



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

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:34 PM.

2. Prayer and Pledge

Pastor Dennis Page led the prayer and pledge.

3. Presentation

Mayor Callis presented banners that will be placed on light poles in the City Hall area celebrating Black History month.

The banners represented the following people and locations: Parkers Chapel Baptist Church, Corey Brewer, Luther Bratton, Scattersville Community Center, Renee Shaw, and Pastor Dennis Page.

Mayor Callis thanked Secrick Gregory for his work in completing the project.

4. Roll Call

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

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

Absent: Alderman Hall

5. Approval of Agenda

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed(voice vote)

6. Public Hearing

A. Ordinance No. 24-63 – An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 817 South Broadway, (tax map 039b, Group A, Parcel 16.00) from RS-20 (Residential) to OPS (Office Professional Services).

- No one spoke

B. Resolution No. 25-08 – A Resolution to annex property at 243 and 245 TGT Road, also identified as (Sumner County map 16 parcel 34.02 and 34.01) containing 2.15 +/- acres upon written consent of the owner and to adopt a plan of services.

- No one spoke

7. Public Comment Period

James Chaney spoke for public comment period.

8. Communications from Council Members

- No one spoke

9. Mayor's Report

- Waffle House has started work on their location on Highway 52.
- Congratulations to Tracy Kizer for receiving State Certification for City Recorder.
- There will be legislation brought to the Council for specialty smoke shop restrictions.
- Additional snow removal equipment will need to be added, especially when Portland inherits Highway 109.
- Stormwater completed the drain project at the McGlothlin intersection and is looking at changing other intersections.
- A FEMA grant for the spillway repairs at the City lake will be opening and Board approval will be requested.
- Event safety will be discussed in the future and look at increasing safety measures.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

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

Absent: Alderman Hall

Motion Passed (voice vote)

A. Department Reports

B. Approval of City Council Minutes from January 6, 2025

C. Resolution No. 25-04 – A Resolution to re-appoint three members to the City of Portland's Audit Committee.

11. Community Development – Vice-Mayor Megann Thompson

A. Resolution No. 25-13 - A Resolution authorizing a contract between the City of Portland, Tennessee and Retail Coach as the City of Portland Retail Recruiter.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Sherry Ferguson distributed a list of proposals received for Retail Recruiter. Her recommendation would be The Retail Coach. Finance Director Rachel Slusser said the funding would come from additional revenue from building permits and will bring a budget amendment to the Board. After discussion, it was agreed to use The Retail Coach for one year.

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

Absent: Alderman Hall

Motion Passed (voice vote)

12. Finance – Alderman Vince Ellis

- No Items

13. Fire Department – Alderman Jody McDowell

A. Discussion - Possible major fire scenarios

Fire Chief Sam Thornton presented possible scenarios.

Chief Thornton presented 10 locations of concern and reasons for concern.

B. Discussion - Fire flow Clayton Homes Project

- Chief Thornton reviewed the 2018 IFC Appendix B that Portland adopted and explained what other cities adopted. If Portland did not adopt a Fire Code, the City would be required to follow the state mandate.

- Chief Thornton also explained the Fire Code requirements and possible solutions.

- Discussion was held about the Clayton Homes project, water flow rates and possible solutions. Discussion was also held about following the Fire Code and the City's liability.

- Director Price explained possible improvements that would help the situation.

- Mayor Callis wanted the Council to have an explanation of the situation.

- Attorney Bradley explained that we need to either enforce our codes or amend them.

14. Human Resources – Alderman Vince Ellis

- No Items

15. Legislative – Mayor Mike Callis

A. Resolution No. 25-05 – A Resolution to confirm Tracy Kizer as City Recorder for the City of Portland.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Cole

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

B. Resolution No. 25-06 – A Resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, Tennessee.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: City Attorney John Bradley explained that the change is needed if Portland determines to move forward with the Water Department changes. Attorney Bradley also noted that Portland's Charter is a Private Act Charter that only applies to us. This Resolution will be sent to the General Assembly for their approval, then back to us for a 2/3 vote to pass and change our Charter.

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

Absent: Alderman Hall

Motion Passed (voice vote)

C. Discussion - Resolution No. 24-21 - Public Recognition

Discussion was held about the Public Comment Period.

Attorney Bradley expressed his concern about changing the legislation every time an Alderman wants to add something. Attorney Bradley suggested just adding to the agenda to see if people use it.

After discussion, Alderman Cole requested to vote tonight. Attorney Bradley suggested that a resolution be brought to the next meeting, so everyone understood what they were voting for.

Attorney Bradley advised he could draft a resolution for the next meeting.

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

A. Resolution No. 25-07 - A Resolution authorizing change order #1 with OHM Advisors in the amount of \$69,750 for the Splashpad at Richland Park construction and bid documents revision and bidding phase services.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

Discussion: Alderman Jennings made a motion to suspend the rules to allow OHM representatives to speak, seconded by Alderman Cole. Passed by unanimous vote.

Paula Hepp of OHM was present to discuss the changes.

Discussion was held about the cost of the redesign of the project, time frame of the grant, the redesign should bring the cost down and be able to add items as funding was available.

Questions about the high cost of the redesign were explained by Paula of OHM.

Finance Director Rachel Slusser explained the grant responsibilities and what the city is liable for. The second part of the grant for the golf course has moved forward.

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

Absent: Alderman Hall

Motion Passed (voice vote)

Director White reported that 98% of the Richland Gym project and the memorial is completed. The gym floor will be completed in time for the Daddy/Daughter dance on Saturday, February 8, 2025.

18. Planning & Codes – Vice-Mayor Megann Thompson

A. Ordinance No. 24-63 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 817 South Broadway, from RS-20 (Residential) to OPS (Office Professional Services).

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman McDowell

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Resolution No. 25-08 – A Resolution to annex property at 243 and 245 TGT Road, Sumner County Tennessee, containing 2.15 +/- acres upon written consent of the owner and to adopt a plan of 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

Absent: Alderman Hall

Motion Passed (voice vote)

- C.** Ordinance No. 25-02 – First 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 Cole

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

Absent: Alderman Hall

Motion Passed (voice vote)

- D.** Discussion - Use and Occupancy Inspections
Distribution of information from Codes Director Johnny Morris.
Director Morris explained when Use and Occupancy inspections are required and when exceptions are allowed.

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderman Brian Woodall

- A.** Ordinance No. 25-05 – First 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, TN 37148 (aka-Jenkins Building).

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Director Carlton Cobb reviewed the bid openings and the plans for the demolition.

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Discussion - Stormwater Control Measure (SCM) maintenance
Corbin Keen wanted the Council to be aware of Stormwater measures, post-construction plans and property maintenance upkeep. Mr. Keen reported that long-term maintenance of the Stormwater measures has not been kept up. There will be letters sent out to Stormwater measure property owners to bring their property up to compliance and have their inspections up to date. Mr. Keen reported that there would be approximately 14 to 15 letters going out and explained the timeframe for compliance and issuing of penalties.
Director Cobb updated that the traffic engineering would take four to six weeks.
Mr. Keen reminded everyone of the Urban Forestry grant meeting on February 4th at 6 pm in Gallatin and Portland's first meeting on February 18th at 5 pm.

21. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 25-03 – First 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:** Director Price reviewed the current policy.
- 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 – First 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. 25-09 – A Resolution authorizing waiving of the plans review fee for the Oak Grove Volunteer Fire Department located at 168 Blackey Bandy Road.
- Motion to:** Approve
- By:** Alderman Cole
- Second:** Alderman Woodall
- Discussion:** Director Price advised County Mayor Isbell had request that the fees be waived. Also, the existing meter will be replaced.
- Yes:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent:** Alderman Hall
- Motion Passed (voice vote)**
- D.** Resolution No. 25-10 – A Resolution authorizing change order #5 extending the contract time one hundred and twenty (120) additional days with Cumberland Pipeline, LLC for the Masons Tank 12-inch connector American Rescue Plan (ARP) Project.
- Motion to:** Approve
- By:** Alderman Cole
- Second:** Alderman Ellis
- Yes:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent:** Alderman Hall
- Motion Passed (voice vote)**
- E.** Resolution No. 25-11 – A Resolution authorizing change order #5 extending the contract time ninety (90) additional days with Cumberland Pipeline, LLC for the Oak Hill Water System Improvements American Rescue Plan (ARP) Project.
- Motion to:** Approve
- By:** Alderman Cole
- Second:** Alderman Ellis
- Yes:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent:** Alderman Hall
- Motion Passed (voice vote)**
- F.** Resolution No. 25-12 - A Resolution to approve change order #1 in the increased amount of \$9,000 and an addition of forty-four (44) days for contract times with Perdue Trucking & Excavating for the 2" service line replacement project.
- Motion to:** Approve

By: Alderman Cole
Second: Alderman Ellis
Discussion: Megan Heisler reported that when Perdue Trucking started digging in the area, there were things there that were not as expected or bid, so additional components had to be added.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall
Motion Passed (voice vote)

G. Discussion - Sewer Consent Order Extension Request - Director Price reported the following:

- He has requested a 7-year extension on the sewer consent order and TDEC is reviewing
- If they only give a 5-year extension, the cost will be spread over 5 years and not 7 years.
- He would be asking for \$250,000 to cover the point repairs and the Demase Street project.
- He presented the schedule for actions remaining.

H. Discussion - Natural Gas System - Possible incentives for expanding our natural gas customer base and which areas could we effectively do developer agreements for natural gas service.
Director Price reviewed the current natural gas system area coverage and advised there is a large area for potential growth. Director Price reviewed the current procedures and suggested looking at working with developers to encourage the use of natural gas.
Discussion was held about the benefit for the City of an increased coverage area.
Director Price explained the difference between natural gas and water/sewer. Most of the infrastructure is completed in-house.

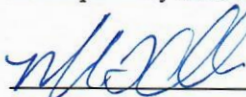
I. Discussion - Resolution No. 23-83

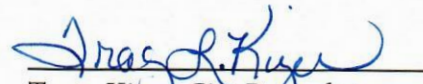
Mayor Callis reviewed: the decision was made today to request 3 MGD on the grant, capacity letters and their role and the Planning Commissions' role in approving projects.
Vice-Mayor Thompson reviewed the Planning Commission's last meeting.
Discussion was held about continuing to give out water taps and finding a balance between developers and the City.
Motion made to suspend the rules for others to speak by Alderman Ellis, seconded by Alderman Woodall. Motion passed by voice vote.
Developer Caleb Fuqua spoke about the developers' concerns about the water availability letter.
Planning Commission Chair Ann Blackburn spoke about their concerns and requested the water issue be taken care of prior to the Planning Commission review.

Motion to: Moving forward with the request for 3 MGD on the ARPA Grant with Gallatin
By: Alderman Jennings
Second: Alderman McDowell
Discussion: The cost is estimated at 10 million for Portland's share. Director Price explained where the estimates come from.
Alderman Jennings called the previous question.
Mayor Callis and Director Price reiterated that the White House Utility cannot get 3 MGD to Portland without adding infrastructure.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall
Motion Passed (voice vote)

Adjournment

Motion to Adjourn by Alderman Jennings; Second by Alderman Ellis;
Motion passed by voice vote to adjourn at 8:39 pm.


Mike Callis, Mayor


Tracy Kizer, City Recorder