



**BOARD OF MAYOR AND ALDERMEN
REVISED AGENDA for October 21, 2024**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation

6. Public Comment Period

In accordance with Tennessee Public Chapter No. 300 and City Resolution #24-21, public comments are allowed when those comments are germane to 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.

7. Communications from Council Members

8. Mayor's Report

9. Consent Calendar

A. Department Reports

B. Approval of Minutes from October 7, 2024, Council Meeting

C. Ordinance No. 24-59 –Second Reading - An Ordinance to repeal and replace ordinance 23-66 with this ordinance authorizing a new rate for Sanitation Services within the City of Portland.

D. Ordinance No. 24-60 –Second Reading - An Ordinance to repeal and replace ordinance 23-65 with this ordinance authorizing a base Stormwater rate of \$7.00 for residential properties and a tier amount, based upon the \$7.00 base rate, for Commercial and Industrial properties effective January 1, 2025.

E. Ordinance No. 24-61 – Second Reading - An Ordinance to rescind Resolution 19-54 and replace with a new rate structure for Natural Gas.

F. Ordinance No. 24-62 - Second Reading - An Ordinance to lower the total gallons used for the minimum water and sewer billing.

G. Ordinance No. 24-64 – Second Reading - An Ordinance to rescind and replace in its entirety Ordinance 22-67, the Developer's Agreement with Portland Commerce Center LLC, for the Stateline Commerce North phase 1, with the new owners, Portland Commerce Land 1 LLC, Developer's Agreement for the Gateway 65 Development in Robertson County, Tennessee.

H. Ordinance No. 24-65 –Second Reading - An Ordinance to amend Ordinance 24-04 and authorize the Mayor to enter into a Developer's Agreement with Steve Kirby on the Twin Lakes Residential Subdivision, which will include the installation of water, sewer, and Public Works improvements, located at 925 North Broadway in Portland, Tennessee.

10. Community Development – Alderwoman Megann Thompson

11. Finance – Alderwoman Penny Barnes

12. Fire Department – Vice Mayor Jody McDowell

- A.** Discussion - Fire Codes

13. Human Resources – Alderwoman Penny Barnes

- A.** Discussion - Classification and Compensation Policy
- B.** Discussion - Vacation Benefit

14. Legislative – Mayor Mike Callis

15. Municipal Airport – Alderman Mike Hall

16. Parks & Recreation – Alderman Brian Woodall

- A.** Ordinance No. 24-66 – First Reading - An Ordinance to enter into an agreement with Eagle Golf and Athletics, Inc. for construction of the irrigation system at Dogwood Hills Golf Course.

17. Planning & Codes – Alderwoman Megann Thompson

18. Police Department – Alderman Drew Jennings

19. Public Works – Alderwoman LaToya Holcomb

20. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-67 – First Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 Sanitary Sewer Point Repairs Project at various locations near S Broadway.
- B.** Discussion - ARPA Grants

Adjournment

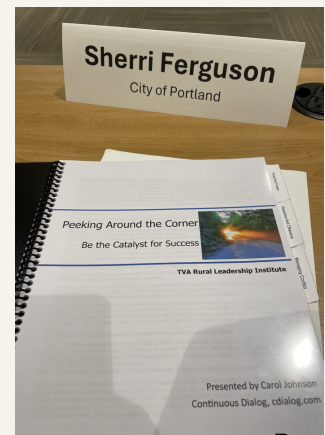
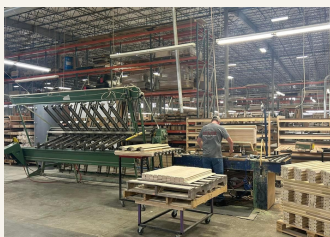
Portland Building Codes Department
September 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	2	\$ 115.00
Swimming Pool	-NA-	\$ -NA-
Plumbing	2	\$ 270.00
Mechanical	3	\$ 450.00
Stand Alone Building	1	\$ 261.52
Residential Building	-NA-	\$ -NA-
Fire Alarm / Fire Suppression	3	\$ 2,824.44
Commercial/Industrial	2	\$ 14,343.59
Plan Review	8	\$ 8,015.41
Demolition	1	\$ 60.00
Fire Works	-NA-	\$ -NA-
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	22	\$ 26,339.96
PORTLAND IMPACT FEE – PARKS		\$ -NA-
PORTLAND IMPACT FEE – POLICE		\$ 4,128.00
PORTLAND IMPACT FEE – FIRE		\$ 14,147.00
TOTAL – PORTLAND IMPACT FEES		\$ 18,275.00
GRAND TOTAL		\$ 44,614.96

Economic Development

2024 September Report

COMMERCIAL	- Developer Meetings 5 - Prepare for Retail Conference ICSC in October - Conversation with 3 Developers
INDUSTRIAL	- Meet with Robertson County Teachers at TCAT - Met at Shoals facility on Kirby - Met with Olhausen Billiards - Met with Create Energy - Meeting with MTIDA regarding RFI training - Conversation Broker for industrial buildings – 4
IDB	1 IDB Meeting - Received 6 RFI's Returned 0 - Sent out 1 PIOLOT application - Reviewed 2 PILOT's to place back on tax role - Meeting with IDB attorney
COMMUNITY DEVELOPMENT	- Education Foundation Meeting - Judge PHS Floats - Radio WQKR morning show - Meeting with Senior Center regarding broadband grant and GNRC - Attended Volunteer State College Event
MISC	- Safety Committee Meeting - Staff Meetings 3 - Council Meeting 1 - TVA Rural Leadership Training 2 Days - Broadband Grant Meeting - Partnership 2030 County ECD and Nashville Chamber - Planning Meeting 1





Office of the Finance Director
100 S. Russell Street Portland, TN 37148
615-325-6776

*As of September 30, 2024
Fiscal Year has elapsed - 25%*

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$2,622,837
W/S Bond 2020	\$18,238,174	\$484,103

	9/30/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	637,600	10,213,000	6.2%
Planning & Codes	114,208	713,500	16.0%
Intergovernmental	349,660	2,422,000	14.4%
Miscellaneous	113,659	362,000	31.4%
Court	22,336	152,500	14.6%
Other Revenues	510,060	244,000	209.0%
Loan Proceeds - Other Fin Source	0	1,596,800	0.0%
Grants & Special Projects	1,500	1,772,800	0.1%
TOTAL	1,749,023	17,476,600	10.0%
Expense			
General Government	365,353	2,624,091	13.9%
Administrative & Mayor	111,546	382,095	29.2%
Human Resources	49,228	123,307	39.9%
Planning & Zoning	76,227	295,716	25.8%
Codes	51,736	158,353	32.7%
Court	21,664	88,810	24.4%
Police	1,113,638	4,439,278	25.1%
Fire	803,180	2,776,977	28.9%
Streets & Highways	299,965	1,346,088	22.3%
City Garage	51,864	171,915	30.2%
State Street Aid	54,802	480,000	11.4%
Animal Control	22,302	121,076	18.4%
Grants & Special Projects	120,024	5,121,600	2.3%
Golf Course	165,314	589,665	28.0%
Parks & Recreation	265,037	985,338	26.9%
Community Development	28,683	132,298	21.7%
TOTAL	3,600,564	19,836,607	18.2%

WATER & SEWER		9/30/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	3,171,269	13,727,000	23.1%
	TOTAL	3,171,269	13,727,000	23.1%
Expense				
	Water Plant	402,026	1,756,294	22.9%
	Water Distribution System	637,900	3,428,189	18.6%
	Grants & Projects	1,482,421	8,352,000	17.7%
	Sewer Collection	437,166	2,199,363	19.9%
	Sewer Plant	585,440	2,785,546	21.0%
	Business Office	117,215	548,960	21.4%
	Utility Administration	202,844	749,420	27.1%
	TOTAL w/ Bond	3,865,012	19,819,772	19.5%

		9/30/2024	Board Passed Budget	% of Budget
AIRPORT FUND				
Revenue		\$154,841	\$708,465	21.9%
Expense		\$126,045	\$708,302	17.8%

DRUG FUND				
Revenue		\$3,182	\$4,000	79.6%
Expense		\$0	\$13,000	0.0%

STORMWATER				
Revenue		\$276,602	\$880,000	31.4%
Expense		\$217,685	\$987,265	22.0%

SOLID WASTE				
Revenue		\$372,845	\$1,385,603	26.9%
Expense		\$269,478	\$1,225,494	22.0%

		9/30/2024	Board Passed Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	2,388	20,000	11.9%
	Police	6,001	15,000	40.0%
	Fire	17,519	7,500	233.6%
	Interest	7,001	0	
	TOTAL	\$32,909	\$42,500	77.4%
Expense				
	Parks	0	8,500	0.0%
	Police	7,981	0	0.0%
	Fire	7,981	0	0.0%
	TOTAL	\$15,962	\$8,500	187.8%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$0	\$990,767	0.0%
Expense		\$156,608	\$990,767	15.8%
GAS				
Revenue		805,553	6,478,000	12.4%
Expense		737,488	6,445,004	11.4%

Rachel Slusser, CMFO

GRANTS

CMAQ - 109 to 52 to College St
 College Street Sidewalks
 Kirby Rd Paving
 AFG - Assistance to Firefighters Grant
 THSO - Police
 TLETA - Police
 VCIF - Police
 LPRF - Local Parks and Recreation
 Interstate Lighting I-65
 TDOT - 109 Bypass North
 TDOT - 109 Bypass South

ARPA
 Water Resource Protection
 Diesel Grant - Medium Truck
 SIA Project Commodore
 Railroad Crossing
 Scatterville Rd Project
 Airport DGA
 Airport Land Acquisition Grant
 Airport Annual Maintenance Grant
 Airport Layout Plan

Value of Grants (without 109 Bypass)

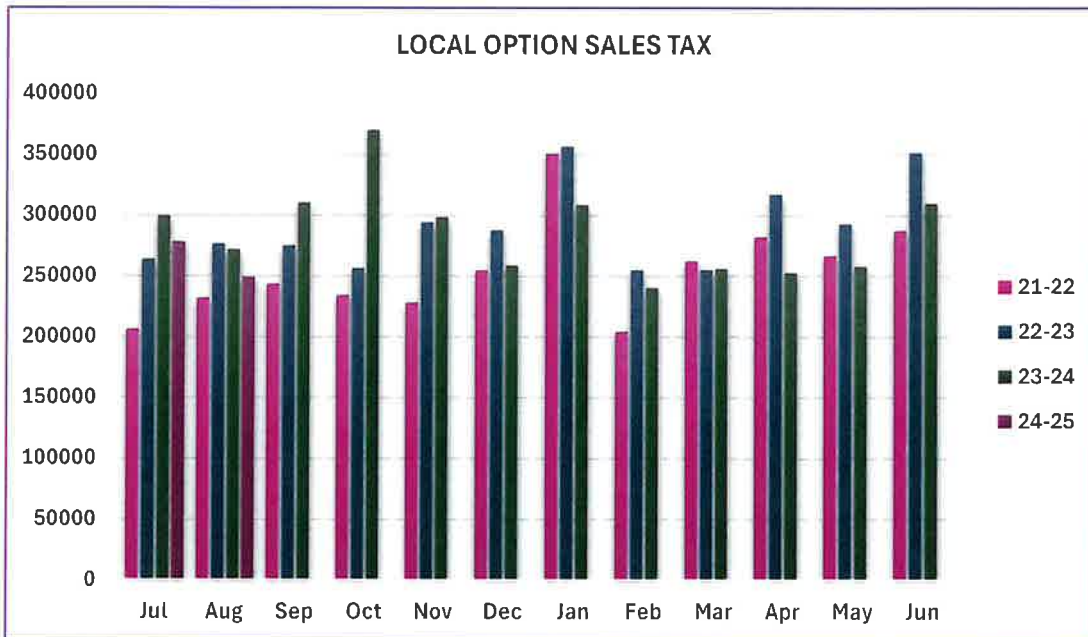
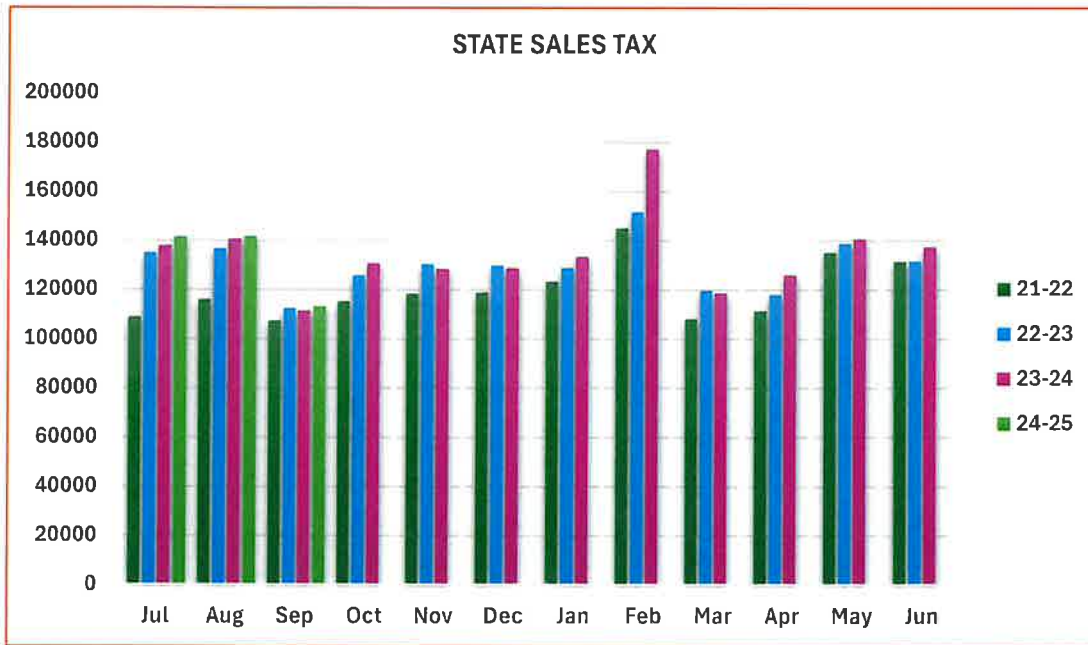
\$19,500,000.00

CAPITAL OUTLAY

Police	Police Cars X 4	On order
Public Works	Pickup Truck Lawn Mower X 2 Mini Ex	1 - ✓
Animal Control	Pickup Truck Outside Upgrades	On order
Parks	Golf Sign Golf Mower Heating unit at gym Tables & Chairs Camera System	
Stormwater	Pickup truck	
Water Dist	Truck X 2	1-✓, 1-on order
Sewer Collection	1 ton truck Pickup truck	On order ✓
Gas	Pickup truck X 2	1-✓

PROJECTS

Comprehensive Plan	In progress
Parks Maintenance Bldg	Contract Approved
Stormwater Bldg	In progress
Police Bldg Remodel	Contract Signed
Irrigation - Golf Course	1st Reading for Contract 10/21/24
Splash Pad	Bid opening on 10/18/24
Gym Floor	Bid opening on 10/18/24
Waterline - Hwy 52 to Searcy	Complete
System meter change out	On going
Wastewater Treatment Plant upgrade	In progress
Mason's Transmission Line	In progress
Oakhill Waterline	In progress
Oakhill Tank	In progress
Paving	On going
Wheeler Sidewalks	In progress
Dan Jenkins Bldg	Hold



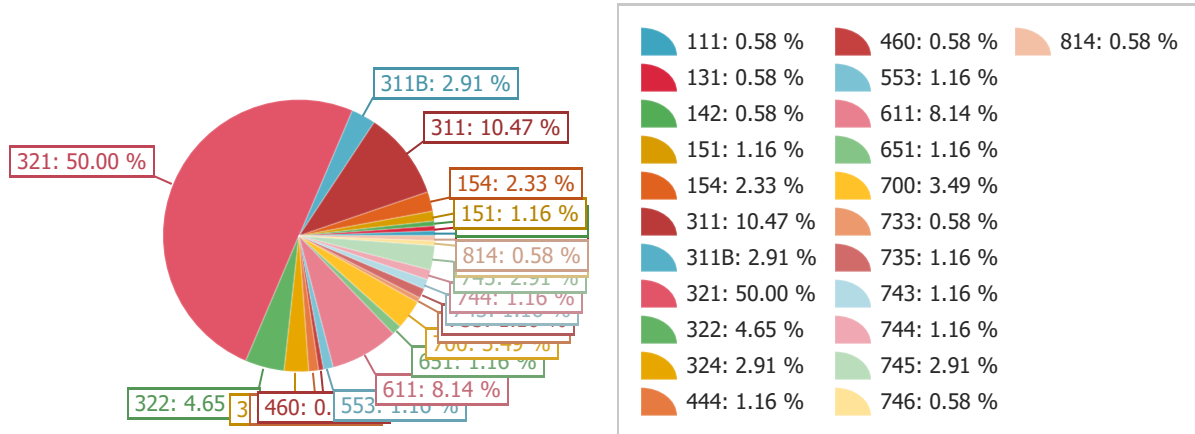


Portland Fire Department

111 Woods Road
Portland, Tennessee 37148
(615) 325-5649



Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
111 - Building fire	1	0.58%
131 - Passenger vehicle fire	1	0.58%
142 - Brush or brush-and-grass mixture fire	1	0.58%
151 - Outside rubbish, trash or waste fire	2	1.16%
154 - Dumpster or other outside trash receptacle fire	4	2.33%
311 - Medical assist, assist EMS crew	18	10.47%
311B - Public Assist	5	2.91%
321 - EMS call, excluding vehicle accident with injury	86	50.00%
322 - Motor vehicle accident with injuries	8	4.65%
324 - Motor vehicle accident with no injuries.	5	2.91%
444 - Power line down	2	1.16%
460 - Accident, potential accident, other	1	0.58%
553 - Public service	2	1.16%
611 - Dispatched & canceled en route	14	8.14%
651 - Smoke scare, odor of smoke	2	1.16%
700 - False alarm or false call, other	6	3.49%
733 - Smoke detector activation due to malfunction	1	0.58%

Incident Type	Total Incidents	Percent
735 - Alarm system sounded due to malfunction	2	1.16%
743 - Smoke detector activation, no fire - unintentional	2	1.16%
744 - Detector activation, no fire - unintentional	2	1.16%
745 - Alarm system activation, no fire - unintentional	5	2.91%
746 - Carbon monoxide detector activation, no CO	1	0.58%
814 - Lightning strike (no fire)	1	0.58%

Total Number of Incidents: 172

Total Number of Incident Types: 23

Incident Type

Total Incidents

Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '9/1/2024 12:00:00 AM' and '9/30/2024 11:59:59 PM'

Human Resources Monthly Report September 2024

New Hire Orientations	Sept	YTD
Full-Time	3	37
Re-Hires	0	1
Part-Time	0	9
Retirements	2	4
Severances		
• Voluntary	2	33
• Involuntary	1	2
Workers Comp Claims	1	9
Current open positions	7	



Monthly Report / September 2024
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Trent Stephens, Park Maintenance Crew Leader
Marty Bullington, Golf Course Manager

Civic Clubs

Portland Youth Football League	In - Season
Portland Soccer Club	In - Season
Portland Baseball and Softball	Off Season

Parks and Recreation Programs and Events

Irrigation: Bid opening was on Friday October 4th.

Richland Gym Floor: Bid opening is set for Friday October 18th at 1pm in the Council Chambers.

Splashpad: Bid opening is set for Friday October 18th at 10am in the Council Chambers.

Maintenance Building: Bid has been opened and passed the 2nd reading. The contract is ready to be signed, and work should begin shortly after the signing of the contract and the pre-construction meeting.

Purdue Trucking finished work on filling in the RCCC property and it is ready to be paved, sealed and stripped. This work is planned for the third week in October.

The work on the War Memorial has paused and a date has not been set to begin work. Our goal is to have this project completed before Veterans Day.

Aerification at the golf course was completed the week of September 22nd.

The Portland Chamber of Commerce Annual Golf Tournament at Dogwood Hills is set for Thursday October 17th.

The Westmoreland Chamber of Commerce will be hosting a Golf Tournament at Dogwood Hills on Saturday October 12th.

Portland Parks Department will be hosting Leadership Portland on Friday October 25th.

Trick or Treat in the park is set for Thursday October 31st from 5pm to 7pm at Richland Park. Interested vendors can contact the Parks Department at 615-325-6464.

Portland Harvest Craft Show is set for Saturday November 9th from 9am to 4pm at Richland Gym.



September 2024

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Cart Rentals	127	\$940.00
Concessions	585	\$1,087.00
Daily Rounds	770	\$21,035.00
Pro Shop	116	\$2,426.06
Shed Rental	2	\$600.00
Total:		\$26,088.06



SEPTEMBER 2024 Monthly Report

Incoming Calls to Planning Department	253
Number of Developer Meetings	10 meetings & 1 Cancellation
Number of Complaints / Violations	6
Number of Walk-ins	7
Number of IDT Submissions	25
Number of Sign Permits and Invoicing	4
Number of Other Meeting Attended	1
Number of Conceptual	1
Number of Preliminary Plats and Invoicing	1
Number of Final Plats Approved and Invoicing	2
BZA Board Members Present	4
BZA Agenda & Minutes	1
Number of Items on Agenda BZA	1
Planning Commission Agenda & Minutes	1
Planning Commission Board Members Present	8
Number of Items on Agenda Planning Commission	9
Number of Discussion Items on P.C Agenda	2
Open Records for Planning Department	10
Active Letters of Credit	27
Emails	509
File Archiving	1
Plat Certifications and pick up	1
Planning Commission Packets	8
Delivery of Packets	7

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

9/1/2024 TO 9/30/2024

CID ACTIVITY					
Cases Assigned	16	Interviews Conducted	54	Asset Forfeitures	0
Cases Inactive	8	Monitored Interviews	1	DCS/AOA	8
Cases Cleared	14	Search Warrants	5	Knock and Talk	13
Call outs	1	Judicial Subpoenas	6	Assist Patrol Units	9
Grand Jury Cases	1	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	2	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	20		
Juv Court Hours	0	Criminal Court Hours	4		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	20	Government	8
E-mails	49	Public Housing	0
Grand Jury & DA Copies	2	Local	0
Arrest Reports	62	Incident Reports	98
Written Warnings	98	City Citations	64

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	73	WILDLIFE	0	DECLARED VICIOUS	0
ANIMALS PICKED UP	21	RETURNED TO OWNER OR RESCUE	5	BARKING COMPLAINT	0
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	7
DOGS	9	ANIMAL BITE ON ANIMAL	0	WILDLIFE/LIVESTOCK COMPLAINTS	2
CATS	1	ANIMAL BITE ON HUMANS	3	TICKETS/WARRANTS/ARRESTS	7
LIVESTOCK	0	EUTHANASIA	0	WARNINGS	3
		ADOPTIONS	2	REPORTS	10
SPECIAL ASSIGNMENTS	0	INTAKE	8		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	12	RESOLVED BY CONTACT/PHONE	4
NON-COMPLIANCE LETTERS	12	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	12	CITY HALL BANK ESCORTS	18
RE-INSPECTIONS	14	MAIL DELIVERY	18
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	0
FOLLOW-UP PARKING COMP	0	ARRESTS	3 warrants
VEHICLES (NON-COMP)	2	REPORTS	1
WORK ORDERS	3	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Traffic Stop	1

CALLS FOR SERVICE					
911 HANG UP	23	DRUG INVESTIGATION	3	RIOT	0
911 MISDIAL	20	ESCORT	7	ROBBERY	0
911 MISDIRECT	2	EVADING	1	RUNAWAY	1
911 OPEN LINE	16	EXPARTE SERVICE	1	SCAM	1
ABANDONED VEHICLE	1	EXTRA PATROL	95	SCHOOL CHECK	22
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	53
ACCIDENT INJURY	14	FIGHT	1	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	1
ACCIDENT PROPERTY	32	FIREWORKS	1	SHOOTING	0
ACCIDENT PROPERTY HIT/RUN	3	FOLLOW-UP	34	SHOPLIFTING	2
ACCIDENT SERIOUS INCIDENT	1	FORGERY	0	SHOTS FIRED OR HEARD	6
ACTIVE SHOOTER	0	FRAUD	3	SOLICITOR	0
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	4
AIRCRAFT EMERGENCY	0	HARASSEMENT	2	SPECIAL ASSIGNMENT COMMUNITY	0
ALARM	21	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	6	HOTEL CHECK	0	STALKING	0
ALARM SCHOOL LOCKDOWN	0	ILLEGAL DUMPING	1	STOLEN VEHICLE	0
ALARM TEST	0	INDENCENT EXPOSURE	1	SUBDIVISION CHECK	3
ANIMAL CALL	56	INVESTIGATION	0	SUBJECT CHECK	29
APARTMENT CHECK	3	JUVENILE	7	SUICIDAL SUBJECT	6
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	30
ARSON	1	KIDNAPPING	0	SUSPICIOUS PERSON	10
ASSAULT	0	KNOCK AND TALK	0	SUSPICIOUS VEHICLE	6
ASSIST CITIZEN	36	LAKE CHECK	3	TALK TO OFFICER	159
ASSIST EMS	23	LOCKOUT	4	TEST CALL	2
ASSIST FIRE	8	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	31	LOST/FOUND PROPERTY	12	THEFT	8
ATTEMPT TO LOCATE	5	LPR HIT	2	THREATS	5
BARRICADED SUBJECT	0	MENTAL TRANSPORT	0	TRAFFIC COMPLAINT	3
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	6	TRAFFIC ENFORCEMENT	7
BOLO	14	MISSING ADULT	2	TRAFFIC HAZARD	12
BOMB THREAT	0	MISSING JUVENILE	1	TRAFFIC STOP	510
BURGLARY	1	NOISE COMPLAINT	11	TRAIN DERAILMENT	0
BUSINESS CHECK	130	OPEN DOOR	2	TRESPASS	6
CAR SEAT CHECK	0	OVERDOSE	0	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	52	UNAUTHORIZED USE OF VEHICLE	1
CITY CALL OUT	0	PARKING COMPLAINT	7	UNKNOWN SITUATION	0
CIVIL MATTER	7	PHONE MESSAGE	0	VANDALISM	2
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	0
CODES	12	PRISONER TRANSPORT	0	VEHICLE CHECK	36
DAMAGE TO PROPERTY	4	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	8
DEATH INVESTIGATION	1	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	5
DELIVER MESSAGE	1	PROWLER	0	WARRANT CIVIL	0
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	4
DISTURBANCE	5	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	16	RECKLESS DRIVER	34	WELFARE CHECK	18
DRILL	0	REFERRAL	4	GANG ACTIVITY	0
DUI	3	REPO	11	GAS DRIVE OFF	0

Total Calls for Service	1764
Total Written Warnings	98
Total Speeding Citations	59
Total all other city citations	38
Commercial vehicle enforcements	22
Total Arrest	62

FLEX UNIT INFORMATION					
TRAFFIC STOPS		DRUGS CASES		WEAPONS SEIZED	
WARNINGS		Misdemeanor		RIFLE	
CITATION		Felony		SHOTGUN	
ARRESTS		Paraphernalia		PISTOL	
		ASSET FORFEITURES		OTHER	
		Vehicles			
		Currency		KNOCK AND TALKS	
		Other			

Flex Unit reassigned to patrol for manpower

WARRANTS SERVED		ASSIST PATROL		CONSENSUAL ENCOUNTERS	
K-9 ALERTS		ASSIST OTHER AGENCY		ASSIST CID	

FLEX UNIT COURT INFORMATION					
GRAND JURY	# OF CASES		# OF HOURS		
GENERAL SESSIONS	# OF CASES		# OF HOURS		
JUVENILE COURT	# OF CASES		# OF HOURS		
CRIMINAL COURT	# OF CASES		# OF HOURS		



CITY OF PORTLAND
STORMWATER MANAGEMENT PROGRAM
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776

Date: 10/10/2024

Stormwater Management Monthly Report- September 2024

Annual Report

The Annual Report was completed and submitted on September 30th, 2024. The report will be posted on the City's website and sent via email to anyone who may request it.

TNSA Presentation

The Stormwater Department will be presenting at the annual TNSA (Tennessee Stormwater Association) Pre-Conference Workshop this year. The pre-conference workshop is on October 21st at Montgomery Bell State Park in Burns, TN. The topic of the presentation will be the Enforcement Response Plan and illicit discharge detection and elimination. The presentation was completed this month and will be presented in October.

Illicit Discharge Detection and Elimination

There were no illicit discharge reports this month. Total illicit discharges on the Annual Report were 12 for the reporting period. That number is lower than previous years, so, hopefully, public education and outreach efforts are working.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 9

LDPs issued: 0

CGP Inspections: 29

CGP inspections are required once monthly per TDEC. Most sites are inspected more than once a month through pre-con inspections, re-inspections, and illicit discharge complaints. Residential sites that are not under TDEC coverage are inspected on a weekly basis.

Annual Program Review

An annual program review is a requirement of the Annual Report. The annual program review showed that the Department was very effective overall during the year, with a few areas of improvement. Using the internal scoring system, the Department scored an 80/100 or 80% effective score. Areas of improvement include more education efforts for the engineering and development community and school-aged children.



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Maintenance (Citywide Various Locations)

- ☒ Check Drainage before Storm
- ☒ Checked and cleaned tiles and storm drains throughout the city and residential area.
- ☒ Drainage clean up -
- ☐ Rock Setup & Removal -
- ☒ Brush cut, Clean up - Rock bin, Tractor Supply area, Cleans out Citizen's Brush and various job sites.
- ☒ Mowed, Weed eat, Harley rake and Spray - Rock Bin and Citywide Various Locations.
- ☒ Seed & Straw - Citywide job sites,
- ☒ Tree cuts and Removal - Citywide job sites,
- ☒ Setup and Checked beaver traps.

Other Tasks

- ☒ Attend meetings at City Hall
- ☒ Called in Tn One Call tickets
- ☒ Cleared grates and Driveway tile at various locations -
- ☐
- ☒ Met with homeowners about drainage issues or upcoming jobs.
- ☒ Meeting at jobsite -
- ☒ Placed order for supplies needed for upcoming jobs. Unload deliveries.
- ☒ Equipment – Maintenance, clean up, and haul to various job sites.
- ☒ Prep and move supplies, trucks and equipment for upcoming jobs.
- ☒ Clean up - Trucks, Kubota Skid, other Equipments, job sites, Maintenance bay and shop.
- ☒ Pick up and Dropped off various location for equipments and parts for repair.
- ☒ Repair - Work on Brushcutter and Fixed Stump Grinder.

Assistance Work (Convenience Center, Other Dept. & Other City)

- ☒ Clear, clean up and Burn Brush, Push up, burn to clear all of the brush brought in by claw truck(Citywide)
- ☐ Fix pad for Burn box
- ☒ Clean up the site.
- ☒ Emergency Dig -
- ☐ Help Parks Dept. demonstration and removes concrete and trees.



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Submitted for the October 2024 meeting

Maintenance and Management

- ✓ Downtown area - Pick up trash, empty cans, water flowers and water systems, etc....
- ✓ Cross train employee's on the mowing tractors and other equipment
- ✓ Trim and remove low hanging branches
- ✓ Clean up at shop (put away tools, organize signage and other materials)
- ✓ Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
- ✓ Office paperwork - Time sheets, po request, review work orders, route sheets, daily task and
- ✓ Annual Inventory counts, monthly council reports, organize inventory and tools as needed.
- ✓ Maintain traffic signals, school zone lighting and decorative street lighting.
- ✓ Report street light issues to CEMC.
- ✓ Assist paving crew - (prep and plan) riser and roadplates

Maintenance of Roadway and Signage

- ✓ Potholes: Check, fill with gravel, repair with cold or hot mix.
- ✓ Roadcut: Prep equipment, compact gravel, then asphalt area.
- ✓ Edge of road: Repair with gravel or asphalt
- ✓ Graveled around mailboxes (USPS request)
- ✓ Remove debris from roadway: branches, dead animals, car parts, etc....
- ✓ Signage: Repair, replace or install
- ✓ Remove, haul, dispose of scrap material
- ✓ Mowing: Right of ways, canals, city property lots, codes enforcement lots etc....
- ✓ Weed eat and spray: downtown area, overpass, guard rails, various intersections ,around signage etc.....
- ✓ Mow with tractors, bushhog, zero turns, batwing mowers etc...

Assist in other Departments

- ✓ Sanitation: Assist by helping drive claw truck or sanitation truck Bulk and Brush pick up
- ✓ Stormwater: Check storm drains
- ✓ Convenience Center - Attendant on site, smash down the dumpsters, schedule hauls, clean out the burn box.
- ✓ Golf Course: Remove trees, maint repairs etc....
- ☐ Richland and Meadow Brook Park
- ✓ City Property: Various task such as: trees, gravel, drainage, install signage or banners and decorate.

Vehicle & Equipment Maintenance

- ✓ Perform daily maintenance check on vehicle and equipment
- ✓ Took truck and equipment to get repairs - Local mechanic shop and outside source.
- ✓ Pick up various parts and supplies for vehicles and equipment.
- ✓ Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
- ✓ Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
- ✓ Switch out and replacing attachments on equipment (Mowers and tractors)
- ✓ Clean up spills in the roadway



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Special Events:

Traffic Control , setup barricades, cones/ Removed after event
Setup and remove signage and message boards (road closure etc.)
Set up tables, chairs, stage for the band and other displays.
Pick up and drop off supplies.
Clean up and remove all trash before and after any event.

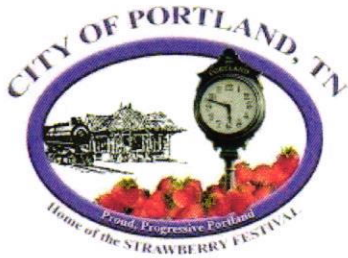
- ☒ Decorate for Holiday: Such as Christmas, spring and fall events.
- ☐ Christmas Parade
- ☐ Strawberry Festival
- ☐ Fall Festival
- ☒ Homecoming Parade
- ☐ Music on Main
- ☐ Car Shows

Assist other businesses

- ☐ Chamber of Commerce
- ☐ Hands of Hope
- ☐ Portland Cares
- ☒ Portland Schools
- ☐ Little League Park

Misc. other task

- ☒ Installed misc. camera's on Portland Lake Rd
- ☒ Storm watch: Put out high water signs
- ☒ Equipment and vehicles to Meadow Brook Park for auction
- ☒ Hauled millings for paving crew
- ☒ Library: drain tile
- ☒ Took message boards to Nashville (repairs needed)
- ☒ Paint stop bars, crosswalks and install flashing lights at the newest stop signs
- ☒ Tree's: cut and haul away debris (Various locations)
- ☒ Flower and landscape: Removed dead flowers, fertilize, water and clean up
- ☐
- ☐
- ☐



CITY OF PORTLAND

Public Works

Sanitation Dept

Council Report Submitted by
Martin Weekley

Submitted for the Oct. 2024 meeting

Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.

Pick up bulk items - Furniture, appliances, etc.....

Pick up brush (Claw truck, and chipper)

Pick up trash carts at curb repair or replace damaged carts

Keep trucks and equipment in working condition.

Travel to Sumner Co. Resource Authority to empty

Two claw trucks picking up bulk items and brush at curbside

September-2024				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	43	23	22	1
Tonnage	425.08	69.29		
Per cost	\$55.00	\$55.00	\$275.00	\$137.50
Amount	\$23,379.40	\$3,810.95	\$6,050.00	\$137.50
Total	\$27,190.35		\$6,187.50	
Grand Total	\$33,377.85			

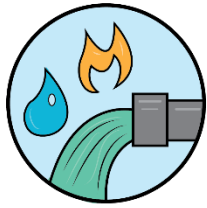
**City of Portland
Office of Recorder
100 South Russell Street
Portland, Tennessee 37148**

Phone 615/325-6776 Ext. 245

September 2024 Monthly Report

1 Council Meeting	September 16 th 6 - Council Members present 1 - Council Members absent 2 - Public Hearings 7 - Resolutions 5 - Ordinances
Work Study Meetings	1
Ad-Hoc Meetings	0
Liability Claims	0
Property Claims	0
Records Requested	24 (see attached)

Date Received	Person Requesting	Information Requested	Hours spent	Value	Total Billed	Request Denied
9/3/2024	Stormie Dillard	Communication between Chief & ADA	>1 hour	10.00	\$0.00	
9/3/2024	Stormie Dillard	Text between Edwin & Campos	>1 hour	10.00	\$0.00	
9/3/2024	Stormie Dillard	Video & Audio fr patrol room			\$0.00	Denied Not Open Record
	Stormie Dillard	Audio & video fr patrol room & lobby on...			\$0.00	Denied Not Open Record
9/3/2024	Stormie Dillard	Brandon Long's resignation letter			\$0.00	
9/3/2024	Stormie Dillard	All reports, cads, disposition, body cams fr...			\$0.00	
9/3/2024	Stormie Dillard	all reports, body cams & evidence...			\$0.00	
9/10/2024	Christy A Wiggins	Utilities 5331 Old Hwy 52W	>1 hour	10.00	\$0.00	
9/10/2024	Christy A Wiggins	Utilities (2005-2017) and R Freedle adc	>1 hour	10.00	\$0.00	
9/10/2024	Christy A Wiggins	Ambulance called to 135 Old Hwy 52W	>1 hour			Denied NSR
9/11/2024	Brendan Merk	104 Challenger Dr	>1 hour	10.00	\$0.00	Denied Not Resident
9/12/2024	Joshua Sudler	All arrest by Joshua Sudler	>1 hour	10.00	\$0.00	
9/12/2024	Joshua Sudler	Personnel file of Joshua Sudler	>1 hour	10.00	\$0.00	
9/12/2024	Melissa Osburn	104 Challenger Dr	>1 hour	10.00	\$0.00	
9/12/2024	Melissa Osburn	1125 Vauhn Dr	>1 hour	10.00	\$7.80	
9/12/2024	Melissa Osburn	1042 Fred White Blvd	>1 hour	10.00	\$0.00	
9/12/2024	Melissa Osburn	1115 Vaughn Dr	>1 hour	10.00	\$0.00	
9/16/2024	Kenyardia Sims	104 Challenger Dr	>1 hour	10.00	\$0.00	
9/16/2024	Kenyardia Sims	1125 Vauhn Dr	>1 hour	10.00	\$0.00	
9/16/2024	Kenyardia Sims	1042 Fred White Blvd	>1 hour	10.00	\$0.00	
9/16/2024	Kenyardia Sims	1115 Vaughn Dr	>1 hour	10.00	\$0.00	
9/17/2024	Angela Hudson	Bod Cam Footage	>1 hour	10.00	\$0.00	
9/17/2024	Angela Hudson	Bod Cam Footage	>1 hour	10.00	\$0.00	
9/18/2024	Sarah Noble-Riddle	113 Carroe Mae Cr permits and inspection reports			\$0.00	



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

126B MORNINGSIDE DRIVE
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437

Portland Department of Utilities Work Report Sept 2024

Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.717 MGD.

Single Taps

- Water: 0 tap
- Sewer: 0 tap
- Gas: 5 taps

Development Taps

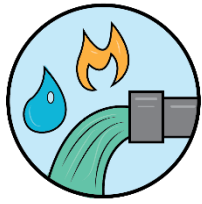
Utility	Original Letter	First Renewal	Second Renewal
Water	0	0	0
Sewer	0	0	0
Gas	0	0	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12" Connector Line – Water is 93% complete.
 - b. Oak Hill Water Line – Water is 78% complete.
 - c. Oak Hill Tank – Tank is 55% complete.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – Waiting on TDEC approval from other entities. All easements for the City of Portland have been obtained.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 25%
- Hwy 52 12" Waterline – Water is 99% complete.
- WWTP Phase II Improvements – Construction is 83% complete.

Private Development

- Parkside Estates – Phase 2 is complete.
- Sumner Pointe Apartments Magnolia Springs Blvd – Water is 75% complete. Sewer is 95% complete. (Total units = 64)
- 1001 & 1005 W Main St – 6" WL – Water is 90% Complete.
- Bakers Acres – Phase 1 is 95% complete.
- Parkside Pointe
 - Onsite Sewer – Wet Well has been installed and 30% of mains and manholes have been installed.
 - Offsite Water – 60% complete.
 - Force main – 70% complete.
- West Wood Brimstone Build – Woods Rd – 75% complete
- Hwy 52 #1 Lift Station – Force main is relocated (total 10% complete)
- Fire Meters Installed – Surface Koatings, TOGO North America, Depor, Food Lion, Drew Foam/Alleguard



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 SOUTH RUSSELL ST

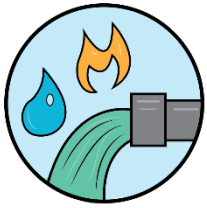
PORTLAND, TENNESSEE 37148

Office: (615) 325-6776, ext. 187

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report –September 2024

- September Gas Usage at each Gate Station:
 - Leath- 11,321.1 MCF
 - TGT- 17,752 MCF
 - Robertson Co- 1,868.84 MCF
- 4 Gas Services installed consisting of 1,551ft of ¾" service line pipe
- 1 service line relocated
- 6 Gas Services Abandoned
- 2 service line risers replaced
- 1 service line leak repair
- 1 2" main leak repair
- Replaced 3 valve boxes
- 3 meter sets replaced due to gas leaks
- Sandblasted and painted TGT Gate Station
- TPUC conducted Regulator, Relief and Odorization Inspection
- 271 meters inspected for Atmospheric Corrosion– TPUC Requirement
- System Valve Maintenance -TPUC Requirement
- Gathered GIS data on services installed 2022 and 2023 to assist in updating the Natural Gas System
- Gas Leak Investigations
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

City of Portland

Jonathan Harrison: Collections Supervisor.

100 S Russell Street.

Portland, Tennessee 37148

Telephone 615-456-5102

Email Address: jharrison@cityofportlandtn.gov

Monthly Report for September 2024.

During the Month of September, the department checks daily the 87 pump stations that are in the Collection System, this is required by TEDEC and takes up a good portion of each day. We also locate TN 1 Calls that come in daily, and their number can vary from 0 to any number per day. Some TN 1 calls are Emergency Locates that require a 2hr response time, we had 9 of these this month and several "short notice" locates.

We had some "Service Calls" which resulted in rodding 8 service lines, and other calls were not related to sewer. Some of the calls this month were issues, the homeowner had with their plumbing or odors in the house. We had 3 new sewer inspections this month. We had 1 telemetry calls out due to a pump failure and multiple due to the heavy rainfall. We had 5 total after hours Call Out this month. We also had 6 Caselle Work Order this month through city hall.

While checking the pump stations this month we found several problems. We pulled 5 clogged pumps, unstopped 3 Air release valve. We changed out 1 grinder pumps this month and 1 rotating assembly. We repaired the force main inside of the wet well at April Circle 2, and replaced floats, Air release valves, start capacitors, and repaired suction leaks and had o reprime the pumps on 2 pumpstations. We continued to weed eating pumpstations and remove grease from them monthly.

We had other non-pumpstation related work such as repairing 3 service lines that contractors had hit, we replaced 1 cleanout box and lowered the cleanout in a box that settled. We fixed a broken force main that was hit by another Dept and removed an ARV from the abandoned force main that was in the Little League Parking lot. We also installed 2 new sewer taps and made 5 INI repairs from the 2022-point repair project. We also had to check on the new paving list checking for manhole riser rings.

This month we started the annual Lagoon cleanout at the WTP, we have worked there daily when weather and situations permitted. We also CCTV mains and services around PPG for the WWTP looking for residue in the lines. We CCTV lines to look for problems in the services and to locate taps for Demo's. We also were able to use the Vac Truck to cleanout 3 pumpstations this month.

This month we had 1 interview this month, and I had a meeting over new developments and businesses moving into the city with the Utility Engineer and Head Utility Inspector. We had 18 WWO's this month due to the heavy rain we got from the hurricane. Once these overflows stopped, we will clean up the debris and spread lime to the area. We went over "Competent Person Designation" for our safety training for the month.

Jon Harrison
Supervisor of Collections.



PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Jyoung@cityofportlandtn.gov

Date: 10/8/2024

SEPTEMBER MONTHLY REPORT

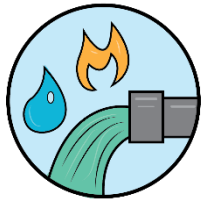
Construction continues at the Water Reclamation Facility things are moving right along.

We continue with shutdowns and ties on the plant upgrade. We have put the new disc filter; chlorine contact basin and outfall in service. We are currently waiting on panel and fix of our existing headworks. I am still working on getting all information corrected for the last two and a half years for the state for our NOV's. Also, still working with Byron on the Industrial pretreatment program upgrade.

Regards,

Jennifer Young

Portland TN WRF Chief Operator



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

WATER DISTRIBUTION DEPARTMENT
CHRISTOPHER GREER – WATER SUPERVISOR

100 SOUTH RUSSELL ST

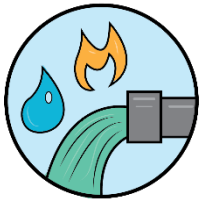
PORTLAND, TENNESSEE 37148

Office: (615) 323-1437

Email Address: cgreer@cityofportlandtn.gov

Water Distribution Dept Monthly Report –September 2024

- (16) Service Leaks
- (4) Main Leak
- (6) New services installed
- Meter Replacements
- (1) Test Hole
- (1) Blow off Replacement
- (4) Area Test Shutdowns
- Yard Repair
- Traffic
- (4) Cut Off Lists
- Locates
- Caselle W/O's



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

WATER TREATMENT PLANT

TIM SUDDARTH- WTP CHIEF OPERATOR

100 SOUTH RUSSELL ST

PORTLAND, TENNESSEE 37148

Office: (615) 323-1437

Email Address: tsuddarth@cityofportlandtn.gov

WTP Monthly Report –September 2024

- Submitted August 2024 DMR via the EPA CDX online portal.
- Submitted August 2024 MOR's and quarterly submittals via certified mail.
- Cleaned creek intake.
- Annual backwash lagoon cleanout started on 9/4/24 and is scheduled to wrap up on 10/4/24.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises @ WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced 56,001,000 gallons of potable water for distribution to customers.



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

October 7, 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

Chaplin Bob Moon led the prayer and pledge.

3. Roll Call

Present: 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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: None

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman HolcombNone

Motion passed (voice vote)

5. Presentation

- No Items

6. Public Comment Period

- No one spoke

7. Communications from Council Members

Alderman Woodall on October 1st the Hometown Hero banner program was reopened. A photo in uniform, information document, documentation showing service and a \$250 fee needs to be submitted. Additional information can be found on the City webpage.

Alderwoman Thompson thanked the Mayor & Carlton Cobb on behalf of the high school band, for the assistance they gave in helping load and unload equipment.

8. Mayor's Report

- October 18 and 19 is early voting at First Baptist Church.
- Be mindful of those that will be affected by the next hurricane in Florida.
- Relief efforts from the last hurricane we will be sending another truck.
- The municipal water system in Asheville, NC was completely destroyed, and they are trying to rebuild.
- We continue to have issues with donation drop boxes throughout the city. We will be looking at possible regulations similar to other communities.
- Shared pictures of the water intake, showing how quickly the water level in the creek fluctuates.

9. Consent Calendar

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed (voice vote)

- A.** Ordinance No. 24-55 –Second Reading - An ordinance to enter into an agreement with Garver Builders, LLC for construction of the Parks Maintenance Building at Richland Park.

- B.** Ordinance No. 24-56 –Second Reading – An Ordinance authorizing the acceptance of the best bid for remodel of the City of Portland Police Department Building.
- C.** Ordinance No. 24-57 – Second Reading - An Ordinance to enter into an agreement with G & C Supply Company, Inc. for the 2024-meter replacement project at various locations within the Portland Water System.
- D.** Approval of Minutes from September 16, 2024, Council Meeting.

10. Community Development – Alderwoman Megann Thompson

Alderwoman Thompson advised she will attend with Sherri Ferguson the Southeast Retail Conference in Atlanta. They hope to bring back information and may set up a booth in May at another conference.

11. Finance – Alderwoman Penny Barnes

- A.** Resolution No. 24-74 - A Resolution to authorize appropriations for financial aid for nonprofit charitable organizations.
Motion to: Approve
 By: Alderwoman Thompson
 Second: Alderman Jennings
Discussion: The mayor advised Ad Hoc committee made recommendations. Alderwoman Thompson advised they were same as last year and stayed in the \$85000 budget.
 Yes: Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
 Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb
Motion Passed (voice vote)

12. Fire Department – Vice Mayor Jody McDowell

- A.** Discussion - Fire Sprinklers
 Chief Thornton described the current issue with sprinkler systems, and Townhome definitions.
 Nate Heisler advised developers are submitting plans similar to apartments, but calling them Townhomes.
 Chief Thornton requested guidance from the Council to either leave as is or start working on presenting changes.
 Alderwoman Thompson advised the Planning Committee has seen several developments that include Townhomes.
 Council agreed as long as we are explaining the definition of Townhomes early in planning stages, the City does not need to make changes.

13. Human Resources – Alderwoman Penny Barnes

- No Items

14. Legislative – Mayor Mike Callis

- No Items

15. Municipal Airport – Alderman Mike Hall

- No Items

16. Parks & Recreation – Alderman Brian Woodall

- A.** Discussion - Golf Course Irrigation Bid Opening - added during Agenda approval
 Director Jamie White explained the current bid for the Golf Course irrigation system came in over budget.
 Finance Director Rachel Slusser explained the additional funding could come from the interest earned from the LGIP General fund account.
 The concern is if rebid, could come back higher and the time schedule for the grant.
 It was agreed to move forward with first reading for awarding the bid.

17. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-63 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 817 South Broadway, from RS-20 to OPS(office professional services).
Motion to: Approve
 By: Alderwoman Thompson

Second: Vice-Mayor McDowell

Discussion: Nate Heisler advised there would be a plat change moving the property line at the 2nd reading.

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- B.** Ordinance No. 24-64 – First Reading - An Ordinance to rescind and replace in its entirety Ordinance 22-67, the Developer's Agreement with Portland Commerce Center LLC, for the Stateline Commerce North phase 1, with the new owners, Portland Commerce Land 1 LLC, Developer's Agreement for the Gateway 65 Development in Robertson County, Tennessee.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- C.** Ordinance No. 24-65 – First Reading - An Ordinance to amend Ordinance 24-04 and authorize the Mayor to enter into a Developer's Agreement with Steve Kirby on the Twin Lakes Residential Subdivision, which will include the installation of water, sewer, and Public Works improvements, located at 925 North Broadway in Portland, Tennessee.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- D.** Discussion - Dilapidated Buildings

Codes Director Johnny Morris presented the current procedures and discussed possible options based on neighboring municipalities.

The council expressed concerns about the determining factors of classifying what homes should be destroyed.

Director Morris explained that letters and the opportunity to renovate would begin the process. The structure (not including property) would have to lose at least 50% of its value and the building at that point would be unsafe for habitat.

The mayor advised that they would work on information to bring before the council.

18. Police Department – Alderman Drew Jennings

- No Items

19. Public Works – Alderwoman LaToya Holcomb

- A.** Ordinance No. 24-59 – First Reading - An Ordinance to repeal and replace ordinance 23-66 with this ordinance authorizing a new rate for Sanitation Services within the City of Portland.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Discussion: Alderman Woodall advised this was discussed in that Ad Hoc meeting as part of the employee pay structure plan.

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- B.** Ordinance No. 24-60 – First Reading - An Ordinance to repeal and replace ordinance 23-65 with this ordinance authorizing a base Stormwater rate of \$7.00 for residential properties and a tier amount, based upon the \$7.00 base rate, for Commercial and Industrial properties effective January 1, 2025.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: Alderman Woodall advised it was discussed in the Ad Hoc meeting as part of the employee pay structure plan for the special revenue account.
Yes: Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb
Motion Passed(voice vote)

20. Utility Infrastructure – Alderman Brian Woodall

- A.** Resolution No. 24-73 - A Resolution authorizing change order #4 extending the contract time thirty (30) additional days for substantial completion and ninety (90) additional days for final completion with Cumberland Pipeline LLC for the Oakhill Water System Improvements American Rescue Plan (ARP) Project.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderwoman Thompson

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- B.** Ordinance No. 24-62 – First Reading - An Ordinance to lower the total gallons used for the minimum water and sewer billing.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderman Jennings

Discussion: None

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed(voice vote)

- C.** Ordinance No. 24-61 – First Reading - An Ordinance to rescind Resolution 19-54 and replace with a new rate structure for Natural Gas.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderwoman Thompson

Motion to: Amend by changing the monthly flat fee increase from \$2.00 to a monthly flat fee increase of \$1.00.

By: Alderman Woodall

Second: Alderwoman Thompson

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion to: **Approve amended Ordinance No. 24-61.**

By: Alderman Woodall

Second: Alderwoman Thompson

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

Absent: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb

Motion Passed (voice vote)

- D.** Discussion - Ordinance 23-61 - exempting non-profits

Director Bryan Price started the discussion of fireline meters. A discussion was held about nonprofits being exempt from the fireline meter installation. Discussion was held about the best way to determine an exemption or if it should be handled another way. City Attorney John Bradley advised that he and Director Price could meet and bring a suggestion to the council for approval.

- E.** Discussion - Pass-through Fee

Director Price distributed pass through charges and fees.

Discussion was held about possible charges, current budget and revenue.

The council expressed concern about over charging and requested Director Price to bring back information of cost of treatment vs purchasing.

- F.** Discussion - Water Resource Protection Grant - Updates

Director Price brought three possible options for water plant production increases to the council. A lengthy discussion was

held about the options, cost, use of grants, loans and possible outcome.

It was agreed to review what was presented tonight and be prepared to make decisions at the next meeting due to time needed to complete items for the grant deadlines.

G. Discussion - Drought Update

I. DMP Revisions

II. General Status

Director Price updated the Council about the drought alert and restrictions. Director Price advised there needs to be some revisions to the Drought Management Plan, and he will be meeting with the committee and bringing those suggestions to the Council.

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Alderman Woodall;

Motion passed by voice vote to **adjourn at 7:27 pm.**

Mike Callis, Mayor

Tracy L Kizer, Assistant City Recorder

ORDINANCE

City of Portland, Tennessee

No. 24 – 59

Second Reading

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE 23-66 WITH THIS ORDINANCE AUTHORIZING A NEW RATE FOR SANITATION SERVICES WITHIN THE CITY OF PORTLAND.

WHEREAS, after recommendation from the October 1, 2024, utility fee structure Ad Hoc Committee meeting, the Board of Mayor and Aldermen deem it necessary to increase the sanitation service fee by \$1.50 (one dollar and fifty cents) for residential and commercial customers; and

WHEREAS, The City incurs additional cost by offering additional services such as: brush and limb removal generated from the property within the City limits, removal of bulk items such as furniture, appliances etc., and operates a community convenience center open to the residents living within the City of Portland City Limits; and

WHEREAS, Sanitation cost have continued to rise and increases are periodically needed to keep up with inflation and rising operations cost; and

WHEREAS, the Sanitation rate will be effective as of January 1, 2025; and

NOW THERE, BE IT ORDAINED by the Mayor and Board of Alderman of the City of Portland increase the Sanitation rate by \$1.50 (One dollar and fifty cents) per customer; and

BE IT FURTHER ORDAINED, that the Ordinance shall become effective on January 1, 2025.

Mike Callis, Mayor

Rachel Slusser, City Recorder

Passed First Reading: October 7, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 60

Second Reading

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE 23-65 WITH THIS ORDINANCE AUTHORIZING A BASE STORMWATER RATE OF \$7.00 FOR RESIDENTIAL PROPERTIES AND A TIER AMOUNT, BASED UPON THE \$7.00 BASE RATE, FOR COMMERCIAL AND INDUSTRIAL PROPERTIES EFFECTIVE JANUARY 1, 2025.

WHEREAS, the City of Portland deemed necessary to evaluate the previously established stormwater fee that funds the Storm Water program; and

WHEREAS, after recommendation from the October 1, 2024, utility fee structure Ad Hoc Committee meeting, the City shall replace the existing stormwater fee with a \$7 base rate fee for residential properties and a tier amount for commercial and industrial properties; and

WHEREAS, extensive evaluation of the costs, effect on citizens and the ability to complete projects has been completed resulting in the following recommendation:

Residential Rate: \$7.00/month per property

Commercial and Industrial:

Previous Sq. Ft. Range	Previous Monthly Rate	New Sq. Ft. Range	New Monthly Rate
1-25,000	\$21	1-25,000	\$24
25,001-45,000	\$58	25,001-45,000	\$68
45,001-70,000	\$96	45,001-70,000	\$112
70,001-100,000	\$141	70,001-100,000	\$165
100,001-145,000	\$204	100,001-145,000	\$238
145,001-200,000	\$287	145,001-200,000	\$335
200,001-275,000	\$395	200,001-275,000	\$461
275,001-400,000	\$562	275,001-400,000	\$655
400,001-600,000	\$832	400,001-600,000	\$971
600,001-900,000	\$1,248	600,001-900,000	\$1,456
900,001-1,500,000	\$1,997	900,001-1,500,000	\$2,329
Over 1,500,000	\$2,496	Over 1,500,000	\$2,912

WHEREAS, the Stormwater rate will be effective as of January 1, 2025 for utility billings starting in February 2025; and

NOW THERE, BE IT ORDAINED by the Mayor and Board of Alderman of the City of Portland establish the Stormwater rate at recommended base rate of \$7.00 per property effective January 1, 2025; and

BE IT FURTHER ORDAINED, that the Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: October 7, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 61

Second Reading

AN ORDINANCE TO RESCIND RESOLUTION 19-54 AND REPLACE WITH A NEW RATE STRUCTURE FOR NATURAL GAS

WHEREAS, the natural gas rates are a combination of three (3) items, the Pass Through Adjustment Rate, the Monthly Flat Fee, and the current rates; and

WHEREAS, the City of Portland deems it necessary to increase the monthly flat fee \$1.00 for all rate structures for residential, commercial, and industrial natural gas customers; and

WHEREAS, the new natural gas rate structure is listed below:

RATE CLASS	MONTHLY FLAT FEE	CURRENT RATES
Residential Inside	\$7.00	\$0.28
Residential Outside	\$11.00	\$0.35
Commercial Inside/Outside	\$36.00	\$0.35

RATE CLASS	MONTHLY FLAT FEE	MINIMUM MONTHLY CCF	CURRENT RATES
Industrial Rate #100	\$251.00	0 – 10,000 CCF	\$0.32
Industrial Rate #101	\$251.00	10,001 – 30,000 CCF	\$0.25
Industrial Rate #102	\$251.00	30,001 – 100,000 CCF	\$0.13
Industrial Rate #103	\$251.00	101,001 and above CCF	\$0.11

WHEREAS, the monthly fees and rates listed above do not include pipeline cost/fees, natural gas monthly marketing fees, nor the cost of gas. All these fees are included in the Pass-Through Adjustment Rate as calculated per Resolution 11-110. The Pass-Through Adjustment Rate will be unchanged and continue to be calculated as per Resolution 11-110; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that all Natural Gas monthly flat fees shall be increased by \$1.00 as stated above beginning January 1, 2025; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: October 7, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 62

Second Reading

AN ORDINANCE TO LOWER THE TOTAL GALLONS USED FOR THE MINIMUM WATER AND SEWER BILLING

WHEREAS, the City of Portland deems it necessary to increase revenue to cover additional operating and capital expenses for water and sewer; and

WHEREAS, the current rate structure for water and sewer has the minimum bill based upon 0-2,500 gallons per month for all rate classes; and

WHEREAS, the minimum bill for all rate classes shall be amended to 0-2,000 gallons per month; and

WHEREAS, all other rates established by Ordinance 22-77 shall remain unchanged and in full effect; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the minimum bill for water and sewer shall be revised to 0-2,000 gallons per month as stated above beginning January 1, 2025; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: October 7, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 64

Second Reading

AN ORDINANCE TO RESCIND AND REPLACE IN ITS ENTIRETY ORDINANCE 22-67, THE DEVELOPER’S AGREEMENT WITH PORTLAND COMMERCE CENTER LLC, FOR THE STATELINE COMMERCE NORTH PHASE 1, WITH THE NEW OWNERS, PORTLAND COMMERCE LAND 1 LLC, DEVELOPER’S AGREEMENT FOR THE GATEWAY 65 DEVELOPMENT IN ROBERTSON COUNTY, TENNESSEE.

WHEREAS, the City of Portland, Tennessee, has determined that a Developer’s Agreement will need to be entered into for the Gateway 65 Development and that improvements need to be made to City infrastructure, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities (PDU) has approved the Water, Sewer, and Gas Capacity Letter (see Appendix A to Developer’s Agreement) for a proposed 306,250 square foot building on Tax Map 012, Parcel 038.01 in Robertson County; and

WHEREAS, Portland Commerce Land 1 LLC, a Tennessee limited liability company, (the “Developer”) has agreed to be fully responsible for the installation of improvements and fees being paid within the timeline stated in the agreement; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer’s Agreement for Gateway 65 Development, located along Vaughn Parkway; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: October 7, 2024
Passed Second Reading:

PORTLAND COMMERCE LAND 1 LLC DEVELOPER'S AGREEMENT
ON GATEWAY 65 DEVELOPMENT

This Development Agreement ("AGREEMENT") is made and entered into on this ____ day of _____, 20____ by and between Portland Commerce Land 1, LLC, a Tennessee limited liability company ("DEVELOPER"), and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee ("CITY").

WHEREAS, the DEVELOPER desires to develop at this time one industrial building along Vaughn Parkway in Robertson County, Tax Map 012, Parcel 038.01 in Portland, Tennessee (hereinafter called the "PROJECT"). The building will be approximately 306,250 square feet; and

WHEREAS, Portland Commerce Land 1 LLC, a Tennessee limited liability company (the "OWNER"), has acquired the approximately 83.24 acres on which the PROJECT will be located; and

WHEREAS, DEVELOPER has received a letter from the Portland Department of Utilities (PDU) on the 24th day of July, 2024, stating the existing Water System does not currently have capacity for the development of the proposed industrial building to be developed as the Gateway 65 Development, which includes the PROJECT (the "LETTER"). A copy of the Letter is attached to this Agreement as Appendix A; and

WHEREAS, in order to provide the same level of service throughout the Water System for the PROJECT and the general public, it will be necessary for the improvements listed below to be constructed by the DEVELOPER to serve the PROJECT. Said improvements include the installation of twelve-inch DR14 C900 PVC or Class 350 Ductile Iron Pipe, with all associated appurtenances, located in the area outlined in the LETTER in Appendix A, as more particularly shown on the construction plans approved by the CITY (the "PLANS"), including any state or local government permitting (i.e. TDEC, Robertson County, etc.) required in order to permit the construction of the PROJECT; and

WHEREAS, in order for the PROJECT to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be financially responsible for all design, permitting, construction, and inspection cost associated with the aforementioned waterline installations; and

WHEREAS, the DEVELOPER shall be responsible for constructing the PROJECT in accordance with the PDU Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project.

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Water Distribution System

The DEVELOPER shall provide and/or adhere to all the items listed below:

1. The DEVELOPER shall be financially responsible for all design, permitting, construction, inspections, and testing necessary to install and complete approximately 3,500 feet of 12" water main connecting to the existing 10" water main along Vaughn Parkway and the existing 12" water main along Eubanks Road, as shown on the PLANS.
2. The DEVELOPER will be required to pay \$61,256 in Developer's Contributions and \$7,200 in Water Improvement Fees to the CITY as per the Capacity Letter in Appendix A. The full amount to be paid is \$68,456. The fees listed above must be paid prior to approval of the Construction Plans.
3. A Letter of Credit or cash escrow will be required to be provided in the amount of \$174,843.75 for the maintenance surety amount. This amount will be required to be submitted to the CITY's Planning Department after acceptance of utility installations by PDU. This surety amount will be held 12 months from the date of PDU's Acceptance Letter.
4. Tap, connection, and any other applicable standard utility fees set forth in the most current Ordinance, must be made prior to the CITY issuance of a building permit.
5. A Certificate of Occupancy shall not be issued until the installation of the 12" water main has been accepted by the CITY, all the fees stated above have been paid, and Letter of Credit or cash escrow for the maintenance surety has been provided to the CITY's Planning Department.
6. The relocation of any existing utilities required for the PROJECT shall be relocated at the DEVELOPER's expense. This shall include all work incidental to any such relocation (i.e. engineering, excavation, materials, installation, etc.)
7. The DEVELOPER shall be responsible for restoring all private and public property disturbed during the construction of the PROJECT to the same or better condition prior to acceptance of the PROJECT.
8. All onsite water mains and tanks, excluding the 12-inch connector from Vaughn Parkway to Eubanks Road along the eastern property line, are private and the CITY shall not be responsible for any maintenance or repairs.
9. Once a tenant is determined for the proposed building, the tenant shall provide to PDU the *Commercial & Industrial Availability of Service Request Form*, with updated information on the tenant (i.e. number of employees during a 24-hour period, water flow requirements, water pressures required, etc.) If there

are changes in information from the original *Commercial & Industrial Availability of Service Request Form* application, dated June 24, 2024, the CITY may require additional fees and improvements that the DEVELOPER will be financially responsible for.

B. Sanitary Sewer Collection System

The DEVELOPER shall provide and/or adhere to all the items listed below:

1. The DEVELOPER will be required to pay \$80,942 in Developer's Contributions and \$6,000 in Sewer Improvement Fees to the CITY as per the Capacity Letter in Appendix A. The full amount to be paid is **\$86,942**. The fees listed above must be paid prior to approval of the Construction Plans.
2. Tap, capacity, and any other applicable standard utility fees set forth in the most current Ordinance, must be made prior to the CITY issuance of a building permit.
3. A Certificate of Occupancy shall not be issued until the installation of the 12" water main has been accepted by the CITY and all the fees stated above have been paid.
4. The relocation of any existing utilities required for the PROJECT shall be relocated at the DEVELOPER's expense. This shall include all work incidental to any such relocation (i.e. engineering, excavation, materials, installation, etc.)
5. The DEVELOPER shall be responsible for restoring all private and public property disturbed during the construction of the PROJECT to the same or better condition prior to acceptance of the PROJECT.
6. All onsite sewer is private, and the CITY shall not be responsible for any maintenance or repairs.
10. Once a tenant is determined for the proposed building, the tenant shall provide to PDU the *Commercial & Industrial Availability of Service Request Form*, with updated information on the tenant (i.e. number of employees during a 24-hour period, daily sewage flow, etc.) If there are changes in information from the original *Commercial & Industrial Availability of Service Request Form* application, dated June 24, 2024, the CITY may require additional fees and improvements that the DEVELOPER will be financially responsible for.

C. Gas System

Tap, meter, connection, and any other fees for the PROJECT as set forth in the most current Ordinance of utility fees, must be made prior to the CITY issuance of a building permit.

D. Preparation of Plans

The Construction Plans shall be prepared by individuals licensed by the State of Tennessee to design all systems and shall bear the seal, signature, and license number of those persons preparing such Construction Plans.

E. Design Criteria

The design of water improvements shall follow the State of Tennessee design criteria. In all cases, the specifications and design details for the Improvements shall be those of the CITY and those as approved by the Tennessee Department of Environment and Conservation (TDEC). In the event of a disagreement as to compliance with or interpretation of the Plans and the CITY's specifications, the decision of the CITY shall be final and binding on the DEVELOPER. .

F. COMMENCEMENT OF CONSTRUCTION

1. No construction of utility improvements shall begin until the following events have occurred:
 - a. A surety in the appropriate amount has been posted.
 - b. Utility Materials Submittal has been submitted to and approved by PDU.
 - c. The Pre-Construction conference with PDU has been held.

G. Public Works

1. A Letter of Credit or cash escrow will be provided in the amount of \$239,580.00 for the stabilization surety, before construction starts. Any surety for stabilization will be kept and renewed each year until final stabilization has occurred and the site has at least 75% vegetative cover. For each year of renewal, there shall be an additional 10% increase added to the surety amount.
2. All onsite stormwater management is private, and the CITY shall not be responsible for any maintenance or repairs.

H. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this Agreement. In the event of a conflict between the terms of this Agreement and a CITY ordinance, the ordinance shall prevail. All work done under this Agreement is to be performed in accordance with plans and specifications approved by the CITY and made a part, hereof.

I. Agreement Not Assignable

Except as provided in Section M below, no third party shall obtain any benefits or rights under this Agreement, nor shall the rights or duties be assigned by either party.

J. Revocation and Interpretation

This Agreement shall bind the DEVELOPER, when executed by the DEVELOPER and approved by the Board of Aldermen of the City, and may not be revoked by the DEVELOPER without permission of the CITY, even if the Agreement has not been executed by the CITY. This Agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Robertson County, Tennessee, and Tennessee Appellate Courts.

K. No Oral Agreement

This Agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Portland Board of Mayor and Aldermen must approve any written modification to this Agreement.

L. Separability

If any portion of this Agreement is held to be unenforceable, the CITY shall have the right to determine whether the remainder of the Agreement shall remain in effect or whether the Agreement shall be void and all rights and obligations of the DEVELOPER pursuant to this Agreement terminated.

M. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with appropriate address and telephone numbers. If it is the transferee's intention to develop this property in accordance with this Agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this Agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this Agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that he shall remain liable under the terms of this Agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as principal.

II. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction..

III. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF
SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____

CITY ATTORNEY

DATE

APPENDIX A



CITY OF PORTLAND
ZECHARIAH ROWLEY – ENGINEER TECHNICIAN
126B MORNINGSIDE DRIVE
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437
Email Address: zrowley@cityofportlandtn.gov

Portland Commerce Land 1, LLC
951 Penn Ave
Pittsburgh, PA 15222

Date: 7/24/2024

Re: WATER, SEWER, & GAS CAPACITY LETTER
1852 VAUGHN PARKWAY, PORTLAND, TN 37148
ROBERTSON COUNTY – TAX MAP 012, PARCEL 038.01

Portland Department of Utilities (PDU) has completed its review of your application for water, sewer, and gas for the proposed industrial/manufacturing building at the above-referenced location. Please see below for the capacity details.

WATER:

The system does not have capacity for this development, but as per Resolution 23-83, the City Council voted to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snap-shot in time when the water model and/or decision is made, and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to purchase their taps. Resolution 23-45 governs the expiration and renewal of capacity letters and at no time is the City of Portland mandated to provide water beyond its ability whether or not a capacity letter has been granted, or whether or not a project has already been started but not all water taps have been purchased.

The Developer will be required to connect the existing ten (10) inch water main on Vaughn Parkway to the existing twelve (12) inch water main on Eubanks Road. The connection shall be a twelve (12) inch running through the development. This will entail approximately 1,600 linear feet of twelve (12) inch C900 PVC or Ductile Iron Pipe and all appurtenances. The route is shown in red. The Developer will be required to dedicate a twenty (20) foot wide P.U.D.E. along the connections length.



The City is currently designing or constructing Water Capital Improvement Projects, including the Oak Hill Water System Improvements, Masons Tank 12-inch Connector, Oak Hill Tank, TGT Water Improvements, Zoning Vaults, Eubanks Rd Water Line Addition, and several others. The Developer will be required to pay a Developer's Contribution of \$61,256 towards the City's Capital Improvement Projects. The Developer will be required to pay \$7,200 towards water improvement fees as per Ordinance 24-26. The breakdown below shows how Equivalent Residential Units were calculated for the improvement fee. The Developer's Contribution and water improvement fees shall be paid prior to the Construction Plans being approved. All tap, connection fees, etc. shall apply and be determined once the tenant fills out the Commercial/Industrial Availability Form.

Developer's Contribution:

306,280 square foot (sf) building
 $306,280 \text{ SF} \times (\$1,000 / 5,000 \text{ SF}) = \$61,256$

Improvement Fee:

1 Equivalent Residential Unit (ERU) = 350 gallons per day (gpd)
Industrial Services = 25 gals per day per person
 $(25 \text{ gpd/person}) \times 50 \text{ people} = 1,250 \text{ gpd}$
 $1,250 \text{ gpd} / (1 \text{ ERU}/350 \text{ gpd}) = 3.57 \text{ ERUs} = 4 \text{ ERUs}$
 $4 \text{ ERU} \times \$1,800 = \$7,200$

SEWER:

The City is currently designing or constructing Sewer Capital Improvement Projects, including the Wastewater Treatment Plant Expansion, Annual Point Repairs Project, Sandye Avenue Sewer Improvements, Hwy 52E Lift Station, and several others. The Developer will be required to pay a Developer's Contribution of \$45,942 towards the City's Capital Improvement Projects. Also, the Developer will be required to pay \$6,000 in improvement fees. The breakdown below shows how Equivalent Residential Units were calculated for the improvement fee. Additionally, the development will be producing more flows, taking up capacity in the connected lift stations downstream of the development, so PDU will require the developer to pay a \$35,000 fee towards improvements of the lift station. The Developer's Contribution and sewer improvement fees shall be paid prior to the Construction Plans being approved. All tap, capacity fees, etc. shall apply and be determined once the tenant fills out the Commercial/Industrial Availability Form.

Developer's Contribution:

306,280 square foot (sf) building
 $306,280 \text{ SF} \times (\$750 / 5,000 \text{ SF}) = \$45,942$

Improvement Fee:

1 Equivalent Residential Unit (ERU) = 250 gallons per day (gpd)
Industrial Services = 25 gals per day per person
 $25 \text{ gpd/person} \times 50 \text{ people} = 1,250 \text{ gpd}$
 $1,250 \text{ gpd} / (1 \text{ ERU}/250 \text{ gpd}) = 5 \text{ ERUs}$
 $5 \text{ ERU} \times \$1,200 = \$6,000$

Developer's Fee Towards Lift Stations:

\$35,000

GAS:

Gas is available, but the Developer will be required to pay for the installation, tap, and connection fee. These fees will need to be paid once the tenant fills out the Commercial/Industrial Availability Form.

Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. All services must be located on the property being serviced and not more than twenty (20) feet from the public right-of-way. The

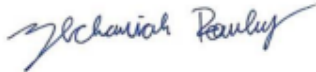
City does not allow utility services within a private easement. All of this was approved by Resolution 19-27 (Water), 20-103 (Sewer), and 20-102 (Gas).

No approval of any services is indicated. Construction Plans will be required to be submitted and approved by PDU for the development. The fees associated for the development (i.e. tap, connection, capacity fees, etc.) will be determined once Construction Plans are submitted and utility installations have been accepted by the City, and the Commercial/Industrial Availability Form Request is filled out with specific flow requirements for the tenant for water, sewer, and gas.

This letter shall expire in twelve (12) months. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above for a twelve (12) month period after the date of this letter. After the twelve (12) month period expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in **writing** prior to expiration of the twelve (12) month period. PDU will review the request and either deny or grant the request in writing.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Zechariah Rowley".

Zechariah Rowley

ZFRAV001705

cc.

Business Office

PDU Office Staff

ORDINANCE

City of Portland, Tennessee

No. 24 - 65

Second Reading

AN ORDINANCE TO AMEND ORDINANCE 24-04 AND AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER'S AGREEMENT WITH STEVE KIRBY ON THE TWIN LAKES RESIDENTIAL SUBDIVISION, WHICH WILL INCLUDE THE INSTALLATION OF WATER, SEWER, AND PUBLIC WORKS IMPROVEMENTS, LOCATED AT 925 NORTH BROADWAY IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee has determined that improvements need to be made to City infrastructure, including the water and sewer systems, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water and Sewer Capacity Letter (see Exhibit A), stating the Water and Sewer Systems have capacity for the Twin Lakes Residential Subdivision once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water and sewer systems, as outlined in the attached agreement; and

WHEREAS, after all utility improvements are installed and accepted by the City, the Developer shall pay the City of Portland all applicable fees as per the attached Developer's Agreement and as per Ordinance 23-15 for the fifty-five (55) residential water taps; and

WHEREAS, Resolution 23-83, the Council voted to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snap-shot in time when the water model and/or decision is made, and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to purchase their taps; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer's Agreement with Steve Kirby for the Twin Lakes Subdivision, located at 925 North Broadway, Tax Map 016, Parcel 085.03, and Parcel 085.04; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: October 7, 2024

Passed Second Reading:

Developer's Agreement: Twin Lakes Residential Subdivision

CITY OF PORTLAND, TENNESSEE

This Development Agreement ("AGREEMENT") is made and entered into on this ____ day of _____, 2024 by and between Steve Kirby ("DEVELOPER") and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee ("CITY").

WHEREAS, the DEVELOPER owns and desires to develop a 55-lot residential subdivision, located at 925 North Broadway, Tax Map 016, Parcel 085.03 and Parcel 085.04, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water and Sewer Systems does not have capacity for the development and will require fees to be paid for upgrading our System, along with improvements installed by the Developer, from the Portland Department of Utilities on the **17th** day of **August, 2023** (the "LETTER"). A copy of the Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System and Sewer System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 250 linear feet (LF) of six (6) inch water main, 1,000 LF of eight (8) inch water main, 2,750 LF of ten (10) inch water main, and 2,500 LF of eight (8) inch gravity sewer, and all required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Sanitary Sewer Collections System

a. Installations:

The DEVELOPER will be required to install approximately 2,500 LF of eight (8) inch gravity sewer main, with all associated appurtenances with said installation.

b. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$789,375** for the surety, prior to PDU signing the Final Plat. Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility.

For each year of renewal, there shall be an additional 10% increase added to the surety amount. Once the utility is accepted by the City, a 12-month maintenance surety in the amount of **\$118,406.25** will be held. In the case that the utilities are installed prior to the City signing the Final Plat, the utilities must be tested, approved, and accepted by PDU, which the City of Portland will still require a maintenance surety to be held of the amount above 12 months after PDU's acceptance date or the taps will not be issued.

B. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 250 LF of six (6) inch water main, 1,000 LF of eight (8) inch water main, 2,750 LF of ten (10) inch water main, with all associated appurtenances.

b. Improvement Fees:

The DEVELOPER shall be required to pay a Developer's Fee of **\$41,250** towards the City's Oak Hill Water System Improvements project, and a Developer's Fee of **\$183,630** towards the relocation of utilities for the TDOT SR 109 Bypass project, as per the attached Capacity Letter. All payments must be made prior to PDU signing the Final Plat.

The DEVELOPER will be required to pay a total of **\$224,880** to the CITY towards the WATER IMPROVEMENTS. This payment must be made prior to submitting the Final Plat to the CITY for signatures.

c. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY in the amount of **\$912,812.50** for the Water Distribution System surety for the PROJECT, prior to PDU signing the Final Plat. Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility. For each year of renewal, there shall be an additional 10% increase added to the surety amount. Once the utility is accepted by the City, a 12-month maintenance surety in the amount of **\$136,921.88** will be held. In the case that the utilities are installed prior to the City signing the Final Plat, the utilities must be tested, approved, and accepted by PDU, which the City of Portland will still require a maintenance surety to be held of the amount above 12 months after PDU's acceptance date or the taps will not be issued.

Developer's payment to the CITY in the amount of (i) **\$224,880** as the PROJECT's share of the cost of WATER IMPROVEMENTS, (ii) a total SURETY amount of **\$1,702,187.50** for the PROJECT's utilities, shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS and the SEWER IMPROVEMENTS. The WATER IMPROVEMENTS and the SEWER IMPROVEMENTS are collectively referred to herein as the "IMPROVEMENTS".

III. PUBLIC WORKS

A. City Streets & Sidewalks

The developer shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$716,000.00** for the surety, prior to Public Works signing the Final Plat. Any surety for Public Works will be kept and renewed each year until the City has inspected and approved the required improvement.

B. City Stormwater

The developer shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$624,668.18** for the surety, prior to Public Works signing the Final Plat. Any surety for Public Works will be kept and renewed each year until the City has inspected and approved the required improvement.

IV. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction..

V. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

_____ OWNER	_____ DEVELOPER
_____ TITLE	_____ TITLE
ATTEST: _____ _____ TITLE	ATTEST: _____ _____ TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE	
BY:	
_____ MAYOR APPROVED AS TO FORM:	_____ DATE
BY: _____ CITY ATTORNEY	_____ DATE

EXHIBIT A



CITY OF PORTLAND
MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: mheisler@cityofportlandtn.gov

Steve Kirby
159 W Harper Rd
Portland, TN 37148

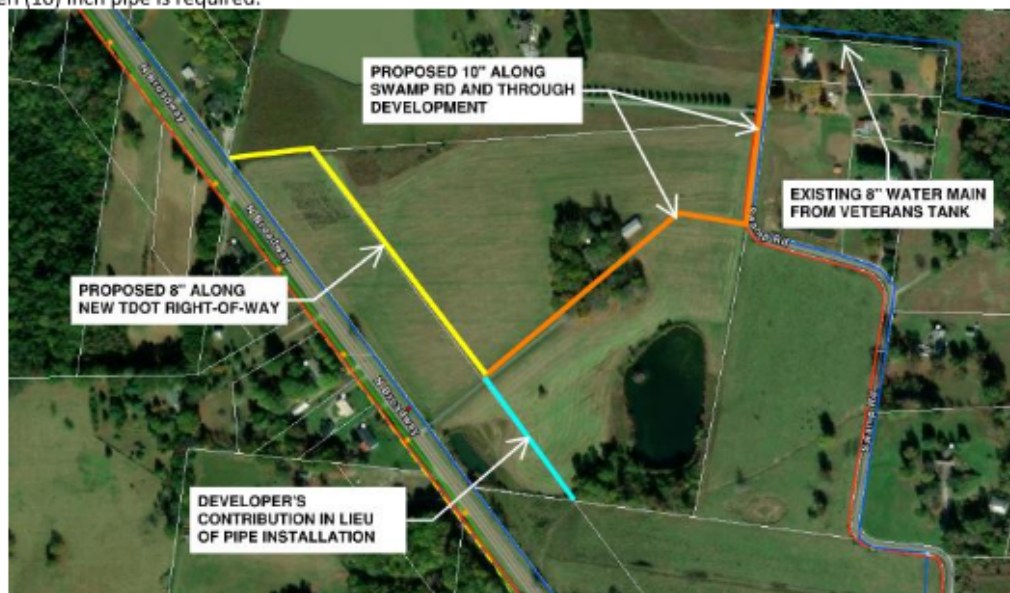
Date: 8/17/2023

Re: WATER, SEWER, & GAS CAPACITY LETTER
925 N BROADWAY, PORTLAND, TN 37148 (COMMERCIAL & RESIDENTIAL)
SUMNER COUNTY – TAX MAP 016, PARCELS 85.04 & 85.05

Portland Department of Utilities (PDU) has completed its review of your application for water and sewer for the proposed fifty-five residential units and three commercial buildings development at the above referenced location. Please see below for the capacity details.

WATER:

The system does have capacity for the fifty-five (55) residential units and three (3) commercial buildings once improvements are made. The City's minimum requirement for water main diameter within City Limits is eight (8) inches. Currently, at this location, there is a six (6) inch diameter water main. PDU will require this development to upsize the water main along North Broadway/State Route 109 for the entire length of the property's road frontage to an eight (8) inch diameter water main. Also, the Developer will be required to upsize the water main across a portion of the Swamp Road frontage for this development to an existing eight (8) inch diameter water main from the Veteran's Water Tank. This will entail approximately 1,250 feet of eight (8) inch along N Broadway and 500 feet of ten (10) inch along Swamp Rd of blue C900 DR 14 PVC or Ductile Iron Pipe and all associated appurtenances. Also, a ten (10) inch water main will need to be routed through the development. The eight (8) inch is shown below in yellow and the ten (10) inch is shown in orange. The upgrades are required to ensure fire protection for the commercial subdivision as well as the residential. Commercial subdivisions require 2,000 gpm, thus the larger ten (10) inch pipe is required.



The Developer's Contribution in lieu of the eight (8) inch pipe installation for the wetlands area to the southeast corner of the property will be \$302 per foot, including gate valves, tapping sleeve and valves, abandoning existing main, etc., with a 15% contingency fee. This portion of the project will entail approximately 489 feet of eight (8) inch blue C900 PVC water main. The Developer will be required to pay the City of Portland **\$183,630** towards this TDOT project. Please see the attached Developer's Contribution In-Lieu of Upsizing Calculator for the breakdown on how that total was calculated.

The Developer will be required to pay water improvement fees per equivalent residential unit for the commercial buildings only. Please see below on how the equivalent residential units were calculated for the **commercial buildings** as per Ordinance 23-15:

From Ordinance 23-15

One Equivalent Residential Unit for Water = 350 gallons per day (gpd)

General Commercial Services – 130 gpd per 1,000 square feet (sf) of floor space

$(7,500 \text{ sf} / \text{building}) \times (3 \text{ buildings}) = 22,500 \text{ sf}$

$22,500 \text{ sf} \times (130 \text{ gpd} / 1,000 \text{ sf}) = 2,925 \text{ gpd}$

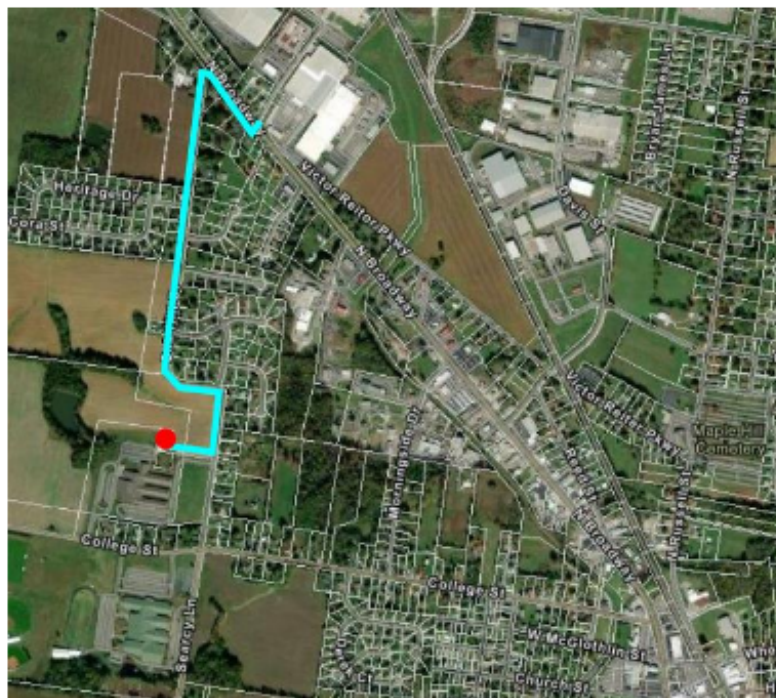
$2,925 \text{ gpd} \times (1 \text{ ERU} / 350 \text{ gpd}) = 8.4 = 9 \text{ units}$

$9 \text{ units} \times (\$1,500 / 1 \text{ unit}) = \$13,500$

This development will be utilizing the Oak Hill Water System Improvements. The 16-inch water main route is shown below in light blue and Oak Hill Tank shown below in red. The developer will be required to pay a pro-rata share of the project's water improvements. As with all projects, we are not asking one development to pay for the whole project. The Pro-Rata share was based upon the total number of equivalent residential units within your development. The Developer will be required to pay **\$48,000** to the City of Portland toward the improvements. This payment, along with the water improvement fees, must be made prior to PDU approving Construction Plans and/or signing off on a Final Plat.

The payment was calculated as follows:

$(55 \text{ units} + 9 \text{ units}) \times (\$750 \text{ per unit}) = \$48,000$



Please note that at the August 7, 2023 Council Meeting, the Council verbally agreed in a majority vote to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snapshot in time when the water model and/or decision is made, and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to purchase their taps. Resolution #23-45 governs the expiration and renewal of capacity letters and at no time is the City of Portland mandated to provide water beyond its ability whether or not a capacity letter has been granted, or whether or not a project has already been started but not all water taps have been purchased.

SEWER:

The system does have capacity for the fifty-five (55) residential units and three (3) commercial buildings. The Developer must route an eight (8) sewer main through the development and tie to the manhole in front of the property along Hwy 109. The Developer will be required to pay sewer improvement fees per equivalent residential unit for the commercial buildings only. Please see below on how the equivalent residential units were calculated for the **commercial buildings**:

From Ordinance 23-15

One Equivalent Residential Unit for Sewer = 250 gallons per day (gpd)

General Commercial Services – 130 gpd per 1,000 square feet (sf) of floor space

$(7,500 \text{ sf} / \text{building}) \times (3 \text{ buildings}) = 22,500 \text{ sf}$

$22,500 \text{ sf} \times (130 \text{ gpd} / 1,000 \text{ sf}) = 2,925 \text{ gpd}$

$2,925 \text{ gpd} \times (1 \text{ ERU} / 250 \text{ gpd}) = 11.7 = 12 \text{ units}$

$12 \text{ units} \times (\$1,000 \text{ per unit}) = \$12,000$

The sewer improvement fees must be made prior to PDU approving Construction Plans and/or signing off on a Final Plat.

GAS:

Improvements may be required. Gas will be provided as per Title 19-207 of the Municipal Code.

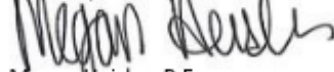
Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. All services must be located on the property being serviced and not more than twenty (20) feet from the public right-of-way. The City does not allow utility services within a private easement. All of this was approved by Resolution 19-27 (Water), 20-103 (Sewer), and 20-102 (Gas).

No approval of any services is indicated. Construction plans will be required to be submitted and approved by PDU for the development. An individual Residential Service Availability Request Form must be completed for each lot within this subdivision and the Commercial Industrial Availability Request Form must be completed for each unit of the commercial buildings once the water and sewer main installations are complete and have been accepted by PDU. The fees associated with each lot/unit (i.e. tap, connection, capacity fees, etc.) will be determined once those forms are filled out and submitted to PDU.

This letter shall expire in twelve (12) months. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above for a twelve (12) month period after the date of this letter. After the twelve (12) month period expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in **writing** prior to expiration of the twelve (12) month period. PDU will review the request and either deny or grant the request in writing.

Should you have any questions, please feel free to contact me.

Sincerely,



Megan Heisler, P.E.
MNHAV001257REV1

cc.

Business Office

ORDINANCE

City of Portland, Tennessee

No. 24 - 66

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH EAGLE GOLF AND ATHLETICS, INC. FOR CONSTRUCTION OF THE IRRIGATION SYSTEM AT DOGWOOD HILLS GOLF COURSE.

WHEREAS, the City of Portland deems it necessary to make improvements by constructing a irrigation system; and

WHEREAS, the City of Portland received and opened bids on October 4, 2024, are as follows:

- | | |
|-----------------------------------|--------------|
| 1. Eagle Golf and Athletics, Inc. | \$937,404.00 |
|-----------------------------------|--------------|

WHEREAS, after careful consideration the bid from Eagle Golf and Athletics, Inc. has been recommended as best bid for the Irrigation System project; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter in an agreement with as best bid for the Irrigation System, project; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 67

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2024 SANITARY SEWER POINT REPAIRS PROJECT AT VARIOUS LOCATIONS NEAR S BROADWAY.

WHEREAS, the City of Portland deems it necessary to complete point repair projects to reduce inflow and infiltration (I/I) and to be compliant with the Consent Order WPC16-0079 issued by Tennessee Department of Environment and Conservation (TDEC); and

WHEREAS, the City of Portland received and opened bids on October 2, 2024, from the following contractors; and

- Perdue Trucking & Excavating \$ 194,150.00
- Long Branch Construction, LLC \$ 254,346.00

WHEREAS, after careful consideration, the bid from Perdue Trucking and Excavating has been recommended as the best bid for the 2024 Sanitary Sewer Point Repairs project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Perdue Trucking and Excavating** in the amount of **\$194,150.00** as the best bid for the 2024 Sanitary Sewer Point Repairs project; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:
Passed Second Reading:

BID TABULATION

City of Portland 2024 Sewer Point Repair

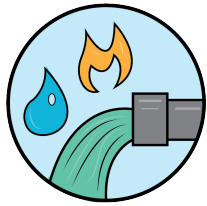
PDU No: 0201-185

Bid Date/Time: Wednesday, October 2, 2024 at 2:00pm (CST)

				Perdue Trucking & Excavating 130 Morningside Dr Portland, TN 37148		Long Branch Construction, LLC 6518 Long Branch Dr Greenbrier, TN 37073	
Item	Description	EST QTY	UNIT	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 3,000.00	\$ 3,000.00
2	Pipe						
a	8" SDR 26 PVC Pipe	100	LF	\$ 105.00	\$ 10,500.00	\$ 197.00	\$ 19,700.00
b	6" SDR 26 PVC Pipe	325	LF	\$ 100.00	\$ 32,500.00	\$ 70.00	\$ 22,750.00
c	4" Sch 40 PVC	1,000	LF	\$ 40.00	\$ 40,000.00	\$ 60.00	\$ 60,000.00
3	8" x 6" Service Tee	6	EA	\$ 1,450.00	\$ 8,700.00	\$ 1,146.00	\$ 6,876.00
4	Cleanout Assemblies						
a	6" Cleanout Assembly	20	EA	\$ 775.00	\$ 15,500.00	\$ 1,711.00	\$ 34,220.00
b	4" Cleanout Assembly	20	EA	\$ 390.00	\$ 7,800.00	\$ 1,596.00	\$ 31,920.00
5	Concrete Cleanout Box, with Cast Iron Frame & Lid	40	EA	\$ 575.00	\$ 23,000.00	\$ 701.00	\$ 28,040.00
6	Raising Manhole	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 700.00	\$ 700.00
7	Pavement Repair						
a	Asphalt	100	SY	\$ 80.00	\$ 8,000.00	\$ 126.00	\$ 12,600.00
b	Concrete	5	SY	\$ 250.00	\$ 1,250.00	\$ 450.00	\$ 2,250.00
c	Gravel	30	SY	\$ 30.00	\$ 900.00	\$ 18.00	\$ 540.00
8	Concrete Sidewalk Repair	10	SY	\$ 250.00	\$ 2,500.00	\$ 300.00	\$ 3,000.00
9	Extruded Curb	50	LF	\$ 60.00	\$ 3,000.00	\$ 75.00	\$ 3,750.00
10	Project Allowance	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
TOTAL BASE BID				\$	194,150.00	\$	254,346.00

*Highlighted amount depicts the corrected cost, different from the Contractor's Original Bid Form (due to miscalculation).





PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

MEGAN HEISLER, P.E. – UTILITIES ENGINEER

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Address: mheisler@cityofportlandtn.gov

October 3, 2024

Mr. Bryan Price, Director of Utilities
City of Portland
100 S Russell Street
Portland, TN 37148

**RE: RECOMMENDATION OF AWARD
CITY OF PORTLAND, TENNESSEE
2024 SANDYE AVENUE SEWER PROJECT**

Mr. Price:

On Wednesday, October 2, 2024, at 2:00 p.m. CST, two (2) separate sealed bids were received for the subject project referenced above. Perdue Trucking and Excavating was the apparent low bidder with a total bid amount of \$194,150.

The certified bid tabulation is attached for your use and a summary of the two (2) bids are shown below for your reference. The Contractor has met and delivered all required documentation as prescribed in the approved bid documents. Based on our findings, it is recommended that the Board of Mayor and Aldermen (BOMA) consider awarding this contract in the amount of \$194,150 to Perdue Trucking and Excavating, as the successful, responsive, low bidder.

Bidder	Bid Amount
Perdue Trucking and Excavating	\$194,150.00
Long Branch Construction, LLC	\$254,346.00

If you have any questions or require additional information, please, feel free to contact me.

Sincerely,

Megan Heisler, P.E.
Utilities Engineer

