



**BOARD OF MAYOR AND ALDERMEN  
Minutes for April 7, 2025 at 5:00 PM**

**1. Call to Order**

Mayor Mike Callis called the meeting to order at 05:00 PM.

**2. Prayer and Pledge**

Mayor Mike Callis led the prayer and pledge.

**3. Roll Call**

**Present:** Alderman Cole, Alderman Ellis, Alderman Hall (left at 7:42pm), Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

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

**4. Approval of Agenda**

**Motion to: Approve**

By: Vice-Mayor Thompson

Second: Alderman Jennings

**Motion to: Move Public Comments before Presentation**

By: Alderman Woodall

Second: Alderman Jennings

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

**Amendment Passed (voice vote)**

**Vote to: Approve Amended Agenda**

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

**Amended Agenda Passed (voice vote)**

**5. Presentation**

- A.** CEC presentation on Airport Road detention - Steve Casey, civil engineer with Civil & Environmental Consultants, Inc. presented an Analysis of the Highway 52 area and opened the floor for questions.

- Discussion was held about available grants, dirt removal, cost of construction and building of the basin.
- It was explained that the change order amount covers the engineering analysis of the area.
- Until the analysis is completed, the cost of implementing is unknown. To excavate the basin can be estimated at a cost of 2 million dollars.
- Steve Casey advised that the basin is only one part of the solution and, once completed, may help 30% of the water drainage on Jim Courtney and 21% on Lindsay Cala Court.

**6. Public Hearing**

- A.** Resolution No. 25-18 - A Resolution to annex property at 700 and 706 North Broadway, containing 27.8 +/- acres upon written consent of the owner and to adopt a plan of services.  
- No one spoke

**7. Public Comment Period**

1. Lacey Ray - 149 Cornorstone Blvd - concerns about water bill
2. Leona Rhodes - 106 Old Westmoreland Rd. - concerns about water bill
3. Trudy Crafton - 108 TGT Rd - Against Res 25-18
4. Randy Gilliam - 108 Oak Hill - Against Res 25-18

**8. Communications from Council Members** - Alderman Woodall reminded everyone of the:

- Easter Egg hunt Sunday, 4/13/25 at Richland Park starting at 2 pm.
- The Pickleball court is open in Richland Park Gym. Additional information is on the Facebook page.
- The Richland Park Gym is open for walking from 7 am-10 am Monday through Friday.

Alderman Cole wants the Board to consider tornado sirens.

**9. Mayor's Report**

- A committee of volunteers has been formed for the 2026 US Celebration and will bring recommendations to the Board.
- The new Oak Hill water tank will be finished soon and will be painted to honor the PHS girls' volleyball team.
- The renovated Football Stadium just had a new press box installed.
- Some updates to legislation coming soon; to update court fees & preparing for the sales tax referendum coming up in 2026.
- The annual Portland clean-up day had lots of volunteers and was a successful event.
- Planning will discuss specialty smoke shops and suggested zoning changes, limiting the number of shops, to the Board.
- Preserving Portland had the last public meeting and can still go to [preservingportland.org](https://preservingportland.org) to give them your input.
- The 109 bypass construction will begin this fall.
- The Strawberry Festival will be in a few weeks. The strawberries have been removed for new paint and will be back by the festival on May 9 & 10, 2025.
- The Board will hear a Resolution for approval of the splash pad for Richland Park.
- Several years ago, the Board decided to go Code Red warning system. Nashville's tornado sirens did not work because the batteries ran out. If the city decided they wanted sirens, several would be needed across the community. Currently, Code Red is used for weather warnings and other items such as road closures, community updates, utility emergencies and other events. Because of all the uses, the Mayor requested to keep the Code Red system.

**10. Consent Calendar**

**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)**

- A. Ordinance No. 25-09 – Second Reading - An Ordinance to repeal and replace Title 8 Chapter 1 Intoxicating Liquors of the Municipal Code of the City of Portland.
- B. Ordinance No. 25-10 – Second Reading - An Ordinance to repeal and replace Title 7 Fire Protection and Fireworks Chapter 6 Fireworks of the Municipal Code of the City of Portland.
- C. Minutes from March 17, 2025 Work Study and Council Meeting
- D. Department Reports

**11. Community Development – Vice-Mayor Megann Thompson**  
- No Items

**12. Finance – Alderman Vince Ellis**  
- No Items

**13. Fire Department – Alderman Jody McDowell**

- A. Resolution No. 25-28 - A Resolution to purchase a new fire engine and necessary equipment beginning in fiscal budget year 2027/2028 not to exceed \$1,300,000.

**Motion to:** Approve

**By:** Alderman McDowell

**Second:** Vice-Mayor Thompson

**Discussion:** Chief Thornton reviewed the engine replacement schedule. This commitment will put the City on the list for a truck in 2028 at a guaranteed price along with a 5% discount and a 35-to 38-month lead time, payable on delivery.  
Discussion was held about current engines, repairs, funding, and when funds would be needed.  
It was noted that this would provide an engine if there is an additional Fire Hall built.

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

**Motion Passed (voice vote)**

#### **14. Human Resources – Alderman Vince Ellis**

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

**Motion to:** **Approve**

**By:** Alderman Ellis

**Second:** Alderman Cole

**Discussion:** Director Hazel Johnson reviewed the revision highlighted in the Ordinance.

**Motion to:** **Amend 5.10 by removing compensatory time will precede the use of sick and vacation time for FMLA and treated like all other employees.**

**By:** Vice-Mayor Thompson

**Second:** Alderman Cole

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

**Motion to Amend Passed (voice vote)**

**Motion to:** **Approve amendments as presented (highlighted in yellow).**

**By:** Alderman Woodall

**Second:** Alderman Ellis

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

**Motion to approve amendments presented Passed (voice vote)**

**Vote to:** **Approve Amended Ordinance**

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

**Motion Passed to approve amended Ordinance (voice vote)**

#### **15. Legislative – Mayor Mike Callis**

- No Items

#### **16. Municipal Airport – Alderman Mike Hall**

- No Items

#### **17. Parks & Recreation – Alderman Brian Woodall**

- A.** Ordinance No. 25-12 - First Reading - An Ordinance to enter into an agreement with Olympian Construction Co., LLC for construction of the Splashpad at Richland Park.

**Motion to:** **Approve**

**By:** Alderman Woodall

**Second:** Alderman Cole

**Discussion:** Director White explained the rebid process and what was taken out of the project and how the items will eventually be added back. The grant will cover 50% of the cost. Finance Director Slusser explained where the additional funding would come from, and no additional money would need to be borrowed. Director White also advised the water will be reused through a 5000-gallon tank that will be emptied and cleaned twice a year.

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

**Motion Passed (voice vote)**

Alderman Woodall said there is a small issue with the roof of the Richland Park gym. Director White suggested that a roofing company look to see what the issue is and the cost to repair, because the patches are not working, and it continues to leak on the new floor. Alderman Woodall suggested there may be funds left over from the Dan Jenkins building.

**18. Planning & Codes – Vice-Mayor Megann Thompson**

- A.** Ordinance No. 25-01 – Second Reading - An Ordinance amending Title 12 Chapter 6 of the Portland Municipal Code by adding Section 12-603 Dangerous Buildings.

**Motion to:** Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Discussion:** Mayor Callis reviewed that changes have been made and are highlighted in the document.

**Motion to:** Approve amendments as presented (highlighted in yellow).

By: Vice-Mayor Thompson

Second: Alderman McDowell

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

**Motion to approve amendments presented Passed (voice vote)**

**Vote to:** Approve Amended Ordinance

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

**Motion Passed to approve amended Ordinance (voice vote)**

- B.** Ordinance No. 25-11 –Second Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Steven Staggs for the water improvements, including the installation of a new 8-inch water main through the development, a new 8-inch water main along College Street and a new 8-inch sewer main throughout the development, for the Ruby Springs Development, located at 780 College Street, Portland, Tennessee.

**Motion to:** Approve

By: Vice-Mayor Thompson

Second: Alderman Cole

**Discussion:** Director Price reported there were some changes, including fees and capacity letter. Changes are highlighted in the document.

**Motion to:** Amend as noted in highlighted document

By: Vice-Mayor Thompson

Second: Alderman Ellis

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

**Motion to amend Passed (voice vote)**

**Vote:** as amended

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

**Motion Passed as amended (voice vote)**

- C.** 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 Jennings

**Motion to:** Suspend the Rules so the developers can speak

By: Alderman Jennings

Second: Alderman McDowell

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

**Motion Passed (voice vote)**

**Discussion:** Developer Caleb Fequa spoke to the Board about his success with other developments in the area. Mr. Fequa also advised the property owner agreed to install a traffic light. Discussion was held about the timeline of building and road changes, roundabout, traffic light, construction entrance, water tap approval and changes to Highway 109 with the bypass completion.

Vice-Mayor Thompson spoke about the Planning Commission's role, the process the developer has been through with this PUD, what the Board wants to see in development, the expenses involved in the PUDs, the approval of the PUD Ordinance and the steps involved in the PUD approval process.

**Vote to: Approve**

Yes: Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall

No: Alderman Cole, Alderman Hall, Alderman McDowell

Abstain: Vince Ellis

**Tie-break vote:**

Yes: Mayor Callis

**Motion Passed (roll call vote)**

- D.** Resolution No. 25-18 - A Resolution to annex property at 700 and 706 North Broadway, containing 27.8 +/- 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 Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

No: Alderman Cole, Alderman Hall

**Motion Passed (voice vote)**

**19. Police Department – Alderman Drew Jennings**

- No Items

**20. Public Works – Alderman Brian Woodall**

- A.** Discussion - Airport Rd detention basin Mayor Callis requested a more in-depth explanation of the model. Steve Casey, with CEC, explained the model in depth, saying it would provide more information, including mapping, and improved scenarios. Discussion was held about the model benefits, estimated cost, grants, and what the Board wants as an outcome. Mayor Callis suggested thinking about the model benefits and moving forward on the detention area would be costly. Director Cobb said the funding was in the department's budget. Director Carlton Cobb and Assistant Director Corbin Keen said they would like to have the information that the study will provide and may be able to make improvements in house.

**Motion to: Request to move forward on modeling, at a cost of \$18000.**

By: Alderman Woodall

Second: Alderman Ellis

Discussion Alderman Hall questioned if EPA would be involved. Mr. Casey advised it may be involvement in certain areas.

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

**Motion Passed (voice vote)**

- B.** Discussion - Rates, fees and billing

Discussion was held about reported increases in water bills could be due to newly installed meters that would make a difference in usage amounts, a rate increase of 5% voted in December 2022 and dripping of faucets during cold weather. Business Office Director Kristi Gibbs spoke about calls she received. She said some bill increases were due to meter changes. Most customers had higher gas bills, and some due to dripping faucets during cold weather.

## 21. Utility Infrastructure – Alderman Charles Cole

- A. Resolution No. 25-29 – A Resolution amending the engineering agreement with OHM Advisors, approved by Ordinance 21-37 & Resolution 23-77 for additional construction phase services and construction project observation for the Oak Hill Water System Improvements ARPA in the amount of \$670,120.

**Motion to:** Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

**Discussion:** Director Price advised that an amendment is needed because of a typo. Change from \$670,120 to \$58,000 in the first sentence.

**Motion to:** Amend by changing \$670,120 to \$58,000 in the first sentence.

By: Alderman McDowell

Second: Alderman Cole

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

Absent:: Alderman Hall

**Motion to** amend Passed (voice vote)

**Vote to:** Approve as amended

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

Absent:: Alderman Hall

**Motion Passed as amended (voice vote)**

- B. Ordinance No. 25-13 – First 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.

**Motion to:** Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

**Discussion:** Director Price reported the developer wanted gas utilities added to the subdivision.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

- C. Ordinance No. 25-14 – First 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.

**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)**

- D. Ordinance No. 25-15 – First 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.

**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)**

- E.** Ordinance No. 25-16 – First 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.

**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)**

- F.** Ordinance No. 25-17 - First 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 state route 52, west of Portland, to existing state route 109, north of Portland.

**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)**

- G.** Resolution No. 25 – 30 - A Resolution authorizing change order #6 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:** Vice-Mayor Thompson

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

**Absent::** Alderman Hall

**Motion Passed (voice vote)**

- H.** Resolution No. 25-31 – A Resolution authorizing change order #6 extending the contract time one hundred twenty (120) 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:** Vice-Mayor Thompson

**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 Vice-Mayor Thompson;

Motion passed by voice vote to **adjourn at 07:45 PM.**

  
Mike Callis, Mayor

  
Tracy Kizer, City Recorder