



ORDINANCE 24-531

AN ORDINANCE OF THE TOWN OF MOUNT CARMEL TENNESSEE TO REPEAL AND REPLACE CHAPTER 4 OF THE MUNICIPAL CODE, PARKS COMMISSION.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN FOR THE TOWN OF MOUNT CARMEL TENNESSEE THAT CHANGES BE MADE AS FOLLOWS:

SECTION I. That the Code of Ordinances BE AMENDED BY DELETING Chapter 4, Park Commission, and replacing it with the following policy in its entirety:

PARKS COMMITTEE

SECTION

2-401	Creation
2-402	Membership; appointment; vacancies; compensation
2-403	Officers
2-403 A	Duties of Officers
2-404	Staff
2-405	Meetings
2-406	Quorum
2-407	Record of Meetings
2-408	Functions
2-409	Budget
2-410	Grants, Gifts, and Bequests
2-411	Parliamentary Authority

2-401. Creation

There is created a parks committee.

2-402. Membership; appointment; vacancies; compensation

(1) The parks committee shall have seven (7) members.

(2) There shall be the Mayor and (1) one Alderman appointed by the mayor and confirmed by the Board of Mayor and Alderman. The Mayor and Alderman is to serve as ex-officio members. The remaining five (5) members shall be appointed by the Mayor and confirmed by the Board of Mayor and Alderman.

(3) The Mayor and (1) Aldermen shall serve their term and the five (5) other committee members shall serve a two-year term (November- November) beginning November 2024. Committee members shall not be removed from the committee by the mayor until the committee member term has expired. The secretary shall notify the mayor of upcoming vacancies on the committee.

(4) Any appointed member who is a no call/no show from three (3) consecutive meetings in any fiscal year (November - November) shall be deemed to have resigned and a successor shall be appointed by the mayor and confirmed by the Board of Mayor and Alderman.

(5) If a vacancy occurs on the parks committee by death, resignation or inability or refusal of a member to serve, the vacancy shall be filled for the unexpired term by the mayor and confirmed by the Board of Mayor and Alderman. The vacancy shall be posted on the city media pages and other publishing's for one month prior to being filled. If the chairman or vice-chair becomes vacant the committee (quorum) shall elect the next chairman or vice-chairman. This does not require a full committee to fill this position.

(6) The five (5) members of the parks committee shall serve without compensation. The Mayor and (1) Aldermen shall receive their pay as outlined for paying of BMA.

2-403. Officers

The members of the parks committee shall meet in regular session and organize each year by electing from their number a chair, vice-chair, secretary. Each person so elected shall hold office for one (1) year (November - November) or until their successor is elected by the parks committee.

2-403A. Duties of Officers

(1) **Chairman** – Preside over meetings. To open the meetings at the time they are supposed to be open by calling the meeting to order. To announce the business before the committee in correct order. To state and put to vote all motions. To enforce the by-laws and rules of the committee. To maintain order and decorum in all committee meetings. To declare the committee recessed or adjourned. The chairman shall attend all Board of Mayor Meetings. Relay to the board the recommendations of the parks committee. Meet with the town administrator to do a budget once a fiscal year.

(2) **Vice-Chairman** – Shall preside over the meetings in the absence or resignation of the chairman. The same job duties of the chairman shall be conveyed upon the vice-chairman in his/her absence or resignation.

(3) **Secretary** – Shall record all minutes of the committee meetings. Keep roll of all committee members. Give a copy of the roll to each Board of Mayor and Alderman, town administrator at the beginning of the new year and when changes have been made. Shall keep up with each member's term on the committee. Shall sit next to the chairman during the committee meetings. The secretary shall give the committee members a copy of the minutes for review, make corrections as necessary. The secretary shall maintain a copy of the minutes and give a copy to the town administrator/recorder to be put on file for public view. The secretary shall keep a copy of the by-laws at all times. To notify committee members of the upcoming meetings and to prepare the agenda for the chairman. To call the roll at the beginning of each meeting. Conduct meeting in the absence or resignation of the chairman and vice-chairman till a new chairman can be elected or to adjourn a meeting.

2-404. Staff

All officers, departments and committees, boards and commissions of the town shall render reasonable assistance to the parks committee in the orderly performance and discharge of its duties.

2-405. Meetings

The parks committee shall meet as needed, when requested by the Board of Mayor and Aldermen, to conduct business. It shall be the duty of the chair to preside over the meetings, absent a chairman the vice-chairman shall preside, absent both chair and vice-chairman the secretary shall preside over the meeting. Any meeting other than a regular meeting may be called by the chair or by any five (5) members.

2-406. Quorum

Five (5) members of the parks committee present at a meeting shall constitute a quorum.

2-407. Record of Meetings

The secretary of the parks committee shall keep a record of all proceedings of the parks committee. During a meeting, he/she should be seated near the presiding officer. Once the minutes have been approved by the committee a copy shall remain with the secretary and a copy given to the town administrator/recorder.

2-408. Functions

The parks committee shall serve in an advisory capacity and shall report to the Board of Mayor and Alderman regarding the implementation of the parks five year plan, any desired maintenance of the park or equipment, let the city manager know of any grants that maybe available to the town. The mayor or alderman shall put on the agenda of the Board of Mayor and Alderman any matters that the committee needs to relay to the board. The chairman shall then relay the information to the board once that agenda comes up and the chairman is recognized.

2-409. Budget

The chairman of the parks committee shall meet with the town administrator to go over the parks committee budget each fiscal year. Make recommendations to be presented to the Board of Mayor and Alderman for the budget in the fiscal year. Appropriations for the park purposes shall be encumbered and disbursed in accordance with the established purchasing procedure manual.

2-410. Grants, gifts and bequests

The parks committee shall request that the Board of Mayor and Alderman applies for grants that may be available for the park purposes; the terms and conditions of which grants shall be accepted at the discretion of the Board of Mayor and Alderman. Any gift or other contribution made for the use of the public parks of the town may be accepted by the parks committee and shall be deposited with the recorder and held in trust, to be kept separate and apart from all other municipal funds and property, any such funds shall be appropriated by the Board of Mayor and Alderman only with the advice and consent of the parks committee. Any bequest of property, either real or personal, shall be accepted by the Board of Mayor and Alderman after due consideration of any attendant expenses for improvements, maintenance or similar costs and expense.

2-411. Parliamentary Authority

The rules contained in the current edition of Roberts Rule of Order shall govern the committee in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the parks committee may adopt

SECTION II. LEGAL STATUS PROVISIONS.

- A. 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 most restrictive shall in all cases apply
- B. If any sections, 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.

This Ordinance shall take effect immediately upon final passage and publication, the public welfare requiring it.

ATTEST:


EMILY WOOD, Town Recorder

APPROVED AS TO FORM:


Town Attorney


PAT STILWELL, Mayor

MOTION: Alderman Jim Gilliam				
SECOND: Alderman Mindy Shugart				
1 st READING	AYES	NAYS	OTHER	
Alderman Jim Bare	X			
Alderman John Gibson	X			
Alderman Jim Gilliam	X			
Alderman Darby Patrick	X			
Alderman Mindy Shugart			Abstain	
Vice-Mayor Tresa Mawk		X		
Mayor Pat Stilwell		X		
TOTALS	4	2	1	

MOTION: Alderman Mindy Shugart				
SECOND: Alderman Darby Patrick				
2 nd READING	AYES	NAYS	OTHER	
Alderman Jim Bare	X			
Alderman John Gibson	X			
Alderman Jim Gilliam	X			
Alderman Darby Patrick	X			
Alderman Mindy Shugart	X			
Vice-Mayor Tresa Mawk		X		
Mayor Pat Stilwell		X		
TOTALS	5	2	-	

NEWSPAPER: Kingsport Times-News Published: 7/25/24

Affidavit of Publication

TIMES NEWS

701 Lynn Garden Drive • Kingsport
County of Sullivan, State of Tennessee

I, Ron Waite, being duly sworn upon oath, deposes and state that I am the publisher of the Times News, a daily newspaper published in the City of Kingsport, County of Sullivan, in the State of Tennessee. This Legal Notice contains a true and correct copy of what was published in the regular edition of said newspaper, in consecutive issues on the following dates:

Publication Dates: 07/25/2024

Ad#: 4644



Ron Waite

Signed and sworn to before me
on 07/25/2024



Rose Lynn Brooks - Notary Public
My commission expires: July 19, 2025



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This publication fully complies with Tennessee Code.

PUBLIC NOTICE

Ordinance 23-517: UPDATE TO SEWER USE ORDINANCE PASSED 3/23; Ordinance 23-518: PARKING ON STREETS PASSED 4/23; Ordinance 23-519: ORDER OF BUSINESS PASSED 3/23; Ordinance 23-520: UPDATE TO PERSONNEL POLICY PASSED 3/23; Ordinance 23-521: DELETE TITLE 6 OF MUNICIPAL CODE DEPT OF PUBLIC SAFETY AND ADD CHAPTER 8 TO TITLE 1 GENERAL ADMINISTRATION PASSED 4/23; Ordinance 23-522: AMEND FY23 BUDGET PASSED 5/23; Ordinance 23-525: CHANGE BOARD OF MAYOR AND ALDERMAN MEETING TIME TO 5:30 PASSED 7/23; Ordinance 23-527: CHANGE SECTION 13-107 PERTAINING TO PENALTY FOR all VIOLATIONS Passed 8/23; Ordinance 23-528: Competitive bid threshold Passed 9/23; Ordinance 23-529: Parking lot requirements: Passed 9/23; Ordinance 24-530: Property maintenance codes Passed 5/24; Ordinance 24-531: Update Park commission bylaws Passed 4/24; Ordinance 24-533: FEMA flood plain update Passed 6/24; Ordinance 24-535 Appoint municipal judge Passed 6/24

PUB1T: 7/25/24

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AUG 01 2024