



BOARD OF MAYOR AND ALDERMEN
Minutes for March 17, 2025 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 06:05 PM.

2. Prayer and Pledge

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

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

Absent: Alderman Hall, Vice-Mayor Thompson

4. Approval of Agenda Mayor Callis advised that two (2) Resolutions that were discussed in the Work Study, need to be added to the agenda.

1. Resolution No. 25-26 - Intent for the City of Portland to fund the TDEC ARP grant.
2. Resolution No. 25-27 - Allowing the Finance Director to seek funding for the TDEC ARP grant.

Motion to: Add two Resolutions to the agenda and approve the revised agenda.

By: Alderman Jennings

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

5. Presentation

No Presentations

6. Public Hearing

A. Certificate of compliance for Dhruv Patel of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN.

- No one spoke

B. Los Potrillos - On-premises Beer Permit for Sebastian Alonzo Castaneda at 105 N. Broadway, Portland, TN.

- No one spoke

7. Public Comment Period

Ashley Washington of 517 W Market St spoke for Ordinance No. 25-10.

8. Communications from Council Members

Alderman McDowell questioned why the compliance certificate was on both the Beer Board and Legislative. After discussion, it was determined to remove it from the Beer Board agenda.

9. Mayor's Report

1. During the March 11th meeting with TDOT, it was announced that the widening of I-65 from Millersville to Rivergate would start in a few weeks.
2. Also discussed during the TDOT meeting was the Portland by-pass. Bids are scheduled for August 15th and construction will start October 1st, 2025.
3. The Gateview Road extension project has been delayed for years. Discussions about moving forward with the project will be held soon.
4. The Preserving Portland meeting is on March 27, 2025, at Richland gym from 5:30 to 7 pm.
5. Community clean-up day is set for Saturday, March 29, 2025. Sign up on the Chambers web page.

10. Alcohol Beverage Board

Chair McDowell called the meeting to order at 6:16 PM.

- A. Certificate of compliance for Dhruv Patel of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN.

Removed from the Agenda by Board.

- B. Los Potrillos - On-premises Beer Permit for Sebastian Alonzo Castaneda at 105 N. Broadway, Portland TN.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion (voice vote)

The Beer Board Meeting adjourned at 6:17 pm.

11. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Alderman McDowell

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- A. Resolution No. 25-25 – A Resolution to appoint certain members to the Industrial Development Board.

- B. Minutes - March 3, 2025

12. Community Development – Vice-Mayor Megann Thompson

- No Items

13. Finance – Alderman Vince Ellis

- No Items

14. Fire Department – Alderman Jody McDowell

- No Items

15. Human Resources – Alderman Vince Ellis

- A. Discussion - Personnel Policy Manual

Alderman Ellis opened the meeting for discussion with Human Resources Director Hazel Johnson available to answer questions.

No one had any questions or additions to the Employee Handbook.

16. Legislative – Mayor Mike Callis

- A. Ordinance No. 25-09 – First Reading - An Ordinance to repeal and replace Title 8 Chapter 1 Intoxicating Liquors of the Municipal Code of the City of Portland.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Cole

Discussion: Mayor Callis advised that the fees have been raised, and state requirements brought up-to-date.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- B. Ordinance No. 25-10 – First 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.**

Motion to: Approve

By: Alderman McDowell

Second: Alderman Woodall

Discussion: Mayor Callis explained the only changes were changing the discharge dates to start July 4th on June 18th, add Memorial Day weekend and December 24 to July 1st.

Alderman McDowell advised the sale time frame of fireworks is controlled by the state.

Alderman McDowell also discussed the discharge times.

Motion to: Mirror the July 4th discharge end time to the other holidays, June 19th, Memorial Day and make-up day.

By: Alderman McDowell

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

Vote to: Approve as amended

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- C. Resolution No. 25-20 – A Resolution authorizing a certificate of compliance for Dhruv Patel of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN.**

Motion to: Approve

By: Alderman McDowell

Second: Alderman Cole

Discussion: Alderman McDowell explained this is the existing liquor store on West Knight Street and the prior owner had recently passed away, so Mr. Patel will take ownership of this store. This will void the prior Certificate of Compliance for the Hwy 52 Liquor store.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- D. Resolution No. 25-26 – A Resolution approving the intent of the City of Portland to acquire and appropriate the necessary funding to complete the Competitive TDEC ARP Regionalization Grant.**

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- E. Resolution No. 25-27 – A Resolution authorizing the Mayor and Finance Director of the City of Portland to pursue financing options for the costs of necessary improvements and extensions of the City's Water System.**

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Discussion: Mayor Callis advised Director Slusser will be checking on loans and will bring the options back to the Council for choice and approval of an option.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

17. Municipal Airport – Alderman Mike Hall

- No Items

18. Parks & Recreation – Alderman Brian Woodall

- No Items

19. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 25-11 – First 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: Alderman Cole

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- B. Resolution No. 25-21 - A Resolution to approve the Order of Presentations for Planned Unit Developments.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

Discussion: Mayor Callis explained the current order of planning developments and would like to see the Board have input in the beginning.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- C. Discussion - Jetton Farms PUD Conceptual Presentation

Planning Director Nate Heisler introduced Rich Speckman of the M2 Group to give an overview of the PUD located behind the north fire hall.

Mr. Speckman presented plans for the development.

Discussion of traffic lights on Highway 109 North. Mayor Callis explained that TDOT is going to put traffic light in and will have a final plan shortly.

The floor was open for questions.

Discussions were held about monetary donations, modeling letters, lot size, home size, HOA responsibilities, parking, alleyway, school bus stop, trash pick-up and lift station.

20. Police Department – Alderman Drew Jennings

- A. Resolution No. 25-22 – A Resolution authorizing five (5) change orders in the net amount of \$38,922.11 for a contract with MDI Construction, Inc. for the purchase and installation of a steel main door and frame, a brick facade, (10) ten circuits for temporary office space, new bathroom and shower, and flooring change.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Cole

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- B. Resolution No. 25-23 - A Resolution to purchase certain identified patrol items needed to enhance security and department readiness.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Discussion: Chief Arnold explained that he would order 27 stopsticks, rifles, optics. Discussion was held about purchasing or testing for a year of the Flock trailer.

Motion to: Amend to 27 stop sticks, 27 rifles, 27 optics, changing the total cost to \$115,110.00.

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Amended Motion Passed (voice vote)

Vote to: Approve - as amended

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

21. Public Works – Alderman Brian Woodall

- A.** Resolution No. 25-24 - A Resolution authorizing the City of Portland to participate in the "Safety Partners" matching grant program.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Director Carlton Cobb advised funds used to purchase road barricades, light bars for trucks, and safety cabinets for chemicals.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

Motion Passed (voice vote)

- B.** Discussion - Property and delinquent Property Tax

Director Cobb started the discussion about two properties on West McGlothlin Street. There have been several studies about water drainage in this area. The city has several liens on the property from delinquent taxes, upkeep and removing a building from the property several years ago.

Attorney Bradley advised the County taxes would be more than the City taxes and delinquent taxes only go back ten years. Attorney Bradley will look into the property and if the City should pursue ownership.

22. Utility Infrastructure – Alderman Charles Cole

- A.** Discussion - Water Meters - Director Bryan Price advised the transmitters on the meters are being replaced at a high rate. The following was discussed:

- Having a company install several in a short period of time.
- Over 600 need to be replaced quickly.
- The approval to have transmitters installed has already occurred, and the funding is in the budget.
- The White House Utility District advised that they could install them quickly.

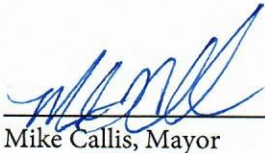
Mayor Callis advised that the White House Utility District is continuing to compile information and conduct studies about Portland Water Utilities. A discussion was held about WHUD taking over the water system. Attorney Bradley reminded the Board that WHUD still has to follow the same State regulations that the City has to follow.

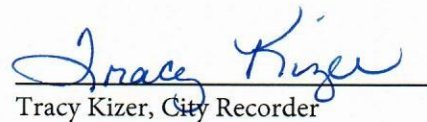
Mayor Callis reminded everyone that the City is getting a 40 million-dollar water improvement project for 10 million dollars with the TDEC ARP Regionalization grant.

Adjournment

Motion to Adjourn by Alderman Jennings; Second by None;

Motion passed by voice vote to **adjourn at 7:25 PM.**


Mike Callis, Mayor


Tracy Kizer, City Recorder