

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

March 2, 2020

1. **Call to Order** - Mayor Callis called the meeting to order at 5:00 P.M.
2. **Prayer/Pledge** – Bro. Mike McKenzie from Oasis Seventh Day Adventist Church offered the Invocation and the Pledge of Allegiance.
3. **Roll Call** - The Portland Board of Mayor and Aldermen met in regular session on March 2, 2020 with the following members in attendance: Alderman Thomas Dillard, Alderman Mike Hall, Alderman Drew Jennings, Vice-Mayor John Kerley, Alderman Jody McDowell and Alderwoman Megann Thompson. Alderman Brian Harbin and City Attorney John R. Bradley were absent. City Recorder Patricia Keen was present.
4. **Approval of Minutes from February 3, 2020 Council Meeting**
A motion was made by Vice-Mayor Kerley, seconded by Alderwoman Thompson to approve the minutes as presented. A unanimous voice vote indicated approval.
The minutes were approved.
5. **Approval of Agenda** A motion was made by Alderman Dillard, seconded by Vice-Mayor Kerley to approve the agenda. Mayor Callis asked to remove Resolution No. 20-42. A unanimous voice vote indicated approval of the agenda as amended.
The agenda was approved.
6. **History Moment - Dr. Nathan Shadowens, City Historian**
Dr. Shadowens shared a brief history on “sugar chest” originating from Kentucky, Tennessee and Northern Alabama. The “lady of the house” was the key keeper and they held cone sugar. Value now ranges up to \$10,000. Doesn’t think any were made in Portland.
7. **Communications from Mayor/Aldermen**
Vice Mayor Kerley reminded everyone tomorrow is Super Tuesday and to go vote.
8. **Public Recognition**
Five minutes per person and it must pertain to an item on the agenda.

Wayne Bandy – 915 South Broadway – spoke on rezoning of 305 Reed Street. Owns property at 301 & 303 Reed Street and feels the rezone would be a backwards move. Would like the city to leave as is, someone will put a business in it someday.

Jeff Woods – 1075 Coker Ford Road – regarding lot on Strawberry Street. Would like the City to consider the donation to Habitat for Humanity. A good organization and would not be a gain to him.
9. **Public Hearing – No items.**

10. Human Resources – Mayor Mike Callis

- A. Ordinance No. 20-07 – Second Reading** – An ordinance repealing and replacing Ordinance No. 19-67 Personnel Policy for the City of Portland, TN

Motion was made by Alderman Jennings, seconded by Vice Mayor Kerley to approve Ordinance No. 20-07 on second reading. A unanimous vote indicated approval.

Ordinance 20-07 Approved on Second Reading

11. Planning and Codes – Mike Hall

- A. Ordinance No. 20-12 - First Reading** – An ordinance to amend the City of Portland, TN zoning map by rezoning an area of 305 Reed Street, Map 003A, Group C, Parcel 013.00 from GCS (Commercial) to R-10 (Residential).

Motion was made by Alderman Hall, seconded by Alderman Dillard to approve Ordinance No. 20-12 on first reading. A voice vote indicated Ordinance No. 20-12 failed.

Ordinance 20-12 Failed on First Reading

- B. Ordinance No. 20-13 - First Reading** – An ordinance to amend the City of Portland, TN zoning map by rezoning an area of 119-145 North Harris Lane, Map 019, Parcels 050.04, 083.00, 084.00, 085.00 & 086.00 from R-40 (Residential) to R-10 (Residential).

Motion was made by Alderman Hall, seconded by Alderwoman Thompson to approve Ordinance No. 20-13 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 20-13 Approved on First Reading

12. Parks and Recreation – Thomas Dillard

Mayor Callis announced the death of Tim Henson, Parks Department employee. A memorial service will be March 15 at Ebenezer Church.

15. Public Works & Utilities – Jody McDowell

- A. Ordinance No. 20-10 – Second Reading** – An ordinance authorizing a contract between the City of Portland, TN and Contracting Services, Inc. for the 2019 Lyon Drive Gravity Sewer Force Main and Lift Station Improvements

Motion was made by Alderman McDowell, seconded by Alderwoman Thompson to approve Ordinance No. 20-10 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 20-10 Approved on Second Reading

- B. Resolution No. 20-31** - A resolution authorizing a change order in the decreased amount of \$98,983.00 for Contracting Services, Inc. for the 2019 Lyon Drive Gravity Sewer Force Main and Lift Station Improvements.

Motion was made by Alderman McDowell, seconded by Alderwoman Thompson to approve Resolution No. 20-31. A unanimous voice vote indicated approval.

Resolution No. 20-31 Approved

- C. Ordinance No. 20-14 - First Reading** – An ordinance authorizing an agreement between the City of Portland and Jacobs Engineering Inc. for the wastewater treatment plant construction, engineering and inspection services for Phase 2 (Task Order #15).

Motion was made by Alderman McDowell, seconded by Vice Mayor Kerley to approve Ordinance No. 20-14 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 20-14 Approved on First Reading

- D. Ordinance No. 20-15 – First Reading** – An ordinance authorizing an agreement between the City of Portland and OHM Advisors for the 2020 Water Model Update and Hydraulic Analysis.

Motion was made by Alderman McDowell, seconded by Alderwoman Thompson to approve Ordinance No. 20-15 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 20-15 Approved on First Reading

E. Discussion paving projects

Mayor Callis handed out paving information with a break down for FY 2019 and FY 2020 with a carry over of \$240,000 from FY 2019. The budget for FY 2020 has \$17,378 left and may use some “rainy day funds” until new budget time. Lists are being made with projects that need to be done.

16. Police Department – Drew Jennings

- A. Discussion** – alderman Jennings stated the Police Department is in the need of a new vehicle at approx.. \$42,000. May ask to use “rainy day funds” and then budget for more cars. Chief Williams said at the present time Ford cars are hard to get and would like to be put on a waiting list if approved.

17. Fire Department – Brian Harbin

- A. Resolution No. 20-32** - A resolution approving the best bid for a firework show for the Strawberry Festival.

Motion was made by Alderman McDowell, seconded by Alderman Jennings to approve Resolution No. 20-32. A unanimous voice vote indicated approval.

Resolution No. 20-32 Approved

18. Finance – Megann Thompson

- A. Ordinance No. 20-11 – Second Reading** – An ordinance authorizing a contract between the City of Portland and IDT Plans for the purchase of digital plans review software at an estimated total project cost of \$68,040.00.

Motion was made by Alderwoman Thompson, seconded by Alderman McDowell to approve Ordinance No. 20-11 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 20-11 Approved on Second Reading

- B. Resolution No. 20-33** - A resolution to authorize option year two with Retail Strategies at a cost of \$30,000 from the contract originally authorized by Resolution No. 19-36 in March 2019.

Motion was made by Alderwoman Thompson, seconded by Alderman Jennings to approve Resolution No. 20-33. A unanimous voice vote indicated approval.

Resolution No. 20-33 Approved

- C. Resolution No. 20-34** - A resolution granting council approval to Mayor Mike Callis to approve change orders on the City Hall Renovation/Addition Project in an aggregate amount up to fifty thousand dollars (\$50,000).

Motion was made by Alderwoman Thompson, seconded by Alderman Jennings to approve Resolution No. 20-34. A unanimous voice vote indicated approval.

Resolution No. 20-34 Approved

19. Legislative – Mayor Mike Callis

- A. Ordinance No. 20-16 - First Reading** – An ordinance to amend Title 2, Chapter 1, Section 2-103, of the Portland Municipal Code, Cable TV Commission.

Motion was made by Vice Mayor Kerley, seconded by Alderwoman Thompson to approve Ordinance No. 20-16 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 20-16 Approved on First Reading

- B. Resolution No. 20-35** - A resolution to authorize the purchase of new Christmas decorations for the downtown area.

Motion was made by Alderman McDowell, seconded by Vice Mayor Kerley to approve Resolution No. 20-35. A unanimous voice vote indicated approval.

Resolution No. 20-35 Approved

- C. Resolution No. 20-36** - A resolution in support of amendment #3 for a time extension to the agreement between the City of Portland and the Tennessee Department of Transportation for a Safe Routes to School Project to serve Portland West Middle School.

Motion was made by Alderman Jennings, seconded by Vice Mayor Kerley to approve Resolution No. 20-36. A unanimous voice vote indicated approval.

Resolution No. 20-36 Approved

- D. Resolution No. 20-37** - A resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, TN. (Article VI Officers and Employees, Section 1)

Motion was made by Vice Mayor Kerley, seconded by Alderman Jennings to approve Resolution No. 20-37. Alderman Hall questioned why this position is not like the all employee and not get a raise in 4 years. Mayor stated this question would need to be addressed by the city attorney, but don't think the council can vote to give a raise while in term. It would have to be for the next term. A unanimous voice vote indicated approval with Alderman Hall voting nay.

Resolution No. 20-37 Approved

- E. Resolution No. 20-38** - A resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, TN. (Article III Legislative Body, Sections 2,15 & 16)

Motion was made by Alderman Dillard, seconded by Alderwoman Thompson to approve Resolution No. 20-38. A unanimous voice vote indicated approval.

Resolution No. 20-38 Approved

- F. Resolution No. 20-39** - A resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, TN. (Article V Mayor, Section 1)

Motion was made by Alderwoman Thompson, seconded by Alderman Hall to approve Resolution No. 20-39. A unanimous voice vote indicated approval.

Resolution No. 20-39 Approved

- G. Resolution No. 20-40** - A resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, TN. (Article III Legislative Body, Section 6)

Motion was made by Alderman Dillard, seconded by Vice Mayor Kerley to approve Resolution No. 20-40. A unanimous voice vote indicated approval.

Resolution No. 20-40 Approved

- H. Resolution No. 20-41** - A resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, TN. (Article III Legislative Body, Section 1)

Motion was made by Alderman Dillard, seconded by Alderman Jennings to approve Resolution No. 20-41. A unanimous voice vote indicated approval.

Resolution No. 20-41 Approved

- I. Resolution No. 20-42** - A resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, TN. (Article V. Mayor, Section 6)

Resolution No. 20-41 Removed from agenda

- J. Resolution No. 20-43** - A resolution to confirm the Mayor's appointment of one member to the Portland Regional Planning Commission.

Motion was made by Alderman Jennings, seconded by Alderwoman Thompson to approve Resolution No. 20-43. A unanimous voice vote indicated approval.

Resolution No. 20-43 Approved

- K. Resolution No. 20-44** - A resolution to re-appoint one member to the City of Portland's Audit Committee.

Motion was made by Alderman Jennings, seconded by Alderwoman Thompson to approve Resolution No. 20-44. A unanimous voice vote indicated approval.

Resolution No. 20-44 Approved

- L. Resolution No. 20-45** - A resolution to authorize the City of Portland to donate a non-conforming parcel of property to Habitat for Humanity.

Motion was made by Alderman Dillard, seconded by Alderwoman Thompson to approve Resolution No. 20-38. Mayor explained if this resolution passed, an ordinance would be presented for the approval to donate land. A unanimous voice vote indicated approval.

Resolution No. 20-38 Approved

- M. Resolution No. 20-46** - A resolution to appoint members to the Portland Historic Preservation Commission.

Motion was made by Vice Mayor Kerley, seconded by Alderwoman Thompson to approve Resolution No. 20-46. A unanimous voice vote indicated approval.

Resolution No. 20-46 Approved

- N. Resolution No. 20-47** - A resolution authorizing funding for murals to be done on various businesses on Main Street.

Motion was made by Alderman Jennings, seconded by Alderwoman Thompson to approve Resolution No. 20-47. A unanimous voice vote indicated approval.

Resolution No. 20-47 Approved

20. Airport – Vice- Mayor John Kerley - No items

21. Technology – Mayor Mike Callis

A. Discuss security gap analysis

Mayor Callis discussed with the council about a company that MTAS sponsor, to have security gap analysis done on the city's IT system for about \$3,100.

22. Preservation – Beautification – Vice-Mayor John Kerley - No items

Adjournment

Mayor Callis adjourned the meeting at 6:54 PM.

Mike Callis, Mayor

Patricia Keen, City Recorder