



**BOARD OF MAYOR AND ALDERMEN  
MINUTES**

**November 4, 2024 at 5:00 PM**

**1. Call to Order**

Mayor Mike Callis called the meeting to order at 5:01.

**2. Prayer and Pledge**

Omega PSI PHI Fraternity Inc - Omega Lambda Lambda Chapter led the prayer and pledge.

**3. Roll Call**

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

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

**Absent:** Alderman Hall

**4. Approval of Agenda**

**Motion to:** Approve

**By:** Alderwoman Thompson

**Second:** Alderwoman Holcomb

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**5. Presentation**

Presentation of proclamation to Omega PSI PHI Fraternity Inc - Omega Lambda Lambda Chapter.

**6. Public Comment Period**

- Dan Headrick - Ordinance 24-72 spoke against
- Kelly Smith - Ordinance 24-72 spoke against

**7. Communications from Council Members**

- Vice-Mayor McDowell thanked Alderwoman Barnes for serving on the City Council and this would be her last meeting.
- Alderwoman Thompson thanked Alderwoman Barnes for continuing to serve on the Sumner County School Board.
- Alderwoman Barnes expressed that she was thankful to have served and appreciated the hard work of all the employees and other council members.
- Brian Woodall thanked the Parks Department and City Hall for trick or treat on Halloween. Parks Department did a great job of moving the event because of the weather. Also, this Saturday, November 9, 2024, is the 51st Harvest Craft show at Richland Park from 9 to 4.

**8. Mayor's Report**

- Reminded everyone to check the location of their assigned precinct for tomorrow's election day, November 5, 2024.
- There will be four council seats on the ballot.
- The Council swearing will be Monday, December 2nd at 4 pm, followed by the Council meeting at 5 pm.
- He has had a discussion with the Deputy Director at TDEC about reclaimed raw water. There will be further discussion about a possible pilot project for Portland.

## 9. Consent Calendar

**Motion to:** Approve

**By:** Alderman Jennings

**Second:** Alderwoman Barnes

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**A.** Approval of Minutes from October 21, 2024.

**B.** Ordinance No. 24-66 –Second 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.

**C.** Ordinance No. 24-67 – Second 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.

## 10. Community Development – Alderwoman Megann Thompson

- No Items

## 11. Finance – Alderwoman Penny Barnes

**A.** Ordinance No. 24-68 – First Reading – An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 24-32 for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

**Motion to:** Approve

**By:** Alderwoman Barnes

**Second:** Alderman Woodall

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

## 12. Fire Department – Vice Mayor Jody McDowell

- No Items

## 13. Human Resources – Alderwoman Penny Barnes

**A.** Resolution No. 24-80 – A Resolution authorizing a new Vacation Accrual Policy for all full-time employees.

**Motion to:** Approve

**By:** Alderwoman Barnes

**Second:** Vice-Mayor McDowell

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**B.** Resolution No. 24-81 – A Resolution authorizing the City to implement a new Compensation and Classification Policy.

**Motion to:** Approve

**By:** Alderwoman Barnes

**Second:** Alderman Woodall

**Discussion:** Mayor Callis explained that the salary personnel would not be on the step plan as hourly employees. Alderwoman Barnes advised she has reviewed the policy multiple times and states that she feels comfortable with the policy.

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**14. Legislative – Mayor Mike Callis**  
- No Items

**15. Municipal Airport – Alderman Mike Hall**

- A.** Ordinance No. 24-69 – First Reading – An Ordinance approving a contract between the Portland Airport Authority and the state of Tennessee Department of Transportation Aeronautics for contract participation in the South Apron Expansion.

**Motion to:** Approve

**By:** Alderwoman Thompson

**Second:** Alderwoman Holcomb

**Discussion:** Doug Hunter explained the project has been in the works for 10 years. This is the start of the 4 phases of the project.

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**16. Parks & Recreation – Alderman Brian Woodall**

- A.** Ordinance No. 24-70 – First Reading – An Ordinance to enter into an agreement with Southern Floor, Inc for construction of the new sports flooring for Richland Gym.

**Motion to:** Approve

**By:** Alderman Woodall

**Second:** Alderwoman Thompson

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**17. Planning & Codes – Alderwoman Megann Thompson**  
- No Items

**18. Police Department – Alderman Drew Jennings**

- A.** Resolution No. 24-79 – A resolution authorizing the use of License Plate Reader (LPR) cameras for the City of Portland.

**Motion to:** Approve

**By:** Alderman Jennings

**Second:** Vice-Mayor McDowell

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

**Absent:** Alderman Hall

**Motion Passed(voice vote)**

**19. Public Works – Alderwoman LaToya Holcomb**  
- No Items

**20. Utility Infrastructure – Alderman Brian Woodall**

- A.** Ordinance 24-71 - First Reading - An Ordinance to approve a pass-through fee to be applied to all water bills for all water purchased for the City of Portland Water Distribution System.

**Motion to:** Discuss

**By:** Alderman Woodall

**Second:** Alderwoman Barnes

**Discussion:**

- Mayor Callis shared water count information and reported that about 1/3 of the water customers are outside the City limits.
- Discussion was held about the cost of chemicals, cost of purchasing vs the selling price, increase of rate schedule and budget for purchasing water.
- Mayor Callis advised the Council that a negative fund balance cannot happen two years in a row.

**Motion to: Table indefinitely**

By: Alderman Jennings

Second: Vice-Mayor McDowell

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

Absent: Alderman Hall

- B.** Ordinance No. 24-72 – First Reading – An Ordinance to rescind and replace in its entirety Ordinance 23-61 with the following requiring all existing fire lines within the City of Portland water distribution system to be metered by January 31, 2025.

**Motion to: Discuss**

By: Alderman Woodall

Second: Vice-Mayor McDowell

**Discussion:** Alderman Jennings stated he intended for the non-profits and institutions to have complete exemption.

**Motion to: Amend by giving complete exemption for all non-profits & institutions**

By: Alderman Jennings

Second: Vice-Mayor McDowell

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

Absent: Alderman Hall

- C.** Resolution No. 24-75 - A Resolution authorizing the City to supplement its water supply long-term through the purchase of treated drinking water and install the necessary infrastructure.

**Motion to: Approve**

By: Alderman Woodall

Second: Alderwoman Barnes

**Discussion:**

- Mayor Callis reviewed the meeting with Castalian Spring/Bethpage Utility about future purchasing of water.
- Mayor Callis explained the two options in the Resolution.
- Council members expressed their concern about the cost of purchasing water.
- Vice-Mayor McDowell questioned if the White House Utility District or Gallatin Utility have discussed further purchasing Portland's water system.
- Mayor Callis explained that WHUD would not purchase but assume the system and take over all debit and Portland would not be able to sell the system.

**Motion to:** Have Mayor Callis explore the potential of the White House Utility District taking over the Portland Water system.

By: Alderman Jennings

Second: Alderwoman Thompson

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

Absent: Alderman Hall

**Motion passed (voice vote)**

Mayor Callis advised the following:

- He would contact WHUD to explain that the council wants to know their interest in taking Portland water system.
- An answer from the White House Utility District (WHUD) would not happen quickly.
- This would not be an overnight transition. Instead, it would be a long process, taking months or years.
- During the process, Portland still has water issues that will have to be addressed.
- The ARPA project has to be completed by September 30, 2026.
- Decisions will have to be made about the water grants with Sumner County.
- Current water debt is approximately \$8 million.
- If WHUD is interested, we would need to have a special call meeting for discussion.

**Motion to:**     **Defer Resolution 24-75 until December meeting**

By:             Alderman Woodall

Second:       Vice-Mayor McDowell

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

Absent:        Alderman Hall

**Motion passed (voice vote)**

Mayor Callis made note that if this is pursued and the ARPA grant deadlines are missed and the transfer to WHUD falls through, there will be 28 million grant dollars lost.

- D.** Resolution No. 24-76 – A Resolution to rescind in its entirety Resolution 22-121 and replace with the members listed below for the Drought Management Group.

**Motion to:**     **Approve as amended**

By:             Alderman Woodall

Second:       Alderman Holcomb

**Discussion:** Mayor Callis suggested the listing should be changed to acting Vice-Mayor and no name listed. Director Bryan Price suggested changing the time frame to the end of term.

**Motion to:**     **Amend by saying current Vice-Mayor and expire at the end of their term.**

By:             Vice-Mayor McDowell

Second:       Alderman Woodall

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

Absent:        Alderman Hall

**Vote to:**       **Approve as amended**

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

Absent:        Alderman Hall

**Motion Passed (voice vote)**

- E.** Resolution No. 24-77 – A Resolution authorizing change order #4 extending the contract times sixty (60) additional days with Cumberland Pipeline, LLC for the Masons tank 12-inch connector American Rescue Plan (ARP) Project.

**Motion to:**     **Approve**

By:             Alderman Woodall

Second:       Alderman Barnes

**Discussion:** Director Price explained the extension was due to the delay in completing the water tank.

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

Absent:        Alderman Hall

**Motion Passed (voice vote)**

- F. Resolution No. 24-78 - A Resolution defining the work to be completed as part of the \$5,000,000 American Rescue Plan Act (ARPA) Water Resource Protection Grant awarded March 7, 2024.

**Motion to: Approve**

By: Alderman Woodall

Second: Alderwoman Barnes

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

Absent: Alderman Hall

**Motion Passed(voice vote)**

- G. Discussion - Lead Service Line Inventory Director Price explained EPA program relating to lead/copper water lines:

- The City of Portland has no known lead service lines, only galvanized lines.
- The EPA requires a letter be sent to all service addresses.
- There will be a letter in front of the EPA written letter, explaining the City does not have any lead pipes.
- The City is not responsible for testing individuals or homes.
- Strongly advised the Council and employees to read the letter that will be sent out on November 15th, and be prepared for questions from citizens.

- H. Discussion - Amend Municiple Code 18-407  
Warren Garret explained that our Municipal Code will need to match the changed state language. There will be an Ordinance brought to the Council at the next meeting with the changes.

- I. Discussion - Definition of "Development" and development offsite improvement vs fees.  
Discussion was held about the classification of development and if everyone's definition is the same.  
After much discussion, Mayor Callis advised he would send the Ordinances to Council members to review and make suggested changes. Mayor Callis also suggested a board be created to review exemptions.

- J. Discussion - Sewer Consent Order  
Director Price reviewed the Wastewater Treatment Plant's consent order from TDEC, the steps of the final phase, the importance of sewer point repairs and funding for repairs. The deadline is in February and submittal by November 30th.  
Director Price advised there are taps available in all zones.

**Adjournment**

**Motion to Adjourn** by Vice-Mayor McDowell; Second by Alderman Woodall;  
Motion passed by voice vote to **adjourn at 6:33 pm.**

  
Mike Callis, Mayor

  
Tracy Kizer, Assistant City Recorder