



BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

January 23, 2025 - 5:30 P.M.
City Hall, 100 East Main St.

1. Public Hearing: Ordinance 24-537 Budget Amendment
2. Call to Order- Board of Mayor and Aldermen Regular Scheduled Meeting
3. Invocation
4. Pledge of Allegiance
5. Roll Call
6. Welcome from the Mayor
7. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Meeting dated December 19, 2024, department reports, and monthly financial report.
8. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Special Called Meeting dated January 16, 2025.
9. Visitors Comments:
All persons wishing to address the Board shall stand and state their name and address and shall be limited to a brief presentation. The Board may NOT participate in any discussion and cannot vote on the subject you present. Absent an emergency, the earliest time the Board might discuss and vote on your matter will be at the next Board meeting. Individuals and/or group representatives who have placed an item on tonight's agenda will be allowed to make brief comments when that agenda item is opened for discussion.
10. Old Business:
 - A. SECOND READING: Ordinance 24-537 Budget Amendment
 - B. SECOND READING: Ordinance 24-538 Official Depository for City Funds
 - C. DISCUSSION AND CONSIDERATION: Rules of Order by Resolution 25-643
11. New Business:
 - A. DISCUSSION AND CONSIDERATION: LGIP Investment by Resolution 25-644
 - B. DISCUSSION AND CONSIDERATION: Mayor's Committee Appointments
12. Board Comments: Mayor, Vice-Mayor, Aldermen, Staff Comments: City Manager, CMFO, City 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 Town of Mount Carmel City Hall, 100 East Main Street, on December 19, 2024, at 5:30pm

CALL TO ORDER

5:30 pm by Mayor John Gibson

INVOCATION AND PLEDGE OF ALLEGIANCE

Led by Alderman Binstock and Alderman Shugart

ROLL CALL:

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

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

APPROVAL and/or correction of the November 21, 2024, Board of Mayor and Aldermen meeting minutes, departmental and financial reports.

Motion: Alderman Shugart

Second: Vice-Mayor Bare

Approved: All present voting in favor

VISITOR COMMENTS

NONE

OLD BUSINESS

NONE

NEW BUSINESS

A. PRESENTATION: 2022-2023 Audit by David M. Ellis, CPA

Mr. Ellis was unable to attend due to illness. Presentation postponed until January 2025.

B. DISCUSSION AND CONSIDERATION: Adoption of Rules of Order

In an effort to ensure business of the Board of Mayor and Aldermen of the Town of Mount Carmel, Local Jurisdictional Rules of Order, combined with Roberts Rules of Order are being offered to ensure expedient and efficient execution of the Town Elected Board members' business obligations are met, and the public is served well.

Item was considered as a discussion point. Will need to be brought before the Board as a Resolution.

Motion: Alderman Shugart

Second: Alderman Binstock

Approved: All present voting in favor

C. DISCUSSION AND CONSIDERATION: Adoption of Communication Strategies for Elected Town Officials

To improve the communication process for the staff and elected officials, this item is proposed to enhance and ensure that all communications are timely, effective, efficient, and consistent. Also, to reduce the personal vulnerability and liability of public records requests, and the archiving challenges for elected officials who are currently utilizing personal devices and personally developed email addresses while conducting official business of the Town of Mount Carmel.

Motion made to purchase tablets and official town emails for all elected officials.

Motion: Vice-Mayor Bare

Second: Alderman Patrick

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

D. DISCUSSION AND CONSIDERATION: TDEC attorney Choice and Direction Letter

The attorney representing the Town in our Commissioner's Order for our Wastewater Plant with the Tennessee Department of Environment and Conservation (TDEC) is leaving the firm of Burr & Forman LLP and relocating to Thompson Burton PLLC. With his exit from Burr & Forman, LLP we have received a "Choice and Direction" letter which requires us to make a choice on how to proceed.

Motion to select "Option 3," which is to transfer matter(s) to William Penney at Thompson, along with any unapplied trust accounts, and terminate client relationship with Burr & Forman LLP" and to authorize an additional 10 hours of paid attorney time.

Motion: Alderman Shugart

Second: Alderman Patrick

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

E. FIRST READING: Ordinance 24-537 Budget Amendment

This amendment reflects changes in the FY25 budget due to grants being awarded to the Town of Mount Carmel Fire Department and Police Department. The Fire Department was awarded a \$420,000.00 CDBG grant for the purchase of a fire truck (\$80,000 match required). The Fire Department was also awarded a \$7,795.00 grant for the purchase of a fire skid unit (no match required). The Police Department was awarded a \$10,000.00 TN Highway Safety Office High Visibility Grant (no match required).

Motion: Alderman Shugart

Second: Alderman Gilliam

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

Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

F. FIRST READING: Ordinance 24-538 Official Depository for City Funds

This ordinance amends the Municipal Code to properly reflect the T.C.A. requirements for official depositories of municipal funds.

Motion: Alderman Shugart

Second: Alderman Binstock

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

G. FIRST READING: Ordinance 24-539 Purchasing Policy

This ordinance will implement best practices recommended by the University of Tennessee Municipal Technical Advisory Service, allowing for better efficiency, effectiveness, and accountability in accomplishing the purchasing actions for the Town.

Motion: Alderman Shugart

Second: Alderman Patrick

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

H. DISCUSSION AND CONSIDERATION: 2025 Community Outreach Event Schedule by Resolution 24-641

Motion to amend the schedule to add Veteran's Day and Law Enforcement Week.

Motion: Alderman Gilliam

Second: Alderman Patrick

Approved: *All present voting in favor*

Motion to approve the amended 2025 Community Outreach Event Schedule by Resolution 24-641

Motion: Alderman Shugart

Second: Alderman Patrick

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

I. DISCUSSION AND CONSIDERATION: Brush and Large Item Pickup by Resolution 24-642

This resolution sunsets previous resolutions addressing brush and large item pick-up and the fee assessment and collection for large item pickup, replacing them in their entirety.

Motion: Alderman Shugart

Second: Alderman Patrick

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

J. DISCUSSION AND CONSIDERATION: Town Administrator Agreement

Motion to table for further discussion and address in January 2025.

Motion: Vice-Mayor Bare

Second: Alderman Patrick

Approved: *All present voting in favor*

K. DISCUSSION AND CONSIDERATION: Wastewater Treatment Plant Sludge Removal

Our wastewater consultant has advised that we need sludge hauling again and is seeking to have 10 loads removed from the plant, which is approximately 2,400 gallons per load, or 24,000 total. The per load fee is \$750, or \$7,500 total.

Motion: Alderman Binstock

Second: Alderman Cross

Approved: *All present voting in favor*

COMMENTS:

Mayor John Gibson- Reminded everyone of the Elected Officials training in January, upcoming MTAS strategic planning, and the Santa Run on December 21

Vice-Mayor Jim Bare- Merry Christmas and Happy New Year

Alderman Darby Patrick- Merry Christmas and Happy New Year

Alderman Mindy Shugart- Merry Christmas and Happy New Year

Alderman James Cross- Merry Christmas and Happy New Year

Alderman Philip Binstock- Merry Christmas and Happy New Year

Alderman Jim Gilliam- Merry Christmas and Happy New Year

City Manager Jim Stables- Thanks for 100 productive days. Merry Christmas

City Recorder Tyler Williams- Thanks for cooperation of everyone during first few months. New website is live. Merry Christmas

City Attorney Allen Coup- Pleasure seeing new board come together and work efficiently. Merry Christmas and Happy New Year

ADJOURN

Motion: Alderman Shugart at **6:20 pm**

Second: Vice-Mayor Bare

Approved: *All present voting in favor*

Approve: _____
John Gibson, Mayor

Attest: _____
Tyler Williams, City Recorder



FINANCIAL REPORT

TOWN OF MOUNT CARMEL, TN

Month ending 12/31/2024

GENERAL FUND:

BALANCE:

Checking Account (First Community)	\$9,094.50
Checking Account (First Horizon)	\$2,973,878.11
LGIP Investment Account	\$4,046,411.72
Capital Outlay Savings (First Horizon)	\$387,120.08
Drug Fund (First Horizon)	\$10,034.16
Special Drug Fund (First Horizon)	\$1,038.95
TOTAL:	\$7,427,577.52

SEWER FUND:

BALANCE:

Checking Account (First Community)	\$1,574.63
Checking Account (First Horizon)	\$1,052,468.61
Savings/Bond Reserve 2014 (First Horizon)	\$104,211.08
Savings/Sewer Savings 2014 (First Horizon)	\$525,922.96
TOTAL:	\$1,684,177.28

GRAND TOTAL CASH ON HAND:	\$9,111,754.80
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Current Savings Rate: 3.16%

Current LGIP Rate: 4.56%

Fund : 110			Monthly Comparative:			50.00%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41000	General Government							
235	Dues		(4,000.00) 0.00	(4,000.00)	3,312.00 0.00	(688.00)	82.80%	0.00 0.00
236	Public Relation		(25,000.00) 0.00	(25,000.00)	20,335.07 0.00	(4,664.93)	81.34%	77.00 0.00
240	Utilities		(18,000.00) 0.00	(18,000.00)	6,667.30 0.00	(11,332.70)	37.04%	1,201.78 0.00
245	Telephone And Other Communication Services		(3,000.00) 0.00	(3,000.00)	938.25 0.00	(2,061.75)	31.28%	128.01 0.00
254	Engineering Services		(4,000.00) 0.00	(4,000.00)	0.00 0.00	(4,000.00)	0.00%	0.00 0.00
510	Insurance		(125,000.00) 0.00	(125,000.00)	68,723.75 0.00	(56,276.25)	54.98%	0.00 0.00
551	Reappraisal Costs		(9,000.00) 0.00	(9,000.00)	7,739.38 0.00	(1,260.62)	85.99%	0.00 0.00
597	Safety Program		(2,500.00) 0.00	(2,500.00)	0.00 0.00	(2,500.00)	0.00%	0.00 0.00
691	Bank Service Charges		(120.00) 0.00	(120.00)	1,192.27 0.00	1,072.27	993.56%	1,142.27 0.00
720	First Tn Development District		(1,700.00) 0.00	(1,700.00)	1,635.00 0.00	(65.00)	96.18%	0.00 0.00
722	First TN Human Resource Agency		(2,500.00) 0.00	(2,500.00)	0.00 0.00	(2,500.00)	0.00%	0.00 0.00
723	Senior Citizens Donation		(33,000.00) 0.00	(33,000.00)	0.00 0.00	(33,000.00)	0.00%	0.00 0.00
724	Hawkins Co Chamber Of Commerce		(2,500.00) 0.00	(2,500.00)	2,500.00 0.00	0.00	100.00%	0.00 0.00
726	AIRMED		(1,600.00) 0.00	(1,600.00)	0.00 0.00	(1,600.00)	0.00%	0.00 0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940	Equipment		(250,000.00)	(250,000.00)	104,000.00	(146,000.00)	41.60%	0.00
41500	Financial Administration							0.00
121			(250,000.00)	(250,000.00)	107,891.48	(142,108.52)	43.16%	21,039.60
	Wages		0.00		0.00			0.00
141			(20,000.00)	(20,000.00)	8,219.29	(11,780.71)	41.10%	1,522.22
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(45,000.00)	(45,000.00)	27,449.44	(17,550.56)	61.00%	5,567.97
	Employee Insurance		0.00		0.00			0.00
143			(31,000.00)	(31,000.00)	6,516.92	(24,483.08)	21.02%	1,159.82
	Employee Retirement Plan		0.00		0.00			0.00
147			(500.00)	(500.00)	367.26	(132.74)	73.45%	12.31
	Unemployment Insurance		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	110.00	(890.00)	11.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
161			(14,000.00)	(14,000.00)	8,187.72	(5,812.28)	58.48%	753.01
	Fees Of Alderman And Mayor		0.00		0.00			0.00
216			(1,200.00)	(1,200.00)	452.35	(747.65)	37.70%	90.47
	Internet Services		0.00		0.00			0.00
217			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Web Services		0.00		0.00			0.00
235			(1,000.00)	(1,000.00)	83.08	(916.92)	8.31%	83.08
	Dues		0.00		0.00			0.00
237			(3,000.00)	(3,000.00)	695.60	(2,304.40)	23.19%	135.40
	Advertising		0.00		0.00			0.00
250			(4,800.00)	(4,800.00)	2,400.00	(2,400.00)	50.00%	400.00
	City Judge		0.00		0.00			0.00
251			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
	Medical Services		0.00		0.00			0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
252	Legal Services		(30,000.00) 0.00	(30,000.00)	20,600.00 0.00	(9,400.00)	68.67%	3,632.50 0.00
253	Accounting And Auditing Fees		(40,000.00) 0.00	(40,000.00)	20,676.25 0.00	(19,323.75)	51.69%	19,833.00 0.00
255	Computer Hardware/Software Support		(56,400.00) 0.00	(56,400.00)	13,025.38 0.00	(43,374.62)	23.09%	0.00 0.00
257	Planning And Zoning Services		(15,000.00) 0.00	(15,000.00)	7,725.00 0.00	(7,275.00)	51.50%	0.00 0.00
266	Repair And Maintenance Buildings		(50,000.00) 0.00	(50,000.00)	2,935.60 0.00	(47,064.40)	5.87%	250.00 0.00
280	Travel		(2,500.00) 0.00	(2,500.00)	187.36 0.00	(2,312.64)	7.49%	0.00 0.00
298	Commission Fees		(2,000.00) 0.00	(2,000.00)	1,593.19 0.00	(406.81)	79.66%	10.13 0.00
310	Office Supplies And Postage		(8,000.00) 0.00	(8,000.00)	5,083.45 0.00	(2,916.55)	63.54%	770.54 0.00
312	Pitney Bowes Supplies		(2,200.00) 0.00	(2,200.00)	827.67 0.00	(1,372.33)	37.62%	0.00 0.00
479	Miscellaneous		(4,000.00) 0.00	(4,000.00)	4,655.90 0.00	655.90	116.40%	262.09 0.00
625	Operating Lease Copier		(1,500.00) 0.00	(1,500.00)	464.51 0.00	(1,035.49)	30.97%	77.27 0.00
940	Equipment		(4,000.00) 0.00	(4,000.00)	1,485.29 0.00	(2,514.71)	37.13%	0.00 0.00
947	New Computer/Support/Equipment		(1,500.00) 0.00	(1,500.00)	357.98 0.00	(1,142.02)	23.87%	0.00 0.00
42100	Police Department							
121	Wages		(360,000.00) 0.00	(360,000.00)	137,549.67 0.00	(222,450.33)	38.21%	25,851.27 0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
122	Overtime Wages		(20,000.00)	(20,000.00)	9,328.70	(10,671.30)	46.64%	1,863.38
			0.00		0.00			0.00
141	Oasi (Employer's Share)		(30,000.00)	(30,000.00)	10,546.02	(19,453.98)	35.15%	1,996.13
			0.00		0.00			0.00
142	Employee Insurance		(75,500.00)	(75,500.00)	16,457.68	(59,042.32)	21.80%	3,166.17
			0.00		0.00			0.00
143	Employee Retirement Plan		(48,000.00)	(48,000.00)	9,950.16	(38,049.84)	20.73%	1,705.16
			0.00		0.00			0.00
147	Unemployment Insurance		(500.00)	(500.00)	85.16	(414.84)	17.03%	10.28
			0.00		0.00			0.00
148	Employee Education And Training		(4,500.00)	(4,500.00)	5,560.00	1,060.00	123.56%	300.00
			0.00		0.00			0.00
216	Internet Services		(1,000.00)	(1,000.00)	399.90	(600.10)	39.99%	79.98
			0.00		0.00			0.00
219	Ecom		(1,400.00)	(1,400.00)	0.00	(1,400.00)	0.00%	0.00
			0.00		0.00			0.00
245	Telephone And Other Communication Services		(6,000.00)	(6,000.00)	2,651.82	(3,348.18)	44.20%	337.73
			0.00		0.00			0.00
251	Medical Services		(500.00)	(500.00)	230.00	(270.00)	46.00%	0.00
			0.00		0.00			0.00
255	Computer Hardware/Software Support		(15,000.00)	(15,000.00)	12,420.64	(2,579.36)	82.80%	6,293.00
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		(15,000.00)	(15,000.00)	13,804.18	(1,195.82)	92.03%	0.00
			0.00		0.00			0.00
280	Travel		(2,500.00)	(2,500.00)	961.15	(1,538.85)	38.45%	356.99
			0.00		0.00			0.00
310	Office Supplies And Postage		(3,000.00)	(3,000.00)	3,190.19	190.19	106.34%	(89.21)
			0.00		0.00			0.00
320	Operating Supplies		(5,000.00)	(5,000.00)	4,343.37	(656.63)	86.87%	146.28
			0.00		0.00			0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
325		Bullet Proof Vests	(2,000.00)	(2,000.00)	1,275.00	(725.00)	63.75%	1,275.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(4,000.00)	(4,000.00)	4,673.35	673.35	116.83%	169.99
			0.00		0.00			0.00
329		E-TICKET SUPPLIES	(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
			0.00		0.00			0.00
330		Vehicle Operating Expense	(25,000.00)	(25,000.00)	4,052.75	(20,947.25)	16.21%	461.90
			0.00		0.00			0.00
331		Fuel Expense	(20,000.00)	(20,000.00)	5,285.88	(14,714.12)	26.43%	972.94
			0.00		0.00			0.00
336		Radio Expense	(4,500.00)	(4,500.00)	18.44	(4,481.56)	0.41%	18.44
			0.00		0.00			0.00
479		Miscellaneous	(1,500.00)	(1,500.00)	1,026.28	(473.72)	68.42%	250.00
			0.00		0.00			0.00
560		Dept Of Safety Charges	(6,500.00)	(6,500.00)	557.63	(5,942.37)	8.58%	201.95
			0.00		0.00			0.00
625		Operating Lease Copier	(2,000.00)	(2,000.00)	375.94	(1,624.06)	18.80%	55.78
			0.00		0.00			0.00
705			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
940		THSO HI VISIBILITY GRANT FY 20-21	(60,000.00)	(60,000.00)	57,227.00	(2,773.00)	95.38%	57,227.00
			0.00		0.00			0.00
42129		Equipment						
		Drug Fund						
940			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
42200		Equipment						
		Fire Department						
121			(92,000.00)	(92,000.00)	36,647.82	(55,352.18)	39.83%	6,805.34
			0.00		0.00			0.00
141		Wages	(7,000.00)	(7,000.00)	2,798.47	(4,201.53)	39.98%	520.63
			0.00		0.00			0.00
		Oasi (Employer's Share)						

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
December 2024

User: Tyler Williams
Date/Time: 1/6/2025 3:19 PM
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Fund : 110				Monthly Comparative:		50.00%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
147		Unemployment Insurance	(500.00)	(500.00)	70.06	(429.94)	14.01%	10.19
			0.00		0.00			0.00
148		Employee Education And Training	(6,000.00)	(6,000.00)	2,402.40	(3,597.60)	40.04%	47.40
			0.00		0.00			0.00
235		Dues	(500.00)	(500.00)	50.00	(450.00)	10.00%	0.00
			0.00		0.00			0.00
238		Public Relations/Parade	(3,000.00)	(3,000.00)	3,433.52	433.52	114.45%	3,433.52
			0.00		0.00			0.00
240		Utilities	(13,000.00)	(13,000.00)	3,030.36	(9,969.64)	23.31%	469.53
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(800.00)	(800.00)	369.75	(430.25)	46.22%	40.97
			0.00		0.00			0.00
251		Medical Services	(500.00)	(500.00)	50.00	(450.00)	10.00%	0.00
			0.00		0.00			0.00
255		Computer Hardware/Software Support	(3,000.00)	(3,000.00)	344.27	(2,655.73)	11.48%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(42,000.00)	(42,000.00)	42,533.01	533.01	101.27%	0.00
			0.00		0.00			0.00
280		Travel	(1,000.00)	(1,000.00)	580.90	(419.10)	58.09%	0.00
			0.00		0.00			0.00
281		Osha Testing	(8,000.00)	(8,000.00)	4,675.66	(3,324.34)	58.45%	3,839.50
			0.00		0.00			0.00
290		Contractual Services	(2,000.00)	(2,000.00)	1,350.00	(650.00)	67.50%	0.00
			0.00		0.00			0.00
310		Office Supplies And Postage	(1,000.00)	(1,000.00)	615.54	(384.46)	61.55%	0.00
			0.00		0.00			0.00
320		Operating Supplies	(2,000.00)	(2,000.00)	865.82	(1,134.18)	43.29%	428.86
			0.00		0.00			0.00
326		Clothing And Uniforms	(3,000.00)	(3,000.00)	1,373.65	(1,626.35)	45.79%	0.00
			0.00		0.00			0.00

Fund : 110				Monthly Comparative:		50.00%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
330		Vehicle Operating Expense	(30,000.00) 0.00	(30,000.00)	11,979.64 0.00	(18,020.36)	39.93%	3,935.47 0.00
331		Fuel Expense	(6,000.00) 0.00	(6,000.00)	2,126.93 0.00	(3,873.07)	35.45%	260.93 0.00
336		Radio Expense	(5,000.00) 0.00	(5,000.00)	4,205.00 0.00	(795.00)	84.10%	0.00 0.00
344		Fire Department Equipment	(18,000.00) 0.00	(18,000.00)	15,238.05 0.00	(2,761.95)	84.66%	0.00 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	2,303.00 0.00	1,303.00	230.30%	29.00 0.00
940		Equipment	(145,000.00) 0.00	(145,000.00)	119,992.71 0.00	(25,007.29)	82.75%	2,976.08 0.00
42400		Animal Control Department						
121		Wages	(17,000.00) 0.00	(17,000.00)	8,689.19 0.00	(8,310.81)	51.11%	1,534.53 0.00
141		Oasi (Employer's Share)	(1,500.00) 0.00	(1,500.00)	664.72 0.00	(835.28)	44.31%	117.39 0.00
147		Unemployment Insurance	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
148		Employee Education And Training	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
170		Fees	(8,000.00) 0.00	(8,000.00)	4,300.00 0.00	(3,700.00)	53.75%	125.00 0.00
235		Dues	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
240		Utilities	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
245		Telephone And Other Communication Services	(600.00) 0.00	(600.00)	246.83 0.00	(353.17)	41.14%	40.97 0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251		Medical Services	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
320		Operating Supplies	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
326		Clothing And Uniforms	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
330		Vehicle Operating Expense	(1,100.00) 0.00	(1,100.00)	675.00 0.00	(425.00)	61.36%	0.00 0.00
331		Fuel Expense	(2,600.00) 0.00	(2,600.00)	834.36 0.00	(1,765.64)	32.09%	88.38 0.00
940		Equipment	(4,500.00) 0.00	(4,500.00)	0.00 0.00	(4,500.00)	0.00%	0.00 0.00
42420	Building Inspection/Stormwater Managemnt							
148		Employee Education And Training	(2,600.00) 0.00	(2,600.00)	0.00 0.00	(2,600.00)	0.00%	0.00 0.00
235		Dues	(32,900.00) 0.00	(32,900.00)	34,245.64 0.00	1,345.64	104.09%	3,085.00 0.00
269		Demolition	(25,000.00) 0.00	(25,000.00)	0.00 0.00	(25,000.00)	0.00%	0.00 0.00
320		Operating Supplies	(2,000.00) 0.00	(2,000.00)	51.99 0.00	(1,948.01)	2.60%	0.00 0.00
479		Miscellaneous	(550.00) 0.00	(550.00)	41.80 0.00	(508.20)	7.60%	0.00 0.00
43100	Highways And Streets							
121		Wages	(251,000.00) 0.00	(251,000.00)	110,728.88 0.00	(140,271.12)	44.12%	18,942.28 0.00
122		Overtime Wages	(5,000.00) 0.00	(5,000.00)	2,672.41 0.00	(2,327.59)	53.45%	489.39 0.00
141		Oasi (Employer's Share)	(19,700.00) 0.00	(19,700.00)	7,880.10 0.00	(11,819.90)	40.00%	1,376.46 0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
142	Employee Insurance		(42,000.00) 0.00	(42,000.00)	21,785.26 0.00	(20,214.74)	51.87%	2,931.45 0.00
143	Employee Retirement Plan		(31,000.00) 0.00	(31,000.00)	8,102.72 0.00	(22,897.28)	26.14%	1,224.22 0.00
147	Unemployment Insurance		(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
148	Employee Education And Training		(1,500.00) 0.00	(1,500.00)	0.00 0.00	(1,500.00)	0.00%	0.00 0.00
216	Internet Services		(2,000.00) 0.00	(2,000.00)	856.15 0.00	(1,143.85)	42.81%	171.23 0.00
240	Utilities		(8,500.00) 0.00	(8,500.00)	1,943.77 0.00	(6,556.23)	22.87%	263.22 0.00
245	Telephone And Other Communication Services		(2,800.00) 0.00	(2,800.00)	1,231.90 0.00	(1,568.10)	44.00%	207.01 0.00
251	Medical Services		(500.00) 0.00	(500.00)	200.00 0.00	(300.00)	40.00%	0.00 0.00
266	Repair And Maintenance Buildings		(3,000.00) 0.00	(3,000.00)	2,201.68 0.00	(798.32)	73.39%	333.17 0.00
268	Repair And Maintenance Roads And Streets		(15,000.00) 0.00	(15,000.00)	300.00 0.00	(14,700.00)	2.00%	0.00 0.00
280	Travel		(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
294	Equipment Leasing		(3,500.00) 0.00	(3,500.00)	518.73 0.00	(2,981.27)	14.82%	518.73 0.00
310	Office Supplies And Postage		(500.00) 0.00	(500.00)	346.00 0.00	(154.00)	69.20%	0.00 0.00
320	Operating Supplies		(8,000.00) 0.00	(8,000.00)	3,318.43 0.00	(4,681.57)	41.48%	468.29 0.00
326	Clothing And Uniforms		(4,500.00) 0.00	(4,500.00)	2,700.53 0.00	(1,799.47)	60.01%	566.95 0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
330		Vehicle Operating Expense	(25,000.00) 0.00	(25,000.00)	9,581.22 0.00	(15,418.78)	38.32%	2,099.46 0.00
331		Fuel Expense	(35,000.00) 0.00	(35,000.00)	15,004.79 0.00	(19,995.21)	42.87%	1,458.79 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	929.26 0.00	(70.74)	92.93%	0.00 0.00
482		Drainage Repair	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
931		Paving	(330,000.00) 0.00	(330,000.00)	259,265.80 0.00	(70,734.20)	78.57%	7,500.00 0.00
940		Equipment	(230,000.00) 0.00	(230,000.00)	220,631.59 0.00	(9,368.41)	95.93%	0.00 0.00
43190		State Street Aid						
247		Street Lighting	(80,000.00) 0.00	(80,000.00)	29,820.77 0.00	(50,179.23)	37.28%	244.64 0.00
342		Sign Parts And Supplies	(8,000.00) 0.00	(8,000.00)	2,371.31 0.00	(5,628.69)	29.64%	104.00 0.00
343		Traffic Light Maintenance	(2,000.00) 0.00	(2,000.00)	384.00 0.00	(1,616.00)	19.20%	384.00 0.00
400		Materials And Supplies	(30,000.00) 0.00	(30,000.00)	3,898.11 0.00	(26,101.89)	12.99%	0.00 0.00
931		Paving	(50,000.00) 0.00	(50,000.00)	3,338.36 0.00	(46,661.64)	6.68%	838.36 0.00
940		Equipment	(5,000.00) 0.00	(5,000.00)	10,166.48 0.00	5,166.48	203.33%	0.00 0.00
43200		Solid Waste And Recycling						
121		Wages	(51,400.00) 0.00	(51,400.00)	25,220.62 0.00	(26,179.38)	49.07%	4,338.22 0.00
122		Overtime Wages	(2,500.00) 0.00	(2,500.00)	1,067.86 0.00	(1,432.14)	42.71%	0.00 0.00

Fund : 110		Monthly Comparative:				50.00%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141			(4,100.00)	(4,100.00)	1,749.86	(2,350.14)	42.68%	291.69
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(13,000.00)	(13,000.00)	6,525.80	(6,474.20)	50.20%	1,079.60
	Employee Insurance		0.00		0.00			0.00
143			(8,000.00)	(8,000.00)	1,884.65	(6,115.35)	23.56%	277.92
	Employee Retirement Plan		0.00		0.00			0.00
147			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00
251			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
	Medical Services		0.00		0.00			0.00
290			(245,000.00)	(245,000.00)	100,593.75	(144,406.25)	41.06%	0.00
	Contractual Services		0.00		0.00			0.00
320			(500.00)	(500.00)	167.80	(332.20)	33.56%	83.90
	Operating Supplies		0.00		0.00			0.00
330			(23,000.00)	(23,000.00)	5,600.53	(17,399.47)	24.35%	156.39
	Vehicle Operating Expense		0.00		0.00			0.00
44440	Recreation							
240			(20,000.00)	(20,000.00)	2,394.52	(17,605.48)	11.97%	451.35
	Utilities		0.00		0.00			0.00
300			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Veteran War Memorial Park		0.00		0.00			0.00
320			(1,500.00)	(1,500.00)	349.43	(1,150.57)	23.30%	305.35
	Operating Supplies		0.00		0.00			0.00
479			(250.00)	(250.00)	483.74	233.74	193.50%	0.00
	Miscellaneous		0.00		0.00			0.00
715			(400,000.00)	(400,000.00)	0.00	(400,000.00)	0.00%	0.00
	Land Purchase		0.00		0.00			0.00
725			(60,000.00)	(60,000.00)	23,876.63	(36,123.37)	39.79%	876.63
	Park Development And Operation		0.00		0.00			0.00

Fund : 110			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
910		Land	(200,000.00)	(200,000.00)	0.00	(200,000.00)	0.00%	0.00
44800		Library	0.00		0.00			0.00
121		Wages	(45,500.00)	(45,500.00)	22,111.32	(23,388.68)	48.60%	3,728.40
141			0.00		0.00			0.00
		Oasi (Employer's Share)	(4,000.00)	(4,000.00)	1,691.52	(2,308.48)	42.29%	285.21
147			0.00		0.00			0.00
		Unemployment Insurance	(140.00)	(140.00)	36.49	(103.51)	26.06%	4.06
148			0.00		0.00			0.00
		Employee Education And Training	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
216			0.00		0.00			0.00
		Internet Services	(3,000.00)	(3,000.00)	948.27	(2,051.73)	31.61%	169.71
240			0.00		0.00			0.00
		Utilities	(5,000.00)	(5,000.00)	1,079.70	(3,920.30)	21.59%	179.53
245			0.00		0.00			0.00
		Telephone And Other Communication Services	(1,000.00)	(1,000.00)	62.42	(937.58)	6.24%	0.00
251			0.00		0.00			0.00
		Medical Services	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
255			0.00		0.00			0.00
		Computer Hardware/Software Support	(1,100.00)	(1,100.00)	71.97	(1,028.03)	6.54%	0.00
266			0.00		0.00			0.00
		Repair And Maintenance Buildings	(3,000.00)	(3,000.00)	675.00	(2,325.00)	22.50%	0.00
280			0.00		0.00			0.00
		Travel	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
310			0.00		0.00			0.00
		Office Supplies And Postage	(1,500.00)	(1,500.00)	996.87	(503.13)	66.46%	110.14
479			0.00		0.00			0.00
		Miscellaneous	(400.00)	(400.00)	110.01	(289.99)	27.50%	0.00
			0.00		0.00			0.00

Template Name: LGC Statement of Expenditure
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Town of Mount Carmel
Statement of Expenditures and Encumbrances
December 2024

User: Tyler Williams
Date/Time: 1/6/2025 3:19 PM
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Fund : 110			Monthly Comparative:			50.00%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
490		BOOKS	(5,300.00) 0.00	(5,300.00)	3,386.66 0.00	(1,913.34)	63.90%	412.28 0.00
619		Library Training Grant 20-21	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
625		Operating Lease Copier	(500.00) 0.00	(500.00)	242.21 0.00	(257.79)	48.44%	38.58 0.00
721		Summer Reading Program	(2,000.00) 0.00	(2,000.00)	202.94 0.00	(1,797.06)	10.15%	0.00 0.00
Total For Fund: 110			(4,585,760.00) 0.00	(4,585,760.00)	1,989,499.56 0.00	(2,596,260.44)	43.38%	241,497.93 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
December 2024

Fund : 412			Monthly Comparative:				50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52200	Sewer							
121	Wages		(215,000.00) 0.00	(215,000.00)	88,776.11 0.00	(126,223.89)	41.29%	11,075.75 0.00
122	Overtime Wages		(15,000.00) 0.00	(15,000.00)	7,164.39 0.00	(7,835.61)	47.76%	678.00 0.00
141	Oasi (Employer's Share)		(20,000.00) 0.00	(20,000.00)	6,925.35 0.00	(13,074.65)	34.63%	848.11 0.00
142	Employee Insurance		(60,000.00) 0.00	(60,000.00)	11,384.06 0.00	(48,615.94)	18.97%	1,627.30 0.00
143	Employee Retirement Plan		(35,000.00) 0.00	(35,000.00)	6,903.97 0.00	(28,096.03)	19.73%	741.49 0.00
146	Workmen's Compensation		(5,000.00) 0.00	(5,000.00)	19,842.65 0.00	14,842.65	396.85%	0.00 0.00
147	Unemployment Insurance		(500.00) 0.00	(500.00)	18.66 0.00	(481.34)	3.73%	0.00 0.00
148	Employee Education And Training		(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
216	Internet Services		(800.00) 0.00	(800.00)	398.88 0.00	(401.12)	49.86%	66.48 0.00
235	Dues		(2,200.00) 0.00	(2,200.00)	1,010.00 0.00	(1,190.00)	45.91%	0.00 0.00
240	Utilities		(110,000.00) 0.00	(110,000.00)	64,511.44 0.00	(45,488.56)	58.65%	13,915.60 0.00
245	Telephone And Other Communication Services		(5,000.00) 0.00	(5,000.00)	1,658.60 0.00	(3,341.40)	33.17%	163.88 0.00
251	Medical Services		(500.00) 0.00	(500.00)	150.00 0.00	(350.00)	30.00%	0.00 0.00
252	Legal Services		(5,000.00) 0.00	(5,000.00)	9,048.50 0.00	4,048.50	180.97%	773.50 0.00

Fund : 412		Monthly Comparative:					50.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
253		Accounting And Auditing Fees	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
254		Engineering Services	(20,000.00)	(20,000.00)	95,547.06	75,547.06	477.74%	22,550.12
			0.00		0.00			0.00
255		Computer Hardware/Software Support	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
260		Repair And Maintenance Services	(10,000.00)	(10,000.00)	11,695.92	1,695.92	116.96%	2,602.50
			0.00		0.00			0.00
268		Repair And Maintenance Roads And Streets	(7,000.00)	(7,000.00)	1,455.44	(5,544.56)	20.79%	563.00
			0.00		0.00			0.00
280		Travel	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
290		Contractual Services	(8,000.00)	(8,000.00)	57,183.53	49,183.53	714.79%	14,536.98
			0.00		0.00			0.00
298		Commission Fees	(20,000.00)	(20,000.00)	12,156.00	(7,844.00)	60.78%	2,032.00
			0.00		0.00			0.00
310		Office Supplies And Postage	(500.00)	(500.00)	543.54	43.54	108.71%	543.54
			0.00		0.00			0.00
320		Operating Supplies	(15,000.00)	(15,000.00)	13,419.15	(1,580.85)	89.46%	1,625.28
			0.00		0.00			0.00
322		Chemicals	(20,000.00)	(20,000.00)	7,373.63	(12,626.37)	36.87%	1,570.80
			0.00		0.00			0.00
326		Clothing And Uniforms	(8,000.00)	(8,000.00)	974.51	(7,025.49)	12.18%	59.91
			0.00		0.00			0.00
330		Vehicle Operating Expense	(5,000.00)	(5,000.00)	518.96	(4,481.04)	10.38%	0.00
			0.00		0.00			0.00
331		Fuel Expense	(5,500.00)	(5,500.00)	2,205.63	(3,294.37)	40.10%	172.34
			0.00		0.00			0.00
361		Pump Station Repair And Maintenance	(75,000.00)	(75,000.00)	1,125.00	(73,875.00)	1.50%	0.00
			0.00		0.00			0.00

Fund : 412			Monthly Comparative:			50.00%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
362		Residential Pump Repair And Maintenance	(75,000.00)	(75,000.00)	59,128.86	(15,871.14)	78.84%	590.85
			0.00		0.00			0.00
363		Sewer Line Repair And Maintenance	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
			0.00		0.00			0.00
364		Wastewater Plant Repair And Maintenance	(50,000.00)	(50,000.00)	28,701.01	(21,298.99)	57.40%	3,930.69
			0.00		0.00			0.00
401		CONSTRUCTION	(1,800,000.00)	(1,800,000.00)	474,581.38	(1,325,418.62)	26.37%	21,475.64
			0.00		0.00			0.00
479		Miscellaneous	(1,000.00)	(1,000.00)	167.90	(832.10)	16.79%	0.00
			0.00		0.00			0.00
510		Insurance	(21,000.00)	(21,000.00)	0.00	(21,000.00)	0.00%	0.00
			0.00		0.00			0.00
533		Machinery And Equipment Rental	(25,000.00)	(25,000.00)	15,000.00	(10,000.00)	60.00%	5,000.00
			0.00		0.00			0.00
540		Depreciation	(240,000.00)	(240,000.00)	0.00	(240,000.00)	0.00%	0.00
			0.00		0.00			0.00
596		State Permit Fees	(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
			0.00		0.00			0.00
614		2013 Rev/Tax Refunding Bonds	(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
			0.00		0.00			0.00
635		Tida Interest	(6,000.00)	(6,000.00)	1,607.84	(4,392.16)	26.80%	0.00
			0.00		0.00			0.00
691		Bank Service Charges	(120.00)	(120.00)	0.00	(120.00)	0.00%	0.00
			0.00		0.00			0.00
940		Equipment	(75,000.00)	(75,000.00)	0.00	(75,000.00)	0.00%	0.00
			0.00		0.00			0.00
952		Bfi Sludge Disposal	(50,000.00)	(50,000.00)	17,737.48	(32,262.52)	35.47%	0.00
			0.00		0.00			0.00
955		Belt Press/Roto Rooter Maintenance	(1,500.00)	(1,500.00)	78.20	(1,421.80)	5.21%	0.00
			0.00		0.00			0.00

Fund : 412			Monthly Comparative:			50.00%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance	
956	Sewer Plant Blowers		(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00	
			0.00		0.00			0.00	
Total For Fund: 412			(3,068,620.00)	(3,068,620.00)	1,018,993.65	(2,049,626.35)	33.21%	107,143.76	
				0.00		0.00			0.00

Mount Carmel Fire Department

Mitch Walker, Fire Chief



January 2nd, 2025

To: James Stables, City Manager

Ref: December 2025 Monthly Report

The Mount Carmel Fire Department answered a total of 34 calls for service during the month of December. This includes one structure fire and multiple vehicle accidents/medical responses. Our total call volume for 2024 was 393 responses, this is up from 286 in 2023. Our department has seen a 37.4% increase in call volume in just one year. Our average dispatch to arrival time for the year was 5:25 with a 90th percentile of 10:38. Our members have done a tremendous job managing the increased workload while continuing to progress our department and its services.

December is traditionally an extremely busy month for the fire department, and this December proved to be true with the completion of the 57th annual Mount Carmel Santa Run and Christmas Parade. Both events were a success, and I appreciate every person who assisted in making these possible. Our annual hose and ladder testing was completed, this ISO and NFPA requirement is essential for our efficiency and firefighter safety.

During December, our members completed a course on hoarding conditions during a structure fire. We had four members take their Tennessee Commission on Firefighting Hazardous Materials Awareness test, I am happy to say that all four passed and will move on to the operations test in January. They are one step closer to obtaining their Firefighter I certification.

Thank you and the BMA for your continued support. I look forward to another great year.

Respectfully,

Mitch Walker, Fire Chief

Custom ▾ Jan 1, 2024 - Dec 31, 2024 ▾

39%

FIRE
Percentage of Total Incidents

61%

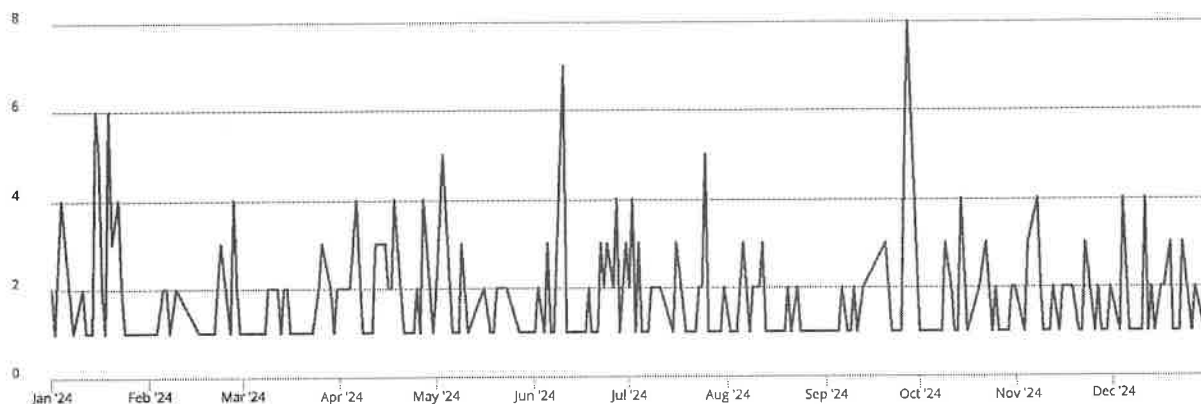
EMS
Percentage of Total Incidents

393

INCIDENTS
In Selected Time Slice

366

DAYS
In Selected Time Slice



Counts

% Rows

% Columns

% All

	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(11) Structure Fire	4	2	1	3		1	1	1	1		2	1		17
(13) Mobile property (vehicle) fire						1		1			2			4
(14) Natural vegetation fire		1	3				1							5
(15) Outside rubbish fire											1			1
(31) Medical assist	14	11	5	14	8	7	14	11	11	4	9	10		118
(32) Emergency medical service (EMS) incident	10	7	9	11	7	18	14	9	7	11	8	12		123
(34) Search for lost person			1											1
(35) Extrication, rescue	1		1											2
(41) Combustible/f... spills & leaks						1				1				2
(42) Chemical release, reaction, or toxic condition											1			1
(44) Electrical wiring/equipm. problem	2		1			1			5		1	2		12
(46) Accident, potential accident	1	1		1	1	3	1	1		4	4	3		20
(51) Person in distress								1						1
(53) Smoke, odor problem				1			1							2
(54) Animal problem or rescue				1	1									2

	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(55) Public service assistance	5	1	1	2		2	1	1	3	2		2		20
(61) Dispatched and canceled en route	4	1	3	3	4	6	1	2	1	2	2	1		30
(62) Wrong location, no emergency found	1		1							4	2	2		10
(63) Controlled burning		1		1		2	2			1				7
(67) HazMat release investigation w/no HazMat				1										1
(73) System or detector malfunction	1			1		2				1				5
(74) Unintentional system/detect... operation (no fire)		1	1		1				1		1	1		6
UNK						1								1
UNK									2					2
Total	43	26	27	39	22	45	36	27	31	30	33	34		393



Custom ▾

Dec 1, 2024 - Dec 31, 2024 ▾

35%

FIRE

Percentage of Total Incidents

65%

EMS

Percentage of Total Incidents

34

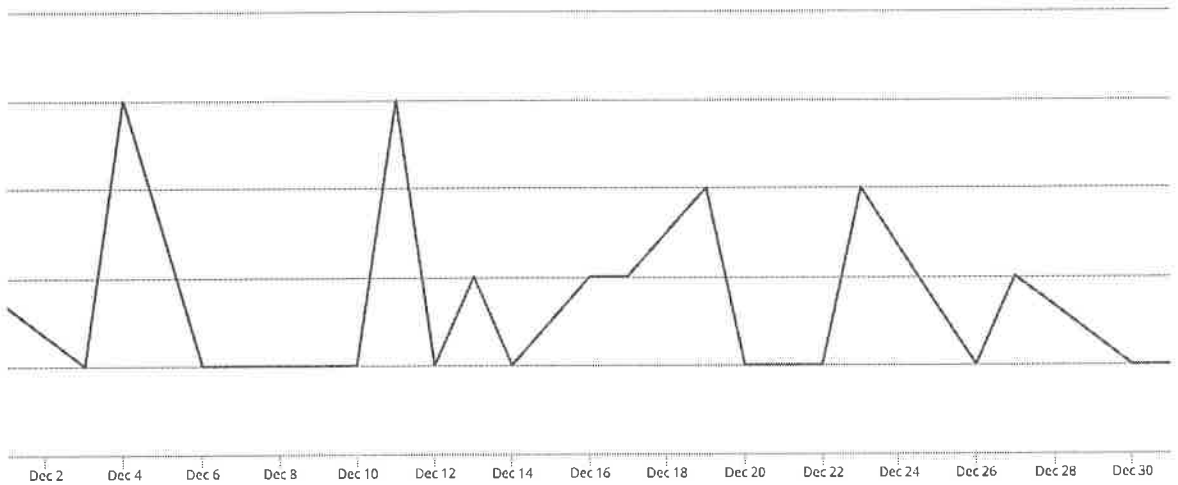
INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice

4
3
2
1
0

Counts

% Rows

% Columns

% All

Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
(11) Structure Fire				1										1
(31) Medical assist		3	3	1	2	1								10
(32) Emergency medical service (EMS) incident		1	5	3	2	1								12
(44) Electrical wiring/equipm. problem		1		1										2
(46) Accident, potential accident		1	1	1										3
(55) Public service assistance				2										2
(61) Dispatched and canceled en route					1									1
(62) Wrong location, no emergency found				1	1									2
(74) Unintentional system/detect... operation (no fire)			1											1
Total	6	10	10	6	2									34



TOWN OF MOUNT CARMEL

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

A special called meeting of the Town of Mount Carmel, Tennessee Board of Mayor and Aldermen was held at Town of Mount Carmel City Hall, 100 East Main Street, on January 16, 2025, at 5:30pm

CALL TO ORDER

5:30 pm by Mayor John Gibson

INVOCATION AND PLEDGE OF ALLEGIANCE

Led by Vice-Mayor Bare and Alderman Shugart

ROLL CALL:

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

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

OLD BUSINESS

A. SECOND READING: Ordinance 24-539 Purchasing Policy

This ordinance will implement best practices recommended by the University of Tennessee Municipal Technical Advisory Service, allowing for better efficiency, effectiveness, and accountability in accomplishing the purchasing actions for the Town.

Motion: Alderman Shugart

Second: Alderman Patrick

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: Wastewater Treatment Plant Service Agreement

Temporary "Services Agreement" with Inframark, LLC to provide a Grade 2, or higher, certified wastewater operator, lab technician and additional maintenance technicians, as needed. Will make Town complaint with NPDES permitting requirements and satisfy TDEC notice of violation. The sole purpose of this agreement is to bridge the gap of services until a more permanent solution can be found.

Motion: Alderman Binstock

Second: Vice-Mayor Bare

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

ADJOURN

Motion: Alderman Shugart at **5:37pm**

Second: Alderman Binstock

Approved: *All present voting in favor*

Approve: _____

John Gibson, Mayor

Attest: _____

Tyler Williams, City Recorder



LEGISLATIVE MEMORANDUM

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

THRU: **James Stables, Interim Town Administrator-City Manager**

FROM: **Tyler Williams, CMFO/City Recorder**

DATE: **January 23, 2025**

RE: **ORDINANCE NO. 24-537 (Second Reading)**

SUMMARY:

Second Reading of Ordinance 24-537 Budget Amendment.

This amendment reflects changes in the FY25 budget due to grants being awarded to the Town of Mount Carmel Fire Department and Police Department. The Fire Department was awarded a \$420,000.00 CDBG grant for the purchase of a fire truck (\$80,000 match required). The Fire Department was also awarded a \$7,795.00 grant for the purchase of a fire skid unit (no match required). The Police Department was awarded a \$10,000.00 TN Highway Safety Office High Visibility Grant (no match required).

REQUESTING DEPARTMENT(S):

Finance, Police, Fire

FISCAL IMPACT:

Increase of revenues by \$435,795.00. Increase of expenditures by \$546,920.00

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Ordinance 24-537



ORDINANCE # 24 – 537

AN ORDINANCE AMENDING THE FISCAL YEAR 2024-2025 BUDGET AS PASSED BY ORDINANCE # 24-532 OF THE TOWN OF MOUNT CARMEL, TENNESSEE. BE IT ORDAINED BY THE TOWN OF MOUNT CARMEL AS FOLLOWS:

WHEREAS, the Town of Mount Carmel adopted the fiscal year 2024-2025 budget by passage of Ordinance Number 24-532 on May 24, 2024; 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, Project priorities for the FY 2024 – 2025 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 2024-2025 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 24-532 is hereby amended by the following for Revenues:

General Fund	FY 2024-2025 Original Budget	FY 2024-2025 Amended Budget
Total Revenue	\$4,032,310.00	\$4,468,105.00

SECTION 2. Ordinance Number 24-532 is hereby amended by the following for Expenditures:

General Fund	FY 2024-2025 Original Budget	FY 2024-2025 Amended Budget
Total Appropriations:	\$4,646,760.00	\$5,193,680.00
Fund Balance – Appropriated	(\$ <u>0</u>)	(\$ <u>0</u>)

SECTION 3. The Board of Mayor and Alderman authorizes the CMFO/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 December 19, 2024, First Reading:

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

Voting by the Board, as follows, on January 23, 2025, Second Reading and Public Hearing:

	<u>Yes</u>	<u>No</u>
Alderman Patrick	<u> </u>	<u> </u>
Alderman Binstock	<u> </u>	<u> </u>
Alderman Cross	<u> </u>	<u> </u>
Alderman Shugart	<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, CMFO/Recorder



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross
THRU: James Stables, Interim Town Administrator-City Manager
FROM: Tyler Williams, CMFO/City Recorder
DATE: January 23, 2025
RE: ORDINANCE NO. 24-538 (Second Reading)

SUMMARY:

Second Reading of Ordinance 24-538 Official Depository for City Funds.

This ordinance amends the Municipal Code to properly reflect the T.C.A. requirements for official depositories of municipal funds.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Ordinance 24-538



ORDINANCE # 24 – 538

AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE AMENDING TITLE 5 “MUNICIPAL FINANCE AND TAXATION,” CHAPTER 5 “MISCELLANEOUS,” SECTION 5-501, “OFFICIAL DEPOSITORY FOR CITY FUNDS,” OF THE MOUNT CARMEL MUNICIPAL CODE

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

SECTION 1. That Section 5-501, “Official depository for city funds,” of Title 5, “Municipal Finance and Taxation,” Chapter 5 “Miscellaneous,” of the Municipal Code be amended as follows:

5-501. Official depository for city funds. The Town of Mount Carmel (“municipality”) may contract with a bank or banks making the best proposal to become the depository of city funds. The analysis of the proposals should consider the bank or banks proposing the highest interest rate, potential service charges or other fees, factors affecting safety and liquidity of municipal funds, and any other relevant factors. At least once every four (4) years, the municipality shall reevaluate its depositories. The municipality shall base the evaluation on proposals obtained from at least two (2) banks. The municipality shall prepare a written evaluation of the proposals and preserve the evaluations for at least three (3) years. See T.C.A § 6-56-110.

SECTION 2. Legal Status Provisions:

- A. **Conflict with Other Ordinances:** In case of conflict between this Ordinance or any part thereof, and the whole or part of any existing or future Ordinance of the Town of Mount Carmel, the provisions of this Ordinance shall be held to apply unless expressly provided otherwise therein.
- B. **Validity:** If any section, clause, provision, or portion of this Ordinance shall be held to be in doubt or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this Ordinance which is not of itself invalid or unconstitutional.

SECTION 3. 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 December 19, 2024, First Reading:

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

Voting by the Board, as follows, on January 23, 2025, Second Reading:

	<u>Yes</u>	<u>No</u>
Alderman Patrick	<u> </u>	<u> </u>
Alderman Binstock	<u> </u>	<u> </u>
Alderman Cross	<u> </u>	<u> </u>
Alderman Shugart	<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, CMFO/Recorder

APPROVED AS TO FORM:

Allen Coup, City Attorney



LEGISLATIVE MEMORANDUM

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

THRU: James Stables, Interim Town Administrator-City Manager

FROM: James Stables, Interim Town Administrator-City Manager

DATE: January 23, 2025

RE: RESOLUTION NO. 25-643 BOARD OF MAYOR & ALDERMEN
MEETING RULES OF ORDER

SUMMARY:

This resolution sets forth local jurisdictional rules for meeting of the Board of Mayor and Aldermen congruent and consistent with adopted Town ordinance, policy, procedure, and the most current version of Roberts Rules of Order.

REQUESTING DEPARTMENT(S):

City Manager

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

- (1) RULES OF ORDER for THE BOARD OF MAYOR & ALDERMEN, TOWN OF MOUNT CARMEL, TENNESSEE, 2025, version 1.0 (6 pages)**



RESOLUTION 25-643
RESOLUTION ESTABLISHING MEETING RULES OF ORDER
FOR THE BOARD OF MAYOR & ALDERMEN

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

WHEREAS, the Town of Mount Carmel wants to maintain efficiency and effectiveness in governance while conducting official meetings, and,

WHEREAS, meetings of the elected officials of the Board of Mayor & Aldermen are intended to conduct the business of the Town as orderly and expeditiously as possible, and;

WHEREAS, the Board of Mayor and Aldermen wish to conduct the official business of the Town in a fashion that allows for public understanding and input, and;

WHEREAS, the adoption of this resolution will allow for a smooth and businesslike process to allow for civil discourse and successful completion of official Town business;

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

SECTION I. All workshops and meetings of the Board of Mayor and Aldermen will be conducted utilizing these locally adopted rules of order in conjunction with all referenced ordinances, policies, procedures, and the most current version of Robert's Rules of Order.

SECTION II. All elected officials should remain familiar with the rules of order and their specific duties and responsibilities as it pertains to moving the business of the Town during meetings.

Be It Resolved, the 23rd day of January 2025

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this 23rd day of **January 2025**.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder

Attachment (1)

**RULES OF ORDER for THE BOARD OF MAYOR & ALDERMEN
TOWN OF MOUNT CARMEL, TENNESSEE**

2025
version 1.0

I. ROBERT RULES OF ORDER

If any questions shall arise which is not provided for in these rules, the same shall be governed by the current updated version of Robert's "Rules of Order" which is addressed in the Town of Mount Carmel, Municipal Code-2010, Section 1-103 General rules of order.

II. ACTS OF THE STATE OF TENNESSEE

In case any rule conflicts with an Act of the State of Tennessee, the Act of the State of Tennessee shall govern.

III. ELECTION OF THE VICE MAYOR OF THE TOWN GOVERNING BODY

The vice mayor shall be nominated from the currently seated Board of Aldermen and elected by a majority vote of the membership of the Town Elected Board. The vice mayor remains in position until resignation, the next election cycle, or removal from the Board of Aldermen.

IV. DUTIES OF THE MAYOR

- A. At the precise hour to which the Board of Mayor and Aldermen shall have gathered, the Town Mayor shall call the gathering to order. Advising all addressing the Board to address their comments and questions to the Mayor as the chair of the meeting.
- B. The Mayor/Chair shall preserve order and decorum and may speak to points of order in preference to other members.
- C. The Mayor/Chair shall conduct the meeting business of the Town Elected Board in the following order:
 - 1. Call to order
 - 2. Prayer
 - 3. Pledge of Allegiance
 - 4. Roll Call
 - 5. Welcome from the Mayor/Chair-Proclamations
 - 6. Approval/Correction of previous meeting minutes
 - 7. Visitor Comments
 - 8. Old Business
 - 9. New Business
 - 10. Board/Staff Comments
 - 11. Adjournment
- D. A question may be taken up out of order by a two-third vote of members present.

- E. If the chair is a member of the body, the chair must be surrendered to another prior to taking part in any debate. When the Chair steps down to participate in debate, they cannot return to the chair until the issue is disposed of in some manner. It is always improper for the chair to voice an opinion or debate the pending issue while acting as chair. The chair can answer questions, refer questions to the maker of the motion, rule on parliamentary questions, etc., during the debate of any issue.
- F. The chair can vote on any matter, if a member of the body.
- G. In the absence of the Mayor, the Vice Mayor shall serve as the Chair. In the absence of both the Mayor and Vice Mayor the Town Clerk shall call the Town Elected Board to order and call the roll for the purpose of the election of a temporary chair.
- H. The Mayor shall appoint all committees unless otherwise directed by a two-third vote of the Town Elected Board.

V. DUTIES OF THE VICE-MAYOR

- A. To fulfill the role of the Mayor/Chair when the Mayor is absent or unavailable.
- B. Every member shall address the Chair by raising their hand to indicate that they would like to speak, and after he or she has been recognized by the Chair, proceed with his or her remarks. The member may, after he or she has been recognized by the Chair, at the member's discretion, make their remarks. No other member shall speak or be recognized unless he or she rises to a point of order or other motion which shall have preference while the speaker who has the floor makes his or her remarks. Any member who also wishes to speak shall make it known by raising their hand and will be recognized in order of request and recognition by the chair.

VI. DUTIES OF THE ALDERMEN

- A. Every member shall address the Chair by raising their hand to indicate that they would like to speak, and after he or she has been recognized by the Chair, proceed with his or her remarks. The member may, after he or she has been recognized by the Chair, at the member's discretion, make their remarks. No other member shall speak or be recognized unless he or she rises to a point of order or other motion which shall have preference while the speaker who has the floor makes his or her remarks. Any member who also wishes to speak shall make it known by raising their hand and will be recognized in order of request and recognition by the chair.
- B. No member may maintain the floor for longer than five (5) minutes and may not be recognized more than twice, each time maintaining the floor for no longer than five (5) minutes while speaking on any one matter or motion under consideration, except by a majority vote of the members. No member will be allowed to assign their remaining time to another member.
- C. Motions to limit debate shall require an affirmative vote of two-thirds of those members present for passage.
- D. All motions shall be debatable except for the following:
 - 1. To adjourn the meeting
 - 2. Lay on the table
 - 3. For the previous question

Provided, however, the original proponent of any motion sought to be tabled shall have the right to be heard after the motion is made and before the motion to table is

put to a vote. Also provided that a member who speaks both for and against a matter cannot "call for the previous question."

E. When any question or motion is under debate by the Town Elected Board, the following motions shall be in order and may be entertained by the Chair:

1. To adjourn the meeting
2. To recess the meeting
3. To lay on the table
4. For the previous question
5. To postpone to a day certain
6. To commit
7. To amend
8. To postpone indefinitely

Each of the said motions shall take preference in the order set out herein.

F. Any question or motion may be put to the members by a "voice vote" at the discretion of the Chair, unless otherwise required by law, provided, however, that any one (1) member of the membership may request a roll call vote of the membership.

G. Upon a roll call vote, any member may change his or her vote before the result of the vote is announced and the Clerk or Chair shall give any member one opportunity to change his or her vote prior to announcing the result of the vote.

H. Any two (2) members of the Town Elected Board may appeal to the Town Elected Board from any ruling of the Chair and a majority of the members of the Town Elected Board shall decide the appeal.

I. A meeting of the Town Elected Board, or any committee of the Town Elected Board can at any time be called into recess by a majority vote. A recess can be defined as anywhere from a short break until an announced time up to the next regularly scheduled meeting of the Town Elected Board or committee. Recesses cannot be scheduled for longer than the next scheduled meeting.

J. When a motion to adjourn or recess has been made and failed, the Chair shall not entertain another motion to adjourn or recess until some business has been transacted since the last motion to adjourn or recess was voted upon.

K. A "session" is to be defined as a "complete meeting" for purposes of these rules.

VII. RESOLUTIONS

A. Every proposed resolution shall be word processed or legibly handwritten in ink and filed with the Town Clerk in the appropriate form which must be completed entirely, except a proposed resolution need not have a seconding member at the time of filing, and information after.

B. The Town Clerk shall maintain a file specifically for "Proposed Resolutions," which shall be at all times complete with any attachments, and which shall remain at all times in the office of the Clerk and be available to the public. The Clerk shall file all proposed resolutions therein and shall note the date of filing on each and maintain a numbering system for said file.

C. An amendment to a resolution shall not delay its consideration for passage or rejection, but any motion to amend which would materially or substantially change the original resolution should be ruled out of order by the Chairman. The

motion to amend a resolution may be stated orally, but the amendment must be legibly handwritten or typewritten on any kind of plain paper and handed to the Chair for reading prior to voting on the amendment.

- D. Any resolution presented for consideration may be retracted or withdrawn by the sponsoring member of the Town Elected Board, or their proxy until a vote has been called for on the resolution.
- E. Roll call votes shall be taken for Resolutions.
- F. Upon final action being taken by the Town Elected Board on a proposed resolution, the Town Clerk shall record the result thereon; and shall also record the number of ayes and the number of nays, from the roll call vote taken.

VIII. ORDINANCES

- A. Every proposed ordinance shall be considered and adopted on two (2) separate days. Each ordinance, or the caption of each ordinance, shall be published after its final passage in a newspaper of general circulation in the municipality. No ordinance shall take effect until the ordinance, or its caption is published.
- B. The Town Clerk shall maintain a file specifically for "Proposed Ordinances," which shall be at all times complete with any attachments, and which shall remain at all times in the office of the Clerk and be available to the public. The Clerk shall file all proposed ordinances therein and shall note the date of filing on each and maintain the ordinance numbering system for said file. The Town Clerk maintains the responsibility to ensure the publishing required is completed, upon approval by the Town Elected Board.
- C. An amendment to a ordinance shall not delay its consideration for passage or rejection, but any motion to amend which would materially or substantially change the original submitted ordinance should be ruled out of order by the Chairman. The motion to amend a ordinance may be stated orally, but the amendment must be legibly handwritten or typewritten on any kind of plain paper and handed to the Chair for reading prior to voting on the amendment.
- D. Roll call votes shall be taken for Ordinances.
- E. Upon final action being taken by the Town Elected Board on a proposed ordinance, the Town Clerk shall record the result thereon; and shall also record the number of ayes and the number of nays, from the roll call vote taken.
- F. The Town Clerk shall preserve the original copy of all ordinances in a separate ordinance book.

IX. COMMITTEES

- A. Internal Committees of the Town Elected Board that are appointed by the Chair of the Town Elected Board, or in compliance with The Mount Carmel Municipal Code, Title 2, and any other applicable ordinances of the Town.
- B. Special, or "ad hoc," committees may be appointed from time to time by the Mayor and can consist of any number of Town Elected Board members and/or members of the general public. These committees will serve based on need and will be dissolved once the need has been resolved.
- C. All committees shall be advisory in nature and shall not bind the Town Elected Board as a whole in any of their acts except as specifically provided by state law

or resolution of the Town Elected Board. They shall have no power to prevent or delay the consideration of any motion or resolution by the Town Elected Board as a whole.

- D. Committees shall study any proposed resolution or other matter referred to them by the Chair or the Governing Body. The Chairman of each committee, or a member designated by him or her, shall have the duty to report to the Town Elected Board as a whole, the committee's recommendation, and the reason therefore, on the acceptance or rejection of any matter or proposed resolution being considered by the Governing Body. Any member of the committee may make a minority report. Should the committee chair, or his or her representative announce to the Town Elected Board that the committee has not had sufficient time to study the matter or proposed resolution under consideration, a vote on the proposed resolution shall not be delayed thereby, except by appropriate motion and passage thereof by a majority of the Town Elected Board.
- E. Committees shall elect among themselves by simple majority vote of the committee members a chair, vice-chair, and secretary and any other officers desired. The Rules of Order of the Committees shall not conflict with the rules of the Town Elected Board.
- F. Committee meetings may be called for a reasonable time and place by the committee chairman. Meetings may also be called by three (3) other members, upon notifying the Town Elected Board Chair and the Town Clerk, and the other members of the committee. At least three (3) days adequate public notice shall be given to the general public and all committee members prior to any meeting.
- G. A quorum of any committee shall consist of one more than half of the total committee members, and no business shall be conducted if a quorum is not present.
- H. Committee votes can be taken by voice vote or roll-call vote at the discretion of the committee chair or substitute for the committee chair who is conducting the meeting.
- I. Nothing herein shall require a committee to consider only those matters referred to it by the Town Elected Board or the Chair, and it shall be the duty of each committee to investigate and acquaint itself with the areas of its responsibility and to bring before the Town Elected Board any matter which needs to be considered in the interest of the welfare of the citizens of the Town.

X. SUSPENSION OR AMENDMENT

Any Rules of Order herein may be suspended or amended by the affirmative vote of two-thirds of the members present.

XI. MEETING NOTICES AND AGENDAS

Proper notice shall be given for each meeting of the Governing Board and its committees as follows:

- A. Notice of Regular and Special Called Meetings. The Town Clerk shall give adequate public notice of Town Elected Board meetings and the agenda for said meeting. Per State of Tennessee TCA 8-44-1, the notice and agenda will be accessible to the public at least 48 hours prior to the meeting by posting it on the

Town's website at www.mountcarmeltn.gov. The Town Elected Board may consider matters not on the posted agenda provided the bylaws are followed.

- B. Notice of Committee Meetings. For an internal committee meeting of a Town Elected Board Committee, the Town Clerk shall give adequate public notice of such meeting.
- C. All meetings of the governing body are subject to open meetings requirements and shall reserve a time for public comment so that the public may speak on matters germane to items on the agenda.
 - 1. Citizens wanting to speak will be required to list their name, address, email address, and topic or issue they want to speak about on a provided sign in sheet until the start of the meeting. At the start of a meeting, the list will be given to the chair, and speakers will be taken in order of how they signed the sheet. At the chair's discretion, citizens who have not signed in may or may not be allowed to speak.
 - 2. If several citizens appear to speak on the same topic or issue, the chair will have the authority to ask the group to appoint from one to three citizens to speak on the issue.
 - 3. Public comments will be limited to three (3) minutes per speaker, and any remaining time left shall not be added to another speaker's allotted time.

XII. MEETING DISRUPTIONS

- A. Any person that prevents or disrupts any meeting through disturbance of the peace, such as, unruly applause after warning, stamping of feet, whistling, using profane language, shouting or any other similar demonstrations will be asked to leave the meeting, and if they refuse will be escorted from the meeting by law enforcement officers. A violation of this section is a Class A misdemeanor (TCA 39-17-306), punishable by up to eleven (11) months and twenty-nine (29) days of imprisonment and/or a fine not to exceed two thousand five hundred dollars (\$2,500.00)
- B. At no time is anyone to approach the dais/tables where Town Elected Board members and Town Staff are seated for workshops or meetings, unless invited to do so by the Chair.
- C. Community members addressing the Town Elected Board are to address the Chair with their issues and comments only.

XIII. ADOPTION OF RULES OF ORDER

Any rule of order or procedure previously adopted by the Governing Body, which is in conflict with, or preempted by, these rules is hereby repealed.



LEGISLATIVE MEMORANDUM

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

THRU: James Stables, Interim Town Administrator-City Manager

FROM: Tyler Williams, CMFO/City Recorder

DATE: January 23, 2025

RE: RESOLUTION NO. 25-644

SUMMARY:

Discussion and Consideration of Resolution 25-644, which is authorization by the Board to invest an additional \$1,000,000.00 into the Local Government Investment Pool (LGIP). Current interest rate is 4.56%

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

An approximate additional \$3,500-\$4,500 per month in interest income.

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Resolution No. 25-644



RESOLUTION 25-644

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE AUTHORIZING AN ADDITIONAL INVESTMENT IN THE TENNESSEE LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, the Town of Mount Carmel approved investment of Town funds into the Tennessee Local Government Investment Pool ("LGIP") by Resolution 24-637; and

WHEREAS, the Town of Mount Carmel recognizes the benefits of investing additional funds in LGIP to maximize return on idle cash and enhance the financial stability of the Town; and;

WHEREAS, an additional investment in LGIP aligns with the Town's commitment to prudent financial management and safeguarding public funds;

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 23rd day of January, 2025, that:

SECTION 1. The Town of Mount Carmel CMFO is hereby authorized to make an additional investment into LGIP in the amount of \$1,000,000.00.

SECTION 2. The CMFO will continue to provide monthly reports to the Board of Mayor and Aldermen on the performance of LGIP investments.

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

ADOPTED this 23rd day of January, 2025.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder



LEGISLATIVE MEMORANDUM

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

THRU: Tyler Williams, CMFO/Recorder

FROM: John Gibson, Mayor

DATE: January 23, 2025

RE: **DISCUSSION/CONSIDERATION: Mayor's Committee Appointments**

SUMMARY:

Discussion and Consideration of the Mayor's Committee Appointments

REQUESTING DEPARTMENT(S):

Mayor

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

N/A

ATTACHMENTS:

List of Mayor's Committee Appointments



MAYOR'S COMMITTEE APPOINTMENTS

Library

Syble Trent
Rebecca Cornwell
Naomi Luckeet
April Stovall
Phyllis Stewart
Barbara Cogliano
John Gibson

Beer

James Cross
Jim Gilliam
Nathan Hawkins
Regina Perkins
Casey Salyer
David Larson, Police Chief
Jim Stables, City Manager

Park

1. Philip Binstock
2. Mindy Shugart
3. Bryan Erasmus
4. John Gibson
5. Regina Perkins
6. [Vacant]
7. [Vacant]
8. [Vacant]
9. [Vacant]

Planning

1. Jim Vaughn
2. Adam Hagood (County)
3. John Gibson
4. Garrett White
5. Don Carter
6. Bob Larkins
7. Darby Patrick
8. Bryan Erasmus
9. [Vacant]

Outreach

Mindy Shugart
Darby Patrick
Merrilyn Price
Regina Perkins
Savanah White
(John Gibson ex eff)