



**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

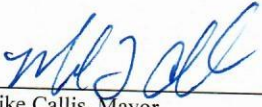
held about the options, cost, use of grants, loans and possible outcome.  
It was agreed to review what was presented tonight and be prepared to make decisions at the next meeting due to time needed to complete items for the grant deadlines.

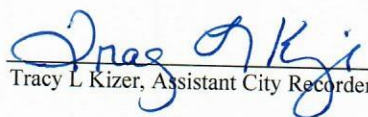
**G. Discussion - Drought Update**  
I. DMP Revisions  
II. General Status

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.**

  
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Mike Callis, Mayor

  
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Tracy L. Kizer, Assistant City Recorder