



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

March 18, 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

Michael Carter 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, Alderman Brian Woodall

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

Absent: Alderman Mike Hall

4. Approval of Agenda

Motion to approve Vice-Mayor McDowell; Second Alderwoman Holcomb; Motion: Passed

5. Public Comment Period

1. James Chaney - Against Resolution 24-21

2. Brian Harbin - Against Resolution 24-20 and Resolution 24-22

6. Communications from Council Members

- No Comments

7. Mayor's Report

- The City has decided not to install a Safe Haven Baby box at the Fire Halls and will continue with the current program in place.
- The State of Tennessee and a developer have requested a traffic light at Magnolia Spring and Highway 109. Because the intersection was not created by the City, the City will not cover the cost of installing a traffic light.
- Work continues on the City parking lot behind Strawberry Station.
- Water levels at City Lake will remain low during level testing and spillway repairs.
- Community Clean up day is scheduled for April 6th with Portland First Baptist Church as the staging area. Sign-up is at healthysummer.com.
- Distribution of budget numbers to Council members in preparation for the Work Study on April 1st. Every department cut 7% from their operating budget. Any questions would need to be directed to Finance.

8. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

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

Absent: Alderman Hall

Motion Passed(voice vote)

A. Approval of Minutes - March 4, 2024

B. Department Reports

- C. Ordinance No. 24-13 – Second Reading - An Ordinance to amend Ordinance Number 21-03 authorized positions for the City of Portland.
- D. Ordinance No. 24-14 – Second Reading - An Ordinance to enter an agreement with Bobby Luttrell and Sons, LLC for the 12-inch waterline improvements along Highway 52W from Searcy Ln to Sandye Ave and along S Broadway (SR-109) from East Knight St to Village Dr.
- E. Ordinance No. 24-15 –Second Reading - An Ordinance to authorize the Mayor to enter into a Developer’s Agreement with Brimstone Builds, LLC on the Ricky Hartley Estates, located at 341 Woods Road in Portland, Tennessee, which will include the installation of an eight (8) inch water main along Woods Rd.
- F. Ordinance No. 24-16 –Second Reading – An Ordinance to authorize the Mayor to enter into a Developer’s Agreement with Stratton-Taylor Builders on the Harbin Sandye Avenue Development, which will include the installation of an eight (8) inch water main along West Market St and Sandye Avenue in Portland, Tennessee.

9. Community Development – Alderwoman Megann Thompson
- No Items

10. Finance – Alderwoman Penny Barnes
- No Items

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

12. Human Resources – Alderwoman Penny Barnes

- A. Ordinance No. 24-18 – First Reading – An Ordinance to accept the Comprehensive Compensation Study bid from Arthur J. Gallagher & Co. for the City of Portland, Tennessee.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Discussion: Discussion was held about the company chosen and the cost of the study.

Motion to: Amend to go with a lower bid from Pay Point and change Ordinance to Resolution.

By: Alderwoman Thompson

Second: Vice-Mayor McDowell

Discussion: Alderwoman Barnes questioned Ms. Johnson (HR Director), what type of reviews were received about Pay Point. Ms. Johnson said all three companies had good reviews. Alderman Jennings questioned what their annual return or follow-up fees were. Ms. Johnson replied, \$2500, and advised that Pay Point would take two to three weeks longer.

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

No: Alderwoman Barnes, Alderman Woodall

Absent: Alderman Hall

Motion Passed (roll call vote)

Roll call vote for Resolution to approve Pay Point for our Compensation Study.

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

No: Alderwoman Barnes, Alderman Woodall

Absent: Alderman Hall

Motion Passed (roll call vote)

13. Legislative – Mayor Mike Callis

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

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Barnes

Discussion: Alderwoman Thompson questioned Mr. Bradley about if we were able to set everything in the Resolution. Mr. Bradley recommended a more simple resolution. Mayor Callis advised he received the information from Tennessee Comptroller's Office.

Motion to: **Defer and Mr. Bradley rewrite the Resolution**

By: Alderman Jennings

Second: Alderwoman Thompson

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

Absent: Alderman Hall

Motion to Defer - Passed (voice vote)

14. Municipal Airport – Alderman Mike Hall

- No Items

15. Parks & Recreation – Alderman Brian Woodall

- Alderman Woodall reminded everyone that the Easter Egg Hunt will be this Sunday, March 24th 2024 @ 2 pm, at Richland Park.
- The new window installation is complete at Richland Gym.

16. Planning & Codes – Alderwoman Megann Thompson

A. Discussion - Traffic Studies

Megan Siggler representing KCI Technologies, spoke to the Council on Traffic Studies.

Distribution of Traffic Study information.

She explained the process of a typical traffic study. The studies are based off TDOT guidelines.

17. Police Department – Alderman Drew Jennings

- No Items

18. Public Works – Alderwoman LaToya Holcomb

A. Ordinance No. 24-17 – First Reading – An ordinance authorizing the acceptance of the best bid for the City of Portland Public Works/Stormwater Building, containing 4,950 square feet.

Motion to: **Approve**

By: Alderwoman Holcomb

Second: Alderman Woodall

Discussion Jetton Property was the lowest bid. Jetton Property just completed the Salt Shed. The build will take approximately four to six months to complete.

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

Absent: Alderman Hall

Motion Passed(voice vote)

B. Discussion - Traffic Patterns

Carlton Cobb discussed the intersections and areas that received several complaint calls including: Old Brush & Academy Rd, Airport Rd & Jim Courtney; America's Way & Portland Blvd.; Dollar St & Richland St; Haynes Rd & Fowler Ford Rd and Jackson Rd & Highway 52. Mr. Cobb explained about the use and cost of 4-way stops, flashing caution lights, and signage. The council agreed that criteria be set for future complaints.

Discussion was held about road striping at the locations of North Leath & Highway 52 and Jackson Rd & Highway 52. The state criteria for striping was followed at North Leath on to Highway 52. Complaints were received since it had never been stripped. A discussion was held about future intersections and Mr. Bradley reminded everyone that MUTCA law needs to be followed, and the criteria is what City Engineers approve.

19. Utility Infrastructure – Alderman Brian Woodall

- A. Ordinance No. 24-19 – First Reading - An Ordinance to enter into an agreement with Gresham Smith to provide engineering services for the City of Portland 2024 TGT Road Gas Line Improvements Project.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion Bryan Price advised that the steel pipes are being replaced with plastic pipes due to rusting.

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

Absent: Alderman Hall

Motion Passed(voice vote)

- B. Ordinance No. 24-20 – First Reading - An Ordinance to rescind in its entirety ordinance 23-15 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: Mayor Callis advised MTAS and Finance does not recommend a refundable deposit. Bryan Price explained that the initial approval requires more time and the Administrative Fee helps cover that time and work.

Motion to: Amend so the initial capacity letter is Admin Fee only; every renewal will be all fees.

By: Alderman Jennings

Second: Vice-Mayor McDowell

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

Absent: Alderman Hall

Motion to Admend passed (voice vote)

Vote to: Approve Admneded Ordinance

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

Absent: Alderman Hall

Motion passed (voice vote)

- C. Resolution No. 24-22 - A Resolution rescinding and revising Resolution 23-43 to include all areas outside the city limits of Portland for issuing any new water capacity request.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion of the following:

- Historical data of the number of homes built annually.
- Water leaks and the impact it makes on the water supply.
- If it is beneficial to contract out water leak repairs.
- For the unaccounted water, flow meters have been added to fire lines.
- Bryan Price advised the Council that the water treatment plant is close to it's production max and continuing to add water taps could put the demand above the water plant production amount.
- There are 1,184 approved water taps that have not been built.
- Funding for the upgrade of the Water Treatment Plant has not been approved.
- Concerns of having enough water capacity for retail and/or restaurants.
- Responsibility lies on the City Council and the State holds City Council as the Utility Board.
- Planning Commission was not advised of the concerns of issuing additional water taps.

Vote on motion

Yes: Alderman Woodall

No: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall

Motion Failed(voice vote)

- D.** Resolution No. 24-23 - A Resolution to rescind and replace in its entirety Resolution 23-79 authorizing the developer to pay-in-lieu of installing 105 linear feet of 12-inch water main for the entire length of their road frontage, along Highway 52W, for the Waffle House Development, located at 405 Highway 52W in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

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

Absent: Alderman Hall

Motion Passed(voice vote)

- E.** Resolution No. 24-24 - A Resolution to rescind and replace in its entirety Resolution 23-93 authorizing the developer to pay-in-lieu of installing 1,060 linear feet of 12-inch water main for the entire length of L&W Properties, GP, road frontage, along Highway 52W, from W Market Street to Sandye Ave in Portland, Tennessee

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

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

Abstain: Megann Thompson

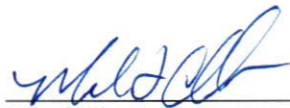
Absent: Alderman Hall

Motion Passed(voice vote)

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Alderwoman Thompson;

Motion passed by voice vote to **adjourn at 7:13 pm.**



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder