



BOARD OF MAYOR AND ALDERMEN MINUTES

March 4, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 5:05 pm.

2. Prayer and Pledge

Mayor Mike Callis lead the prayer and pledge.

3. Roll Call

Present: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Also Present: Mayor Callis, City Attorney Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer

4. Approval of Agenda

Motion to: Amend the following:

Remove Item 17. Parks - Item B. Ordinance 24-12

Move Item F. Discussion - City Lake from 20. Utilities to after 9. Consent Calendar

Move Item G. Discussion - WWTP from 20. Utilities to after 9. Consent Calendar

Add to 20. Utilities Item H. Discussion - Pause of Water Taps

By: Vice-Mayor McDowell

Second: Alderwoman Barnes

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed (voice vote)

5. Public Recognition

Request to speak by Thomas Dillard on Wage Assignments. No actionable item on the agenda. Request by Mr. Dillard to have the rules suspended to address the Board. No motion on the floor.

6. Public Hearing

- A. Ordinance No. 24-10 – An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 120,126, and 128 Davis Street, from Heavy Commercial District to Industrial General.
- No one spoke.

7. Communications from Council Members

- Alderman Woodall reminded everyone of the Easter Egg Hunt on March 24th at 2pm in Richland Park.
- Alderman Woodall advised that the Richland Gym will be closed to the public for a couple more weeks due to renovation work.

8. Mayor's Report

- CEMC update - They have replaced 200 streetlights, changed policy, had crews come in before daylight, partnered with the City to report outages.
- Will be creating Public Comment Policy based on the recommendations from the Comptroller's Office.
- A non-profit donation policy will be created to bring to the Council.
- Gun locks were provided during SAVE training and will be handed out in the Business Office.
- The City had an emergency purchase related to the water main break on Highway 52E. A third party had to be brought in to assist with the repairs, at a cost of \$13,936.28.
- The Planning Commission deadlines have been moved up to insure the agenda can be posted in a timely manner.

- Currently working on a plan on when and how to use third party reviews.
- Update on the TDEC collective Water Pipeline Project - the right-away process is beginning and should have bids by the summer.
- The City continues to get requests for speed bumps on residential roads. The Mayor will be presenting available options at the next meeting.

9. Consent Calendar

Motion to: Approve

By: Alderman Jennings

Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

- A. Minutes from February 5, 2024 - Work Study Meeting
- B. Minutes from February 5, 2024 - City Council Meeting
- C. Resolution No. 24-17 - A Resolution to re-appoint Portland's City Historian, Nathan Shadowens.
- D. Resolution No. 24-18 - A Resolution to re-appoint one existing member, Gail Gentry, to the Portland Municipal Board of Appeals.
- E. Ordinance No. 24-11 – Second Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Jackson-Reed Properties, LLC on the North Harris Lane sewer extension, which will include the installation of sewer improvements, located at North Harris Lane in Portland, Tennessee.

10. Utility Infrastructure - Alderman Brian Woodall

- A. Discussion - City Lake - Greg from OHM reported about the lake dam.
 - Erosion was found under the concrete spillway.
 - Looking at temporary repairs to stop the erosion.
 - A recommendation was made to keep the lake levels below this failure.
 - They continue to check the lake flows coming into and out of the lake.
- B. Discussion - Wastewater Treatment Plant - Bryant with Health Coat and Davis reported on the Wastewater Treatment Plant.
 - WWTP is over 50% complete.
 - Anticipate to be under original projected cost.
 - On schedule to be substantially complete by the first of November.
 - A change order with additional working dates should be presented soon.
 - When complete, the discharge permit will go from the current 3.8 MGD to 5.6 MGD/day.
 - All the concrete is complete, and the only delay could be if equipment is not delivered on time.

11. Community Development – Alderwoman Megann Thompson

- No Items

12. Finance – Alderwoman Penny Barnes

- A. Resolution No. 24-19 - A Resolution pursuant to authority granted by Section 6-54-111 of the Tennessee Code Annotated and in accordance with Section 0380-3-7-02 of the Official Compilation Rules and regulations of the State of Tennessee which authorizes appropriations for financial aid for Nonprofit Charitable Organizations whose services benefit the general welfare of the residents of this municipality.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Discussion: Alderman Woodall reported this was the recommendation from the Ad Hoc Committee.
It leaves \$1800 below budget.

Alderwoman Thompson advised the committee worked with Rachel Slusser to determine if they were non-profit and were a benefit to the citizens of Portland.

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

13. Fire Department – Vice Mayor Jody McDowell

- A.** Ordinance No. 24-13 – First Reading - An Ordinance to amend Ordinance Number 21-03 authorized positions for the City of Portland.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Woodall

Discussion: Mayor Callis advised this was a name change only, to be uniform with other Fire departments.

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

14. Human Resources – Alderwoman Penny Barnes

- A.** Discussion - Wage Study

- Hazel Johnson distributed the three proposals.
- A discussion was held about the cost differences and company references.
- The Council asked if Ms. Johnson had a recommendation. She said she was familiar with Gallagher and not the other two companies.
- Mayor Callis advised the two proposals over \$60,000 would require an Ordinance with two Council readings.
- Alderman Woodall commented he wanted better quality instead of rushing the process.
- It was determined the timeline, including ordinance readings and contract signing, would be four to five months to complete.
- A discussion was held about whether the Council is committed to implementing the recommendations.
- It was determined that the study would not be completed in time for 2023-24 FY Budget, so it would be used for 2024-25 FY Budget.
- Mayor Callis reported they would have an Ordinance ready for the next Council Meeting.

15. Legislative – Mayor Mike Callis

- No Items

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- No Items

18. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-10 – Second Reading - An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 120,126, and 128 Davis Street, from Heavy Commercial District to Industrial General.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

- B.** Ordinance No. 24-12 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 523 West Market Street, from RS-20 (single family residential) to R-15 (low density residential).
Removed from Agenda

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderwoman LaToya Holcomb

- No Items

21. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-14 – First Reading - An Ordinance to enter an agreement with Bobby Luttrell and Sons, LLC for the 12-inch waterline improvements along Highway 52W from Searcy Ln to Sandye Ave and along S Broadway (SR-109) from East Knight St to Village Dr.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis advised the cost was estimated, and the second reading would have updates on the cost.

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

- B.** Ordinance No. 24-15 – First Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Brimstone Builds, LLC on the Ricky Hartley Estates, located at 341 Woods Road in Portland, Tennessee, which will include the installation of an eight (8) inch water main along Woods Rd.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

- C.** Ordinance No. 24-16 – First Reading – An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Stratton-Taylor Builders on the Harbin Sandye Avenue Development, which will include the installation of an eight (8) inch water main along West Market St and Sandye Avenue in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis reported that this property's plat showed that sewer was available. There is not a sewer line there, so the City is required to install and pay for sewer lines.

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

- Mayor Callis reported he had received a list of mapped plats of less than five acres inside the City limits, with no dwelling.
- Work has begun to add what available utilities are listed on the mapped plat and what utility lines are run on the property.

- D.** Resolution No. 24-20 –A Resolution to approve final adjusting change order #1 for the Underground Storage Tank Closure Project with EnSafe, Inc. at the Water Treatment Plant.

Motion to: Approve

By: Alderman Woodall
Second: Alderwoman Barnes

Discussion: Mayor Callis advised there is no cost adjustment, just closing out the project.

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed (voice vote)

E. Discussion - Water Treatment Plant Production

- Mayor Callis distributed information about water usage related outside the city limits.
- Kristi Gibbs prepared a three-month average between restaurants and homes.

**F. Discussion - City Lake by OHM
Moved to after the Consent Calendar.**

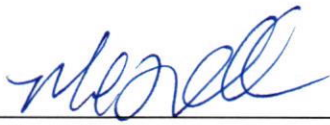
**G. Discussion - Wastewater Treatment Plant by Hethcoat Davis
Moved to after the Consent Calendar.**

H. Discussion - Deferred Resolution - Outside City limits water capacity limits. The Resolution to pause issuing water taps outside city limits.

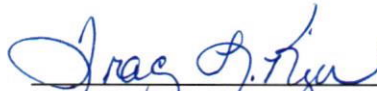
- Fees are being reviewed
- Mayor Callis reviewed the language changes.
- MTAS recommended not taking deposits for water taps.
- Mayor Callis hopes to bring it to the next meeting in the form of an Ordinance with a fee schedule.

Adjournment

Motion to Adjourn by Alderman Hall; Second by Vice-Mayor McDowell;
Motion passed by voice vote to **adjourn at 6:00pm.**



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder