



AGENDA

1. **CALL TO ORDER BY MAYOR KEVIN COTTON**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **ROLL CALL**
5. **APPROVAL OF MINUTES**
 - A. Minutes of February 2, 2026
6. **APPROVAL OF BILLS AND PAYROLL**
 - A. Bills and Payroll
7. **DEPARTMENT REPORTS**
 - A. Fire Department Report
 - B. Police Department Report
 - C. Zoning Report
8. **NEW BUSINESS**
 - A. First Reading Ordinances
 - A. 2026-01 An Ordinance Amending Chapter 37.11 relating to the Code Enforcement Board
 - B. Resolutions
 - A. Resolution 2026-02 - Adoption of 2026 Personnel Policy
 - C. Item for Discussion
 - A. Permission to close Court Street on July 11, 2026 and October 31, 2026 for Bluegrass Food Truck Festival
9. **ADJOURNMENT**



MINUTES

1. **CALL TO ORDER BY MAYOR KEVIN COTTON**

2. **PLEDGE OF ALLEGIANCE**

3. **INVOCATION**

Council Member Marvin Hightower

4. **ROLL CALL**

Present: Council Member Misty Cavanaugh, City Council Member Marvin Hightower, Council Member Adam Townsend, City Council Member Larry Noffsinger, Council Member Frank Stevenson

Absent: City Council Member Glenda Wade

5. **APPROVAL OF MINUTES**

A. Minutes of January 20, 2026

RESULT: Approval of minutes of January 20, 2026

MOVER: City Council Member Larry Noffsinger

SECONDER: City Council Member Marvin Hightower

AYES: Misty Cavanaugh, Marvin Hightower, Adam Townsend, Larry Noffsinger, Frank Stevenson

NOES: None

ABSTAIN: None

6. **APPROVAL OF BILLS AND PAYROLL**

A. Bills and Payroll

RESULT: Approval of Bills and Payroll

MOVER: Council Member Frank Stevenson

SECONDER: City Council Member Larry Noffsinger

AYES: Misty Cavanaugh, Marvin Hightower, Adam Townsend, Larry Noffsinger, Frank Stevenson

NOES: None

ABSTAIN: None

7. **PROCLAMATIONS**

- A. Proclamation for Family Resource and Youth Services Coordinators Appreciation Week

8. DEPARTMENT REPORTS

- A. Transportation Superintendent — Landon Gamblin
- B. Deputy City Administrator Brad Long - Report on International Council of Shopping Centers
- C. Business License Report

9. CITY COUNCIL COMMITTEE REPORTS

10. NEW BUSINESS

- A. Municipal Orders
 - A. Appointment of Rick Skelton to the Code Enforcement Board - Municipal Order 2026-02

RESULT: Approval of appointment of Rick Skelton to Code Enforcement Board
MOVER: City Council Member Larry Noffsinger
SECONDER: City Council Member Marvin Hightower
AYES: Misty Cavanaugh, Marvin Hightower, Adam Townsend, Larry Noffsinger, Frank Stevenson
NOES: None
ABSTAIN: None

11. ADJOURNMENT

RESULT: Adjourn
MOVER: Council Member Adam Townsend
SECONDER: City Council Member Marvin Hightower
AYES: Misty Cavanaugh, Marvin Hightower, Adam Townsend, Larry Noffsinger, Frank Stevenson
NOES: None
ABSTAIN: None

	A	B	C	E
1			Bills and Payroll for Council Meeting 2/17/26	
2	Co#		Fund Name	
3	100		General 01/30/26	\$ 190,610.69
4			2/6/2026	\$ 166,734.38
5				
6				
7			Total General Fund	\$ 357,345.07
8	190		Sanitation & Maintenance 01/30/26	\$ 606.91
9			2/6/2026	\$ 159,031.87
10				
11				
12			Total Sanitation & Maintenance	\$ 159,638.78
13	200		Electric/Utility Office 01/30/26	\$ 30,981.73
14			2/6/2026	\$ 106,714.83
15				
16				
17			Total Electric/Utility Office	\$ 137,696.56
18	210		Water and Filter 01/30/26	\$ 150,001.38
19			2/6/2026	\$ 61,244.17
20				
21				
22			Total Water Filter	\$ 211,245.55
23	210		Waste Water Collection and Treatment 01/30/26	\$ 37,498.72
24			2/6/2026	\$ 327,830.56
25				
26				
27			Total Wastewater Collection and Treatment	\$ 365,329.28
28				
29	Co#	Dept #	Department Name	Amount
30	100	Various	Governmental	\$ 67,432.66
31	100	2100	Police	\$ 167,978.61
32	100	2300	Fire	\$ 187,716.81
33	100	3300	Transportation	\$ 34,658.36
34	100	5000	Cemetery	\$ 14,685.85
35	100	7000	Park	\$ 22,620.88
36	190	3100	Sanitation	\$ 52,793.04
37	190	3200	Maintenance Garage	\$ 9,033.77
38	200	1000/4500	Light Fund	\$ 102,931.65
39	200	2000	Wastewater Treatment	\$ 20,599.94
40	200	2001	Wastewater Collection	\$ 43,338.48
41	200	4700/4600	Water and Filter	\$ 70,275.56
42			Total Payroll	\$ 794,065.61
43			Number of Employees paid February 13, 2026	
44			See next page	

CMP	DEPT	NAME	DATE	TOTAL	FULL	PART
100	1100	ELECTED OFFICIALS	2/13/26	7	1	6
100	1200	ADMINISTRATION	2/13/26	10	9	1
100	1400	FINANCE	2/13/26	8	7	1
100	1500	CITY CLERK	2/13/26	2	2	
100	1600	AIRPORT	2/13/26	3	3	
100	1700	ZONING	2/13/26	2	2	
100	1800	HUMAN RESOURCES	2/13/26	4	4	
100	2100	POLICE DEPT-MADISONVILLE	2/13/26	56	50	6
100	2150	POLICE FICA	2/13/26	8	3	5
100	2151	DISPATCH	2/13/26	17	16	1
100	2200	ALCOHOLIC BEVERAGE CONTROL	2/13/26	1	1	
100	2300	FIRE DEPT-MADISONVILLE	2/13/26	67	67	
100	2350	FIRE FICA/NON HAZARDOUS	2/13/26	1	1	
100	2400	RESTAURANT TAX	2/13/26	1	1	
100	3300	TRANSPORTATION DEPT	2/13/26	17	17	
100	5000	CEMETERY DEPARTMENT	2/13/26	2	2	
100	7000	PARK DEPARTMENT	2/13/26	19	14	5
100	7200	MAHR PARK	2/13/26	10	6	4
190	3100	SANITATION DEPARTMENT	2/13/26	29	29	
190	3200	MAINTENANCE SHOP	2/13/26	4	4	
200	1000	UTILITY OFFICE	2/13/26	15	15	
200	4500	LIGHT DISTRIBUTION DEPT	2/13/26	21	21	
210	2000	WASTEWATER TREATMENT	2/13/26	9	9	
210	2001	WASTEWATER COLLECTION	2/13/26	19	19	
210	2002	ENGINEERING & STORMWATER	2/13/26	4	4	
211	4600	FILTER DEPARTMENT	2/13/26	13	13	
211	4700	WATER DEPARTMENT	2/13/26	19	19	
		Totals		368	339	29

CMP	DEPT	NAME	REGULAR	OVERTIME	SPC-OVT	TOTAL
100	1100	ELECTED OFFICIALS	.00	.00	.00	.00
100	1200	ADMINISTRATION	295.56	18.25	.00	313.81
100	1400	FINANCE	357.25	4.00	.00	361.25
100	1500	CITY CLERK	82.00	3.50	.00	85.50
100	1700	ZONING	75.39	.00	.00	75.39
100	1900	CITY ENGINEER	.00	.00	.00	.00
100	2200	ALCOHOLIC BEVERAGE	.00	.00	.00	.00
100	2400	RESTAURANT TAX	.00	.00	.00	.00
		Total Government	810.20	25.75	.00	835.95
100	2100	POLICE DEPT-MADISO	3,988.50	458.75	.00	4,447.25
100	2150	POLICE FICA	340.75	39.75	.00	380.50
		Total Police	4,329.25	498.50	.00	4,827.75
100	2300	FIRE DEPT-MADISONV	5,208.00	2,644.75	387.75	8,240.50
100	2350	FIRE FICA/NON HAZA	80.00	.00	.00	80.00
		Total Fire	5,288.00	2,644.75	387.75	8,320.50
100	2400	RESTAURANT TAX	.00	.00	.00	.00
		Total Restaurant T	.00	.00	.00	.00
100	3300	TRANSPORTATION DEP	1,307.00	105.00	.00	1,412.00
		Total Transportati	1,307.00	105.00	.00	1,412.00
100	5000	CEMETERY DEPARTMEN	90.00	2.00	.00	92.00
		Total Cemetery	90.00	2.00	.00	92.00
100	7000	PARK DEPARTMENT	904.97	6.25	.00	911.22
100	7100	POOL EMPLOYEES	.00	.00	.00	.00
		Total Park	904.97	6.25	.00	911.22
190	3100	SANITATION DEPARTM	2,273.25	33.75	.00	2,307.00
		Total Sanitation	2,273.25	33.75	.00	2,307.00
190	3200	MAINTENANCE SHOP	356.00	2.00	.00	358.00
195	3200	MAINTENANCE GARAGE	.00	.00	.00	.00
		Total Maintenance	356.00	2.00	.00	358.00
200	1000	UTILITY OFFICE	919.50	14.25	.00	933.75
200	1001	METER READING	.00	.00	.00	.00
200	4500	LIGHT DISTRIBUTION	1,634.78	36.00	.00	1,670.78
		Total Utility Offi	2,554.28	50.25	.00	2,604.53
210	2000	WASTEWATER TREATME	657.50	2.50	.00	660.00
210	2001	WASTEWATER COLLECT	1,361.65	73.75	.00	1,435.40
		Total Wastewater T	2,019.15	76.25	.00	2,095.40
211	4600	FILTER DEPARTMENT	947.65	69.50	.00	1,017.15
211	4700	WATER DEPARTMENT	1,411.81	205.00	.00	1,616.81
		Total Water	2,359.46	274.50	.00	2,633.96
330	6000	MADISONVILLE SPORT	.00	.00	.00	.00
		Total Sports Comp	.00	.00	.00	.00
		Grand Totals	22,291.56	3,719.00	387.75	26,398.31

CMP	DEPT	NAME	REGULAR	OVERTIME	SPC-OVT	TOTAL
100	1100	ELECTED OFFICIALS	7,997.81	.00	.00	7,997.81
100	1200	ADMINISTRATION	26,018.81	410.63	.00	26,429.44
100	1400	FINANCE	19,459.34	122.15	.00	19,581.49
100	1500	CITY CLERK	4,481.23	84.00	.00	4,565.23
100	1700	ZONING	4,309.46	.00	.00	4,309.46
100	1900	CITY ENGINEER	.00	.00	.00	.00
100	2200	ALCOHOLIC BEVERAGE	2,433.85	.00	.00	2,433.85
100	2400	RESTAURANT TAX	2,115.38	.00	.00	2,115.38
		Total Government	66,815.88	616.78	.00	67,432.66
100	2100	POLICE DEPT-MADISO	135,812.18	22,629.26	.00	158,441.44
100	2150	POLICE FICA	8,074.54	1,462.63	.00	9,537.17
		Total Police	143,886.72	24,091.89	.00	167,978.61
100	2300	FIRE DEPT-MADISONV	107,443.95	67,309.51	11,462.55	186,216.01
100	2350	FIRE FICA/NON HAZA	1,500.80	.00	.00	1,500.80
		Total Fire	108,944.75	67,309.51	11,462.55	187,716.81
100	2400	RESTAURANT TAX	.00	.00	.00	.00
		Total Restaurant T	.00	.00	.00	.00
100	3300	TRANSPORTATION DEP	31,131.59	3,526.77	.00	34,658.36
		Total Transportati	31,131.59	3,526.77	.00	34,658.36
100	5000	CEMETERY DEPARTMEN	14,639.38	46.47	.00	14,685.85
		Total Cemetery	14,639.38	46.47	.00	14,685.85
100	7000	PARK DEPARTMENT	22,430.43	190.45	.00	22,620.88
100	7100	POOL EMPLOYEES	.00	.00	.00	.00
		Total Park	22,430.43	190.45	.00	22,620.88
190	3100	SANITATION DEPARTM	51,764.33	1,028.71	.00	52,793.04
		Total Sanitation	51,764.33	1,028.71	.00	52,793.04
190	3200	MAINTENANCE SHOP	8,967.59	66.18	.00	9,033.77
195	3200	MAINTENANCE GARAGE	.00	.00	.00	.00
		Total Maintenance	8,967.59	66.18	.00	9,033.77
200	1000	UTILITY OFFICE	29,787.00	424.20	.00	30,211.20
200	1001	METER READING	.00	.00	.00	.00
200	4500	LIGHT DISTRIBUTION	70,456.70	2,263.75	.00	72,720.45
		Total Utility Offi	100,243.70	2,687.95	.00	102,931.65
210	2000	WASTEWATER TREATME	20,506.73	93.21	.00	20,599.94
210	2001	WASTEWATER COLLECT	41,045.90	2,292.58	.00	43,338.48
		Total Wastewater T	61,552.63	2,385.79	.00	63,938.42
211	4600	FILTER DEPARTMENT	24,420.66	2,600.82	.00	27,021.48
211	4700	WATER DEPARTMENT	35,932.12	7,321.96	.00	43,254.08
		Total Water	60,352.78	9,922.78	.00	70,275.56
330	6000	MADISONVILLE SPORT	.00	.00	.00	.00
		Total Sports Comp	.00	.00	.00	.00
		Grand Totals	670,729.78	111,873.28	11,462.55	794,065.61

Madisonville Fire Department

Monthly Report

January 2026



INCIDENT TYPE	# INCIDENTS	
MEDICAL	96	
FIRE/OTHER	62	
TOTAL	158	
# OVERLAPPING	% OVERLAPPING	
39	24.68%	
PRE-INCIDENT VALUE	LOSSES	
\$241,200.00	\$206,200.00	
DISPATCH TO RESPONDING (AVG: 2 min 7 sec)		
	MEDICAL	FIRE
Station #1		
Station #2		
Station #3		
Station #4		
DISPATCH TO ARRIVAL (AVG: 5 min 24 sec)		
	MEDICAL	FIRE
Station #1		
Station #2		
Station #3		
Station #4		
AVERAGE TIME ON SCENE	Monthly Training Hours	
52 min 29 sec	1033 hrs	
INSPECTIONS		
Pre-Incident Inspections	41	
Fire Prevention Inspections	21	
Code Enforcement Cases	56	
COMMUNITY OUTREACH		
Community Programs	7	
Smoke Alarms Issued	0	
Adult Contacts	2069	
Child Contacts	1030	



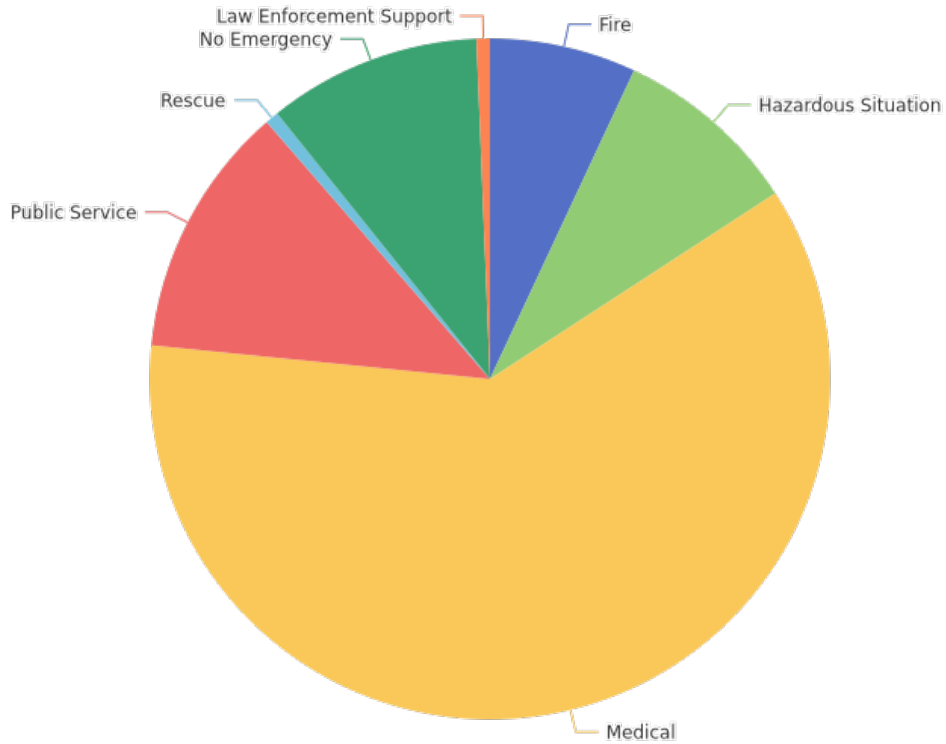
Monthly City Council Report-Average Emergent Response Times/Duration by Station

FIRE STATION	FIRE/OTHER-DISPATCH TO RESPONDING	MEDICAL-DISPATCH TO RESPONDING	FIRE/OTHER-DISPATCH TO ARRIVAL	MEDICAL-DISPATCH TO ARRIVAL	AVERAGE DURATION ON-SCENE
Station 1	00:02:54	00:01:26	00:05:07	00:04:23	01:08:56
Station 2	00:02:23	00:01:35	00:06:00	00:04:28	00:26:34
Station 3	00:02:50	00:01:36	00:07:15	00:05:44	00:54:11
Station 4	00:01:46	00:01:29	00:06:03	00:06:14	00:30:02
Total	00:02:42	00:01:31	00:05:54	00:04:54	00:52:29

Description: This report shows average response times for each station while responding emergent traffic. It also shows the average duration that each station remains on-scene for all incident types. An overall department average is calculated at the bottom of the report.



Monthly City Council Report-Incident Count by Primary Incident Sub Group



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	NUMBER OF INCIDENTS	PERCENT OF TOTAL INCIDENTS
Fire	11	6.96%
Fire - Outside Fire	3	1.90%
Fire - Structure Fire	8	5.06%
Hazardous Situation	14	8.86%
Hazardous Situation - Hazard Non-Chemical	2	1.27%
Hazardous Situation - Hazardous Materials	11	6.96%
Hazardous Situation - Investigation	1	0.63%
Medical	96	60.76%
Medical - Illness	73	46.20%
Medical - Injury / Trauma	22	13.92%
Medical - Other	1	0.63%
Public Service	19	12.03%

Monthly City Council Report-Incident Count by Primary Incident Sub Group

Madisonville Fire Department
 Address: 98 E Center St, Madisonville, KY 42431



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	NUMBER OF INCIDENTS	PERCENT OF TOTAL INCIDENTS
Public Service - Citizen Assist	14	8.86%
Public Service - Alarms (Non Medical)	4	2.53%
Public Service - Other	1	0.63%
Rescue	1	0.63%
Rescue - Transportation (Land)	1	0.63%
No Emergency	16	10.13%
No Emergency - False Alarm	5	3.16%
No Emergency - Good Intent	7	4.43%
No Emergency - Cancelled	4	2.53%
Law Enforcement Support	1	0.63%
	1	0.63%
Total	158	100.00%

Description: This report summarizes incident count and percent of total by the primary incident group and sub group (NERIS). Date range defaults to last calendar month, date range can be edited by clicking "edit" on the filter box in the upper right corner.

Madisonville Fire Department

Pre-Incident Surveys

January 2026



ID	NAME	ADDRESS	ACTION DATE
1	Baird Private Wealth Management formerly Hilliard Lyons	233 E Center ST	01/12/2026
2	Brighton Cornerstone Healthcare	55 E North ST	01/09/2026
3	Card Quest Hobby Shop	106 W Center ST	01/11/2026
4	Christ Church Holiness	526 Hopewell ST	01/09/2026
5	Christian Food Bank	241 W Center ST	01/09/2026
6	Concord Health Systems	2850 Hanson RD	01/09/2026
7	Farmers Bank & Trust	2215 N Main ST	01/09/2026
8	Flower Grove Baptist Church	720 S Franklin ST	01/09/2026
9	GD Tire Shop and Auto Service	2724 North Main St. RD	01/09/2026
10	GMS Mine Repair and Maintenance	1651 Progress DR	01/09/2026
11	Grace Warehouse Church	2206 S Main ST	01/09/2026
12	H & R Block	160 Madison Square	01/09/2026
13	Haag Family Dentistry	1250 Thornberry DR	01/12/2026
14	Hope and Healing	314B N Kentucky AVE	01/12/2026
15	Housing Authority (Adrian Circle)	172 Adrian CIR	01/13/2026
16	Housing Authority (Family Investment Center)	234 Pride AVE	01/06/2026
17	Housing Authority (Main Office)	211 Pride AVE	01/06/2026
18	King Home & Drug Care	444 S Main ST	01/09/2026
19	Mad City Scrubs	200 E Arch ST	01/11/2026
20	Madisonville City Park Clubhouse	755 Park Avenue CT	01/09/2026
21	Madisonville First General Baptist Church	900 W Center ST	01/06/2026
22	Madisonville Garage Door	1000 Margaret CT	01/06/2026
23	Madisonville Police Department	99 E Center ST	01/11/2026
24	Marco's Pizza	17 E Arch ST	01/11/2026
25	Oak Grove Baptist Church	309 Graves ST	01/12/2026
26	Popeyes Chicken	81 Mid-Town BLVD	01/09/2026
27	Ruby Lodge	367/369 Springlake ST	01/09/2026
28	Rudd Insurance	411 N Main ST	01/06/2026
29	Sherwin Williams	1470 Chelsa DR	01/09/2026
30	Social Security Administration	4431 Hanson RD	01/09/2026
31	Todd's Furniture	173 W Center ST	01/06/2026
32	Todd's Furniture	181 W Center ST	01/06/2026
33	Todd's Furniture Mattress Gallery	157 W Center ST	01/06/2026
34	Todd's Furniture Warehouse	355 W Arch St.	01/06/2026
35	Todd's Select Furniture	126 W Center ST	01/06/2026
36	Todd's Warehouse 2	100 W Center ST	01/06/2026
37	UPS (New Location)	925 Industrial RD	01/06/2026
38	Vacant / Closed	200 Clinic DR #101	01/09/2026
39	West Kentucky Dermatology	95 Ymca DR	01/09/2026
40	YMCA	150 Ymca DR	01/09/2026
41	YMCA Main Kids Center	150 Ymca DR	01/09/2026

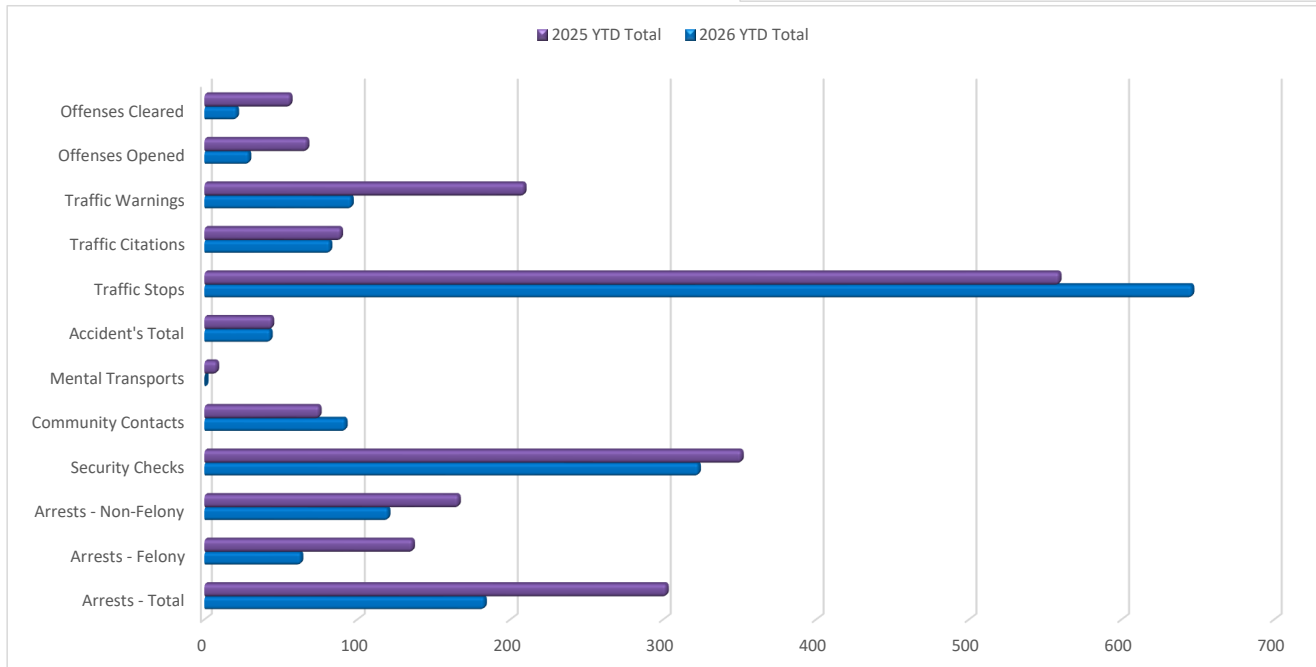
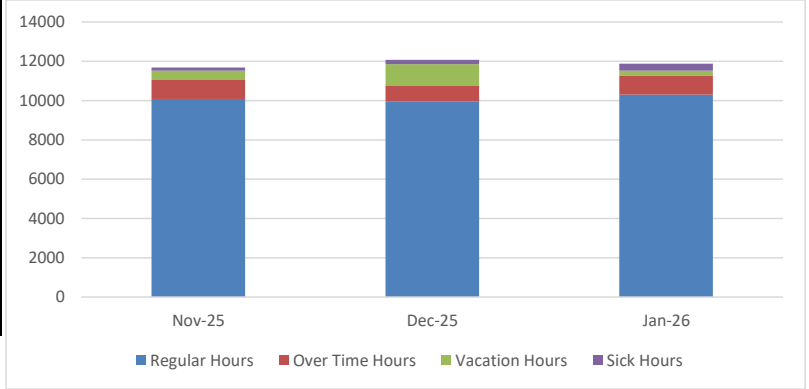


Council Report

Feb, 2026



Type	Jan-26	Jan-25	2026 YTD Total	2025 YTD Total	Man Hours	Nov-25	Dec-25	Jan-26	Totals
Calls - Total Responses	3473	3607	3473	3607	Regular Hours	10084	9945.8	10308.5	30338.25
Arrests - Total	183	302	183	302	Over Time Hours	958.8	800.5	974.5	2733.8
Arrests - Felony	63	136	63	136	Vacation Hours	481.5	1107	245	1833.5
Arrests - Non-Felony	120	166	120	166	Sick Hours	156.3	222.5	356.25	735.05
Security Checks	323	351	323	351					
Community Contacts	92	75	92	75					
Mental Transports	0	8	0	8					
Accident's Total	43	44	43	44					
Traffic Stops	646	559	646	559					
Traffic Citations	82	89	82	89					
Traffic Warnings	96	209	96	209					
Offenses Opened	29	67	29	67					
Offenses Cleared	21	56	21	56					
Stolen/Lost Property Value	\$ 16,141.34	\$ 13,415.13	\$16,141.34	\$13,415.13					
Recovered Property Value	\$ 443.76	\$ 1,075.14	\$443.76	\$1,075.14					
Average Response Time	4.58 Mins	3.67 Mins	4.58 Mins	3.67 Mins					





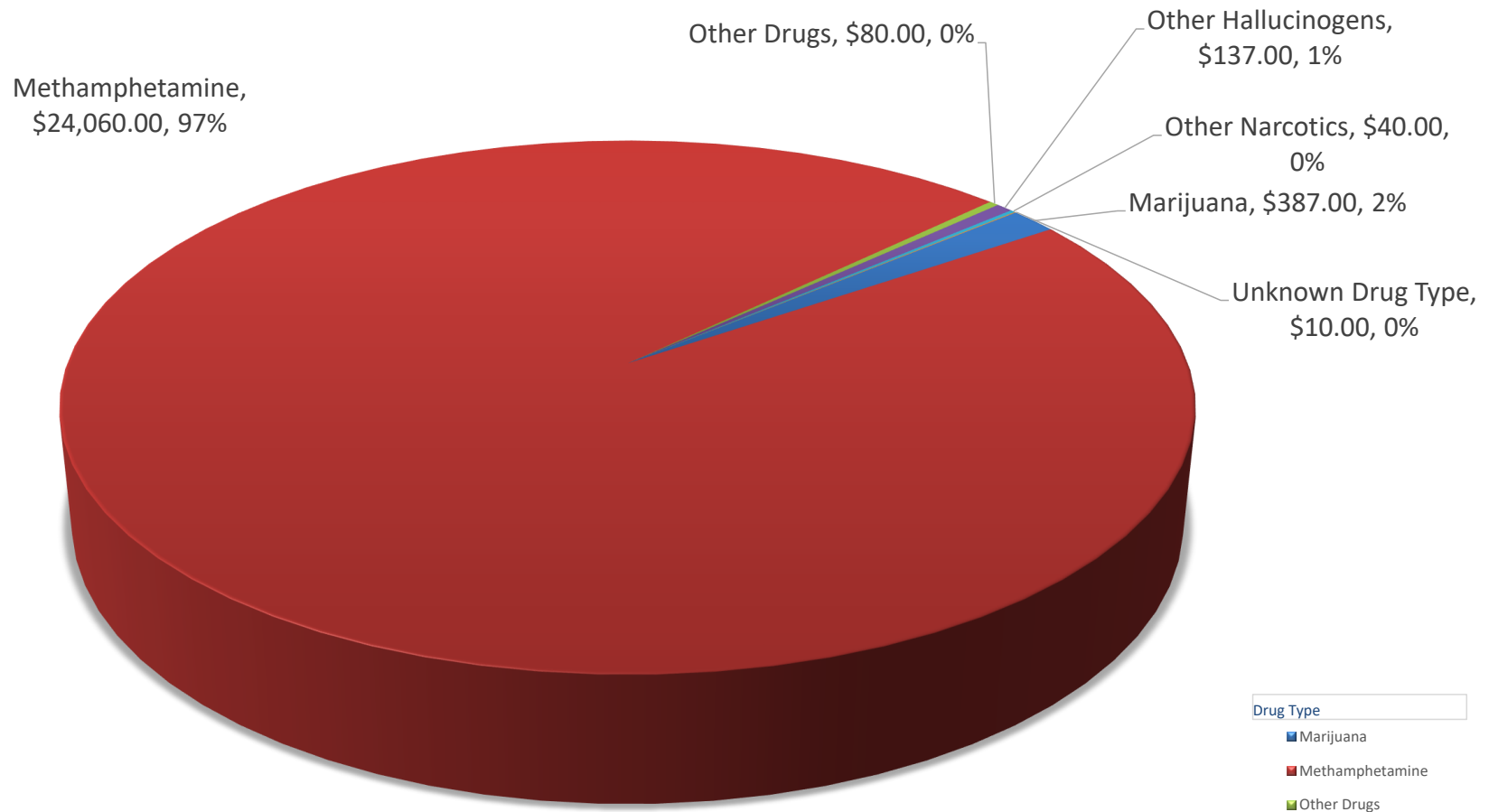
Council Report

Feb, 2026



Sum of Jan-2026

Drug Seizures for the Month



- Drug Type
- Marijuana
 - Methamphetamine
 - Other Drugs
 - Other Hallucinogens
 - Other Narcotics
 - Unknown Drug Type

Total Seizures/Month \$ 24,714.00

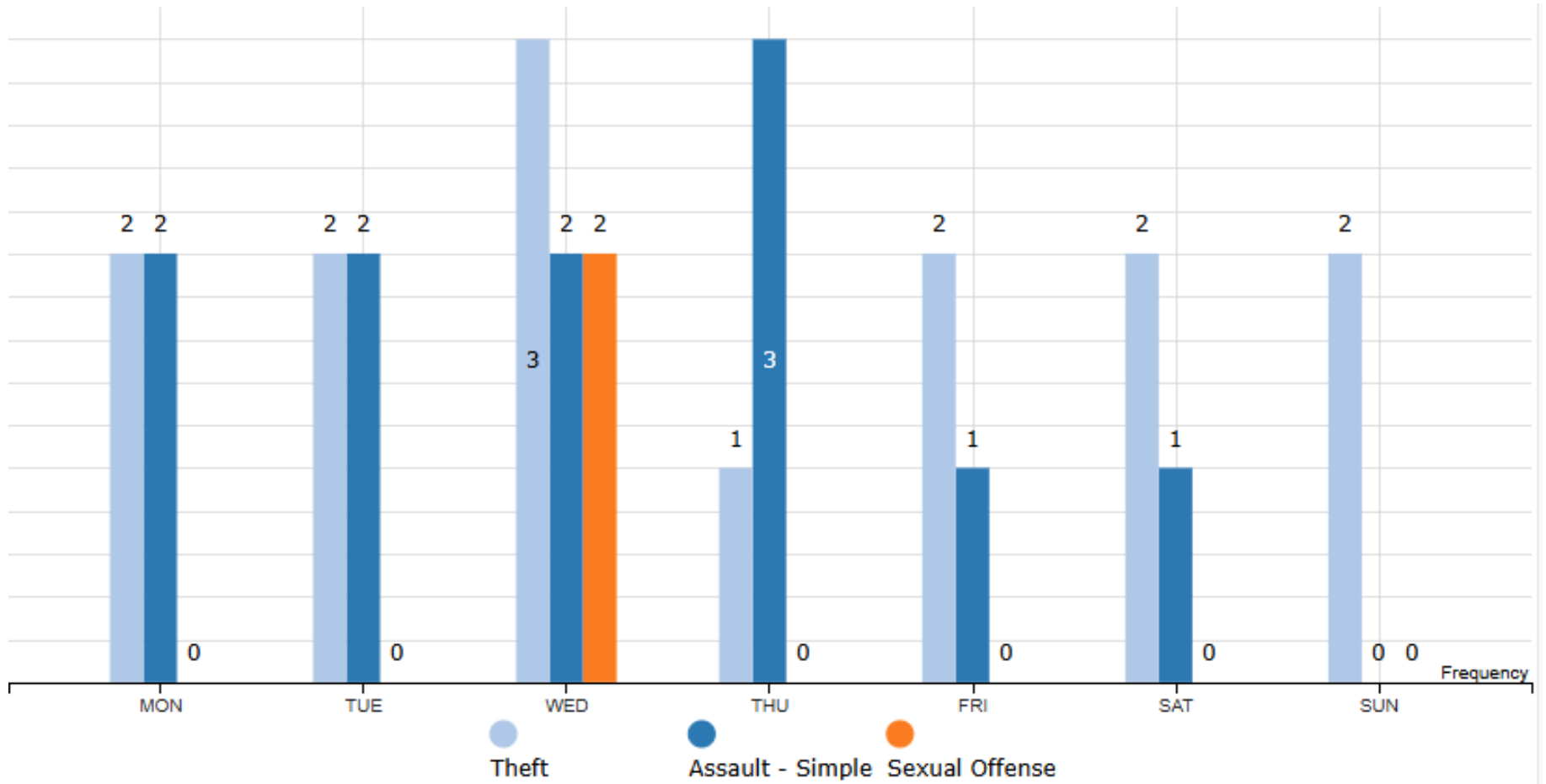


Council Report

Feb, 2026



Part 1 Crimes by Day of Week
YTD

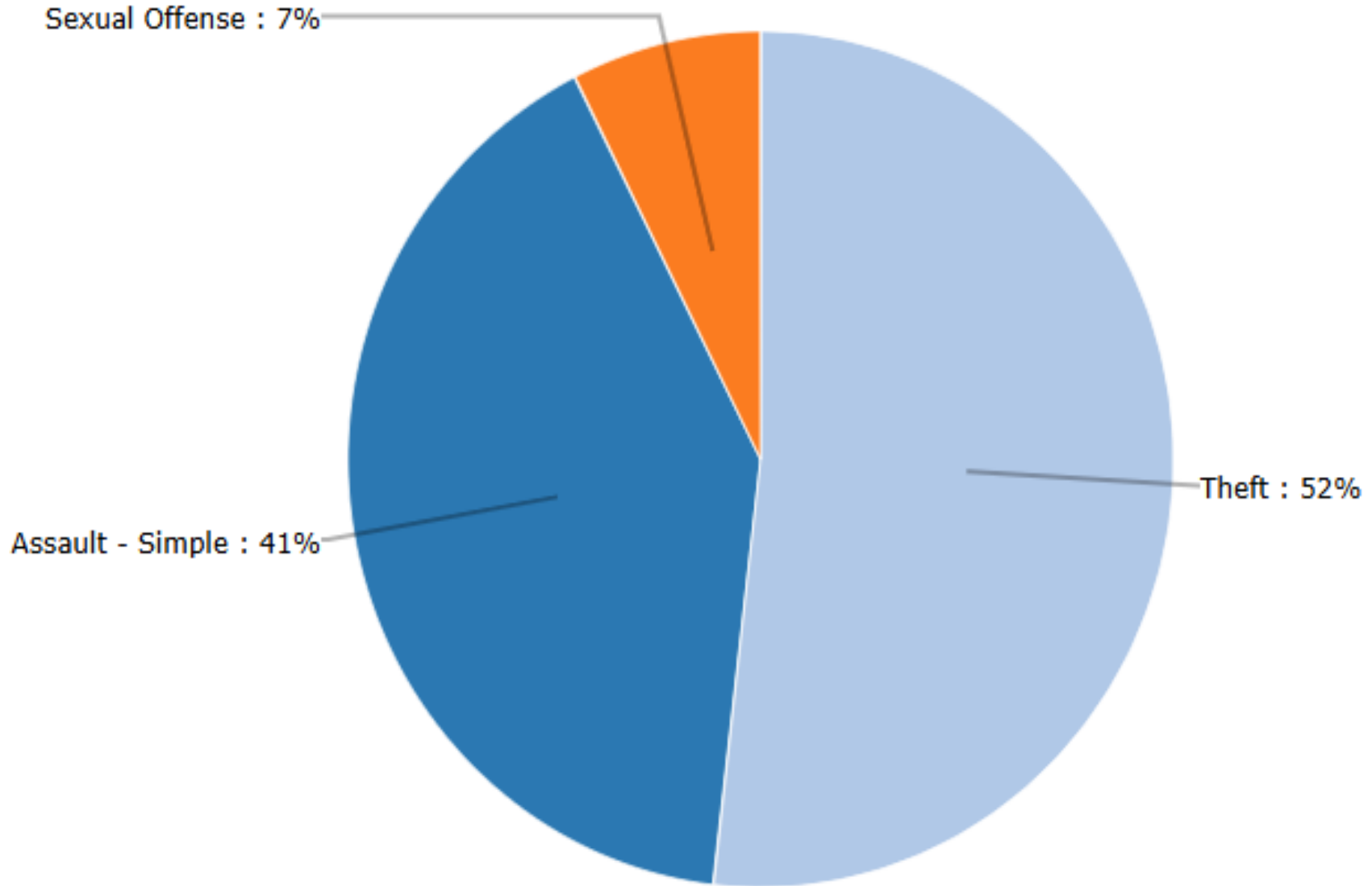




Council Report Feb, 2026



Part 1 Crimes
YTD



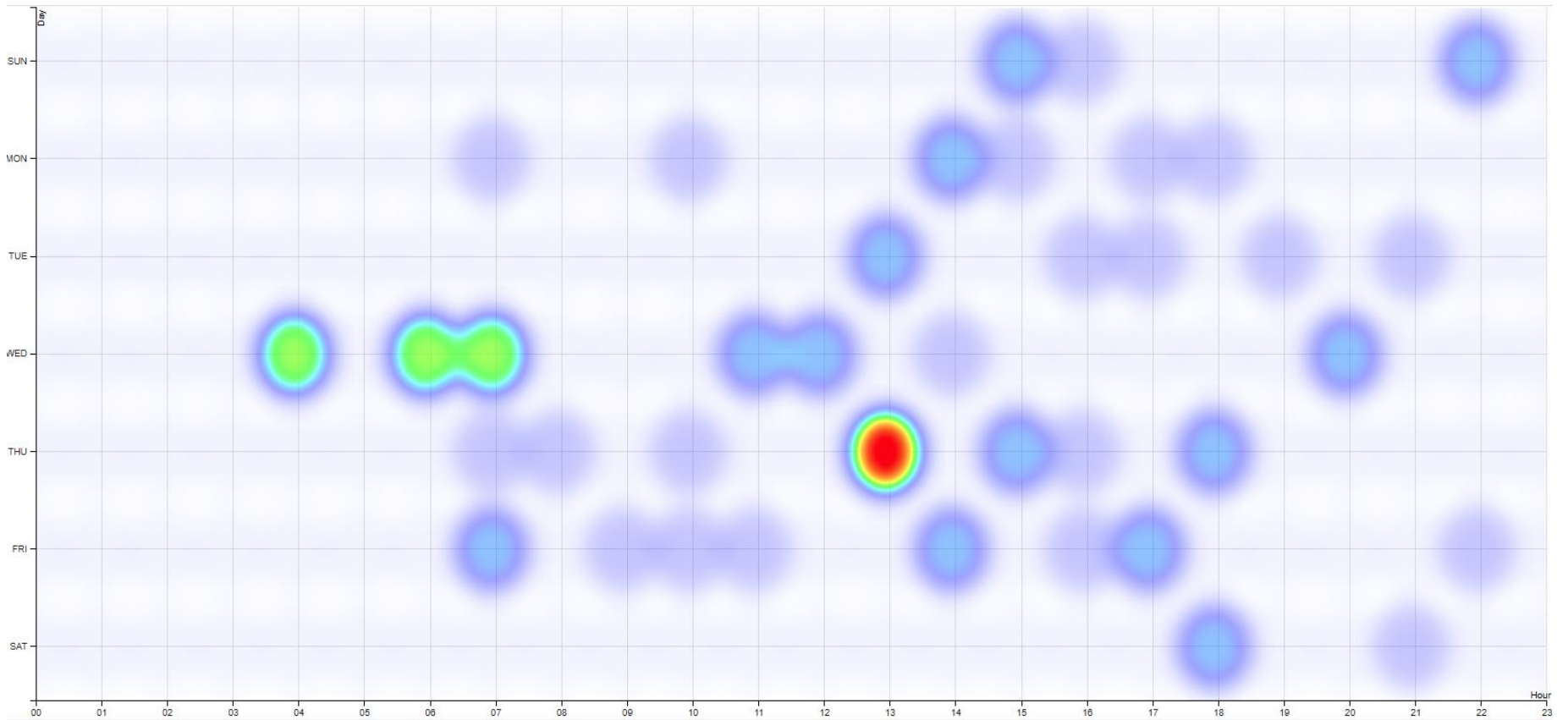


Council Report

Feb, 2026



Traffic Accident Highest Times
YTD



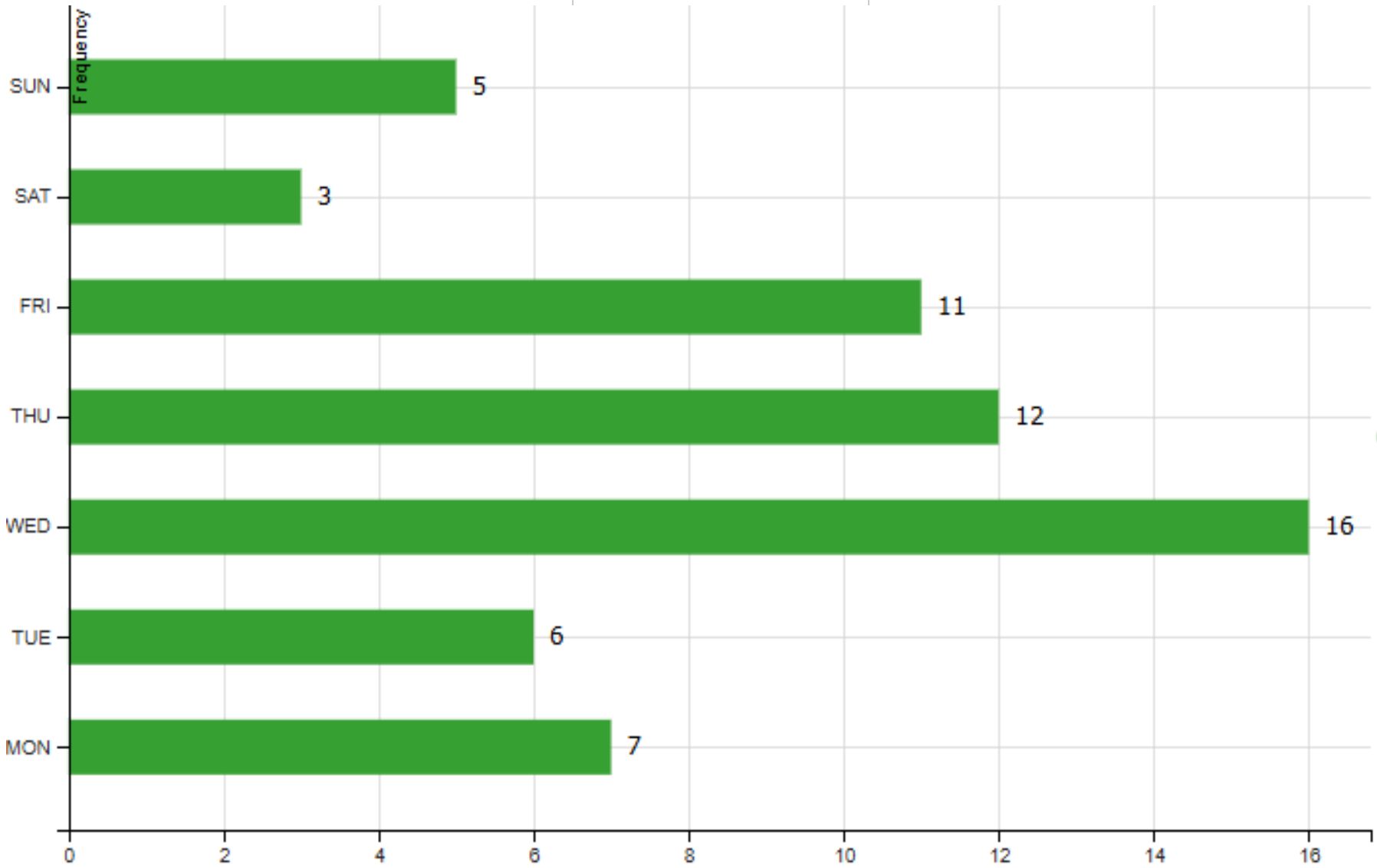


Council Report

Feb, 2026



Traffic Accidents by Day of Week
YTD

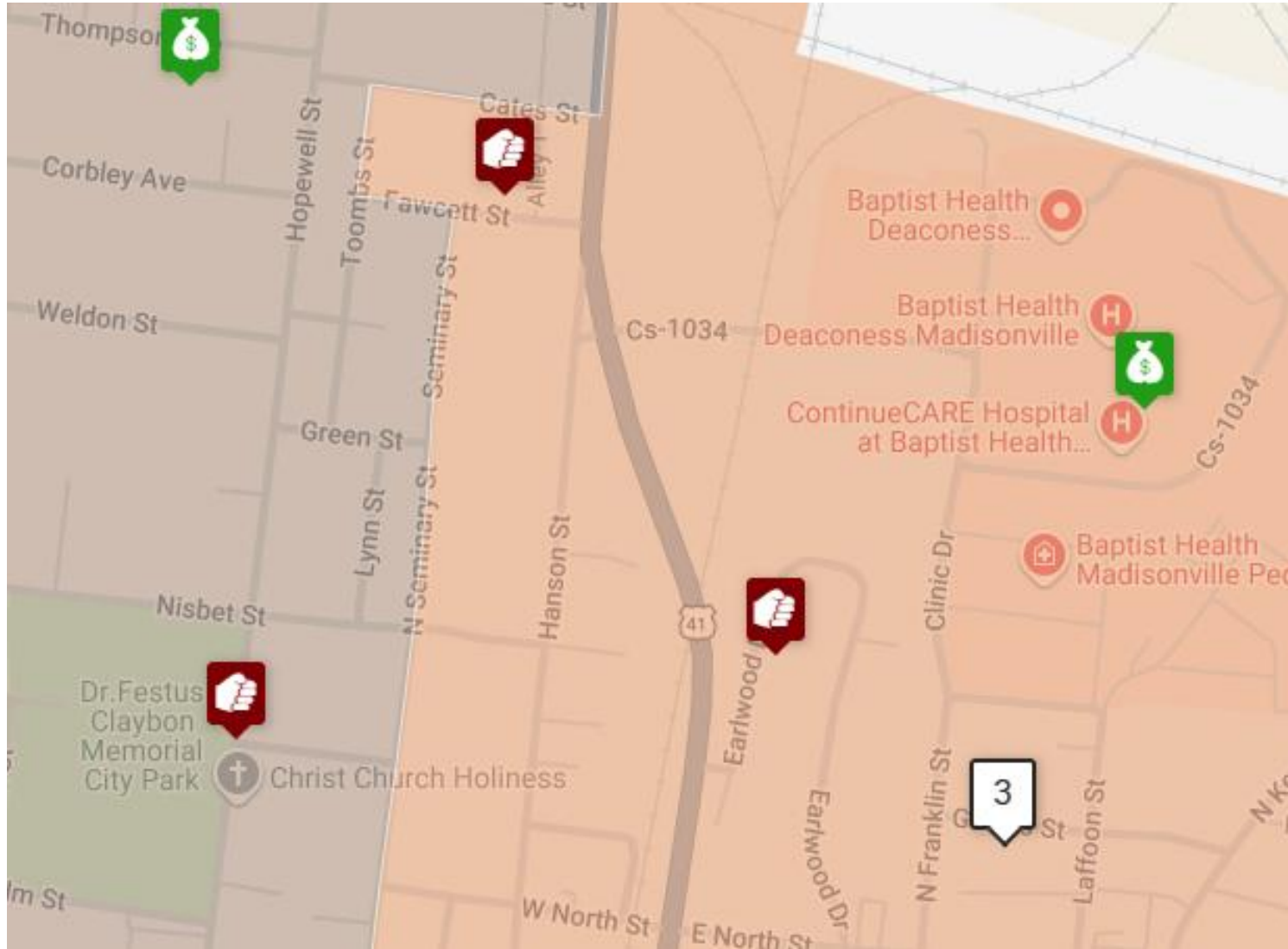




Council Report Feb, 2026



Part 1 Crimes Highest Density
YTD





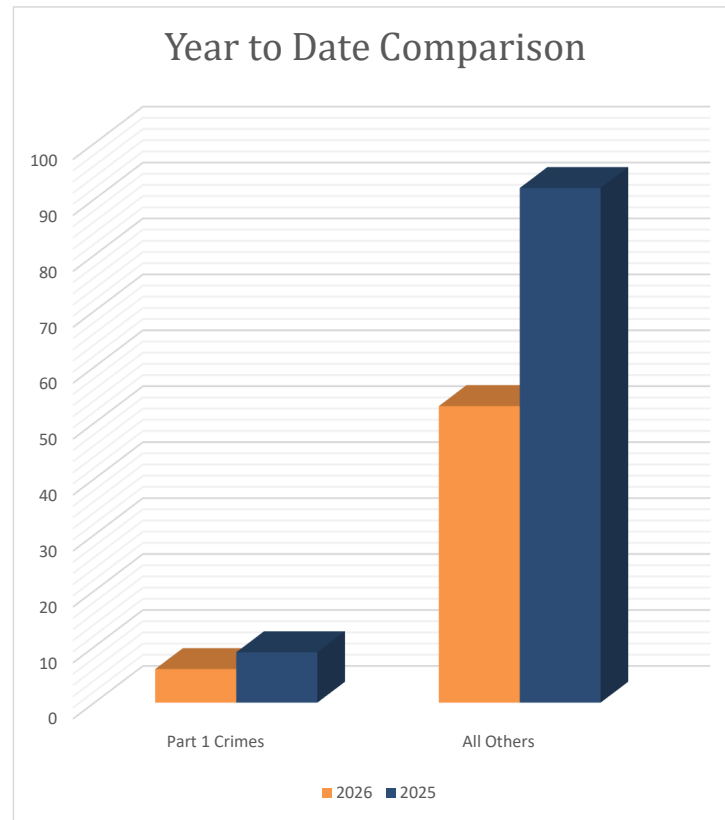
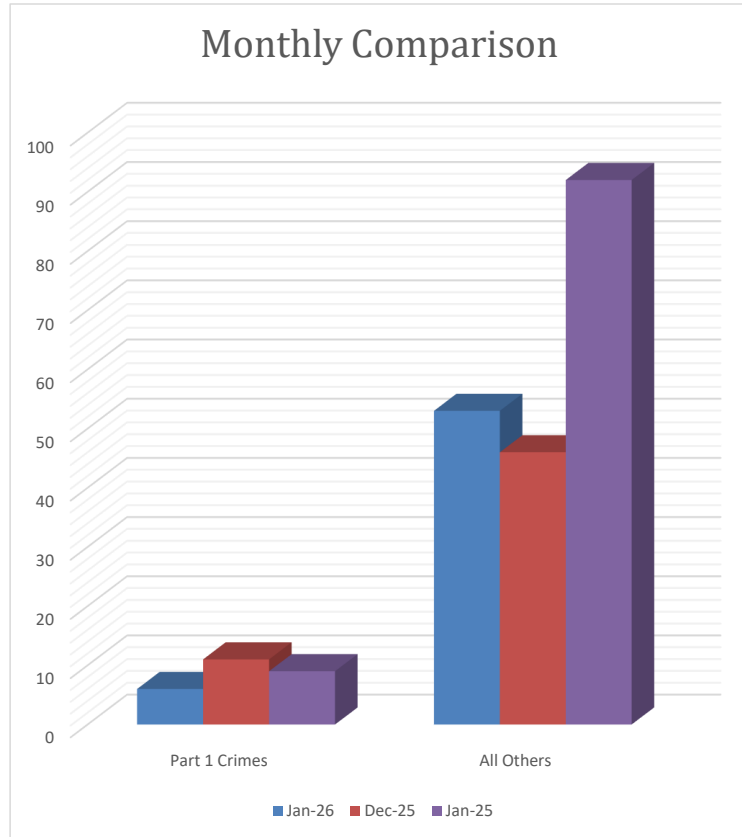
Council Report

Feb, 2026



Crime Statistics Comparison

	Jan-26	Dec-25	Difference	Jan-25	Difference	Calendar Year to Date		
						2026	2025	Difference
Part 1 Crimes	6	11	-45%	9	-33%	6	9	-33%
All Others	53	46	15%	92	-42%	53	92	-42%
Total	59	57	4%	101	-42%	59	101	-42%



ZONING & PERMIT OFFICE

MONTHLY ACTIVITY REPORT

January 2026

BUILDING PERMITS	CONSTRUCTION COST	# PERMITS ISSUED	FEES CHARGED
<i>Type of Construction</i>			
New Residential/SFD	\$0	0	\$0
Duplex	\$0	0	\$0
Multi-Family	\$0	0	\$0
Residential Addition	\$40,000	2	\$164
Residential Accessory	\$85,500	4	\$230
Residential Alteration	\$45,000	1	\$66
New Commercial	\$0	0	\$0
Commercial Addition	\$0	0	\$0
Commercial Accessory	\$0	0	\$0
Commercial Alteration	\$150,000	2	\$1,034
New Industrial	\$0	0	\$0
Industrial Additon	\$0	0	\$0
Industrial Accessory	\$0	0	\$0
Industrial Alteration	\$0	0	\$0
Other	\$0	0	\$0
TOTAL BUILDILNG PERMITS	\$320,500	9	\$1,494

SIGN PERMITS		1	\$100
<i>Name</i>		<i>Location</i>	
Toyota Madisonville/Brad Tyson	1055 Crossing Plc		

DEMOLITION PERMITS		3	*\$20
<i>Name</i>		<i>Location</i>	
Sara Evans/Derek Kirk-City of Madisonville	114 Morton Ave		
Jeff & Melisa Bruner/Gibson Odd Jobs-Jonathan Gibson	129 East Noel Ave		
Zachary Main/Smiley Excavating LLC	122 Genevieve Dr		

HVAC PERMITS		5	\$575
<i>Name</i>		<i>Location</i>	
Jerry Winters	2864 Sawgrass Cir		
Jerry Winters	1124 Bacon Blvd		
Jerry Winters	1136 Bacon Blvd		
Jerry Winters	1132 Bacon Blvd		
Jerry Winters	1128 Bacon Blvd		

CHANGE OF USE PERMITS		0	\$0
<i>Name</i>		<i>Location</i>	

ZONING MAP/TEXT AMENDMENTS		0	\$0
<i>Name</i>		<i>Location</i>	

	# PERMITS ISSUED	FEES CHARGED
ZONING COMPLIANCE REQUESTS	0	\$0
<i>Name</i>	<i>Location</i>	
DIMENSIONAL VARIANCE	0	\$0
<i>Name</i>	<i>Location</i>	
CONDITIONAL USE	0	\$0
<i>Name</i>	<i>Location</i>	
UTILITY REQUESTS	0	\$0
<i>Name</i>	<i>Location</i>	
MISCELLANEOUS/ADDITIONAL FEES	0	\$0
<i>Name</i>	<i>Location</i>	
COA'S (Historic District Commission)	0	N/A
<i>Name</i>	<i>Location</i>	
SPECIAL USE PERMITS (Outside Sales)	0	N/A
<i>Name</i>	<i>Location</i>	
MOBILE FOOD VENDOR PERMIT	11	\$1,100
<i>Name</i>	<i>Location</i>	
B Three Eats LLC/Cayla Benassi	Commercial Properties, City Lots & City Events	
Red Flying Phoenix/Gondo H. Gunawan	Commercial & City Properties	
Juicy Butts BBQ/Perry Youngblood	Commercial & City Properties	
Uncle Mont's Barbecue & Grill/M. Lamont Wilkes	Commercial Properties & City Events	
Breakfast Express LLC/Robert & Anna Kuhner	Commercial & City Properties	
Grumpa's BBQ & More/Les Stevens	Commercial Properties & City Events	
J & J's Fried Fish/James Fleming	Commercial Properties, City Lots & City Events	
Ma's Fish and More LLC/Darryle L. Noel SR	Commercial Properties & City Lots	
Cousin's Maine Lobster/ Joshua Hall	Tradewater Brewery & City Lots	
Sweet N Savory LLC/Amy Sharp	Commercial Properties, City Lots & City Events	
Cupcake Ladies Baking/Cherie Rust	Commercial Properties, City Lots & City Events	
ACTIVITY TOTAL FOR THE MONTH	29	\$3,269

*Fees Waived for DEMO # 719_114 Morton's Ave-SFD/Steve Pleasant Excavating --Per City of Madisonville.

**CITY OF MADISONVILLE
BUILDING PERMIT MONTHLY REPORT**

January 2026

Permit #	Issued	Construction Address	Owner	Contractor	Construction Type	Proposed Use	Permit Fee	Construction Cost	Square Feet
7449	1/27/2026	347 Princeton Road	Cathy Love Kaiser	Matthew Topper	Residential Addition	Front Porch	\$82	\$5,000	398
7722	1/22/2026	115 Holiday Place (Consolidating with 121	Connie Ashby	Keystone Construction	Residential Accessory	Detached Garage	\$101.8	\$65,000	960
7723	1/5/2026	86 Madison Square Drive	Teen Challenge	Teen Challenge	Commercial Alteration	Retail	\$870	\$100,000	9620
7724	01/14/2026	651 Echo Lane	Jordan Love	Jordon Love/Home Owner	Residential Accessory	Storage Building	\$25	\$2,000	120
7725	1/16/2026	626 Jones Street	Green River Property Holdings	Green River Property Holdings	Residential Alteration	Single Family Dwelling	\$66	\$45,000	200
7726	1/16/2026	1152 Lakaewood Drive	Joseph & Martha Clark	Smart Shelters of KY/Brian Routt	Residential Accessory	Storm Shelter & Above	\$78.2	\$15,000	404.5
7727	1/16/2026	89 Shoal Creek Drive	Lee Riddle	Hopkins Co Gutters & Const/Nathan	Residential Addition	Deck	\$82	\$35,000	400
7728	1/20/2026	214 Fawcett Street	Jennifer Diane Herold	C & C Fencing	Residential Accessory	Fence	\$25	\$3,500	0
7729	1/21/2026	663 Lincoln Ave	Woodruff Supply	Landmark Contractors	Commercial Alteration	Storage Building	\$164	\$50,000	800
					Totals	9	\$1,494	\$320,500	

**City of Madisonville
Ordinance 2026-01**

**AN ORDINANCE AMENDING CHAPTER 37.11
RELATING TO CODE ENFORCEMENT BOARD**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MADISONVILLE,
KENTUCKY AS FOLLOWS:

Chapter 37.11 relating to code enforcement board is hereby amended as follows:

Meetings. Meetings of the Board shall be held as necessary on the fourth Monday at 5:00 p.m. [5:30 p.m.] at City Council Chambers, 77 North Main Street, 2nd Floor, [City Hall, 67 North Main Street], Madisonville, Kentucky to enforce all civil offenses established by the Madisonville Code of Ordinances. Meetings other than those regularly scheduled shall be special meetings or emergency meetings held in accordance with the requirements of the Kentucky Open Meetings Act. If the regular meeting falls on a legal holiday, the meeting shall take place on the next day at the same hour.

All other terms and conditions shall remain the same.

**CITY OF MADISONVILLE
RESOLUTION 2026-2**

**AMENDMENT TO THE ADOPTION OF THE 2026 UPDATES FOR THE PERSONNEL
POLICY AND EMPLOYEE HANDBOOK**

WHEREAS, the City of Madisonville has made changes to the Personnel Policy that was adopted on January 21, 2025.

NOW THEREFORE BE IT RESOLVED, the City of Madisonville does hereby adopt the updates that are attached to the 2026 City of Madisonville Employee Handbook.

Cover Page	Remove “2025”	Add “2026”
Page 14	Employee Handbook	...will ensure that a current “electronic copy” of the employee handbook is available to all new and current employees. <u>Each department will receive a hard copy of the employee handbook. A printed copy may be requested through the HR Department.</u>
Page 19	Application for Position Change (1) Change (3)	(1) Applications for Employment can be found at www.madisonvilleliving.com, under the career section. As a step towards sustainability and minimizing waste, the city does not offer paper applications. (2) Keep as is (3) The Employment Application is electronically signed and dated by the candidate.
Page 24	New Employee Orientation Change (1) Add d. under (2) Change (first sentence in (3) to → Change (5)	Change title to “New Hire Orientation” (1) <u>All new employees will attend orientation on their first day of employment.</u> (2) Add d. <u>Employee Benefits overview and enrollment (full-time employees)</u> (3) Add - <u>A copy of the employee handbook will be made available during orientation. All employees can view the electronic employee handbook online by using their Paylocity login.</u> (5) Change - All new full-time employees have the opportunity to enroll in benefits during New Hire Orientation. Failure to enroll may result in a delay in eligibility.
Page 27	Personnel Records Change/Add (1) Change/Add (2) Replace (3) Remove (4)	(1) <u>An electronic personnel file...</u> (2) <u>The employees’ master file will include:</u> a. <u>Personnel information File (name, address, phone, position, signed job description, salary, all changes in status as a city employee)</u> b. <u>Medical Information File</u> (all Information regarding the medical condition or history of an employee, including drug test results, will be collected and maintained in this separate confidential electronic file that is subject to disclosure only as permitted by law. c. <u>Benefits File (all benefit enrollment information, qualifying life event information, dependent/spouse records, proof of other coverage forms)</u> (3) <u>The Form I-9 shall also be kept in a separate electronic/paper file.</u>
Page 58	Use of Office and Mobile Telephones Add: If employee elects to upgrade, they will be responsible for the cost.	Should read: The office telephone system is provided and paid for by the city to facilitate the conduct of its business. If employee elects to upgrade, they will be responsible for the cost.

Page 93	On Call-Employees (2)c Add: IT	Should read: Airport and IT employees will only qualify for 2 hours stand-by time on weekends.
Page 97	Health Insurance Add: (4)	(4) Employees who have retired from a state or county retirement system and are subsequently rehired by the City are not eligible for the medical insurance stipend.
Page 103	Employee Education Reimbursement (2) Remove: \$1,500 Add: \$2,000	Should read: All full-time employees who have completed at least one year of continuous employment with the city may be eligible to receive continuing education assistance reimbursements up to a maximum of \$2,000 per fiscal year for tuition and instructional materials approved for educational activities.
Page 106	Holidays Add: “active” (1)	(1) All active full-time city employees shall receive paid leave for the following holidays:
Page 106	Vacation Leave (1) Remove: Elementary Add: College	Should read: All full-time employees (other than FT SRO working at High Schools or Colleges) shall receive paid vacation leave.
Page 106	Holidays Add: (5)	<u>(5) A full-time employee who is out on FMLA or leave is considered “not active” and shall not be paid for a holiday that falls within their leave dates.</u>
Page 107	Vacation Leave - TABLE 2A – Fire Department Employee	Add January 1st (Years 1-5) Add January 1st (Following 5th anniversary date) Add January 1st (Following 10th anniversary date) Add January 1st (Following 24th anniversary date)
Page 108	Vacation Leave (4) Remove #4 (REMOVE - TABLE 2B)	Remove (4) This is not needed after adding the clarifications to TABLE 2A (TABLE 2B) Not needed after adding the clarifications to TABLE 2A
Page 108	Vacation Leave Add: (6)	(6) Police department employees assigned to 12-hour shifts, may carry over a maximum of 48 hours of accrued and unused vacation leave time to the next calendar year.
Page 108	Vacation Leave Add: (7)	<u>The (-40) hours must be re-accrued before December 31st of the same calendar year. The employee must be at a zero balance or positive balance at the end of the calendar year. Any negative vacation balance as of December 31 will be deducted from the employee’s final paycheck issued in December.</u>

Page 109	Vacation Leave Letter e – correction needed	Letter e – correct formatting
Page 109	Personal Leave Time Remove: Leave	Should read: Personal Time Off
Page 109	Personal Leave Time (1) Remove: Leave	Should read: A full-time employee shall receive two paid personal days each year, which may be used by the employee for any purpose, for example birthdays or mental health days.
Page 109	Personal Time Off Change: (1a)	Should read: <u>(1a) A full-time SRO assigned to an elementary school or high school is not eligible for PTO.</u>
Page 110	Sick Leave Change: (6)	(6) An employee using sick leave time shall notify their department superintendent as soon as possible, but at least <u>1 hour</u> before the start of the shift, and at least <u>2 hours in advance (Central Dispatch)</u> ...
Page 110	Sick Leave Add: (11)	(11) Upon termination of employment, an employee’s accrued sick leave balance will remain on record. If the employee is rehired in accordance with City policy, the sick leave balance may be reinstated.
Page 110	Sick Leave Add: (12)	<u>(12) Sick Leave Service Credit does not apply to members in Tier 3</u>
Page 110	Sick Time Donation Add: per pay period	Should read: Employee can donate up to a maximum of 40 hours of sick time to another employee per pay period, only if the employee who is receiving the sick hours has exhausted all other sick hours, personal time, vacation time, and comp time (if applicable).
Page 110	Sick Leave Pool Add:	Enrollment in the Sick Leave Pool is only permitted during the annual open enrollment period.
Page 115	Bereavement Leave 1a Add: step-parents	Should read: An employee shall be authorized for up to five days of paid bereavement leave in the event of death in the employee’s immediate family, one of the days to include attendance to the funeral. For the purposes of this paragraph “immediate family” shall mean the employee’s parents, step-parents, spouse, children, grandparents, grandchildren, brother, sister, spouse’s parents, or anyone permanently residing with the employee.
Page 144	HR Form 05 Correct: Format on the title	Should read: HR FORM 05 DRUG AND ALCOHOL-FREE WORKPLACE POLICY ACKNOWLEDGMENT

Pages 140-143, 146-151, 153-156, 158-159, 163, 168-170, 172, 174, 190,192	Correct: Format on titles for consistency	Same format as above: HR Form __, and the name of the form under that
Page 152	Remove: HR Form 13	Waiver of Coverage Form is HR Form 34
Pages 175-178, 179-181, 182-185, 186-189	Update with the official formatted form	(attached)
Page 193	Add: HR Form 34	HR Form 34 is missing from the handbook: Waiver of Coverage
Current Pages 193-203	Re-number	TO 194-204

Proposed changes to the City of Madisonville, KY Employee Handbook

Proposed Changes include the following:

- Removal of the term PDA from all sections
- Adding Tablets to all associated sections
- Removal of the term newsgroup(s) from all sections
- Removing sections or wording that are no longer applicable
- Updating terminology to meet current standards
- Updating policies to reflect current practices and procedures
- Adding sections to clarify details and restrictions

Use of Office and Mobile Telephones

The office telephone system is provided and paid for by the city to facilitate the conduct of its business. Extensive use of the city telephone system or mobile phones for the personal business of employees interferes with the efficient and effective conduct of the city's business. While the city understands that employees must occasionally make and accept personal calls, texts, or other messages during work hours, personal communication should be kept to a minimum, both in terms of the number of personal calls/messages per day and the duration of individual calls/messages. Excessive use of the office telephone system or mobile phones or personal mobile phones for personal calls, texting, or other personal messaging during work hours may result in disciplinary action.

Mobile Telephones and Communications Devices

The city makes available mobile telephones and ~~personal digital assistants (PDAs) tablets~~ to employees to facilitate the conduct of city business. Decisions regarding which employees are eligible to be issued these devices are made based on the employee's job functions. Employees who have been issued and have accepted mobile telephones or ~~PDAs-tablets~~ from the city are subject to the following requirements:

- 1) If a device is lost, stolen, or is physically damaged beyond repair, the employee may be responsible for paying a replacement cost or a portion of the replacement cost. The replacement cost will be calculated as a pro rata amount based on the fair market value. Employees may purchase additional equipment or other accessories that are not included with the original purchase of the phone or PDA and are responsible for the full replacement cost of such items.
- 2) ~~Upon prior approval from the mayor, an employee may purchase their own telephone or PDA, which is not standard equipment issued by the city. The city shall evaluate the compatibility of the device with the security protocol of the city's servers. Employees that are not eligible to be issued a city device shall not be permitted to connect to the city network. Mobile phones or tablets that are not owned, managed by, or provided by the city are not allowed to connect to the city network in any way or for any reason.~~
- 3) Employees shall not submit, nor shall any department superintendent approve any mobile telephone or PDA expenses for reimbursement on an employee expense report.

~~4) Employees who incur additional charges for the purchase of ring tones, other “extras” or overages, or incur charges for the use of “411” directory assistance shall be responsible for those charges and will be invoiced for the amount.~~

5)4) All city policies including and not limited to safety, harassment, ethical conduct, confidentiality, protected health information, and conflict of interest apply fully to electronic device usage.

5) All devices must be protected by a password. The user agrees to never disclose their password to anyone. The password should be a minimum of four characters. The device will automatically be locked after a period of inactivity.

6) All city provided mobile devices will have the currently approved mobile device management software installed. This software allows for complete control of the device including but not limited to the following:

a. Tracking of the device should it be lost or stolen

b. The ability to remotely erase the device if necessary

a.c. The ability to control what applications can be installed or accessed by the end user

6)7) Lost or stolen phones or other communication devices should be immediately reported to IT and IT shall report it to the human resources department.

7)8) Since mobile telephones, PDAs, tablets, and locally stored data may be subject to Open Records Laws, there is no expectation of privacy. Each user is responsible and accountable for the content and use of these tools. Should a personal device be used for business purposes, the employee must comply with Open Records Laws, including archival of data. See attached Appendix B, Email and Communications Retention Schedule for more information on records requirements.

8)9) Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the device for return to the city. The city reserves the right to delete the information on the communication device.

Information Technology Acceptable Use Policy

- 1) The city's electronic resources are provided for the transaction of official business of the city. This policy is a supplement to the Acceptable Use of Computer Technology Policy in Appendix D. It is intended to establish rules applicable to all city personnel to ensure the city's electronic resources are appropriately utilized and protected.
- 2) All data that is stored on media owned by the city is the property of the city. To properly maintain and manage this data, the management may exercise at any time its right to inspect, record, and/or remove any or all information contained in computer databases, files, and email records, and to take appropriate action should unauthorized or improper usage be discovered.
- 3) All employees and officers who use computer equipment and software in the performance of their duties shall take all reasonable and necessary precautions to prevent damage to the equipment and software. To ensure the integrity of the city's computer system and software, all employees and officers are prohibited from connecting any hardware or loading any software onto the system, or any individual component of the system, unless the hardware or software has been specifically approved in advance by the city IT department.
- 4) Access to the data stored on the city's computer systems shall be limited to city employees and officers who require such access for the performance of their assigned duties. Employees or officers may not attempt to use passwords to gain access to coworkers' email or computer files without appropriate authorization.
- 5) No employee or officer shall make copies of data or software programs owned by the city for their own personal use, or for any purpose not required by the employee's assigned duties. In the event that a software licensing agreement authorizes the reproduction of software and an employee's desire to obtain a copy of the software for installation on a single home computer to assist the employee in the performance of assigned duties outside of regular office hours, the employee shall seek specific approval from the city IT department before copying the software.
- 6) All city business email communications shall be conducted through the city email accounts. No city business conducted by an officer or employee of the city shall occur through a personal or 3rd party email account unless authorized by the Director of IT and the City Administrator. 3rd party email is defined as any email system that is not owned and operated by the City. Employees are expected to observe proper business decorum in all communications regarding city business.

Any city business conducted outside of the city email account will be subject to public records and it is the responsibility of the employee or officer to retain those messages in accordance with the Open Records Act, the Kentucky Department of Library and Archives Schedule, and the Email and Communications Retention Schedule, as set out in Appendix B. Questions regarding any recordkeeping requirements should be directed to the city clerk.

7) Employees or officers should have no expectation of privacy associated with information they transmit through or store ~~in electronic mail program~~ on systems owned by the city, even those on a cell phone. All messages and data processed electronically over the city-owned computers and communications systems are the property of the city and may be subject to the Open Records Act.

7)8) City provided equipment and email should not be used for personal business. Employees should not use their city provided email to enroll in non-business related newsletters, retail sales ads, etc.

8)9) To maintain the integrity and security of the city computer resources, employees or officers are strictly prohibited from downloading any software, unless prior approval is granted by the employee's department superintendent after consultation with the city IT department. Excessive use of the internet for personal reasons during work hours may be grounds for disciplinary action.

Employee Privacy Expectations

- (1) Notwithstanding issues addressed specifically in other provisions of this Handbook, employees can expect a reasonable degree of privacy in the contents of their work areas, including desks, cabinets, closets, and similar locations. However, when an employee is absent or otherwise unavailable, the city may seek out, for a legitimate business purpose, material believed to be contained in those work areas.
- (2) Department superintendents may examine work area contents or listen to employee communications of their subordinate employees for the purpose of ascertaining or evaluating the quality and/or quantity of an employee's work.
- (3) Employees cannot expect any degree of privacy in any documents, records, files, or city owned devices, including but not limited to computers, [portable USB storage devices](#), cell phones, ~~PDA's~~, and tablets. Documents, records, files, and city-owned devices can be reviewed and searched at any time, for any reason, including preparation of a response to an open records request.
- (4) The contents of work areas may be subject to search where there is a reasonable cause to believe there is a violation of these policies or evidence of a violation of any local, state, or federal law. Searches of work areas for this reason may only be conducted with the consent and involvement of the mayor.

Purchasing and Procurement

- 1) When an employee's position requires spending city funds or incurring any reimbursable personal expenses, that individual must use good judgment on the city's behalf to ensure that good value is received for each expenditure. City funds and all assets are for city purposes only and are not for personal benefit.
- 2) Employees authorized to make purchases on behalf of the city must follow the procedures as approved by the mayor and within the limits of the city budget as approved by the council.
- 2)3) [Software and technology related hardware purchases should be done with the full cooperation of the Information Technology department. IT maintains a list of standard hardware that has been reviewed for safety and proper operation within the city owned network and systems. All software and technology hardware purchases must be reviewed by the Information Technology department prior to purchase. Purchases should also be made through approved reliable resellers to prevent the introduction of malware, keyloggers, etc. \(See Appendix D, section V](#)

regarding 3rd Party Risk) Any questions related to this process should be taken up with the Director of Information Technology.

Contract Review and Execution

- 1) All written contracts or contract renewals shall be reviewed by the city attorney or their designee before execution.
- 2) Approval from the mayor in accordance with the city budget and specifications as set by the council is required prior to requesting the city attorney to draft a contract on behalf of the city.
- 3) The city clerk shall provide a copy of the contract or the information necessary for drafting of the contract to the city attorney or their designee as soon as possible to expedite the review or drafting process.
- 4) All contracts made on behalf of the city shall be signed by the mayor.
- 5) A copy of all executed contracts must be provided to the city attorney and the finance director for tracking and filing purposes unless other arrangements have been made.

5)6) All software and technology related contract must be reviewed and approved by the Information Technology Director prior to execution.

On-Call Employees

- 1) As a condition of employment, employees shall agree to report within a reasonable period if requested to do so during a period of emergency. If an employee is called to report to work either after normal working hours or before normal working hours, the employee shall be paid at the regular rate of pay for actual time worked. Actual hours worked will be included in calculations for overtime.
- 2) Employees assigned to a standby shift will be paid according to the following guidelines:
 - a. Employees are paid two hours for each weekday they are on standby.
 - b. Employees are paid eight hours for each weekend day or observed holiday they are on standby.
 - c. Airport employees will only qualify for 2 hours stand-by time on weekends.
 - c.d. IT employees will only qualify for 2 hours stand-by time on weekends.
 - d.e. Only actual hours worked shall be included in the calculations for overtime.

- [e.f.](#) Employees shall document actual hours worked on their time record.
- 3) Employees who are on call must adhere to all city policies, including the Vehicle Use Policy and the Drug- and-Alcohol Free Workplace Policy.

APPENDIX A – SOCIAL SECURITY NUMBERS AND PRIVACY PROTECTION

- 1) This policy is adopted in accordance with KRS 61.931- 61.934 and is applicable to all personal confidential information received and retained by the city in regard to employment and within the regular course of city business.
- 2) The city will take measures reasonably necessary to ensure the confidentiality of social security numbers collected in the ordinary course of the city's business. Neither the city nor any of its employees will unlawfully disclose the social security numbers or other confidential personal information obtained during the ordinary course of business.
- 3) Non-digital media containing personal information shall be physically controlled and securely stored in a manner meant to ensure that the media cannot be accessed by unauthorized individuals. This may require storing media in locked containers such as cabinets, drawers, rooms, or similar locations if unauthorized individuals have unescorted access to areas where personal information is stored. If personal information is stored in an electronic format, it shall be protected from access by unauthorized individuals. Such information must be protected by software that prevents unauthorized access. If personal information is transmitted via email or other electronic means, it must be sent using appropriate encryption mechanisms.
- 4) The city shall designate a point of contact (POC). The POC shall serve the following functions:
 - a. Maintain the city's adopted Information Security Policy and be familiar with its requirements.
 - b. Ensure the city's employees and others with access to personal information are aware of and understand the Information Security Policy.
 - c. Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents.
 - d. Be responsible for ensuring compliance with the Information Security Policy.
 - e. Be responsible for responding to any incidents.
- 5) Only authorized individuals are permitted access to media containing personal information. In addition to controlling physical access, user authentication should provide audit access information. Any access must comply with applicable regulatory requirements.
- 6) The city may use a social security number to perform an administrative duty related to employment, (e.g., to verify the identity of an individual; detect or prevent identity

theft; investigate a credit, criminal, or driving history; enforce legal rights or obligations; or administer insurance or benefits programs).

- 7) Security software used to protect personal information must provide user identification, authentication, data access controls, integrity, and audit controls.
- 8) Security software should be adequately tested to confirm functionality and to ensure that it is minimally disruptive to all associated operating systems, communications, applications, and other associated software systems. Contractual provisions must also ensure that the supplier's software, by design or configuration, will not introduce any security exposures.
- 9) The level of protection afforded by security software should be commensurate with the sensitivity of the data. The level of protection along with the methods to implement that protection should be addressed before any personal information is stored on a device.
- 10) Systems, networks, and application software used to process personal information must adhere to the highest level of protection reasonably practical. The city will use a combination of Endpoint Protection software, Intrusion Detection and Prevention software, and Antivirus/Antimalware software to protect the city's systems and data, approved by the Commonwealth Office of Technology (COT). A list of approved software is available on the COT website (<http://technology.ky.gov/Governance/Pages/KITS.aspx>). If not listed, the software must provide comparable or superior protection:
- 11) Information stored on digital media shall be encrypted in accordance with contemporary standards.
- 12) This policy prohibits the unnecessary placement (download or input) of personal information on portable computing devices. However, users who in the course of city business must place personal information on portable computing devices must be made aware of the risks involved and impact to the affected person/entities in the event of actual or suspected loss or disclosure of personal information. If personal information is placed on a portable computing device, reasonable efforts must be taken, including physical controls and encryption, to protect the information from unauthorized access. Additionally, each person using the portable computing device must sign a form approved by the city indicating acceptance of the information and acknowledging their understanding of the responsibility to protect the information. In the event the portable computing device is lost or stolen, the city should be able to accurately recreate the personal information and must be able to provide notification to all affected persons/entities.
- 13) When it is determined that personal information must be placed on a portable computing device, every effort should be taken to minimize the amount of

information required. If possible, information should be abbreviated to limit exposure (e.g., last four digits of the social security number).

- 14) The city will secure and when applicable, appropriately dispose of non-digital media. Non-digital media containing personal information must be properly stored and secured from view by unauthorized persons.
- 15) Secure measures must be employed by the city and all permissive users to safeguard personal information contained on all city technology resources.
- 16) Cities shall ensure that all authorized personnel are familiar with and comply with this policy. The city shall ensure that only authorized personnel may hold and have access to personal information.
- 17) Threats to the security of personal information arise in many different ways. The city will make an attempt to be aware of the different types of threats and to enact reasonable measures to protect against each. Attacks on personal information may arise from:
 - a. External/Removable Media — An attack executed from removable media (e.g., flash drive, CD) or a peripheral device.
 - b. Attrition — An attack that employs brute force methods to compromise, degrade, or destroy systems, networks, or services.
 - c. Web — An attack executed from a website or web-based application.
 - d. Email — An attack executed via an email message or attachment.
 - e. Improper Usage — Any incident resulting from violation of an organization's acceptable usage policies by an authorized user, excluding the above categories.
 - f. Loss or Theft of Equipment — The loss or theft of a computing device or media used by the organization, such as a laptop or smartphone.
- 18) Whether in digital or non-digital format, the city will retain and keep secure all personal and confidential information as set out in the Kentucky Department of Libraries and Archives Record Retention Schedule. The city will physically destroy documents that contain personal confidential information, including social security numbers, by shredding or other secure fashion. Personal confidential information, including social security numbers, stored in a computer database which needs to be removed will be deleted from all programs and processes pursuant to techniques and standards commonly used for such purposes. The methods set forth below are listed in priority order with the most highly recommended safeguard listed first. One of the following safeguards must be implemented:
 - a. Hire a document disposal contractor to dispose of the material. The contractor should be certified by a recognized trade association and should use disk sanitizing software and/or equipment approved by the United States

Department of Defense. The city will review and evaluate the disposal company's information security policies and procedures. The city will review an independent audit of a disposal company's operations and/or its compliance with nationally recognized standards.

- b. Secure and utilize shredding equipment that performs crosscut or confetti patterns.
 - c. Secure and utilize disk sanitizing or erasing software or equipment approved by the United States Department of Defense.
 - d. Modify the information to make it unreadable, unusable, or indecipherable through any means.
- 19) The city must disclose a security breach in which personal information is disclosed to, or obtained by, an unauthorized person. Notification of the incident must be made in the most prompt and expedient manner after the incident has been discovered. Within 35 days, a letter notifying affected individuals of actual or suspected loss or disclosure of personal information must be sent by the city describing the types of information lost and recommended actions to be taken to mitigate the potential misuse of their information.
- 20) When the city identifies a security breach in which personal information has been disclosed to, or obtained by an unauthorized person, the city shall notify the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Commissioner of the Department for Local Government within three business days and they must complete Form COT-F012. The city shall document the following:
- a. Preliminary reporting and description of the incident.
 - b. Response, including evidence gathered.
 - c. Final assessment and corrective action taken.
 - d. Final reporting.
- 21) Incident response procedures can be a reaction to security activities such as:
- a. Unauthorized access to personal information, data, or resources.
 - b. Denial of service attacks.
 - c. Actual or anticipated widespread malware infections.
 - d. Data breaches.
 - e. Loss/theft of equipment.
 - f. Significant disruption of services.
 - g. Significant level of unauthorized scanning activity to or from hosts on the network.
- 22) The city shall make reasonable efforts to investigate any security breaches in which personal information is disclosed to, or obtained by an unauthorized person and shall take appropriate corrective action.

- 23) The city must comply with all federal and state laws and policies for information disclosure to the media or the public. In some circumstances, communication about an incident is necessary, such as contacting law enforcement. The city should use discretion in disclosing information about an incident. Such information includes network information, type of incident, specific infection type (if applicable), number of assets affected, specific detail about applications affected, applications used to employ corrective action/investigate, etc. The city may proactively share relevant incident indicator information with peers to improve detection and analysis of incidents. Within the parameters of the law, minimal disclosure regarding incidents is preferred to prevent unauthorized persons from acquiring sensitive information regarding the incident, security protocols, and similar matters, in an effort to avoid additional disruption and financial loss.
- 24) Any employee of the city who knowingly violates the provisions of this policy will be subject to the city's disciplinary policy.

APPENDIX B – EMAIL AND COMMUNICATIONS RETENTION

Figure 1.1 Decision Sequence for Determining Email Retention

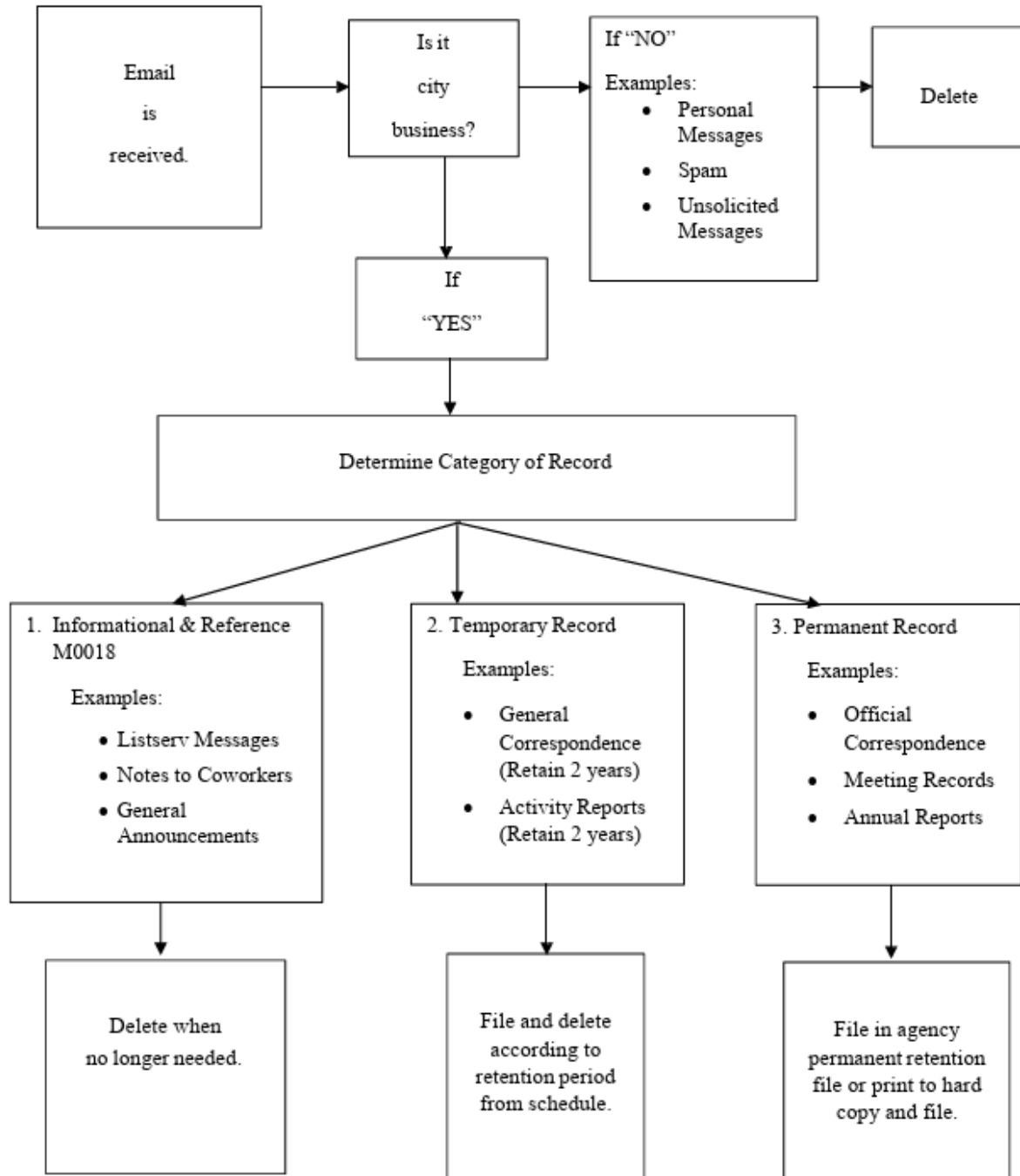
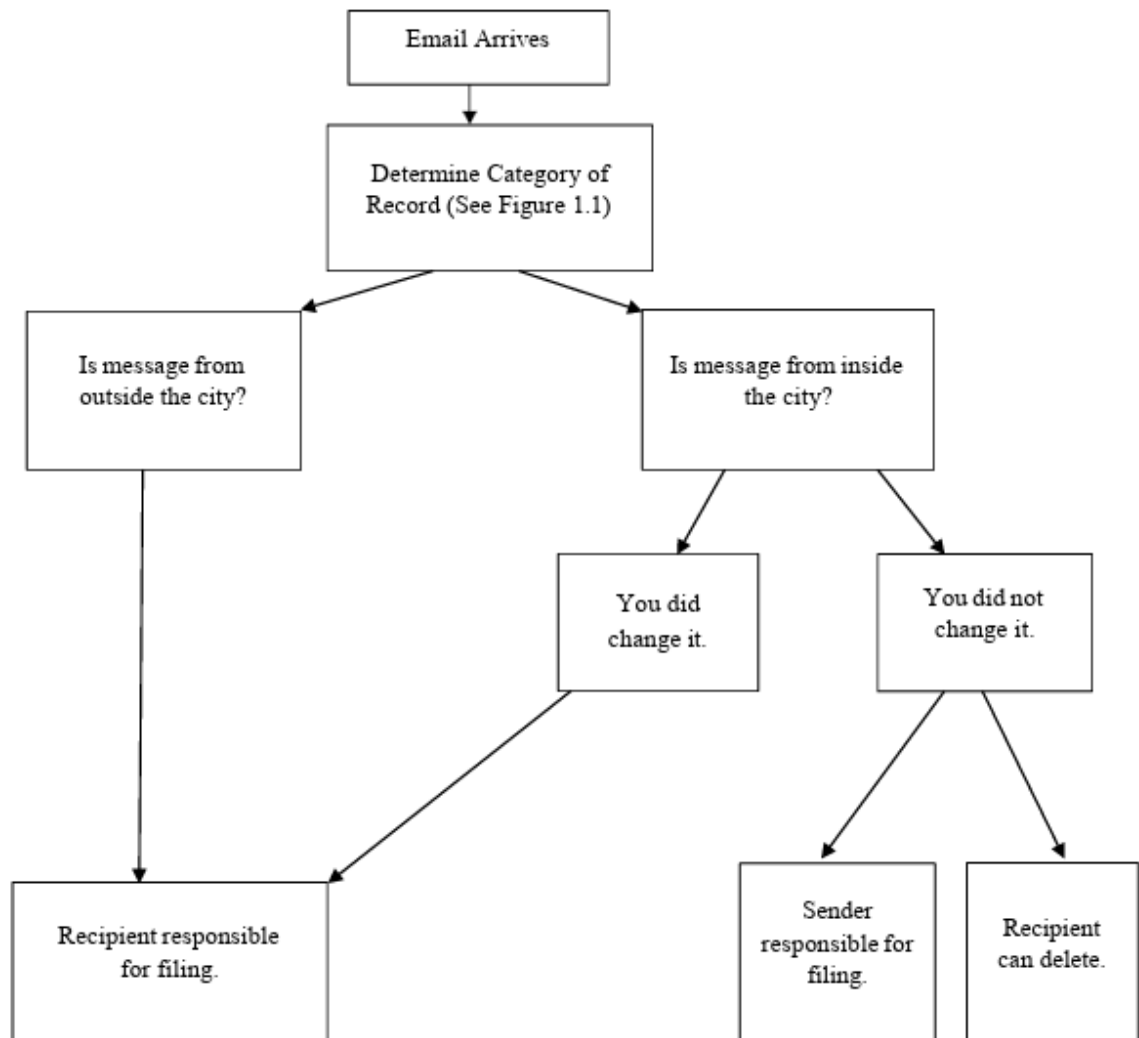


Figure 1.2 Determining Responsibility for Retaining Email Messages

Because email messages can be forwarded and routed to multiple addresses, copies of the messages may exist in many areas of the agency. In most cases, the author, or originator, of the email message is responsible for maintaining the “record” copy. However, in cases in which the recipient has altered the message (e.g., made changes, added attachments, etc.), or when the message is coming from outside the agency and therefore not documented anywhere within the agency, the recipient is the one responsible for retaining the message.



APPENDIX D – ACCEPTABLE USE OF COMPUTER TECHNOLOGY

CITY OF MADISONVILLE, KENTUCKY

ACCEPTABLE USE OF COMPUTER TECHNOLOGY

I. INTRODUCTION

This policy is applicable to all workers (employees [regardless of status](#), contractors, [temporariesinterns](#), etc.) who use the internet with the City of Madisonville's computing or networking resources.

The internet provides a source of information that can benefit every department within our city. It also improves customer service, retention, and growth. Therefore, it is the policy of the city that employees whose job functions require or justify use of the internet be provided access. Management will approve internet access based on need and will determine if the account is exclusive or shared with other users and if one or more components of the internet will be available (electronic mail (email), World Wide Web (Web), [newsgroupsforums](#), listservs, etc.). All employees accessing the internet whether doing business for the city or for personal uses on city equipment, a city-owned domain name, or on a city internet access account should become proficient in its capabilities, practice proper network etiquette, and agree to the conditions and requirements of this policy.

As a good corporate citizen, the city has a responsibility to help make the internet a safe, secure, and productive business tool for our employees, customers, and noncustomers.

II. POLICY OVERVIEW

This Acceptable Use Policy is designed to help our employees understand the city's requirements and expectations for the use of, as applicable, the internet and all its components (e.g., telephone system including voicemail, facsimile machines, scanning devices, photocopiers, internet, and technology equipment). This policy distinguishes between internet and technology equipment access during the employee's working hours and that performed on personal time (i.e., weekends, before and after work, lunch periods, or breaks). Personal use is allowed provided it in no way interferes with the intended business uses of the city's resources, internet, and technology equipment or incurs unnecessary costs to the city without prior authorization. All personal use must also be in accordance with the restrictions and requirements established in this policy.

The internet is a business tool. Access is for business-related purposes (i.e., to research relevant topics; communicate with customers, vendors, and regulators; and obtain useful business information), except as outlined below in Section III. You are required to conduct yourself appropriately on the internet. Proper use requires that you respect all copyrights, software licensing rules, property rights, and the privacy of others, just as you would in your day-to-day business activities. You must also remain security-conscious and ensure that any files you receive electronically are scanned for virus contamination. You are cautioned not to use the internet for any purpose that would reflect negatively on the city, its employees, or subsidiaries.

Unnecessary or unauthorized internet usage causes network congestion. It slows other users' access, reduces effective work time, consumes supplies, and ties up printers and other shared resources. Unlawful internet usage may contribute to reputation risks and expose the city to legal liabilities.

What is said on the internet, whether via email, [newsgroupsforums](#), chat sessions, or otherwise, may be seen by millions of other users. It may be retained electronically by any number of them. You should restrict the personal freedoms the internet affords unless you are a designated spokesperson for the city. That is, do not make any comment that may be misrepresented as being the city's position unless you are empowered to make such a comment.

Questions about this policy should be directed to the Human Resource Office or the information technology director. All city internet users must agree to the following statement and positively affirm the statement with a signature. The statement will be filed with your personnel records.

"I fully understand the terms of this policy and agree to abide by them. I realize that the city may incorporate monitoring software and may record, for management's use, the internet address of any site I visit. The city may keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive will be recorded and stored in an archive file for management's use. These archives may be accessed by law enforcement agencies when required legal processes are executed. I know that any violation of this policy could lead to dismissal or applicable criminal prosecution."

III. POLICY PROVISIONS

The city may have in place and use, at any time, the software and systems to monitor and record all internet activities. These systems are capable of recording (by user) each World Wide Web site visited, chat, [newsgroupforum](#), email message, and each file

transferred into and out of our internal networks. We reserve the right to do so at any time. No user should have any expectation of privacy as to internet usage. Assigned individuals will review internet activity logs and report suspicious findings to the appropriate supervisor or to the mayor's office.

All data that is stored on media owned by the city is the property of the city. To properly maintain and manage this data, the management may exercise at any time its right to inspect, record, and/or remove any or all information contained in computer databases, files, and email records, and to take appropriate action should unauthorized or improper usage be discovered.

All employees and officers who use computer equipment and software in the performance of their duties shall take all reasonable and necessary precautions to prevent damage to the equipment and software. To ensure the integrity of the city's computer system and software, all employees and officers are prohibited from connecting any hardware or loading any software onto the system, or any individual component of the system, unless the hardware or software has been specifically approved in advance by the city's IT Department.

The purposeful display of any kind of sexually explicit or discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability) image or document on any city computer or other device is a violation of this policy. In addition, none of these files may be archived, stored, distributed, edited, or recorded using city resources, unless expressly authorized to do so (e.g., police investigations).

No employee or officer shall make copies of data or software programs owned by the city for their own personal use, or for any purpose not required by the employee's assigned duties. In the event that a software licensing agreement authorizes the reproduction of software and an employee desire to obtain a copy of the software for installation on a single home computer to assist the employee in the performance of assigned duties outside of regular office hours, the employee shall seek specific approval from the city's IT Department before copying the software.

All city business email communications shall be conducted through the city email accounts. No city business conducted by an officer or employee of the city shall occur through a 3rd party or personal email account unless approved by the Director of IT and the City Administrator. Any city business conducted outside of the city email account will be subject to public records, and it is the responsibility of the employee or officer to retain those messages in accordance with the Open Records Act, the Kentucky

Department of Library and Archives Schedule, and the Email and Communications Retention Schedule, as set out in the City of Madisonville Personnel Policy, Appendix B. Questions regarding any recordkeeping requirements should be directed to the city clerk.

Employees or officers should have no expectation of privacy associated with information they transmit through or store in ~~electronic mail programs~~any system owned and operated ~~owned~~ by the city, even those on city provided mobile devices ~~a cell phone~~. All messages and data processed electronically over the city-owned computers and communications systems are the property of the city and may be subject to the Open Records Act.

City employees and officers are prohibited from the use of cloud-based apps to save work-related documents such as Dropbox, SkyDrive, and Box.net. Only City-approved, City-managed, and contractually authorized cloud services may be used for the storage, sharing, or processing of City information.

The city may use approved software to identify inappropriate or sexually explicit internet sites. These sites may be blocked from access based on some specific or general criteria. If you feel your access is justified, exceptions must be approved through your supervisor and coordinated with the ~~system administrator~~Director of information Technology. If you find yourself connected incidentally to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site had been previously deemed acceptable by any filtering program, unless an exception has been justified and granted.

Inappropriate uses of the city's equipment, hardware, software, and internet connectivity include:

- 1) Uploading, downloading, or otherwise knowingly accessing or transmitting in any fashion:
 - a. Abusive, hateful, degrading, demeaning, derogatory, defamatory materials, information, or communications. Emphasis is added as it pertains to race, color, religion, national origin, gender, sexual orientation, political beliefs, or disability.
 - b. Pornographic, obscene, sexually explicit, indecent materials, vulgar information, or communications.

- c. Any confidential records of the city, its customers, or vendors without adequate authority to do so. Employees must know what is and is not acceptable based on their position and function within the city.
 - d. Any materials or programs, including access and registration codes, which are in violation of copyright protections.
 - e. Any participation in unauthorized political activities (refer to the personnel policy).
 - f. Any trade secrets, rude or abusive language, or negative characterizations of others or of the city.
 - g. Resumes or other activities related to seeking employment outside of our organization unless expressly authorized to do so.
 - h. Chain letters, distasteful jokes, and gambling of any nature.
 - i. Solicitations or advertisements for other than the city, its affiliates, or subsidiaries unless authorized by the mayor's office or designee.
 - j. Any [PUP \(potentially unwanted program\)](#), [hacking tool](#), [malware](#), [remote access tool \(RAT\)](#), [Keylogger](#), virus, worm, Trojan horse, or trap-door program code.
 - k. Any attempt to disable or overload any computer system or to circumvent any system intended to protect the privacy or security of another user.
- 2) Vandalizing, damaging, disabling, or gaining access to another entity's computer files or data. KRS 434.840- KRS484.860 prohibits unauthorized individuals from accessing a computer or its data and from damaging either. This can result in a fine or imprisonment. Current law requires the city to file a Suspicious Activity Report under certain circumstances.
 - 3) Sending email or other wire transmitting anything anonymously or under an alias unless authorized.
 - 4) Engaging in any other activity restricted by local, state, federal, or international laws. Use of any city resources for illegal activity will be grounds for immediate dismissal. The city will cooperate with any legitimate law enforcement activity.
 - 5) Any files downloaded via the internet or transmitted onto a city computer or other device may be used only in ways that are consistent with applicable licenses or copyrights.

Personal views cannot be presented as though they are that of the city. Unless authorized to do so in the performance of your duties, employees may not speak or write in the name of the city. Employees must refrain from any unauthorized endorsement or appearance of endorsement by the city of any commercial product or service not sold or serviced by the city, its subsidiaries, or its affiliates.

All outgoing email and postings to [newsgroupsforums](#), [listservs](#), [social media](#), etc., must be reviewed just as though it were traditional correspondence. Improper spelling and grammar reflect poorly on the professional image of the city and its employees.

When participating in any [newsgroup forums](#) or chat session or when sending email, it is inappropriate to reveal confidential information, customer data, or trade secrets.

~~Use of the internet for extended periods of time, such as file downloads longer than 30 minutes each, video and audio streaming, and use of push technologies such as PointCast, Internet Channels or other recurring, regularly scheduled downloads, will be permitted on a case-by-case basis by the employee's supervisor. These activities should be completed during non-peak periods if at all possible.~~

Any program or file that is downloaded must be scanned for viruses before it is executed or accessed. The employee should ensure that the virus protection program installed on their computer is running at all times except instances when approved software is installed.

Any employee who attempts to disable or circumvent any city security program or device will be in violation of this policy and subject to personnel actions.

Although customer service is vital to our success, so is our obligation to help prevent identity fraud against any of our customers. For this reason, employees will not reveal confidential customer information in response to an email request unless the identity of the customer (email sender) is absolutely verified.

Files containing sensitive city or customer data that are transmitted in any way over the internet must be encrypted or password-protected in a city-approved manner. The decryption key or password should be transmitted to the intended receiver by another means, such as conventional mail or telephone. Exceptions must be approved by a supervisor and should be rare.

User identifications and passwords help maintain individual accountability for computer usage. These are meant to be confidential. [Anyone sharing credentials will be subject to the city's disciplinary policy.](#) City policy prohibits:

- 1) [The sharing of user identifications and passwords for use of any city computer or other device.](#)
- 2) [Posting/recording passwords in any way that is viewable or accessible to the public or other employees.](#)

2)3) Using any other user identifications and passwords other than those assigned to the user (unless the user has been given access to a shared account for basic access to a system).-

3)4) Obtaining or attempting to obtain another user's identification and password.

4)5) Allowing unauthorized (third party) to access any city computer or device.

~~Computers that have internal modems may bypass city security mechanisms included on the internal network. This configuration can allow an outside connection to be dialed into the city's computer. Any computer so equipped should be separate from an internal network to better protect the integrity of the networked computers.~~

Computers at work are for city use. However, when certain criteria are met, employees are permitted to engage in the following activities:

- 1) During work hours, employees may access job-related information to perform specific job requirements.
- 2) During work hours, employees may participate in newsgroupsforums, chat sessions, and email discussion groups (listservs), provided that these are job-performance related. If personal opinions are expressed, a disclaimer should be included clearly indicating that this is not an official city position.
- 3) During time off the clock, employees may retrieve non-job-related text and graphics to develop or enhance internet related skills. Adherence with this policy, and in particular, Section III., is required. If the employee's internet connection is shared, either on a shared computer or peripheral, city business conducted by an employee conducting official business will take precedence when there is a time-use conflict. This access is allowed to enhance the employee's skill set and should improve the accomplishment of job-related work assignments.

Protect your privacy, the privacy of the city's employees and citizens, and the information the city holds. Follow all privacy protection laws (i.e., the protection of personal information policy adopted by the city, HIPAA, etc.), and protect sensitive and confidential city information. Emailing this information without using a secured website or using city-approved encryption methods is prohibited. (03-12-2015).

Personal/sensitive information stored on digital media or magnetic tape for backup purposes must be encrypted in accordance with contemporary standards. (03-02-2015).

If personal/sensitive information is placed on a portable computing device and/or portable media, reasonable efforts must be taken, including physical controls and encryption, to protect the information from unauthorized access. Additionally, each person using the portable computing device and/or media must sign a form approved by the city indicating acceptance of the information and acknowledging their understanding of the responsibility to protect the information. (03-02-2015).

If personal/sensitive information must be shared with a third party to the city, that party must sign the city's Non-Disclosure Agreement for Service Providers before the personal/sensitive information can be shared. (03-02-2015).

If system access must be given to a third party of the city, that party must sign the city's Non-Disclosure Agreement for Service Providers before the system access can be granted.

When leaving the immediate area where your computer resides, either log off or lock your computer. (03-02-2015).

City employees are prohibited from automatically forwarding any city emails to a 3rd party or personal email account. (03-02-2015).

IV. TRAINING

All employees using the internet at or for the city are required to practice internet "netiquette" (which may be referenced on-line at <http://www.albion.com/netiquette>) complete annual online security awareness training. This training will be assigned to each user and delivered via an email from the approved security awareness training vendor. Additional ad-hoc training may be assigned throughout the year based on other factors (observed behaviors, phishing test failures, etc.). Employees that do not complete the assigned training in a reasonable time will be subject to the city's disciplinary policy.

V. Vendor and Third-Party Risk Management

Vendors with access to City data must meet minimum security standards, provide breach notification within 72 hours, and include data ownership and right-to-audit clauses in contracts.

Supply chain attacks are becoming more common. Some of these attack methods include:

- Computers or other devices with altered firmware that allow backdoor access to the system
- Hardware peripherals with integrated keyloggers or malware

- Open-Source software that has an upstream software update mechanism compromised so the act of updating the application installs malware, remote access tools, etc.
- Attackers manipulate software prior to deployment to gain system access in a target environment

Because of these risks, the Information Technology department should be involved in the review, procurement, and installation of all technology related hardware and software for the City (see section III. Policy Provisions and the Purchasing and Procurement section of the Employee Handbook).

V.VI. AUDIT

Internal audits will be completed periodically. The scope of the audit will include a review of users' logs as generated by any monitoring software approved by the city. Downloaded and archived documents will be periodically scanned for keywords and graphics, which are not in compliance with the restrictions set forth in this policy. Violations will be reported to the employee's supervisor and/or senior management, depending on the severity and frequency of the violations.

V.VII. SOFTWARE POLICY AND COPYRIGHTS

Any third-party software will be removed if it interferes with the smooth operation of any city-approved software or if it violates the City of Madisonville Acceptable Use of City Computer Technology Policy.

Copyrights: The City of Madisonville strongly supports strict adherence to software vendors' license agreements. When at work, or when the city's computing or networking resources are employed, copying of software in a manner that is not consistent with the vendor's license is strictly forbidden. Similarly, the reproduction, forwarding, or in any other way republishing or redistribution words, graphics, or other materials must be done only with the permission of the author and/or owner. Workers should assume that all materials on the internet are copyrighted unless specific notice states otherwise. Sharing access to any software or application that is not expressly approved by the software's license or acceptable use agreement is strictly forbidden.

V.VIII. ENFORCEMENT

Violations of this policy may result in disciplinary actions. Depending on the severity or frequency of the violations, this could include:

- Verbal warning for policy violations.
- A suspension/termination of internet or PC use privileges. This could then result in a position/function reassignment, and the employee's compensation package may be affected.
- A termination of employment.
- Personal liability under applicable local, state, federal, or international laws.



Permission for Road Closures

Melisa Bruner has requested permission to have a Hot Rod and Custom Car Show on July 11, 2026 and a Bluegrass Food Truck Festival on October 31, 2026 on Court Street - 10:00 a.m. to 7:00 p.m. Requesting permission to block the street starting at 8:00 a.m.

An application for First United Bank Plaza has been received and would like to request to use Police Station Parking Lot and Fire Department Parking Lot.

If approved they would need a road closed sign at the Main & Court Street Entrance along with corner of Union and Court Street along with some Trash Dumpsters.

MADISONVILLE

KENTUCKY

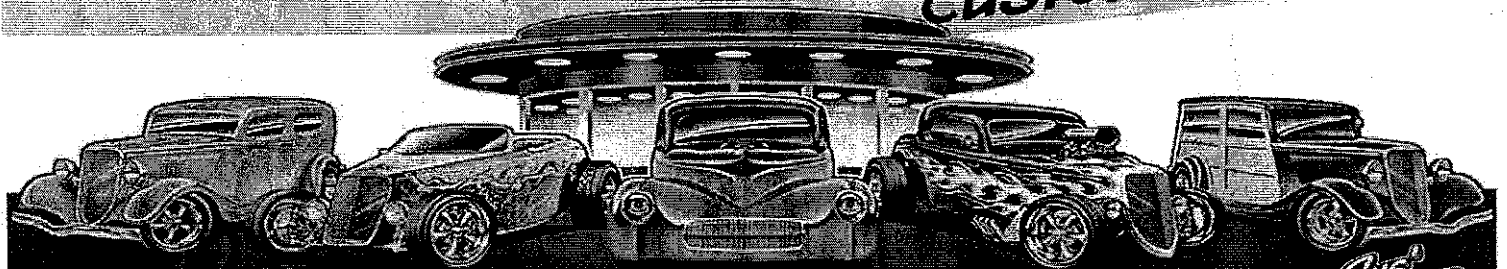
JULY 11TH 2026

ALL AMERICAN FUNSHINE FESTIVAL



10 S. MAIN ST. MADISONVILLE, KY.

Hot Rod AND CUSTOM CAR SHOW



Let's Get Fried



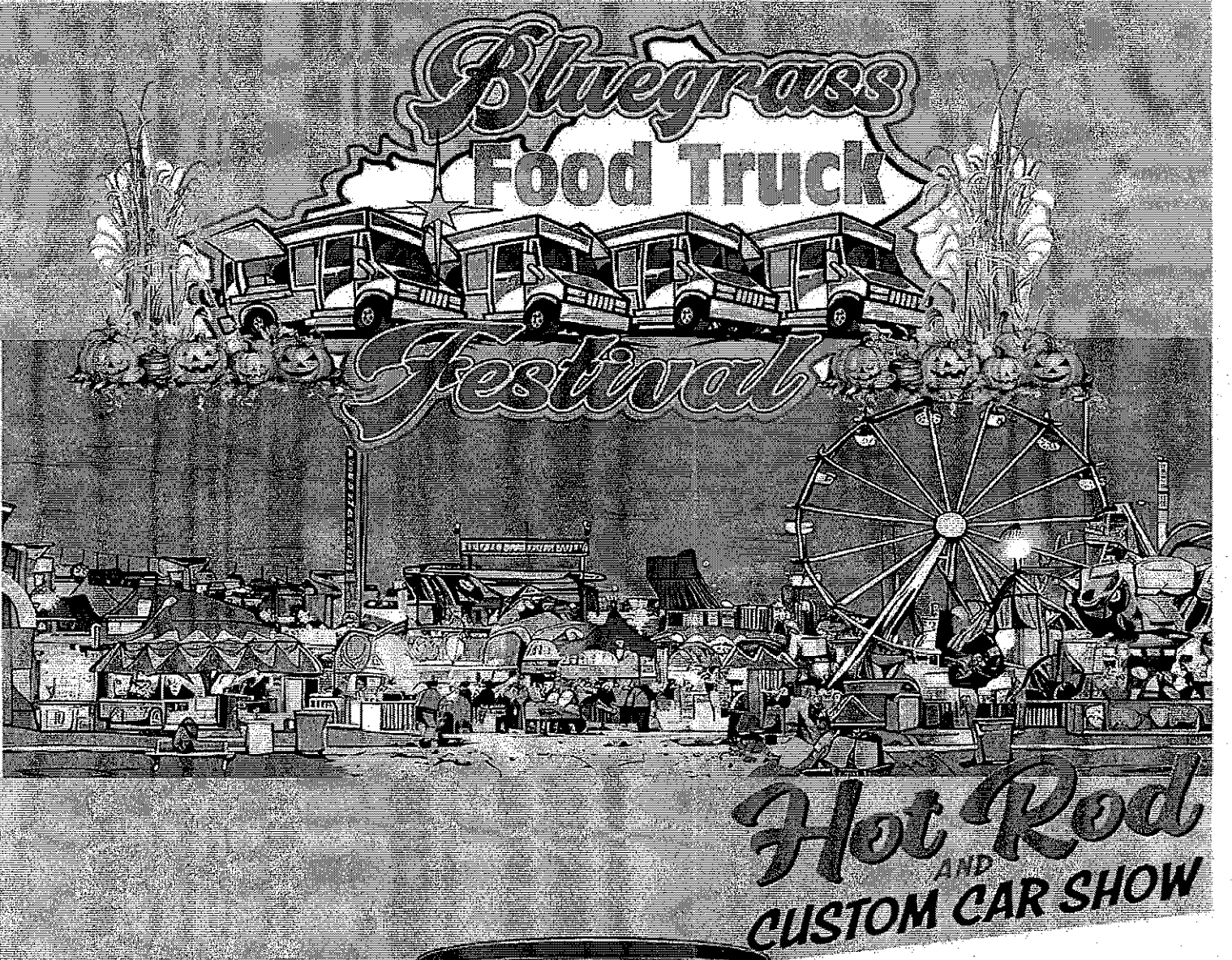
MADISONVILLE

KENTUCKY

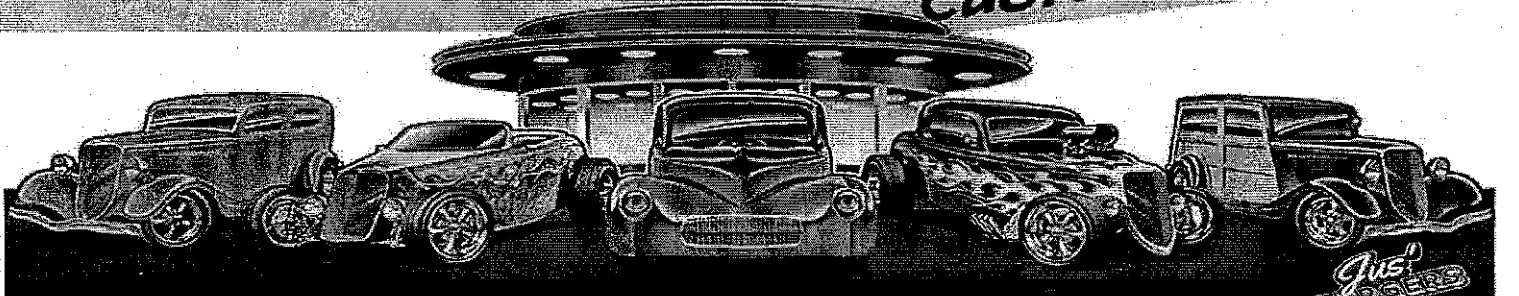
OCTOBER 31ST 2026

Bluegrass Food Truck

Festival



Hot Rod AND CUSTOM CAR SHOW



Let's Get Fried

