

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

June 20, 2022

1. **Call to Order** - Mayor Callis called the meeting to order at 5:06 P.M.
2. **Prayer/Pledge** – Mayor Callis offered the Invocation and the Pledge of Allegiance.
3. **Roll Call** - The Portland Board of Mayor and Aldermen met on June 20, 2022, with the following members in attendance: Alderman Thomas Dillard, Alderman Mike Hall, Vice-Mayor Drew Jennings, Alderman Jody McDowell, Alderwoman Megann Thompson, and Alderman Brian Woodall. Alderwoman Penny Barnes was absent. City Recorder Patricia Keen were present. City Attorney John Bradley was absent.
4. **Approval of Minutes from June 6, 2022, Council Meeting**
A motion was made by Alderman McDowell seconded by Alderman Dillard to approve the minutes as presented. A unanimous voice vote indicated approval.
The minutes were approved.
5. **Approval of Agenda** A motion was made by Alderman Dillard, seconded by Vice Mayor Jennings to approve the agenda. A voice vote indicated approval of the agenda.
The agenda was approved.
6. **Communications from Council Members**
Alderman Dillard wished to congratulate the 6U Dixie for going to State Tournaments.
7. **Public Recognition - No one spoke.**
8. **Public Hearing**
 - A. **Resolution No. 22-68** - A resolution annexing property at 322 Jim Courtney Road, also identified as Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04, containing 67.96 acres upon written consent of the owner, Josh Russell.
No one spoke.
 - B. **Resolution No. 22-69** - A resolution adopting a plan of services for the annexation at 322 Jim Courtney Road; Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04.
No one spoke.
 - C. **Ordinance No. 22-39** - An ordinance of the City of Portland amending budget Ordinance No. 21-20 for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
No one spoke.

D. Ordinance No. 22-40 - An ordinance of the City of Portland adopting the annual budget and tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

No one spoke.

- 9. Departmental Reports** - Motion was made by Alderwoman Thompson, seconded by Alderman Dillard to approve the reports. A unanimous voice vote indicated approval of the monthly reports as presented. Reports accepted as presented.

10. Mayor's Report

Mayor Callis gave a report on *Reclaiming Our Resources – Drought Management Plan*. In his presentation he pointed out the areas of concerns and needs. Summers Branch serves as the wastewater discharge point for Portland and West Fork Drakes Creek supplies the city's raw water. As of October, 2021, Portland had 87 lift stations and 1648 manholes with an average of 300,000 gallons a year of stormwater in our manholes. With Portland having 272.5 miles of water main, 1276 water valves, 8 water tanks and 656 fire hydrants we need to find ways to reduce water loss and need to remove restrictions at the water treatment plant. A stable sustainable solution is needed, and immediate action is needed to reclaim, reduce and rehab. This will take all of us. Potential results, better protected against drought conditions. Got to find leaks and main breaks.

11. Community Development – Alderwoman Megann Thompson – No items

12. Finance – Alderwoman Penny Barnes

- A. Ordinance No. 22-39 - Second Reading** – An ordinance of the City of Portland amending budget Ordinance No. 21-20 for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Motion was made by Alderman McDowell, seconded by Vice Mayor Jennings to approve Ordinance No. 22-39 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 22-39 Approved on Second Reading

- B. Ordinance No. 22-40 - Second Reading** – An ordinance of the City of Portland adopting the annual budget and tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Motion was made by Alderwoman Thompson, seconded by Alderman McDowell to approve Ordinance No. 22-40 on second reading. Motion was made by Alderwoman Thompson, seconded by Vice Mayor Jennings to approve all changes from the first reading. A unanimous voice vote indicated approval.

Ordinance No. 22-40 Approved on Second Reading

- C. Resolution No. 22-77** - A resolution authorizing the acceptance of the best RFP (Request for Proposal) for the audit services for the City of Portland.

Motion was made by Alderwoman Thompson, seconded by Vice Mayor Jennings to approve Resolution No. 22-77. A unanimous voice vote indicated approval.

Resolution No. 22-77 Approved

- D. Present to Council Form CT-0253 for the \$6,000,000 loan agreement**

Mayor Callis presented the CT-0253 forms to the council for the \$6,000,000 loan agreement.

13. Fire Department – Alderman Jody McDowell

A. Discuss – purchase virtual fire extinguisher system

Chief Thornton made the council aware of future purchase he is looking to make for the Fire Department. Virtual fire extinguisher system is training software at an estimated cost of \$15,000 and will be looking for a grant or a donation towards the purchase.

14. Human Resources – Alderwoman Penny Barnes

A. Resolution No. 22-78 - A resolution establishing premium pay for festivals in the City of Portland.

Motion was made by Vice Mayor Jennings, seconded by Alderman McDowell to approve Resolution No. 22-78. A unanimous voice vote indicated approval.

Resolution No. 22-78 Approved

B. Resolution No. 22-79 - A resolution establishing premium for the temporary assignment within the Sanitation Department.

Motion was made by Alderman Woodall, seconded by Alderman Dillard to approve Resolution No. 22-79. A unanimous voice vote indicated approval.

Resolution No. 22-79 Approved

15. Legislative – Mayor Mike Callis

A. Resolution No. 22-80 - A resolution to appoint an Ad Hoc Committee to design and purchase Military Memorial Flags for display in the City of Portland.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Resolution No. 22-80. A unanimous voice vote indicated approval.

Resolution No. 22-80 Approved

16. Municipal Airport – Alderman Mike Hall – No items

17. Parks & Recreation – Alderwoman Megann Thompson - No items

18. Police Department – Vice Mayor Drew Jennings

A. Ordinance No. 22-42 – Second Reading – An ordinance to amend the City of Portland’s Municipal Code, Title 10 – Animal Control, Chapter 3 – Vicious Animals.

Motion was made by Vice Mayor Jennings, seconded by Alderman Hall to approve Ordinance No. 22-42 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 22-42 Approved on Second Reading

19. Planning & Codes – Alderwoman Megann Thompson

- A. Resolution No. 22-68** - A resolution annexing property at 322 Jim Courtney Road, also identified as Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04, containing 67.96 acres upon written consent of the owner, Josh Russell.

Motion was made by Alderwoman Thompson, seconded by Vice Mayor Jennings to approve Resolution No. 22-68. A voice vote indicated approval with Alderman Hall and Alderman Dillard voting no.

Resolution No. 22-68 Approved

- B. Resolution No. 22-69** - A resolution adopting a plan of services for the annexation at 322 Jim Courtney Road; Tax Map 033, Parcels 003.00 & 003.01 and Tax Map 20, Parcel 047.04.

Motion was made by Alderwoman Thompson, seconded by Alderman McDowell to approve Resolution No. 22-69. A voice vote indicated approval with Alderman Dillard and Alderman Hall voting no.

Resolution No. 22-69 Approved

20. Public Works – Alderman Brian Woodall

- A. Ordinance No. 22-43 - Second Reading** – An ordinance to enter into an agreement with Alfred Benesch & Company to provide engineering services for the City of Portland Pedestrian Connector Project.

Motion was made by Alderman Woodall, seconded by Alderman Dillard to approve Ordinance No. 22-43 on second reading. A unanimous voice vote indicated approval.

Ordinance No. 22-43 Approved on Second Reading

- B. Ordinance No. 22-45 - First Reading** – An ordinance to enter into an agreement with Civil & Environmental Consultants, Inc. to provide engineering services for the City of Portland Stormwater Input and Outfall Mapping Project.

Motion was made by Alderman Woodall, seconded by Vice Mayor Jennings to approve Ordinance No. 22-45 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 22-45 Approved on First Reading

- C. Ordinance No. 22-46 - First Reading** – An ordinance to enter into an agreement with Wiser Consultants to provide engineering services for the City of Portland for the resurfacing and improvements to various sections of Kirby Road and South Russell Street.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Ordinance No. 22-46 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 22-46 Approved on First Reading

- D. Discuss** - Update on Scattersville Road

Carlton Cobb, Public Works Director explained the construction plans are being reviewed now due to it being surveyed into the county. After this is completed, it will be submitted to TDOT to get approval for funding. This is only for the resurfacing of the road.

21. Department of Utilities – Alderman Brian Woodall

- A. Ordinance No. 22-47 - First Reading** - An ordinance to authorize the mayor to enter into a developer's agreement with Brimstone Builders, LLC for the water improvements, including the upsizing of an existing waterline, along the property's entire road frontage, to an 8" waterline along Woods Road in Sumner County for the Brimstone Woods Road Development, located at 318 Woods Road, Tax Map 016, Parcel 047.03 in Portland, Tennessee.

Motion was made by Alderman Woodall, seconded by Alderwoman Thompson to approve Ordinance No. 22-47 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 22-47 Approved on First Reading

- B. Ordinance No. 22-48 - First Reading** – An ordinance to enter into an agreement between the City of Portland and Mid-Cumberland Community Action Agency for the Low Income Household Water Assistance Program.

Motion was made by Alderman Woodall, seconded by Alderman Hall to approve Ordinance No. 22-48 on first reading. A unanimous voice vote indicated approval.

Ordinance No. 22-48 Approved on First Reading

- C. Resolution 22-82** - A resolution authorizing the renew the agreement between the City of Portland and Gresham Smith Engineering for a proposal for professional on-call services for basic utility coordination services.

Motion was made by Alderman Woodall, seconded by Vice Mayor Jennings to approve Resolution No. 22-82. A unanimous voice vote indicated approval.

Resolution No. 22-82 Approved

- D. Resolution No. 22-83** - A resolution to enter into an agreement with TDEC to utilize the direct allotment of non-competitive grant monies allocated to the City of Portland.

Motion was made by Alderman Woodall, seconded by Alderman McDowell to approve Resolution No. 22-83. A unanimous voice vote indicated approval.

Resolution No. 22-83 Approved

- E. Discuss** - Update on Mitchellville sewer meter installation
Bryan Price, Utilities Director reported the city is still waiting on the equipment to come in and at this time don't have a contract to get the meter installed.

Adjournment

Motion was made to adjourn the meeting at 6:28 PM.

Mike Callis, Mayor

Patricia Keen, City Recorder