



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

May 6, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:03 PM.

2. Prayer and Pledge

City Attorney John Bradley led the prayer and pledge.

3. Roll Call

Present: Alderman Mike Hall(joined at 5:38 pm until 7:30 pm), Vice-Mayor Jody McDowell, Alderwoman Megan Thompson, Alderman Brian Woodall, Alderwoman Penny Barnes

Also Present: Mayor Mike Callis, City Attorney John Bradley, City Recorder Rachel Slusser, and Asst. City Recorder Tracy Kizer

Absent: Alderwoman Latoya Holcomb, Alderman Drew Jennings

4. Approval of Agenda

Motion to: Amend by removing Ordinance No. 24-30

By: Alderwoman Barnes

Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb, Alderman Jennings

Motion (voice vote)

5. Presentation of Recognitions

A. Provider Appreciation Day -

Sharon Slagle of Portland Learning Center &
Teresa Cole of TLC Childcare

Mayor Callis presented Sharon Slagle, Teresa Cole and Dawn Thair Certificates of Appreciation.

B. Nathan Shadowens, City Historian

Nathan Shadowens, City Historian, spoke about updates at the City Museum and thanked the City employees and others for helping move large items for the new displays. Nathan also thanked the Council for their support.

6. Public Comment Period

1. James Chaney spoke for Resolution No. 24-21 and about the Budget.

2. Douglas Munger spoke against Ordinance No. 24-25

3. Thomas Dillard spoke on Resolution No. 24-21

7. Public Hearing

A. Ordinance No. 24-12 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 523 West Market Street, from RS-20 (Single Family Residential) to R-15 (Low Density Residential).
No one spoke

B. Ordinance No. 24-25 – Second Reading – An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 134 North Russell Street from R-10 (Single Family Residential) to RMU (Residential Mixed Use)
No one spoke

8. Communications from Council Members

No comments

9. Mayor's Report

- Re-appraisals from Sumner County have been released and will be hearing appeals through the end of this month. The certified rate will then be released.
- Purchases for the right-away are being completed by Croft and Associates for the Highway 109 bypass.
- PowerPoint presentation about the cost of services within the City of Portland.

10. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Yes: Alderwoman Barnes, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

- A. Approval of Minutes from April 15, 2024.
- B. Ordinance No. 24-27 –Second Reading - An Ordinance to establish fees for Fire Extinguisher Training provided by Fire Department personnel.
- C. Resolution No. 24-39 - A Resolution to appoint a Coordinator within the City of Portland to oversee the Title II Compliance Program. – Planning Department
- D. Resolution No. 24- 40 – A Resolution to appoint a Coordinator within the City of Portland to oversee the Title VI Compliance Program. - Human Resources Department
- E. Resolution No. 24-41 - A Resolution to name the City Council as the Title VI Advisory Committee for the City of Portland.

11. Community Development – Alderwoman Megann Thompson

- No Items

12. Finance – Alderwoman Penny Barnes

- A. Resolution No. 24-35 A Resolution establishing guidelines for Financial Aid to any Nonprofit Charitable Organization or any Nonprofit Civic Organization.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Discussion: Finance Director, Rachel Slusser advised several cities use an application process. Alderman Woodall requested that the policy be sent to all that had made requests this year.

Yes: Alderwoman Barnes, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

- B. Resolution No. 24-36 - A Resolution to assign certain fund balance amounts for future expenditures.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Yes: Alderwoman Barnes, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall, Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

- C. Discussion - Budget

Ms. Slusser distributed an updated budget summary and reviewed the changes. She advised 12 cents over the current rate was used and could be changed once the certified rate has been set.

Alderwoman Thompson questioned what the Comptroller's suggestion was about passing the budget and not having a

certified rate. Ms. Slusser advised the suggestion from the Comptroller was to pass the budget and make amendments as needed.

Alderman Mike Hall joined the meeting at 5:38.

13. Fire Department – Vice Mayor Jody McDowell

- A.** Resolution No. 24-37 – A Resolution to accept the best bid to lease land adjoining the North Fire Station (Station 1) for agricultural purposes.

Motion to: **Approve**

By: Vice-Mayor McDowell

Second: Alderwoman Barnes

Discussion: Fire Chief Sam Thornton advised there was only one submission received. Chief Thornton advised this year's lease will expire at the end of February 2025.

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

14. Human Resources – Alderwoman Penny Barnes

- No Items

15. Legislative – Mayor Mike Callis

- A.** Resolution No. 24-21 - A Resolution to adopt Guidelines for Public Comments during City Council Meetings.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderwoman Thompson

Discussion: City Attorney John Bradley said this was the same as Hendersonville, including comments must be related to items on the agenda.

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- No Items

Mayor Callis reminded everyone of the Festival activities at the Park, include the Carnival, art show, and Farmer's Market this Thursday night.

18. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-12 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 523 West Market Street, from RS-20 (Single Family Residential) to R-15 (Low Density Residential).

Motion to: **Approve**

By: Alderwoman Thompson

Second: Alderwoman Barnes

Discussion: Vice-Mayor McDowell questioned if everything was resolved during the Planning Meeting. Alderwoman Thompson advised the vote was 8 to 1 approval. Codes Director, Johnny Morris advised that currently there is a partial design, and they are still working on the final design.

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

- B.** Ordinance No. 24-25 – Second Reading – An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 134 North Russell Street from R-10 (Single Family Residential) to RMU (Residential Mixed Use)

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

Discussion: Alderwoman Thompson explained it passed in Planning on a 7 to 0 vote. The 34 town-home project has been going through all approvals the last two years and this was the last piece of property to be rezoned. 34 town-homes.

Yes: Alderwoman Barnes, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

No: Alderman Hall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed(voice vote)

- C.** Ordinance No. 24-28 – First 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 (PUD).

Motion to: Discuss

By: Alderwoman Thompson

Second: Alderwoman Barnes

Discussion: Planning Director, Nate Heisler, distributed a packet for the project. Thomas of Middle Tn. Developers answered questions the Council had. Mr. Heisler answered several questions from the Council.

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

- D.** Resolution No. 24-38- A Resolution allowing the City of Portland to accept the value for a temporary construction easement from existing State Route-Highway 52 West, Map 34, Parcel 29.01 of Portland to the Tennessee Department of Transportation for a construction entrance.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed(voice vote)

- E.** Ordinance No. 24-31 – First Reading – A Resolution allowing the City of Portland to sell real property located at State Route Highway 109 North, Portland, Tennessee, right of way, map 16, parcels 46.02,46.03, to the Tennessee Department of Transportation for a construction entrance.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Discussion: Mayor Callis spoke about the changes in traffic patterns.

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderwoman LaToya Holcomb

- A.** Discussion - EV Charging Station

Public Works Director, Carlton Cobb, advised that two chargers were installed several years ago by the City through a grant process. They no longer work. To replace these would be a cost to the City, but there would be a charge per use to help recuperate some cost. After discussion, the Council agreed to remove the non-working charging stations

and the City would not replace them.

21. Utility Infrastructure – Alderman Brian Woodall

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

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Utilities Engineer, Megan Heisler advised the submitted Ordinance has highlighted needed changes.

Motion to: Amend to add highlighted language

By: Alderman Woodall

Second: Alderman Hall

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Admendment Passed (voice vote)

Vote to: Approve as amended

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed (voice vote)

- B. Ordinance No. 24-29 - First Reading - 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

Yes: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Holcomb, Alderman Jennings

Motion Passed(voice vote)

- C. Ordinance No. 24-30 – First Reading - An Ordinance to rescind and replace in its entirety Ordinance 23-45, the Developer's Agreement with Daniel Williams for the Water System Improvements for the Bakers Acres Development, located at 355 Briley Lane, in Portland, Tennessee.

Removed from Agenda

Vice-Mayor McDowell questioned if the City should pay for the installation of gas lines in a development. Utilities Director, Bryan Price explained that Title 19 states that in a development that wants gas, a letter of credit is a requirement and if 50% of the homes use gas, that letter of credit is released, if 25%, half is refunded and less than 25%, no refund.

- D. 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: Discuss

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mr. Price explained the changes and renewal fees. After much discussion it was agreed that any renewal will be applied to any renewal request.

Motion to: Amend by striking 3rd whereas, change 4th whereas, and strike 5th whereas strike as is

By: Vice-Mayor McDowell

Second: Alderman Woodall

Motion to: **Defer to next Council Meeting scheduled for May 20th.**

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

E. Discussion - PDU Budget

The PDU Budget was discussed earlier as presented by Ms. Slusser. Alderman Woodall requested not to add the two additional employees in this budget. Mayor Callis advised that would be reviewed at the second reading.

F. Discussion - Service Line Repair Bid

Mr. Price reported that no one bid on it as written. After speaking with businesses that could have bid, the package didn't work for them for several reasons, the main one being they could not commit to breaking away from a job to work on an emergency repair. Mr. Price suggested trying to bid for replacement of lines and meters in areas that are reading is the worst. He would look for replacement of 2 inch meters and lines. After discussion, it was agreed to bid the cost of a quantity of 15 meter installations.

G. Discussion - Utility Policy Discussion of water tap request received by Utilities. Mr. Price explained that each situation is different.

The first request was a water tap request for hardship.

- City Attorney John Bradley advised that a hardship policy should be designed and approved by the Council for the Utilities Department to follow. The policy should have clearly defined criteria defining hardships.
- After much discussion, it was requested that Mr. Price look at other cities' hardship policies.
- It was agreed that the Council is not ready to make any changes at this time and the letter stands as written.
- Mr. Bradley suggested that a policy be adopted before hearing about any hardships.
- Mr. Price advised there are currently 80 hardships that have been denied.

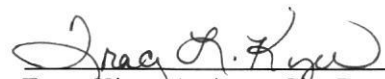
The second request was to adjust a Water Improvement Fee for a development.

- The table used to figure fees has been in place prior to November 2013.
- Nate Heisler presented the Industrial districts and classifications.
- Codes Director, Johnny Morris explained that codes determine the number of restrooms and/or other requirements.
- After much discussion, the Council requested that Mr. Price look at other City fees and reviewing the classifications of businesses.
- The Council determined it could not make any adjustments at this time.

Mr. Price updated the City lake progress. A void under spillway has been discovered and is being repaired. This classifies as an emergency need due to getting the water level back up.

Adjournment


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder