

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

September 13, 2021

1. **Call to Order** - Mayor Callis called the meeting to order at 5:00 P.M.
2. **Prayer/Pledge** – Mayor Callis offered the Invocation and the Pledge of Allegiance.
3. **Roll Call** - The Portland Board of Mayor and Aldermen met on September 13, 2021 with the following members in attendance: Alderwoman Penny Barnes, Alderman Thomas Dillard, Alderman Mike Hall, Vice Mayor Drew Jennings, Alderwoman Megann Thompson and Alderman Brian Woodall. Alderman Jody McDowell was absent. City Attorney John R. Bradley and City Recorder Patricia Keen were present.
4. **Approval of Minutes from August 16, 2021 Council Meeting**
A motion was made by Alderman Dillard, 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 Alderwoman Thompson to approve the agenda. A unanimous voice vote indicated approval of the agenda.
The agenda was approved.
6. **Recognitions**
 - **Appreciations of service – Larry Riggsbee**
In appreciation for 28 years of dedicated service on the Portland’s Industrial Development Board and Health & Educations Facilities Board – 1991-2019
 - **Proclamation was present for Outstanding Citizen Award to Aaron Embry**
 - **Proclamation presented for Holiday Fest Celebrations in Sumner County**
 - **Proclamation presented for Constitution Week – Daughters of the American Revolution – DAR**
7. **City Historian – Nathan Shadowens**
Dr. Shadowens announced the Grand Opening of the Portland Museum at the Moye Green House on October 2, 2021 with ribbon cutting at 5:00 pm.
8. **Communications from Mayor/Aldermen**
The Water Plant received the “Best Small Plant” award in Tennessee and the Sewer Plant received the “Best Sewer Point Repairs Projects”.
Alderman Dillard asked to remember the Harry Summers in his passing.
Mayor Callis reported the Cyber Security has been done and some changes will be made regarding employee emails to be in a more safe mode. Mayor also reported looking into the Dan Jenkins building and needing to have a fall auction sale to get rid of items in the building. Mayor reported a

ruling will be coming from OSHA regarding Covid vaccinations for the work place. He updated the lighting at exit 121.

9. Public Recognition – No one spoke.

10. Public Hearing

A. Ordinance No. 21-34 - An ordinance to amend Ordinance No. 387, combined zoning ordinance and the City of Portland and the Portland Planning Region, Article IV: Supplementary District Regulations by adding self-storage facilities to Section 4-105 Accessory Off-Street Parking Requirements for Commercial Activities.

No one spoke.

B. Ordinance No. 21-35 - An ordinance to amend the North Gateway Planning Study for about 94.32 acres at unaddressed Eubanks Road, Tax Map 12, Parcel 58.00, from Regional Activity Center to Industrial.

No one spoke.

C. Ordinance No. 21-36 - An ordinance to amend the City of Portland zoning map by rezoning unaddressed Eubanks Road, Tax Map 012, Parcel 058.00, from GCS (General Commercial Service) to HCD (Heavy Commercial District).

No one spoke.

9. Departmental Reports - Motion was made by Alderman Hall, seconded by Alderman Dillard to approve the reports. A unanimous voice vote indicated approval of the monthly reports as presented.

10. Human Resources – Penny Barnes

A. Resolution No. 21-86 – A resolution to establish the 2022 providers for non-health, ancillary and volunteer coverage.

Motion was made by Alderwoman Barnes, seconded by Alderman Woodall to approve Resolution No. 21-86. A unanimous voice vote indicated approval.

Resolution No. 21-86 Approved

11. Planning & Codes – Megann Thompson

A. Ordinance No. 21-34 – Second Reading - An ordinance to amend Ordinance No. 387, combined zoning ordinance and the City of Portland and the Portland Planning Region, Article IV: Supplementary District Regulations by adding self-storage facilities to Section 4-105 Accessory Off-Street Parking Requirements for Commercial Activities.

Motion was made by Alderwoman Thompson, seconded by Alderman Woodall to approve Ordinance No. 21-34 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-34 Approved on Second Reading

- B. Ordinance No. 21-35 – Second Reading** - An ordinance to amend the North Gateway Planning Study for about 94.32 acres at unaddressed Eubanks Road, Tax Map 12, Parcel 58.00, from Regional Activity Center to Industrial.

Motion was made by Alderwoman Thompson, seconded by Alderman Dillard to approve Ordinance No. 21-35 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-35 Approved on Second Reading

- C. Ordinance No. 21-36 – Second Reading** - An ordinance to amend the City of Portland zoning map by rezoning unaddressed Eubanks Road, Tax Map 012, Parcel 058.00, from GCS (General Commercial Service) to HCD (Heavy Commercial District).

Motion was made by Alderwoman Thompson, seconded by Alderwoman Barnes to approve Ordinance No. 21-36 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-36 Approved on Second Reading

- D. Ordinance No. 21-42 - First Reading** – An ordinance to amend the City of Portland, TN zoning map by rezoning 103 Lyons Drive, Tax Map 034. Parcel 41.01 zoned from RS-40 (Low Density Residential) to RS-20 (Low Density Residential).

Motion was made by Alderwoman Thompson, seconded by Alderman Dillard to approve Ordinance No. 21-42 on first reading. After some discussion, motion was made by Alderwoman Thompson, second by Vice Mayor Jennings to defer back to the Planning Commission. A unanimous voice vote indicated to defer back to the Planning Commission.

Ordinance No. 21-42 Deferred

12. Parks & Recreation – Thomas Dillard

- A. Ordinance No. 21-41 – Second Reading** – An ordinance authorizing the sale of city property considered to be surplus to an adjoining property owner for its appraised fair market value.

Motion was made by Alderman Dillard, seconded by Alderwoman Thompson to approve Ordinance No. 21-41 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-41 Approved on Second Reading

13. Public Works & Utilities – Brian Woodall

- A. Ordinance No. 21-43 - First Reading** – An ordinance to enter into an agreement with Scotty's Contracting & Stone, LLC to provide road paving maintenance and materials and services to the City of Portland.

Motion was made by Alderman Woodall, seconded by Vice Mayor Jennings to approve Ordinance No. 21-43 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-43 Approved on First Reading

- B. Resolution No. 21-87** - A resolution authorizing the City of Portland to participate in the “Safety Partners” matching grant program.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Resolution No. 21-87. A unanimous voice vote indicated approval.

Resolution No. 21-87 Approved

- C. Ordinance No. 21-44 - First Reading** – An ordinance to enter into an agreement with Gresham Smith to provide engineering services for technical and professional services for water and sewer system improvements on High Street and Portland Boulevard.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Ordinance No. 21-44 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-44 Approved on First Reading

- D. Ordinance No. 21-45 - First Reading** – An ordinance authorizing an agreement between the City of Portland and Southern Sales and John Bouchard & Sons for water/wastewater pump/motor maintenance services and appurtenances.

Motion was made by Alderman Woodall, seconded by Alderman Dillard to approve Ordinance No. 21-45 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-45 Approved on First Reading

- E. Resolution No. 21-88** - A resolution authorizing change order #2 in the amount of \$257,025.00 for additional sewer repairs and extending the contract 150 days with Bobby Luttrell & Sons, LLC for the 2020 Sewer System Improvements Point Repairs.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Resolution No. 21-88. A unanimous voice vote indicated approval.

Resolution No. 21-88 Approved

- F. Resolution No. 21-89** – A resolution to set a new adjustment policy for customers of the Portland Water Department.

Motion was made by Alderman Woodall, seconded by Alderman Dillard to approve Resolution No. 21-89. A unanimous voice vote indicated approval.

Resolution No. 21-89 Approved

14. Police Department – Drew Jennings

- A. Ordinance No. 21-38 - Second Reading** – An ordinance to enter an agreement with Four Square Design Studio to provide architectural services for the design renovation of the Portland Police Department located at 433 North Broadway.

Motion was made by Vice Mayor Jennings, seconded by Alderman Dillard to approve Ordinance No. 21-38 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-38 Approved on Second Reading

- B. Ordinance No. 21-46 - First Reading** – An ordinance to establish reasonable court costs and levy a local litigation tax.

Motion was made by Vice Mayor Jennings, seconded by Alderman Dillard to approve Ordinance No. 21-46 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-46 Approved on First Reading

- C. Ordinance No. 21-47 - First Reading** – An ordinance to amend Title 3 of the Municipal Code of the City of Portland to adopt electronic citation regulations and fees.

Motion was made by Vice Mayor Jennings, seconded by Alderwoman Thompson to approve Ordinance No. 21-47 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-47 Approved on First Reading

15. Fire Department – Jody McDowell

16. Finance – Penny Barnes

- A. Ordinance No. 21-48 - First Reading** – An ordinance of the City of Portland amending budget Ordinance No. 21-20 for the fiscal year beginning July1, 2021 and ending June 30, 2022.

Motion was made by Alderwoman Barnes, seconded by Alderman Woodall to approve Ordinance No. 21-48 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-48 Approved on First Reading

- B. Ordinance No. 21-49 - First Reading** – An ordinance amending the purchasing policy.

Motion was made by Alderwoman Barnes, seconded by Alderman Woodall to approve Ordinance No. 21-49 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 21-49 Approved on First Reading

- C. Resolution No. 21-90** - 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 was made by Alderwoman Barnes, seconded by Alderman Woodall to approve Resolution No. 21-90. After some discussion, Alderman Woodall made a motion, second by Vice Mayor Jennings to amend the resolution by adding donations of \$1,000 for Hands of Hope and \$1,000 for Portland Pay it Forward. A unanimous voice vote indicated approval of amended Resolution No. 21-90.

Resolution No. 21-90 Approved as amended

17. Legislative – Mayor Mike Callis

A. Ordinance No. 21-39 - Second Reading – An ordinance to amend Title 2, Chapter 1 of the Portland Municipal Code, Cable TV Commission.

Motion was made by Alderman Woodall, seconded by Alderman Dillard to approve Ordinance No. 21-39 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-39 Approved on Second Reading

B. Ordinance No. 21-40 - Second Reading – An ordinance amending Title 14, Chapter 1, Section 14-101 of the Portland Municipal Code on the Municipal Planning Commission.

Motion was made by Alderwoman Thompson, seconded by Alderman Dillard to approve Ordinance No. 21-40 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 21-40 Approved on Second Reading

18. Airport – Mike Hall - No items

Adjournment

Motion was made to adjourn the September 13, 2021 meeting at 6:50 PM.

Mike Callis, Mayor

Patricia Keen, City Recorder