats, fish, fowl, birds, fruits,

grains or other animal or vegetable matter (including, but not by way of limitation, used tin cans and other food containers; and all putrescible or easily decomposable waste animal or vegetable matter which is likely to attract flies or rodents), except (in all cases) any matter included in the definition of Bags, Bulky Waste, Bundle, Construction Debris, Dead Animals, Hazardous Waste, Rubbish, Stable Matter, or Special Waste.

Hazardous Waste - Any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency or appropriate agency of the State to be "hazardous" as that term is defined by or pursuant to Federal or State Law.

Producer - An occupant of a Residential Unit who generates Refuse.

Refuse - This term will refer to Residential Refuse generated by a Producer at a Residential Unit.

Residential Refuse - All Garbage generated by a Producer at a Residential Unit.

Residential Unit - A dwelling within the corporate limits of Mt. Carmel occupied by a person or group of persons comprising not more than six dwelling units. A Residential Unit will be deemed occupied when either water or domestic light and power services are being supplied thereto. A condominium dwelling or an apartment complex whether of single or multi-level construction, consisting of six or less contiguous or separate single-family dwelling units, will be treated as a Residential Unit, except that each single-family dwelling within any such Residential Unit will be billed separately as a Residential Unit.

Rubbish - Rubbish will mean all waste wood, wood products, tree trimmings, grass cuttings, dead plants, weeds, leaves, dead trees or branches thereof, chips, shavings, sawdust, printed matter, paper, pasteboard, rags, straw, used and discarded mattresses, used and discarded clothing, used and discarded shoes and boots, combustible waste pulp and other products such as are used for packaging, or wrapping crockery and glass, ashes, cinders, floor sweepings, glass, mineral or metallic substances, and any and all other waste materials not included in the definition of Bulky Waste, Construction Debris, Dead Animals, Garbage, Hazardous Waste or Stable Matter.

Special Waste - Any solid waste which requires special processing, handling or disposal techniques which are different from the techniques normally utilized for handling or disposal or contains an added element of expense to transport or dispose of or requires approval from any State agency. Examples of Special Waste may include, but are not limited to: oil, gas, paint, paint cans, biohazardous waste, white goods, tires, mining wastes, fly ash, combustion ash, sludges, drilling fluids and drill cuttings, asbestos, industrial wastes, liquid wastes, infectious wastes and residue, pollution control residue, debris or contaminated soil and water from the cleanup or a spill.

22. Neither party will be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, terrorism, severe weather, thunderstorms, severe wind, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by either party. The party whose performance is affected agrees to notify the other promptly of the existence and nature of any delay.

23. No amendment to this Interlocal Agreement will be made except upon the written consent of the parties.


24. In the event that any provision or portion of this Interlocal Agreement is found to be invalid or unenforceable, then such provision or portion thereof will be reformed in accordance with the applicable laws. The invalidity or unenforceability of any provision or portion of any of this Interlocal Agreement will not affect the validity or enforceability of any other provision or portion of the Interlocal Agreement.

25. Upon the occurrence of an alleged default, or a dispute or disagreement between the parties hereto arising out of or in connection with any term or provision of this Agreement or, the subject matter hereof, or the interpretation or enforcement hereof (the "Dispute"), the parties will engage in informal, good faith discussions and attempt to resolve the Dispute. In connection therewith, upon written notice of either party, each of the parties will appoint a designated officer whose task it will be to meet for the purpose of attempting to resolve such Dispute. The designated officers will meet as often as the parties will deem to be reasonably necessary. Such officers will discuss the Dispute. If the parties are unable to resolve the Dispute in accordance with this paragraph, and in the event that either of the parties concludes in good faith that amicable resolution through continued negotiation with respect to the Dispute is not reasonably likely, then the parties may mutually agree to submit to nonbinding mediation. If the matter is not resolved by mediation either party will have the right, at its sole option, without further demand or notice, to take whatever action at law or in equity may appear necessary or desirable to enforce its rights including, but not limited to, the suspension or termination of this agreement.

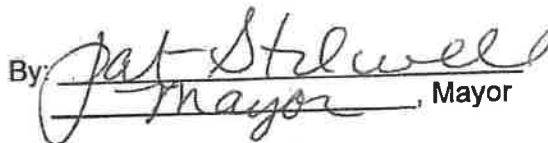
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate original counterparts, each of which constitutes an original.

**TOWN OF MOUNT CARMEL,
TENNESSEE**

ATTEST:

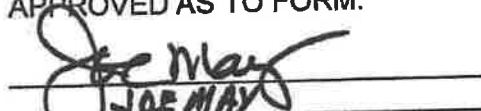


Emily Wood, City Recorder

By: 

Pat Stowell, Mayor

APPROVED AS TO FORM:



Joe May
City Attorney for Mount Carmel


ATTEST:


Angela Marshall, Deputy City Recorder

APPROVED AS TO FORM:


City Attorney for Kingsport

CITY OF KINGSFORT, TENNESSEE

By: 
Patrick W. Shull, Mayor

INTERLOCAL AGREEMENT

This Interlocal Agreement is entered into this the 27th day of March, 2025, by and between the TOWN OF MOUNT CARMEL, hereinafter referred to as the "Mt. Carmel", and the CITY OF KINGSPORT, hereinafter referred to as "Kingsport", both chartered municipalities of the State of Tennessee.

WITNESSETH:

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to Tennessee Code Annotated §§ 5-1-113; 5-1-114; and 12-9-101 et seq. and to provide for interlocal agreements and cooperation; and

WHEREAS, it is deemed in the public interest for the parties hereto to enter into an interlocal mutual aid agreement for certain Residential Refuse collection services.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the Parties agree as follows:

1. Kingsport will furnish all personnel, labor, equipment, trucks and all other items necessary to provide Residential Refuse collection as defined herein within the corporate limits of Mt. Carmel at a price of \$22,837.50 dollars, which is \$10.50 per month for 2,175 Carts in the city limits of Mt. Carmel, subject to adjustments provided for herein. Kingsport will provide curbside collection service for the collection of Residential Refuse to each Residential Unit one (1) time per week. Carts will be placed at curbside by 6:00 a.m. on the designated collection day. Residential Refuse must be placed in the ninety-six (96) gallon Cart provided by Kingsport to be collected by Kingsport.
2. The initial term of this Agreement will commence on July 1, 2025 and end on JUNE 30, 2026.
3. Mt. Carmel will pick up or caused to be picked up Bags, Bulky Waste, Bundled Items, Construction Debris, Dead Animals, Rubbish, and any other trash, Garbage or items for disposal that are not Residential Refuse and that are not contained in the Cart provided by Kingsport.
4. The work under this Interlocal Agreement does not include the collection and disposal of any increased volume resulting from a flood, tornado, high winds, electrical storms or other act of God over which Kingsport has no control. In the event of such a flood, tornado, high winds, electrical storms or other act of God, Kingsport and Mt. Carmel will negotiate the payment to be made to Kingsport. Further, if Mt. Carmel and Kingsport reach such agreement, then Mt. Carmel will grant to Kingsport variances in routes and schedules as deemed necessary by Kingsport.

5. Kingsport has provided 2,175 Carts at 96 gallons at no charge for the collection of Residential Reuse herein. Only the Carts supplied by Kingsport will be used for this collection. These Carts will remain the property of Kingsport, except as otherwise provided in this section. Carts will be assigned to properties by serial number stamped on each Cart.

6. The current site for the disposal of the Residential Refuse collected hereunder is the BFI landfill in the Carter's Valley Community. This site is available pursuant to an agreement between Hawkins County, Tennessee and BFI to which neither Kingsport or Mt. Carmel is a party. In the event the agreement is ever modified such that it is no longer available free of charge, the cost hereunder will be re-negotiated.

7. Each Cart will be placed at curbside for collection. Kingsport may indicate the location for the placement of a Cart. Curbside refers to that portion of right-of-way fronting the residential dwelling and adjacent to paved or traveled streets. Carts will be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, Cart will be placed as close as practicable to an access point for the collection vehicle. Kingsport may decline to collect any Cart not placed in accordance with this section.

8. Mt. Carmel agrees to impose the same restrictions and requirements on the citizens of Mt. Carmel who are serviced by this Interlocal Agreement as Kingsport imposes on its citizens for Residential Refuse collection, and Mt. Carmel agrees it will take the action necessary to enforce such requirements, including but not limited to the requirements for automated Residential Refuse collection. This includes but is not limited to the requirement that the customer pay for a replacement Cart when the Cart is no longer reasonable usable, damaged beyond reasonable use, stolen or lost or if the customer wants an additional Cart.

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11. Kingsport observes certain holidays that may alter the scheduled pick up days. Kingsport has the right to alter the scheduled pick up days due to the observance of a holiday, but Kingsport will provide collection service at least once per week. The current holidays include: New Year's Day, Martin Luther King's birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and at the discretion of Kingsport board of mayor and

aldermen other days. Kingsport may decide to observe any or all of the above-mentioned holidays by suspension of collection service on the holiday, but such decision in no manner relieves Kingsport of its obligation to provide collection service at least once per week.

12. The beginning Cart count for this Agreement is 2,175 Carts. A new Cart count will be established for every twenty-five (25) additional Carts provided. The monthly charge set out in paragraph 1 will increase by \$9.25 per Cart per month upon the establishment of a new Cart count, or at the newly established rate determined in accordance with section 20 herein. In no event will the Cart count be reduced.

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18. Mt. Carmel will notify all Producers at Residential Units about complaint procedures, regulations, and day(s) for scheduled refuse collection by posting such notification on the Carts.

19. Kingsport's employees will be the responsibility of Kingsport, although nothing herein will be construed to waive any governmental immunity, including such as set forth in the Governmental Tort Liability Act. Appropriate protective clothing or equipment for Kingsport's employees is Kingsport's responsibility. Kingsport's employees will deal with customers and citizens in a courteous manner and will avoid abusive and obscene language or behavior.

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Refuse - This term will refer to Residential Refuse generated by a Producer at a Residential Unit.

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22. Neither party will be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, terrorism, severe weather, thunderstorms, severe wind, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by either party. The party whose

performance is affected agrees to notify the other promptly of the existence and nature of any delay.

23. No amendment to this Interlocal Agreement will be made except upon the written consent of the parties.

24. In the event that any provision or portion of this Interlocal Agreement is found to be invalid or unenforceable, then such provision or portion thereof will be reformed in accordance with the applicable laws. The invalidity or unenforceability of any provision or portion of any of this Interlocal Agreement will not affect the validity or enforceability of any other provision or portion of the Interlocal Agreement.

25. Upon the occurrence of an alleged default, or a dispute or disagreement between the parties hereto arising out of or in connection with any term or provision of this Agreement or, the subject matter hereof, or the interpretation or enforcement hereof (the "Dispute"), the parties will engage in informal, good faith discussions and attempt to resolve the Dispute. In connection therewith, upon written notice of either party, each of the parties will appoint a designated officer whose task it will be to meet for the purpose of attempting to resolve such Dispute. The designated officers will meet as often as the parties will deem to be reasonably necessary. Such officers will discuss the Dispute. If the parties are unable to resolve the Dispute in accordance with this paragraph, and in the event that either of the parties concludes in good faith that amicable resolution through continued negotiation with respect to the Dispute is not reasonably likely, then the parties may mutually agree to submit to nonbinding mediation. If the matter is not resolved by mediation either party will have the right, at its sole option, without further demand or notice, to take whatever action at law or in equity may appear necessary or desirable to enforce its rights including, but not limited to, the suspension or termination of this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate original counterparts, each of which constitutes an original.

Town of Mount Carmel, Tennessee

City of Kingsport, Tennessee

Mayor, John Gibson

Paul W. Montgomery, Mayor

Date

Date

Attest:

Attest:

Mount Carmel City Recorder, Tyler Williams

Angela Marshall, Deputy City Recorder

Approved as to form:

Approved as to form:

Mount Carmel City Attorney, Allen Coup

Rodney B. Rowlett, III, City Attorney



LEGISLATIVE MEMORANDUM

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

THRU: James Stables, Interim Town Administrator-City Manager

FROM: James Stables, Interim Town Administrator-City Manager

DATE: March 27, 2025

RE: RESOLUTION NO. 25- 647 A RESOLUTION SETTING THE SEWER
RATE AND CHARGES FOR THE TOWN OF MOUNT CARMEL
EFFECTIVE APRIL 1, 2025

SUMMARY:

This resolution will address the Tennessee Comptroller's communication and establish a new sewer base rate and charges of \$43.88 for the first 2,000 gallons of usage and a fee of \$7.08 for each additional 1,000 gallons of sewage discharged, based upon a discharge rate equal to ninety percent (90%) of water consumed.

Both rates identified above represent a 35% increase from the previous rates established in 2015. This action will move the sewer fund closer to being solvent. The specific monetary impact is still to be determined. However, through further staff analysis, estimation and consultation in order to completely address the structural deficiency of the sewer fund a 75% increase would be needed at this time.

REQUESTING DEPARTMENT(S):

City Manager

FISCAL IMPACT:

Consumers would experience a \$11.38 base rate increase for the first 2,000 gallons of usage, moving from \$32.50 to \$43.88, and a \$1.83 increase for each 1,000 gallons of sewage discharged, based upon a discharge rate equal to ninety percent (90%) of water consumed, moving from \$5.25 to \$7.08. The previous base rate charge per gallon for the first 2,000 gallons was \$.01625, and the fee thereafter was \$.00525, and the new base rate charge per gallon for the first 2,000 gallons will be \$.02194, and the fee thereafter will be \$.00708.

STAFF RECOMMENDATION:

Staff recommends approval of this resolution.

ATTACHMENTS:

(1) Resolution 15-529



RESOLUTION 25-647

A RESOLUTION TO SET THE SEWER RATE AND CHARGES FOR THE TOWN OF MOUNT CARMEL, TN, WITH AN EFFECTIVE DATE OF APRIL 1, 2025

BEFORE THE MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL,
TENNESSEE

WHEREAS, the sewer rates in effect at the present time and effective since July 1, 2015 are not adequate to provide revenues equal to the expenditures to operate and maintain the Town's wastewater plant and system, and,

WHEREAS, the Town has received a referral to the Tennessee Board of Utility Regulation, from the State of Tennessee Comptroller to address a deficit budgeting situation for the Sewer Fund with a recommendation to conduct a rate study and enact new rates, the earliest a rate study can be completed is 8 months, which is unacceptable to address this situation in a timely manner, and,

WHEREAS, in consultation with the University of Tennessee, Municipal Technical Advisory Service-Finance Consultants, a recommendation was made for an immediate increase of at least 30% to our current rate, through additional analysis by staff we recommend a 35% increase to the current rate, and,

WHEREAS, to avoid future issues of this nature the town will adopt an annual review and adoption process where the annualized inflationary rate for the water and sewage maintenance line as identified in the CPI-U (Consumer Price Index for all Urban Consumers) is considered and an annual increase is addressed from the data available, and,

WHEREAS, the provision of the sewer system and facility is essential to the preservation of the public's health and welfare, and,

WHEREAS, current budgetary requirements with respect to the operation of said facility in addition to on-going and future projects require the proposed rates to become effective on or about April 1, 2025, and on or about April 1 for all proceeding years, to enable the Town to proceed as expeditiously as possible to accomplish the objectives herein cited, and,

WHEREAS, the Mount Carmel Board of Mayor and Aldermen have determined the new sewer rate to be adequate, reasonable and just, and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN
OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows**

SECTION I. The Mount Carmel Board of Mayor and Aldermen, deeming it both advisable and necessary to increase the sewer rate for all users, hereby adopts the following rate beginning April 1, 2025; and

SECTION II. That the minimum monthly sewer service charge of \$43.88 be established for the first 2,000 gallons of usage and a fee of \$7.08 will be charged for each additional 1,000 gallons of sewage discharged based upon a discharge rate equal to ninety (90%) percent of water consumed.

SECTION III. That on or about February 1, of every year staff will review the CPI-U for the water and sewage maintenance line, and present to the Board of Mayor and Aldermen a resolution to address the findings and recommended actions needed during the preceding March Board of Mayor and Aldermen meeting for any action to take effect on April 1.

Be It Resolved, the 27th day of March 2025

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this 27th day of **March 2025**.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder

RESOLUTION NO. 15-529

**A RESOLUTION TO SET THE SEWER RATE
AND CHARGES FOR THE TOWN OF
MOUNT CARMEL EFFECTIVE JULY 1, 2015.**

WHEREAS, the sewer rates in effect at the present time are not adequate to provide revenues to defray the increased costs of operation, maintenance and capital projects of the Town's sewer facility and system; and

WHEREAS, a Sewer Rate Study has been conducted for the Town of Mount Carmel to insure that rates, charges and classification are reasonable and to insure that undertakings are self-supporting; and

WHEREAS, the provision of the sewer system and facility is essential to the preservation of the public's health and welfare; and

WHEREAS, current budgetary requirements with respect to the operation of said facility in addition to on-going and future projects require the proposed rates to become effective on or about July 1, 2015, to enable the Town to proceed as expeditiously as possible to accomplish the objectives herein cited; and

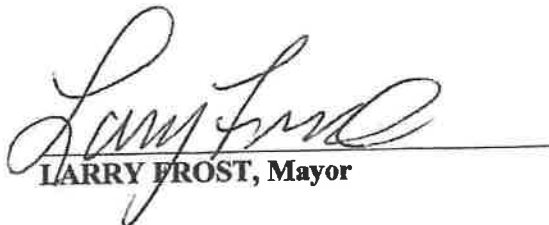
WHEREAS, the Mount Carmel Board of Mayor and Aldermen have determined the new sewer rate to be adequate, reasonable and just.

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

SECTION I. The Mount Carmel Board of Mayor and Aldermen, deeming it both advisable and necessary to increase the municipal sewer rate for all users, hereby adopts the following rate beginning July 1, 2015; and

SECTION II. That the minimum monthly sewer service charge of \$32.50 be established for the first 2,000 gallons of usage and a fee of \$5.25 will remain the same for each additional 1,000 gallons of sewage discharged based upon a discharge rate equal to ninety (90%) percent of water consumed.

Duly passed and approved this the 23rd day of June, 2015.


LARRY FROST, Mayor

ATTEST:

Marian Sandidge
MARIAN SANDIDGE, City Recorder



FIRST READING	AYES	NAYS	OTHER
Alderman Eugene Christian	X		
Alderman Margaret Christian	X		
Alderman Wanda Davidson			Absent
Alderman Chris Jones		X	
Alderman Carl Wolfe	X		
Vice-Mayor Paul Hale	X		
Mayor Larry Frost	X		
TOTALS	5	1	0

PASSED FIRST READING June 23, 2015



LEGISLATIVE MEMORANDUM

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

THRU: Jim Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: March 27, 2025

RE: RESOLUTION NO. 25-648

SUMMARY:

Discussion and Consideration of Resolution 25-648, which adopts a Public Records Policy for the Town of Mount Carmel.

The proposed policy aims to strengthen the transparency and accessibility of public records, ensuring that citizens have the right to access information. This policy will govern the timely and efficient release of public records, establish clear guidelines for requests, and implement measures to protect sensitive information.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 25-648



RESOLUTION 25-648

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE ADOPTING A PUBLIC RECORDS POLICY

WHEREAS, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority; and

WHEREAS, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and

WHEREAS, the governing body of the Town of Mount Carmel, Tennessee, desires to comply with state law as it pertains to records management.

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 27th day of March, 2025, that:

SECTION 1. The Public Records Policy for the Town of Mount Carmel, attached to this Resolution and incorporated herewith, is hereby adopted to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

SECTION 2. The Public Records Policy is to be reviewed every two years.

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

ADOPTED this 27th day of March, 2025.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder

PUBLIC RECORDS POLICY

Town of Mount Carmel, Tennessee

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the Town of Mount Carmel, Tennessee is hereby adopted by the Board of Mayor and Aldermen to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See* Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the Town of Mount Carmel are presumed to be open for inspection unless otherwise provided by law.

Personnel of the Town of Mount Carmel shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the Town of Mount Carmel, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the Town of Mount Carmel or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of the City Recorder. Additionally, this Policy is posted online at www.mountcarmeltn.gov. This Policy shall be reviewed periodically as needed.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the Town of Mount Carmel.

I. Definitions

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. *See* Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in

accordance with the TPRA. *See* Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.

- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee, or via online submission, in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing on Form A at Town of Mount Carmel City Hall, 100 Main Street East, Mount Carmel, Tennessee 37645, by phone at (423) 357-7311, or by email to the office of the City Recorder, or by email to cityhall@mountcarmeltn.gov.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing on Form A in person or by mail at Town of Mount Carmel City Hall, 100 Main Street East, Mount Carmel, Tennessee 37645, or by email to the office of the City Recorder, or by email to cityhall@mountcarmeltn.gov.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

- A. Public Record Request Coordinator
 - 1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the town is the custodian of the records.

2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - ii. The request lacks specificity;
 - iii. An exemption makes the record not subject to disclosure under the TPRA;
 - iv. The town is not the custodian of the requested records; or
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in the Town of Mount Carmel.
3. The designated PRRCs are:
 - a. Name or title: Administrative Services Specialist(s)
 - b. Contact information: Town of Mount Carmel City Hall, 100 Main Street East, Mount Carmel, Tennessee 37645, (423) 357-7311, cityhall@mountcarmeltn.gov.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann.

§ 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form, based on the form developed by the OORC.
3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b and may use the Public Records Request Response Form.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.
6. The designated Records Custodian is:
 - a. Name or title: City Recorder
 - b. Contact information: Town of Mount Carmel City Hall, 100 Main Street East, Mount Carmel, Tennessee 37645, (423) 357-7311, cityhall@mountcarmeltn.gov.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of public records
- B. The location for inspection of records within the offices of the Town of Mount Carmel shall be determined by either the PRRC or the records custodian.
- C. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection.

V. Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at Town of Mount Carmel City Hall.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. Copies may also be sent to the requestor via email.
- E. A requestor will not be allowed to make copies of records with personal equipment, except to scan or photograph records with a mobile device. Requestors may purchase storage devices from the town upon which the records will be downloaded.

VI. Fees and Charges and Procedures for Billing and Payment

Fees and charges for copies of public records should not be used to hinder access to public records.

- A. Records custodians shall provide requestor(s) with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- B. When fees for copies and labor do not exceed \$10.00, the fees may be waived. Requests for waivers for fees above \$10.00 must be presented to the PRRC, who is authorized to determine if such waiver is in the best interest of Town of Mount Carmel and for the public good. Fees associated with aggregated records requests will not be waived.

C. Fees and charges for copies are as follows:

1. \$0.15 per page for letter- and legal-size black and white copies.
2. \$0.50 per page for letter- and legal-size color copies.
3. The actual cost of any other medium upon which a record/information is being produced.
4. Labor when time exceeds one hour.
5. If an outside vendor is used, the actual costs assessed by the vendor.

D. Payment is to be made in cash, by personal check, or by credit card payable to the town and presented to the City Recorder.

E. Payment in advance will be required when costs are estimated to exceed \$10.00.

F. Aggregation of Frequent and Multiple Requests

1. The Town of Mount Carmel will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC

VII. Severability

If a part of this policy is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this policy is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

VIII. Effective date

This policy shall become effective upon passage, the public welfare requiring it.

Passed on: _____, 2025

SIGNED:

John Gibson, Mayor

ATTEST:

Tyler Williams, City Recorder

APPROVED AS TO FORM:

Allen Coup, City Attorney

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

(Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator)

To:

(Insert Requestor's Name and Contact Information (include an address for any TPRA required written response))

From:

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (The TPRA does not permit fees or require a written request for inspection onlyⁱ.)
☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference: ☐ On-Site Pick-Up ☐ USPS First-Class Mail
☐ Electronic ☐ Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

Print Form

Reset Form

ⁱ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.



LEGISLATIVE MEMORANDUM

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

THRU: Jim Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: March 27, 2025

RE: RESOLUTION NO. 25-649

SUMMARY:

Discussion and Consideration of Resolution 25-649, which adopts a Cybersecurity Policy for the Town of Mount Carmel.

The purpose of this policy is to provide a baseline for managing and reducing cybersecurity risks to the Town of Mount Carmel's infrastructure, information systems, data, and services. This policy aligns with the National Institute of Standards and Technology (NIST) Cybersecurity Framework to ensure consistency, resilience, and effective risk management.

This policy will make the Town compliant with T.C.A. § 7-51-2302 and address a prior year audit finding for lack of a cybersecurity plan.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 25-649



RESOLUTION 25-649

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE ADOPTING A CYBERSECURITY POLICY

WHEREAS, pursuant to T.C.A. § 7-51-2302, utilities are required to prepare and implement a cybersecurity plan to protect their facilities from unauthorized use, alteration, ransom, or destruction of electronic data; and

WHEREAS, the Town of Mount Carmel desires to comply with state law and is committed to maintaining the confidentiality, integrity, and availability of its information systems and technology assets; and

WHEREAS, the cybersecurity policy establishes the minimum requirements for securing the Town's IT assets and aligns with the National Institute of Standards and Technology (NIST) Cybersecurity Framework to ensure consistency, resilience, and effective risk management; and

WHEREAS, this policy applies to all IT assets owned, leased, or operated by the Town of Mount Carmel and governs all employees, contractors, and third-party service providers who access or use the Town's IT systems, data, or infrastructure; and

WHEREAS, all Town departments are required to implement this policy in conjunction with industry-specific regulations and applicable state and federal laws.

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 27th day of March, 2025, that:

SECTION 1. The Cybersecurity Policy attached hereto as Exhibit A is hereby adopted and shall be implemented by all Town departments and personnel.

SECTION 2. Town Administration shall monitor adherence to this policy and enforce compliance through regular assessments and disciplinary actions consistent with the standard procedures outlined in the Personnel Policies and Procedures document.

SECTION 3. The policy shall be reviewed bi-annually and updated as needed to address changes in technology, regulations, or risks.

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

ADOPTED this 27th day of March, 2025.

John Gibson, Mayor

Attest: _____
Tyler Williams, Town Recorder



Cybersecurity Policy

1. Policy Statement

The Town of Mount Carmel, Tennessee, is committed to maintaining the confidentiality, integrity, and availability of its information systems and technology assets. This cybersecurity policy establishes the minimum requirements for securing the Town's IT assets.

2. Purpose

The purpose of this policy is to provide a baseline for managing and reducing cybersecurity risks to the Town of Mount Carmel's infrastructure, information systems, data, and services. This policy aligns with the National Institute of Standards and Technology (NIST) Cybersecurity Framework to ensure consistency, resilience, and effective risk management.

3. Scope

This policy applies to all IT assets owned, leased, or operated by the Town of Mount Carmel. It governs all employees, contractors, and third-party service providers who access or use the Town's IT systems, data, or infrastructure.

All Town departments are governed by this policy. The following specific departments are required to implement this policy in conjunction with industry-specific regulations and applicable state and federal laws.

- Administration
- Fire Department
- Police Department
- Animal Control
- Public Works
- Wastewater Treatment Plant
- Library



Cybersecurity Policy

4. Framework

The Town of Mount Carmel adopts the core functions of the NIST Cybersecurity Framework

a. Identify

- Maintain an inventory of Town-owned IT assets, including hardware, software, and data.
- Prioritize critical assets and systems requiring protection based on risk assessments.

b. Protect

- Implement safeguards such as access controls, encryption, and secure configurations to protect IT assets and data.
- Establish and enforce user authentication mechanisms and role-based access controls.

c. Detect

- Deploy continuous monitoring tools to identify cybersecurity threats and anomalies.
- Perform regular vulnerability assessments and penetration tests to identify and address potential risks.

d. Respond

- Develop and maintain an incident response plan to mitigate the impact of cybersecurity incidents.
- Establish a communication process to notify relevant stakeholders in the event of an incident.

e. Recover

- Implement a business continuity and disaster recovery plan to ensure timely restoration of critical services.
- Conduct regular backups of critical data and verify the effectiveness of restoration processes.



Cybersecurity Policy

5. Roles and Responsibilities

- Designate cybersecurity roles or teams responsible for implementing this policy.
- Department Directors are responsible for ensuring compliance with this policy within their departments
- Ensure all employees complete cybersecurity awareness training and follow established guidelines.

6. Compliance and Enforcement

- The Town of Mount Carmel Administration will monitor adherence to this policy and enforce compliance.
- Regular assessments will be conducted to ensure alignment with applicable regulations.
- Disciplinary action related to violations of this policy shall be consistent with the standard procedures outlined in the Personnel Policies and Procedures document.

7. Review and Updates

This policy will be reviewed annually and updated as needed to address changes in technology, regulations, or risks.

8. Reference Documents

- National Institute of Standards and Technology (NIST) Cybersecurity Framework (Public Document).



Cybersecurity Policy

Approval and Signature Page

_____ Date _____

John Gibson, Mayor

_____ Date _____

Tyler Williams, Town Recorder

_____ Date _____

Allen Coup, Town Attorney



LEGISLATIVE MEMORANDUM

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

THRU: Jim Stables, City Manager

FROM: Tyler Williams, Assistant City Manager/CFO

DATE: March 27, 2025

RE: RESOLUTION NO. 25-650

SUMMARY:

Discussion and Consideration of Resolution 25-650, which adopts a Fund Balance Policy for the Town of Mount Carmel.

The purpose of this policy is to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. The main objective of establishing and maintaining a Fund Balance Policy is for the Town to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance policy establishes a minimum General Fund Unassigned fund balance equal to 25% of General Fund Expenditures. The Town will strive toward maintaining the General Fund Unassigned fund balance, at a range between twenty-five (25%) and fifty (50%) percent of the following year's budgeted expenditures as an appropriate level of unassigned fund balance in order to cover unexpected expenditures and revenue.

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 25-650



RESOLUTION 25-650

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE ADOPTING A FUND BALANCE POLICY

WHEREAS, the Town of Mount Carmel desires to establish a Fund Balance Policy to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls; and

WHEREAS, the Fund Balance Policy is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget; and

WHEREAS, the Town of Mount Carmel aims to maintain a minimum General Fund Unassigned fund balance equal to 25% of General Fund Expenditures, striving to maintain a range between 25% and 50% of the following year's budgeted expenditures; and

WHEREAS, the Fund Balance Policy includes guidelines for the investment of fund balances, prioritization of fund usage, and procedures for replenishment of reserves if the unassigned fund balance falls below the minimum required level; and

WHEREAS, the Fund Balance Policy will be reviewed annually as part of the budget adoption process and subsequent closing of the financial books at year-end.

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 27th day of March, 2025, that:

SECTION 1. The Fund Balance Policy attached hereto as Exhibit A is hereby adopted.

SECTION 2. The Town Manager and CFO are authorized to implement the provisions of this policy and to make recommendations for amendments as necessary.

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

ADOPTED this 27th day of March, 2025.

John Gibson, Mayor

Attest: _____
Tyler Williams, Town Recorder



Town of Mount Carmel Fund Balance Policy

Purpose

The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It also is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy should be established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the Town to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance consists of five categories: Non-spendable, Restricted, Committed, Assigned, and Unassigned.

- **Non-spendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
- **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the Town's highest level of decision-making authority (BMA). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the BMA. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

Scope

The Fund Balance Policy shall apply to the Town's General Fund.

Guidelines for Investment of Fund Balance

The Town shall invest the Fund Balance in a manner that prioritizes the preservation of capital, maintains sufficient liquidity to meet operational needs, and achieves a reasonable return on investment. (LGIP, savings account(s), CDs, etc.) Investments shall be made in accordance with applicable state laws and regulations.

Prioritization of Use

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Minimum Level of Unassigned General Fund Balance

Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance shall be maintained in the General Fund in order to cover unexpected expenditure and revenue shortfalls. Such fund balance shall serve cash flow needs, protect against unforeseen emergencies and enhance the credit worthiness of the Town.

Unassigned Fund Balance may be accessed in the event of one-time capital expenditures, or unexpected expenditures, up to the minimum established level upon approval of a budget amendment by the BMA, or as adopted in the annual budget.

The Fund Balance policy establishes a minimum General Fund Unassigned fund balance equal to 25% of General Fund Expenditures. The Town will strive toward maintaining the General Fund Unassigned fund balance, at a range between twenty-five (25%) and fifty (50%) percent of the following year's budgeted expenditures as an appropriate level of unassigned fund balance in order to cover unexpected expenditures and revenue.

The minimum level of unassigned fund balance shall be reviewed as part of the annual budget process and the Town Manager or CFO may amend the policy at that time and submit it to the BMA for approval.

Replenishment of Reserve

If, at the end of any fiscal year, the actual amount of unassigned fund balance falls below the minimum required fund balance level set forth herein, the Town Manager or CFO shall prepare and submit a plan to replenish the fund balance to the established minimum level.

Annual Review

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process and subsequent closing of the financial books at year-end (June 30) and the amounts of restricted, committed, assigned and non-spendable fund balance will be determined. Any residual general fund balance amounts will be classified as unassigned.

Approval and Signatures

_____ Date _____

John Gibson, Mayor

_____ Date _____

Tyler Williams, Town Recorder

_____ Date _____

Allen Coup, Town Attorney



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: Mayor Gibson and Vice-Mayor Bare
DATE: March 27, 2025
RE: DISCUSSION/CONSIDERATION: Parks Committee Meeting

SUMMARY:

Discussion and Consideration of a request by the Board of Mayor and Aldermen to call a Parks Committee Meeting pursuant to the Parks Committee bylaws adopted by Ordinance 24-531

REQUESTING DEPARTMENT(S):

Mayor and Vice-Mayor

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

N/A

ATTACHMENTS:

None