



**BOARD OF MAYOR AND ALDERMEN
AGENDA for January 6, 2025**

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. Alcohol Beverage Board

- A.** The Hitching Post (The County Line Saloon) - Lonzie Ferguson - On premises beer permit at 5733 Highway 31W, Portland, TN 37148.
- B.** Resolution No. 25-01 – A Resolution authorizing a certificate of compliance for Joshua Robertson of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN, 37148.

10. Consent Calendar

- A.** Minutes
- B.** Department Reports
- C.** Resolution No. 25-02 – A Resolution to appoint members to the Portland Health and Educational Facilities Board.
- D.** Ordinance No. 24-73 – Second Reading - An Ordinance to amend Section 407 of Title 18 of the City of Portland's Municipal Code with the following language referencing the time for compliance on backflow preventers.
- E.** Ordinance No. 24-74 – Second Reading – An Ordinance to rescind in its entirety Ordinance 22-72 with Tri-Dash Local Investors, LLC, for the development Richland Estates, located on N Russell St & Victor Reiter Pkwy in Portland, Tennessee, and replace with the following.

11. Community Development – Alderwoman Megann Thompson

12. Finance – Alderman Vince Ellis

13. Fire Department – Vice Mayor Jody McDowell

14. Human Resources – Alderman Vince Ellis

15. Legislative – Mayor Mike Callis

- A. Discussion - Resolution 24-21 - Public Recognition

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

18. Planning & Codes – Alderwoman Megann Thompson

- A. Ordinance No. 25-01 – First Reading – An Ordinance amending Portland Municipal Code Chapter 6, Property Maintenance Code, by adding Article 12-603, Dangerous Buildings.

19. Police Department – Alderman Drew Jennings

20. Public Works – Alderman Brian Woodall

- A. Discussion - Traffic Engineer
- B. Discussion - Dan Jenkins Building

21. Utility Infrastructure – Alderman Charles Cole

- A. Resolution No. 25-03 - A Resolution to approve the final adjusting change order #1 in the decreased amount of \$17,091.25 and extending the final completion contract time forty-five (45) additional days for the 2024 Highway 52 and S. Broadway (State Route 109) twelve (12) inch waterline improvements.
- B. Discussion - Utility Fees, preexisting lots, off site improvement credits and tap fees for duplex/quads.

Adjournment

RESOLUTION

City of Portland, Tennessee

No. 25 – 01

A RESOLUTION AUTHORIZING A CERTIFICATE OF COMPLIANCE FOR JOSHUA ROBERTSON OF PORTLAND WINE AND SPIRITS LOCATED AT 144 WEST KNIGHT STREET, PORTLAND, TN, 37148.

WHEREAS, Joshua Robertson has applied to the City of Portland for a Certificate of Compliance; and

WHEREAS, John Bradley, Attorney for the City of Portland, has reviewed the application; and

WHEREAS, the City of Portland's Alcoholic Beverage Board has reviewed the application and recommended that Joshua Robertson of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN 37148 receive a Certificate of Compliance; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Alderman of the City of Portland, Tennessee that the City of Portland issue Joshua Robertson of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN 37148 a Certificate of Compliance; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of



BOARD OF MAYOR AND ALDERMEN
Minutes for December 2, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:02 PM.

2. Prayer and Pledge

Bob Moon led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Hall*, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

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

Absent: Alderman elect McDowell;

* Alderman Hall left the meeting at 6:09 pm

4. Approval of Agenda

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

Absent: Alderman elect McDowell

Motion Passed(voice vote)

5. Presentation

A. Sumner County UT extension - Urban Forestry grant

Emily Richards, Agent w/UT Extension, explained the Tennessee Department of Forestry Grant related to the Sumner County Urban Forestry Project.

B. Codes and Fire Presentation

Charles Derflinger, State Certified Instructor, ICC instructor, and City of Gallatin Fire Prevention Inspector reviewed current State Codes.

Charles Stewart, Chief Building Codes Official for the city of Gallatin also spoke to the Council about Codes.

6. Public Hearing

A. Ordinance No. 24-68 – Second 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.

- No one spoke

7. Public Comment Period

- No one spoke

8. Communications from Council Members

- No one spoke

9. Mayor's Report

- Mayor Callis congratulated the new council members.
- The northern leg of the bypass is scheduled to begin in August 2025. The southern leg schedule has not been planned.
- The Christmas parade is Saturday, 12/8/24, starting at 5:30.
- The Employee Christmas luncheon is Friday, 12/6/24. City Offices will close to the public at 11:30 for the day.
- White House Utility District is continuing to explore the possible take over the water system.
- The first bids on ARPA collaborative water grant for the Gallatin portion will come in soon.

- Citizens have expressed concerns about stop signs recently installed. The Mayor asks the Council what its wishes are. The City can have a 3rd party come in and make recommendations, and have an engineer complete a study. The Board requested a cost estimate.
- The Mayor advised there may be blasting around Vaughn Parkway this week (12/2/24 to 12/6/24).
- Highway 109, 52, and 76 are state roads. The City is not responsible for the upkeep of them. The City has reached out to the state about the conditions and concerns about winter weather doing more damage.
- Council members are encouraged to enroll in the MTAS electric officials training. The Mayor distributed information to each council member.
- The Mayor advised this would be our last scheduled meeting of 2024 and to have a blessed Christmas season.

10. Consent Calendar

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

Absent: Alderman elect McDowell

Motion Passed(voice vote)

- A. Ordinance No. 24-69 –Second 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.
- B. Ordinance No. 24-70 –Second Reading – An Ordinance to enter into an agreement with Southern Floor, Inc for construction of the new sports flooring for Richland Gym.
- C. Department Reports
- D. Approval of Minutes from November 4, 2024, City Council Meeting

11. Legislative – Mayor Mike Callis

- A. Resolution No. 24-83 - A Resolution providing for the appointment of Vice-Mayor to serve for the next two years.

Motion to: Get on the floor

By: Alderman Woodall

Second: Alderman Jennings

Nominations: Megann Thompson by Alderman Woodall
Brian Woodall by Charles Cole

Nominations Cease

Mayor Callis called a roll call for each nomination.

Roll Call: Vote for Megann Thompson

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderwoman Thompson, Alderman Woodall

No: Alderman Hall

Absent: Alderman elect McDowell

Roll Call: vote for Brian Woodall

Yes: Alderman Ellis, Alderman Hall,

No: Alderman Cole, Alderman Jennings, Alderman Woodall

Abstain: Alderwoman Thompson

Absent: Alderman elect McDowell

Megann Thompson voted Vice-Mayor (roll-call vote)

- B. Resolution No. 24-84 - A Resolution providing for the appointments of Aldermen to serve as Council Representatives for varied departments.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman elect McDowell
Motion Passed(voice vote)

C. Resolution No. 24-85 - A Resolution to appoint members to the Ad Hoc Committee.

Motion to: Approve
By: Vice-Mayor Thompson
Second: Alderman Jennings
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman elect McDowell
Motion Passed(voice vote)

D. Resolution No. 24-86 – A Resolution to appoint one member to the Portland Municipal Planning Commission.

Motion to: Approve
By: Alderman Jennings
Second: Vice-Mayor Thompson
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman elect McDowell
Motion Passed(voice vote)

E. Resolution No. 24-87 - A Resolution to establish City Council Meeting and Planning Commission Meeting dates for 2025.

Motion to: Approve
By: Alderman Jennings
Second: Alderman Ellis
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman elect McDowell
Motion Passed(voice vote)

12. Community Development – Alderwoman Megann Thompson

A. Resolution No. 24-89 - A Resolution of the City of Portland, Tennessee approving guidelines for economic incentives and authorizing the Industrial Development Board of the City of Portland to negotiate tax incentives.

Motion to: Approve
By: Vice-Mayor Thompson
Second: Alderman Woodall
Discussion: Sherry Ferguson said this would be the first published standard, and it would be a guideline with no guarantee the final would be exactly as the written standard. The City is working closely with Robertson County to be included in all future development prospects.
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman elect McDowell
Motion Passed(voice vote)

B. Discussion - Retail Recruitment

Community Development Director Sherry Ferguson advised she is looking for the direction the Council wants to go to determine if a recruitment firm is needed.

13. Finance – Alderman Vince Ellis

A. Ordinance No. 24-68 – Second 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: Alderman Ellis
Second: Alderman Jennings
Discussion: Finance Director Rachel Slusser explained the changes from the first reading.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman elect McDowell
Motion Passed(voice vote)

B. Resolution No. 24-91 – A Resolution to establish a Purchasing Card Policy for the City of Portland.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Woodall

Discussion: Director Slusser explained the current process for purchasing and the changes that will be made. The schedule is expected to launch by January 31st.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall, Alderman elect McDowell

Motion Passed (voice vote)

14. Fire Department – Alderman Jody McDowell

- No Items

15. Human Resources – Alderman Vince Ellis

- No Items

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

A. Resolution No. 24-92 - A Resolution rejecting splashpad bid for the 2023 LPRF Grant.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor Thompson

Discussion: Parks Director Jamie White reported that the one bid was 1.8 million over budget. Director White recommends rejecting the bid, redesigning and rebid. The grant expires at the end of 2025 and will have to be completed by the end of 2025 in order to be eligible for the next grant.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall, Alderman elect McDowell

Motion Passed(voice vote)

18. Planning & Codes – Alderwoman Megann Thompson

A. Ordinance No. 24-74 - First Reading - An Ordinance to rescind in its entirety Ordinance No. 22.72 with Tri-Dash Local Investors, LLC, for the development Richland Estates, located on N Russell St and Victor Reiter Pkwy in Portland, Tennessee, and replace with the following.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Planning Director Nate Heisler presented the changes made.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall, Alderman elect McDowell

Motion Passed(voice vote)

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderman Brian Woodall

A. Resolution No. 24-88 A Resolution to approve the final adjusting change order in the increased amount of \$8,239.65 for the contract with Jetton Property Group for the City's Stormwater Building.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman elect McDowell
Motion Passed (voice vote)

21. Utility Infrastructure – Alderman Charles Cole

- A. Ordinance No. 24-72 – Second 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: Approve
By: Alderman Cole
Second: Alderman Woodall
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman elect McDowell
Motion Passed (voice vote)

- B. Ordinance No. 24-73 – First Reading - An Ordinance to amend Section 407 of Title 18 of the City of Portland's Municipal Code with the following language referencing the time for compliance on backflow preventers.

Motion to: Approve
By: Alderman Cole
Second: Vice-Mayor Thompson
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman elect McDowell
Motion Passed(voice vote)

- C. Resolution No. 24-75(Deferred from November 4, 2024) - 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 Cole
Second: Alderman Ellis
Discussion: Mayor Callis discussed the current situation with the White House Utility District and the status of the bids for the TDEC grant.
Motion to: Defer indefinitely as presented at last meeting, with options A and B.
By: Alderman Jennings
Second: Alderman Woodall
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman elect McDowell
Motion to defer passed (voice vote)

- D. Resolution No. 24-90 - A Resolution to explore the possibility of allowing the White House Utility District to absorb the Portland Water System for the purposes of securing adequate water for the future of the community.

Motion to: Approve
By: Alderman Cole
Second: Alderman Ellis
Discussion: Discussion was held about the many questions about the possible White House Utility District taking over the water system.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman elect McDowell
Motion Passed(voice vote)

- E. Discussion - Adopting a new FOG Policy & ERP
Utilities Director Bryan Price advised that the current policy needs updating. Director Price distributed a draft policy and reviewed the changes. A revised Ordinance will be presented at the next meeting.

- F. Discussion - E Source Letter
Director Price spoke about the third party leak detection service. The satellite imagery found 128 points of interest. The first day, a leak was found at the water plant. Letters have been sent to citizens about the third party having people out in the field looking at leaks on the City side of the meter.

G. Discussion - Water System

Director Price discussed the current status of projects and requested guidance from the Board.

After discussion, the Board agreed that new projects should be put on hold and reviewed in 90 days and that emergencies and repairs will continue to be completed.

Discussion was also held about the possible transfer of the water system to the White House Utility District.

H. Discussion - Corrective Action Plan for the Sewer Collections System

Director Price advised that the sewer system is currently under consent orders from the State. The State requires the City to write a plan that includes dates for improvements in the collection part of the system. The new 2025/26 budget will have point repairs included that will need to take place to commit to the plan. Director Price will try to keep it at \$250,000 annually. Director Price also discussed correcting the Demase Street system. If it is included in the plan, it will need to be fixed within the seven-year plan.

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Vice-Mayor Thompson;

Motion passed by voice vote to **adjourn at 7:17pm.**

Draft

Portland Building Codes Department
November 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	-NA-	\$ -NA-
Swimming Pool	-NA-	\$ -NA-
Plumbing	2	\$ 395.80
Mechanical	3	\$ 4,258.40
Stand Alone Building	5	\$ 1,608.96
Residential Building	1	\$ 734.29
Fire Alarm / Fire Suppression	2	\$ 942.65
Commercial/Industrial	1	\$ 1,389.60
Plan Review	9	\$ 3,230.92
Demolition	4	\$ 365.00
Fire Works	-NA-	\$ -NA-
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	27	\$ 12,925.62
PORTLAND IMPACT FEE – PARKS		\$ 955.00
PORTLAND IMPACT FEE – POLICE		\$ 505.00
PORTLAND IMPACT FEE – FIRE		\$ 1,154.00
TOTAL – PORTLAND IMPACT FEES		\$ 2,614.00
GRAND TOTAL		\$ 15,539.62

Economic Development

2024 November Report

COMMERCIAL	• Developer Meetings 4 • Reached out to developers • Retail Recruitment Firm discussion
INDUSTRIAL	• Conversation Broker for industrial buildings – 2 • Prospect meetings 2 • Meeting with Younger and Associates regarding Cost Benefit Analysis for PILOTs
IDB	• 1 IDB Meetings • Received 3 RFI's Returned 0 • 1 Meeting with IDB attorney • Provided training for IDB board
MISC	• Monthly update call with State ECD & TVA • Staff Meetings 3 • Council Meeting 1 • TVA Rural Leadership Training 2 Days – Received Certification • TEDC Fall Conference Jackson TN • Joint Economic and Community Meeting Robertson County



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

*As of November 30, 2024
Fiscal Year has elapsed - 42%*

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

	11/30/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	1,961,082	10,213,000	19.2%
Planning & Codes	146,211	713,500	20.5%
Intergovernmental	762,980	2,422,000	31.5%
Miscellaneous	160,867	362,000	44.4%
Court	47,915	152,500	31.4%
Other Revenues	824,574	244,000	337.9%
Loan Proceeds - Other Fin Source	1,399,685	1,596,800	87.7%
Grants & Special Projects	17,883	1,772,800	1.0%
TOTAL	5,321,197	17,476,600	30.4%
Expense			
General Government	592,516	2,624,091	22.6%
Administrative & Mayor	176,147	382,095	46.1%
Human Resources	75,852	123,307	61.5%
Planning & Zoning	113,324	295,716	38.3%
Codes	81,305	158,353	51.3%
Court	32,859	88,810	37.0%
Police	1,752,290	4,439,278	39.5%
Fire	1,235,179	2,776,977	44.5%
Streets & Highways	500,289	1,346,088	37.2%
City Garage	79,339	171,915	46.1%
State Street Aid	110,738	480,000	23.1%
Animal Control	34,673	121,076	28.6%
Grants & Special Projects	241,654	5,121,600	4.7%
Golf Course	240,915	589,665	40.9%
Parks & Recreation	409,827	985,338	41.6%
Community Development	44,835	132,298	33.9%
TOTAL	5,721,743	19,836,607	28.8%

WATER & SEWER		11/30/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	5,522,047	13,727,000	40.2%
	TOTAL	5,522,047	13,727,000	40.2%
Expense				
	Water Plant	604,903	1,756,294	34.4%
	Water Distribution System	1,010,998	3,428,189	29.5%
	Grants & Projects	2,563,266	8,352,000	30.7%
	Sewer Collection	651,235	2,199,363	29.6%
	Sewer Plant	719,587	2,785,546	25.8%
	Business Office	190,309	548,960	34.7%
	Utility Administration	341,200	749,420	45.5%
	TOTAL w/ Bond	6,081,499	19,819,772	30.7%

		11/30/2024	Board Passed Budget	% of Budget
AIRPORT FUND				
Revenue		\$312,727	\$708,465	44.1%
Expense		\$547,382	\$708,302	77.3%

DRUG FUND				
Revenue		\$5,617	\$4,000	140.4%
Expense		\$0	\$13,000	0.0%

STORMWATER				
Revenue		\$544,742	\$880,000	61.9%
Expense		\$489,684	\$987,265	49.6%

SOLID WASTE				
Revenue		\$746,583	\$1,385,603	53.9%
Expense		\$466,785	\$1,225,494	38.1%

		11/30/2024	Board Passed Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	4,537	20,000	22.7%
	Police	7,138	15,000	47.6%
	Fire	20,117	7,500	268.2%
	Interest	11,327	0	
	TOTAL	\$43,119	\$42,500	101.5%
Expense				
	Parks	0	8,500	0.0%
	Police	7,981	0	0.0%
	Fire	33,620	0	0.0%
	TOTAL	\$41,601	\$8,500	489.4%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$0	\$990,767	0.0%
Expense		\$169,865	\$990,767	17.1%
GAS				
Revenue		1,337,905	6,478,000	20.7%
Expense		1,278,063	6,445,004	19.8%

Rachel Slusser, CMFO

GRANTS and PROJECTS

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/Projects (without 109 Bypass)

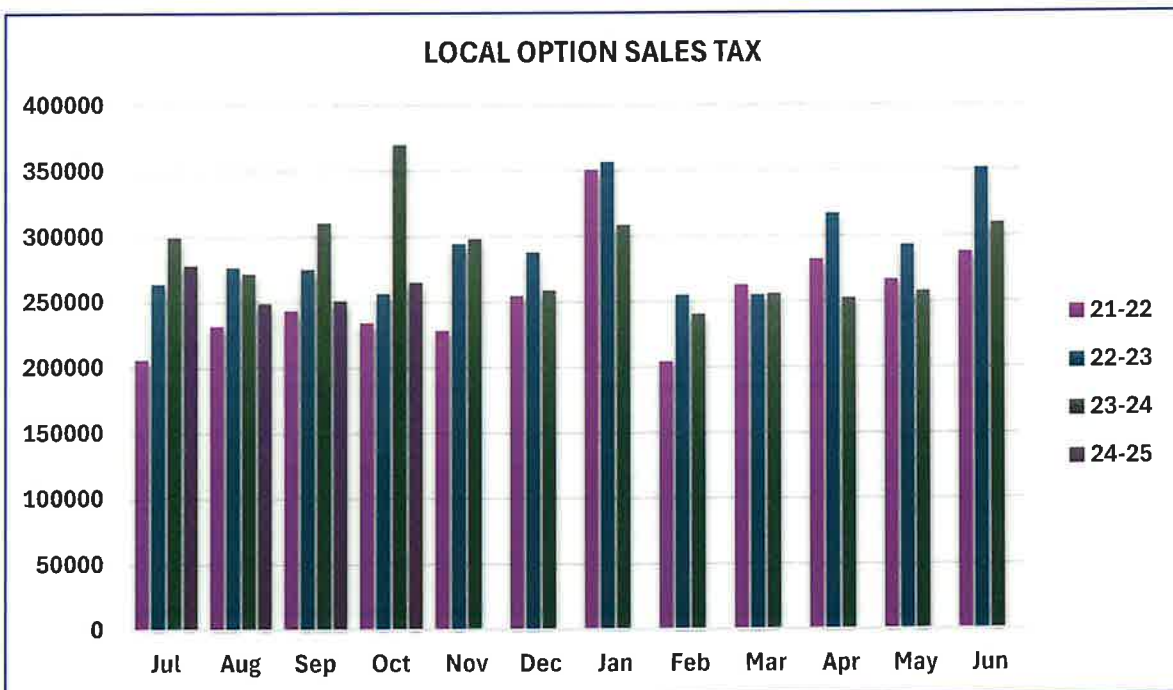
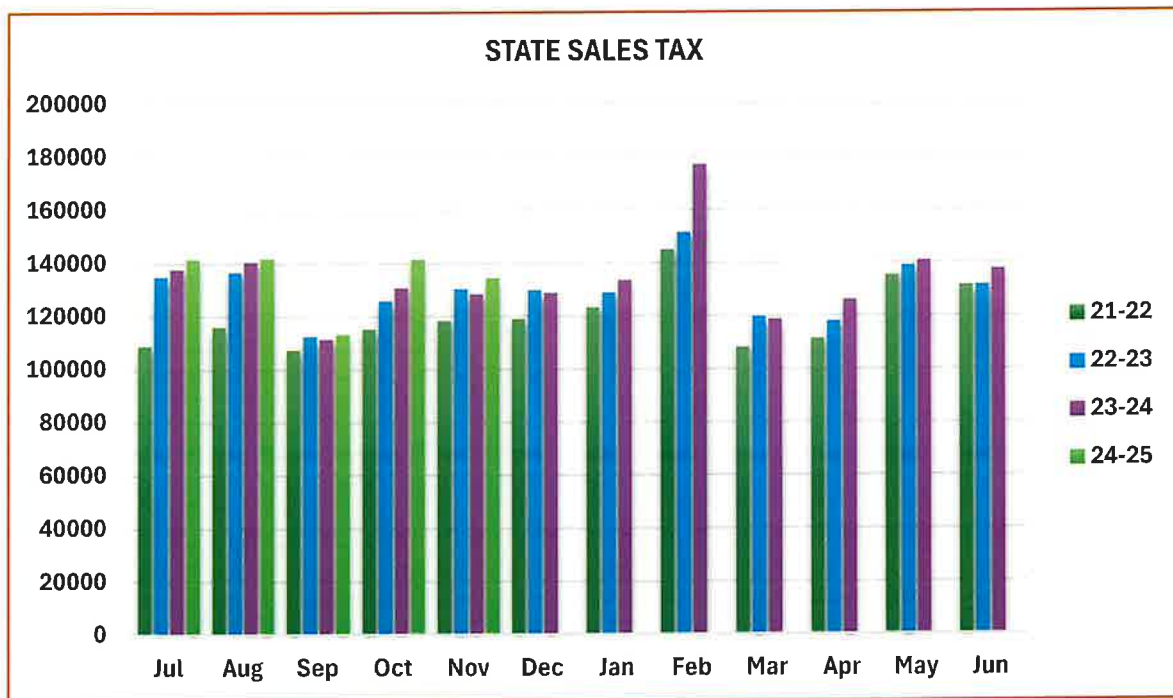
\$19,500,000.00

CAPITAL OUTLAY

Police	Police Cars X 4	3 - ✓
Public Works	Pickup Truck	✓
	Lawn Mower X 2	1 - ✓
	Mini Ex	
Animal Control	Pickup Truck	On order
	Outside Upgrades	
Parks	Golf Sign	
	Golf Mower	On order
	Heating unit at gym	
	Tables & Chairs	Completed
	Camera System	
Stormwater	Pickup truck	✓
Water Dist	Truck X 2	1-✓, 1-on order
Sewer Collector	1 ton truck	✓
	Pickup truck	✓
Gas	Pickup truck X 2	1-✓

PROJECTS

Comprehensive Plan	In progress
Parks Maintenance Bldg	Contract Signed
Stormwater Bldg	In progress
Police Bldg Remodel	Contract Signed
Irrigation - Golf Course	Contract Signed
Splash Pad	Hold for State (amend contract/rebid)
Gym Floor	Contract Signed
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



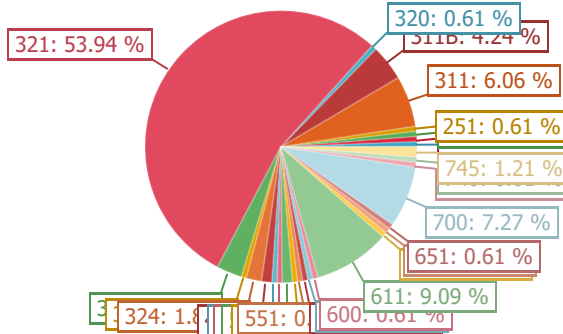


Portland Fire Department

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



Incident Reports By Incident Type, Summary



111: 0.61 %	412: 1.21 %	631: 0.61 %
121: 0.61 %	444: 0.61 %	651: 0.61 %
154: 0.61 %	511: 0.61 %	700: 7.27 %
251: 0.61 %	531: 1.21 %	735: 0.61 %
311: 6.06 %	550: 0.61 %	740: 0.61 %
311B: 4.24 %	551: 0.61 %	745: 1.21 %
320: 0.61 %	553: 0.61 %	
321: 53.94 %	554: 0.61 %	
322: 3.03 %	600: 0.61 %	
323: 0.61 %	611: 9.09 %	
324: 1.82 %	622: 0.61 %	

Incident Type

Total Incidents

Percent

111 - Building fire	1	0.61%
121 - Fire in mobile home used as fixed residence	1	0.61%
154 - Dumpster or other outside trash receptacle fire	1	0.61%
251 - Excessive heat, scorch burns with no ignition	1	0.61%
311 - Medical assist, assist EMS crew	10	6.06%
311B - Public Assist	7	4.24%
320 - Emergency medical service incident, other	1	0.61%
321 - EMS call, excluding vehicle accident with injury	89	53.94%
322 - Motor vehicle accident with injuries	5	3.03%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.61%
324 - Motor vehicle accident with no injuries.	3	1.82%
412 - Gas leak (natural gas or LPG)	2	1.21%
444 - Power line down	1	0.61%
511 - Lock-out	1	0.61%
531 - Smoke or odor removal	2	1.21%
550 - Public service assistance, other	1	0.61%
551 - Assist police or other governmental agency	1	0.61%

Incident Type	Total Incidents	Percent
553 - Public service	1	0.61%
554 - Assist invalid	1	0.61%
600 - Good intent call, other	1	0.61%
611 - Dispatched & canceled en route	15	9.09%
622 - No incident found on arrival at dispatch address	1	0.61%
631 - Authorized controlled burning	1	0.61%
651 - Smoke scare, odor of smoke	1	0.61%
700 - False alarm or false call, other	12	7.27%
735 - Alarm system sounded due to malfunction	1	0.61%
740 - Unintentional transmission of alarm, other	1	0.61%
745 - Alarm system activation, no fire - unintentional	2	1.21%

Total Number of Incidents: 165

Total Number of Incident Types: 28

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 '11/1/2024 12:00:00 AM' and '11/30/2024 11:59:59 PM'

Human Resources Monthly Report November 2024

New Hire Orientations	Nov	YTD
Full-Time	0	39
Re-Hires	0	1
Part-Time	1	10
Retirements	0	4
Severances		
• Voluntary	1	37
• Involuntary	1	3
Workers Comp Claims	0	9
Current open positions	11	



Monthly Report / November 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	Off Season
Portland Soccer Club	Off Season
Portland Baseball and Softball	Off Season

Parks and Recreation Programs and Events

Irrigation: Signed the contract. Parts are being ordered and work will start the first of 2025.

Richland Gym Floor: Signed the contract. Work will begin at the end of December, and it will take approximately one month to complete.

Splashpad: Working with OHM to redesign and rebid this project.

Maintenance Building: Work has begun, and we are looking at mid-March at completion.

War Memorial: Work has started back, and we are looking at January 2025 at completion.

Portland Harvest Craft Show was held on Saturday November 9th from 9am to 4pm at Richland Gym. This is the 51st Annual Craft Show. We had a good turn out for the morning and ran came in for the second half of the show.

Visit with Santa is set for Saturday December 14th at Richland Gym from 10am to 12 noon.

Wrestling Event, Christmas for Kids is set for Saturday December 14th at Richland Gym.



NOVEMBER 2024

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Cart Rentals	26	\$150.00
Concessions	284	\$517.00
Daily Rounds	438	\$11,985.00
Pro Shop	38	\$1,184.09
Total:		\$13,836.09



November 2024 Monthly Report

Incoming Calls to Planning Department	124
Number of Developer Meetings	8 meetings
Number of Complaints / Violations	1
Number of Walk-ins	1
Number of IDT Submissions	12
Number of Sign Permits and Invoicing	5
Number of Other Meeting Attended	1
Number of Conceptual	2
Number of Preliminary Plats and Invoicing	2
Number of Final Plats Approved and Invoicing	3
BZA Board Members Present	0
BZA Agenda Cancellation	1
Number of Items on Agenda BZA	0
Planning Commission Agenda & Minutes	1
Planning Commission Board Members Present	9
Number of Items on Agenda Planning Commission	2
Number of Discussion Items on P.C Agenda	1
Open Records for Planning Department	2
Active Letters of Credit	34
Emails	121
File Archiving	1
Plat Certifications and pick up	1
Planning Commission Packets	9
Delivery of Packets	9

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

11/1/2024 TO 11/30/2024

CID ACTIVITY					
Cases Assigned	14	Interviews Conducted	40	Asset Forfeitures	0
Cases Inactive	1	Monitored Interviews	2	DCS/AOA	7
Cases Cleared	12	Search Warrants	0	Knock and Talk	8
Call outs	1	Judicial Subpoenas	1	Assist Patrol Units	6
Grand Jury Cases	1	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	3	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	0	CVSA Performed	0
Juv Court Hours	0	Criminal Court Hours	0		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	9	Government	2
E-mails	41	Public Housing	0
Grand Jury & DA Copies	8	Local	0
Arrest Reports	32	Incident Reports	106
Written Warnings	69	City Citations	54

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	64	WILDLIFE	0	DECLARED VICIOUS	0
ANIMALS PICKED UP	20	RETURNED TO OWNER OR RESCUE	11	BARKING COMPLAINT	0
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	3
DOGS	9	ANIMAL BITE ON ANIMAL	0	WILDLIFE/LIVESTOCK COMPLAINTS	4
CATS	1	ANIMAL BITE ON HUMANS	4	TICKETS/WARRANTS/ARRESTS	4
LIVESTOCK	0	EUTHANASIA	2	WARNINGS	3
		ADOPTIONS	0	REPORTS	4
SPECIAL ASSIGNMENTS	0	INTAKE	11		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	3	RESOLVED BY CONTACT/PHONE	3
NON-COMPLIANCE LETTERS	3	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	3	CITY HALL BANK ESCORTS	18
RE-INSPECTIONS	0	MAIL DELIVERY	19
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	12
FOLLOW-UP PARKING COMP	0	ARRESTS	1 civil warrant
VEHICLES (NON-COMP)	1	REPORTS	0
WORK ORDERS	1	CITATIONS	3
PROPERTY LIENS	2	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Traffic Stop	0

CALLS FOR SERVICE					
911 HANG UP	20	DRUG INVESTIGATION	5	RIOT	0
911 MISDIAL	17	ESCORT	6	ROBBERY	0
911 MISDIRECT	2	EVADING	1	RUNAWAY	2
911 OPEN LINE	16	EXPORTE SERVICE	0	SCAM	5
ABANDONED VEHICLE	3	EXTRA PATROL	53	SCHOOL CHECK	17
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	16
ACCIDENT INJURY	7	FIGHT	1	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	0
ACCIDENT PROPERTY	38	FIREWORKS	1	SHOOTING	0
ACCIDENT PROPERTY HIT/RUN	1	FOLLOW-UP	27	SHOPLIFTING	1
ACCIDENT SERIOUS INCIDENT	4	FORGERY	0	SHOTS FIRED OR HEARD	4
ACTIVE SHOOTER	0	FRAUD	2	SOLICITOR	0
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	3
AIRCRAFT EMERGENCY	0	HARASSEMENT	4	SPECIAL ASSIGNMENT COMMUNITY	0
ALARM	30	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	4	HOTEL CHECK	0	STALKING	0
ALARM SCHOOL LOCKDOWN	0	ILLEGAL DUMPING	1	STOLEN VEHICLE	0
ALARM TEST	0	INDENCENT EXPOSURE	0	SUBDIVISION CHECK	5
ANIMAL CALL	46	INVESTIGATION	0	SUBJECT CHECK	20
APARTMENT CHECK	3	JUVENILE	10	SUICIDAL SUBJECT	6
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	33
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	12
ASSAULT	1	KNOCK AND TALK	2	SUSPICIOUS VEHICLE	6
ASSIST CITIZEN	27	LAKE CHECK	1	TALK TO OFFICER	174
ASSIST EMS	16	LOCKOUT	3	TEST CALL	0
ASSIST FIRE	6	LOCKOUT URGENT	2	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	28	LOST/FOUND PROPERTY	13	THEFT	5
ATTEMPT TO LOCATE	8	LPR HIT	6	THREATS	5
BARRICADED SUBJECT	1	MENTAL TRANSPORT	2	TRAFFIC COMPLAINT	1
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	5	TRAFFIC ENFORCEMENT	5
BOLO	8	MISSING ADULT	0	TRAFFIC HAZARD	12
BOMB THREAT	0	MISSING JUVENILE	0	TRAFFIC STOP	386
BURGLARY	3	NOISE COMPLAINT	7	TRAIN DERAILMENT	0
BUSINESS CHECK	119	OPEN DOOR	2	TRESPASS	4
CAR SEAT CHECK	1	OVERDOSE	2	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	39	UNAUTHORIZED USE OF VEHICLE	1
CITY CALL OUT	1	PARKING COMPLAINT	1	UNKNOWN SITUATION	2
CIVIL MATTER	7	PHONE MESSAGE	0	VANDALISM	0
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	0
CODES	7	PRISONER TRANSPORT	0	VEHICLE CHECK	32
DAMAGE TO PROPERTY	5	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	5
DEATH INVESTIGATION	0	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	1
DELIVER MESSAGE	1	PROWLER	0	WARRANT CIVIL	2
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	2
DISTURBANCE	20	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	22	RECKLESS DRIVER	37	WELFARE CHECK	13
DRILL	0	REFERRAL	5	GANG ACTIVITY	0
DUI	0	REPO	3	GAS DRIVE OFF	0

Total Calls for Service	1493
Total Written Warnings	69
Total Speeding Citations	35
Total all other city citations	19
Commercial vehicle enforcements	10
Total Arrest	33



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

Date: 12/12/2024

Stormwater Management Monthly Report- October 2024

TNSA Conference

Corbin Keen and Jacob Robertson attended the annual TNSA Conference on October 21st-24th. The topic of the week was "Making Stormwater Beautiful." It was a great week of learning and networking with other MS4s and vendors. There were over 200 conference attendees from all over the state. The topic of the Pre-Conference workshop on Monday, October 21st, was "Navigating Enforcement: From Citations through Appeal." Corbin Keen gave a presentation on the City of Portland's enforcement response plan.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 13 Pre-App, 1 Pre-Con (Waffle House)

LDPs issued: 5

CGP Inspections: 15

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.

Permanent Stormwater Management

New LTMA's received: 0

LTMA Inspections Received: 0

Employee Training/Good Housekeeping

Lee Anne Faust with UT Extension met with Stormwater, Parks and Utilities staff to introduce an Urban Forestry grant they recently received. The Stormwater Department wrote a letter of support for this grant, and it was awarded in October. The grant will help to plant trees, educate the public and established a dedicated Tree Board in the City. After the meeting, UT Extension agreed to present the grant at an upcoming Council meeting to begin engaging the community's support.



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

Date: 12/12/2024

Stormwater Management Monthly Report- November 2024

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 6 Pre-App, 2 Pre-Con (Procaps Labs, 111 Hwy 52)

LDPs issued: 2

CGP Inspections: 21

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.

Permanent Stormwater Management

New LTMAAs received: 2 (Procaps, 111 Hwy 52)

LTMA Inspections Received: 0

Employee Training/Good Housekeeping

After the initial planning meeting with the City for the UT Extension urban forestry grant last month, the first County-wide planning meeting was held on November 6th at the UT Extension office in Gallatin. This meeting was a good chance for all parties involved to sit down together and discuss where they see the grant being most beneficial. Members of this meeting included the City of Gallatin, City of Portland, Shalom Zone in Gallatin, UT Master Gardeners and other interested parties. This meeting helped lay the foundation and expectations of the grant for the next few years. Many great ideas were shared on how to maximize the grant in the respective communities. Everyone involved spoke highly of UT Extension and looked forward to using these funds for the betterment of their community.



CITY OF PORTLAND

Public Works

Stormwater Field Crew

**Council Report Submitted by
David Harris**

Submitted for the January 2025 meeting
October and November 2024 report

Maintenance (Citywide Various Locations)

- ☒ Maintenance: Storm grate, driveway tiles, canals, ditches and cut swells in yards to prevent flooding etc.
- ☐ Installation or replacement of driveway and road tiles.
- ☐ Place signage such as detour, work ahead - as needed
- ☒ Check and clean storm drains prior to storm event
- ☒ Yard repair: clean up, seed and straw job site
- ☒ Meet with homeowners about drainage issues or upcoming jobs.
- ☒ Tree removal
- ☒ Setup and Checked beaver traps.
- ☒ Purchase supplies: Drainage pipe, gravel, fittings, tools etc...

Other Tasks

- ☒ Attend meetings:
- ☒ Called in Tn One Call tickets
- ☒ Office: Timesheets, work orders, project sheets, reports etc...
- ☐ Inventory counts

Vehicle and Equipment

- ☒ Took truck and equipment to get repairs - Local mechanic shop and outside source.
- ☒ Perform daily maintenance check on vehicle and equipment
- ☒ Pick up various parts and supplies for vehicles and equipment.
- ☒ Clean up equipment and trucks

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

- ☒ Convenience Center: clear site of debris and maintain the burn box
- ☐ Range: Maintain road, and drainage
- ☒ Assist other depts as needed.
- ☐ Strawberry Festival
- ☐ Help: Chamber of Commerce, Little League park

Projects:

- ☒ 308 Hunter St.- Cut a swell on the side of the property to allow water to pass through the property with out getting to the air unit or craw space.
- ☒ 108 Kayla Circle- Cleaned out settelment and reshaped the swell going between the homes
- ☒ 608 HWY52E.- Removed trees, stump grinding, brush cut, clean out settlement from swell
- ☒ N.Harris Bridge- Remove tree, and clean out settlement



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Submitted for the January 2025 meeting
October and November 2024 report

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, work orders, route sheets, daily task and monthly report
- ☒ 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
- ☐ Inventory counts -
- ☒ Collect bagged leaves - brush route

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, glass etc....
- ☒ Signage: Repair, replace or install
- ☒ Remove, haul, dispose of scrap material
- ☒ Mowing: Right of ways, canals, shooting range, intersections, city property lots and shops.
- ☒ Mow lots for our Codes Enforcement Dept
- ☐ Weed eat and spray: downtown area, overpass, guard rails, various intersections ,around signage etc.....
- ☒ Mow with tractors, bushhog, zero turns, batwing mowers etc...
- ☒ Banners and signage - Installation or change out.

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 dumpsters, schedule hauls, and maintain the burn box.
- ☐ Golf Course: Remove trees, maint repairs etc....
- ☐ Richland and Meadow Brook Park
- ☒ City Property: Various task such as: trees, gravel, drainage
- ☐



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

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

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.
Set up signage and digital message boards

- ☒ 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

- ☒ 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
- ☒ Gazebo: Painted, fixed flag and repaired water lines
- ☒ Prep all winter equipment (Snow plow, trucks, salt spreaders etc...)



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

- ☒ Assisted the paving crew: Removed gravel and cleared area so they could pave at RR tracks.
- ☒ Street Shop - Salt Shed: Cleaned up, installed new lights, helped electrician, prep site to get paved.

Christmas tree, lights and decorations were installed: City Hall, Gazebo, Mini Park, Moye-Green house,

- ☒ downtown, North and S Fire Hall, Police Dept, intersection of Hwy 109/52 and on poles along Hwy 109.
- ☒ William Mack Ln - Spread gravel on access road
- ☒ Helped move the stormwater dept to their new building
- ☒ Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- ☐
- ☐ 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)



CITY OF PORTLAND

Public Works

Sanitation Dept

**Council Report Submitted by
Martin Weekley**

Submitted for the Jan. 2025 meeting
October and November 2024 reports

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

October-2024				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	48	22	22	0
Tonnage	491.98	62.81		
Per cost	\$55.00	\$55.00	\$275.00	\$0.00
Amount	\$27,058.90	\$3,454.55	\$6,050.00	\$0.00
Total	\$30,513.45		\$6,050.00	
Grand Total	\$36,563.45			

November-2024				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	45	23	18	0
Tonnage	422.59	63.55		
Per cost	\$55.00	\$55.00	\$275.00	\$0.00
Amount	\$23,242.45	\$3,495.25	\$4,950.00	\$0.00
Total	\$26,737.70		\$4,950.00	
Grand Total	\$31,687.70			

City of Portland
Office of Recorder
100 South Russell Street
Portland, Tennessee 37148
Phone 615/325-6776 Ext. 245

November 2024 Monthly Report

1 Council Meetings November 4th

6 - Council Members present
1 - Council Members absent
0 - Public Hearings
7 - Resolutions
7 - Ordinances

Work Study Meetings 0

Ad-Hoc Meetings 0

Liability Claims 0

Property Claims 0

Records Requested 6 (see attached)

Open Records Request
November 2024

Date Received	Person Requesting	Information Requested	Hours spent	Value	Total Billed	Request Denied
11/1/2024	Richard Dillard	Developers Agreement wi Parkside point	>1 hour	10.00	\$0.00	
11/12/2024	Julie Norrell	138 Davis St COO, fire violations, fuel storage	>1 hour	10.00	\$0.00	
11/14/2024	James Chaney	Doc "forced removal" of carports	>1 hour	10.00	\$0.00	
11/14/2024	James Chaney	Email & txt msgs between Mayor, Atty & Council fr 3/18/24 to present	>1 hour	0.00	\$0.00	
11/14/2024	James Chaney	Emails between Mayor & Council re: WHUD inquiring water infrastructure	>1 hour	0.00	\$0.00	
11/14/2024	Davis Guiffia	personnel file	0	0.00	\$0.00	Denied



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

DEPARTMENT OF UTILITIES
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437

PDU Admin. Work Report November 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 3.718 MGD.

Single Taps

- Water: 1 tap
- Sewer: 0 taps
- Gas: 6 taps

Development Taps – No Capacity Letters sent out in November 2024

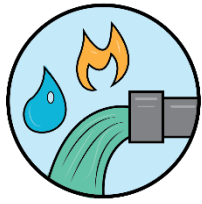
Utility	Original Letter	First Renewal	Second Renewal
Water	0	0	0
Sewer	0	0	0
Gas	0	0	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12" Connector Line – Water is 94% complete.
 - b. Oak Hill Water Line – Water is 97% complete.
 - c. Oak Hill Tank – Tank is 56% complete.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – All entities have TDEC approved and have obtained all easements. Bid Opening for GPU was December 12th (\$11,831,800), Westmoreland is December 19th (\$572,790), CSBWUD is January 14th, PDU is January 15th.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 25%
- WWTP Phase II Improvements – Construction is 94% complete.
- 2" Service Line Replacement – 5 out of 18 service lines have been replaced.
- 12" Waterline at CDJ Farms – Accepted and in service.

Private Development

- Sumner Pointe Apartments Magnolia Springs Blvd – Water is 100% complete and in service. Sewer is 0%. (Total units = 64) Sewer was rejected due to improper installation.
- 1001 & 1005 W Main St – 6" WL – Water is 100% Complete and in service.
- Parkside Pointe Phase 1:
 - Onsite Sewer – Wet Well has been installed and 100% of mains and manholes have been installed. Need to test.
 - Offsite Water – 90% complete.
 - Force main – 100% complete. Not accepted. Still need to test.
- West Wood Brimstone Build – Woods Rd – 100% complete and in service.
- Hwy 52E #1 Lift Station – 90% Complete.
- Red River and Highland – 6" Waterline – 25% complete.
- Fire Meters Installed – Hearth Appliances, SSW Holdings, Shoals Technologies (109 Kirby), Sumner Pointe Apartments for Building 1, 2, & 3, UTC Fire & Security,



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

LUCAS BAKER – GAS SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

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

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report – November 2024

- November Gas Usage at each Gate Station:
 - Leath: 19264.14 MCF
 - TGT: 46044 MCF
 - Robertson Co Station: 3978.92 MCF
- 4 Gas Services installed consisting of 2,251ft of ¾" service line pipe
- 1 Gas Service Abandoned
- 2 Service Line Risers Replaced
- 4 Gas Main Leak Repairs
- 1 Gas Meter Upsized to accommodate added load
- Lowered 50ft section of exposed 4" gas main on Fairfield Rd
- Replaced 1 valve box
- 2 Meter sets replaced due to gas leaks
- 2 Yard Repairs
- 2 Cathodic Protection Coating Repairs
- Annual Flow Controller Calibration at Leath Rd Station
- Annual Operation & Maintenance Manual Tabletop Drill with Emergency Plan (response)
- 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 – COLLECTION SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone (615) 323-1437

Email Address: jharrison@cityofportlandtn.gov

Sewer Collections Monthly Report – November 2024

During the Month of November, the sewer department checks daily the 87 pump stations that are in the Collection System, which is required by TDEC 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 5 of these this month and some “short notice” locates as well.

We had some “Service Calls” which resulted in rodding 3 service lines, and other calls were not related to sewer. Some of the calls this month were issues, the homeowner had with blockages in their plumbing or odors in the house. One of the sewers rodded resulted in digging up and repairing the service tap. We had 2 new sewer inspections this month and inspected a installed C/O at a business on Davis St. We had 1 telemetry calls out due to a high-level alarm. We had 4 after hours Call Out this month we had to respond to, and had no Caselle Work Order this month that were sent through city hall.

While checking the pump stations this month we found several problems. We pulled 6 clogged pumps, unstopped an air release valve reprimed 2 pumps. We changed out 1 grinder pumps this month, 4 floats, replaced fuses and breakers in panels, we replaced 1 suction flapper and a worn-out wear plate. We turned on all the heaters this month resulting in changing 2 and replacing 1 plug. We also Besides checking the pumpstations we started to do draw-down tests on the pumpstations to check their flow rate, we did over 20 of these tests.

We had other non-pumpstation related work such as replacing 2 broken cleanout boxes. We also capped off 2 service lines for Demo permits. We installed a new tap due to a demo permit and the relocation of the new house. We dug up and fixed a broken C/O that was a major INI issue at Kimberly Dr, and also did 1 INI repair that was a major contributor on Airport Rd.

We picked up our repaired Vac truck this month and got back to cleaning out L/S. We cleaned out 6 pumpstations and used it to pump out a repair as we were working on it as well. We CCTV mains and services for 2 demo permits locating taps and checking the condition of 4 service lines. We also CCTV the storm drains at Strawberry Station for Storm Water and cleaned out a storm basin on Irish Oaks Dr for them.

This month we had several meetings with contractors and preparing for upcoming repair projects. I checked on manholes that are going to be repaired and lined as a INI repair project. We had our supervisors meeting this month at city hall involving the mayor. The new pumpstation was started up at HWY52e but still lacks completion. We had 13 overflows this month, 2 were mechanical. Once these overflows stopped, we will clean up the debris and spread lime to the area. We went over “Blood Borne Pathogens” for our safety training for the month.



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

CHRISTOPHER GREER – WATER DEPT. SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-3977

Email Address: cgreer@cityofportlandtn.gov

Water Distribution Monthly Report – November 2024

(18) Service Leaks

(8) New services installed

Meter Replacements (70+)

(3) Test Hole

(2) Insertion Valves

(5) Area Test Shutdowns

Box & Lid Replacement (20+)

Yard Repairs

Traffic

(3) Cut Off Lists

Locates



PORTLAND
Department of Utilities
Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND
TIM SUDDARTH – WTP CHIEF OPERATOR
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776 ext.192

Water Treatment Plant Monthly Report – November 2024

- Submitted October 2024 DMR via the EPA CDX online portal.
- Submitted October 2024 MOR's via certified mail.
- OHM Advisors were onsite 11.5.24 to prepare for ARPA grant improvements.
- Attended TAUD Region 5 meeting in Mt. Juliet.
- Collected required quarterly DBP, TOC, fluoride and 2,4D samples and delivered to Pace Analytical lab in Mt. Juliet.
- Erosion Control Services was onsite 11.19.24 to stabilize the area at the creek intake where tress had been removed by the stormwater department earlier this year.
- Updated the Source water Assessment.
- 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 64,860,000 gallons of potable water for distribution to customers.



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

Wastewater Treatment Plant Monthly Report – November 2024

1. Construction continues at the Water Reclamation Facility things are still moving along.
2. We have tied in SBR #3 and had Aqua and Revere out doing programming. We had all 3 SBR's in service for a few days. We took #1 out of service for repairs and a tie in. We have put our second chlorine contact basin in service as well.
3. We are looking at getting the new head works up and running soon.

RESOLUTION

City of Portland, Tennessee

No. 25 – 02

A RESOLUTION TO APPOINT MEMBERS TO THE PORTLAND HEALTH AND EDUCATIONAL FACILITIES BOARD

WHEREAS, Tennessee Code Annotated regulates the function and appointment of members to the Portland Health and Educational Facilities Board; and

WHEREAS, Bonnie Fussell and Clark Shifflett have each consented to serve another six (6) year term that will end on February 23, 2031; and

WHEREAS, Carrie DiPiazza, Dave Snook, Kathie Killabrew and Latoya Holcomb have each consented to serve six (6) year terms that will end on January 5, 2031; and

NOW THEREFORE BE IT ALSO RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the aforementioned are hereby appointed to the Health and Educational Facilities Board to serve six (6) year terms.

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 - 73

Second Reading

AN ORDINANCE TO AMEND SECTION 407 OF TITLE 18 OF THE CITY OF PORTLAND'S MUNICIPAL CODE WITH THE FOLLOWING LANGUAGE REFERENCING THE TIME FOR COMPLIANCE ON BACKFLOW PREVENTERS

WHEREAS, this ordinance amends Section 18-407 of the City of Portland's Municipal Code and deletes all current language listed in Section 18-407 and replaces with the following:

18-407. Time for compliance. Any person who now has cross connections, auxiliary intakes, by-passes, or interconnections in violation of the provisions of this chapter, or it is determined that a cross-connection device is needed, shall be allowed a reasonable time within which to comply with the provisions of this chapter. After a thorough investigation of existing conditions and an appraisal of the time required to complete the work, the amount of time shall be designated by the Director of the Portland Public Water System or the designated agent, depending on the degree of hazard, but in no case shall the time for correction exceed ninety (90) days. (90 days maximum for low hazard, 14 days maximum for high-risk high hazards) The failure to correct conditions threatening the safety of the public water system as prohibited by this chapter and the Tennessee Code Annotated, § 68-221-711, within a reasonable time and within the time limits set by the Portland Public Water System shall be grounds for denial of water service. If proper protection has not been provided no more than ninety (90) days, the utility shall give the customer legal notification that water service is to be discontinued and shall physically separate the public water system from the customer's on-site piping system in such a manner that the two systems cannot again be connected by an unauthorized person subject to the right of a due process hearing upon timely request. The due process hearing may follow disconnection when the risk to public health and safety in the opinion of the Utilities Director, or the designated agent, warrant disconnection prior to a due process hearing.

Based on the seriousness of the hazard and risk of contamination, the maximum allowable time for correction will no more than 90 days. Those sites deemed high risk high hazard are corrected within a maximum limit of 14 business days, preferably immediate correction. If the conditions do not satisfy the ordinance within (90), (14) days, water service will be discontinued.

In the case of backflow prevention devices on fire systems, the fire marshal shall be contacted before water service is discontinued, to prevent harm to anyone in case a fire occurred in a public building. The fire marshal can condemn the building, thus not allowing anyone to

enter. Water service will not be allowed to the establishment until all corrections have been made and all conditions of the policy/ordinance have been satisfied.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to amend Section 18-407 and revise with the language listed above; 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: December 2, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 74

Second Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 22-72 WITH TRI-DASH LOCAL INVESTORS, LLC, FOR THE DEVELOPMENT RICHLAND ESTATES, LOCATED ON N RUSSELL ST & VICTOR REITER PKWY IN PORTLAND, TENNESSEE, AND REPLACE WITH THE FOLLOWING.

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 Letters for Phase 1 and 2 (see Exhibit A), stating the Water and Sewer Systems have capacity for the Richland Estates Development 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

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 Richland Estates Development, located on N Russell St & Victor Reiter Pkwy, Tax Map 033A, Group D, Parcels 7.01 & 11.02, 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: December 2, 2024

Passed Second Reading:

DEVELOPMENT AGREEMENT FOR RICHLAND ESTATES

CITY OF PORTLAND, TENNESSEE

This Development Agreement (“AGREEMENT”) is made and entered into on this ____ day of _____, 2024 by and between Tri-Dash Local Investors, 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 owns and desires to develop a 42-unit development, located on N Russell St & Victor Reiter Pkwy, Tax Map 033A, Group D, Parcels 7.01 & 11.02, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received letters for Phase 1 and 2 stating the existing Water System and existing Sewer System does not have capacity for the development and will require improvements to our System for the PROJECT, along with improvement fees, from the Portland Department of Utilities on the **13th** day of **August, 2021**, and the **21st** day of **November, 2024** (the “LETTERS”). A copy of the Letter is attached to this Agreement as Exhibit A. A copy of the revised capacity letter is attached to this Agreement as Exhibit B.; 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 the IMPROVEMENTS in accordance with this agreement and as per the PDU-approved Construction Plans.

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. Installation:

- i. The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 1,055 linear feet (LF) of 8-inch gravity sewer main, including but not limited to installation of 7 manholes, and all required appurtenances, the IMPROVEMENTS, in accordance with this agreement, the PDU-approved Construction Plans, and PDU Standard Specifications.

b. Developer's Contribution & Improvements Fees:

The DEVELOPER shall be required to pay the Sewer Developer's Contribution and Improvement Fees for each phase as stated in the LETTERS. These payments must be made prior to approval of the Final Plat for the specific phase:

i. Richland Estates Phase 1:

- a. Sewer Improvement Fees = **\$31,000** (As per the previously approved Developer's Agreement, dated November 2022)

ii. Richland Estates Phase 2:

- a. Sewer Improvement Fees = **\$6,000**
- b. Developer's Contribution = **\$6,000**

c. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$329,375** for the SEWER IMPROVEMENTS surety prior to approval of Final Plat Phase 1.

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 each of the surety amounts. Once the utility is accepted by the CITY, a 12-month maintenance surety that is 15% of the most-current SURETY amount 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 in the amount stated above for 12 months after PDU's acceptance date or the taps will not be issued.

B. Water Distribution System

a. Installation:

- i. The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete

approximately 2,225 linear feet (LF) of 8-inch water main and 80 LF of 6-inch water main, including but not limited to installation of 6 fire hydrants, and all required appurtenances, the IMPROVEMENTS, in accordance with this agreement, the PDU-approved Construction Plans, and PDU Standard Specifications.

b. Developer's Contribution & Improvements Fees:

The DEVELOPER shall be required to pay the Water Developer's Contribution and Improvement Fees for each phase as stated in the LETTERS. These payments must be made prior to approval of the Final Plat for the specific phase:

iii. Richland Estates Phase 1:

- a. Water Improvement Fees = **\$46,500** (As per the previously approved Developer's Agreement, dated November 2022)

iv. Richland Estates Phase 2:

- a. Water Improvement Fees = **\$9,000**
- b. Developer's Contribution = **\$4,500**

c. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$472,187.50** for the WATER IMPROVEMENTS surety prior to approval of Final Plat Phase 1.

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 each of the surety amounts. Once the utility is accepted by the City, a 12-month maintenance surety that is 15% of the most-current SURETY amount 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) **\$43,000** as the PROJECT's share of the cost of the SEWER IMPROVEMENTS, (ii) **\$60,000** as the PROJECT's share of the cost of the WATER IMPROVEMENTS, and (iii) a total SURETY amount of **\$801,562.50** for 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. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$209,000.00** for PUBLIC WORKS IMPROVEMENTS prior to approval of Final Plat Phase 1.

- i. Stormwater: **\$80,000**
- ii. Streets: **\$79,000**
- iii. Sidewalks: **\$25,000**
- iv. Lighting: **\$25,000**

Any surety for Public Works will be kept and renewed each year until the City has inspected and approved the 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.

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

EXHIBIT A



CITY OF PORTLAND
BRYAN PRICE P.E. – UTILITIES DIRECTOR
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: bprice@cityofportlandtn.gov

Zach Wilkinson
1065 Rapids Road
Portland, Tennessee 37148

Date: 8/13/2021

Re: **UTILITY SERVICE REQUEST PHASE 1**
SEWER AND WATER
VICTOR REITER PKY AND N RUSSELL ST, SUMNER COUNTY – MAP 33A, GROUP D, PARCEL 11.02 & 7.01

Portland Department of Utilities (PDU) has completed its review of your application for Utility Service (Sewer & Water) for the above referenced location for a proposed thirty six (36) unit development. Please see below for availability of services.

SEWER:

The system does currently have the capacity for a proposed thirty six (36) unit development. Offsite improvements are not required for thirty-six (36) units. The sewer improvement fees, capacity fees, and tap fees will be required.

WATER:

The system does have the capacity for thirty-six (36) taps once improvements are made. Once Improvements are completed, operating pressures for the development will average 52-35 psi.

The existing waterline along Victor Reiter Pky and N Russell St is a six (6) inch main. The City's minimum requirement in the City limits is eight (8) inch diameter for adequate fire protection. To service the proposed development, PDU will require the existing six (6) inch main to be increased to an eight (8) inch water main from the western most property line on Victor Reiter Pky, then running east and turning south at the intersection of N Russell St, all the way to the southernmost property line on N Russell St (~1,100 feet). This will entail eight (8) inch C900 PVC or Ductile Iron and all associated appurtenances.

This letter states PDU's ability to service the parcel in question. No approval of any services or main line extension is indicated. Construction plans would be required to be submitted and approved. An individual Residential Service Availability Request Form must be completed prior to the purchase of a water tap for any lot within this subdivision once the water line installation is complete and accepted. This capacity letter shall expire within twelve (12) months of the date of the letter.

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

Sincerely,

Bryan S. Price, P.E.
Utilities Director
BSPAV000431PHASE 1

cc.

Darlene Baker, City of Portland
Tracy McGowan, City of Portland



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

Zach Wilkinson
1065 Rapids Road
Portland, Tennessee 37148

Date: 11/21/2024

Re: **RICHLAND ESTATES PHASE 2**
WATER AND SEWER CAPACITY LETTER
VICTOR REITER PKWY AND N RUSSELL ST, PORTLAND, TN 37148
SUMNER COUNTY – TAX MAP 33A, GROUP D, PARCEL 6.00, 7.01, AND 11.02

Portland Department of Utilities (PDU) has completed its review of your application for water and sewer for the additional 6 residential lots for the development at the above-referenced location. Please see below for the capacity details.

WATER:

According to the modeling report, it was determined that the system does have the capacity for the proposed development after improvements are made. PDU will require the existing six (6) inch main to be increased to an eight (8) inch water main from the westernmost property line on Victor Reiter Pkwy, then running east and turning south at the intersection of N Russell St, all the way to the southernmost property line on N Russell St. This will entail 1,200 feet of eight (8) inch C900 PVC or Ductile Iron and all associated appurtenances.



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 \$4,500** towards the City's Capital Improvement Projects. The Developer will be required to pay **\$9,000** towards water

improvement fees as per Ordinance 23-15. The developer will be required to upgrade the six (6) inch along Victor Reiter and N Russell St.

Developer's Contribution:
Single Family Residence – 6 Units
6 Units x \$750 = **\$4,500**

Improvement Fee:
Single Family Residence – 6 Units
6 Units x \$1,500 = **\$9,000**

SEWER:

According to the modeling report, it was determined that the system does have capacity for the proposed development. Also, 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 **\$6,000** towards the City's Capital Improvement Projects. The Developer will be required to pay **\$6,000** towards sewer **improvement fees** as per Ordinance 23-15. The improvement fee and contribution fee must be made prior to the Construction Plans being approved. The payment was calculated as follows:

Developer's Contribution:
Single Family Residence – 6 Units
6 Units x \$1,000 = **\$6,000**

Improvement Fee:
Single Family Residence – 6 Units
6 Units x \$1,000 = **\$6,000**

Please note that as per 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. 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.

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 Residential Service 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,



Zechariah Rowley
ZFRAV000431PHASE2

cc.
Business Office
PDU Office Staff

RESOLUTION

City of Portland, Tennessee

No. 24 – 21

A RESOLUTION TO ADOPT GUIDELINES FOR PUBLIC COMMENTS DURING CITY COUNCIL MEETINGS.

WHEREAS, the City of Portland, Tennessee, is committed to transparent government and welcomes input by all its citizens;

WHEREAS, the City desires to conduct its business in an orderly manner and to show respect for different points of view; and

WHEREAS, the City deems it appropriate to adopt guidelines to govern public comments:

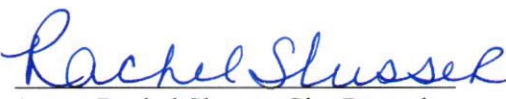
NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the following guidelines will govern public comments at City Council meetings;

1. Speakers must identify themselves by name and address;
2. Public comments shall be limited to items on the agenda and shall be limited to five minutes per individual, which time is not transferable to other speakers;
3. Comments must address issues, not individuals or personalities; personal attacks shall not be tolerated;
4. Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked;
5. Malicious comments will not be allowed; and
6. Speeches for or against particular candidates running for public office shall not be allowed.

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



Mike Callis, Mayor



Attest: Rachel Slusser, City Recorder

Approved this 6th day of May 2024.

ORDINANCE

City of Portland, Tennessee

No. 25 - 01

First Reading

AN ORDINANCE AMENDING PORTLAND MUNICIPAL CODE CHAPTER 6, PROPERTY MAINTENANCE CODE, BY ADDING ARTICLE 12-603, DANGEROUS BUILDINGS

WHEREAS, the Mayor and City Council have recommended that the City of Portland Municipal Code be amended regarding the identification of and remedy for dangerous building conditions,

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the Portland Municipal Code, Chapter 6, Property Maintenance Code, be amended by adding Article 12-603, Dangerous Buildings, in its entirety as follows:

ARTICLE 12-603. DANGEROUS BUILDINGS

1. Definitions.

The following definitions shall be applicable to the terms as used within this article:

- (1) "Dangerous building" shall mean any structure that is unfit for human occupation due to dilapidation, defects increasing the hazards of fire, accident or other calamities, lack of ventilation, light or sanitary facilities, or other conditions rendering it unsafe or unsanitary, or dangerous or detrimental to the health, safety and morals, or otherwise inimical to the welfare of the occupants or users of neighboring structures or other residents of the City.
- (2) "Dwelling" shall mean any building or structure, or part thereof, used and occupied for human occupation or use or intended to be so used, and includes any outbuildings and appurtenances belonging thereto or usually enjoyed therewith.
- (3) "Governing body" shall mean the City Council.
- (4) "Municipality" shall mean the City of Portland, Tennessee, and the areas encompassed within existing city limits.
- (5) "Owner" shall mean the holder of title in fee simple and every mortgagee of record.
- (6) "Parties in interest" shall mean all individuals, associations, corporations and others who have interests of record in a building or structure and any who are in possession thereof.
- (7) "Place of public accommodation" shall mean any building or structure in which goods are supplied or services performed or in which the trade of the general public is solicited.
- (8) "Public authority" shall mean any housing authority or any officer who is in charge of any department or branch of the government of the City or state relating to health, fire, building regulations, or other activities concerning structures in the City.
- (9) "Public nuisance" shall mean any building or structure that threatens the health, morals, safety, comfort, convenience or welfare of the residents of the City.
- (10) "Public officer" shall mean the Mayor, Building Official, City Attorney, or other

officer who is authorized by the City Council to exercise the power prescribed herein and pursuant to T.C.A. § 13-21-101, et. seq.

- (11) "Structure" shall mean any dwelling or place of public accommodation or vacant building or building suitable as a dwelling or place of public accommodation.

2. Initiation of proceedings.

The Building Official, Mayor, or City Attorney of the City is hereby authorized to exercise the authority prescribed by this article.

- (1) Wherever a petition is filed with a public officer and signed by at least five (5) residents of the City charging that any structure is unfit for human occupancy or use, or whenever it appears to a public officer that any structure is unfit for human occupation or use, the Building Official shall be notified of such within 24 hours.
- (2) The Building Official shall conduct, or cause to be conducted, a preliminary investigation into the charges made.
- (3) If the Building Official determines through the preliminary investigation that the charges made have merit, the Building Official shall post or cause to be posted on the property a notice stating "THIS BUILDING HAS BEEN FOUND TO BE A DANGEROUS BUILDING BY THE BUILDING INSPECTOR. THIS NOTICE IS TO REMAIN ON THIS BUILDING UNTIL IT IS REPAIRED, VACATED, OR DEMOLISHED IN ACCORDANCE WITH THE NOTICE WHICH HAS BEEN GIVEN THE OWNER, OCCUPANT, LESSEE, MORTGAGEE, OR AGENT OF THIS BUILDING, AND ALL OTHER PERSONS HAVING AN INTEREST IN SAID BUILDING AS SHOWN BY THE RECORDS IN THE TAX ASSESSOR'S OFFICE OF THIS CITY AND THE LAND RECORDS IN THE REGISTER'S OFFICE OF SUMNER COUNTY OR ROBERTSON COUNTY, TENNESSEE. IT IS UNLAWFUL TO REMOVE THIS NOTICE UNTIL SUCH NOTICE IS COMPLIED WITH."
- (4) The Building Official shall issue or cause to be issued a complaint by certified mail to the owner of the property, stating the charges and containing a notice that a show-cause hearing shall be held before the City Council (or its designated agent) not less than ten (10) days nor more than thirty (30) days after the service of the complaint; and that the owner and parties in interest shall have the right to file an answer to the complaint and to appear in person and give testimony at the designated hearing. A copy of the hearing notice shall be posted on the property.

3. Orders to owners of dangerous buildings.

If, after such notice and hearing as provided for in Section 5-242, the City Council determines that the structure under consideration is unfit for human occupation or use, it shall state in writing its finding of fact in support of such determination and shall issue and cause to be served upon the owner thereof an order stating that:

- (1) If the repair, alteration or improvement of the structure can be made at a reasonable cost in relation to the value of the structure (not exceeding fifty percent [50%] of the reasonable value), the property owner shall, within the time specified in the order, vacate, secure and repair the structure; or
- (2) If the structure cannot be repaired at a reasonable cost in relation to the value of the structure (not exceeding fifty percent [50%] of the reasonable value), the property owner shall, within the time specified in the order, vacate, secure and demolish the structure.

4. Owner's failure to comply.

If the owner fails to comply with the order to repair or demolish the structure within the time specified in the order, the public officer may cause such structure to be vacated and secured and repaired or demolished. The Building Official shall place a notice on the main entrance of the structure stating: "THIS BUILDING IS UNFIT FOR HUMAN OCCUPATION OR USE. THE USE OR OCCUPATION OF THIS BUILDING FOR HUMAN OCCUPATION OR USE IS PROHIBITED AND UNLAWFUL."

5. Lien for expenses; sale of salvaged materials; powers not limited.

- (1) The amount of the cost of such repairs, alterations or improvements, or vacating and securing, or removal or demolition by the public officer shall be assessed against the owner of the property, and shall upon the filing of the notice with the office of the Register of Deeds of Sumner County, be a lien on the property in favor of the City, second only to liens of the state, county and City of Portland for taxes, any lien of the county for special assessments, and any valid lien, right, or interest in such property duly recorded or duly perfected by filing, prior to the filing of such notice. These costs shall be collected at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes. In addition, the municipality may collect the costs assessed against the owner through an action for debt filed in any court of competent jurisdiction. The City may bring one (1) action for debt against more than one or all of the owners of properties against whom said costs have been assessed and the fact that multiple owners have been joined in one (1) action shall not be considered by the court as a misjoinder of parties.
- (2) If the structure is removed or demolished by the public officer, he shall sell the materials of such structure and shall credit the proceeds of such sale against the cost of the removal or demolition, and any balance remaining shall be deposited in the chancery court of Sumner County by the public officer, shall be secured in such manner as may be directed by such court, and shall be disbursed by such court to the person found to be entitled thereto by final order or decree of such court.
- (3) Nothing in this article shall be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause their removal or abatement, by summary proceedings or otherwise.

6. Service of complaints or orders.

Complaints or orders issued by the public officer pursuant to this article shall be served upon persons either personally or by registered mail, but if the whereabouts of such persons are unknown and the same cannot be ascertained by the public officer in the exercise of reasonable diligence, and the public officer shall make an affidavit to that effect, then the serving of such complaint or order upon such persons may be made by publishing the same once each week for two (2) consecutive weeks in a newspaper published in the City. In addition, a copy of the complaint or order shall be posted in a conspicuous place on the dangerous building to which it relates and also filed for record in the office of the Sumner County Register of Deeds.

7. Imminent danger and emergency cases.

In cases where it reasonably appears that there is immediate or imminent danger to the life or safety of any person unless a dangerous building as defined herein is immediately repaired, vacated or demolished, the Building Official shall report such facts to the City Council and the City Council may and shall have the right to cause the immediate vacation, repair or demolition of such dangerous building, unless the owner or responsible party can effect such repair or demolition within fifteen (15) days. The costs of such emergency vacation, repair or demolition of such dangerous building shall be collected in the manner as provided in section 5-245.

8. Enjoining enforcement of order.

- (1) Any person affected by an order issued by the public officer served pursuant to this article may file a bill in chancery court for an injunction restraining the public officer from carrying out the provisions of the order, and the court may, upon the filing of such suit, issue a temporary injunction restraining the public officer pending the final disposition of the cause; provided, however, that within sixty (60) days after the posting and service of the order of the public officer, such person shall file such bill in the court.
- (2) The remedy provided herein shall be the exclusive remedy and no person affected by an order of the public officer shall be entitled to recover any damages for action taken pursuant to any order of the public officer, or because of noncompliance by such person with any order of the public officer.

9. Additional authority of public officer.

The public officer, in order to carry out and effectuate the purposes and provisions of this article, shall have the following authority in addition to those otherwise granted herein:

- (1) To determine that a structure is unfit for human occupation and use;
- (2) To investigate conditions of the structures in the City in order to determine which structures therein are dangerous or unfit for human occupation or use;
- (3) To administer oaths, affirmations, examine witnesses and receive evidence;
- (4) To enter upon premises for the purpose of making examination, provided that such entry shall be made in such manner as to cause the least possible inconvenience to the persons in possession;
- (5) To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this chapter; and
- (6) To delegate any of his functions and powers under this article to such officers and agents as he may designate.

10. Supplemental nature of powers conferred.

This article shall not be construed to abrogate or impair the powers of the City with regard to the enforcement of the provisions of its charter or any other ordinances or regulations, nor to prevent or punish violations thereof, and the powers conferred by this article shall be in addition and supplemental to the powers conferred by the charter and other laws.

11. Structures unfit for human habitation deemed unlawful.

It shall be unlawful for any owner of record to create, maintain or permit to be maintained in the City structures that are dangerous or unfit for human occupation due to dilapidation, defects increasing the hazards of fire, accident or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions rendering such dwellings unsafe or unsanitary, or

dangerous or detrimental to health, safety and morals, or otherwise inimical to the welfare of the residents of the City.

Violations of this article shall subject the offender to a class C misdemeanor. Each day a violation is allowed to continue shall constitute a separate offense.

12. Severability

In the event that any portion of this Ordinance shall be declared by any competent court to be invalid for any reason, such decision shall not be deemed to affect the validity of any other portion of this Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland

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:

CHANGE ORDER NO.: 1 (FINAL ADJUSTING)

Owner: City of Portland

Owner's Project No.: 0101-211

Engineer: OHM Advisors

Engineer's Project No.: 0585-23-0030

Contractor: Bobby Luttrell & Sons

Contractor's Project No.:

Project: 2024 Hwy 52 and S. Broadway (SR 109) 12" Waterline Improvements

Contract Name:

Date Issued: 12/16/2024

Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description: This is for the final adjusting change order to close out the project.

Attachments: N/A

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$ 686,851.25		Substantial Completion:	75 days (8/17/2024)
		Ready for final payment:	90 days (9/1/2024)
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]:		[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]:	
\$ N/A		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 686,851.25		Substantial Completion:	75 days (8/17/2024)
		Ready for final payment:	90 days (9/1/2024)
[Increase] [Decrease] this Change Order:		[Increase] [Decrease] this Change Order:	
\$ 17,091.25		Substantial Completion:	0 days
		Ready for final payment:	45 days
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 669,760.00		Substantial Completion:	75 days (8/17/2024)
		Ready for final payment:	135 days (10/16/2024)

Recommended by Engineer (if required)

By: Megan Heule

Title: Portland Utilities Engineer

Date: 12/16/2024

Authorized by Owner

By: _____

Title: _____

Date: _____

Accepted by Contractor

Brett Morphew

Managing Member

12/16/24

Approved by Funding Agency (if applicable)

RESOLUTION

City of Portland, Tennessee

No. 25 – 03

A RESOLUTION TO APPROVE THE FINAL ADJUSTING CHANGE ORDER #1 IN THE DECREASED AMOUNT OF \$17,091.25 AND EXTENDING THE FINAL COMPLETION CONTRACT TIME FORTY-FIVE (45) ADDITIONAL DAYS FOR THE 2024 HIGHWAY 52 AND S. BROADWAY (STATE ROUTE 109) TWELVE (12) INCH WATERLINE IMPROVEMENTS.

WHEREAS, the City of Portland has approved the original contract in the amount of \$686,851.25 with Bobby Luttrell and Sons for the 2024 Highway 52 and S. Broadway (State Route 109) 12-Inch Waterline Improvements Project; and

WHEREAS, Final Adjusting Change Order #1 shall decrease the contract amount by \$17,091.25, which shall amend the contract amount to \$669,760. This shall reconcile all quantities installed to date; and

WHEREAS, Final Adjusting Change Order #1 shall extend the final completion contract time for an additional forty-five (45) consecutive calendar days to the current contract. The revised final completion contract shall be one hundred and thirty-five (135) days, making the date for final completion October 16, 2024; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #1 in the decreased amount of \$17,091.25 and an additional forty-five (45) consecutive days for the final completion contract time for the 2024 Highway 52 and S. Broadway (State Route 109) 12-Inch Waterline Improvements; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 - 42

Second Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-26 AND REPLACE WITH THIS ORDINANCE FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Review Fees will only be charged one time per project. If the project is within the Portland City Limits, the review fees will be charged with preliminary plat. If the project is outside of the Portland City Limits, it will be charged with the review of the plat.

Plan Review Fee

(Due when plans are submitted for review. Must be paid prior to Portland Department of Utilities (PDU) approval.)

- \$1,200 for water plans (per phase)
- \$1,200 for sewer plans (per phase)

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee for Fiscal Years (FY)		
	FY 2024	FY 2025	FY 2026*
Residential	\$4	\$5	\$6
Commercial/Industrial	\$17	\$18	\$19
Fire Meters	\$76	\$77	\$78

*After Fiscal Year 2026, Meter Base Fees shall remain at the fee detailed under FY 2026

Water Meter Base Fees shall be used to test, calibrate, maintain, install, and replace all meters within the distribution system. Fees shall be calculated as shown above.

Residential Fee – Shall apply to all residential meters

Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.

Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	\$120
Commercial	\$180
Industrial	\$600

Water Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

** In the event of a customer's death, service will need to be set up in a new name within 30 days to avoid disconnection and final billing. Residential water connection fees may be waived on active accounts with two or more of the following: death certificate, two proofs of residency showing name and service address and/or Will/ Trust documents. A Letter of Testamentary will be required to change the name to an Estate.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$1,500	\$2,400
1"	\$2,100	\$3,120
2"	\$4,500	\$6,000
*3"	\$5,200	\$6,840
*4"	\$6,200	\$8,040
*6"	\$9,200	\$11,640
*8"	\$11,200	\$14,040
*10"	\$15,000	\$19,200
*12"	\$18,000	\$24,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements. The above fees are privilege fees only and will be charged on a per unit basis and are due at the time of setting up service.

WATER IMPROVEMENT FEE

\$1,800 per equivalent residential unit (ERU) on all new development. See "Water Equivalent Residential Units (ERUs)" for ERU calculations.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/350 gpd = 11.42 units = 12 units * \$1,800 = \$21,600*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

Water Equivalent Residential Units (ERUs) are calculated by below:

Self-Storage – Calculated as general commercial services but only for the area with a water demand. If the facility is sprinkled, it will be for the full footprint of the facility.

Single Family Residence – One (1) Unit
 Mobile Home Park – One (1) Unit per dwelling
 Hotel/Motel – 130 gpd (gallons per day) per room
 General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
 Theaters – 5 gals. Per seat
 General Office space – 25 gals. Per person
 Restaurant – 40 gals. Per seat
 Schools – 16 gals. Per person (Employees and Students)
 Retirement Community (per bed) – 250 gpd (gallons per day)
 Hospitals (per bed) – 250 gpd (gallons per day)
 Assisted Care/Nursing Homes – One Half (½) unit per bed
 Church (small) – 3 gals. Per seat (no kitchen)
 Church (large) – 5 gals. Per seat (Kitchen)
 Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
 Industrial Processed Water - \$750.00 per 1000 gallons per day
 Car wash/truck wash – 2 units per bay
 Self-service Laundries – 1 unit per washer
 Service stations – 1 unit per pump
 Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	\$1,800
51-100	\$1,550
101-150	\$1,300
Greater than 150	\$1,000

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum

requirements stated below. The payment shall be calculated using the City's Pay-In-Lieu of Calculator

Minimum Water Main Pipe Diameter

Within City Limits: 8" – (Unless documented in the City's Capital Improvement Plan to be larger)

Outside of City Limits: 6" – (Unless documented in the City's Capital Improvement Plan to be larger)

DEVELOPER'S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below:

Residential & Commercial

\$750 per ERU

Industrial

\$1,000 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

HYDRANT FLOW TEST FEE

The Hydrant Flow Test Fee shall be \$125 per request.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

Tap Diameter	Inside Tap Fee	Outside (if applicable)
4-6" minimum	\$750.00	\$1,400
Anything over 6"	\$5,000 plus all installation costs	
SR 109 Interchange Sewer	\$10,000*	

- The above fees are privilege fees only and will be charged on a per unit basis.
- They are due at the time of setting up service.
- The specified fee does not include plumber's installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.

- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.
- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.
- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of \$10,000

<u>Inside Portland City Limits Capacity Fee</u>	<u>Outside Portland City Limits Capacity Fee (Inside Mitchellville and Orlinda Only)</u>
\$1,750	\$2,600

SEWER EQUIVALENT RESIDENTIAL UNITS (ERUs)

For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee:

Self-Storage – Calculated as general commercial services but only for the area with a sewer demand.

ERUs are calculated by below:

Single Family Residence – One (1) Unit
 Mobile Home Park – One (1) Unit per dwelling
 Hotel/Motel – 130 gpd (gallons per day) per room
 General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
 Theaters – 5 gals. Per seat
 General Office space – 25 gals. Per person
 Restaurant – 40 gals. Per seat
 Schools – 16 gals. Per person (Employees and Students)
 Retirement Community (per bed) – 250 gpd (gallons per day)
 Hospitals (per bed) – 250 gpd (gallons per day)
 Assisted Care/Nursing Homes – One Half (½) unit per bed
 Church (small) – 3 gals. Per seat (no kitchen)
 Church (large) – 5 gals. Per seat (Kitchen)
 Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
 Industrial Processed Water - \$750.00 per 1000 gallons per day
 Car wash/truck wash – 2 units per bay
 Self-service Laundries – 1 unit per washer
 Service stations – 1 unit per pump
 Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees (Fee per Unit)

Number of Units	Inside City Limits	Outside City Limits
1-50	\$1,750	\$2,600
51-100	\$1,485	\$2,400
101-150	\$1,315	\$2,200
Greater than 150	\$1,135	\$2,000

SEWER IMPROVEMENT FEE

\$1,200 per equivalent residential unit (ERU) on all new development. See "Sewer Equivalent Residential Units (ERUs)" for ERU calculations.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/250 gpd = 16 units = 16 units * \$1,200 = \$19,200*

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	\$1,200
51-100	\$1,020
101-150	\$900
Greater than 150	\$750

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City's Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8"

DEVELOPER'S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below.

Residential & Commercial

\$1,000 per ERU

Industrial

\$750 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

PRETREATMENT

The City is required by the EPA and TDEC to maintain a Pretreatment Program. The TDEC approved Portland Sewer Use Ordinance governs and set all requirements of the Pretreatment Program.

INDUSTRIAL PRETREATMENT PERMITS

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for all permitted users.

Industrial Pretreatment Permit shall have an annual fee of **\$7,500**

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Industrial Pretreatment Permit Fee shall become effective January 1, 2025.

FATS, OILS, AND GREASE (FOG) PROGRAM

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for the inspection and monitoring of the Grease Management Plan.

FOG Inspection Fee shall be **\$400** annually per device. An establishment having multiple devices shall be charged per Grease Trap/Interceptor.

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Grease Trap/Interceptor Fee shall become effective January 1, 2025.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	\$100
Commercial	\$150
Industrial	\$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

** In the event of a customer's death, service will need to be set up in a new name within 30 days to avoid disconnection and final billing. Residential gas connection fees may be waived on active accounts with two or more of the following: death certificate, two proofs of residency showing name and service address and/or Will/ Trust documents. A Letter of Testamentary will be required to change the name to an Estate.

GAS TAP FEES

TAP SIZE	TAP FEES
3/4"	\$400
1"	\$475
2"	\$550

INDUSTRIAL AND COMMERCIAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

INITIAL CAPACITY LETTER FEES

Initial Capacity Fees shall be collected with the initial approval of a Capacity Letter:

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000

CAPACITY LETTER RENEWAL FEES (ANNUALLY)

Capacity Renewal Fees will apply to all Capacity Letter Renewals:

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500 + option A, B, or C
 - A. Up to 100 units: \$50 per unit
 - B. 101 to 300 units: \$40 per unit
 - C. 301 or more units: \$30 per unit

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000 + \$500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000 + \$1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, and Capacity Letter Maintenance Fees as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; 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: June 17, 2024

Passed Second Reading: July 15, 2024