



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.

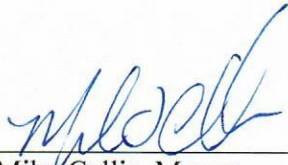
H. Discussion - Corrective Action Plan for the Sewer Collections System

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.**



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder