



BOARD OF MAYOR AND ALDERMEN
Minutes for March 3, 2025 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 5:02.

2. Prayer and Pledge

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Hall (left meeting @ 7:15 pm), Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

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

4. Approval of Agenda

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

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

Motion Passed (voice vote)

5. Presentation

A. Commendations Mayor Callis presented the following accommodations:

- David Harris, Blake Curtis, and Travis Tuttle with the Public Works Stormwater crew for their efforts to prevent flooding in areas at risk.
- Officer Jackson Franks, Officer Chris Corlew, and Officer John Taylor for a recent rescue of a citizen trapped in a flooded vehicle.

B. Flock Safety Inc. Camera System

Will Pepper presented Flock Safety mobile security trailer and its functions.

Mr. Pepper presented information about the functions, pricing and tag reader cameras, then opened the floor for questions.

6. Public Hearing

A. Ordinance No. 25-02 – An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 243 and 245 TGT Road, from County RA (Rural Residential) and RS-40 (Low Density Residential) to GCS (General Commercial Services).
- **No one spoke**

7. Public Comments

1. William Lineberry - 153 Smith Rd. - Kyla Ct flooding
2. James Chaney - 332 Airport Rd - water system
3. Heather McClaim & Brad Hickson - 112 Lindsay - Kyla flooding
4. Randy Gilliam - 1080 Oak Hill Ct. - rezoning Oak Hill Dr.
5. Trudy Crafton - 108 TGT Rd - rezoning Oak Hill Dr.
6. Chris Shoemaker - 1018 Silver Maple Ln - Ordinance 25-08 & Resolution 25-17.

8. Communications from Council Members

9. Mayor's Report Mayor Callis reported the following:

- The Resource Authority will be raising fees by an additional \$5/ton starting April 1, 2025. The last sanitation increase will cover this increased cost.
- The Sumner County Grant Engineer is currently pursuing how to progress with the 3 MGD Portland has requested with the Sumner County grant water project.
- There will be a Budget Work Study at 4 pm on March 17, 2025.
- The next Richland Gym project is a remodel of the bathrooms. The mayor requested the Board to consider putting together a design build RFQ to allow a phase remodel, if the bids come in over budget.
- The US 250-year milestone is next year, so we need to consider planning events and decorations for the event.

Meeting recessed for the Board and City Attorney to go into executive session at 5:48 pm.
Mayor Callis called the meeting to order at 6:04 pm.

Vice-Mayor Thompson commented she is proud of how our community rallies around each other, especially during difficult times for citizens. Two local food trucks will be donating proceeds from their sales this Thursday, 3/6/24 to a local family who recently lost their son during a tragic event.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

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

Motion Passed (voice vote)

A. Department Reports

B. Minutes from February 3, 2025 Special Presentation

C. Minutes from the February 3, 2025, Work Study Meeting.

D. Minutes from February 3, 2025, City Council Meeting.

E. Resolution No. 25-14 – A Resolution to appoint one member to the Portland Municipal Board of Appeals.

11. Community Development – Vice-Mayor Megann Thompson

- No Items

12. Finance – Alderman Vince Ellis

- A.** Resolution No. 25-15- A Resolution authorizing the acceptance of the best RFP (Request For Proposal) for the audit services for the City of Portland.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Cole

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

Motion Passed (voice vote)

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- A.** Ordinance No. 25-08 – First Reading – An Ordinance to repeal and replace Ordinance No. 20-07 Personnel Policy for the City of Portland, Tennessee.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Jennings

Discussion:

- Alderman Woodall opened a discussion about employees that are scheduled for more than an 8-hour day.
- Alderman Cole also wanted the military leave reviewed.
- Human Resources Director Hazel Johnson advised that military leave time was addressed in the Ordinance under Section 5-115. Changing it to their scheduled working hours.
- After discussion, it was agreed a study of the cost and financial impact of implementing the changes would be brought to the March 17, 2025 meeting for discussion and a second reading would be presented at the April 7th, 2025 meeting.
- Vice Mayor Thompson also wanted the rule of using comp time first during FMLA leave to be reviewed.
- Director Price suggested the rules of nepotism; Delta 8 prohibited wordage, and a 3-day no-call-no-show be reviewed.

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

Motion Passed (voice vote)

15. Legislative – Mayor Mike Callis

- A.** Resolution No. 25-17 – A Resolution to adopt updated guidelines for public comments by repealing and replacing Resolution 24-21.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Mayor Callis presented a two statements that may need to be added:

- State Senate Bill 178 has wording "germane to the governing body".
- Signing up to speak before the meeting.

Alderman Cole requested a comment period be added to all meetings.
It was also commented that Senate Bill 178 may make changes after it passes or fails.

Motion to: **Defer till after the State Session hearing on bill 178.**

By: Vice-Mayor Thompson

Second: Alderman Jennings

Yes: Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

No: Alderman Cole

Motion to defer passed (voice vote)

- B.** Discussion - Firework Ordinance

- Alderman Woodall requested changing the period of time to discharge to begin June 18th.
- Attorney Bradley noted that the state controls the selling dates.
- After discussion, it was agreed to have an Ordinance at the March 17, 2025 meeting changing the dates for discharge.

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- No Items

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-02 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 243 and 245 TGT Road, from County RA (Rural Residential) and RS-40 (Low Density Residential) to GCS (General Commercial Services).

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson,
Alderman Woodall
No: Alderman Hall
Motion Passed(voice vote)

- B.** Ordinance No. 25-06 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 700 and 706 North Broadway, from county RR (Rural Residential), RS-20(Low Density Residential) and RS-40 (Low Density Residential) to PUD (Planned Unit Development).

Motion to: Approve
By: Vice-Mayor Thompson
Second: Alderman Woodall
Discussion: Planning Director Nate Heisler presented a map and review of the proposed 38.7 acres.
Motion to: Suspend the rules to allow guests to speak
By: Vice-Mayor Thompson
Second: Alderman Woodall
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Motion Passed (voice vote)

- The Project Engineer, Charlie Gardner, reviewed the proposal and explained the roadways.
-Traffic Engineer, Tiffany Reed, spoke about the traffic study and answered questions from the Board.
Discussion was held about the need for a traffic signal on Highway 109, concerns about the increase in traffic to this area, the impact of the bypass, increase in water demand, local flooding and off-site improvements.
The board requested that a traffic signal be added.

Motion to: Defer to April 7, 2025 Meeting
By: Vice-Mayor Thompson
Second: Alderman Woodall
Yes: Alderman Cole, Alderman Ellis, Alderman Hall, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
No: Alderman Hall
Motion to defer passed (voice vote)

19. Police Department – Alderman Drew Jennings

- A.** Discussion - Upgraded Security for Strawberry Festival
- Chief Arnold presented a list of enhanced security measures and equipment to purchase for special events. Items included the Flock Camera trailer, rifles and other items.
- Director Slusser advised funding for the equipment would come from cash and the flock camera trailer would have to come from the operating budget.
- After discussion, Mayor Callis advised a Resolution will be presented at the next meeting for approval and funding.
- B.** Discussion - Police Building Remodel Change Orders
- Chief Arnold spoke about changes to the Police Building remodel that he would like to happen, such as providing electrical service to temporary office space, replacing the carpet with LVT flooring, adding a restroom with a shower and changing the main door and frame.
- After reviewing the change orders, the Board agreed for Chief Arnold to bring a Resolution for approval at the next meeting.

20. Public Works – Alderman Brian Woodall

- A.** Ordinance No. 25-05 – Second Reading – An Ordinance authorizing the acceptance of the best bid for demolition, asbestos removal, disposal of building and parking lot prep located at 205 South Broadway Portland, Tennessee (aka-Jenkins Building).
Motion to: Approve
By: Alderman Woodall
Second: Alderman Jennings
Discussion: Director Carlton Cobb reviewed the timeframe.

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

B. Discussion - Lindsey Kyla Court flooding.

Public Works Director Calton Cobb and Assistant Director Corbin Keen reviewed information about Lindsey Kayla Ct original construction and water drainage in the area.

The following was discussed:

- When this area was built there was no Stormwater department.
- When the Airport Rd detention pond plans are complete, C & C will make a presentation to the Board.
- Any changes made to Lindsey Kayla Ct would put more water downstream and possibly move flooding to another area.
- No measure taken can guarantee the area will not flood.
- This issue is not a quick fix and may have a very high cost involved.
- Will bring change orders to C & C to have them review the Lindsey Kayla Ct area.
- Will see if C & C can be at the March 17th meeting for review.

Director Cobb updated the traffic study, reporting that the traffic engineer was still six weeks out of completion. Mayor Callis reported that Chief Arnold would be pulling CAD information in relation to the sign areas.

21. Utility Infrastructure – Alderman Charles Cole

A. Ordinance No. 25-03 –Second Reading – An Ordinance to amend Ordinance 22-14 (Portland Sewer Use Ordinance) to add a new fats, oils, and grease (FOG) Management Policy and Enforcement Response Guide (ERG) for food service establishments and grease waste haulers and rescind and replace the existing fog management program.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Discussion: Mayor Callis advised staff is currently working on a complete code update and will have drafts distributed for review soon.

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

Absent: Alderman Hall

Motion Passed (voice vote)

B. Ordinance No. 25-04 – Second Reading - An Ordinance to amend Section 205 of Title 18 of the City of Portland's Municipal Code with the following language referencing the Grease Interceptor Requirements.

Motion to: Approve

By: Alderman Cole

Second: Alderman McDowell

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

Absent: Alderman Hall

Motion Passed (voice vote)

C. Resolution No. 25-15 – A Resolution authorizing change order #1 in the increased amount of \$40,000.00 and extending the contract times thirty (30) additional days with Perdue Trucking and Excavating for the 2024 Sewer Point Repairs Project.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Discussion: Director Price advised funding is still in the budget and would fall under the point repairs line item.

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

Absent: Alderman Hall

Motion Passed (voice vote)

D. Resolution No. 25-19 (*typing error in Original Agenda*)– A Resolution to apply for a FEMA Grant for the repair of the spillway at the City Lake.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Discussion: Director Price reviewed the grant information.

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

Absent: Alderman Hall

Motion Passed (voice vote)

E. Discussion - Water System - Projects, Funding, etc. (90-day review)

- Director Bryan Price advised in the December 3rd meeting it was requested to have a 90-day review of water projects.
- Director Price recommends not moving forward with the Westmoreland connection project because we are moving forward with the Sumner County Grant process.
- Discussion was held about getting a third-party contractor to install water meters.
- The Board requested information to move forward with having the meters replaced by a third-party for the March 17th meeting.

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Alderman Woodall;

Motion passed by voice vote to **adjourn at 8:14 PM.**



Mike Callis, Mayor



Tracy Kizer, City Recorder