

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

June 21, 2021

1. **Call to Order** - Mayor Callis called the meeting to order at 5:02 P.M.
2. **Prayer/Pledge** – City Attorney John Bradley offered the Invocation and the Pledge of Allegiance.
3. **Roll Call** - The Portland Board of Mayor and Aldermen met on June 21, 2021 with the following members in attendance: Alderwoman Penny Barnes, Alderman Thomas Dillard Alderman Jody McDowell, Alderwoman Megann Thompson and Alderman Brian Woodall. Vice Mayor Drew Jennings and Alderman Mike Hall were absent. City Attorney John R. Bradley and City Recorder Patricia Keen were present.
4. **Approval of Minutes from June 7, 2021 Council Meeting**
A motion was made by Alderwoman Thompson, seconded by Alderman Woodall 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 Alderwoman Thompson, seconded by Alderman Dillard to approve the agenda. A unanimous voice vote indicated approval of the agenda.
The agenda was approved.
6. **Recognition – Daughters of the American Revolution (DAR)**
Nancy Gilley, Regent and Lanetta Groves, Second Vice Regent of the General Jethro Sumner Charter were presented with a proclamation to acknowledge the 225th Anniversary of DAR.
7. **Communications from Mayor/Aldermen**
Mayor Callis hopes everyone has a safe and happy 4th of July, and the next council meeting is July 12.
8. **Public Recognition** – No one spoke.
9. **Public Hearing**
 - A. **Ordinance No. 21-18** – An ordinance to amend the City of Portland, TN zoning map by rezoning 322 Jim Courtney Road, Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04, zoned from County RR (Rural Residential) to R-10 (Low Density Residential).

No one spoke.
 - B. **Ordinance No. 21-19** – An ordinance approving budget amendments for the fiscal year ending 06/30/2021.

No one spoke.

- C. Ordinance No. 21-20** – An ordinance of the City of Portland, TN adopting the annual budget and the tax rate for the fiscal year beginning July 1, 2021 through June 30, 2022.

No one spoke.

- D. Ordinance No. 21-21** – An ordinance approving Water & Sewer Fund and Gas Fund budget amendments for the fiscal year ending 06/30/2121.

No one spoke.

- 10. Departmental Reports** - Motion was made by Alderman McDowell, seconded by Alderwoman Thompson to approve the reports. A unanimous voice vote indicated approval of the monthly reports as presented.

11. Human Resources – Penny Barnes – No items

12. Planning & Codes – Megann Thompson

- A. Ordinance No. 21-18 – Second Reading** – An ordinance to amend the City of Portland, TN zoning map by rezoning 322 Jim Courtney Road, Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04, zoned from County RR (Rural Residential) to R-10 (Low Density Residential).

Ordinance No. 21-18 Deferred

- B. Resolution No. 21-65** - A resolution annexing property at 322 Jim Courtney Road, also identified as Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04, containing 67.96 acres upon written consent of the owner.

Resolution No. 21-65 Deferred

- C. Resolution No. 21-66** - A resolution adopting a plan of services for the annexation at 322 Jim Courtney Road, Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04.

Resolution No. 21-66 Deferred

13. Parks & Recreation – Thomas Dillard – No items

14. Public Works & Utilities – Brian Woodall

- A. Ordinance No. 21-24 - Second Reading** – An ordinance to enter an agreement with OHM Advisors to provide engineering services for the City of Portland 2021 Mason Tank twelve-inch waterline connector.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Ordinance No. 21-24 on second reading with an amendment to add survey work not to exceed \$14,000.00 to be included in the agreement by OHM Advisors. A unanimous voice vote indicated approval as amended.

Ordinance No. 21-24 Approved on Second Reading with amendments

- B. Ordinance No. 21-25 - Second Reading** – An ordinance authorizing an engineering agreement between the City of Portland, TN and Hussey Gay Bell Engineering to design the 2021 Gas System Improvement for Highway 259 and two crossings of West Fork Drakes Creek.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Ordinance No. 21-25 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-25 Approved on Second Reading

- C. Ordinance No. 21-26 - Second Reading** – An ordinance to enter an agreement with Hethcoat & Davis to provide engineering services for the City of Portland 2021 Sewer Point Repairs Project.

Motion was made by Alderman Woodall, seconded by Alderman McDowell to approve Ordinance No. 21-26 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-26 Approved on Second Reading

- D. Resolution No. 21-67** - A resolution authorizing an agreement between the City of Portland, TN and OHM Advisors for a proposal for professional on-call services for Sewer Hydraulic Modeling General Services for FY 2022.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Resolution No. 21-67. A unanimous voice vote indicated approval.

Resolution No. 21-67 Approved

- E. Resolution No. 21-68** - A resolution authorizing an agreement between the City of Portland, TN and OHM Advisors for a proposal for professional on-call services for Water Hydraulic Modeling General Services for FY 2022.

Motion was made by Alderman Woodall, seconded by Alderman McDowell to approve Resolution No. 21-68. A unanimous voice vote indicated approval.

Resolution No. 21-68 Approved

- F. Resolution No. 21-69** - A resolution authorizing the acceptance of the best bid for the purchase of supplies for the Portland Natural Gas Department for FY 2022.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Resolution No. 21-69. A unanimous voice vote indicated approval.

Resolution No. 21-69 Approved

- G. Resolution No. 21-70** - A resolution to authorizing the acceptance of the best bid for the purchase of supplies for the Water Distribution Department for FY 2022.

Resolution No. 21-70 Deferred

- H. Resolution No. 21-71** - A resolution authorizing the approval of the sewer and water main extensions for Twin Lakes Subdivision located at 925 North Broadway.
Motion was made by Alderman Woodall, seconded by Alderman Dillard to approve Resolution No. 21-71. A unanimous voice vote indicated approval.

Resolution No. 21-71 Approved

- I. Ordinance No. 21-27 - First Reading** – An ordinance authorizing adoption of a job description for the position of a Solid Waste Crew Lead for the City of Portland.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Ordinance No. 21-27 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-27 Approved on First Reading

- J. Ordinance No. 21-28 - First Reading** – An ordinance authorizing adoption of a job description for the position of a Stormwater Technician for the City of Portland.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Ordinance No. 21-28 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-28 Approved on First Reading

- K. Resolution No. 21-74** - A resolution authorizing the approval of the sewer and water main extensions for Young Hills Subdivision located along Hwy 52E.

Motion was made by Alderman Woodall, seconded by Alderman McDowell to approve Resolution No. 21-74. A unanimous voice vote indicated approval.

Resolution No. 21-74 Approved

15. Police Department – Drew Jennings – No items

16. Fire Department – Jody McDowell – No items

17. Finance – Penny Barnes

- A. Ordinance No. 21-19 – Second Reading** – An ordinance approving budget amendments for the fiscal year ending 06/30/2021.

Motion was made by Alderwoman Barnes, seconded by Alderwoman Thompson to approve Ordinance No. 21-19 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-19 Approved on Second Reading

- B. Ordinance No. 21-20 – Second Reading** – An ordinance of the City of Portland, TN adopting the annual budget and the tax rate for the fiscal year beginning July 1, 2021 through June 30, 2022.

Motion was made by Alderwoman Barnes, seconded by Alderman McDowell to approve Ordinance No. 21-19 on second reading with changes made by the Finance Director since the first reading. A unanimous voice vote indicated approval as presented.

Ordinance No. 21-19 Approved on Second Reading as presented

- C. Ordinance No. 21-21 – Second Reading** – An ordinance approving Water & Sewer Fund and Gas Fund budget amendments for the fiscal year ending 06/30/2121.

Motion was made by Alderwoman Barnes, seconded by Alderwoman Thompson to approve Ordinance No. 21-21 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-21 Approved on Second Reading

- D. Resolution No. 21-72** - A resolution to dissolve the Industrial Revolving Fund.

Motion was made by Alderwoman Barnes, seconded by Alderwoman Thompson to approve Resolution No. 21-72. A unanimous voice vote indicated approval.

Resolution No. 21-72 Approved

- E. Resolution No. 21-73** - A resolution to combine GASB-45 bank account with the operating accounts for their respective funds.

Motion was made by Alderwoman Barnes, seconded by Alderwoman Thompson to approve Resolution No. 21-73. A unanimous voice vote indicated approval.

Resolution No. 21-73 Approved

18. Legislative – Mayor Mike Callis – No items

19. Airport – Mike Hall - No items

Adjournment

Motion was made to adjourn the meeting at 5:24 PM.

Mike Callis, Mayor

Patricia Keen, City Recorder