



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

April 15, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:06 PM.

2. Prayer and Pledge

Police Chief Jason Williams led the prayer and pledge.

3. Roll Call

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

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

Absent: Alderwoman Penny Barnes, Alderman Mike Hall, Alderwoman Megan Thompson

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Holcomb

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

5. Public Comment Period

James Chaney spoke against Resolution- 24-111 and Ordinance 24-26.

6. Communications from Council Members

Alderwoman Holcomb spoke about the updates to the City Convenience Center and the Salt Shed building.

7. Mayor's Report - Mayor Callis reviewed the following:

- City Offices will be closing at noon on May 10th, due to street closings for the Festival concert and fireworks.
- City Hall has received calls from citizens concerned about the border crisis & illegal aliens being sent to Tennessee. Mayor Callis advised the City of Portland has not been contacted.
- The departments have been discussing the difficulty with recruitment and retention and possible solutions.
- We had a kick-off meeting with Pay Point for the approved wage study. Employee meetings have been scheduled and September 1st was the agreed completion date.
- The TDOT safety grant work continues. Sidewalks are being completed and new rail-road crossing lights and arms will be installed. The purpose is to be able to walk from Mini-Park at Hwy 109 all the way to the Library.
- Sumner County Resources Authority caught fire this weekend and will be closed for an unspecified amount of time. The city will send trash to Robertson Co.
- The City had four participants in the Leadership Portland's 6th class. They were Brandon McGuire in Finance, Steven Graves in Sanitation, Alderwoman Latoya Holcomb and Alderman Brian Woodall.

8. Alcohol Beverage Board

9. Consent Calendar

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

- A.** Approval of Minutes from April 1, 2024, City Council Meeting
- B.** Department Reports
- C.** Resolution No. 24-108* - A Resolution to re-appoint the City Attorney, John Bradley serving a four-year term.
**Numbered in error - Corrected Resolution Number is 24-31.*
- D.** Ordinance No. 24-21 – Second Reading – An Ordinance approving a property purchase by The Portland Airport Authority from Portland Industrial Enterprises for the purchase of property located Sumner County tax map 020, Parcel 055.00 containing 9.56 Acres.
- E.** Ordinance No. 24-22 – Second Reading – An Ordinance approving a property purchase by The Portland Airport Authority from William Payne for the purchase of property located Sumner County Tax Map 021 Parcel 002.02 containing 11.74 acres.
- F.** Ordinance No. 24-23 –Second Reading – An Ordinance approving a property purchase by The Portland Airport Authority from Portland Airport Industrial Park, Inc. for the purchase of property located Sumner County Tax Map 020, Parcel 052.00 containing 27.80 acres.
- G.** Ordinance No. 24-24 – Second Reading – An Ordinance to enter into an agreement with Alvin Krantz Painting, Inc. for the interior painting of Richland Gym project at Richland Park.

10. Community Development

- No Items

11. Finance

- A.** Ordinance No. 24-26 – First Reading – An Ordinance of the City of Portland, Tennessee adopting the annual budget and tax rate for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Discussion:

- The Water and Sewer budgets are now balanced.
- Bryan Price, Utilities Director, reviewed the vehicle purchases and needs vehicles; 2 for Water Distribution; 1 for Sewer.
- Projects in Water and Sewer currently underway that will continue into the next fiscal year, will be paid with Cash, Bonds, ARPA money & Developer Deposits.
- Natural Gas budget is balanced.
- Developer Deposits when received go in a liability account. When actual work is completed, it becomes revenue. Not all deposits have been received and as they come in, budget amendments will be made.
- The Airport will need \$81,300 transferred from the General Fund to balance.
- Stormwater Operating Budget balances.
- Sanitation Operating Budget balances. Any extra will be saved for future truck purchases.
- No Capital purchases requested.
- Mr. Price reviewed the Water and Sewer projects currently under construction.
- Mayor questioned when the 109 developments will be reimbursed. Mr. Price explained that no contracts have been signed at this time. The City will pay for the project and once contracts are signed; then reimbursements will start coming through.

Discussion of Positions requested.

- Rachel Slusser, Finance Director, advised that the amounts shown include salary, benefits, taxes, and retirement cost.

- Kristi Gibbs, Business Office Director, reviewed the need for a Billing Coordinator.
- Mr. Price explained the Grade III Operator for Water Treatment Plant and the Water Crew Worker I.
- Mr. Price listed highest need to least needed:
 1. Water Distribution Crew Worker I
 2. Billing Coordinator
 3. Grade III Operator for Water Plant
- Mr. Price and Ms. Slusser will meet to see if the top two positions could be added without a rate increase.

Ms. Slusser reviewed the General Fund Operating Budget.

- The Budget does not include any cost-of-living increases and benefits increases that the City would be responsible for.
- Discussion of if any increases and/or when they would go into effect.
- During discussion, Mayor Callis withdrew the request for Civil Engineer, Permit Tech and Human Resources part-time position.
- Discussion of tax rates and cost of increases. Ms. Slusser reiterated that General Fund funds come from tax payments, while Water, Sewer, Gas, Sanitation, Streets are different funding.

The following motions for equipment were made for the Fiscal Year 2024-2025 Budget:

Motion	Amount	First	Second	Yes	Pass Fail
Natural Gas Equipment – 2 trucks – Cash purchase	\$1,130,000	Alderman Jennings	Vice-Mayor McDowell	All	Pass
Water & Sewer Equipment – 3 trucks & 1 ton truck – Cash purchase	\$190,000	Alderman Woodall	Alderman Jennings	All	Pass
Stormwater Equipment- Truck & Repair projects – Cash Purchase	\$113,000	Alderman Jennings	Alderman Woodall	All	Pass
Parks – Dog Park Sidewalks – Impact Fees	\$8,500	Vice-Mayor McDowell	Alderman Jennings	All	Pass
General Fund Capital Outlay - 4 Police Cars, Truck, 2 Gas Mowers, Mini Excavator, Truck, Collar Mower, Sign, Heating unit at Richland, Camera System, Table & Chairs	\$448,800	Alderman Woodall	Vice-Mayor McDowell	All	Pass
Sidewalks – Cash & Subdivision Rues & Regs	\$100,000 \$25,000	Alderman Woodall	Alderman Jennings	All	Pass
Paving – Cash Purchase		No motion			Failed

The following motions for Personnel and related cost made to be included in Fiscal Year 2024-2025.

General Government - Grant Account	\$73,456	Alderman Woodall	Vice-Mayor McDowell	Motions	withdrawn
General Government - Grant Account and Public Works Assistant Director	\$73,456 \$92,044	Alderman Jennings	Alderman Woodall	All	Pass
2% COLA for employees		Alderman Jennings	Vice-Mayor McDowell	All	Pass
12 Cent Tax Increase		Alderman Jennings	Vice-Mayor McDowell	All	Pass

General Fund Projects that are proposed in Budget Ordinance:

Splash Pad	\$2,473,600	Half Loan/Half Grant Processes
Police Building	\$990,000	Assign Fund Balance
Gym	\$650,000	Assign Fund Balance
Parks Maintenance Building	\$165,000	ARPA
Parks Maintenance Building	\$85,000	Cash (Insurance received from old Barn)
Golf Course Irrigation	\$350,000	Half Loan/Half Grant Processes

Vote: Approve Amended Budget

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

12. Fire Department – Vice Mayor Jody McDowell

- A.** Ordinance No. 24-27 – First Reading - An Ordinance to establish fees for Fire Extinguisher Training provided by Fire Department personnel.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Woodall

Discussion: Chief Thornton explained the fees will help to replace the equipment as needed.

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

Chief Thornton requested to speak about the property behind the North Fire Hall. He was approached by a farmer questioning leasing the property to row crop. After discussion, it was agreed to bid the lease and bring a resolution to the next meeting.

13. Human Resources

- No Items

14. Legislative – Mayor Mike Callis

- No Items

15. Municipal Airport

- No Items

16. Parks & Recreation – Alderman Brian Woodall

- A.** Resolution No. 24-109* – A resolution to authorize the demolition of the Robert Coleman Community Center at Richland Park.

**Numbered in error - Corrected Resolution Number is 24-32.*

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed (voice vote)

- B.** Resolution No. 24-110* – A Resolution to authorize the demolition of the Swimming Pool at Richland Park.

**Numbered in error - Corrected Resolution Number is 24-33.*

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Jamie White and Carlton Cobb discussed the plan for both demolitions is to rent equipment needed for approximately \$6000/month. The RCCC Building remains will fill-in the pool. The RCC Building area will become parking and the pool area will be converted to pickleball courts. Demolition would not begin until after the Strawberry Festival.

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

The Council wanted to insure that the plans for the splash pad include a location for the pool and facilities such as restrooms are built to handle both or easily modified when the pool is built. Jamie explained revisions for the splash pad have been made, but the engineering for the pool cannot be done on this grant. It was also noted that the splash pad will reuse water, it will have a self contained reuse filtration system. Completion should be in 2025.

Jamie also explained the funds that would have been used to update the RCC building have been used to remodel the gym, by adding AC/heat, windows, meeting space, and painting.

17. Planning & Codes

- No Items

18. Police Department – Alderman Drew Jennings

- No Items

19. Public Works – Alderwoman LaToya Holcomb

- A.** Resolution No. 24-111* – A Resolution to enter into an engineering agreement with Civil and Environmental Consultants, Inc. for the design of a Regional Detention Basin on Airport Road.

**Numbered in error - Corrected Resolution Number is 24-34.*

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Jennings

Discussion: Carlton Cobb advised the design will incorporate additional inlets from Highway 52E in front of CARES, through the water shed, and may work with the development near Deasy Lane.

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

- B.** Discussion - Traffic Calming on Portland Blvd and Wheeler St.

- After discussion of the placement of stop signs, on Portland Blvd it was determined Carlton will bring suggestions to the Council.

20. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-19 –Second Reading - An Ordinance to enter into an agreement with Gresham Smith to provide engineering services for the City of Portland 2024 TGT Road Gas Line Improvements Project.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

- B.** Ordinance No. 24-26 – First Reading – An Ordinance to rescind in its entirety Ordinance 24-20 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: It was noted the increased fee amounts came from the Ad Hoc meeting.

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Thompson

Motion Passed(voice vote)

C. Discussion - Brycer Backflow Management Warren Garrett, Assistant Utility Director, distributed information about the Backflow Management Program.

- Mr. Garrett presented improvements the Utilities Department has made in the annual inspection process, including invoicing and TDEC requirements.
- Mr. Garrett explained that the inspection is either a pass or fail and, if failed, compliance cannot exceed 30 days as per our Municipal Code.
- TDEC requires 100% compliance.
- The Utility Department has determined to use a third party to oversee the annual inspection process.
- Any cost will be billed to the owner of the backflow.
- The Utility Department wanted to make the Council aware of the change in the inspection process and that any backflow found in non-compliance would have thirty days to become compliant.
- The backflow will be tested again and, if not corrected, the facility will have its water cut off.
- The Council does not have to take action on this, because there will be no cost to the City.
- The Council supported the Utility Department to move forward on the solution.

D. Discussion - Consent Order Mr. Price discussed Stevinson Ham and the current process.

- Discussion was held about the compliance schedule. Mr. Price and Stevenson Ham management has been in discussion about meeting the deadlines in the schedule.
- Mr. Price advised the private fire line for water will have to be cut off because of the backflow issue, but the facility will still have water coming into the facility.
- The Fire Department has been notified about the cut-off.
- Mr. Price wanted to make sure the Council was aware of the issues and the developer's agreement would be amended.

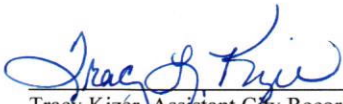
No action was taken by the Council.

Adjournment

Motion to Adjourn by Vice-Mayor McDowell; Second by Alderman Jennings;

Motion passed by voice vote to **adjourn at 8:05.**


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder