



BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

December 18, 2025 - 5:30 P.M.
Town Hall, 100 Main Street E.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Welcome from the Mayor
6. Presentation of FY 2024-2025 Audit: David M. Ellis, CPA
7. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Meeting dated November 20, 2025, monthly financial report, and department reports.
8. Visitors' Comments:
9. Old Business:
 - A. SECOND READING AND PUBLIC HEARING: Ordinance 25-543: Budget Amendment
10. New Business:
 - A. DISCUSSION AND CONSIDERATION: Resolution 25-665: Financial Literacy Initiative
 - B. DISCUSSION AND CONSIDERATION: Acceptance of Proposal for Financial and Compliance Auditing Services
11. Board Comments: Mayor, Vice-Mayor, Aldermen
12. Staff Comments: Town Manager, Asst. Town Manager, Town Attorney
13. 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 Mount Carmel Town Hall, 100 East Main Street, on November 20, 2025, at 5:30 p.m.

CALL TO ORDER

5:30 pm by Mayor John Gibson

INVOCATION/MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Led by Vice-Mayor Bare and Alderman Shugart

ROLL CALL:

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

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

APPROVAL and/or correction of the October 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

APPROVAL and/or correction of the November 4, 2025, Board of Mayor and Aldermen Special Called meeting minutes.

Motion: Alderman Shugart

Second: Alderman Binstock

Approved: All present voting in favor

VISITOR COMMENTS

NONE

OLD BUSINESS

NONE

NEW BUSINESS**A. FIRST READING: Ordinance 25-543: Budget Amendment**Motion: Alderman BinstockSecond: Alderman Shugart

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

B. DISCUSSION AND CONSIDERATION: Resolution 25-663: Participation in PEP Cyber Security GrantMotion: Alderman ShugartSecond: Alderman Binstock

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

C. DISCUSSION AND CONSIDERATION: Resolution 25-664: 2026 Community Outreach Event ScheduleMotion: Alderman BinstockSecond: Alderman Shugart

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

D. DISCUSSION AND CONSIDERATION: MOU with Sullivan Co. Solid Waste for Recycling Containers

Motion: Alderman Shugart
Second: Alderman Binstock

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

E. DISCUSSION AND CONSIDERATION: Debt Payoff and Financial Investments

Town to pay off sewer fund debt, invest reserve funds in LGIP. Town to also invest additional General Fund assets in LGIP.

Motion: Alderman Shugart
Second: Alderman Binstock

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

F. DISCUSSION AND CONSIDERATION: 2026 Meeting Dates

Approve meeting dates for workshops and regular scheduled meetings for 2026.

Motion: Alderman Shugart
Second: Alderman Binstock

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

ADJOURN

Motion: Alderman Shugart at **6:06 P.M.**
Second: Alderman Binstock
Approved: *All present voting in favor*

Approve: _____
John Gibson, Mayor

Attest: _____
Tyler Williams, Town Recorder



FINANCIAL REPORT

TOWN OF MOUNT CARMEL, TN

Month ending 11/30/2025

<u>GENERAL FUND:</u>	<u>BALANCE:</u>
Checking Account (First Horizon)	\$449,422.48
LGIP Investment Account	\$6,668,501.68
Capital Outlay Savings (First Horizon)	\$1,149.29
TOTAL:	\$7,119,073.45

<u>DRUG FUND:</u>	<u>BALANCE:</u>
Drug Fund Checking (First Horizon)	\$16,863.65
Special Drug Fund (First Horizon)	\$0.00
TOTAL:	\$16,863.65

<u>SEWER FUND:</u>	<u>BALANCE:</u>
Checking Account (First Horizon)	\$373,027.32
Savings/Sewer Savings 2014 (First Horizon)	\$1,052.01
LGIP Investment Account	\$1,001,975.47
TOTAL:	\$1,376,054.80

GRAND TOTAL CASH ON HAND:	\$8,511,991.90
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Current Savings Rate: 2.69%

Current LGIP Rate: 3.97%

Mount Carmel Fire Department

Mitch Walker, Fire Chief



December 1st, 2025

To: James Stables, City Manager

Ref: November 2025 Monthly Report

Volunteer Response Time to Station

- Average: 00:27
- 90th Percentile: 00:54

Apparatus Response Times

- Average: 4:33
- 90th Percentile: 7:03

Volunteer Staff Hours

- Emergency Response Hours: 70 hours, 2 minutes, 21 seconds
- Fire Prevention Hours: 2 hours

Training Hours

- Total: 264 Hours
 - o Company Level Training – 44 hours
 - o Live Fire Training – 160 hours
 - o Technical Rescue – 60 hours

Significant Activities

- Submitted Volunteer Fire Department Equipment Grant Application for \$47,000. This was applied for new vehicle extrication tools.
- Fall Recruit school courses completed, including basic firefighting, live burn, extrication, driver training, hazardous materials, etc.
- Transported the 5 MCES Fire Prevention writing contest winners to school in Tower 18.
- Multiple station improvement projects, including painting numerous areas of bay and training facility.
- Hosted Tennessee Commission on Firefighting practical and written examinations.
- Gas shut-off tower rebuild complete

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- Conducted Live Fire training for 21 students from across Hawkins County over two weekends.
 - Annual self-contained breathing apparatus flow and fit testing completed.
 - Sold 1998 Pierce Dash 75' Aerial for \$28,000 to City of Burnside, KY.
 - Participated in funeral services for Firefighter Dustin Grindstaff of Goshen Valley VFD. Dustin was a previous member of Mount Carmel Fire Department and current town resident.
 - Asst. Chief Luke Wood obtained his Fire Officer III certification.
 - Firefighter Elijah Needham obtained his Firefighter II certification.
 - Firefighter Noah Graziano obtained his Hazardous Materials Awareness certification



Custom ▾

Nov 1, 2025 - Nov 30, 2025 ▾

27%

FIRE

Percentage of Total Incidents

73%

EMS

Percentage of Total Incidents

30

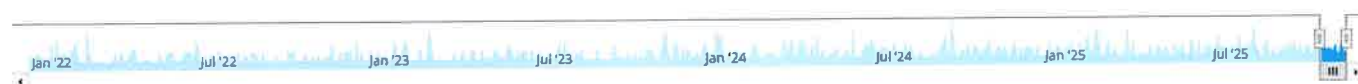
INCIDENTS

In Selected Time Slice

30

DAYS

In Selected Time Slice



Counts	% Rows		% Columns		% All									
Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
(31) Medical assist		2	6	3	4									15
(32) Emergency medical service (EMS) incident			2	3	2									7
(34) Search for lost person		1												1
(44) Electrical wiring/equipm. problem				1										1
(46) Accident, potential accident		1												1
(55) Public service assistance		1												1
(62) Wrong location, no emergency found					1									1
(65) Steam, other gas mistaken for smoke		1												1
(67) HazMat release investigation w/no HazMat			1											1
(74) Unintentional system/detect... operation (no fire)					1									1
Total		6	9	7	8									30



LEGISLATIVE MEMORANDUM

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

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: December 18, 2025

RE: SECOND READING AND PUBLIC HEARING: Ordinance 25-543: Budget
Amendment

SUMMARY:

This is the Second Reading and Public Hearing of a budget amendment for the General Fund and Sewer Fund for FY25-26. This amendment reflects unanticipated revenue and expenditure changes.

GF budgetary highlights include:

- Removal of FEMA grant revenue and expenditure.
- Addition of \$28,000 fire department revenue from sale of ladder truck. Funds are being added back into the fire department equipment budget.
- Addition of \$2,500 PEP Grant revenue.
- Adjustments to paving for over-budgeted expenditures.
- Addition of \$85,000 for recycling site development (grading, stone, paving, fence).
- Addition of \$45,000 to recreation budget for additional playground equipment, internet, and surveillance.
- Various adjustments to other expenditures.

SF budgetary highlights include:

- Increase in accounting fees revenue due to recent change in fee (\$60 to \$120).
- Projected increase in interest earnings due to additional investments.
- Addition of \$75,000 to residential pump repair/maintenance. \$51,000 has already been spent this year.
- \$40,000 additional to TLDA principal to pay off loan
- \$30,000 additional for sludge disposal. Was not allocated during budget planning.

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

GF: \$173,554 additional appropriation of fund balance to cover one-time, capital investments (paving, park equipment, recycling site, equipment).

SF: \$149,685.00 additional appropriation of fund balance/retained earnings to cover loan payoff, residential pump replacements and other various expenses.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Ordinance 25-543

Budget Amendment Excel Sheets



ORDINANCE # 25-543

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET AS PASSED BY ORDINANCE # 25-540 OF THE TOWN OF MOUNT CARMEL, TENNESSEE

WHEREAS, the Town of Mount Carmel adopted the fiscal year 2025-2026 budget by passage of Ordinance Number 25-540 on May 22, 2025; and,

WHEREAS, pursuant to the Tennessee state constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and,

WHEREAS, pursuant to the Municipal Budget Law of 1982, as found in the *Tennessee Code Annotated* section 6-56-209, the Board of Mayor and Aldermen has the authority to authorize the budget officer to transfer moneys from one appropriation to another within the same fund; and,

WHEREAS, projected revenues and expenditures for FY 2025-2026 have evolved;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 25-540 is hereby amended by the following for Revenues:

General Fund	FY 2025-2026	FY 2025-2026
	Original Budget	Amended Budget
Total Revenue	\$4,971,140.00	\$4,802,290.00
Sewer Fund	FY 2025-2026	FY 2025-2026
	Original Budget	Amended Budget
Total Revenue	\$2,972,700.00	\$2,987,700.00

SECTION 2. Ordinance Number 25-540 is hereby amended by the following for Expenditures:

General Fund	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Total Appropriations:	\$5,536,936.00	\$5,541,640.00
	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Fund Balance – Appropriated	\$565,796.00	\$739,350.00
Sewer Fund	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Total Appropriations:	\$3,368,850.00	\$3,518,535.00
	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Fund Balance – Appropriated	\$396,150.00	\$545,835.00

SECTION 3. The Board of Mayor and Alderman authorizes the Town Recorder to make said changes in the accounting system.

SECTION 4. This ordinance shall take effect upon publication after its final passage in a newspaper of general circulation, the public welfare requiring it.

Voting by the Board, as follows, on November 20, 2025, First Reading:

	<u>Yes</u>	<u>No</u>
Alderman Patrick	<u> x </u>	<u> </u>
Alderman Cross	<u> x </u>	<u> </u>
Alderman Shugart	<u> x </u>	<u> </u>
Alderman Binstock	<u> </u>	<u> x </u>
Alderman Gilliam	<u> </u>	<u> x </u>
Vice Mayor Bare	<u> x </u>	<u> </u>
Mayor Gibson	<u> x </u>	<u> </u>

Voting by the Board, as follows, on December 18, 2025, Second Reading and Public Hearing:

	<u>Yes</u>	<u>No</u>
Alderman Patrick	<u> </u>	<u> </u>
Alderman Cross	<u> </u>	<u> </u>
Alderman Shugart	<u> </u>	<u> </u>
Alderman Binstock	<u> </u>	<u> </u>
Alderman Gilliam	<u> </u>	<u> </u>
Vice Mayor Bare	<u> </u>	<u> </u>
Mayor Gibson	<u> </u>	<u> </u>

John Gibson, Mayor

ATTEST:

Tyler S. Williams, Town Recorder

GENERAL FUND	110	FISCAL YEAR	CHANGE APPROPRIATION		X
BUDGET AMD	#1	2025-2026	LINE ITEM MOVE		
DATE	12/18/2025				

GENERAL LEDGER ACCT. NO.	REVENUE ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
110-36935	Proceeds from Sale of Capital Assets	\$ -	\$ 28,000.00	\$ 28,000.00
110-33491	PEP Grants	\$ -	\$ 2,500.00	\$ 2,500.00
110-33710	Grants from County- Fire	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00
110-36330	Sale of Equipment	\$ -	\$ 500.00	\$ 500.00
110-33120	FEMA Grant	\$ 210,000.00	\$ (210,000.00)	\$ -
110-34740	Parks and Rec Charges	\$ -	\$ 150.00	\$ 150.00
TOTAL REVENUE AMENDED THIS AMENDMENT			\$ (168,850.00)	
TOTAL REVENUE BUDGETED		\$ 4,971,140.00	\$ (168,850.00)	\$ 4,802,290.00

GENERAL LEDGER ACCT. NO.	EXPENDITURES ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
110-42200-940	Fire Department/Equipment	605,000.00	39,617.00	\$ 644,617.00
110-41500-266	Admin/Building Maintenance	15,000.00	13,500.00	\$ 28,500.00
110-41500-236	Admin/Public Relation	5,000.00	1,500.00	\$ 6,500.00
110-42200-931	Fire Department/Paving	120,000.00	76,583.00	\$ 196,583.00
110-42200-733	Fire Department/FEMA Grant	240,000.00	(240,000.00)	\$ -
110-41000-790	Gen Govt/Home Grant	130,000.00	(20,331.00)	\$ 109,669.00
110-41000-510	Gen Govt/Insurance	125,000.00	(14,441.00)	\$ 110,559.00
110-43100-931	Public Works/Paving	350,000.00	44,600.00	\$ 394,600.00
110-43190-931	State St. Aid/Paving	50,000.00	(25,000.00)	\$ 25,000.00
110-43200-912	Solid Waste/Recycling Site Development	-	85,000.00	\$ 85,000.00
110-44440-725	Recreation/Park Development and Operation	110,000.00	43,500.00	\$ 153,500.00
110-44440-216	Recreation/Internet	-	1,500.00	\$ 1,500.00
110-41000-551	Gen Govt/Reappraisal Costs	9,000.00	(1,324.00)	\$ 7,676.00
TOTAL EXPENDITURES THIS AMENDMENT			\$ 4,704.00	
TOTAL EXPENDITURES BUDGETED		\$ 5,536,936.00	\$ 4,704.00	\$ 5,541,640.00

GENERAL LEDGER ACCT. NO.	FUND BALANCE ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMOUNT TO AMENDMENT	AMENDED BUDGET
110-27100	Fund Balance	\$ 565,796.00	\$ 173,554.00	\$ 739,350.00
TOTAL FUND BALANCE APPROPRIATED			\$ 173,554.00	

EXPLANATION	Change in 2025-2026 Fiscal Year Budget due to evolving priorities, various adjustments, and new revenues.		
Tyler Williams Town Recorder	_____	DATE	_____
John Gibson Mayor	_____	DATE	_____

SEWER FUND	412	FISCAL YEAR	CHANGE APPROPRIATION		X
BUDGET AMD	#1	2025-2026	LINE ITEM MOVE		
DATE	12/18/2025				

GENERAL LEDGER ACCT. NO.	REVENUE ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
412-37294	Accounting Fees	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
412-36100	Interest Earnings	\$ 28,000.00	\$ 12,000.00	\$ 40,000.00
TOTAL REVENUE AMENDED THIS AMENDMENT			\$ 15,000.00	
TOTAL REVENUE BUDGETED		\$ 2,972,700.00	\$ 15,000.00	\$ 2,987,700.00

GENERAL LEDGER ACCT. NO.	EXPENDITURES ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
412-52200-216	Internet Services	800.00	1,500.00	\$ 2,300.00
412-52200-362	Residential Pump Repair and Maintenance	-	75,000.00	\$ 75,000.00
412-52200-614	TLDA Principal	45,000.00	40,000.00	\$ 85,000.00
412-52200-952	Sludge Disposal Fees	-	30,000.00	\$ 30,000.00
412-52200-691	Bank Service Charges	-	2,000.00	\$ 2,000.00
412-52200-364	Plant Repair and Maintenance	-	500.00	\$ 500.00
412-52200-363	Sewer Line Repair and Maintenance	-	500.00	\$ 500.00
412-52200-330	Vehicle Operating Supplies	-	65.00	\$ 65.00
412-52200-320	Operating Supplies	-	120.00	\$ 120.00
TOTAL EXPENDITURES THIS AMENDMENT			\$ 149,685.00	
TOTAL EXPENDITURES BUDGETED		\$ 3,368,850.00	\$ 149,685.00	\$ 3,518,535.00

GENERAL LEDGER ACCT. NO.	FUND BALANCE ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMOUNT TO AMENDMENT	AMENDED BUDGET
412-28000	Fund Balance/Retained Earnings	\$ 396,150.00	\$ 149,685.00	\$ 545,835.00
TOTAL FUND BALANCE APPROPRIATED			\$ 149,685.00	

EXPLANATION	Change in 2025-2026 Fiscal Year Budget due to evolving priorities, various adjustments, and new revenues.
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Tyler Williams Town Recorder	_____	DATE	_____
John Gibson Mayor	_____	DATE	_____



LEGISLATIVE MEMORANDUM

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

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: December 18, 2025

RE: DISCUSSION AND CONSIDERATION: Resolution 25-665: Financial Literacy Initiative

SUMMARY:

Town administration attended the TN Dept. of the Treasury Financial Wellness Scorecard Summit in Rogersville in November. Hawkins County's financial wellness score came in 55.9, lower than the target rate for the state of 59.

This resolution affirms the Board of Mayor and Aldermen's support of financial literacy education in Mount Carmel. This resolution recognizes financial wellness as a public health priority and supports collaborative efforts to improve financial outcomes for all residents.

The Town plans to partner with First Horizon Bank and Mount Carmel elementary school to offer financial literacy classes designed for elementary aged children to teach the basics of finance.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Hawkins County Financial Wellness Scorecard

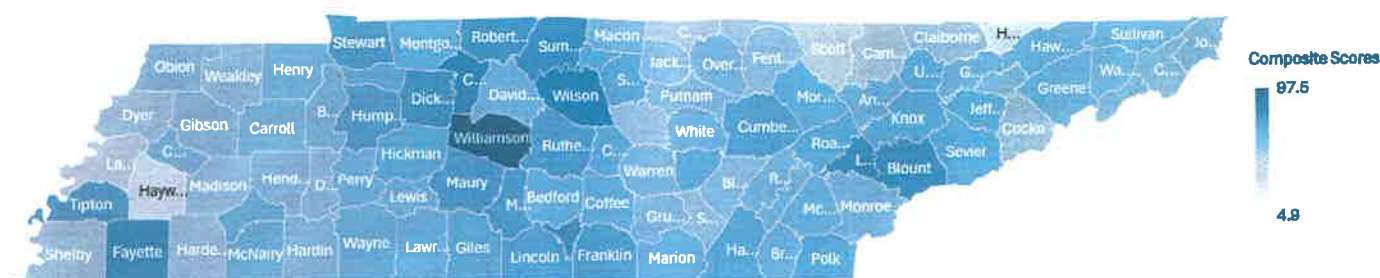
Resolution 25-665

Tennessee Financial Wellness Scorecard

Hawkins County

The *Tennessee Financial Wellness Scorecard* was developed by the Tennessee Financial Literacy Commission in partnership with the University of Tennessee's Boyd Center for Business & Economic Research. It provides a comprehensive look at the financial health of Tennesseans by analyzing key indicators such as income, poverty, homeownership, public assistance, and credit health. Each county receives a composite financial wellness score, allowing local leaders to understand how their community compares to the statewide average. This data is intended to guide targeted financial education, policy decisions, and community investments that support long-term economic stability and mobility.

Composite Financial Wellness Score



Tennessee has an average overall wellness score of 59.

Hawkins County has a **composite financial wellness score of 55.9**, compared to the **statewide average of 59**. This score reflects a combination of key indicators including **median household income, poverty levels, homeownership rates, reliance on public assistance, and credit health**.

Hawkins County at a Glance



57,446
Population

55.9

Hawkins County
Composite Financial
Wellness Score



23,090
Households

Hawkins County

Median Household Income



Median household income represents the mid-point of household earnings in each Tennessee county. In Tennessee, this figure has grown faster than the national average over the past five years. This upward trend has helped increase residents' purchasing power, even as the cost of goods and services has risen. The median household income in Hawkins County is lower than the average Tennessean.

Households in Poverty



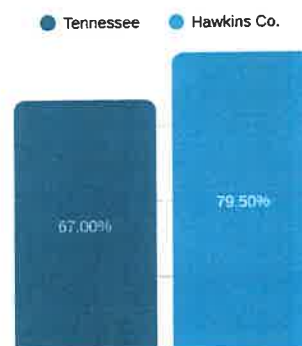
This indicator measures the share of households living below the Federal Poverty Level. According to the report, 14% of Tennessee households, about 393,000, fall below the poverty line. Additionally, 30% of households earn just above the poverty line but still struggle to meet basic needs such as housing, food, child care, transportation, and healthcare.

Households Receiving Social Assistance



This metric tracks the number of households receiving public benefits like the Supplemental Nutrition Assistance Program (SNAP). It highlights economic vulnerability and the extent to which families rely on government support to meet essential needs.

Homeownership



Homeownership reflects the percentage of households that own their homes, a key indicator of financial stability and long-term investment. It is one of the five weighted metrics used to calculate both county and state composite financial wellness scores.



RESOLUTION 25-665

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE RECOGNIZING FINANCIAL WELLNESS AS A PUBLIC HEALTH PRIORITY

PREAMBLE

Financial wellness is a critical component of individual and community well-being. Persistent financial stress is linked to a range of public health concerns, including mental health challenges, chronic stress-related illness, housing instability, food insecurity, and barriers to accessing healthcare. Addressing financial wellness is not only an economic imperative but also a public health priority.

The *Tennessee Financial Wellness Scorecard*, developed by the Tennessee Department of Treasury in partnership with the Boyd Center for Business and Economic Research at the University of Tennessee, highlights the ongoing financial challenges facing Tennesseans, including high rates of bankruptcy, distressed debt, and subprime credit scores. These indicators reflect barriers that limit opportunity and contribute to long-term health disparities.

The Scorecard encourages communities to take actionable steps to improve financial wellness by leveraging local partnerships, expanding access to financial education, and promoting tools and strategies that help residents make informed financial decisions. Cities and towns are uniquely positioned to convene stakeholders across sectors to develop coordinated strategies that promote financial stability and resilience.

WHEREAS, financial wellness is closely linked to physical and mental health, housing security, and overall quality of life; and; and

WHEREAS, the *Tennessee Financial Wellness Scorecard* identifies key indicators of financial stress that impact the well-being of individuals and families across the state; and

WHEREAS, addressing financial wellness through a public health lens can help reduce disparities, improve outcomes, and strengthen community resilience; and

WHEREAS, cities and towns play a vital role in fostering partnerships and aligning resources to address complex, interconnected challenges;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mount Carmel Board of Mayor and Aldermen recognizes financial wellness as a public health priority and supports collaborative efforts to improve financial outcomes for all residents.

BE IT FURTHER RESOLVED, that the Board of Mayor and Aldermen encourages:

1. Cross-sector partnerships among public health agencies, financial institutions, nonprofits, employers, and community organizations to address financial wellness;
2. Community-based initiatives that reduce financial stress and improve access to financial education, tools, and services;
3. Integration of financial wellness strategies into broader public health, housing, and social service programs;
4. Support for efforts to integrate age-appropriate financial literacy into K–12 education as part of a long-term strategy to build financial capability from an early age;
5. Ongoing evaluation of local financial wellness indicators and sharing of best practices to guide future action.

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

ADOPTED this 18th day of December, 2025.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder



LEGISLATIVE MEMORANDUM

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

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: December 18, 2025

RE: DISCUSSION AND CONSIDERATION: Acceptance of Proposal for Financial and
Compliance Auditing Services

SUMMARY:

The Town solicited RFPs for Financial and Compliance Audit Services for FY 25-26 with four renewable options through FY 29-30.

A review committee consisting of the CFO, AP/Payroll Clerk, Tax/Court Clerk, and the Vice-Mayor reviewed the proposals.

After deliberation and consideration, the review committee recommends acceptance of the proposal from Mauldin & Jenkins.

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

\$40,000

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Tabulation of Bids- RFP 25-004

Proposal from Mauldin & Jenkins



TABULATION OF BIDS
TOWN OF MOUNT CARMEL, TENNESSEE
DECEMBER 8, 2025- 10:00 AM
RFP # 25-004- FINANCIAL AND COMPLIANCE AUDITING SERVICES

The audit will examine the financial statements and records of all funds and account groups and grant contracts of the Town for the fiscal year ending June 30, 2026, with four annual renewal options at the Town's discretion for the fiscal years ending June 30, 2027; June 30, 2028; June 30, 2029; and June 30, 2030.

Proposals have been evaluated by a review committee. Considerations for award included, but were not limited to: experience, qualifications, availability and fee structure.

The review committee has reviewed and evaluated the following proposals:

Rodefer Moss	\$43,000.00
David M. Ellis, CPA	\$21,000.00
Mauldin & Jenkins	\$40,000.00

Review committee recommends acceptance of the bid from Mauldin & Jenkins, highlighted above.


Tyler Williams, Assistant Town Manager/CFO



Going Further.

Mount Carmel, Tennessee

Technical Proposal to Provide Audit Services

RFP# 25-004

Fiscal Year June 30, 2026 through 2030

Mauldin & Jenkins Certified Public Accountants

Contact Person: James Bence

Phone: (706) 258-8379

Email: jbence@mjcpa.com

200 W Martin Luther King BLV, Suite 1100

Chattanooga, TN 37402

mjcpa.com



Transmittal Letter

December 4, 2025

Assistant Town Manager
 Town of Mount Carmel
 100 E. Main Street
 Mount Carmel, Tennessee 37645

Ladies and Gentlemen:

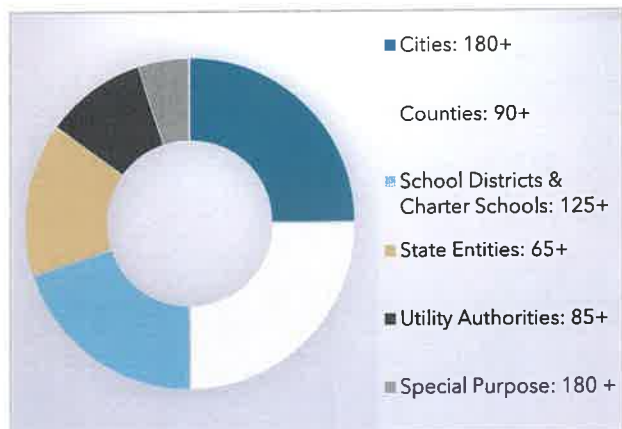
We appreciate the opportunity to propose on providing audit services to Town of Mount Carmel, Tennessee (the "Town"), and we are pleased to submit a qualifications package including cost estimates to provide annual financial and compliance auditing services for the Town. The contract for such audit services will be for fiscal year ending June 30, 2026, with four annual renewal options at the Town's discretion for the fiscal years ending June 30, 2027; June 30, 2028; June 30, 2029; and June 30, 2030.

We have read the Request for Proposal (RFP) and fully understand its intent and contents. We understand the time frame for performance of the annual financial audits as stipulated by the Town and agree to provide the services described in the proposal. We will conduct preliminary and final fieldwork and will issue all of the deliverables and reports substantially prior to the required due dates.


As professionals serving the public sector, Mauldin & Jenkins is qualified to serve the Town. We believe that Mauldin & Jenkins is the leader in auditing state and local governments in the Southeast. This leadership was achieved by recognizing that we are an important part of our client's success, with our objective being to ensure that accurate information is reported to the Town, management, and its citizens. Given the complexities of the Town's financial operations and the ongoing significant changes in accounting standards, we feel that it is very important that you select an auditing firm that is focused and experienced in the governmental industry. We differentiate ourselves from our peers via:

- ❖ **Experience with Governments.** As auditors for more governments in the Southeast than any other firm, our professionals are thoroughly versed in the complex governmental arena, and have consistently provided the highest quality of service to our government clients. We serve:

- 725+ state and local governments across the Southeastern U.S.A.
- 175+ water & sewer systems, 35+ airport operations, 25+ gas systems, 20+ electrical utilities, & 125+ transit services;
- 175 governments awarded the GFOA's and, or ASBO's Financial Reporting Certificates.
- 290+ of Single Audits as required by the Uniform Guidance.



Mauldin & Jenkins provides over 155,000 hours of service to over 725 governmental units in the Southeast on an annual basis utilizing over 150 professionals.

- ❖ **Responsiveness and Large Firm Resources with Small Firm Sensitivity.** We pride ourselves in responding to the needs of our clients; not only the ability to meet deadlines, but also to respond to other requests. Our ability to be responsive is enhanced by the open communications and good working relationship we have with our clients. Our resources provide for the flexibility to meet your needs and to perform our services in an efficient and effective manner.
- ❖ **Nationally Recognized.** Mauldin & Jenkins is consistently ranked in the Top 100 by various publications as one of the largest certified public accounting firms in the country. We are a regional firm, but the firm's influence is shared nationally. Our partners have volunteered to serve: as the American Institute of CPA's (AICPA's) Governmental Audit Quality Center's (GAQC) Executive Committee in 2022; the AICPA's State and Local Government Expert Panel in 2021; the AICPA's sole representative to Government Accounting Standards Advisory Council (GASAC); the 2015 Chairman of the board of the AICPA; and a board member of the International Federation of Accountants (IFAC) in 2016. In 2020, our own Joel Black was appointed to serve as the Chairman of the Governmental Accounting Standards Board (GASB). Mauldin & Jenkins is a leader nationally.
- ❖ **Experience with Client Transitions.** Over the past 25 years, we have experienced over 725 transitions as the new auditors of governmental entities. Our team offers a great deal of experience with serving new clients, and providing a smooth transition during the change in auditors. 
- ❖ **On-site or Remote Audits and Suralink.** Whether management elects for a remote or on-site audit, Mauldin & Jenkins is very effective in working from a hybrid environment. We also utilize software, like Suralink, on all audits to add organization and transparency to the audit process.
- ❖ **Information Technology Services.** Mauldin & Jenkins is one of 38 of the top 100 CPA firms in the nation who have invested in the AICPA's new revolutionary audit tool and methodology – the Dynamic Audit Solution (DAS). We also have resources to address the evolving cybersecurity threats to your government with Certified Information Systems Auditors (CISA) on staff and certified by the AICPA to provide cybersecurity advisory services and the newly created cybersecurity assessment.
- ❖ **Staff Continuity.** Our staff retention rates are considered to be among the best in the profession. We are able to not only provide consistency with the partner and manager on our engagement teams, but seniors as well. We also have enough resources at the partner, manager, and senior levels to provide for periodic rotations as requested by our clients.
- ❖ **Education.** Mauldin & Jenkins' clients have the opportunity to register and receive approximately 30 hours of continuing education on an annual basis, free of charge. We take our experience in serving governments, and choose timely and relevant topics to provide ongoing education to our clients, both virtually and in-person. Sessions are limited to clients only.

This proposal represents a firm offer for 90 days from the date of the proposal. As a member of Mauldin & Jenkins, James Bence is authorized to bind, and make representations for the Firm, and he will be the ultimate party responsible for the quality of the report and working papers. We welcome the opportunity to meet with you to present our proposal and our qualifications. Please contact us at (423) 756-6133. Again, on behalf of Mauldin & Jenkins, thank you for the opportunity to serve.

Sincerely,

MAULDIN & JENKINS, LLC



James Bence, CPA Partner

Audit Fee

As requested by the Town, we have included our all-inclusive maximum fees for the financial audit services for the June 30, 2026 year end audit below.

Audit of the Town's 2026 Financial Statements

	Hours	Rates	Total
Partners	20	300	\$ 6,000
Managers	50	230	11,500
Supervisory	50	200	10,000
Staff	120	175	21,000
Admin	10	120	1,200
Subtotal	250		49,700
M&J Discount from Standard Fees:			(9,700)
Total Proposed Fees			\$ 40,000

Important Notes to be Considered:

Note (1) – Unlimited Correspondence: It is Mauldin & Jenkins' policy to not charge for simple discussions and conversations that occur between the governmental entity and Mauldin & Jenkins that are only simple discussions (i.e., a phone call to ask certain questions that do not require additional research).

Note (2) – Free Periodic/Quarterly Continuing Education: As noted in our technical proposal, we provide free quarterly continuing education classes to our clients. This could amount to approximately \$3,000 of annual savings for the Town's estimated finance department per person.

Note (3) – Additional Services: If it should become necessary for the Town to request Mauldin & Jenkins to provide any additional services (such as bond issuances, etc.), then such additional work shall be performed only if set forth in an addendum to the contract between the Town and Mauldin & Jenkins.

Note (4) – No Hidden Fees or Costs: The pricing schedules contain all pricing information relative to performance of the audit as required by the Town including all reimbursement for travel, lodging, communications, etc. Our estimated number of hours and the associated fee estimate indicated are based on our professional judgment and experience with similar governmental entities. So long as there are no significant changes in the operations or the number of major programs of the Town and or the scope of services requested or significant problems requiring additional time, our quoted fees will not change.

Our proposed fixed pricing for the services described in the Town's RFP are as follows:

Fiscal Year Ending	Price
June 30, 2026	\$ 40,000
June 30, 2027	41,000
June 30, 2028	42,500
June 30, 2029	44,000
June 30, 2030	46,000

Additional Information of Value Added Services

Upcoming GASB Statements

As has been the case for the past 10 years, GASB has issued several other new pronouncements which will be effective in future years. The following is a brief summary of the new standards for which we will utilize our continuing education trainings and governmental newsletters. Additionally, we regularly assist our clients with understanding and implementing these new standards. The standards which will be implemented in the near future:

Statement No. 103, *Financial Reporting Model Improvements*
 Statement No. 104, *Disclosure of Certain Capital Assets*

As noted by the numerous pronouncements issued by GASB over the past decade, the GASB continues to research various projects of interest to governmental units. Subjects of note include:

Revenue and Expense Recognition
 Going Concern Uncertainty and Severe Financial Stress
 Classification and Disclosure of Capital Assets



Free Continuing Education for Governmental Clients

We provide free quarterly continuing education for all of our governmental clients. Each quarter, we pick a couple of significant topics tailored to be of interest to governmental entities, and offer the sessions several times per quarter virtually and at a variety of client provided locations resulting in greater networking among our governmental clients. We normally see approximately 100-200 people per quarter. We obtain the input and services of experienced outside speakers along with our in-house professionals.

"I've been a CPA for 32 years. Today's CPE class by Mauldin & Jenkins has been the best of my career". Terry Nall, CPA, City of Dunwoody (GA) Council Member

"They are always on top of new accounting pronouncements and provide training well before implementation deadlines. This is a very valuable resource for our organization". Laurie Puckett, CPA, CPFO, Gwinnett County (GA), Accounting Director

Examples of subjects addressed in past quarters include:

- Accounting for Debt Issuances
- Achieving Excellence in Financial Reporting
- Best Budgeting Practices, Policies and Processes
- Budget Preparation
- Capital Asset Accounting Processes and Controls
- Coaching and Mentoring
- Closing Out and Audit Preparation
- Collateralization of Deposits and Investments
- Component Units
- Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)
- Cybersecurity Risk Management
- Detecting Fraud in Revenues and Expenditures
- Evaluating Financial and Non-Financial Health of a Local Government
- Financial Report Card – Where Does Your Government Stand?
- Financial Reporting Model Improvements
- GASB No. 74 & 75, New OPEB Standards
- GASB No. 77, Tax Abatement Disclosures
- GASB No. 84, Fiduciary Activities
- GASB No. 87, Leases
- GASB No. 96, SBITAs
- GASB No. 100, Accounting and Error Corrections
- GASB No. 101, Compensated Absences
- GASB No. 102, Certain Risk Disclosures
- GASB Projects & Updates (ongoing and several sessions)
- Grants (Accounting and Auditing)
- Human Capital Management
- Information Technology (IT) Risk Management
- Internal Controls Over Accounts Payable, Payroll and Cash Disbursements
- Internal Controls Over Receivables & the Revenue Cycle
- Legal Considerations for Debt Issuances & Disclosure Requirements
- Navigating IRS Communications with Success
- Policies and Procedures Manuals
- Presenting Financial Information to Non-Financial People
- Procurement Card Red Flags
- Risk, Efficiency, & Effectiveness in Governments
- Single Audits for Auditees
- SPLOST Accounting, Reporting & Compliance
- Uniform Grant Guidance



Governmental Newsletters



We produce quarterly newsletters tailored to meet the needs of governments. We also provide additional timely newsletters and announcements as necessary on any emerging topics to ensure governments stay informed of current developments in the government finance environment. The newsletters are authored by Mauldin & Jenkins governmental industry specialists and have addressed a variety of subjects.

In the past several years, the following topics have been addressed in our newsletters:

- Are Your Government's Funds Secure?
- COVID-19 Updates (several)
- Cybersecurity Awareness
- Changes to FEMA's Disaster Recovery Grant Program
- Deposit Collateralization
- Employee vs Independent Contractor
- Escheat Laws on Unclaimed Property
- Federal Funding and Accountability Transparency Act
- Financial Data Transparency Act
- Forensic Audit or Financial Audit?
- Form PT 440
- GASB No. 72, Fair Value, It is Not Totally About Disclosure
- GASB No.'s 74 & 75, Other Post-Employment Benefits (OPEB)
- GASB No. 77, Abatements – Go Viral with GASB 77
- GASB No. 84 Fiduciary Activities (Series)
- GASB No. 87, Leases
- GASB No. 89, Accounting for Interest Cost Incurred Before the End of Construction
- GASB No. 91, Conduit Debt Obligations
- GASB No. 93, Replacement of Interbank Offered Rates
- GASB No. 100, Accounting Changes and Error Corrections
- General Data Protection Regulation (GDPR)
- GFOA announces new COA Submission Requirement
- Grants Management
- IRS Imposing ACA Penalties – Including to Governmental Entities
- OMB Compliance Supplements
- OPEB, What You Need to Know
- Public Funds and Secure Deposit Program
- Rotating or Not Rotating Auditors
- Property Tax Assessments
- Remote Auditing Best Practices
- Refunding Debt
- Sales & Use Taxes on Retail Sales of Jet Fuel
- Sales Tax Collections and Remittances by the State
- SAS Clarity Standards and Group Audits
- Single Audit, including Uniform Guidance (several)
- Social Security Administration (SSA) Incentive Payments
- Special Purpose Local Option Sales Taxes (SPLOST) Expenditures
- Subrecipient Risk Assessment Tool
- Supplemental Social Security for Inmates
- The New Tax Cuts and Jobs Act – Impact on Bond Refunding

You are the best auditors I have ever worked with over my career. It is a big difference having a group that is dedicated to governmental accounting.

Wesley Ropp,

**Charleston Water System,
Chief Financial Officer**

- Uniform Guidance & New Procurement Requirements
- What's Happening with Property Tax Assessments

Auditor's Discussion & Analysis

During the course of serving our clients, we stress the importance of timely and frequent communication. Such communication takes place throughout the audit and throughout the year, and includes proactive communications regarding new and upcoming accounting standards and auditing standards, as well as, the availability to answer questions and provide advice to the government.

We believe such communication is a key to providing timely value-added service to our clients.

At the conclusion of the audit process, Mauldin & Jenkins prepares an Auditor's Discussion & Analysis (formerly called the Audit Agenda) which provides auditor insight and summarizes the audit process, conclusions, and year-end financial analysis all under one cover.



Elements of the Auditor's Discussion & Analysis include the following:

- Information about the Firm, and the respective personnel serving the government;
- Results of the audit and other matters which should be emphasized to the governing board;
- An overview of the governments year-end financial results and auditor insights relative to key financial elements of the government;
- An understanding of the internal control/compliance audit reports and the results of our testing of internal controls and compliance with laws and regulations;
- A summary of certain audit scopes and procedures utilized by Mauldin & Jenkins during the audit process;
- Documentation of certain required communications as required by auditing standards;
- If applicable, a summary of any findings (material weaknesses and/or significant deficiencies) and management recommendations resulting from the audit;
- Practical information regarding upcoming new financial reporting and auditing standards and pronouncements affecting the government;
- A summary of the free continuing education and newsletters made available to the government during the past year.

Mauldin & Jenkins Partner Joel Black Appointed GASB Chairman



In 2020, the Financial Accounting Foundation's board of trustees appointed Joel Black, partner-in-charge of Mauldin & Jenkins audit practice, the next Chairman of the Governmental Accounting Standards Board.

"I am very excited to take on this new professional challenge. I have been immersed my entire adult life in the important, complex world of governmental accounting. I am eager to join my new colleagues in the mission to establish and improve accounting standards, and to engage with the remarkably diverse groups of stakeholders who care so much about public sector financial reporting."

"Joel Black has a longstanding and demonstrated commitment to the mission and work of the GASB and will make an excellent chair," said Financial Accounting Foundation Chairman Kathy Casey in a statement. "He brings

extensive knowledge and experience to the role and has genuine appreciation for the opportunities and challenges that our stakeholders face as accounting standards change. We are pleased to welcome him to the organization and look forward to his future leadership.”

Closing

We appreciate the opportunity to serve the Town of Mount Carmel. We believe Mauldin & Jenkins is the “right” Firm for the Town. Our experience and knowledge in the governmental sector of accounting is vast and ever-improving. We would be very pleased to share our experience and understanding of governmental accounting and operations for the benefit of the Town.

We would greatly appreciate your recommending us for your continued audit, accounting, and financial reporting needs. Should you or anyone at the Town have any questions with regards to this proposal or about Mauldin & Jenkins, please feel free to contact us.



423-756-6133

www.mjcpa.com