



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

**1. Call to Order**

Mayor Mike Callis called the meeting to order at 5:06.

**2. Prayer and Pledge**

Mayor Mike Callis led the prayer and pledge.

**3. Roll Call**

**Present:** Alderman Cole, Alderman Ellis, Alderman Hall(left meeting at 6:23 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 McDowell

**Second:** Alderman Jennings

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

**Motion Passed (voice vote)**

**5. Presentation**

**A. Portland FFA for Floriculture Award**

Members of the Portland High School FFA Floriculture team were present to accept the City of Portland Proclamation for their state-level first place win. Members present were Lily Vance, Mia Huddleston, Myla Bradley, and Madelynn Thompson with Instructor Bard Krikham.

**B. Portland Girl's Basketball TSSAA 3A Sectional Champs**

Members and coaches of the Portland High School Girls Basketball team were present to receive a City of Portland Proclamation. First time for Portland to have a girls basketball team make it to the State Tournament.

**6. Public Hearing**

**A. Ordinance No. 25-06 – Second 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).**

**- No one spoke**

**7. Public Comment Period**

1. Ann Blackburn 1630 TGT Rd. - Spoke against impact fees in reference to Ordinance No. 25-22.
2. Randy Gilliam - 108 Oak Hill Dr - Spoke against Ordinance No. 25-06.
3. Trudy Crafton - 108 TGT Rd. - Spoke against Ordinance No. 25-06.
4. William Lindsey - 619 Denning Ford Rd - Spoke in favor of Ordinance No. 25-06.
5. Jeff Hebb - 172 Caval Code Loop, Gallatin - Spoke against impact fees in reference to Ordinance No. 25-22.

**8. Communications from Council Members**

Alderman Cole thanked those that made public comments, and commented how good William Lindsey spoke.

**9. Mayor's Report**

- This week kicks off Strawberry Festival week.
- City offices will be closed to the public on Friday, 5/9/25 at noon.
- The paving is finished in the parking lot behind the Chamber building.
- This Thursday night, 5/8/25, there is an art show, Portland's Farmers Market, and several other events.

- A letter has been drafted to the EPA in reference to the 2024 EPAS rule about the financial burden this will put on water treatment facilities. It deals with eliminating microplastics from the water supply.
- Gov Lee announced Aspen Guard will be relocating to Vaughn Parkway. This could add 120 new jobs to our area.
- The exit 121 lighting will be finished soon.
- The Police & Fire departments will be working together on missing persons and fugitive-style training.
- There will be more Code Red training that will be sending out test messages.
- If you haven't registered with Code Red please sign up through the City website.

## 10. Consent Calendar

**Motion to:** Approve

**By:** Alderman Woodall

**Second:** Alderman Ellis

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

**Motion Passed (voice vote)**

- A. Ordinance No. 25-20 – Second Reading - An Ordinance authorizing driveway connection and road cut permits with associated fee structures.
- B. 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.
- C. Ordinance No. 25-23 Second 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.
- D. Ordinance No. 25-24 - Second 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.
- E. Minutes from April 21, 2025. Work Study and City Council Meetings.

## 11. Community Development – Vice-Mayor Megann Thompson

- No Items

Vice Mayor Thompson reported she is excited about the ICSC conference and has several meetings setup.

## 12. Finance – Alderman Vince Ellis

- A. Ordinance No. 25-26 - First Reading - An Ordinance of the City of Portland, Tennessee, amending budget Ordinance No. 24-32 for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

**Motion to:** Approve

**By:** Alderman Ellis

**Second:** Alderman Cole

**Discussion:** Finance Director Rachel Slusser said this would be the final amendment of the year.

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

**Motion Passed (voice vote)**

- B. Ordinance No. 25-27 - First Reading - An Ordinance of the City of Portland, Tennessee adopting the annual budget and tax rate for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

**Motion to:** Approve

**By:** Alderman Ellis

**Second:** Vice-Mayor Thompson

**Discussion:** Director Slusser sent amended numbers that will be updated at the next reading. All funds are balanced; no tax increase or rate increases.

**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**

- No Items

**15. Legislative – Mayor Mike Callis**

- A. Ordinance No. 25-28- First Reading - An Ordinance authorizing the public auction of City property located at 207 Strawberry Street and 208 Strawberry Street.

**Motion to:** Approve

By: Alderman Woodall

Second: Vice-Mayor Thompson

**Discussion:** Mayor Callis said these are two residential lots. He also stated the City has an approved auction service and funds would go to the Richland Gym improvements.

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

**Motion Passed (voice vote)**

Mayor Callis said the lots will be surveyed and platted for the second reading.

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

- No Items

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

- No Items

Alderman Woodall reminded everyone that the Carnival starts on Tuesday night (5/6/25) and the Art Show on Thursday (5/8/25).

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

- A. Ordinance No. 25-06 – Second 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:** Discuss

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Motion Passed (voice vote)**

**Discussion:** Planning Director Nate Heisler reviewed the development. The developer, Caleb Fuqua, project engineer, Troy Gardner and traffic engineer, Tiffany Reed were present to answer any questions.

The following was discussed:

- Impact fee revenue the development will pay.
- Red light installation.
- Donation of \$35,000 to the park.
- Stormwater measures and pond storage amounts.
- The round-about reasoning.
- How street parking will be handled.
- Timeframe for completing the phases.

Motion to: Amend - Additional 25% more storage in the retaining pond than the engineer called for, and \$35,000 donation to the Parks Department.

By: Vice-Mayor Thompson

Second: Alderman Jennings

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

No: Alderman Hall

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

**Vote:** Ordinance No. 25-06 as amended by adding 25% more storage in the retaining pond than the engineer called for, and \$35,000 donation to the Parks Department.

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

**No:** Alderman Cole, Alderman Hall, Alderman McDowell

**Motion Passed (roll call)**

**Mayor Callis called recess at 6:23 pm.**

**Mayor Callis called the meeting back to order at 6:30 pm.**

- B.** Ordinance No. 25-22 – Second 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:** Vice-Mayor Thompson advised the study was completed in 2019 and Council passed it to be at 38% of the recommendation. We are currently at 50% of the recommendation. Discussion was held about the comparison of Portland's fees to White House and surrounding cities.

**Motion to:** Amend to 75% of Impact Fee Schedule

**By:** Alderman McDowell

**Second:** Alderman Cole

**Discussion:** The percentage it started at and the breakdown of the difference over the years.

**Motion to:** Amend the amendment to 85% of the Impact Fee Schedule

**By:** Vice-Mayor Thompson

**Second:** Alderman Woodall

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

**No:** Alderman Cole, Alderman Ellis, Alderman Jennings

**Absent:** Alderman Hall

**Tie-break vote:** Mayor Callis voted Yes.

**Motion to amend the amendment Passed (roll call)**

**Vote to:** Amendment to 85% of Impact Fee Schedule

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

**No:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell

**Absent:** Alderman Hall

**Motion to amend Failed (roll call)**

**Motion to:** Amend to 75% of the Impact Fee Schedule and raise to 100% of the fee study if the sales tax referendum fails.

**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 to Amend Passed(roll call)**

**Vote to:** Approve the amended Ordinance No. 25-22 to 75% of the Impact Fee Schedule and 100% of the Fee Study if the sales tax referendum fails.

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

**Absent:** Alderman Hall

**Motion Passed (roll call)**

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

- A. Resolution No. 25-36 - A Resolution authorizing a contract between the City of Portland, Tennessee and Ten Cabling, LLC to install low voltage/data wiring in the Police Department.

**Motion to:** Approve

By: Alderman Jennings

Second: Alderman Cole

**Discussion:** Alderman Woodall questioned how it would be funded. Director Slusser replied if purchased now, it would be cash on hand. Alderman Woodall requested that it be deducted from the \$400,000 that had been approved for next year's budget. Director Slusser advised she would make those changes in the second reading of the budget.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

- B. Resolution No. 25-37 - A Resolution authorizing a contract between the City of Portland, Tennessee and Guardian Systems to install a security access control system in the Police Department.

**Motion to:** Approve

By: Alderman Jennings

Second: Alderman Woodall

**Discussion:** None

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

Alderman Ellis questioned if there was an update on the generator. Chief Arnold advised there was no new information.

## 20. Public Works – Alderman Brian Woodall

- A. Discussion - Trash Service Providers

Mayor Callis wanted to commend the Public Works department for repairing the roof of the Chamber Building and savings during the demo of the Dan Jenkins building.

Director Cobb started the discussion by requesting clarification about the services provided or if there is a need to explore more options.

Director Cobb distributed information comparing services from Portland and other local cities.

Discussion was held about rate comparison to other municipalities.

The sanitation budget is balanced and saving money to pay cash for a new truck.

Discussion was held about charging at the Convenience Center.

Discussion of cost of RFP. Director Cobb advised there would be lots of staff time involved and some costs.

It was agreed that this would be revisited in the Fall.

- B. Discussion - City of Portland Fuel Station

Director Cobb gave a review of what controls and services our current service has and price comparisons.

Discussion was also held about the fuel grades and additives.

Alderman Cole will continue to check on companies and gather additional information.

We currently use two systems in all the departments in the City.

It was suggested to run through Ad Hoc or create a new Ad Hoc Committee.

## 21. Utility Infrastructure – Alderman Charles Cole

- A. Ordinance No. 25-34 - First Reading – An Ordinance authorizing an agreement between the City of Portland, Tennessee, and OHM Advisors for professional services for Water and Sewer Hydraulic Modeling.

**Motion to:** Approve

By: Alderman Cole

Second: Alderman Ellis

**Discussion:** None

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

Alderman McDowell questioned if another system took over, if this would be OK. Director Price advised it would.

- B.** Ordinance No. 25-29 - First Reading – An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2026.

**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)**

- C.** Ordinance No. 25-30 - First Reading – An Ordinance authorizing an agreement between the City of Portland, Bar Environmental, Southern Sales, and John Bouchard & Sons Co., for water/wastewater pump/motor maintenance services and appurtenances.

**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)**

- D.** Ordinance No. 25-31 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Portland Natural Gas Department effective July 1, 2025, through June 30, 2026.

**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)**

- E.** Ordinance No. 25-32 - First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Wastewater Collection Department for fiscal year 2025/2026.

**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)**

- F.** Ordinance No. 25-33 - First Reading - An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Water Distribution Department for fiscal year 2025/2026.

**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)**

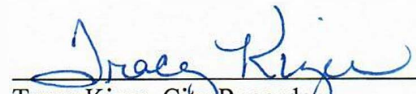
- G.** Resolution No. 25-38 - A Resolution to approve change order #5 in the increased amount of \$52,220.78 with Cumberland Valley Constructors, Inc for the wastewater treatment plant expansion.

**Motion to:** Approve  
**By:** Alderman Cole  
**Second:** Vice-Mayor Thompson  
**Discussion:** Director Price explained these are items added or replaced to make the plant operational.  
**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 Cole; Second by Alderman Ellis;  
Motion passed by voice vote to adjourn at 07:33 PM.

  
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Mike Callis, Mayor

  
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Tracy Kizer, City Recorder