



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

May 20, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:00 PM.

2. Prayer and Pledge

Pastor Jacob Haywood led the prayer and pledge.

3. Roll Call

Present: Alderwoman LaToya Holcomb, Alderman Drew Jennings, Vice-Mayor Jody McDowell (present from 6:00 pm till end), Alderman Brian Woodall, Alderman Mike Hall (present from 5:06 pm to 7:38 pm), Alderwoman Megan Thompson
Also Present: Mayor Mike Callis, City Attorney John Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer

Absent: Alderwoman Penny Barnes

4. Approval of Agenda

Motion to: Amend by moving Parks & Recreation Discuss - Splash Pad and Utility Infrastructure Discussion - Projects to Presentation of Recognitions; and Add under Utility Infrastructure - last item - Discussion - Capacity Letters, Ben Patton.

By: Alderman Jennings

Second: Alderwoman Thompson

Yes: Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Barnes, Alderman Hall, Vice-Mayor McDowell

Motion (voice vote)

5. Presentation of Recognitions

- A.** Presentation by Chamber of Commerce of the 83rd Annual Middle Tennessee Strawberry Festival Parade Awards
Sherry Ferguson thanked all the Chamber of Commerce Staff, City of Portland employees and volunteers that helped with the festival. On behalf of the Portland Chamber of Commerce, Sherry presented trophies to the winners of the Strawberry Festival Parade.
Presentation of City Mural painting by Chuck from Macy's Logistics float.

B. Parks & Recreation Discussion - OHM Splash Pad

- Paula Hepp from OHM presented an update about the Richland Park Splashpad and Dogwood Hills Irrigation.
- The Splashpad grant has been awarded, contracts signed, and a pre-design meeting scheduled for May 23, 2024.
- The Splashpad is currently in the concept planning stage and the Irrigation System is in the design phase.
- The focus is on the Splashpad but keeping in mind preparing for the future.
- June is the final concept sign off, allowing time for bidding and contract awards and starting in November, allowing six months for construction.
- Alderman Jennings requested that a bid alternate be added for a dry play area.
- OHM explained that it could be added, but the grant may not include that, and it would be a cost to the City.

C. Utility Infrastructure Discussion - ARPA Projects - Greg from OHM updated the ARP Water Resource Protection Project.

- Options were presented with different MGD, storage and cost.
- Decisions will need to be made about what choice to move forward with.

- Currently, Portland does not have a permit to withdraw from Drakes Creek and will be required to obtain a state permit which will restrict the amount that can be drawn from the creek.
- The large rain that we just had a couple of weeks ago, had a flow over the intake equal to one year's worth of water every 45 minutes.
- With enough storage, you can take in all the water needed during heavy rains.
- OHM does not recommend a storage tank between Portland and Castalian Springs. Castalian Springs is treating Portland as a customer and currently requesting a storage tank.
- Mayor Callis advised that we have to have everything completed, including bids and construction, by September 2026 to comply with the 28 million grants.
- One option included purchase of water that would come from Gallatin and flow through Castalian Springs, meaning Portland would purchase from Castalian Springs.
- Castalian Springs will have costs involved in moving the water, i.e. pumping cost, line depreciation and other general costs.
- Mr. Price advised, Gallatin is the grant recipient and oversees the implementation of the project.
- OHM suggests enhanced storage and pumping work together to increase reliable yield. Must have both to realize gains.
- After discussion, the Council agreed to move forward with the recommendation of 2 MGD and to have Utilities bring numbers that would cost the individual.
- Mayor Callis reminded everyone that there was a hard deadline for the 28 million grant and must move forward or lose the funding.

6. Public Comment Period

1. James Chaney spoke against Ordinance 24-32.
2. Ben Patton spoke about the dispute over his water capacity letter. Ord 24-20. (Board allowed to speak at end of meeting.)

7. Public Hearing

- A.** Ordinance No. 24-32 - Second Reading – An Ordinance adopting the Annual Budget and Tax Rate for the fiscal year beginning July 1, 2024, and ending June 30, 2025.
- No one spoke

8. Communications from Council Members

- No one spoke.

9. Mayor's Report

- Denise Geminden will be retiring after 25 years of service as Community Development Director.
- On Memorial Day, May 27th, at noon there will be a remembrance service at Veterans Park.
- Thanks to City employees, the Chamber staff, and all volunteers for making this year's Strawberry Festival a great success.

10. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Yes: Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Barnes

Motion Passed(voice vote)

A. Department Reports for April 2024

B. Approval of Minutes

C. Ordinance No. 24-31 - Second Reading - An Ordinance allowing the City of Portland to sell real property located at State Route Highway 109 North, Portland, Tennessee, right of way to the Tennessee Department of Transportation for

the new 109 North Bypass.

11. Community Development – Alderwoman Megann Thompson
- No Items

12. Finance – Alderwoman Penny Barnes

- A.** Resolution No. 24- 42 - A Resolution to appropriate financial aid for a nonprofit charitable organization whose services benefit the general welfare of the residents of this municipality.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: Alderman Woodall explained that the Little League had requested help with installing light poles. A community partner helped, but has not been able to finish the project. The requested amount will install two light poles.

Yes: Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

Absent: Alderwoman Barnes

Motion Passed (voice vote)

Vice Mayor McDowell said that the Portland Saddle Club had spoken to him about requesting funding. Finance Director, Rachel Slusser will send them an application that just passed to apply for funding. Alderwoman Thompson advised that the AD Hoc committee had made the decision of who receives funding based on what served more members of the community and other cuts had been made who had received donations for years. The request was over \$140,000 and the budget was \$80,000.

- B.** Ordinance No. 24-32 - Second Reading – An Ordinance adopting the Annual Budget and Tax Rate for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Finance Director, Rachel Slusser, explained the following:

- The revision of the summary sheet.
- The two positions requested to be taken out are still in the budget, but approval to hire can be brought before the Council in the fall and hiring based on whether enough revenue is coming in.
- The certified rate from Sumner County has not been received.
- The budget is figured at twelve cents over the certified rate.
- The budget does include a 2% cost of living raise for all employees.
- Ms. Slusser distributed information about the salary survey increased percentages.
- In the Ordinance under Sanitation on page 8, change 975,750 to 968,664.
- The Mayor advised the Salary Survey information should be presented to the Council by December 1st. He questioned when the Council wanted to implement the findings and how to start funding. After discussion, it was agreed to wait till the survey is presented.
- Mike Hall questioned if the ads were run in the papers. Ms. Slusser replied that on May 10th it ran in the Tennessean, The Portland Sun, Portland Leader and Robertson County Times on Wednesday, May 15th. The Certified tax rate was also in the papers as a second ad.

Vote to: Approve

Yes: Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

No: Vice Mayor McDowell

Absent: Alderwoman Barnes

Motion Passed(voice vote)

The Mayor commented on the following:

- Portland has to compete with Gallatin City for employees.

- Hendersonville passed the sales tax increase in March to bring their sales tax rate to the maximum amount.
- If we had passed the increase, that would have brought more money in than the 12 cents property tax increase.
- White House City is proposing a 17 cents property tax increase
- Sumner County Commission has discussed raising the sales tax to the maximum.
- Metro Nashville is discussing raising sales tax to the maximum amount to 2.75%.
- The Council has had four work study sessions about the budget.
- In April, there was a three dollars per hour raise for Police officers and an across-board raise for all other employees.

- C. Ordinance No. 24-33 - First Reading - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Woodall

Discussion: Ms. Slusser advised this was the final amendment to the FY 2023-2024 Budget. Because information was not available, there will be some adjustments in the 2nd reading.

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

Absent: Alderwoman Barnes

Motion Passed(voice vote)

13. Fire Department – Vice Mayor Jody McDowell

- No Items

14. Human Resources – Alderwoman Penny Barnes

- No Items

15. Legislative – Mayor Mike Callis

- No Items

16. Municipal Airport – Alderman Mike Hall

- A. Ordinance No. 24-34 - First Reading - An Ordinance to enter into an agreement with Kentucky Tennessee Excavating and Construction (K-Tec) for the City of Portland Municipal Airport soil hauling & placement from Richland Park to Portland Municipal Airport in Sumner County.

Motion to: Approve

By: Alderman Hall

Second: Alderwoman Thompson

Discussion: Airport Director, Doug Hunter explained that three bids were submitted. K-Tec was the lowest bid.

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

Absent: Alderwoman Barnes

Motion Passed(voice vote)

17. Parks & Recreation – Alderman Brian Woodall

- No Items

18. Planning & Codes – Alderwoman Megann Thompson

- No Items

Alderwoman Thompson pointed out that the budget had funds allocated for someone to review all subdivision regulations.

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderwoman LaToya Holcomb

A. Discussion - Maintenance of ditches

Aldерwoman Holcomb thanked Public Works employees for their hard work with the Strawberry Festival. After discussion of flooding issues and ditch clean-out, it was agreed that Public Works Director, Carlton Cobb would come up with a schedule for ditch drainage maintenance. It was also noted that Sunset Place needed to be reviewed quickly.

21. Utility Infrastructure – Alderman Brian Woodall

- A. Ordinance No. 24-29 – Second Reading – An Ordinance to authorize the Mayor to enter into a Developer’s Agreement with Luther Bratton on Bracken Estates, located at North Harris Road in Portland, Tennessee, which will include the installation of an eight (8) inch water main and an eight (8) inch sewer main along North Harris Lane.**

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Motion to Amend: As highlighted in the Ordinance

By: Alderman Woodall

Second: Alderman Jennings

Yes: Aldерwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall

No Vote: Aldерwoman Thompson

Absent: Aldерwoman Barnes, Alderman Hall,

Amendment Passed:(voice vote)

Vote: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Yes: Aldерwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall

No Vote: Megann Thompson

Absent: Aldерwoman Barnes, Alderman Hall

Motion Passed (voice vote)

- B. Ordinance No. 24-35 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Water Distribution Department for fiscal year 2025.**

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Yes: Aldерwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall

No Vote: Aldерwoman Thompson

Absent: Aldерwoman Barnes, Alderman Hall,

Motion Passed(voice vote)

- C. Ordinance No. 24-36 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Wastewater Collection Department for fiscal year 2025.**

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Yes: Aldерwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall

No vote: Aldерwoman Thompson

Absent: Aldерwoman Barnes, Alderman Hall

Motion Passed(voice vote)

- D. Ordinance No. 24-37 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Portland Natural Gas Department effective July 1, 2024, through June 30, 2025.**

Motion to: Approve

By: Alderman Woodall

Second: Aldерwoman Holcomb

Yes: Aldерwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderman Woodall

No vote: Aldерwoman Thompson

Absent: Aldерwoman Barnes, Alderman Hall

Motion Passed(voice vote)

- E.** Ordinance No. 24-38 - First Reading – An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2025.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: Utilities Engineer, Megan Hesler explained that an error had been made under the company's name; Solenis needs to be changed to SNF Poly as low bidder at \$742.50 per barrel.

Motion to: **Amend by changing Solenis to SNF Poly as low bidder at \$742.50 per barrel.**

By: Alderwoman Thompson

Second: Vice-Mayor McDowell

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

Absent: Alderwoman Barnes, Alderman Hall

Amendment Passed:(voice vote)

Vote to: **Approve as amended**

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

Absent: Alderwoman Barnes, Alderman Hall

Motion Passed (voice vote)

- F.** Ordinance No. 24-39 - First Reading - An Ordinance authorizing an agreement between the City of Portland, John Bouchard & Sons Co. and Southern Sales, for water/wastewater pump/motor maintenance services and appurtenances.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderwoman Barnes, Alderman Hall

Motion Passed(voice vote)

- G.** Resolution No. 24- 43 - A Resolution to approve the final adjusting change order #2 in the decreased amount of \$132,823.00 for the State Industrial Access (SIA) commodore water, sewer, & gas project.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderwoman Holcomb

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

Absent: Alderwoman Barnes, Alderman Hall

Motion Passed(voice vote)

- H.** Resolution No. 24-30 – A Resolution to rescind and replace Resolution 23-45 to establish Guidelines for Capacity Letters for the Department of Utilities.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderwoman Thompson

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

Absent: Alderwoman Barnes, Alderman Hall

Motion Passed(voice vote)

- I.** Discussion - Tap Requests

Mr. Price brought a tap request for an area of Shady Park Drive. The request would be added to a three-inch pipe. The policy allows a tap to be added to anything larger than four-inches. The closest six-inch line is 4 miles away. After discussion, it was determined that a resolution to cover water tap requirements be brought to the next council meeting.

J. Discussion - Cumberland Valley WWTP Change Order Request

Mr. Price made the council aware that an emergency purchase had to be made to take care of an issue at the wastewater treatment plant that will cost under \$2800.

K. Discussion - Capacity Letters for Benjamin Patton

Mr. Price presented the process for determining the fees for Mr. Patton's capacity letter. Mr. Patton had an issue with the calculation used to determine the water fee. Utilities used the development as an industrial development. Mr. Price also explained there have been two instances where this has occurred. After discussion, the Council approved changing Mr. Patton's Capacity Letter by changing the water fee to be based on 5 ERUs.

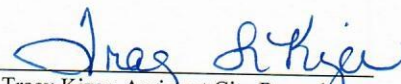
The council agreed to suspend the rules for Mr. Patton to speak. Mr. Patton spoke about it taking him three weeks of contacting and discussions with Utilities and the Mayor to correct what he thought was an error in interpreting the Ordinance.

The council wants Mr. Price to change the Ordinance making it clearer about the classification of businesses.

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Alderwoman Holcomb;
Motion passed by voice vote to **adjourn at 8:38**.


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder