



**BOARD OF MAYOR AND ALDERMEN
Minutes for April 21, 2025 at 5:00 PM**

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:17 PM.

2. Prayer and Pledge

City Attorney John Bradley led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Hall(left meeting at 7:08 PM), Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall, Alderman McDowell (present at 6:10 PM)

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

4. Approval of Agenda

Motion to: Remove Item C in Planning and Codes and Approve revised agenda

By: Alderman Jennings

Second: Alderman Ellis

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

Absent: Alderman McDowell

Motion Passed (voice vote)

5. Presentation

Ken Weidner with Sumner County Emergency Management Association spoke about tornado warning systems and alarms. He also reminded everyone to register their storm shelter location through EMA.

6. Public Hearing

A. Resolution No. 25-33 - A Resolution approving a Certificate of Compliance for Girish Panchal of KR Wine and Spirits located at 5500 Highway 31W.

- No one spoke

7. Public Comment Period

1. John McCloud - 195 Oak Dr - spoke against Ordinance No. 25-22 - Impact Fees.
2. Ann Blackburn - 163D TGT Rd - spoke against Tornado Sirens, spoke against Ordinance No. 25-22 - Impact Fees, and in favor of Resolution No. 25-35- receding the Oak Grove Moratorium.
3. Jimmy Parket - 311 Tom Ferrell Rd - spoke in favor of Resolution No. 25-35- receding the Oak Grove Moratorium.
4. Claryssa McClung - 191 Perdue Cemetery Rd - spoke in favor of Resolution No. 25-35- receding the Oak Grove Moratorium.

8. Communications from Council Members

- No one spoke

9. Mayor's Report

- Thank you to Brandon Roberts in IT working to get a system upgrade to the server.
- Over the last three years, Portland has received over 51 million dollars in water grants alone.
- The Tennessee General Assembly just voted to award Portland 12 million dollars from fast-track grants.
- Expect construction to start on the 23-mile water line in a few weeks.
- Big thank you to Tennessee Senator Farrell Haile and Representative William Lamberth for their help with the grant process.
- Thank you to Governor Bill Lee for adding the funding to his amendment.
- Based on studies of water distribution, the more water and sewer taps we can issue, the more customer base you have, and it can reduce the cost per household.

- The City owns property on Strawberry Street and will be presenting a resolution to sell those residential lots.
- The strawberry festival will be May 9th & 10th, 2025.
- Strawberries will be back in Portland by next week.
- City Hall will close at noon on Friday, May 9th, 2025, for the Festival setup.

10. Consent Calendar

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 McDowell

Motion Passed (voice vote)

- A. Resolution No. 25-32 – A Resolution to re-appoint one member, Lisa Goss, to the Portland Housing Authority Board.
- B. Ordinance No. 25-12 - Second Reading – An Ordinance to enter into an agreement with Olympian Construction Co., LLC for construction of the Splashpad at Richland Park.
- C. Ordinance No. 25-13 – Second Reading – An Ordinance to rescind and replace in its entirety Ordinance 24-65, the Developer’s Agreement with Steve Kirby on the Twin Lakes Residential Subdivision, which is now in the name of the Developer 925 Broadway LLC for the project located at 925 North Broadway in Portland, Tennessee.
- D. Ordinance No. 25-14 – Second Reading - An Ordinance to authorize the mayor to enter into a developer’s agreement with Javavision Portland Property LLC to pay-in-lieu of installing 153 feet of twelve (12) inch water main for the entire length of their road frontage along Hwy 52W, for the Scooter’s Coffee development, located at 413 Highway 52W, in Portland, Tennessee.
- E. Ordinance No. 25-15 – Second Reading - An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of water utilities within the proposed State Route-109 (Portland bypass), from State Route-52, west of Portland, to existing State Route-109, north of Portland.
- F. Ordinance No. 25-16 – Second Reading – An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of sewer utilities within the proposed state route 109 (Portland bypass), from state route-52, west of Portland, to existing state route-109, north of Portland.
- G. Ordinance No. 25-17 - Second Reading - An Ordinance for the City of Portland to enter into a contract with the Tennessee Department of Transportation (TDOT) for relocation of gas utilities within the proposed state route 109 (Portland bypass), from Route 52, west of Portland, to existing state route 109, north of Portland.
- H. Department Reports
- I. Minutes from April 7, 2025

11. Community Development – Vice-Mayor Megann Thompson

- No Items

Vice-Mayor Thompson reported there had been a meeting with a retail strategy company and there are lots of requests for meetings when they will be at the Vegas Conference.

12. Finance – Alderman Vince Ellis

- A. Discussion - Financial Consultant - Alderman Cole wanted to discuss ways to continue cost savings in all departments. The following was discussed:

- What MTAS can offer.
- Recent changes such as p-card purchasing.
- Director Slusser offered to meet with Alderman Cole and go through the budget line by line.
- Reaching out to other cities to see what steps they took for cost savings.
- Having the Department heads look closer in their department for cost savings.
- The mayor explained the internal controls the city uses.

Alderman Cole will attend Monday's Department staff meeting and go through the budget with Director Slusser after the meeting.

13. Fire Department – Alderman Jody McDowell
- No Items

14. Human Resources – Alderman Vince Ellis
- No Items

15. Legislative – Mayor Mike Callis

- A. Resolution No. 25-33 - A Resolution approving a Certificate of Compliance for Girish Panchal of KR Wine and Spirits located at 5500 Highway 31W.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Cole

Discussion: Mayor Callis said Mr. Panchal has passed all the back ground checks and submitted everything necessary.

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

Motion Passed (voice vote)

- B. Ordinance No. 25-25 – First Reading – An Ordinance calling for a referendum for the purpose of increasing investment in city services such as Parks, Roads and Public Safety by maximizing the Local Option Sales Tax by a half-penny per dollar in the City of Portland, Tennessee, hereby known as the Portland Investment Act.

Motion to: Approve

By: Alderman McDowell

Second: Vice-Mayor Thompson

Discussion: Mayor Callis advised this would be on the ballot in the May primary election. There is a specific timeframe for the second reading. If passed, this would add 1.3 million dollars or be equal to a 21-cent property tax increase to the revenue of Portland.

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

Motion Passed (voice vote)

- C. Discussion - Tornado Sirens

Mayor Callis advised he does not have any cost estimates for purchase or installation.

Alderman Cole wanted to see if there was a no-cost siren that could be added to the parks in Portland.

Mayor Callis will research through TEMA & FEMA and Alderman Cole will look at used military sirens.

16. Municipal Airport – Alderman Mike Hall
- No Items

17. Parks & Recreation – Alderman Brian Woodall
- No Items

Alderman Woodall said there was a great turnout for the Easter Egg hunt.

18. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 25-18 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Riggs Avenue, from RS-20 (Residential) to PUD (Residential Planned Unit Development).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Planning Director Nate Heisler reviewed the PUD and general information about the development. The project engineer, Andy Leath, corrected that there would be 161 homes in the project. The developer announced part of the project would be a donation of \$100,000 to the future pool to help with the impact on the city. Alderman Woodall asked the developer if he could redirect the donation from the pool to Meadowbrook Park. The developer agreed to move the donation to Meadowbrook Park. Discussion was held about the access points and density of the project.

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

No: Alderman Cole

Motion Passed (roll call)

- B.** Ordinance No. 25-19 – First Reading – An Ordinance to amend Ordinance Number 387, combined zoning ordinance of the City of Portland, Tennessee and the Portland Planning region, to include regulations for specialty smoke and vape shops and similar materials.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Passed through Planning Committee

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

Motion Passed (voice vote)

- C.** Discussion - 108 Hwy 52 (L & L Mini Storage) usage/occupancy issue
Removed from Agenda

- D.** Ordinance No. 25-22 – First Reading – An Ordinance to amend Title 20 of the Portland Municipal Code by repealing and replacing chapter 2 impact fees to increase the new fee schedule to the maximum allowed by the study.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis said the study from 2019 had recommended this rate and the City initially passed at 38% and a few years later passed 50%. Discussion was held about the impact this would have on developers, especially local developers, and the need for help with infrastructure.

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

No: Alderman Cole, Alderman Ellis, Alderman Jennings

Motion Passed (roll call)

19. Police Department – Alderman Drew Jennings

- A.** Ordinance No. 25-21 - First Reading - An Ordinance to amend Title 3 Chapter 2 of the Portland Municipal Code by repealing and replacing Section 3-202(1) of Imposition of Fines Penalties and Cost.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Discussion: Mayor Callis advised there was an increase in court costs.

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

Motion Passed (voice vote)

- B.** Discussion - Data networking and access control for building
- Chief Arnold presented bids that were received for the wiring of the new police building. Chief Arnold explained the need for these additions. Mayor Callis advised there would be resolutions at the next meeting for wiring and access controls.

20. Public Works – Alderman Brian Woodall

- A. Ordinance No. 25-20 – First Reading - An Ordinance authorizing driveway connection and road cut permits with associated fee structures.

Motion to: Discuss

By: Alderman Woodall

Second: Alderman Cole

Discussion: Director Cobb explained the fees would be when connecting to existing roadways and not for building a new house.

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B. Resolution No. 25-34 - A Resolution to approve a change order in the amount of \$18,000 for an engineering agreement with Civil and Environmental Consultants, Inc. for the design of a regional detention basin on Airport Road.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

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

Absent: Alderman Hall

Motion Passed (voice vote)

- C. Discussion - Sanitation Services

- Director Cobb distributed information about the services currently provided and information about other municipalities' services.
- The sanitation department operates on its own fund and is self-supportive and operates like an enterprise fund.
- If the service is privatized, the Convenience Center would close.
- The Convenience Center hopes to implement ways to identify residents that live within Portland city limits to insure proper usage.
- Mayor Callis explained that we are permitted as a convenience center and Gallatin is permitted as a transfer center.
- Director Cobb pointed out the services we provide and provide on a weekly basis.
- Discussion was held about possible improvements.
- Alderman Jennings said he was pleased with the level of service.

- D. Discussion - Purchasing bulk fuel and storage tanks

- Director Cobb distributed information about fuel contracts, fuel costs and fuel consumption by department.
- Director Cobb reported the cost of installing a tank averages \$50,000.
- Alderman Cole advised that some companies provide tanks if you purchase fuel from them.
- The Sumner County Highway Dept. purchased fuel tanks approximately 30 years ago and does fuel bids each month.
- Director Cobb is not sure if the City has enough volume to save.
- Director Cobb will get additional information from other companies and municipalities.
- Alderman Cole will also do research.

21. Utility Infrastructure – Alderman Charles Cole

- A. Ordinance No. 25-23 - First Reading - An Ordinance to authorize the mayor to enter into a developer's agreement with Brent Ausbrooks for the water and sewer improvements to install a new eight (8) inch water main and eight (8) inch sewer main throughout the Vail Crest Subdivision section 11 and 12, located at 0 Highway 259, in Portland, Tennessee.

Motion to: Approve

By: Alderman Cole

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

- B.** Ordinance No. 25-24 - First Reading - An Ordinance to rescind in its entirety Ordinance 24-26 42 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.

Motion to: Approve
By: Alderman Cole
Second: Alderman Woodall
Discussion: This was discussed in the Utilities Ad Hoc Committee and Ad Hoc Committee for review. The change was to define duplex.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall
Motion Passed (voice vote)

- C.** Resolution No. 25-35 - A Resolution to remove the Oak Grove zone water capacity moratorium and to rescind Resolution 23-43.

Motion to: Approve
By: Alderman Cole
Second: Vice-Mayor Thompson
Discussion: Director Price said there were 63 taps on the waiting list; 20 of these were for a development. Alderman Woodall asked about changes that made this possible. The taps in this area will have to meet regulations that have been set forth by the Council, like any other water tap in Portland.
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 McDowell; Second by Alderman Cole;
Motion passed by voice vote to **adjourn at 8:04 PM.**



Mike Callis, Mayor



Attest: Tracy Kizer, City Recorder