

INDUSTRIAL DEVELOPMENT BOARD
Special Called Meeting Agenda
August 29, 2024 at 5:00 p.m.
Fred J. White Municipal Building
100 South Russell Street

1. Call to Order

2. Publication of Meeting Notice in the Portland Sun, August 20, 2024

3. Adoption of the Agenda

4. Adoption of Minutes

A. Minutes of the July 25, 2024 Meeting

5. Public Comment

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.

6. Presentation

A. Sherri Ferguson Director of Economic and Community Development

7. Consideration

A. PILOT Guideline and application process

8. Other Business Relevant to the Board

Adjournment

Portland Industrial Development Board
Special Called Meeting
July 25, 2024, 5:00pm
Council Chambers City Hall
100 S Russel Street Portland TN 37148

The Portland Industrial Development board met in a special called session at 5:00 p.m. July 25, 2024, at Portland City Hall in the Council Chambers after notice of said meeting having been published in THE PORTLAND SUN on July 9.

The following board members were present:

Tom Hunter
Chirag Patel
Jess Birdwell
Mark Evans
Gail Gentry
Keith Kizer
Mark Rice

Kathy Dixon was absent.

Also present: Sherri Ferguson, Director of Economic and Community Development, Mayor Mike Callis, Fire Chief Sam Thornton and Public Works Director Carlton Cobb.

Available via Teams; Kalee Harryman (State of TN), Adam DeSimone ONT Group, Shannon O'Hare (representing KEYLIME), and Robertson County ECD Director Vonda Gates.

Board Chairman Tom Hunter welcomed all in attendance and announcing quorum duly present, declared the meeting open.

Motion was made by Gail Gentry and seconded by Keith Kizer to adopt of the agenda as presented.
Motion carried.

Public Comment Period: Shannon O'Hare presented information on Project Keylime and the company's interest in Portland.

Chairman Hunter requested to move Item 7 Consideration of a PILOT agreement for Project KeyLime up on the agenda to address the PILOT agreement for Project Keylime as Ms. O'Hare was present via video conference.

Discussion was made regarding the application request. Robertson County has the authority to enter into the agreement for both the City and the County. Robertson County request the City IDB to provide what abatements they would approve. Project Keylime's request was as follows: Real Property - 5 years at 100% abatement, 1 year at 90%, 1 Year at 80%. Personal Property – 3 years at 100%.

ECD Director Ferguson provided 3 draft options and explained this was draft form and they could change them in any way they felt appropriate. Mayor Callis spoke to the board regarding the need for city taxes

as to not put a burden on the citizens. He also said he felt any of the 3 options were good options. Discussion continued and proposal was made by Chairman Hunter for Real Property – 3 years at 100% abatement, 1 year at 75%, 1 year at 50%, 1 year at 25% with PILOT ending at year 7 with no abatement at year 7. ECD Director commented the chairman might want to look also at the personal property request also. After discussion he proposed 2 years at 100% for personal property.

Motion was made by Mark Rice and seconded by Chirag Patel to allow Robertson County to enter into a PILOT agreement with Project Keylime offering an abatement at the following schedule.

City Real Property:

100% for 3 years
75% in year 4
50% in year 5
25% in year 6
0% in year 7

Personal Property

100% for 2 yrs.

Motion carried.

Motion was made by Gail Gentry and seconded by Chirag Patel to adopt the Minutes June 24, 2024.

Motion carried.

The Chairman requested for everyone to review the documents for a PILOT guideline and to call a meeting in August to create a guideline for PILOT agreements.

After discussion it was determined all board members would like to receive training on the IDB function, PILOT's and TIFs. Chairman requested ECD Director to research and set up for the board.

There being no further business motion was made by Mark Evans and second provided by Gail Gentry to adjourn and the meeting was adjourned.

Meeting Adjourn: 6:15 p.m.

City of Portland, TN Standard PILOT Incentive Schedule

All Projects Are Reviewed on A Case-by-Case Basis

All Projects Are Reviewed for Community Compatibility

Level 1	
<p>Eligibility:</p> <ul style="list-style-type: none"> Minimum capital investment of \$_____ Creation of at least ____ new FT jobs <i>Average wages must meet or exceed State average wage</i> 	
<p>Real Property Abatement:</p> <ul style="list-style-type: none"> Year 1: _____ abatement Year 2: _____ abatement Year 3: _____ abatement Year 4: _____ abatement Year 5: _____ abatement 	<p>Personal Property Abatement:</p> <ul style="list-style-type: none"> Year 1: _____ abatement Year 2: _____ abatement Year 3: _____ abatement
Level 2	
<p>Eligibility:</p> <ul style="list-style-type: none"> Capital investment between \$_____ and \$_____ Creation of at least _____ new FT jobs <i>All individual wages must meet or exceed 100% of the State average wage rate</i> 	
<p>Real Property Abatement:</p> <ul style="list-style-type: none"> Year 1: _____ abatement Year 2: _____ abatement Year 3: _____ abatement Year 4: _____ abatement Year 5: _____ abatement Year 6: _____ abatement Year 7: _____ abatement 	<p>Personal Property Abatement:</p> <ul style="list-style-type: none"> Year 1: _____ abatement Year 2: _____ abatement Year 3: _____ abatement
Level 3	
<p>Eligibility:</p> <ul style="list-style-type: none"> Minimum capital investment over _____ Creation of at least ____ new FT jobs <i>All individual wages must exceed the State average wage rate</i> <i>Minimum 15% of employees with wages at least 150% of the State average wage rate</i> 	
<p>Real Property Abatement:</p> <ul style="list-style-type: none"> Year 1: _____ abatement Year 2: _____ abatement Year 3: _____ abatement Year 4: _____ abatement Year 5: _____ abatement Year 6: _____ abatement Year 7: _____ abatement Year 8: _____ abatement 	<p>Personal Property Abatement:</p> <ul style="list-style-type: none"> Year 1: _____ abatement Year 2: _____ abatement Year 3: _____ abatement Year 4: _____ abatement

City of Portland, TN Standard PILOT Incentive Schedule

All Projects Are Reviewed on A Case-by-Case Basis

All Projects Are Reviewed for Community Compatibility

Level 1	
<p>Eligibility:</p> <ul style="list-style-type: none"> Minimum capital investment of \$500,000 Creation of at least 25 new FT jobs Average wages must meet or exceed State average wage 	
<p>Real Property Abatement:</p> <ul style="list-style-type: none"> Year 1: 100% abatement Year 2: 50% abatement Year 3: 35% abatement Year 4: 20% abatement Year 5: 0% - Full property taxes due 	<p>Personal Property Abatement:</p> <ul style="list-style-type: none"> Year 1: 100% abatement Year 2: 50% abatement Year 3: 0% abatement - Full taxes due
Level 2	
<p>Eligibility:</p> <ul style="list-style-type: none"> Capital investment between \$5 million and \$40 million Creation of at least 35 new FT jobs All individual wages must meet or exceed 100% of the State average wage rate 	
<p>Real Property Abatement:</p> <ul style="list-style-type: none"> Year 1: 100% abatement Year 2: 100% abatement Year 3: 75% abatement Year 4: 75% abatement Year 5: 50% abatement Year 6: 25% abatement Year 7: 0% abatement – Full property taxes due 	<p>Personal Property Abatement:</p> <ul style="list-style-type: none"> Year 1: 100% abatement Year 2: 100% abatement Year 3: 0% abatement- Full taxes due
Level 3	
<p>Eligibility:</p> <ul style="list-style-type: none"> Minimum capital investment over \$40 million Creation of at least 50 new FT jobs All individual wages must exceed the State average wage rate Minimum 15% of employees with wages at least 150% of the State average wage rate 	
<p>Real Property Abatement:</p> <ul style="list-style-type: none"> Year 1: 100% abatement Year 2: 100% abatement Year 3: 100% abatement Year 4: 75% abatement Year 5: 50% abatement Year 6: 25% abatement Year 7: 25% abatement Year 8: 0% abatement – Full property taxes due 	<p>Personal Property Abatement:</p> <ul style="list-style-type: none"> Year 1: 100% abatement Year 2: 100% abatement Year 3: 50% abatement Year 4: 0% abatement - Full taxes due



Portland Industrial Development Board
Portland, Tennessee 37148
100 South Russell Street Portland, TN 37148

Application for PILOT (Payment in Lieu of Taxes)

Applicant:

Company Name: _____

Type of Entity and State of Organization: _____

Federal Employer Identification Number: _____

Company Representative to be contacted: _____

Name: _____

Title: _____

Mailing Address: _____

City _____

State: _____ Zip Code: _____

Telephone: _____

E-mail Address: _____

Description of Principal Business:

Name & Address of any of the following involved in the project:

Legal Counsel _____

Engineer _____

Architect _____

General Contractor _____

Project Location and Ownership _____

Street address: _____

City: _____

County: _____

State: _____ Zip Code: _____

- Please attach a survey or vicinity map with a general location of the site shown.
- Please attach a copy of the property deed (or a surveyor's description) of the property

Owner of the property at the current time:

Property use at the current time:

Is the property located in a Portland redevelopment area:

Is there a brownfield agreement on the site:

Are there any historic buildings on the site:

If yes, please describe the history and recognition:

Project Description: Provide a brief description of the intended use for the property after the project is completed.

Describe how parking needs associated with the project will be met:

TAX INFORMATION:

Include latest property tax statement from Sumner and/or Robertson County Assessor's Office (Include both real and existing tangible personal property). All outstanding city and county taxes must be paid in full prior to development assistance requests being approved.

Tax parcel ID number(s) _____

Current assessment(s) _____

Current tax bill _____

City _____

County _____

Estimated assessment after the project is completed:

City _____

County _____

Estimated Tax Bill after the project is completed

City _____

County _____

Current Sales Tax Generation (if applicable) _____

Estimated Sales Tax Generation (if applicable) _____

CAPITAL INVESTMENT

Summarize the project costs – land, construction estimate, professional services, other soft costs, etc. Attach budget of proposed project.

Financing plan description including a statement of sources and use of funds:

CONSTRUCTION TIMELINE ESTIMATE:

Start Date: _____

Completion Date: _____

PUBLIC BENEFIT:

Number of jobs created and estimated dates when jobs will be created: _____

Description of permanent jobs created and estimated wages: _____

Estimated pay scale of permanent workforce: _____

Will the project be constructed to LEED or Energy Star certification standards: _____

Describe any public benefit not outlined above:

ASSISTANCE REQUEST

PILOT (Fully describe the PILOT requested): _____

Justification for PILOT: Substantiate and fully describe the justification for this request)

Financial Information:

Attach copies of the most recent, preferably audited financial statements.

Certifications:

This application is made in order to induce the City of Portland, Sumner and/or Robertson County and the Industrial Development Board of the City of Portland to grant financial incentives to the applicant and sponsor. Applicant and sponsor represent and warrant that the statements contained herein or attached hereto are true and correct to the best of their knowledge and include all information materially significant to the board and its consideration of this application.

Applicant agrees to pay all reasonable costs, fees and expenses incurred by the Board in connection with the project described herein and this application, whether or not the financial incentives are granted or the project built.

Applicant

Date