



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

August 19, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:01 PM.

2. Prayer and Pledge

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

Present: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

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

4. Approval of Agenda - Alderman Woodall requested: under 23. Utilities, a discussion of water taps be added as item E and Alderman Jennings requested: 21. A. Police Resolution to be moved to 5. Presentation as item B.

Motion to: Approve revised agenda

By: Vice-Mayor McDowell

Second: Alderman Woodall

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

Motion Passed (voice vote)

5. Presentation

A. Recognition ~ Veterans' Flag and Memorial Display

Recognition was given to Ronnie Munday for his role in creating and maintaining the veterans' flags, displayed at the intersection of Hwy 109/Hwy52, each Memorial Day and Veterans Day in town.

State Representative William Lamberth presented Mr. Munday with a US flag that had been flown at the State Capital, and thanked him for his years of service in the military and for the flag project.

B. Resolution No. 54-59- A Resolution to present Retired Police Chief Jason Williams with his service weapon. (*moved from 21. Police, A.*)

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

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

Motion Passed(voice vote)

State Representative William Lambert congratulated Jason Williams for his many years of service to Portland and continued service with his new job.

The following spoke; Chaplin Bob Moon, Interim Police Chief Jason Arnold and Jason William's family.

Jason Williams thanked the City for the recognition and those that spoke.

6. Public Hearing

A. Resolution No. 24-55 – A Resolution authorizing a Certificate of Compliance for Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN, 37148.

- No one spoke

7. Public Comment Period

- No one spoke

8. Communications from Council Members

- Alderman Hall questioned if we need to have anyone look into property tax and zoning issues in reference to the public comment from last week. Mayor Callis replied that if a particular address can be identified, Planning could review. City Attorney Bradley advised that this board cannot make any changes and tax assessment issues or questions should be referred to the county or state.
- Alderwoman Holcomb questions about how long it will take for rate changes to go into effect after it passes the board. Mayor Callis advised that any Resolutions are Ordinances will have an effective date and the board can make changes during the vote.

9. Mayor's Report- Mayor Callis spoke about the following:

- Tomorrow night, August 20, 24, preserving Portland at Portland Public Library at 5:30pm.
- Updating the Park master-plan for the next round of grants.
- Encourage everyone to sign up for Code Red by going to the City website.
- Work on the 23-mile water line is progressing. TDEC reviewed the 12 miles that we are working on. Quotes should go out this fall and then the City will know what the funding is above the grant amount. The complete project must be completed by September 30, 2026.

10. Alcohol Beverage Board

- A. Resolution No. 24-55 – A Resolution authorizing a Certificate of Compliance for Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN, 37148. Mayor Callis turned the meeting over to Alcohol Board Chairman, Jody McDowell. Chairman McDowell spoke about the number of limited licenses issued in the city limits.

Motion to: Approve

By: Alderman Hall

Second: Alderman Jennings

Discussion: Dhruv Patel discussed possible store expansion and trying to purchase additional property. Mayor Callis advised that the resolution has a one-year limit. Mr. Patel understood and said he plans on it being up and running within the year. Alderman Woodall questioned if there would be sales at the drive-thru window. Mr. Patel said that state law prohibits that type of sale.

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

Motion Passed (voice vote)

Mayor Callis suggested traffic issues be addressed. Mr. Patel advised he would remind his staff. The Alcohol Board section closed at 5:25.

11. Presentation & Discussion

- A. Discussion - Wage Study - Mayor Callis turned the meeting over to HR Director Hazel Johnson and Finance Director Rachel Slusser. Director Johnson started the discussion with a presentation from Rick Campbell of PayPoint. Director Slusser advised the following:

- The numbers are based on 50% of the market and that the board did not have to go with the 50%.
- The 1.4 million would be an 11 cents additional tax rate and 6% more in water/sewer rates.
- The 580,000 would be a 4 cents additional tax rate and 2% more in water/sewer rates.
- The start date will affect the rate.
- There are other options if you wait till July 1 to implement the plan.
- Alderwoman Barnes questioned why the benefit portion is not included.
- Rick of Paypoint advised, because of expedited needs, benefits will be added at a later date.
- Alderwoman Barnes advised that benefits is a huge part of the full package.
- Mayor Callis questioned if the percentage of raise can be set based on a budget amount?

Mayor Callis reminded everyone about the recent 2% COLA applied on July 1, the \$1.00 increase in pay for all city employees and the \$3.00 increase in pay for the Police Department.

12. Consent Calendar

Motion to: Approve

By: Alderwoman Barnes

Second: Alderwoman Thompson

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

Motion Passed (voice vote)

A. Approval of Minutes from August 5, 2024.

B. Department Reports

C. Ordinance No. 24-50 –Second Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 2-inch service line replacement project at various locations within the Portland Water System.

13. Community Development – Alderwoman Megann Thompson

A. Resolution No. 24-63 – A Resolution authorizing the city to apply for a 50/50 Tourism Enhancement Grant and approve the needed match.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

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

Motion Passed (voice vote)

14. Finance – Alderwoman Penny Barnes

A. Discussion - Property Tax - Director Slusser advised that she needed to know what the Council wants to do about the wages to set the tax rate. Without any additional wages, to balance the budget there would be a 9 cent tax increase. After much discussion about the ranges and time frame for implementing the plan, Mayor Callis advised to first determine a start date.

Discussion continued about the breakdown of the general fund, special funds, utilities funding and tax rates.

Motion to: January 1 to start wage increases.

By: Alderman Hall

Second: Alderman Jennings

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

No: Alderman Woodall

Motion Passed (voice vote)

Discussion continued about how many years of service were implemented in the study.

Break taken from 6:30 pm to 6:44 pm.

Alderman Hall left the meeting at this time.

Director Slusser advised the different options that could be used if the implementation takes place in July.

City Attorney Bradley advised the board can determine the maximum tax rate increase and give public notice of the maximum rate increase and review the information before setting the rate. This would allow more time to receive more information from the Wage study.

Motion to: Not to exceed 20 cents over the certified tax rate.

By: Alderwoman Thompson

Second: Alderman Jennings

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

Motion Passed (voice vote)

15. Fire Department – Vice Mayor Jody McDowell

- A.** Resolution No. 54-58 - A Resolution to purchase a drone for the City of Portland Public Safety Departments not to exceed \$17,000.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Woodall

Discussion: Chief Thornton advised funding would be impact fees for Police and Fire and there is a certified pilot and drone trainer on staff.

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

Motion Passed(voice vote)

16. Human Resources – Alderwoman Penny Barnes

- A.** Ordinance No. 24-53 – First Reading An Ordinance to repeal and replace Ordinance Number 21-03 authorized positions for the City of Portland.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Jennings

Discussion: Mayor Callis explained the additions.

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

Motion Passed(voice vote)

- B.** Discussion - Hiring process for Grant Position and Assistant Public Works Director
Alderman Jennings discussed the approved Grant Accountant position.
Director Slusser advised the position is funded starting July 1st.
After discussion, all agreed with advertising and moving forward with the hire.

17. Legislative – Mayor Mike Callis

- No Items

18. Municipal Airport – Alderman Mike Hall

- No Items

19. Parks & Recreation – Alderman Brian Woodall

- No Items

20. Planning & Codes – Alderwoman Megann Thompson

- No Items

21. Police Department – Alderman Drew Jennings

- A.** Resolution No. 54-59- A Resolution to present Retired Police Chief Jason Williams with his service weapon.
Moved to 5. Presentation, Item B.

22. Public Works – Alderwoman LaToya Holcomb

- No Items

23. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-54 – First Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 Sandye Avenue Sewer Project at Sandye Avenue.

Motion to: Approve

By: Alderman Woodall
Second: Vice-Mayor McDowell
Discussion: Mayor Callis advised that this was due to signed plats that had prior approval granting sewer. Currently, staff is reviewing undeveloped plats and what utilities have been promised.
Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Motion Passed(voice vote)

- B.** Resolution No. 54-60 - A Resolution to rescind and replace Resolution No. 20-102 and to authorize the new guidelines for natural gas service lines.

Motion to: Approve

By: Alderman Woodall
Second: Alderwoman Holcomb

Discussion: This change is due to discussion from last meeting.

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

Motion Passed(voice vote)

- C.** Resolution No. 54-61- A Resolution to rescind and replace Resolution No. 20-103 and to authorize the new guidelines for Sewer Services Lines.

Motion to: Approve

By: Alderman Woodall
Second: Alderwoman Thompson

Discussion: Director Price advised this change was due to the water change, and made all utilities follow the same.

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

Motion Passed(voice vote)

- D.** Resolution No. 54-64 – A Resolution to rescind and replace Resolution No. 24-62 and to authorize the new guidelines for Water service lines.

Motion to: Approve

By: Alderman Woodall
Second: Alderwoman Barnes

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

Motion Passed(voice vote)

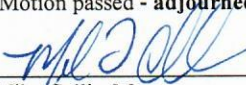
- E.** Discussion - Water Taps - The following was discussed:

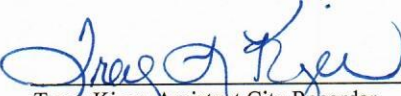
- The amount of time for water tap approvals and installation.
- Current water tap policy requires receipt.
- Explanation of time in the water department.
- Contractor to assist with installations or leaks.
- Cost of installing and scheduling of water taps.
- Going forward, if there was a meter present, no privilege fees for installation.

Adjournment

Motion to Adjourn by Vice-Mayor McDowell; second by Penny Barnes

Motion passed - **adjourned at 07:16 PM.**


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder