



**BOARD OF MAYOR AND ALDERMEN
SPECIAL CALLED MEETING AGENDA**

June 11, 2026 - 5:00 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. Visitors' Comments:
7. Old Business:
8. New Business:
 - A. DISCUSSION AND CONSIDERATION: Resolution 26-680: Appointment of Acting Town Manager
 - B. DISCUSSION AND CONSIDERATION: Authorize Negotiations for Town Manager Contract
 - C. DISCUSSION AND CONSIDERATION: Authorize the Mayor's signature for Town Attorney Professional Services Agreement pursuant to Resolution 26-678
9. Adjourn



LEGISLATIVE MEMORANDUM

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

DATE: June 11, 2026

RE: DISCUSSION AND CONSIDERATION: Resolution 26-680: Appointment of
Acting Town Manager

SUMMARY:

The purpose of this Resolution is to implement Town Administration's established succession plan following the resignation of Town Manager Jim Stables and to provide for an orderly transition of administrative leadership.

On June 8, 2026, Town Manager Jim Stables submitted his resignation, effective July 3, 2026. In order to ensure continuity of operations and maintain effective administration of Town services, the Board is considering the appointment of Tyler S. Williams as Acting Town Manager effective June 11, 2026.

This appointment will allow Mr. Williams to work alongside Mr. Stables during the transition period, facilitating a seamless transition in leadership and begin the recruitment and evaluation process for qualified candidates to fill the resulting vacancy from his promotion.

The resolution also acknowledges the Board's intent to engage in discussions regarding a potential permanent appointment while ensuring continuity of management until a permanent Town Manager is selected.

The resolution authorizes a Temporary Employment Agreement with Mr. Williams establishing compensation and employment terms during the acting appointment.

REQUESTING DEPARTMENT(S):

Administration

FISCAL IMPACT:

\$4.73/hour increase (12.27%) to existing salary during the acting appointment, due to increased responsibilities and Town oversight.

STAFF RECOMMENDATION:

N/A

ATTACHMENTS:

Resolution 26-680; Temporary Employment Agreement



RESOLUTION 26-680

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE APPOINTING TYLER WILLIAMS AS ACTING TOWN MANAGER AND PROVIDING AN ORDERLY TRANSITION OF ADMINISTRATIVE LEADERSHIP

WHEREAS, the Board of Mayor and Aldermen of the Town of Mount Carmel has been advised of the resignation of Town Manager Jim Stables on June 8, 2026, effective July 3, 2026; and

WHEREAS, Town Administration has previously established a succession plan to ensure continuity of operations and leadership during periods of administrative transition and the Board finds it to be in the best interest of the Town to begin implementation of the established succession plan to provide for a seamless and orderly transition of administrative responsibilities; and

WHEREAS, the Board finds that the appointment of an Acting Town Manager during the transition period will allow for continuity of operations while providing an opportunity to complete negotiations concerning a permanent appointment;

WHEREAS, the Board desires to appoint Tyler S. Williams as Acting Town Manager effective June 11, 2026, to work alongside Town Manager Jim Stables during the transition period and to assume increasing responsibility for the administration of Town operations; and

WHEREAS, the Board has reviewed and approved a Temporary Employment Agreement with Tyler S. Williams governing the terms and conditions of his service as Acting Town Manager during the transition period, a copy of which is attached hereto and incorporated herein by reference as "Exhibit A";

WHEREAS, the promotion of Tyler S. Williams will create a vacancy within the Town's organizational structure, and the Board finds it necessary and appropriate to authorize the Acting Town Manager to initiate efforts to identify and recruit qualified candidates to fill such vacancy;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 11th day of June, 2026, that

SECTION 1. Tyler S. Williams is hereby appointed Acting Town Manager for the Town of Mount Carmel, Tennessee, effective June 11, 2026.

SECTION 2. The Temporary Employment Agreement attached hereto and incorporated herein by reference as "Exhibit A" is hereby approved and the Mayor is authorized to execute the same.

SECTION 3. From June 11, 2026, through July 3, 2026, the Acting Town Manager shall work alongside the Town Manager to facilitate an orderly transfer of administrative duties, responsibilities, projects, records, operational knowledge, and leadership functions necessary for the continued effective operation of the Town.

SECTION 4. During the transition period and thereafter until further action by the Board, the Acting Town Manager shall exercise such authority and perform such duties as are authorized by the Town Charter, Municipal Code, Town Ordinances, personnel policies, and directives of the Board of Mayor and Aldermen.

SECTION 5. The Acting Town Manager is authorized to begin the process of identifying, recruiting, and evaluating qualified applicants for the position that will become vacant as a result of his appointment, subject to applicable policies and any final hiring approvals required by the Town Charter or Municipal Code.

SECTION 6. The Board expressly finds that this appointment and transition plan are necessary to implement the Town's established succession plan, maintain continuity of government operations, ensure uninterrupted delivery of municipal services, and provide for a smooth and effective transition of administrative leadership.

SECTION 7. The Board acknowledges its intent to engage in discussions and negotiations with Tyler S. Williams regarding a potential permanent appointment as Town Manager. Nothing contained herein shall be construed as creating a permanent appointment, guarantee of employment, or obligation of either party beyond the terms contained in the Temporary Employment Agreement and any future agreement approved by the Board.

SECTION 8. This appointment shall remain in effect until terminated by action of the Board of Mayor and Aldermen or until a permanent successor is appointed.

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

ADOPTED this 11th day of June, 2026.

John K. Gibson, Mayor

Attest:

Tyler S. Williams, CMFO
Town Recorder

**TEMPORARY EMPLOYMENT AGREEMENT
OF ACTING TOWN MANAGER**

This Temporary Employment Agreement ("Agreement") is entered into this 11th day of June, 2026, by and between the Town of Mount Carmel, Tennessee, ("Town/Employer"), and Tyler S. Williams ("Employee").

RECITALS:

WHEREAS, by Resolution No. 2026-680, the Town of Mount Carmel Board of Mayor and Aldermen appointed Tyler S. Williams to serve as Acting Town Manager effective June 11, 2026; and

WHEREAS, the parties desire to establish the terms and conditions governing Employee's service as Acting Town Manager during the transition period and until a permanent Town Manager is appointed.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

WITNESSETH:

SECTION 1. The Town hereby employs Tyler S. Williams as Acting Town Manager, and Employee accepts such appointment, subject to the terms and conditions set forth herein.

SECTION 2. This Agreement shall become effective on June 11, 2026. Employee shall serve as Acting Town Manager until the earliest of:

- a. Appointment and assumption of duties by a permanent Town Manager approved by the Board of Mayor and Aldermen;
- b. Termination of this Agreement by the Board of Mayor and Aldermen;
- c. Resignation of Employee; or
- d. Separation of Employee from Town employment.

Nothing contained herein shall be construed as a guarantee of permanent appointment as Town Manager.

SECTION 3. Employee shall perform the duties of Town Manager, in an Acting Town Manager Capacity, as prescribed by the Town Charter, Municipal Code, Town Ordinances, personnel policies, and directives of the Board of Mayor and Aldermen. During the term of this Agreement, Employee shall possess the authority necessary to administer the day-to-day affairs of the Town, including supervision of personnel, administration of Town operations, implementation of Board policies, preparation of recommendations to the Board, and other duties customarily assigned to the Town Manager.

SECTION 4. In light of Employee’s increased responsibilities during the transitional period, Employee shall receive compensation at the temporary hourly rate of \$43.27/hour (annualized rate of \$90,000.00/year), payable in accordance with the Town's regular payroll practices, with an effective date of the pay period beginning June 8, 2026, and shall continue until the termination of this agreement. Employee shall continue to participate in all other employee benefit programs for which he is otherwise currently eligible under Town policies.

SECTION 5. The parties acknowledge that discussions may occur regarding Employee's potential appointment as permanent Town Manager. Nothing in this Agreement shall obligate either party to enter into a future employment agreement or shall constitute a promise or guarantee of permanent appointment. Any permanent appointment shall require separate approval by the Board of Mayor and Aldermen and execution of a separate employment agreement.

SECTION 6. Except as expressly provided herein, Employee remains an at-will employee of the Town and may be removed from the Acting Town Manager position by action of the Board of Mayor and Aldermen in accordance with applicable law. Employee may resign from the position of Acting Town Manager at any time upon written notice to the Employer. If Employee elects to discontinue service as Acting Town Manager or declines appointment as permanent Town Manager, Employee shall be permitted to return to his previously held position with the Town.

SECTION 7. This Agreement constitutes the entire agreement between the parties.

SECTION 8. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

TOWN OF MOUNT CARMEL, TENNESSEE:

John K. Gibson, Mayor

Date

EMPLOYEE:

Tyler S. Williams, Acting Town Manager

Date



LEGISLATIVE MEMORANDUM

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

FROM: John Gibson, Mayor

DATE: June 11, 2026

RE: DISCUSSION AND CONSIDERATION: Authorize Negotiations for Town
Manager Contract

SUMMARY:

The purpose of this agenda item is to authorize negotiations regarding a proposed employment agreement for the position of Town Manager and to establish a committee of the Board to conduct such negotiations and present a recommendation to the full Board.

Following the resignation of Town Manager Jim Stables, the Board has implemented the Town's succession plan through the appointment of Tyler Williams as Acting Town Manager.

As part of the Town's leadership transition, the Board may wish to consider Mr. Williams for permanent appointment as Town Manager. In order to ensure an orderly, transparent, and efficient process, it is appropriate for the Board to designate a committee to conduct negotiations concerning the terms and conditions of a potential employment agreement.

The committee would be responsible for meeting with Mr. Williams, reviewing compensation and benefit considerations, evaluating contractual terms, and developing a proposed employment agreement for consideration by the full Board.

The Mayor recommends that the Board appoint a committee consisting of three (3) members of the Board of Mayor and Aldermen to negotiate with Mr. Williams regarding the terms of a potential Town Manager Employment Agreement.

The committee shall report its recommendations to the Board at the regular meeting scheduled for June 25, 2026.

REQUESTING DEPARTMENT(S):

Mayor

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

N/A



LEGISLATIVE MEMORANDUM

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

THRU: Tyler Williams, Assistant Town Manager/CFO

DATE: June 11, 2026

RE: Authorize the Mayor's signature for Town Attorney Professional Services
Agreement pursuant to Resolution 26-678

SUMMARY:

The purpose of this item is to consider final approval of the Professional Services Agreement between the Town of Mount Carmel and Spurrell, Studer, and Matney Law Group, PLLC for Town Attorney services.

At its regular meeting on May 21, 2026, the Board of Mayor and Aldermen approved Resolution 26-678, appointing Spurrell, Studer, and Matney Law Group, PLLC as Town Attorney for the Town of Mount Carmel. The approved motion authorized the Mayor to execute the Professional Services Agreement, contingent upon the law firm providing an acceptable travel policy for legal services rendered to the Town.

During Board discussion, concerns were raised regarding the billing of attorney travel time and travel expenses. The Board requested clarification and modification of the firm's proposed travel policy before final execution of the Agreement.

Following the May 21 meeting, the law firm agreed to revise the travel provisions. Specifically, the firm agreed that travel time and mileage associated with travel would be calculated to and from the Kingsport home office (Colonial Heights) of Mr. Matney, rather than calculating travel from the firm's Johnson City office.

The revised travel provisions satisfy the contingency established by the Board in its May 21 action and have been incorporated into the proposed Agreement

REQUESTING DEPARTMENT(S):

Administration

STAFF RECOMMENDATION:

Staff recommends approval and signature of the Professional Services Agreement

ATTACHMENTS:

Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT FOR ATTORNEY

Effective the 1st day of June 2026, the TOWN OF MOUNT CARMEL (hereinafter "Town") will engage Matthew D. Matney and/or Spurrell, Studer, & Matney Law Group, PLLC (hereinafter "Attorney") as the Attorney for the TOWN OF MOUNT CARMEL during the remainder of the 2026 - 2027 fiscal year under the following terms:

1. The Attorney will bill at his hourly rate of \$175.00 per hour for his services or the services of any attorney under his supervision and \$85.00 per hour for paralegal/legal assistant services. The Town will be billed for all time spent in connection with work performed for the Town, including, but not limited to, telephone conferences, travel time (which shall be calculated from and to the Attorney's home office located in Kingsport, Tennessee, rather than from the Firm's office in Johnson City, Tennessee), attendance at any and all meetings, document drafting, document review, correspondence, negotiations, and research.

2. Services shall be billed in increments of quarters of an hour; that is, the minimum amount of time billed shall be one-tenth (.10) of an hour. The Town will be presented with an itemized statement on a monthly basis setting forth the nature of work performed on the Town's behalf.

This contract will be governed and construed by the statutes and law of the State of Tennessee.

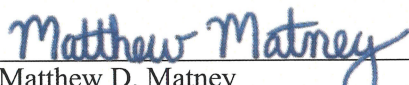
The above employment is hereby accepted on the terms stated.

UNDERSTOOD and APPROVED by the BOARD OF MAYOR AND ALDERMEN FOR THE TOWN OF MOUNT CARMEL on the _____ day of _____, 2026.

Town of Mount Carmel

Mayor John Keith Gibson

Attorney



Matthew D. Matney
Spurrell, Studer, & Matney Law Group, PLLC