



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

June 17, 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

Trent Stephens led the prayer and pledge.

3. Roll Call

Present: Alderwoman Penny Barnes, Alderwoman LaToya Holcomb, Alderman Drew Jennings, Vice-Mayor Jody McDowell, Alderwoman Megan Thompson

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

Absent: Alderman Mike Hall, Alderman Brian Woodall

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

Discussion: Alderwoman Holcomb requested to remove Item d. Discussion-Building Hardship under 18. Planning and Codes due to advisement from the City Attorney that the Board of Zoning and Appeals would have to hear any issues related to actions from that Board.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed (voice vote)

5. Presentation of Recognitions

A. Portland Sr. Citizens 50th Anniversary in Portland

Mayor Callis presented a proclamation to the Portland Senior Citizens Group. Jamie Rose invited everyone to attend their celebration of 50 years in Portland on Tuesday, June 25th, from 11 to 2 at their new location, 108 Main Street. There will be a silent auction this week and ending Friday, June 28th, to raise money for the Center.

B. Portland's First NASCAR driver - Jackson McLerran

Mayor Callis presented Jackson McLerran a proclamation for his upcoming NASCAR race on Friday, July 19th on Fox Sports One. Jackson shared he started racing when he was nine years old, in mini-cup racing. His dream was to race in a NASCAR race. Jackson thanked Portland for it's support.

6. Public Comment Period

1. James Chaney - spoke about public comments

2. Edward Dutton - spoke for Resolution 24-49.

3. Thomas Dillard - did not speak

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.
- No one spoke

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.
- No one spoke

8. Communications from Council Members

- No one spoke

9. Mayor's Report

Congratulations to Age 8 Youth Dixie softball and baseball teams that are going to the State Tournament. The girls softball won the District title and boy baseball came in second in district.

10. Consent Calendar

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

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

Alderwoman Thompson thanked Denise Gimenden for her years of support for the City of Portland. Denise served the City for over 50 years with part-time and full-time employment. Sherri Ferguson just started in that position, and it's exciting to have her with the City.

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.

Motion to: Approve

By: Alderwoman Barnes

Second: Vice-Mayor McDowell

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

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.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

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

Motion to: Approve

By: Alderwoman Barnes

Second: Alderwoman Holcomb

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

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

- A.** Discussion - Title 8 Alcoholic Beverages Mayor Callis distributed the Municipal Code for Alcoholic Beverages and the following was discussed.

- Tracy Kizer advised that the State Alcoholic Board will no longer accept any Certificates that are over a year old.
- Mayor Callis requested that the City Attorney review to see if an expiration date can be added to the compliance letters.
- Mayor Callis requested that the Council review the fee structure to see if any changes should be made.
- The City Attorney advised that the certificate over a year old has expired.

16. Municipal Airport – Alderman Mike Hall

- No Items

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.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: Low bidder was Jetton Property Group. This will be a new facility.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

Alderwoman Thompson wanted Parks Director, Jamie White to give an update. Mr. White advised

- The Robert Coleman Center has been demoed and material from it filled the pool.
- Continuing to upgrade the Richland Gym by painting and, the next step will be restrooms and concession remodel.

- The RCC area will become a parking lot and the pool location will become a pickle ball court.
- Moving forward with the splash pad and hope to start construction in the next couple of months.
- Hope to start the Golf Course irrigation system bid process shortly and start installation in November 2024.

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.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Discussion: Mayor Callis advised the Planning vote was 8 to 0. One change was because of the Council requesting a sign be put on Abbigael Rd.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- 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

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell

Abstain: Megann Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- 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).

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell

Abstain: Megann Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderwoman LaToya Holcomb

- A.** Discussion - Stormwater Engineering

Mayor Callis requested to obtain a good engineering plan for the Cora St area that contained an alternative plan that included the new bypass and other changes in the area. The Council agreed to move forward on the proposal of cost for engineering design.

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.

Motion to: Approve

By: Alderwoman Thompson

Second: Vice-Mayor McDowell

Discussion: Utilities Director, Bryan Price advised the ERU was copied from the sewer part and another engineering firm gave comments for clarity. This does not change how capacity letters are figured, only clarity of the ordinance.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- 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.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

Discussion: Engineer Megan Heisler advised the price decreased.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- 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.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Holcomb

Discussion: Mr Price advised there was a long lead time due to grant submission, and it was known that time would be added.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- 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.

Motion to: Approve

By: Alderman Jennings

Second: Alderwoman Holcomb

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

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

Motion to: amend

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: Ms. Heisler distributed a revised Resolution including added Section 5 that was explained by Mr. Price.

Motion to: Amended as presented by Mr. Price

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Vote on: amendment

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall
Motion Passed with amendment (voice vote)

Mayor Callis advised that recently the City had to provide sewer lines for an area, because a plot had been signed off as having sewer by a City official several years ago, included sewer. Mayor Callis contacted the Assessor's office and has obtained a listing of all properties under 5 acres, undeveloped, and in the urban growth boundary. City interns are going over the information to find any unknown property that has been signed off for any utility in the past that the current administration is not aware of.

F. Discussion - Raw water storage options

Vice Mayor McDowel advised the Committee that he had been approached by the property owner of the property that joins the intake of drakes creek and is willing to sell the City his property.

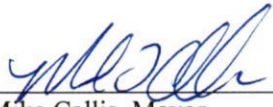
Mr. Price did check and confirmed there is a gas line in the property. He also found that it is in FEMA regulated flood plain would have to get permitted by TEMA. Mr. Price will ask Greg to attend next meeting to show modeling of the area.

Mr Price advised that after July 4th the spillway would be an emergency repair. Lake levels are down and will be down during repairs.

Mr. Price advised that a pipe broke at the wastewater plant and will be an emergency repair happening this week or next.

Adjournment

Motion to Adjourn by Alderwoamn Thompson; Second by Alderman Jennings;
Motion passed by voice vote to **adjourn at 6:00 pm.**



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder