BOARD OF MAYOR AND ALDERMEN
AGENDA for June 17, 2024

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation of Recognitions

A. Portland Sr. Citizens 50th Anniversary in Portland

B. Portland's First NASCAR driver - Jackson McLerran

6. Public Comment Period

In accordance with Tennessee Public Chapter No. 300 and City Resolution #24-21, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. Comments are limited to 5 minutes per individual.

7. Public Hearing

A. Ordinance 24-28 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning unaddressed Westland Street, from R-15 (Residential) to R-10 PUD (Residential) Coventry preliminary master development plan.

B. Ordinance No. 24-33 – Second Reading - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

8. Communications from Council Members

9. Mayor's Report

10. Consent Calendar

A. Department Monthly Reports

B. Minutes from May 20th, 2024 Meeting.

C. Ordinance No. 24-34 – Second Reading - An Ordinance to enter into an agreement with Kentucky Tennessee Excavating and Construction (K-Tec) for the City of Portland Municipal Airport soil hauling & placement from Richland Park to Portland Municipal Airport in Sumner County.

D. Ordinance No. 24-35 – Second Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Water Distribution Department for fiscal year 2025.

E. Ordinance No. 24-36 - Second Reading - An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Wastewater Collection Department for fiscal year 2025.

F. Ordinance No. 24-37 – Second Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Portland Natural Gas Department effective July 1, 2024, through June 30, 2025.

G. Ordinance No. 24-38 – Second Reading – An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2025.

H. Ordinance No. 24-39 - Second Reading - An Ordinance authorizing an agreement between the City of Portland, John Bouchard & Sons Co. and Southern Sales, for water/wastewater pump/motor maintenance services and appurtenances.

11. Community Development – Alderwoman Megann Thompson

12. Finance – Alderwoman Penny Barnes

A. Ordinance No. 24-33 – Second Reading - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

B. Resolution No. 24-44 – A Resolution authorizing a contract between the City of Portland, Tennessee and Wally Gilliam Reality and Auction for auction services.

C. Resolution Number 24-50 - A Resolution to approve the write-off of outstanding Utility Customers' accounts for Fiscal Year 2024.

13. Fire Department – Vice Mayor Jody McDowell

14. Human Resources – Alderwoman Penny Barnes

15. Legislative – Mayor Mike Callis

A. Discussion - Title 8 Alcoholic Beverages

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

A. Ordinance No. 24-40 - First Reading – An Ordinance to enter into an agreement with Jetton Property Group for construction of the Parks Maintenance Building at Richland Park.

18. Planning & Codes – Alderwoman Megann Thompson

A. Ordinance No. 24-28 – Second Reading – An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning unaddressed Westland Street, from R-15 (Residential) to R-10 PUD (Residential) Coventry Preliminary Master Development Plan.

B. Resolution No. 24-45 – A Resolution to annex property at 6155 Lake Springs Road, also identified as (Robertson County tax map 12, parcel 49.00) containing .81 +/- acres upon written consent of the owner and to adopt a plan of services

C. Ordinance No. 24-41 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 6155 Lake Springs Road, from RR (Rural Residential) to IG (Industrial General).

D. Discussion - Building Hardship

19. Police Department – Alderman Drew Jennings

20. Public Works – Alderwoman LaToya Holcomb

A. Discussion - Stormwater Engineering

21. Utility Infrastructure – Alderman Brian Woodall

A. Ordinance No. 24-42 - First Reading - An Ordinance to rescind in its entirety Ordinance 24-26 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.

B. Resolution No. 24-46 - A Resolution to approve the final adjusting change order #2 in the decreased amount of $43,250.00 for the Eubanks Road water line addition.

C. Resolution No. 24-47 - A Resolution authorizing change order #2 extending the contract sixty (60) additional days with Cumberland Pipeline, LLC for the Masons Tank 12-inch connector American Rescue Plan (ARP) Project.

D. Resolution No. 24-48 - A Resolution authorizing change order #2 extending the contract sixty (60) additional days with Cumberland Pipeline, LLC for the Oakhill Water System Improvements American Rescue Plan (ARP) Project.

E. Resolution No. 24-49 - A Resolution to authorize new guidelines for water tap approval.

F. Discussion - Raw water storage options

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 24 - 28

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING UNADDRESSED WESTLAND STREET, (TAX MAP 20P, GROUP B, PARCEL 001.00) FROM R-15 (RESIDENTIAL) TO R-10 PUD (RESIDENTIAL) COVENTRY PRELIMINARY MASTER DEVELOPMENT PLAN(PUD)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of rezoning R-15 (Residential) to R-10 Residential (Plan Unit Development) (PUD), by a vote of 8-0 at their April 9th, 2024, meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from R-15 (Residential) to R-10 (Plan Unit Development) (PUD).

Approximately 26.1 +/- acres, located at unaddressed Westland Street as shown on the attached map. *See exhibited A*

For reference, see in the Registers of Deeds Office of Sumner County, Tennessee, and being shown as: Record Book 5481, Page 32 in the Register's Office of Sumner County, Tennessee, and being shown as Map 020P, Group B, Parcel 1.00, for Sumner County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

_____ _____

Mayor Mike Callis Attest: Rachel Slusser, City Recorder

Passed First Reading: May 6, 2024
Notice Published: Portland Sun- 6/4/24; Portland Leader:6/5/24
Public Hearing: June 17, 2024
Passed Second Reading:

***EXHIBIT A*:**

ORDINANCE

City of Portland, Tennessee

No. 24 – 33

Second Reading

AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 23-25 FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, the Board of Mayor and Aldermen of Portland, Tennessee, assembled in regular session on the _____ day of _____, _____, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Portland, Tennessee, during the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Section 1. The budget amendment is as follows in Attachment A:

BE IT ENACTED by the Board of Mayor and Alderman of Portland, Tennessee that this ordinance shall take effect from and after its passage, the welfare of the city requiring it.

_____ _____

Mayor Mike Callis Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20,2024
Notice Published: Portland Sun-6/4/24; Portland Leader-6/5/24:
Public Hearing: June 17, 2024
Passed Second Reading:

Attachment A

General Fund

	Revenue		
Miscellaneous	Animal Control Fees	$7,000	
	Sports Fees	$6,000	
Other Revenue	Interest	$185,000	
	Insurance Recoveries	$130,000	
	Other Revenue	$36,000	
Grants/Projects	Police Grant	$80,000	
	State Grant	$70,000	
	I65 Interchange Project	$166,000	
	Kirby Road Paving	$20,000	
	West Middle School Sidewalks	$25,000	
	College Street Sidewalks	$46,000	
TOTAL REVENUE			$771,000
Gen Gov't	Expenses		
	Technology	$25,000	
	Data Processing	$60,000	
	Repair/Maintenance Bldg	$40,000	
	Transfer to Debt Service	$168,000	
Administrative	Technology	$20,000	
Human Resources	Technology	$5,000	
	Other Professional Services	$15,000	
	Employee Events	$4,000	
Planning	Site Plan Review	$20,000	
Police	License & Fees	$18,000	
	Technology	$5,000	
	Data Processing	$25,000	
	Duty Equipment	$25,000	
Fire	Data Processing	$15,000	
	Vehicle Maintenance/Repair	$150,000	
	Repair/Maintenance Bldg	$10,000	
	PPE	$15,000	
Streets	Salt	$10,000	
	Sidewalk Program	$75,000	
	Traffic Lights	$10,000	
	Operating Supplies	$15,000	
City Garage	Salary	$20,000	

	Employee Insurance	$15,000	
	Liability Insurance	$6,000	
Animal Control	Overtime	$3,000	
	Vet Services	$10,000	
	Vehicle Maintenance/Repair	$5,000	
	Operating Supplies	$5,000	
Parks	Public Relations	$6,000	
	Data Processing	$8,000	
	Other Professional Services	$5,000	
	Vehicle Maintenance/Repair	$5,000	
	Grounds Maintenance/Repair	$10,000	
	Repair/Maintenance Bldg	$10,000	
	Athletic Field Maintenance	$5,000	
	Cold Springs School Maint	$15,000	
	Small Item of Equipment	$20,000	
	Bldg/Bldg Improvement	$20,000	
TOTAL EXPENSE			$898,000

Airport	Revenue		
	State Grant - Land Acquisition	$50,000	
	Grant - DGA Upgrade Airport	$320,000	
	Airport Layout Plant	$120,000	
	Land Acquisitions	$20,000	
	Airport Layout Plant	$80,000	
	Portland Airport Upgrade-DGA	$540,000	
	Resale of Fuel	$80,000	
TOTAL REVENUE			$1,130,000
	Expense		
	Erosion Control	$10,000	
	Fuel Purchase for Resale	$50,000	
	Other Repair	$60,000	
	Liability Insurance	$8,000	
	Land Acquisition	$140,000	
	Equipment	$20,000	
	Airport Layout Plant	$80,000	
	Portland Airport Upgrade-DGA	$600,000	
TOTAL EXPENSE			$968,000
Stormwater			
	Expense		
	Equipment	$30,000	
TOTAL EXPENSE			$30,000
Golf Course	Revenue		
	Golf Revenue - Fees	$16,000	
	Golf Revenue - Annual Fees	$8,000	
TOTAL REVENUE			$24,000
	Expense		
	Repairs - Equipment	$5,000	
	Chemicals and Supplies	$10,000	
	Equipment	$9,000	
TOTAL EXPENSE			$24,000
Impact Fees	Revenue		
	Fire Impact Fees	$35,000	
TOTAL REVENUE			$35,000
	Expense		
	Fire - Small Items of Equipment	$20,000	
TOTAL EXPENSE			$20,000

Debt Service	Revenue		
	Transfer from General Fund	$168,000	
TOTAL REVENUE			$168,000
	Expense		
	Note #80 - Series	$168,000	
			$168,000
Water and Sewer	Revenue		
	Grant Project Commodore	$24,000	
	Interest	$400,000	
	Insurance Recoveries	$20,000	
	Project Reimbursement - TDOT	$85,000	
	Developer Contributions	$338,000	
	Water Modeling Fee	$15,000	
	Plans Review Fee - Water	$20,000	
	Pay-in-lieu of fee	$90,000	
	Road bore fee-water	$7,000	
	Non-refundable service conn	$48,000	
	New tap revenue - water	$153,000	
	Sewer Modeling Fee	$9,000	
	Plans Review Fee - Sewer	$14,000	
	Sewer Improvement Fee	-$150,000	
	New tap revenue - Sewer	$46,000	
	TOTAL		$1,119,000
Water/Sewer	Expense		
Water Plant	Water Analysis	$5,000	
	Other Professional Services	$30,000	
	Repair Pumps and Equipment	$30,000	
	Building Maintenance	$10,000	
	Chemicals	$40,000	
	Payment in Lieu of Taxes	$16,000	
	Land	$15,000	
Water Distribution	Technology	$5,000	
	Overtime	$50,000	
	Water Modeling	$30,000	
	Other Professional Services	$75,000	
	Data Processing	$15,000	

	Repair Machinery/Equipment	$25,000	
	Water Meter Inventory	$300,000	
	Payment in Lieu of Taxes	$16,000	
Sewer Collection	Telephone/Communication	$10,000	
	Inventory	$40,000	
	Building Maintenance	$15,000	
	Payment in Lieu of Taxes	$16,000	
Sewer Plant	Sewer Analysis	$20,000	
	Repair to System	$30,000	
	Payment in Lieu of Taxes	$16,000	
Business Office	Data Processing	$15,000	
Grants & Projects	WWTP Phase II	$1,000,000	
	Mason Tank/Old Westmoreland	$1,000,000	
	Project Commodore	$800,000	
	Eubanks Rd WL	$500,000	
	Oak Hill Sys Improvement	$300,000	
TOTAL EXPENSE			$4,424,000

Gas	Expense		
	Employee Insurance	$35,000	
	Data Processing	$25,000	
	Operating Supplies	$17,000	
	Small Items of Equipment	$15,000	
	Payment in Lieu of Taxes	$47,000	
	Project - Radio Read	$120,000	
	Project Commodore	$70,000	
TOTAL EXPENSE			$329,000

Portland Building Codes Department
May 2024 Monthly Report

PERMIT TYPE	No. of Permits	Amount
Use & Occupancy Permits	1	$ 35.00
Swimming Pool	3	$ 255.00
Plumbing	7	$ 865.75
Mechanical	7	$ 898.10
Stand Alone Building	7	$ 6,186.51
Residential Building	12	$ 15,914.62
Fire Alarm / Fire Suppression	3	$ 3,667.76
Commercial/Industrial	8	$ 6,598.42
Plan Review	26	$ 5,967.78
Demolition	1	$ -NA-
Fire Works	-NA-	$ -NA-
Moving	-NA-	$ -NA-
TOTAL ALL PERMIT FEES	**75**	**$ 40,388.94**
PORTLAND IMPACT FEE – PARKS		$ 7,283.00
PORTLAND IMPACT FEE – POLICE		$ 3,854.00
PORTLAND IMPACT FEE – FIRE		$ 8,806.00
TOTAL – PORTLAND IMPACT FEES		**$ 19,943.00**
GRAND TOTAL		**$ 60,331.94**

CITY OF PORTLAND, TENNESSEE

OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

DENISE GEMINDEN, DIRECTOR

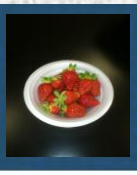
Congratulations to Callie Cook, Director of Business Development for the State of TN Department of ECD. Callie was recognized as one of North America's Top 50 Economic Developers.

Proud of Princeton Grad John Raulston Graham. Thankful for his help with the design aspects of the Temple Theatre. On to Harvard for graduate school!

TCAT Portland now provides day and night classes for Welding. Nursing, Cosmetology and Construction Classes have also been added to IT, Advanced Manufacturing and Tool and Die Classes.
For More Information Call: 615/325-5575

Thanks to each and everyone for your well wishes & job offers upon my retirement.
I will miss you.

- Advertised in the Portland Sun requesting a Proof of Publication and a tear sheet of the Portland IDB Annual Meeting to be held June 24th ~ provided notification with agenda and minutes of the previous meeting for the Board and the City Council. Reserved the Council Chamber at City Hall.
- Provided detailed information for Terry in HR regarding Title VI reporting policies and requirements.
- **Provided information to school principals with information for potential scholarships for teachers who might be interested in attending a TN Aerospace Education Workshop. The program has 15 slots provided for teachers who will receive three hours graduate level college credit. This workshop is sponsored by Middle Tennessee State University Aerospace Department. Details were provided.**
- The Temple Theatre was honored to welcome Leadership Middle Tennessee in May.



100 South Russell Street
Portland, Tennessee 37148
Phone 615.325.6776 X246 Cell 615.881.3404
geminden@cityofportlandtn.gov

Commemorative Engraved Bricks are available from the Preservation Foundation.
For more information visit our website templetheatretn.com

DOWNTOWN, DOWNTOWN, DOWNTOWN

The Portland Preservation Foundation and the Certified Downtown Committee Met May 2nd, 2024.
Correction to the April Newsletter – the committee met on April 4th.

For upcoming events check the brand new and improved Temple Theatre Website www.templetheatretn.com

June Movies at the Temple Theatre:

Beethoven
The Little Rascals
Top Gun – Maverick
Roman Holiday
Rear Window
Mr. Peabody & Sherman
Indiana Jones – Temple of Doom

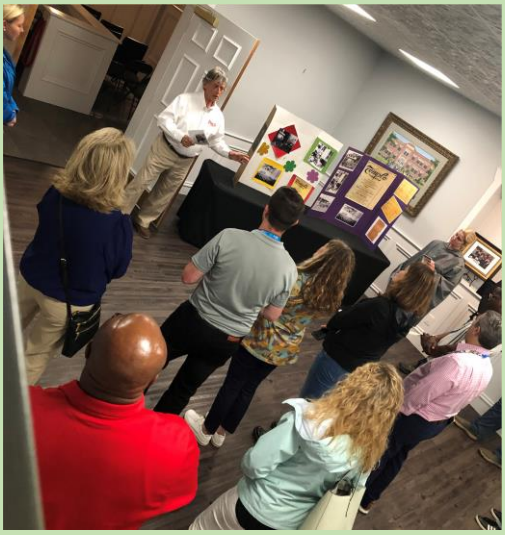
The Preservation Foundation proudly hosted the fourth-grade classes from Watt Hardison Elementary School in May at the theatre. The students enjoyed "The Little Rascals", drinks and popcorn courtesy of Trustees: Jim Donoho, Dan Green, and Ken Wilber. History of the theatre was provided by Billy Geminden. As you can see from the photos:
"A good time was enjoyed by all".
Huge thanks to Johnnie Freedle for stopping by to help.

- Shared photos in my database with Highland Rim Historical Society.
- Provided traffic counts and TDOT contact information to a retail group for a potential retail development on the west side of town.
- Forwarded aerial photos taken of the 2024 Strawberry Festival and city facilities to IT for future reference. (Thank you Doug Hunter).

Education = Workforce Development & the Creation of a Skilled Workforce = Re-investment of Community Wealth

Activity at the Airport was steady this month.

Thank you to the Regional and State Partners for such a kind gesture to honor my retirement. These representatives are the finest in the Community & Economic Development game! I am truly honored to have worked with this team for many years.



Dan Green provides history of the theatre to Leadership Middle Tennessee participants.

SUSTAINING EXISTING ECONOMIC DEVELOPMENT

- Coordinated communication between the state, TVA, local industry management and Sherri regarding an existing industry's growth plans and potential incentives.
- Provided advance notice to the IDB Members, the board attorney and the City Council of the Robertson County IDB taking the lead on a retail project in Robertson County requesting an incentive abatement.
- Received an outreach from an industry regarding local wage rates and provided additional resources that could be tapped for this information.
- Updated the Economic Update facts (a component of the audit) for Rachel.
- Received questions from industrial and commercial realtors and developers in May. Received updates from city department heads regarding the proposed retail project in Robertson County.
- Updated Portland's representation in a publication provided by the Nashville Chamber of Commerce.
- Partnered with Robertson County on prospect calls for property along Vaughn Parkway. Shared PILOT and Comptroller reports.
- Directed a property owner in Orlinda to the proper contact for a TDOT drainage complaint with the suggestion that he also contact Orlinda City Manager.
- Met with Rachel, Linda and Brandon to discuss Black Cat and Requests for Information.

Spending money in Portland, Tennessee brings my money back to me ~ Half of our sales tax dollars support our Sumner County Schools.

May 2024

Portland Municipal Airport

- Airport Director hosted a visit from the gifted students at Watt Hardison Elementary in May. The students were introduced to several elements of flying. Thanks to Doug Hunter and Sped Teacher, Kristin Keen for introducing the airport to the students.
- Transferred files and templates to the Airport Director in May for future reporting and project updates.
- Reconciled Airport Layout Plan Projects with the Finance office for clarification of invoices. Provided a spreadsheet with ACH notice numbers.
- Prepared the Agenda for the June meeting along with the minutes of the last meeting of the Airport Authority for the Chairman.
- Provided contract language requirements and proof of audit clearance for the Runway Rehab Project again in May.

Thank You, Airport Director Doug Hunter, for hosting a visit from Gifted Students at Watt Hardison Elementary in May. Thanks also to Kristin Keen for introducing aeronautics to their curriculum.
These students may be pilots one day!

www.cityofportlandtn.gov

Office of the Finance Director
00 S. Russell Street Portland, TN 37148
615-325-6776

As of May 31, 2024
Fiscal Year has elapsed - 92%

	Amount	Unspent Committed Funds
GO Bond 2020	$3,921,537	$2,622,837
W/S Bond 2020	$18,238,174	$1,948,315

GENERAL FUND

Revenue

	5/31/2024	Board Passed Budget	% of Budget
Taxes & Licenses	9,197,896	9,052,000	101.6%
Planning & Codes	539,724	675,750	79.9%
Intergovernmental	1,999,682	2,354,000	84.9%
Miscellaneous	54,462	29,600	184.0%
Court	108,545	152,500	71.2%
Other Revenues	497,858	157,300	316.5%
Loan Proceeds - Other Fin Source	874,383	900,000	97.2%
Grants & Special Projects	411,255	0	0.0%
TOTAL	**13,683,806**	**13,321,150**	**102.7%**

Expense

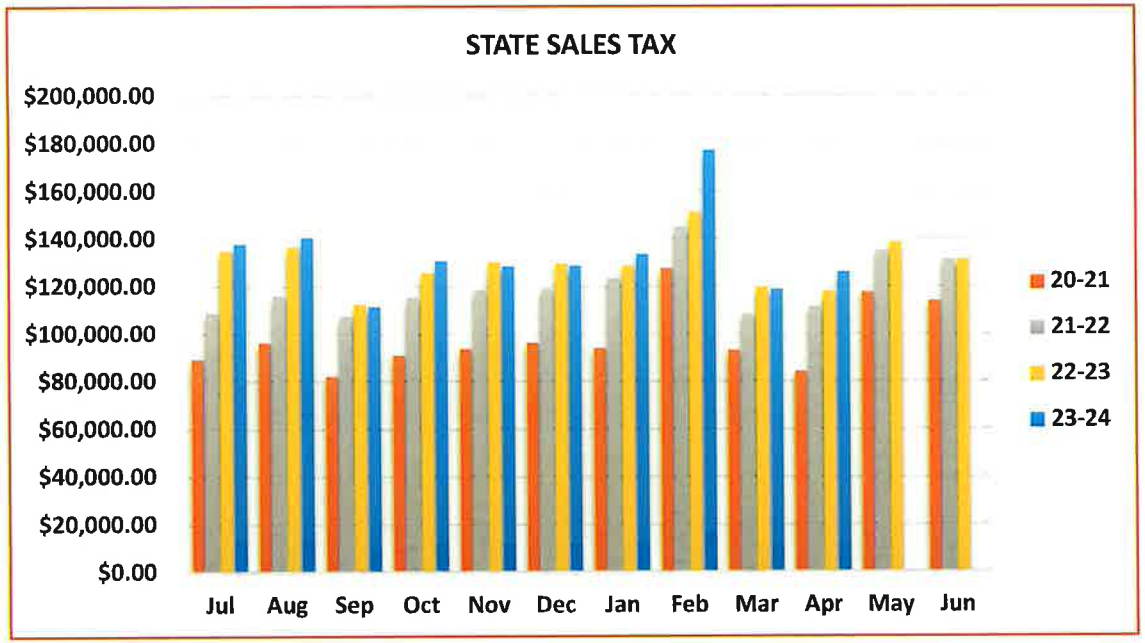
General Government	2,030,792	1,985,761	102.3%
Administrative & Mayor	345,410	383,083	90.2%
Human Resources	104,298	120,726	86.4%
Planning & Zoning	271,689	324,945	83.6%
Codes	126,040	151,955	82.9%
Court	73,214	93,160	78.6%
Police	3,915,020	4,549,397	86.1%
Fire	3,340,918	3,468,260	96.3%
Streets & Highways	1,216,453	1,304,002	93.3%
City Garage	163,358	150,637	108.4%
State Street Aid	226,585	650,000	34.9%
Animal Control	74,921	69,600	107.6%
Grants & Special Projects	547,940	1,948,000	28.1%
Swimming Pool	0	0	0.0%
Parks & Recreation	1,008,495	1,027,920	98.1%
Community Development	107,155	125,402	85.4%
TOTAL	**13,552,289**	**16,352,848**	**82.9%**

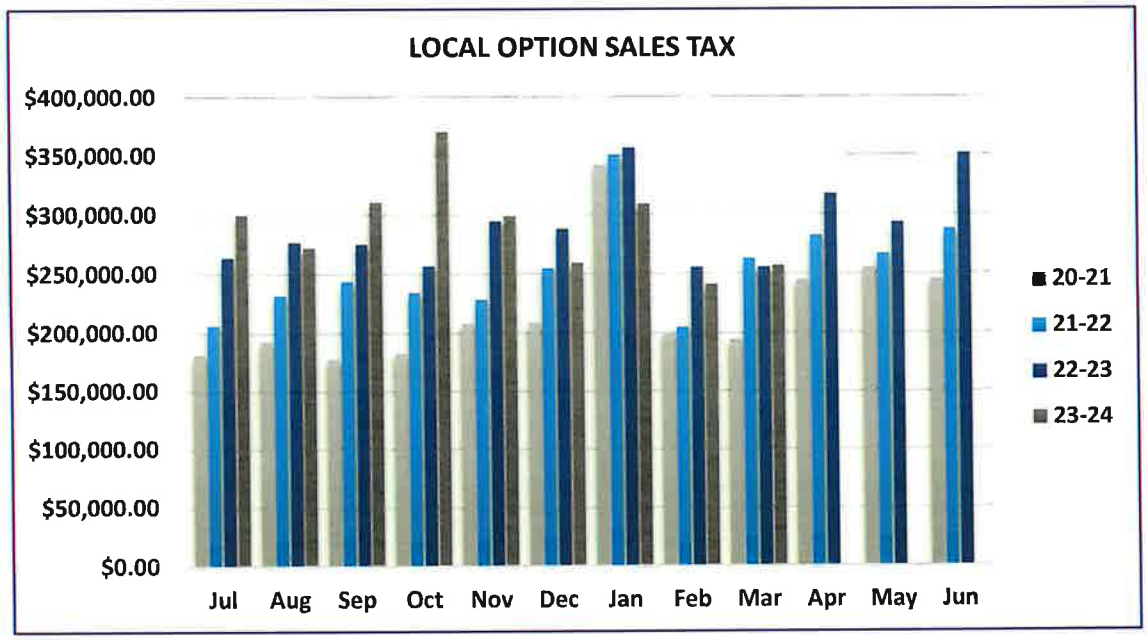
WATER & SEWER		5/31/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	9,994,794	9,891,800	101.0%
	TOTAL	**9,994,794**	**9,891,800**	**101.0%**
Expense				
	Water Plant	1,542,258	1,756,238	87.8%
	Water Distribution System	2,273,695	2,950,089	77.1%
	Grants & Projects	10,171,304	8,787,000	115.8%
	Sewer Collection	1,408,027	2,178,896	64.6%
	Sewer Plant	2,269,269	2,759,151	82.2%
	Business Office	386,339	476,334	81.1%
	Utility Administration	638,073	702,941	90.8%
	TOTAL w/ Bond	**18,688,964**	**19,610,649**	**95.3%**

	5/31/2024	Board Passed Budget	% of Budget
AIRPORT FUND			
Revenue	**$2,671,270**	**$368,000**	**725.9%**
Expense	**$807,497**	**$367,839**	**219.5%**
DRUG FUND			
Revenue	**$8,201**	**$4,000**	**205.0%**
Expense	**$41,032**	**$58,400**	**70.3%**
STORMWATER			
Revenue	**$841,055**	**$815,000**	**103.2%**
Expense	**$917,571**	**$1,201,659**	**76.4%**
SOLID WASTE			
Revenue	**$1,210,714**	**$1,355,603**	**89.3%**
Expense	**$1,066,317**	**$1,312,620**	**81.2%**
GOLF COURSE			
Revenue	**$575,346**	**$569,400**	**101.0%**
Expense	**$507,142**	**$563,713**	**90.0%**

		5/31/2024	Board Passed Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	37,695	20,000	188.5%
	Police	22,293	15,000	148.6%
	Fire	50,509	7,500	673.5%
	Interest	19,677	0	
	TOTAL	**$130,174**	**$42,500**	**306.3%**
Expense				
	Parks	63,988	65,000	98.4%
	Police	21,170	22,000	96.2%
	Fire	148,199	136,000	109.0%
	TOTAL	**$233,357**	**$223,000**	**104.6%**
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	**$719,229**	**$719,229**	**100.0%**
Expense		**$599,361**	**$719,229**	**83.3%**
GAS				
Revenue		**5,381,430**	**5,881,000**	**91.5%**
Expense		**4,751,845**	**6,821,369**	**69.7%**

Rachel Slusser, CMFO

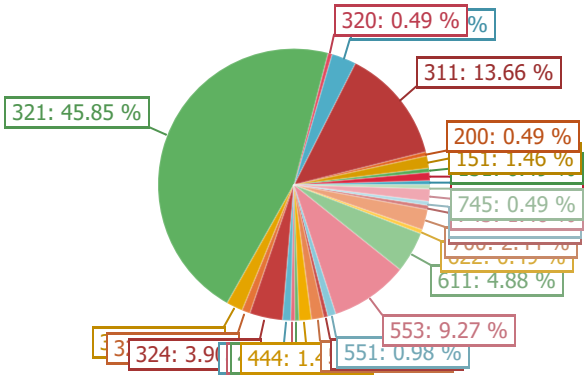

STATE SALES TAX
$200,000.00
$180,000.00
$160,000.00
$140,000.00
$120,000.00
$100,000.00
$80,000.00
$60,000.00
$40,000.00
$20,000.00
$0.00
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
20-21
21-22
22-23
23-24

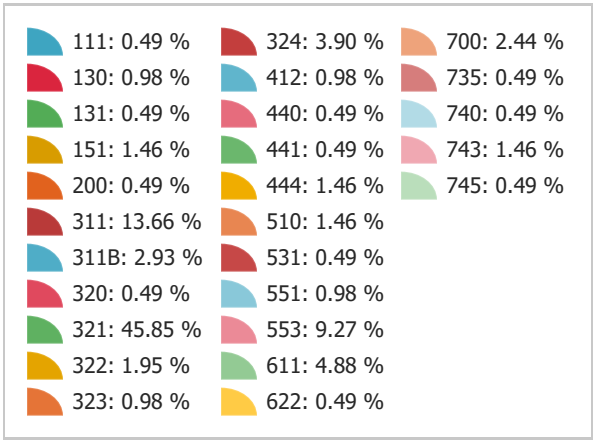

LOCAL OPTION SALES TAX
$400,000.00
$350,000.00
$300,000.00
$250,000.00
$200,000.00
$150,000.00
$100,000.00
$50,000.00
$0.00
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
20-21
21-22
22-23
23-24

Portland Fire Department

111 Woods Road
Portland, Tennessee 37148
(615) 325-5649

Incident Reports By Incident Type, Summary





Incident Type	Total Incidents	Percent
111 - Building fire	1	0.49%
130 - Mobile property (vehicle) fire, other	2	0.98%
131 - Passenger vehicle fire	1	0.49%
151 - Outside rubbish, trash or waste fire	3	1.46%
200 - Overpressure rupture, explosion, overheat other	1	0.49%
311 - Medical assist, assist EMS crew	28	13.66%
311B - Public Assist	6	2.93%
320 - Emergency medical service incident, other	1	0.49%
321 - EMS call, excluding vehicle accident with injury	94	45.85%
322 - Motor vehicle accident with injuries	4	1.95%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.98%
324 - Motor vehicle accident with no injuries.	8	3.90%
412 - Gas leak (natural gas or LPG)	2	0.98%
440 - Electrical wiring/equipment problem, other	1	0.49%
441 - Heat from short circuit (wiring), defective/worn	1	0.49%
444 - Power line down	3	1.46%
510 - Person in distress, other	3	1.46%

Incident Type	Total Incidents	Percent
531 - Smoke or odor removal	1	0.49%
551 - Assist police or other governmental agency	2	0.98%
553 - Public service	19	9.27%
611 - Dispatched & canceled en route	10	4.88%
622 - No incident found on arrival at dispatch address	1	0.49%
700 - False alarm or false call, other	5	2.44%
735 - Alarm system sounded due to malfunction	1	0.49%
740 - Unintentional transmission of alarm, other	1	0.49%
743 - Smoke detector activation, no fire - unintentional	3	1.46%
745 - Alarm system activation, no fire - unintentional	1	0.49%

Total Number of Incidents: 205

Total Number of Incident Types: 27

Incident Type	Total Incidents	Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '5/1/2024 12:00:00 AM' and '5/31/2024 11:59:59 PM'

Human Resources Monthly Report May 2024

New Hire Orientations	May	YTD
Full-Time	4	16
Re-Hires	0	0
Part-Time	3	8
Retirements	2	2
Severances		
• Voluntary	2	17
• Involuntary	0	0
Workers Comp Claims	1	5
Current open positions	13	

Monthly Report / May 2024
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Trent Stephens, Park Maintenance Crew Leader
Marty Bullington, Golf Course Manager

Civic Clubs

Portland Youth Football League	Off Season
Portland Soccer Club	In Season
Portland Baseball and Softball	In Season

Parks and Recreation Programs and Events

Richland Gym will be closed starting Tuesday April 16th through the end of July for the Interior Painting Project. They have completed painting the ceiling and now are beginning on the walls.

Portland Soccer Club last games for the spring season was Saturday May 4th.

Portland Baseball and Softball last regular season games were Saturday May 31st. They are now preparing for all Stars.

The Band Boosters' sponsored Carnival was held at Richland Park from Sunday May 5th to Sunday May 12th.

The Farmers Market at Richland Park started on Thursday May 9th. It will run through August every Thursday starting at 3:30 pm. It is in the soccer facility parking lot.

The Annual Strawberry Quilt Show was held in Richland Gym on Friday May 3rd and Saturday May 4th.

The Strawberry Festival Arts Showcase was held in Richland Gym on Thursday May 9th.

Park staff have worked on the City of Portland's Float for the Strawberry Parade.

Work began removing the Robert Coleman Community Center and filling in City Swimming Pool.

Friday Night Scrambles at the golf course continue to be a huge success.

May 2024

Category	Items Sold	Total Sales
Annual Memberships	6	$6,350.00
Cart Rentals	118	$755.00
Concessions	732	$1,340.00
Daily Rounds	961	$24,700.00
Pro Shop	141	$7,350.01
Total:		**$40,495.01**

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

5/1/2024 TO 5/31/2024

CID ACTIVITY					
Cases Assigned	33	Interviews Conducted	67	Asset Forfeitures	0
Cases Inactive	1	Monitored Interviews	0	DCS/AOA	26
Cases Cleared	17	Search Warrants	9	Knock and Talk	7
Call outs	0	Judicial Subpoenas	15	Assist Patrol Units	15
Grand Jury Cases	2	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	2	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	0		
Juv Court Hours	0	Criminal Court Hours	0		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	14	Government	1
E-mails	46	Public Housing	0
Grand Jury & DA Copies	5	Local	1
Arrest Reports	53	Incident Reports	98
Written Warnings	90	City Citations	60

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	70	WILDLIFE	3	DECLARED VICIOUS	0
ANIMALS PICKED UP	27	RETURNED TO OWNER OR RESCUE	7	BARKING COMPLAINT	1
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	1	CRUELTY & WELFARE COMPLAINTS	1
DOGS	4	ANIMAL BITE ON ANIMAL	1	WILDLIFE/LIVESTOCK COMPLAINTS	2
CATS	16	ANIMAL BITE ON HUMANS	3	TICKETS/WARRANTS/ ARRESTS	5
LIVESTOCK	1	EUTHANASIA	0	WARNINGS	2
		ADOTPTIONS	2	REPORTS	7
SPECIAL ASSIGNMENTS	2	INTAKE	35		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	20	RESOLVED BY CONTACT/PHONE	2
NON-COMPLIANCE LETTERS	20	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	20	CITY HALL BANK ESCORTS	19
RE-INSPECTIONS	10	MAIL DELIVERY	19
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	4
FOLLOW-UP PARKING COMP	0	ARRESTS	CIVIL WARRANT
VEHICLES (NON-COMP)	0	REPORTS	0
WORK ORDERS	0	CITATIONS	0
PROPERTY LIENS	1	WRITTEN WARNINGS	0
RELEASE OF LIENS	0		

CALLS FOR SERVICE					
911 HANG UP	25	911 MISDIAL	38	911 MISDIRECT	1
911 OPEN LINE	34	ABANDONED VEHICLE	7	ABUSE INVESTIGATION	0
ACCIDENT INJURY	10	ACCIDENT INJURY HIT/RUN	2	ACCIDENT PROPERTY	29
ACCIDENT PROPERTY HIT/RUN	7	ACCIDENT SERIOUS INJURY	5	ACTIVE SHOOTER	0
ADMIN INVESTIGATION	0	AIRCRAFT EMERGENCY	0	ALARM	26
ALARM HOLDUP/PANIC	4	ALARM TEST	0	ANIMAL CALL	50
APARTMENT CHECK	10	ARMED SUBJECT	0	ARSON	0
ASSAULT	1	ASSIST CITIZEN	35	ASSIST EMS	21
ASSIST FIRE	9	ASSIST OTHER AGENCY	39	ATTEMPT TO LOCATE	6
BARRICADED SUBJECT	0	BOLO	10	BOMB THREAT	0
BURGLARY	4	BUSINESS CHECK	248	Car seat check	1
CHECKPOINT	0	CITY CALL OUT	1	CIVIL MATTER	12
CODE 99-OFFICER IN TROUBLE	0	CODES	20	DAMAGE TO PROPERTY	5
DEATH INVESTIGATION	1	DELIVER MESSAGE	1	DISORDERLY CONDUCT	0
DISTURBANCE	8	DOMESTIC	13	DRILL	0
DUI	2	DRUG INVESTIGATION	5	ESCORT	8
EVADING	0	EXPARTE SERVICE	1	EXTRA PATROL	123
FIELD INTERVIEW	0	FIGHT	0	FIREARM DENIAL	0
FIREWORKS	0	FOLLOW-UP	29	FORGERY	0
FRAUD	7	HANGING	0	HARASSMENT	5
HOSTAGE SITUATION	0	HOTEL CHECK	0	ILLEGAL DUMPING	0
INDECENT EXPOSURE	0	INVESTIGATION	3	JUVENILE	14
JUVENILE TRANSPORT	0	KIDNAPPING	0	KNOCK AND TALK	1
LAKE CHECK	1	LOCK OUT	3	LOCKOUT URGENT	0
LOST/FOUND PROPERTY	16	LPR HIT	1	MENTAL TRANSPORT	0
MISC. MATTER OF RECORD	5	MISSING ADULT	1	MISSING JUVENILE	2
NOISE COMPLAINT	6	OPEN DOOR	1	OVERDOSE	2
PARK CHECK	57	PARKING COMPLAINT	3	PHONE MESSAGE	0
PRISONER ESCAPE	0	PRISONER TRANSPORT	0	PRIVATE PROPERTY TOW	0
PROSTITUTION	0	PROWLER	0	PUBLIC INTOXIVCATION	1
RADIO COMMUNICATION	15	RESCKLESS DRIVER	22	REFERRAL	6
REPO	5	RIOT	0	ROBBERY	0
RUNAWAY	0	SCAM	1	SCHOOL CHECK	13
SCHOOL ZONE	28	SEX OFFENDER REG/VIOLATION	0	SEXUAL ASSAULT	2
SHOOTING	0	SHOPLIFTING	2	SHOTS FIRED OR HEARD	3
SOLICITOR	0	SPECIAL ASSIGNMENT	2	SPECIAL ASSIGNMENT-COMMUNITY	3
STABBING	0	STALKING	0	STOLEN VEHICLE	1
SUBDIVISION CHECK	2	SUBJECT CHECK	33	SUICIDAL SUBJECT	4
SUSPICIOUS INCIDENT	31	SUSPICIOUS PERSON	8	SUSPICIOUS VEHICLE	1
TALK TO OFFICER	205	TEST CALL	0	TEST CALL-ALL AGENCIES	0
THEFT	2	THREATS	2	TRAFFIC COMPLAINT	2
TRAFFIC ENFORCEMENT	10	TRAFFIC HAZARD	17	TRAFFIC STOP	315
TRAIN DERAILMENT	0	TRESPASS	5	TROUBLE AT HEADQUARTERS	0
UNAUTHORIZED USE OF VEHICLE	2	UNKNOWN SITIUATION	2	VANDALISM	4
VECHILE BURGLARY	2	VEHICLE CHECK	39	VIOLATION CORRECTION VERIFY	3
VIOLATION OF ORDER OF PROTECTION	1	WARRANT CIVIL	0	WARRANT CRIMINAL	3
WARRANT EVICTION	0	WARRANT PROBATION	0	WEATHER RELATED ISSUES	6
WELFARE CHECK	15	GANG ACTIVITY	0	GAS DRIVE OFF	0

Total Calls for Service	1797
Total Written Warnings	90
Total Speeding Citations	29
Total all other city citations	60
Commercial vehicle enforcements	4
Total Arrest	59

CITY OF PORTLAND
STORMWATER MANAGEMENT PROGRAM
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776

Date: 6/6/2024

Stormwater Management Monthly Report- May 2024

Public Education and Outreach

The annual Middle Tennessee Strawberry was held on May 11th, 2024. The Stormwater Department sets up a booth every year to meet citizens and promote stormwater education and outreach. The Department passed out stormwater educational brochures, coloring books, pamphlets and famous strawberry lemonade. The booth is a great way to interact with the public and inform them of all the things the Department does. More than 300 people attended the booth this year.

Illicit Discharge Detection and Elimination

There was one complaint during this reporting period of an illicit discharge. The complaint was investigated the next day and found to be a non-issue. The discharge was entirely stormwater runoff.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 5

LDPs issued: 10

CGP Inspections: 28

CGP inspections are required once monthly per TDEC. Most sites are inspected more than once a month through pre-con inspections, re-inspections, and illicit discharge complaints. Residential sites that are not under TDEC coverage are inspected on a weekly basis.

Permanent Stormwater Management

New LTMAs received: 0

LTMA Inspections Received: 1

Good Housekeeping

After the recent storms and localized flooding, the Department met with numerous property owners to discuss drainage issues and solutions.

CITY OF PORTLAND
GRANT PROGRAMS
SUE KIM – ADMIN. CLERK II
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776

Grant Programs Monthly Report

Active Projects

Railroad Crossing <Downtown Intersections - E Market, Main, E McGlothlin Street (CSX/TDOT)>

CMAQ (Congestion Mitigation and Air Quality) <Hwy 109 from College St. to Hwy 52>

Surface Transportation Block Grant (STBG) <Kirby Dr. & S Russell St.>

Surface Transportation Block Grant (STBG)<Pedestrian Connector Project - College Street>

Interchange Lighting on SR-109 at I-65, Exit 121

Volkswagen Diesel Settlement Environmental Mitigation Project (TDEC) < Medium Truck>

Closed Projects

Safe Routes to School Grant <Portland West Middle School (PWMS)>

Surface Transportation Block Grant (STBG)<Scattersville Rd. & New Deal Potts Rd>

Volkswagen Diesel Settlement Environmental Mitigation Project (TDEC) < Large & Medium Truck>

Project Status

PWMS – Closed/ Final letter from TDOT on 06/05/2024.

Scattersville Road – Closing phase.

Railroad Crossing – Campbell Partners Concrete worked on Sidewalks. Requested reimbursement to TDOT.

CMAQ – Design phase. Project extend until May 31, 2025. Request reimbursement for Design FY 23-24.

STBG Kirby Rd. & S. Russell St. Resurfacing – Design Phase/ Scheduled for pavement coring. Engineering firm is merged with HMB.

STBG College St. sidewalks – NEPA phase/ Received ESR approved documents on 4/25/24. Updated E-Grant site and notified GNRC and waiting for updates from GNRC.

CITY OF PORTLAND
GRANT PROGRAMS
SUE KIM – ADMIN. CLERK II
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776

Reimbursement Status

STBG College St. Sidewalks – Requested and approved for reimbursement NEPA FY 23-24 #1 $12,582.58 ($10,066.06) on 4/26/24.

CMAQ – Requested reimbursement DESIGN FY 23-24 #1 $ 11,243.15 on 6/3/2024.

CSX – Requested reimbursement of $ 86,666.18 on 6/5/2024.

Name	Funding Type	Description	Total Contract Amount	Total City Paid towards contract	Current FY 23-24 Reimbursement	Total Reimb. received
CMAQ 100%	ITS	Traffic Signals	$ 762,662.50	$ 50,722.00	-	$ 39,478.85
College 80%/20%	STBG	Sidewalks	$1,139,215.00	$116,778.11	$46,016.85	$ 82,516.42
CSX 90%/10%	TDOT	Railroad Crossing	$1,386,663.00	$155,269.88	-	-
Kirby & S. Russell 80%/20%	STBG	Resurfacing	$446,295.00	$61,808.85	$ 20,251.50	$29,937.00
Volkswagen Diesel 75%/25%	TDEC	Large Truck	$98,437.50	$148,950.00	-	$ 98,437.50
Volkswagen Diesel 75%/25%	TDEC	Medium Trucks	$113,328.75	$157,900.00	-	$118,425.00
			$76,233.48	$91,818.00	-	$68,863.50
PWMS 100%/ 80%20%	SRTS&TAP	Sidewalks	$ 204,694.85	$ 198,151.24	$ 24,904.74	$ 194,605.74
Scattersville 80%/20%	STBG	Resurfacing	$ 454,240.20	$ 408,141.38	$ 300,847.64	$ 326,047.64

§ The total reimbursement amount may differ from the total expenditure amount because payment to the Tennessee Department of Transportation is not reimbursable.

Stormwater Field Crew
Council Report

Submitted by: David Harris
Data for the month of May 2024
Meeting Date: June 17, 2024

Called in Tn One Call tickets
Met with homeowners about drainage issues or upcoming jobs
Equipment – Maintenance, clean up, and haul to various job sites
Placed order for supplies needed for upcoming jobs. Unload deliveries.
Prep and move supplies, trucks and equipment for upcoming jobs.
Cleaned and service and repair equipment
Checked and cleaned tiles and storm drains throughout the city
Cleared beaver dams and reset them - Various locations
Picked up parts at various locations to repair equipment
Clean up at the shop
Attend meetings at City Hall
Cleared grates at various locations

Convienence Center:
Prep area for new concrete pad (Dig out, fill with rock, spread)
Clear and clean up brush area: Filled and dig out new pit
Brush - push up, burn to clear all of the brush brought in by claw truck (city wide)

Rock Bin area - Moved pipe, mow,weedeat and cleaned area
College St - Replaced (2) 30' tiles and hauled in dirt
Rain Event: cleared multiple area's even lauched boat at William Mack Ln area
Lyon Crest area: cleared and removed brush and debris, hauled away
Old Fountain Head Cemetary Rd - Repair road that collapsed
Wheeler Street: Backfilled new sidewalk area
City Hall: Clear curb and gutters
Strawberry Festival: Help clean up, fencing, pick up and return items, work event, helped clean up following event.

Street Dept
Council Report

Submitted by: Martin Weekley
Data for the month of May
Meeting Date: June 17, 2024

Maintain the downtown area - pick up trash, empty cans, water flowers, etc....
Maintain sidewalks and roadways - pick up trash, weed eat and spray
Maintain all the intersection islands and curbs.
Maintenance of traffic signals, school zone lighting and decorative street lights.

Trimmed low hanging branches and tree's that fell over the roadway
Signage - Replaced stop signs, brackets, replace post, install new signage & post.
Potholes: checked, graveled or patched with hot mix. Cold patch as needed
Road Cuts: (Various locations) Prep equipment/ Compact road cut / asphalt area
Roadway crack sealing: None
Repaired edge of multiple roadways
Picked up asphalt and/or hot mix
Asphalt work: Multiple locations (Potholes and roadcuts)
Graveled around mailboxes (USPS request)
Brush & Bulk (Chipper truck, 2 claw trucks, truck with trailer) numerous loads
Traffic control for various road repairs

Office paperwork - Time sheets, po request, review work orders and route sheets
Clean, Check and Maintenance trucks and equipment
Clean at the Shop / put away tools - Daily
Clean up at shop (organize signage and other materials)
Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
Hauled away scrap metal

Removed debris and dead animal from roadway
Helped check storm drains -city wide
Codes enforcement lot - cleaned up and weed eat around the property

Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
Took truck and equipment to get repairs - Local mechanic shop and outside source.

Convenience Center
Attendant on site on Wednesday's & Saturday's
Smash down the dumpsters to be hauled to Gallatin
Call and schedule dumpster hauls with Volunteer Recycling Center
Cleaned out the hot box

Street Dept
Council Report

Helped in the Sanitation Dept - Drove claw truck, chip brush, trash route, etc..
Pick up debris that got illegally dumped on side of roadways. Several sites
Cleared roadway of random items that fell off vehicles.
Picked up brush and put through the chipper machine.
Trained new hire of city limits, city property, power for lights
Cross train employee's on the mowing tractors and other equipment
Install banners and flags - Put up banners and flags, hangers, signage along E Market St. & Wheeler St.
Replaced rope on flag pole at city hall.
Switch out attachments on equipment (Mowers and tractors)
Made numerous repairs to vehicles and equipment
Attended the 2024 Expo event in Lebanon, TN.
Attended Meetings at City Hall

Beautify downtown: Bought flowers, potting soil, mulch, plant food for downtown
Repaired the water system for downtown flowers.
E Market St - Repaired water system for flowers

Repaired road: Did road cut, hauled rock, compacted and asphalted area

Traffic calming: started prepping for 3 and 4 way stop at several locations.

Storm events: Put out high water signage, clear trees out of road, cut up and haul away brush

City Convenience Center: Hauled millings, for new pad and roadway. Then moved dumpsters back.

Street Shop: Put down milling near the new salt shed

Portland Library: Downspouts overflowing - went to clean them to help with drainage. Stormwater Dept. going check into what is causing issue.

Mow , weed eat, spray - Right of ways, canals, city property, codes lots, golf course, overpass, bridges, shooting range, high crossing, city shops, etc.....

Strawberry Festival:
Placed the digital signage to advertise the Strawberry Festival
Placed signage and message boards (Detour routes, shuttle route, road closure etc.)
Put up barricades, cones, stage / Removed after event
Picked up picnic tables, stage,
Removed signage and put back into storage
Cleaned entire downtown area prior to event: Mow, weed eat, spray, edge, (sidewalks, guardrails, parking lots, city hall, etc....) Also painted curbs downtown
Got power turned on to temporary electric pole on Broadway.

Sanitation Dept
Council Report

Monthly Report for May 2024
Meeting Date: June 17, 2024

Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.
Pick up bulk items - Furniture, appliances, etc.....
Pick up brush (Claw truck, and chipper)
Pick up trash carts at curb repair or replace damaged carts
Keep trucks and equipment in working condition.
Travel to Sumner Co. Resource Authority to empty
2 claw trucks picking up bulk items and brush at curbside

Resource Authority caught fire this month. Had to make other arrangements to dump.

Sumner Co. Resource Authority	# of loads	Tonnage	Per Ton	Dumping fee
City of Portland	54	574.39	55.00	31,591.45
Volunteer Recycling	21	71.78	55.00	3,947.90
	75	646.17	110.00	$35,539.35

Volunteer Recycling Center	# of loads	Haul cost	Hauling Total
City of Portland	21	275.00	$5,775.00
Portland Cares	0	137.50	$0.00
			$5,775.00

Monthly Dump Fee	$35,539.35		
Monthly Haul Fee	$5,775.00		
	$41,314.35	May	2024

City of Portland
Office of Recorder
100 South Russell Street
Portland, Tennessee 37148

Phone 615/325-6776 Ext. 245

May 2024 Monthly Report

Number of Council Meetings 2

May 6th
- 5 Council Members present
- 3 Council Members absent

May 20th
- 7 Council Members present
- 1 Council Members absent

Number of Work Study Meetings	0
Number of Ad-Hoc Meetings	0
Number of Liability Claims	0
Number of Property Claims	1
Number of Records Requested	10

Portland Building Codes Department
May 2024 Monthly Report

PERMIT TYPE	No. of Permits	Amount
Use & Occupancy Permits	1	$ 35.00
Swimming Pool	3	$ 255.00
Plumbing	7	$ 865.75
Mechanical	7	$ 898.10
Stand Alone Building	7	$ 6,186.51
Residential Building	12	$ 15,914.62
Fire Alarm / Fire Suppression	3	$ 3,667.76
Commercial/Industrial	8	$ 6,598.42
Plan Review	26	$ 5,967.78
Demolition	1	$ -NA-
Fire Works	-NA-	$ -NA-
Moving	-NA-	$ -NA-
TOTAL ALL PERMIT FEES	**75**	**$ 40,388.94**
PORTLAND IMPACT FEE – PARKS		$ 7,283.00
PORTLAND IMPACT FEE – POLICE		$ 3,854.00
PORTLAND IMPACT FEE – FIRE		$ 8,806.00
TOTAL – PORTLAND IMPACT FEES		**$ 19,943.00**
GRAND TOTAL		**$ 60,331.94**

BOARD OF MAYOR AND ALDERMEN
MINUTES
May 20, 2024 at 5:00 PM

1. Call to Order
Mayor Mike Callis called the meeting to order at 05:00 PM.

2. Prayer and Pledge
Pastor Jacob Haywood led the prayer and pledge.

3. Roll Call
Present: Alderwoman LaToya Holcomb, Alderman Drew Jennings, Vice-Mayor Jody McDowell(present from 6:00 pm till end), Alderman Brian Woodall, Alderman Mike Hall (present from 5:06 pm to 7:38 pm), Alderwoman Megan Thompson
Also Present: Mayor Mike Callis, City Attorney John Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer
Absent: Alderwoman Penny Barnes

4. Approval of Agenda

Motion to:	**Amend by moving Parks & Recreation Discuss - Splash Pad and Utility Infrastructure Discussion - Projects to Presentation of Recognitions; and Add under Utility Infrastructure - last item - Discussion - Capacity Letters, Ben Patton.**
By:	Alderman Jennings
Second:	Alderwoman Thompson
Yes:	Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell

Motion (voice vote)

5. Presentation of Recognitions

A. Presentation by Chamber of Commerce of the 83rd Annual Middle Tennessee Strawberry Festival Parade Awards
Sherry Ferguson thanked all the Chamber of Commerce Staff, City of Portland employees and volunteers that helped with the festival. On behalf of the Portland Chamber of Commerce, Sherry presented trophies to the winners of the Strawberry Festival Parade.
Presentation of City Mural painting by Chuck from Macy's Logistics float.

B. Parks & Recreation Discussion - OHM Splash Pad

- Paula Hepp from OHM presented an update about the Richland Park Splashpad and Dogwood Hills Irrigation.
- The Splashpad grant has been awarded, contracts signed, and a pre-design meeting scheduled for May 23, 2024.
- The Splashpad is currently in the concept planning stage and the Irrigation System is in the design phase.
- The focus is on the Splashpad but keeping in mind preparing for the future.
- June is the final concept sign off, allowing time for bidding and contract awards and starting in November, allowing six months for construction.
- Alderman Jennings requested that a bid alternate be added for a dry play area.
- OHM explained that it could be added, but the grant may not include that, and it would be a cost to the City.

C. Utility Infrastructure Discussion - ARPA Projects - Greg from OHM updated the ARP Water Resource Protection Project.

- Options were presented with different MGD, storage and cost.
- Decisions will need to be made about what choice to move forward with.

- Currently, Portland does not have a permit to withdraw from Drakes Creek and will be required to obtain a state permit which will restrict the amount that can be drawn from the creek.
- The large rain that we just had a couple of weeks ago, had a flow over the intake equal to one year's worth of water every 45 minutes.
- With enough storage, you can take in all the water needed during heavy rains.
- OHM does not recommend a storage tank between Portland and Castalian Springs. Castalian Springs is treating Portland as a customer and currently requesting a storage tank.
- Mayor Callis advised that we have to have everything completed, including bids and construction, by September 2026 to comply with the 28 million grants.
- One option included purchase of water that would come from Gallatin and flow through Castalian Springs, meaning Portland would purchase from Castalian Springs.
- Castalian Springs will have costs involved in moving the water, i.e. pumping cost, line depreciation and other general costs.
- Mr. Price advised, Gallatin is the grant recipient and oversees the implementation of the project.
- OHM suggests enhanced storage and pumping work together to increase reliable yield. Must have both to realize gains.
- After discussion, the Council agreed to move forward with the recommendation of 2 MGD and to have Utilities bring numbers that would cost the individual.
- Mayor Callis reminded everyone that there was a hard deadline for the 28 million grant and must move forward or lose the funding.

6. Public Comment Period

1. James Chaney spoke against Ordinance 24-32.
2. Ben Patton spoke about the dispute over his water capacity letter. Ord 24-20. (Board allowed to speak at end of meeting.)

7. Public Hearing

A. Ordinance No. 24-32 - Second Reading – An Ordinance adopting the Annual Budget and Tax Rate for the fiscal year beginning July 1, 2024, and ending June 30, 2025.
- No one spoke

8. Communications from Council Members

- No one spoke.

9. Mayor's Report

- Denise Geminden will be retiring after 25 years of service as Community Development Director.
- On Memorial Day, May 27th, at noon there will be a remembrance service at Veterans Park.
- Thanks to City employees, the Chamber staff, and all volunteers for making this year's Strawberry Festival a great success.

10. Consent Calendar

Motion to:	**Approve**
By:	Alderman Woodall
Second:	Alderman Jennings
Yes:	Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Barnes

Motion Passed(voice vote)

A. Department Reports for April 2024

B. Approval of Minutes

C. Ordinance No. 24-31 - Second Reading - An Ordinance allowing the City of Portland to sell real property located at State Route Highway 109 North, Portland, Tennessee, right of way to the Tennessee Department of Transportation for

the new 109 North Bypass.

11. Community Development – Alderwoman Megann Thompson

- No Items

12. Finance – Alderwoman Penny Barnes

A. Resolution No. 24- 42 - A Resolution to appropriate financial aid for a nonprofit charitable organization whose services benefit the general welfare of the residents of this municipality.

Motion to:	**Approve**
By:	Alderman Woodall
Second:	Alderwoman Holcomb
Discussion:	Alderman Woodall explained that the Little League had requested help with installing light poles. A community partner helped, but has not been able to finish the project. The requested amount will install two light poles.
Yes:	Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Barnes

Motion Passed (voice vote)

Vice Mayor McDowell said that the Portland Saddle Club had spoken to him about requesting funding. Finance Director, Rachel Slusser will send them an application that just passed to apply for funding. Alderwoman Thompson advised that the AD Hoc committee had made the decision of who receives funding based on what served more members of the community and other cuts had been made who had received donations for years. The request was over $140,000 and the budget was $80,000.

B. Ordinance No. 24-32 - Second Reading – An Ordinance 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 Woodall
Second:	Alderman Jennings

Discussion: Finance Director, Rachel Slusser, explained the following:

- The revision of the summary sheet.
- The two positions requested to be taken out are still in the budget, but approval to hire can be brought before the Council in the fall and hiring based on whether enough revenue is coming in.
- The certified rate from Sumner County has not been received.
- The budget is figured at twelve cents over the certified rate.
- The budget does include a 2% cost of living raise for all employees.
- Ms. Slusser distributed information about the salary survey increased percentages.
- In the Ordinance under Sanitation on page 8, change 975,750 to 968,664.
- The Mayor advised the Salary Survey information should be presented to the Council by December 1st. He questioned when the Council wanted to implement the findings and how to start funding. After discussion, it was agreed to wait till the survey is presented.
- Mike Hall questioned if the ads were run in the papers. Ms. Slusser replied that on May 10th it ran in the Tennessean, The Portland Sun, Portland Leader and Robertson County Times on Wednesday, May 15th. The Certified tax rate was also in the papers as a second ad.

Vote to:	**Approve**
Yes:	Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall
No:	Vice Mayor McDowell
Absent:	Alderwoman Barnes

Motion Passed(voice vote)

The Mayor commented on the following:

- Portland has to compete with Gallatin City for employees.

- Hendersonville passed the sales tax increase in March to bring their sales tax rate to the maximum amount.
- If we had passed the increase, that would have brought more money in than the 12 cents property tax increase.
- White House City is proposing a 17 cents property tax increase
- Sumner County Commission has discussed raising the sales tax to the maximum.
- Metro Nashville is discussing raising sales tax to the maximum amount to 2.75%.
- The Council has had four work study sessions about the budget.
- In April, there was a three dollars per hour raise for Police officers and an across-board raise for all other employees.

C. Ordinance No. 24-3**3** - First Reading - An Ordinance of the City of Portland, Tennessee, amending B**u**dget Ordinance no. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Motion to:	**Approve**
By:	Vice-Mayor McDowell
Second:	Alderman Woodall
Discussion:	Ms. Slusser advised this was the final amendment to the FY 2023-2024 Budget. Because information was not available, there will be some adjustments in the 2nd reading.
Yes:	Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Barnes

Motion Passed(voice vote)

13. Fire Department – Vice Mayor Jody McDowell
- No Items

14. Human Resources – Alderwoman Penny Barnes
- No Items

15. Legislative – Mayor Mike Callis
- No Items

16. Municipal Airport – Alderman Mike Hall

A. Ordinance No. 24-34 - First Reading - An Ordinance to enter into an agreement with Kentucky Tennessee Excavating and Construction (K-Tec) for the City of Portland Municipal Airport soil hauling & placement from Richland Park to Portland Municipal Airport in Sumner County.

Motion to:	**Approve**
By:	Alderman Hall
Second:	Alderwoman Thompson
Discussion:	Airport Director, Doug Hunter explained that three bids were submitted. K-Tec was the lowest bid.
Yes:	Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Barnes

Motion Passed(voice vote)

17. Parks & Recreation – Alderman Brian Woodall
- No Items

18. Planning & Codes – Alderwoman Megann Thompson
- No Items

Alderwoman Thompson pointed out that the budget had funds allocated for someone to review all subdivision regulations.

19. Police Department – Alderman Drew Jennings
- No Items

20. Public Works – Alderwoman LaToya Holcomb

A. Discussion - Maintenance of ditches
Alderwoman Holcomb thanked Public Works employees for their hard work with the Strawberry Festival.
After discussion of flooding issues and ditch clean-out, it was agreed that Public Works Director, Carlton Cobb would come up with a schedule for ditch drainage maintenance. It was also noted that Sunset Place needed to be reviewed quickly.

21. Utility Infrastructure – Alderman Brian Woodall

A. Ordinance No. 24-29 – Second Reading – An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Luther Bratton on Bracken Estates, located at North Harris Road in Portland, Tennessee, which will include the installation of an eight (8) inch water main and an eight (8) inch sewer main along North Harris Lane.

Motion to: Approve
By: Alderman Woodall
Second: Vice-Mayor McDowell
Motion to Amend: As highlighted in the Ordinance
By: Alderman Woodall
Second: Alderman Jennings
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall
No Vote: Alderwoman Thompson
Absent: Alderwoman Barnes, Alderman Hall,
Amendment Passed:(voice vote)
Vote: Approve
By: Alderman Woodall
Second: Vice-Mayor McDowell
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall
No Vote: Megann Thompson
Absent: Alderwoman Barnes, Alderman Hall
Motion Passed (voice vote)

B. Ordinance No. 24-35 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Water Distribution Department for fiscal year 2025.

Motion to: Approve
By: Alderman Woodall
Second: Alderman Jennings
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall
No Vote: Alderwoman Thompson
Absent: Alderwoman Barnes, Alderman Hall,
Motion Passed(voice vote)

C. Ordinance No. 24-36 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Wastewater Collection Department for fiscal year 2025.

Motion to: Approve
By: Alderman Woodall
Second: Vice-Mayor McDowell
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall
No vote: Alderwoman Thompson
Absent: Alderwoman Barnes, Alderman Hall
Motion Passed(voice vote)

D. Ordinance No. 24-37 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Portland Natural Gas Department effective July 1, 2024, through June 30, 2025.

Motion to: Approve
By: Alderman Woodall
Second: Alderwoman Holcomb
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall
No vote: Alderwoman Thompson
Absent: Alderwoman Barnes, Alderman Hall

Motion Passed(voice vote)

E. Ordinance No. 24-38 - First Reading – An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2025.

Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Holcomb
Discussion: Utilities Engineer, Megan Hesiler explained that an error had been made under the company's name; Solenis needs to be changed to SNF Poly as low bidder at $742.50 per barrel.
Motion to: **Amend by changing Solenis to SNF Poly as low bidder at $742.50 per barrel.**
By: Alderwoman Thompson
Second: Vice-Mayor McDowell
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent: Alderwoman Barnes, Alderman Hall
Amendment Passed:(voice vote)
Vote to: **Approve as amended**
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent: Alderwoman Barnes, Alderman Hall
Motion Passed (voice vote)

F. Ordinance No. 24-39 - First Reading - An Ordinance authorizing an agreement between the City of Portland, John Bouchard & Sons Co. and Southern Sales, for water/wastewater pump/motor maintenance services and appurtenances.

Motion to: **Approve**
By: Alderman Woodall
Second: Alderman Jennings
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent: Alderwoman Barnes, Alderman Hall
Motion Passed(voice vote)

G. Resolution No. 24- 43 - A Resolution to approve the final adjusting change order #2 in the decreased amount of $132,823.00 for the State Industrial Access (SIA) commodore water, sewer, & gas project.

Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Holcomb
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent: Alderwoman Barnes, Alderman Hall
Motion Passed(voice vote)

H. Resolution No. 24-30 – A Resolution to rescind and replace Resolution 23-45 to establish Guidelines for Capacity Letters for the Department of Utilities.

Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Thompson
Yes: Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent: Alderwoman Barnes, Alderman Hall
Motion Passed(voice vote)

I. Discussion - Tap Requests

Mr. Price brought a tap request for an area of Shady Park Drive. The request would be added to a three-inch pipe. The policy allows a tap to be added to anything larger than four-inches. The closest six-inch line is 4 miles away.
After discussion, it was determined that a resolution to cover water tap requirements be brought to the next council meeting.

J. Discussion - Cumberland Valley WWTP Change Order Request
Mr. Price made the council aware that an emergency purchase had to be made to take care of an issue at the wastewater treatment plant that will cost under $2800.

K. Discussion - Capacity Letters for Benjamin Patton
Mr. Price presented the process for determining the fees for Mr. Patton's capacity letter. Mr. Patton had an issue with the calculation used to determine the water fee. Utilities used the development as an industrial development. Mr. Price also explained there have been two instances where this has occurred. After discussion, the Council approved changing Mr. Patton's Capacity Letter by changing the water fee to be based on 5 ERUs.
The council agreed to suspend the rules for Mr. Patton to speak. Mr. Patton spoke about it taking him three weeks of contacting and discussions with Utilities and the Mayor to correct what he thought was an error in interpreting the Ordinance.
The council wants Mr. Price to change the Ordinance making it clearer about the classification of businesses.

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Alderwoman Holcomb;
Motion passed by voice vote to **adjourn at 8:38.**

ORDINANCE

City of Portland, Tennessee

No. 24 – 34

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH KENTUCKY TENNESSEE EXCAVATING AND CONSTRUCTION (K-TEC) FOR THE CITY OF PORTLAND MUNICIPAL AIRPORT SOIL HAULING & PLACEMENT FROM RICHLAND PARK TO PORTLAND MUNICIPAL AIRPORT IN SUMNER COUNTY.

WHEREAS, the City of Portland deems it necessary to move an estimated 150 tri-axle loads of excess dirt from Richland Park to the Portland Municipal Airport for the construction of a new taxiway; and

WHEREAS, the City of Portland received and opened bids on April 18, 2024 from the following contractors; and

- Kentucky Tennessee Excavating and Construction $ 39,000.00
- Perdue Trucking and Excavation $ 124,250.00
- Stewart Richie Construction Inc. $ 139,000.00

WHEREAS, funding for this project shall come from a grant received for the expansion of the Portland Municipal Airport; and

WHEREAS, after careful consideration, the bid from K-TEC has been recommended as the best bid for the City of Portland Municipal Airport Soil Hauling & Placement of an estimated 150 triaxle loads not to exceed $39,000; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **K-TEC** in the amount of **$39,000** as the best bid for the City of Portland Municipal Airport Soil Hauling & Placement; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mayor Mike Callis Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 35

Second Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BIDS FOR THE PURCHASE OF SUPPLIES IN THE WATER DISTRIBUTION DEPARTMENT FOR FISCAL YEAR 2025

WHEREAS, the following bids were properly solicited and received for the purchase of supplies in the Water Distribution Department; and

WHEREAS, the following bids were received:

Company	Bid Amount
Citco Water	See Attached Sheets
Core & Main	See Attached Sheets
Fortiline	See Attached Sheets
Hayes Pipe Supply	See Attached Sheets
Southern Pipe & Supply	See Attached Sheets
Walter A Wood Supply	See Attached Sheets

WHEREAS, the Department of Utilities recommends best bids from ***Citco Water, Core & Main, Fortiline, Hayes Pipe Supply, Southern Pipe & Supply and Walter A Wood Supply*** for all appurtenances associated with the maintenance and installation of services for the Water Distribution System; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorizing the acceptance of the best bids from the following for the purchase of parts/supplies for the Portland Water Distribution Department for Fiscal year 2025:

Citco Water for all items listed on attached bid sheet
Core & Main for all items listed on attached bid sheet
Fortiline for all items listed on attached bid sheet
Hayes Pipe Supply for all items listed on attached bid sheet
Southern Pipe & Supply for all items listed on attached bid sheet
Walter A Wood for all items listed on attached bid sheet

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 36

Second Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BIDS FOR THE PURCHASE OF SUPPLIES IN THE WASTEWATER COLLECTION DEPARTMENT FOR FISCAL YEAR 2025

WHEREAS, the following bids were properly solicited and received for the purchase of supplies in the Wastewater Collection Department; and

WHEREAS, the following bids were received:

Company	Bid Amount
Core & Main	See Attached Sheets
Fortiline	See Attached Sheets
Hayes Pipe	See Attached Sheets

WHEREAS, the Department of Utilities recommends best bids from ***Core & Main, Fortiline, and Hayes Pipe Supply*** for all appurtenances associated with the maintenance and installation of services for the Wastewater Collection Department; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorizing the acceptance of the best bids from the following for the purchase of parts/supplies for the Portland Wastewater Collection Department for Fiscal year 2025:

Core & Main for all items listed on attached bid sheet
Fortiline. for all items listed on attached bid sheet
Hayes Pipe Supply for all items listed on attached bid sheet

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 37

Second Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BIDS FOR THE PURCHASE OF SUPPLIES IN THE PORTLAND NATURAL GAS DEPARTMENT EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025

WHEREAS, the following bids were properly solicited and received for the purchase of various supplies in the Portland Natural Gas Department:

Company	**Amount**
Consolidated Pipe and Supply Co.	See Attached Sheets
Equipment Controls	See Attached Sheets
Marie Co	See Attached Sheets
Tri-State Meter and Regulator	See Attached Sheets

NOW, THEREFORE BE IT ORDAINED by the Mayor and the Board of Aldermen of the City of Portland authorizing the acceptance of the best bids from the following for the purchase of parts/supplies for the Portland Natural Gas Department through June 30, 2025:

Consolidated Pipe and Supply Co. for all items listed on attached bid sheets
G & C Supply Co. Inc. for all items listed on attached bid sheets
Marie Co for all items listed on attached bid sheets
Tri-State Meter and Regulator for all items listed on attached bid sheets

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 38

Second Reading

AN ORDINANCE TO AUTHORIZE ACCEPTANCE OF BEST BIDS FOR VARIOUS CHEMICALS FOR THE CITY OF PORTLAND FOR FISCAL YEAR 2025

WHEREAS, the following bids were properly solicited and received on April 24, 2024, for the chemicals for the City of Portland's needs, and are as follows:

Company	Chemical Name	Bid Price
Hawkins Chemical Inc	Chlorine Gas	$1.60 Unit cost per gallon
Hawkins Chemical Inc	Sodium Permanganate 20%	$15.94 Unit cost per gallon
Brenntag Mid-South, Inc	Hydrofluosilicic Acid	$4.17 Unit cost per gallon
Citco Water	Sodium Hypochlorite 12.5%	$3.25 Unit cost per gallon
	Calcium Thiosulfate (Captor)	
SNF Polydyne	Polymer K-274 FLX	$1.65/lb $742.50 per barrell
Citco Water .	Sodium Ortho/Polyphosphate	$11.90 Unit Cost per gallon
Corechem	Sodium Chloride (Salt)	$258.00 Unit per ton

NOW, THEREFORE BE IT ORDAINED by the Mayor and the Board of Aldermen of the City of Portland to authorize the acceptance of the best bids from the above listed companies for the purpose of chemicals as above described for the City of Portland for Fiscal Year 2025; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 39

Second Reading

AN ORDINANCE AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF PORTLAND, JOHN BOUCHARD & SONS CO. AND SOUTHERN SALES, FOR WATER/WASTEWATER PUMP/MOTOR MAINTENANCE SERVICES AND APPURTENANCES

WHEREAS, bids were properly solicited and received on April 24, 2024, for a service agreement to provide pump/motor maintenance for the City of Portland; and

WHEREAS, two bids were received for the pump/motor maintenance for the City of Portland:

RATES (per hr)	John Bouchard & Sons Co.	SOUTHERN SALES CO. (TENCARVA MUNICIPAL)
Standard (Regular)	$125	$135
Standard (OT)	$190	$202
Assistant (Regular)	-	$108
Assistant (OT)	-	$162
Balancing & Calibrating for Motors	$125	$135
Shop Repair	-	$125
Material Mark-Up	15%	15%

WHEREAS, after review of the bids, the City of Portland would like to award a **non-exclusive** contract with both and.; and

WHEREAS, WWTP Chief Operator, WTP Chief Operator, and Sewer Collection Supervisor will be responsible for their respective departments and call the appropriate vendor at their discretion, following guidelines set by the Director of Utilities. The Director of Utilities will have the right of final approval and all work will require a purchase order; and

WHEREAS, the **Agreement** shall be in effect from the approval date of this Ordinance until June 30, 2025 and may be extended for an additional two (2) one-year periods thereafter by mutual written consent of the parties.

NOW THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that an agreement shall hereby be entered into with John Bouchard & Sons Co and Southern Sales Co. (Tencarva Municipal).; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 33

Second Reading

AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 23-25 FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, the Board of Mayor and Aldermen of Portland, Tennessee, assembled in regular session on the _____ day of _____, _____, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Portland, Tennessee, during the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Section 1. The budget amendment is as follows in Attachment A:

BE IT ENACTED by the Board of Mayor and Alderman of Portland, Tennessee that this ordinance shall take effect from and after its passage, the welfare of the city requiring it.

_____ _____

Mayor Mike Callis Attest: Rachel Slusser, City Recorder

Passed First Reading: May 20,2024
Notice Published: Portland Sun-6/4/24; Portland Leader-6/5/24:
Public Hearing: June 17, 2024
Passed Second Reading:

Attachment A

General Fund

	Revenue		
Miscellaneous	Animal Control Fees	$7,000	
	Sports Fees	$6,000	
Other Revenue	Interest	$185,000	
	Insurance Recoveries	$130,000	
	Other Revenue	$36,000	
Grants/Projects	Police Grant	$80,000	
	State Grant	$70,000	
	I65 Interchange Project	$166,000	
	Kirby Road Paving	$20,000	
	West Middle School Sidewalks	$25,000	
	College Street Sidewalks	$46,000	
TOTAL REVENUE			$771,000
Gen Gov't	Expenses		
	Technology	$25,000	
	Data Processing	$60,000	
	Repair/Maintenance Bldg	$40,000	
	Transfer to Golf	$20,000	
	Transfer to Debt Service	$168,000	
Administrative	Technology	$20,000	
Human Resources	Technology	$5,000	
	Other Professional Services	$15,000	
	Employee Events	$4,000	
Planning	Site Plan Review	$20,000	
Police	License &Fees	$18,000	
	Technology	$5,000	
	Data Processing	$25,000	
	Duty Equipment	$25,000	
Fire	Data Processing	$15,000	
	Vehicle Maintenance/Repair	$150,000	
	Repair/Maintenance Bldg	$10,000	
	PPE	$15,000	
Streets	Salt	$10,000	
	Sidewalk Program	$75,000	
	Traffic Lights	$10,000	
	Operating Supplies	$15,000	

City Garage	Salary	$20,000	
	Employee Insurance	$15,000	
	Liability Insurance	$6,000	
Animal Control	Overtime	$3,000	
	Vet Services	$10,000	
	Vehicle Maintenance/Repair	$5,000	
	Operating Supplies	$5,000	
Parks	Public Relations	$6,000	
	Data Processing	$8,000	
	Other Professional Services	$5,000	
	Vehicle Maintenance/Repair	$5,000	
	Grounds Maintenance/Repair	$10,000	
	Repair/Maintenance Bldg	$10,000	
	Athletic Field Maintenance	$5,000	
	Cold Springs School Maint	$15,000	
	Small Item of Equipment	$20,000	
	Bldg/Bldg Improvement	$20,000	
TOTAL EXPENSE			$918,000

Airport	Revenue		
	State Grant - Land Acquisition	$50,000	
	Grant - DGA Upgrade Airport	$320,000	
	Airport Layout Plant	$120,000	
	Land Acquisition	$20,000	
	Airport Layout Plant	$80,000	
	Portland Airport Upgrade-DGA	$540,000	
	Resale of Fuel	$80,000	
TOTAL REVENUE			$1,130,000
	Expense		
	Erosion Control	$10,000	
	Fuel Purchase for Resale	$50,000	
	Other Repair	$60,000	
	Liability Insurance	$8,000	
	Land Acquisition	$140,000	
	Equipment	$20,000	
	Airport Layout Plant	$80,000	
	Portland Airport Upgrade-DGA	$600,000	
TOTAL EXPENSE			$968,000

Stormwater			
	Expense		

	Equipment	$30,000	
TOTAL EXPENSE			$30,000
Golf Course	Revenue		
	Golf Revenue - Fees	$16,000	
	Golf Revenue - Annual Fees	$8,000	
	Transfer from General	$20,000	
TOTAL REVENUE			$44,000
	Expense		
	Repairs - Equipment	$5,000	
	Chemicals and Supplies	$10,000	
	Equipment	$9,000	
	Grant - Irrigation Professional Ser	$20,000	
TOTAL EXPENSE			$44,000
Impact Fees	Revenue		
	Fire Impact Fees	$35,000	
TOTAL REVENUE			$35,000
	Expense		
	Fire - Small Items of Equipment	$20,000	
TOTAL EXPENSE			$20,000
Debt Service	Revenue		
	Transfer from General Fund	$168,000	
TOTAL REVENUE			$168,000
	Expense		
	Note #80 - Series	$168,000	
TOTAL EXPENSE			$168,000
Water and Sewer	Revenue		
	Grant Project Commodore	$24,000	
	Interest	$400,000	
	Insurance Recoveries	$20,000	
	Project Reimbursement - TDOT	$85,000	

	Developer Contributions	$338,000	
	Water Modeling Fee	$15,000	
	Plans Review Fee - Water	$20,000	
	Pay-in-lieu of fee	$90,000	
	Road bore fee-water	$7,000	
	Non-refundable service conn	$48,000	
	New tap revenue - water	$153,000	
	Sewer Modeling Fee	$9,000	
	Plans Review Fee - Sewer	$14,000	
	Sewer Improvement Fee	-$150,000	
	New tap revenue - Sewer	$46,000	
	TOTAL		$1,119,000

Water/Sewer	Expense		
Water Plant	Water Analysis	$5,000	
	Other Professional Services	$30,000	
	Repair Pumps and Equipment	$30,000	
	Building Maintenance	$10,000	
	Chemicals	$40,000	
	Payment in Lieu of Taxes	$16,000	
	Land	$15,000	
Water Distribution	Technology	$5,000	
	Overtime	$50,000	
	Water Modeling	$30,000	
	Other Professional Services	$75,000	
	Data Processing	$15,000	
	Repair Machinery/Equipment	$25,000	
	Water Meter Inventory	$300,000	
	Payment in Lieu of Taxes	$16,000	
Sewer Collection	Telephone/Communication	$10,000	
	Inventory	$40,000	
	Building Maintenance	$15,000	
	Payment in Lieu of Taxes	$16,000	
Sewer Plant	Sewer Analysis	$20,000	
	Repair to System	$30,000	
	Payment in Lieu of Taxes	$16,000	
Business Office	Data Processing	$15,000	
Grants & Projects	WWTP Phase II	$1,000,000	
	Mason Tank/Old Westmoreland	$1,000,000	
	Project Commodore	$800,000	

	Eubanks Rd WL	$500,000	
	Oak Hill Sys Improvement	$300,000	
TOTAL EXPENSE			$4,424,000

Gas	Expense		
	Employee Insurance	$35,000	
	Data Processing	$25,000	
	Operating Supplies	$17,000	
	Small Items of Equipment	$15,000	
	Payment in Lieu of Taxes	$47,000	
	Project - Radio Read	$120,000	
	Project Commodore	$70,000	
TOTAL EXPENSE			$329,000

RESOLUTION

City of Portland, Tennessee

No. 24 – 44

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF PORTLAND, TENNESSEE AND WALLY GILLIAM REALTY AND AUCTION FOR AUCTION SERVICES

WHEREAS, Various departments of the City of Portland have identified surplus vehicles, equipment, office furniture, land, and miscellaneous items no longer needed or usable; and

WHEREAS, It has been determined that some of these items could best be sold through auction services; and

WHEREAS, Requests for Proposals (RFP) were properly solicited for auction services and ### proposals were submitted to the City of Portland by the stated deadline; and

WHEREAS, The proposal submitted by Wally Gilliam Realty and Auction met the specifications requested in the RFP and illustrated the capability to provide the type of auction services needed; and

NOW THEREFORE BE IT RESOLVED, By the Mayor and Board of Aldermen that the City of Portland will hereby enter into a contract with Wally Gilliam Realty and Auction for services as outlined in the RFP through December 31, 2027, with the option to renew for two (2) additional years; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect after its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 50

A RESOLUTION TO APPROVE THE WRITE-OFF OF OUTSTANDING UTILITY CUSTOMERS' ACCOUNTS FOR FISCAL YEAR 2024

WHEREAS, the City of Portland acknowledges that certain unpaid utility accounts will be deemed uncollectible; and

WHEREAS, It is hereby proposed that an amount not to exceed $58,000 for outstanding utility customers' accounts, deemed uncollectible for various reasons, be written off, with any potentially collectible accounts to be turned over to a collection agency; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland do hereby approve a request to write off an amount that does not exceed $58,000 in outstanding utility customers' accounts by the end of this fiscal year, June 30, 2024; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 - 40

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH JETTON PROPERTY GROUP FOR CONSTRUCTION OF THE PARKS MAINTENANCE BUILDING AT RICHLAND PARK

WHEREAS, the City of Portland deems it necessary to make improvements by constructing a new Park Maintenance Building; and

WHEREAS, the City of Portland received and opened bids on May 16, 2024, are as follows:

1. Jetton Property Group $243,750.00
2. Building and Repair Systems LLC $731,079.00

WHEREAS, after careful consideration the bid from Jetton Property Group has been recommended as best bid for the construction of the Park Maintenance Building; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter in an agreement with Jetton Property Group in the amount of $243,750 as best bid for the Parks Maintenance Building, project; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 28

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING UNADDRESSED WESTLAND STREET, (TAX MAP 20P, GROUP B, PARCEL 001.00) FROM R-15 (RESIDENTIAL) TO R-10 PUD (RESIDENTIAL) COVENTRY PRELIMINARY MASTER DEVELOPMENT PLAN(PUD)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of rezoning R-15 (Residential) to R-10 Residential (Plan Unit Development) (PUD), by a vote of 8-0 at their April 9th, 2024, meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from R-15 (Residential) to R-10 (Plan Unit Development) (PUD).

Approximately 26.1 +/- acres, located at unaddressed Westland Street as shown on the attached map. *See exhibited A*

For reference, see in the Registers of Deeds Office of Sumner County, Tennessee, and being shown as: Record Book 5481, Page 32 in the Register's Office of Sumner County, Tennessee, and being shown as Map 020P, Group B, Parcel 1.00, for Sumner County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

_____ _____

Mayor Mike Callis Attest: Rachel Slusser, City Recorder

Passed First Reading: May 6, 2024
Notice Published: Portland Sun- 6/4/24; Portland Leader:6/5/24
Public Hearing: June 17, 2024
Passed Second Reading:

***EXHIBIT A*:**

RESOLUTION

City of Portland, Tennessee

No. 24 - 45

A RESOLUTION TO ANNEX PROPERTY AT 6155 LAKE SPRINGS ROAD, ALSO IDENTIFIED AS (ROBERTSON COUNTY TAX MAP 12, PARCEL 49.00) CONTAINING .81 +/- ACRES UPON WRITTEN CONSENT OF THE OWNER AND TO ADOPT A PLAN OF SERVICES

WHEREAS, the owner has requested annexation of this property into the City of Portland corporate limits and said property is within the Urban Growth Boundary; and

WHEREAS, the owner will be responsible for the extension of any utilities; and

WHEREAS, the annexation will add no right-of-way to the city; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of this Annexation and Plan of Services to the Mayor and Board of Aldermen by a vote of 6-0 at the May 14th, 2024 meeting.

NOW, THEREFORE, BE IT Ordained by the City of Portland, Tennessee, as follows:

Section 1. That Tennessee Code Annotated 6-51-102 authorizes the City of Portland to annex land at the request of the land owner when it appears that the prosperity of the municipality and the territory will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Portland hereby determined that the prosperity of the municipality and territory described herein will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed.

Section 2. That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property described herein be, and the same is hereby annexed into the City of Portland, Sumner County, Tennessee, and incorporated within the corporate boundaries thereof.

> **PROPERTY DISCRIPTON**: Approximately 0.81 +/- acres more or less, located at 6155 Lake Springs Road, as shown on the attached map.
>
> For reference, see Record Book 1195, Pages 422-423 in the Register's Office of Robertson County, Tennessee, and being shown as Map 12, Parcel 49.00 for Robertson County, Tennessee.

Section 3. This annexation is contingent upon City Council passing the 2nd reading rezone for 6155 Lake Spring Road. That this ordinance takes effect 30 days from and after its final passage, the public welfare requiring it.

Plan for Serving the Annexation Area

1. Police Protection
   Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.

2. Fire Protection
   Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.

3. Gas, Water, and Sewer
   a. Gas - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
   b. Water - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
   c. Sewer - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
   d. Fire Hydrants - The City may require improvements by the owner as the property develops to ensure the needed capacity is available.

4. Electric Service
   There are existing Cumberland Electric Membership Corporation power lines on this lot.

5. Public Works
   a. Stormwater – Stormwater services will be available to this property in the same manner they are available to the rest of the City. Any improvements that must be completed as a result of development are the responsibility of the developer.

   b. Sanitation – City sanitation services will be available at the time of annexation in accordance with existing City Ordinances.

   c. Street and Right-of-Way Repair and Maintenance

      i. This annexation adds no additional right-of-way to the City.
      ii. The City and/or the County may require road improvements by the owner as the property develops.

6. Schools
   This property is currently served by Robertson County School System.

7. Inspection and Codes Enforcement
   All inspection and building/code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.

8. Planning and Zoning
The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.

a. The requested zoning for the annexation is IG (Industrial General).

9. Animal Control
Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.

10. Voting Rights and City Elections
a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.
b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Notice of the Public Hearing was published in the Portland Sun on April 30, 2024.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland; and

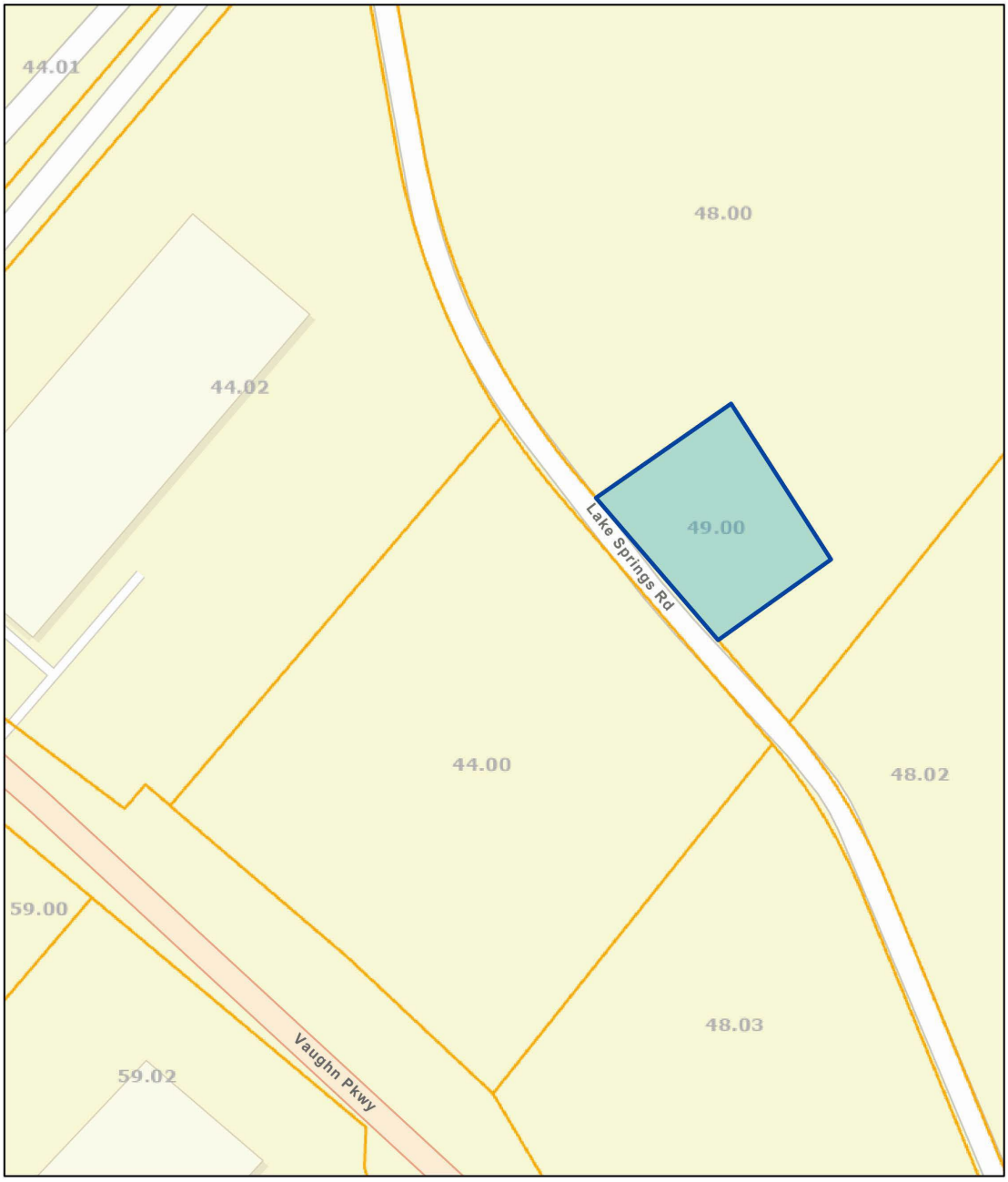
BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

Robertson County - Parcel: 012 049.00



Date: April 2, 2024

County: Robertson
Owner: L & W PROPERTIES GP
Address: LAKE SPRINGS RD 6155
Parcel Number: 012 049.00
Deeded Acreage: 0.81
Calculated Acreage: 0
Date of TDOT Imagery: 2021

1:2,257

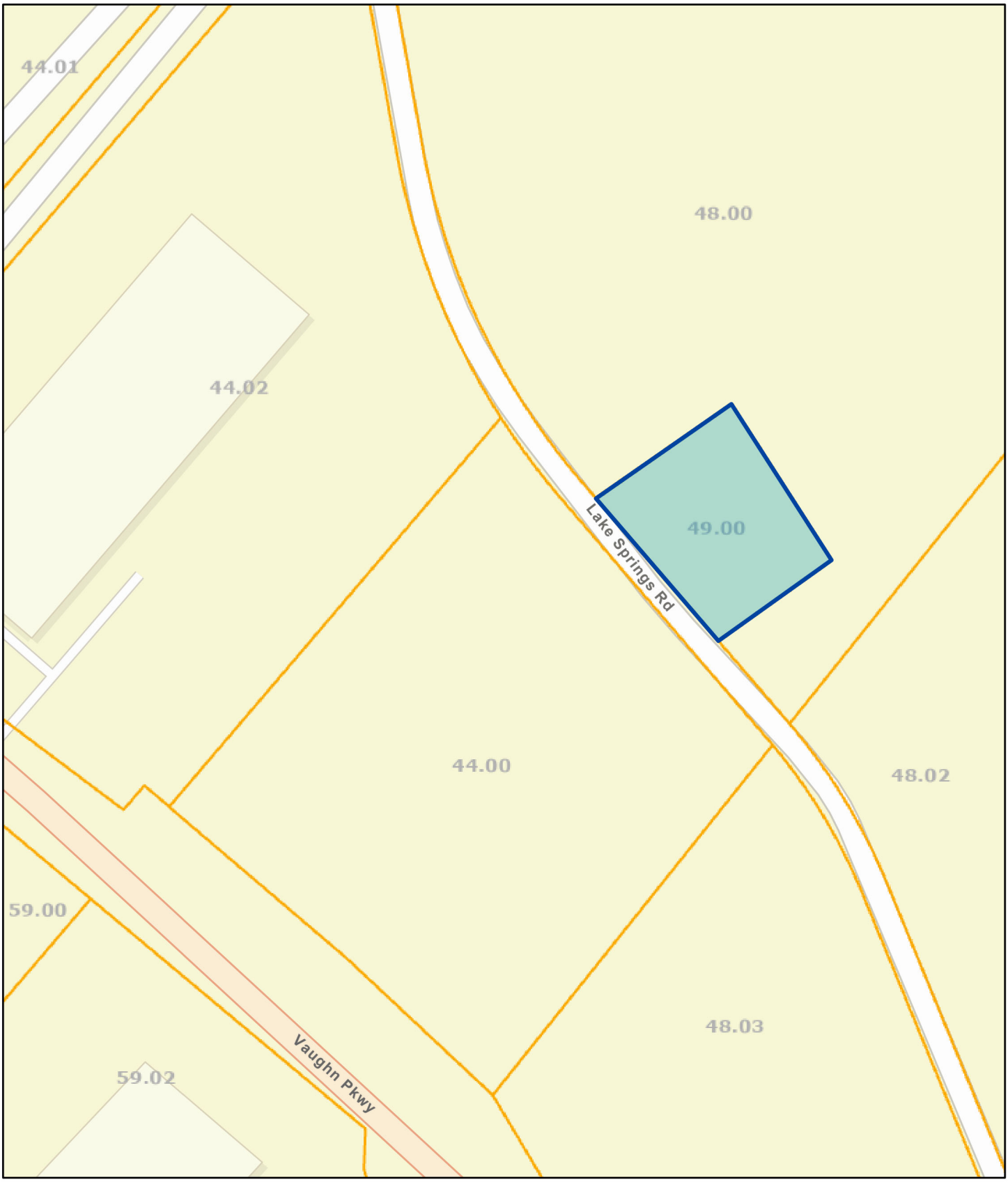
0 0.01 0.03 0.06 mi

0 0.02 0.04 0.09 km

Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Robertson County - Parcel: 012 049.00



Date: April 2, 2024

1:2,257

0 0.01 0.03 0.06 mi

0 0.02 0.04 0.09 km

County: Robertson
Owner: L & W PROPERTIES GP
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Deeded Acreage: 0.81
Calculated Acreage: 0
Date of TDOT Imagery: 2021

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The property lines are compiled from information maintained by your county Assessor's office but are not conclusive evidence of property ownership in any court of law.

City of Portland
Annexation
Planning Commission
This property is subject of an annexation request.
For more details call 615-325-6778

ORDINANCE

City of Portland, Tennessee

No. 24 – 41

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 6155 LAKE SPRINGS ROAD, (ROBERTSON COUNTY TAX MAP 12, PARCEL 49.00) FROM RR (RURAL RESIDENTIAL) TO IG (INDUSTRIAL GENERAL)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to IG (Industrial General) by a vote of 5-1 at their May 14th, 2024 meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from RR- (Rural Residential) to IG (Industrial General).

Approximately 0.81 +/- acres more or less, located at 6155 Lake Springs Road, as shown on the attached map.

For reference, see Record Book 1195, Pages 422-423 in the Register's Office of Robertson County, Tennessee, and being shown as Tax Map 12, Parcel 49.00 in the Register's Office of Robertson County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the passage on final reading, the public welfare requiring it.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland; and

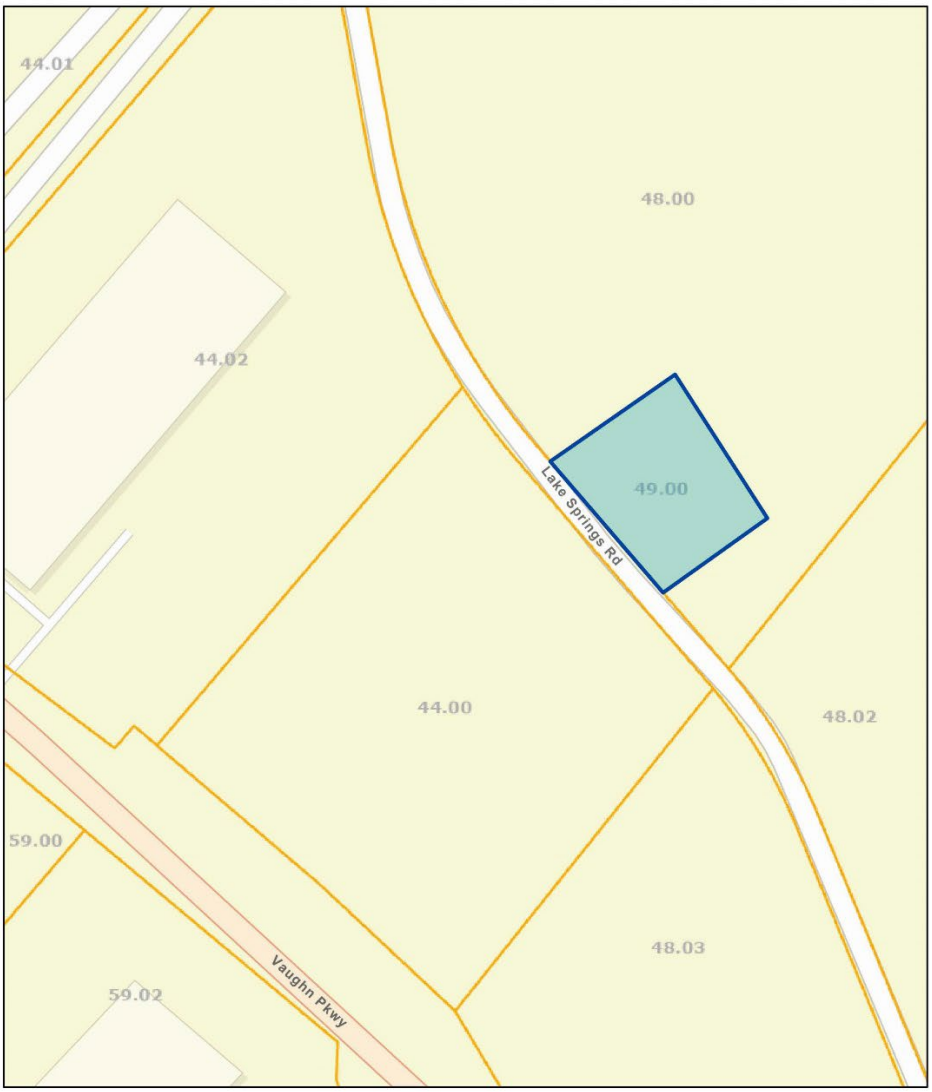
BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:
Notice Published: Portland Sun-
Public Hearing
Passed Second Reading:

Robertson County - Parcel: 012 049.00



Date: April 2, 2024

County: Robertson
Owner: L & W PROPERTIES GP
Address: LAKE SPRINGS RD 6155
Parcel Number: 012 049.00
Deeded Acreage: 0.81
Calculated Acreage: 0
Date of TDOT Imagery: 2021

1:2,257
0 0.01 0.03 0.06 mi
0 0.02 0.04 0.09 km

Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property

ORDINANCE

City of Portland, Tennessee

No. 24 - 42

First Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-26 AND REPLACE WITH THIS ORDINANCE FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Review Fees will only be charged one time per project. If the project is inside the Portland City Limits, the review fees will be charged with preliminary plat. If the project is outside of the Portland City Limits, it will be charged with the review of the plat.

Plan Review Fee
(Due when plans are submitted for review. Must be paid prior to Portland Department of Utilities (PDU) approval.)

- $1,200 for water plans (per phase)
- $1,200 for sewer plans (per phase)

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee for Fiscal Years (FY)		
	FY 2024	FY 2025	FY 2026*
Residential	$4	$5	$6
Commercial/Industrial	$17	$18	$19
Fire Meters	$76	$77	$78

*After Fiscal Year 2026, Meter Base Fees shall remain at the fee detailed under FY 2026

Water Meter Base Fees shall be used to test, calibrate, maintain, install, and replace all meters within the distribution system. Fees shall be calculated as shown above.
Residential Fee – Shall apply to all residential meters
Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.
Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	$120
Commercial	$180
Industrial	$600

Water Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	$1,500	$2,400
1"	$2,100	$3,120
2"	$4,500	$6,000
*3"	$5,200	$6,840
*4"	$6,200	$8,040
*6"	$9,200	$11,640
*8"	$11,200	$14,040
*10"	$15,000	$19,200
*12"	$18,000	$24,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements. The above fees are privilege fees only and will be charged on a per unit basis and are due at the time of setting up service.

WATER IMPROVEMENT FEE

$1,800 per equivalent residential unit (ERU) on all new development. See" Water Equivalent Residential Units (ERUs)" for ERU calculations.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.

Example: *Restaurant with 100 seats*
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/350 gpd = 11.42 units = 12 units * $1,800 = $21,600*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

Water Equivalent Residential Units (ERUs) are calculated by below:

Self-Storage – Calculated as general commercial services but only for the area with a water demand. If the facility is sprinkled, it will be for the full footprint of the facility.

Single Family Residence – One (1) Unit
Mobile Home Park – One (1) Unit per dwelling
Hotel/Motel – 130 gpd (gallons per day) per room
General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
Theaters – 5 gals. Per seat
General Office space – 25 gals. Per person
Restaurant – 40 gals. Per seat
Schools – 16 gals. Per person (Employees and Students)
Retirement Community (per bed) – 250 gpd (gallons per day)
Hospitals (per bed) – 250 gpd (gallons per day)
Assisted Care/Nursing Homes – One Half (½) unit per bed
Church (small) – 3 gals. Per seat (no kitchen)
Church (large) – 5 gals. Per seat (Kitchen)
Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
Industrial Processed Water - $750.00 per 1000 gallons per day
Car wash/truck wash – 2 units per bay
Self-service Laundries – 1 unit per washer
Service stations – 1 unit per pump
Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	$1,800
51-100	$1,550
101-150	$1,300
Greater than 150	$1,000

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum

requirements stated below. The payment shall be calculated using the City's Pay-In-Lieu of Calculator

Minimum Water Main Pipe Diameter
Within City Limits: 8" – (Unless documented in the City's Capital Improvement Plan to be larger)
Outside of City Limits: 6" – (Unless documented in the City's Capital Improvement Plan to be larger)

DEVELOPER'S CONTRIBUTION
The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below:

Residential & Commercial
$750 per ERU
Industrial
$1,000 per 5,000 SF of building footprint

ROAD BORE FEE
The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

Tap Diameter	Inside Tap Fee	Outside (if applicable)
4-6" minimum	$750.00	$1,400
Anything over 6"	$5,000 plus all installation costs	
SR 109 Interchange Sewer	$10,000*	

- The above fees are privilege fees only and will be charged on a per unit basis.
- They are due at the time of setting up service.
- The specified fee does not include plumber's installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.
- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.

- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.
- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of $10,000

Inside Portland City Limits Capacity Fee	Outside Portland City Limits Capacity Fee (Inside Mitchellville and Orlinda Only)
$1,750	$2,600

SEWER ~~CAPACITY~~ EQUIVALENT RESIDENTIAL UNITS (ERUs)
For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee:

Self Storage – Calculated as general commercial services but only for the area with a sewer demand.

ERUs are calculated by below:

Single Family Residence – One (1) Unit
Mobile Home Park – One (1) Unit per dwelling
Hotel/Motel – 130 gpd (gallons per day) per room
General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
Theaters – 5 gals. Per seat
General Office space – 25 gals. Per person
Restaurant – 40 gals. Per seat
Schools – 16 gals. Per person (Employees and Students)
Retirement Community (per bed) – 250 gpd (gallons per day)
Hospitals (per bed) – 250 gpd (gallons per day)
Assisted Care/Nursing Homes – One Half (½) unit per bed
Church (small) – 3 gals. Per seat (no kitchen)
Church (large) – 5 gals. Per seat (Kitchen)
Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
Industrial Processed Water - $750.00 per 1000 gallons per day
Car wash/truck wash – 2 units per bay
Self-service Laundries – 1 unit per washer
Service stations – 1 unit per pump
Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees (Fee per Unit)

Number of Units	Inside City Limits	Outside City Limits
1-50	$1,750	$2,600
51-100	$1,485	$2,400
101-150	$1,315	$2,200
Greater than 150	$1,135	$2,000

SEWER IMPROVEMENT FEE

$1,200 per equivalent residential unit (ERU) on all new development. See "Sewer Equivalent Residential Units (ERUs)" for ERU calculations.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/250 gpd = 16 units = 16 units * $1,200 = $19,200*

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	$1,200
51-100	$1,020
101-150	$900
Greater than 150	$750

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City's Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8"

DEVELOPER'S CONTRIBUTION
The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below.

Residential & Commercial
$1,000 per ERU
Industrial
$750 per 5,000 SF of building footprint

ROAD BORE FEE
The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	$100
Commercial	$150
Industrial	$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

GAS TAP FEES

TAP SIZE	TAP FEES
¾"	$400
1"	$475
2"	$550

INDUSTRIAL AND COMMERICAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING
When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE
The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

INITIAL CAPACITY LETTER FEES
Initial Capacity Fees shall be collected with the initial approval of a Capacity Letter:

RESIDENTIAL FEE STRUCTURE
- Individual Residential Service Availability Application Administrative Fee: $100
- Residential Subdivision Availability of Service Request Form
  Administrative Fee: $500

COMMERCIAL FEE STRUCTURE
- Commercial Availability of Service Request Form
  Administrative Fee: $1,000

INDUSTRIAL FEE STRUCTURE
- Industrial Availability of Service Request Form
  Administrative Fee: $2,000

CAPACITY LETTER RENEWAL FEES (ANNUALLY)
Capacity Renewal Fees will apply to all Capacity Letter Renewals:

RESIDENTIAL SEE STRUCTURE
- Individual Residential Service Availability Application Administrative Fee: $100
- Residential Subdivision Availability of Service Request Form
  Administrative Fee: $500 + option A, B, or C
  A. Up to 100 units: $50 per unit
  B. 101 to 300 units: $40 per unit
  C. 301 or more units: $30 per unit

COMMERCIAL FEE STRUCTURE
- Commercial Availability of Service Request Form
  Administrative Fee: $1,000 + $500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
  Administrative Fee: $2,000 + $1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, and Capacity Letter Maintenance Fees as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 24 – 46

A RESOLUTION TO APPROVE THE FINAL ADJUSTING CHANGE ORDER #2 IN THE DECREASED AMOUNT OF $43,250.00 FOR THE EUBANKS ROAD WATER LINE ADDITION

WHEREAS, the City of Portland has approved the original contract and Change Order #1 in the amount of $541,825.00 with Infinity Pipeline, Inc, for the Eubanks Road Water Line Addition Project; and

WHEREAS, Change Order #2 shall decrease the contract amount by $43,250.00, which shall amend the contract amount to $498,575. This shall reconcile all quantities installed to date; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #2 in the decreased amount of $43,250.00 for the Eubanks Road Water Line Addition Project; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

CONTRACT CHANGE ORDER	ORDER NO. Two (2)
	DATE June 4, 2024
	STATE Tennessee
CONTRACT FOR: Eubanks Road Water Line Addition	COUNTY Robertson

OWNER: City of Portland, 100 South Russell St, Portland, Tennessee 37148

To: Infinity Pipeline, Inc., 181 Dillard Road, Bowling Green, KY 42104
(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes	DECREASE in Contract Price	INCREASE in Contract Price
See Attachment Change Oder No. One for summary of changes	$43,250.00	
TOTALS		
NET CHANGE IN CONTRACT PRICE	$43,250.00	

JUSTIFICATION:

This change order reconciles the final installed quantities with the actual installed quantities.

The amount of the Contract will be decreased by the sum of: Forty-three Thousand Two Hundred Fifty dollars and 00/100----------Dollars ($43,250.00)

The Contract Total including this and previous Change Orders Will Be: Four Hundred Ninety-eight Thousand Five Hundred Seventy-Five dollars and 00/100---------- Dollars ($498,575.00)

The Contract Period provided for completion shall not be changed.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ _____
City of Portland, Tennessee (Owner) (Date)

Recommended _____ 6/5/2024
Megan Heisler (Utilities Engineer) (Date)

Accepted _____ 6/5/24
Infinity Pipeline, Inc. (Contractor) (Date)

City of Portland
Eubanks Road Water Line
Change Order No. Two (2) - Final
June 4, 2024

Item	Description		Decrease in Contract Price		Increase in Contract Price
1.	Deletion of 149 L.F. of 12-inch PVC WL Open Cut @ $100/L.F.		$ 14,900.00		
2.	Deletion of 20 L.F. of 20-inch Steel Casing Pipe - Bore & Jack @ $660/L.F.		$ 13,200.00		
3.	No change in contract quantities				
4.	No change in contract quantities				
5.	No change in contract quantities				
6.	Deletion of 100 S.Y. of Restoring Asphalt @ $100/L.F.		$ 10,000.00		
7.	No change in contract quantities				
8.	No change in contract quantities				
9.	Deletion of 1 Fire Hydrant Assembly @ $9,700 each		$ 9,700.00		
10.	Deletion of 1 Connection to 12-inch Gate Valve @ $1,600 each		$ 1,600.00		
11.	No change in contract quantities				
12.	No change in contract quantities				
13.	Addition of 1 3/4-inch water service installtion@ $3,900 each				$ 3,900.00
14.	Addition of 1 cut/cap Existing Fire Line & Removal of Hydrant@ $2,250 each				$ 2,250.00
	Net Change in Contract		$ 49,400.00		$ 6,150.00

Contract Amount (includes CO#1)	$ 541,825.00
Change Order No. Two (2) - Final	$ (43,250.00)
Revised Contract Amount	$ 498,575.00

City of Portland Utilities
June 4, 2024
File No. 0101-186

RESOLUTION

City of Portland, Tennessee

No. 24 – 47

A RESOLUTION AUTHORIZING CHANGE ORDER #2 EXTENDING THE CONTRACT SIXTY (60) ADDITIONAL DAYS WITH CUMBERLAND PIPELINE, LLC FOR THE MASONS TANK 12-INCH CONNECTOR AMERICAN RESCUE PLAN (ARP) PROJECT

WHEREAS, the City of Portland is currently contracted with Cumberland Pipeline, LLC for the Masons Tank 12-inch Connector Project and substantial completion was two hundred ten (210) consecutive calendar days, making the date for substantial completion Thursday, May 30, 2024, and the time for final completion of two hundred forty (240) consecutive calendar days, making the date for final completion Saturday, June 29, 2024; and

WHEREAS, additional time is needed due to unforeseen delays in the procurement and delivery of materials associated with the installation of water services; and

WHEREAS, the City of Portland, Tennessee is hereby approving Change Order #2 for an additional sixty (60) consecutive calendar days to the current contract. The revised contract for substantial completion shall be two hundred seventy (270) consecutive calendar days, making the date for substantial completion Monday, July 29, 2024, and the time for final completion of three hundred (300) consecutive calendar days, making the date for final completion Wednesday, August 28, 2024; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #2 for the additional sixty (60) consecutive calendar days to the current contract with Cumberland Pipeline, LLC for the Masons Tank 12-inch Connector Project; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 48

A RESOLUTION AUTHORIZING CHANGE ORDER #2 EXTENDING THE CONTRACT SIXTY (60) ADDITIONAL DAYS WITH CUMBERLAND PIPELINE, LLC FOR THE OAKHILL WATER SYSTEM IMPROVEMENTS AMERICAN RESCUE PLAN (ARP) PROJECT

WHEREAS, the City of Portland is currently contracted with Cumberland Pipeline, LLC for the Oakhill Water System Improvement Project and substantial completion was one hundred eighty (180) consecutive calendar days, making the date for substantial completion Tuesday, June 25, 2024, and the time for final completion of two hundred ten (210) consecutive calendar days, making the date for final completion Thursday, July 25, 2024; and

WHEREAS, additional time is needed due to unforeseen delays in the procurement and delivery of materials associated with the installation of water services; and

WHEREAS, the City of Portland, Tennessee is hereby approving Change Order #2 for an additional sixty (60) consecutive calendar days to the current contract. The revised contract for substantial completion shall be two hundred forty (240) consecutive calendar days, making the date for substantial completion Saturday, August 24, 2024, and the time for final completion of two hundred seventy (270) consecutive calendar days, making the date for final completion Monday, September 23, 2024; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #2 for the additional sixty (60) consecutive calendar days to the current contract with Cumberland Pipeline, LLC for Oakhill Water System Improvement Project; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 49

A RESOLUTION TO AUTHORIZE NEW GUIDELINES FOR WATER TAP APPROVAL

WHEREAS, the City of Portland deems it necessary to authorize new guidelines for approval of individual water taps outside of any established moratorium area:

Section 1. Water taps shall be on mains of three (3) inches or greater in diameter.

Section 2. Individual taps shall be on existing lots of record. If land is divided by a metes and bounds legal description or platting process the waterline will be required to be upsized to the City's minimum diameter. The line may be required to be larger than the City's minimum pipe diameter if documented in the City's Capital Improvement Plan.

Section 3. Water taps shall be granted when the modeling report shows the water system can maintain a minimum of 45 psi. The applicant shall pay all costs associated with the hydraulic modeling.

Section 4. Applicants will be required to provide a twenty (20) foot wide Public Utility Easement (PUE) along the property's road frontage dedicated to the City of Portland for future improvements of the City of Portland Utility System on any existing parcel that does not already have a dedicated easement to the City of Portland. The City shall be responsible for preparation of the easement document. The applicant shall bear no expense in preparing the easement.

WHEREAS, after careful consideration, this resolution has been approved by the Department of Utilities; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that these guidelines for water tap approval; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of