



**BOARD OF MAYOR AND ALDERMEN
Portland City Hall - Council Chambers
100 South Russell St. Room 111
AGENDA for July 21, 2025**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation

6. Public Comment Period

In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited. The number of individuals speaking and/or the allotted time to speak may be limited by the presiding officer to ensure opposing viewpoints are fairly represented. Each speaker is limited to a maximum of 5 minutes for public comment and must sign-up to speak in person before the start of the meeting. Sign-up sheets will be available just before the start of each meeting in the same room where the meeting is being held.

7. Public Hearing

8. Communications from Council Members

9. Mayor's Report

10. Consent Calendar

- A.** Ordinance No. 25-35 – Second Reading – An Ordinance amending the Fund Balance Policy for the City of Portland.
- B.** Ordinance No. 25-36 - Second Reading – An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2025 Annual Water Service Line Replacement Project.
- C.** Department Reports
- D.** Minutes from June 2, 2025 City Council Meeting

11. Community Development – Vice-Mayor Megann Thompson

12. Finance – Alderman Vince Ellis

13. Fire Department – Alderman Jody McDowell

14. Human Resources – Alderman Vince Ellis

- A.** Discussion - Hiring Policy

15. Legislative – Mayor Mike Callis

- A. Discussion of America 250 Celebration

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

18. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 25-28- Second Reading - An Ordinance authorizing the public auction of City property located at 207 Strawberry Street and 208 Strawberry Street.
- B. Ordinance No. 25-37 - First Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Liberty Street from GCS (General Commercial Services) to R7.5 (Medium Density Residential).
- C. Ordinance No. 25-38 - First Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Searcy Lane from RS-40 (Residential Single Family) to R7.5 (Medium Density Residential).
- D. Ordinance No. 25-39 - First Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 631 Highway 52 E, 380 and 392 Three Brothers Way from RM-1 (High Density Residential) and RS-20 (Low Density Single Family Residential) to R7.5 (Medium Density Residential).
- E. Concept Planned Unit Development presentation by Zach Wilkinson. Location: Hwy 52E & Fowler Ford Rd.
- F. Discussion - Jim Courtney Road Annexation
- G. Discussion - Market St Property

19. Police Department – Alderman Drew Jennings

- A. Resolution No. 25-47 – A Resolution authorizing the adoption of the Special Duty Policy in its entirety for the Portland Police Department.
- B. Ordinance No. 25-40 - First Reading – An Ordinance to amend Title 10 Animal Control of the City of Portland Municipal Code by adding Chapter 5 Owner Surrender Policy.
- C. Discussion - Adjacent property

20. Public Works – Alderman Brian Woodall

- A. Discussion - Airport Road detention basin.
- B. Discussion - Landfill

21. Utility Infrastructure – Alderman Charles Cole

- A. Ordinance No. 25-41 -First Reading - An Ordinance authorizing the acceptance of the bid for the sale of salvaged Badger water meters that have been removed from the City of Portland’s Water Distribution System.

- B.** Ordinance No. 25-42 – First Reading - An ordinance to enter into an agreement with Haren Construction Company Inc. for the American Rescue Plan Act (ARPA) Resource Protection Project, 2025 raw water source improvements at the Portland Water Treatment Plant.
- C.** Ordinance No. 25-43 – First Reading - An ordinance to enter into an agreement with Culy Contracting LLC for the 2025 Sanitary Sewer Manhole Repairs Project.
- D.** Resolution No. 25-48 - A resolution authorizing change order #2 in the increased amount of \$231,175 and extending the contract time an additional sixty (60) days with Perdue Trucking and Excavating for the 2024 Sewer Point Repairs Project
- E.** Discussion - Enforcement of Ord 25-24 **PAY-IN-LIEU OF UPSIZING** section.

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 25 – 35

Second Reading

AN ORDINANCE AMENDING THE FUND BALANCE POLICY FOR THE CITY OF PORTLAND

WHEREAS, the City of Portland passed Ordinance 23-26 that updated the established fund balance policy which complied with the Governmental Accounting and Financial Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Balance Definitions*; and

WHEREAS, the purpose of a fund balance policy is to establish a key element of financial stability by settling guidelines for fund balance; and

WHEREAS, it is essential that the City maintains adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen levels of fluctuations, unanticipated expenditures, and similar circumstances; and

WHEREAS, the City has reviewed the current policy and has determined that it needs to be amended to reflect current economic conditions.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that Ordinance 23-26 is rescinded, and the attached fund balance policy titled General Fund, Fund Balance Policy, 2025, be adopted in its entirety and become the official Fund Balance Policy for General Fund in the City of Portland.

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after its final passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: June 2, 2025

Passed Second Reading:

City of Portland, Tennessee

General Fund

Fund Balance Policy 2025

Policy

The following policy has been adopted by the City Council in order to address the implications of the Governmental Accounting Standards Board (“GASB”) Statement No. 54 *Fund Balance Reporting and Governmental Fund Definitions*. The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances, and to maintain favorable bond ratings. Also, the fund balance provides cash flow liquidity for the City’s general operations. Factors for maintaining sufficient fund balance include the ability to:

- Maintain covenants of third-party agreements.
- Provide funds for enacted Ordinances and Resolutions of the Board of Mayor and Alderman.
- Mitigate State budget actions that may reduce City revenue.
- Mitigate economic downturns that the City may face in the future.
- Front-fund or complete fund, if necessary, disaster costs or costs associated with emergencies.
- Fund the City’s expenditures and debt service payments during the first few months of the fiscal year before traditional revenues are realized.
- For non-recurring expenses identified as necessary by the Board of Mayor and Aldermen.
- Fund one-time capital expenses identified as necessary by the Board of Mayor and Aldermen.

This policy and the procedure promulgated under it supersede all previous policies regarding the City’s fund balance and reserve policies.

Fund Balance Classifications

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and non-spendable. These are broken up into five categories:

- 1) **Non-Spendable Fund Balance** – Amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.
- 2) **Restricted Fund Balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or enabling legislations. Examples include grants and child safety fees.
- 3) **Committed Fund Balance** – Amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making

authority. Commitments may be changed or lifted only by the City Legislative Body taking the same formal action that imposed the constraint originally.

- 4) **Assigned Fund Balance** – Amounts that are intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund. Assigned funds cannot cause a deficit in unassigned fund balance.
- 5) **Unassigned Fund Balance** – Amount is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Order of Use of Restricted and Unrestricted Funds

When both restricted and unrestricted funds are available for expenditure, it shall be the policy of the City to use the restricted amounts first as permitted under the law.

When committed, assigned, and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Authority to Commit Funds

The City's governing body has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of an ordinance by a simple majority vote. The passage of an ordinance must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the ordinance must state the process or formula necessary to calculate the actual amount as soon as information is available.

Authority to Assign Funds

The City's governing body has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires the passage of a resolution by a simple majority vote. The same action is required to change or remove the assignment. Upon passage of a budget ordinance where assigned fund balance is used to balance the budget, the Finance Director shall record the amount as "Assigned Fund Balance".

Minimum Level of Unassigned Fund Balance

Unassigned Fund Balance is the residual Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of unassigned fund balance should be maintained in the General Fund to cover unexpected expenditures and revenue shortfalls. The unassigned fund account shall have five subaccounts.

The unassigned fund balance in the General Fund shall have the following subaccounts:

A. Cash Flow Stabilization Subaccount

The Cash Flow Stabilization Subaccount is intended to provide reserves to mitigate the deficiencies caused by the timing of the cash inflows and cash outflows.

The Cash Flow Stabilization Subaccount shall be set at a minimum of 20% of General Fund operating budgeted expenditures less any capital outlay and project amounts.

B. Contingency Subaccount

The Contingency Subaccount is intended for unanticipated expenses and revenue shortfalls impacting programs already approved in conjunction with the current year's budget. The Contingency Subaccount shall not be used to fund new programs or positions added outside of the current year's budget.

Funds in the Contingency Subaccount may be used towards expenses outside of the budget only as follows:

- 1) A change in legislation creating an unfunded mandate.
- 2) Large, unexpected payroll/retirement payouts.
- 3) A technical correction in the budget.
- 4) Unbudgeted project expense overrun.

The Contingency Subaccount shall be set at a minimum of 5% of General Fund operating budgeted expenditures.

C. Emergency Subaccount

The Emergency Subaccount is intended for unforeseen urgent events. To utilize funds from the Emergency Subaccount, a finding by the Mayor, with confirmation by the Board of Aldermen, of "urgent economic necessity" will be required, as well as a determination that no other viable sources of funds are available. A finding of urgent economic necessity would be based on a significant event, for example, a natural disaster or catastrophe.

The Emergency Subaccount shall be set at a minimum of 5% of General Fund operating budgeted expenditures.

D. Debt Service Subaccount

The Debt Service Subaccount is intended to provide reserve funds for shortfalls in budgeted revenues intended for general obligation debt service payments or unexpected and unbudgeted expenditures related to general obligation debt service as well as any unbudgeted expense related to the service and maintenance of the City's debt liabilities.

The Debt Service Subaccount shall have a shall be set at a minimum of 3% of General Fund operating budgeted expenditures.

E. Future Project/Capital Outlay Subaccount

The Future Project/Capital Outlay Subaccount shall be the balance of Unassigned Fund Balance after the Contingency, Emergency, Cash Flow Stabilization, and Debt Service

Subaccounts are funded. This Subaccount shall be used to fund one-time capital expenditures. If this subaccount is used to balance the budget, it shall state “Cash used for Capital Expenditures”.

The Future Project/Capital Outlay Subaccount shall have a minimum balance of at least \$250,000.

Any budget amendment that will result in the unassigned fund subaccounts dropping below the minimum level, it will require the approval of a majority of the Board of Mayor and Aldermen. If any subaccount drops below the minimum level amount, the Board of Mayor and Aldermen shall develop a plan to replenish the fund balance to establish the minimum amount level within two years.

Fund Balance Policy Adoption

The City’s Fund Balance Policy shall be adopted by Resolution by the Board of Mayor and Aldermen. The policy shall be reviewed by the approving authority and the same authority must approve any modifications. It is recommended that the policy be reviewed every year within six months following budget approval. This policy will be managed and monitored by the Finance Department and report on the current and projected level of reserve funds in conjunction with the budget process. If necessary, the Finance Director will present recommendations for any amendments, deletions, additions, improvements, or clarifications.

ORDINANCE

City of Portland, Tennessee

No. 25 - 36

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2025 ANNUAL WATER SERVICE LINE REPLACEMENT PROJECT

WHEREAS, the City of Portland deems it necessary to complete water service line replacement projects to reduce water leaks and water loss; and

WHEREAS, the City of Portland received and opened bids on April 16, 2025, from the following contractors; and

- Perdue Trucking & Excavating
- Covenant Constructors, LLC

WHEREAS, after careful consideration and based on a per unit basis (see attached certified bid tabulation), the bid from Perdue Trucking and Excavating has been recommended as the best bid for the 2025 Annual Water Service Line Replacement Project; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Perdue Trucking and Excavating** on a per unit basis as the best bid for the 2025 Annual Water Service Line Replacement Project; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: June 2, 2025

Passed Second Reading:

BID TABULATION

City of Portland 2025 Annual Service Line Replacement **Rebid**

PDU No: 0101-221

Bid Date/Time: Wednesday, April 16, 2025 at 2:00 PM (CST)

			Perdue Trucking and Excavating		Covenant Constructors, LLC	
			130 Morningside Drive Portland, TN 37148		112 Long Hollow Pike, 2 nd Floor Goodlettsville, TN 37072	
Item Number	Description	Quantity	Unit Cost*** Regular Hours*	Unit Cost*** After Hours**	Unit Cost*** Regular Hours*	Unit Cost*** After Hours**
SHORT SIDE SERVICE REPLACEMENT (3/4" & 1")						
1	0-15 ft	EA	\$ 800.00	\$ 1,000.00	\$ 3,301.96	\$ 3,301.96
2	16-30 ft	EA	\$ 850.00	\$ 1,050.00	\$ 3,469.28	\$ 3,469.28
3	31-45 ft	EA	\$ 925.00	\$ 1,150.00	\$ 3,552.94	\$ 3,552.94
4	46-60 ft	EA	\$ 1,250.00	\$ 1,500.00	\$ 3,678.44	\$ 3,678.44
5	60+ ft	EA	\$ 1,500.00	\$ 1,750.00	\$ 4,692.17	\$ 4,692.17
LONG SIDE SERVICE REPLACEMENT (3/4" & 1")						
6	0-50 ft	EA	\$ 1,000.00	\$ 1,250.00	\$ 9,805.91	\$ 9,805.91
7	51-75 ft	EA	\$ 1,300.00	\$ 1,650.00	\$ 9,805.91	\$ 9,805.91
8	76-100 ft	EA	\$ 1,500.00	\$ 1,850.00	\$ 10,307.89	\$ 10,307.89
9	100+ ft	EA	\$ 2,500.00	\$ 3,000.00	\$ 10,307.89	\$ 10,307.89
RECONNECT TO EXISTING SERVICE						
10	Reconnect to Existing 3/4" Service	EA	\$ 200.00	\$ 275.00	\$ 762.74	\$ 762.74
11	Reconnect to Existing 1" Service	EA	\$ 250.00	\$ 325.00	\$ 762.74	\$ 762.74
HORIZONTAL DIRECTIONAL DRILLING (2" Sch 40 White PVC Casing Pipe)						
a	0-50 ft	LS	\$ 1,500.00	\$ 2,500.00	\$ 144.87	\$ 144.87
b	Greater than 50 feet****	FT	\$ 35.00	\$ 45.00	\$ 144.87	\$ 144.87

*Regular Hours are defined as Monday through Friday 7:00am CT to 4:30pm CT.

**After Hours are defined as any time outside, before or after, of the regular hours as defined above.

***Do not list per-hour price. List the total cost for completing each line item.

****This is a per foot price for horizontal directional drilling greater than 50 feet.

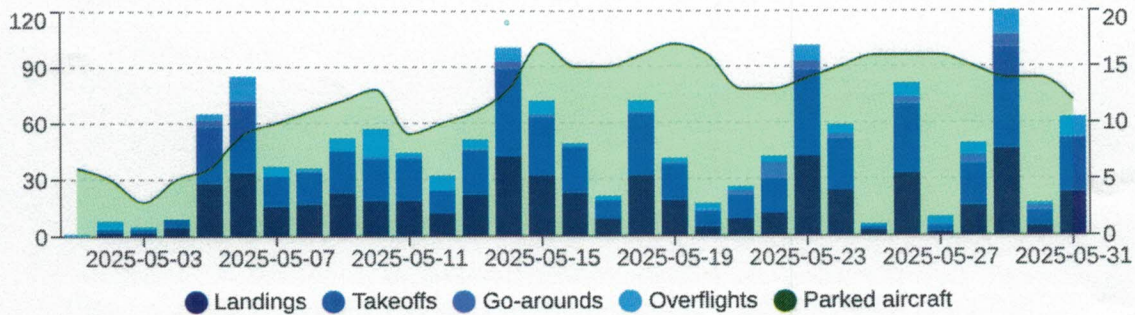


Douglas Hunter Field | Runway Operations Report

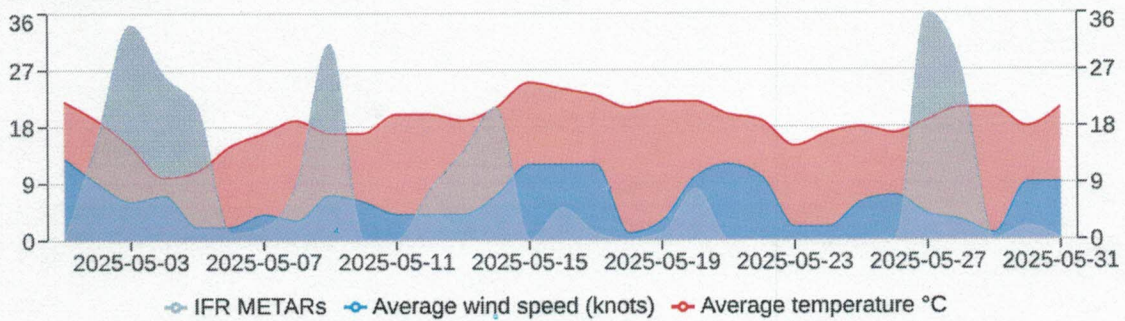
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 Report creation date: 07/11/2025 05:59
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Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
1,428	576	637	61	154

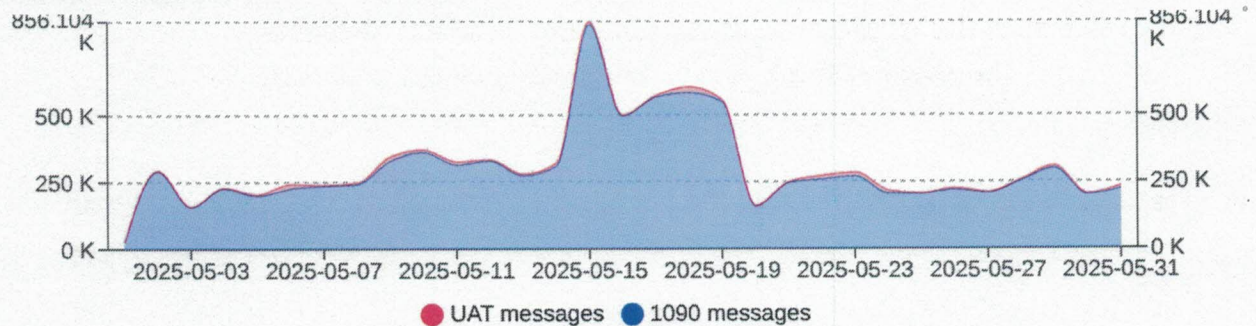
Operations by Day



Weather Conditions



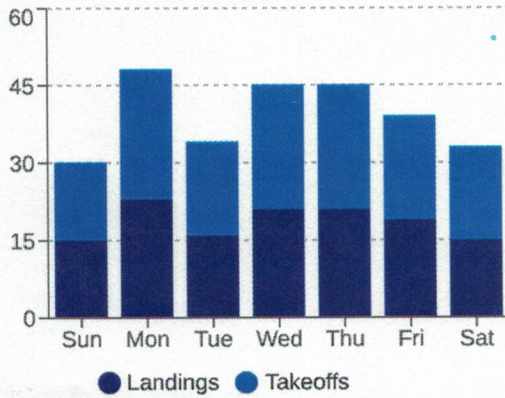
Receiver health



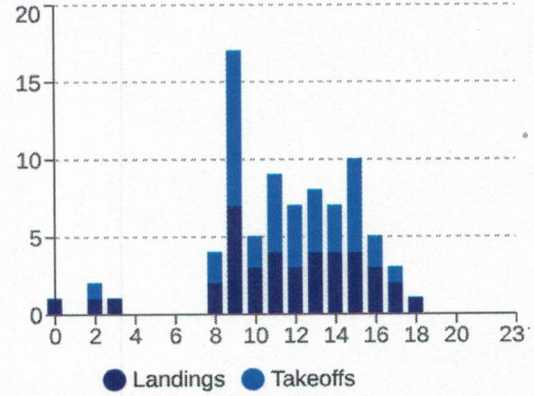
Douglas Hunter Field | Runway Operations Report

Report Date Range: 05/2025

Operations by Day of Week

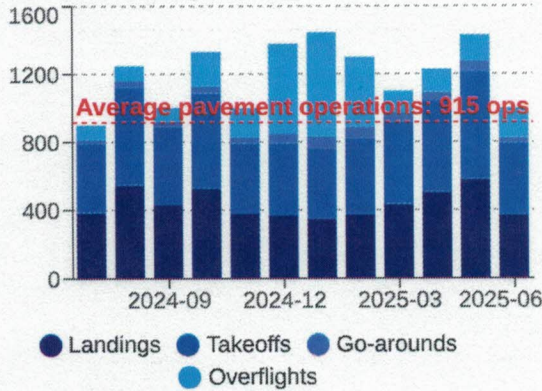


Operations by Hour



Historical Data

Landings and Takeoff By Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2025-04-16 (W)	158	17
2	2024-11-16 (S)	123	18
3	2025-04-22 (T)	121	18
4	2023-04-11 (T)	105	13
5	2023-09-13 (W)	103	15
6	2024-09-11 (W)	101	18
7	2025-05-29 (T)	100	8
8	2025-07-09 (W)	99	5
9	2024-10-10 (T)	98	16
9	2025-04-08 (T)	98	12

Sales Summarized by Product

Site: **Portland Municipal Airport (TN)**

Created on (UTC):

Terminal: M4000-4001275

Start Date: 5/1/2025

End Date: 5/31/2025

Name	Total Amount	Total Units	Total Count
100 LL	\$11417.59	2403.710	105
Jet A	\$6912.00	1536.000	14

Running Totals

Number of Sales: 119

Sale Total: \$18329.59

Units Total: 3939.710

Fuel Sales for MAY 2025

BUSINESS OFFICE MONTHLY REPORT

MAY 2025

Total Payments Received	9,262	\$2,370,632
Utility Bills Processed	10,354	\$1,750,885
Total Service Orders Processed	187	

Total Customers by Service	
Water	8433
Sewer	4741
Gas	5352
Sanitation	4882
Stormwater	5125

New Service Connect/Disconnect	
Water Disconnected	99
Water Connected	69
Gas Disconnected	62
Gas Connected	27

Taps Sold Apr 2025		Taps Sold YTD 2025	
Gas	6	Gas	31
Water	5	Water	85
Sewer	2	Sewer	59

Leak Adjustments Processed	43
Pool Adjustments Processed	23

Property Taxes Processed	
Bills Processed	38
Amount Received	\$28,267
Property Taxes Collected YTD	
2022	99.5%
2023	99.1%
2024	96.6%
Tax Relief	
New & Existing Applicants YTD	242
Submitted to State Dec 2024	2
Payment Approved Dec 2024	5

Municipal Court Findings	
Citations Suspended	6
Citations Dismissed	21
Defendants Found Guilty	175
Defendants Given Traffic Class	45

Business Licenses	
Active Licenses	572
New Licenses	8
Renewed Licenses	28
Active Food Vendors	13

Building Codes - MAY - 2025 Report

Permit Type	Monthly Permits Issued	Amount	YTD Permits Issued
Residential Building	4	\$4,824.10	44
Commercial	1	170	2
Industrial	1	\$3,741.90	10
Plan Review	7	\$2,382.56	75
Stand Alone Building	6	\$3,135.14	14
Fire Alarm/Fire Sprinkler	0	\$0.00	4
Plumbing	4	\$359.00	45
Mechanical	16	\$1,908.20	75
Use & Occupancy	0	\$0.00	3
Swimming Pool	0	\$0.00	4
Demolition	0	\$0.00	4
Fire Works	2	\$3,000.00	5
Total	41	\$19,520.90	285

Impact Fees Collected - MAY - 2025

Parks	\$2,388.00
Police	\$1,264.00
Fire	\$2,888.00
Total	\$6,540.00

General Fund - YTD Totals

\$404,059.70

General Fund - Fiscal YTD

\$608,174.30

Impact Fees - YTD

Parks - \$ 30,918.00
 Police - \$ 46,361.00
 Fire - \$138,610.00

Impact Fees - Fiscal YTD

\$35,455.00
 \$61,253.00
 \$181,057.00

MAY - Inspections

Commercial	19
Residential	133
Industrial	9
Totals	161

Inspections - Totals YTD

132
 411
 49
592

Economic Development

2025 May Report

Commercial

Developer Meetings 4
Set up Vegas Meetings
ICSC Vegas 6

Industrial IDB

Robertson County IDB Meeting
Monthly State Update ECD Call
Meeting with Shoals PILOT
Property Tour

MISC

Joint ECD Meeting Sumner County
Retail Coach meeting

Community

Strawberry Festival Volunteer
Ribbon Cutting DR Horton Parkside



Office of the Finance Director
 100 S. Russell Street Portland, TN
 37148
 615-325-6776

As of May 31, 2025
 Fiscal Year has elapsed - 92%

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$1,253,836
W/S Bond 2020	\$18,238,174	\$0

		Board Passed	
	5/31/2025	Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	10,707,663	10,213,000	104.8%
Planning & Codes	640,953	713,500	89.8%
Intergovernmental	2,013,032	2,422,000	83.1%
Miscellaneous	389,438	362,000	107.6%
Court	150,463	152,500	98.7%
Other Revenues	1,012,141	244,000	414.8%
Loan Proceeds - Other Fin Source	4,618,549	1,596,800	289.2%
Grants & Special Projects	393,034	1,772,800	22.2%
TOTAL	19,925,273	17,476,600	114.0%
Expense			
General Government	2,381,459	2,624,091	90.8%
Administrative & Mayor	382,685	382,095	100.2%
Human Resources	129,858	123,307	105.3%
Planning & Zoning	258,613	295,716	87.5%
Codes	192,732	158,353	121.7%
Court	77,373	88,810	87.1%
Police	4,194,167	4,447,178	94.3%
Fire	2,798,532	2,776,977	100.8%
Streets & Highways	1,208,415	1,446,088	83.6%
City Garage	178,408	171,915	103.8%
State Street Aid	344,719	480,000	71.8%
Animal Control	137,485	121,076	113.6%
Grants & Special Projects	3,105,916	6,795,100	45.7%
Golf Course	565,589	589,665	95.9%
Parks & Recreation	878,933	985,338	89.2%
Community Development	137,576	162,298	84.8%
TOTAL	16,972,460	21,648,007	78.4%

WATER & SEWER		Board Passed		
		5/31/2025	Budget	% of Budget
Revenue				
	Revenue	15,456,618	13,727,000	112.6%
	TOTAL	15,456,618	13,727,000	112.6%
Expense				
	Water Plant	1,637,704	1,756,294	93.2%
	Water Distribution System	2,699,563	3,693,189	73.1%
	Grants & Projects	8,567,074	8,087,000	105.9%
	Sewer Collection	2,055,072	2,199,363	93.4%
	Sewer Plant	2,477,764	2,785,546	89.0%
	Business Office	432,543	548,960	78.8%
	Utility Administration	772,359	749,420	103.1%
	TOTAL w/ Projects	18,642,079	19,819,772	94.1%
NATURAL GAS FUND				
	Revenue	6,564,945	6,478,000	101.3%
	Expense	6,257,239	6,445,004	97.1%
AIRPORT FUND				
	Revenue	\$852,647	\$708,465	120.4%
	Expense	\$2,294,993	\$708,302	324.0%
DRUG FUND				
	Revenue	\$20,292	\$4,000	507.3%
	Expense	\$1,935	\$13,000	14.9%
STORMWATER				
	Revenue	\$1,160,374	\$880,000	131.9%
	Expense	\$982,094	\$1,262,415	77.8%
SOLID WASTE				
	Revenue	\$1,522,640	\$1,385,603	109.9%
	Expense	\$1,038,796	\$1,225,494	84.8%

		Board Passed		
		5/31/2025	Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	35,455	20,000	177.3%
	Police	61,253	15,000	408.4%
	Fire	180,335	7,500	2404.5%
	Interest	23,135	0	
	TOTAL	\$300,178	\$42,500	706.3%
Expense				
	Parks	8,580	8,500	100.9%
	Police	7,981	15,900	50.2%
	Fire	33,620	33,639	99.9%
	TOTAL	\$50,181	\$58,039	86.5%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$990,767	\$990,767	100.0%
Expense		\$894,443	\$990,767	90.3%

Rachel Slusser, CMFO

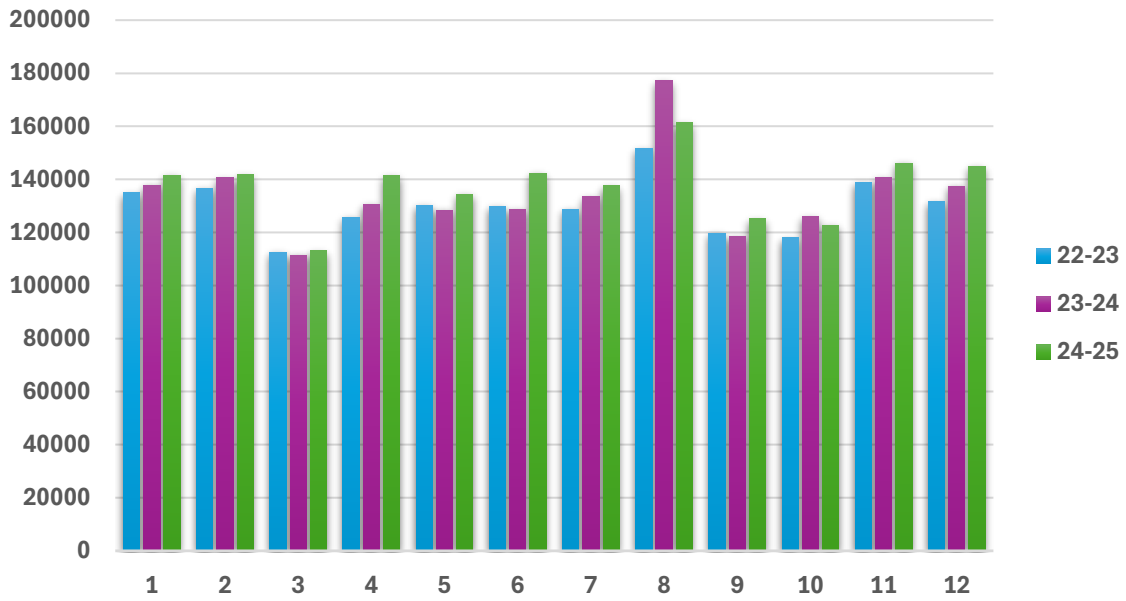
CAPITAL OUTLAY

Police	Police Cars X 4 (three cars, one truck)	✓
Public Works	Pickup Truck	✓
	Lawn Mower X 2	✓
	Mini Ex	Moved to next year
Animal Control	Pickup Truck	✓
	Outside Upgrades	In progress
Parks	Golf Sign	Moved to next year
	Golf Mower	✓
	Heating unit at Richland Park	On hold
	Tables & Chairs	✓
	Camera System	Moved to next year
Stormwater	Pickup truck	✓
Water Dist	Truck X 2	✓
Sewer Collection	1 ton truck	Order cancelled
	Pickup truck	✓
Gas	Pickup truck X 2	✓

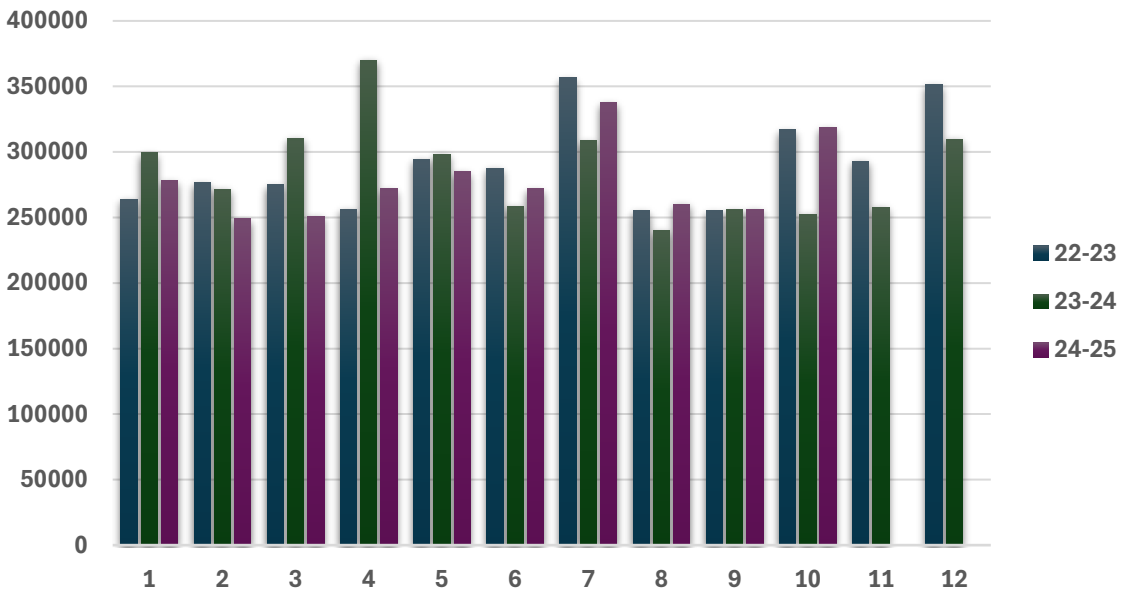
PROJECTS

Comprehensive Plan	In progress
Parks Maintenance Bldg	Complete
Stormwater Bldg	Complete
Police Bldg Remodel	In progress
Irrigation - Golf Course	In progress
Splash Pad	Contracts are signed
Gym Floor	Complete
Waterline - Hwy 52 to Searcy	Complete
System meter change out	On going
Wastewater Treatment Plant upgrade	In progress
Mason's Transmission Line	In progress
Oakhill Waterline	In progress
Oakhill Tank	In progress
Paving	On going
Wheeler Sidewalks	Complete
Dan Jenkins Bldg Demo	Complete

STATE SALES TAX



LOCAL OPTION SALES TAX



Incident Type	Total Incidents	Percent
611 - Dispatched & canceled en route	10	5.62%
622 - No incident found on arrival at dispatch address	1	0.56%
672 - Biological hazard investigation, none found	1	0.56%
700 - False alarm or false call, other	5	2.81%
733 - Smoke detector activation due to malfunction	2	1.12%
735 - Alarm system sounded due to malfunction	4	2.25%
743 - Smoke detector activation, no fire - unintentional	4	2.25%
745 - Alarm system activation, no fire - unintentional	3	1.69%
	Total Number of Incidents:	178
	Total Number of Incident Types:	25

Incident Type

Total Incidents

Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '5/1/2025 12:00:00 AM' and '5/31/2025 11:59:59 PM'

Human Resources Monthly Report May 2025

New Hire Orientations	May	YTD
Full-Time	5	27
Re-Hires	0	2
Part-Time	2	3
Retirements	2	2
Severances		
• Voluntary	5	15
• Involuntary	0	1
Workers Comp Claims	1	6
Current open positions	5	

I.T. Monthly Report

June 2025

Support Tickets: May - 46

June - 48

Total Number of City Phone Calls: June - 7,300

Incoming: June - 5271

Outgoing: June - 2029

Total Number of City Email Messages: May – 75,916

June – 67,954

Sent: May - 10,255

June – 8,833

Received: May – 65,661

June – 59,121



Monthly Report / May 2025
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Trent Stephens, Park Maintenance Crew Leader
Marty Bullington, Golf Course Manager

Civic Clubs

Portland Youth Football League	Off Season
Portland Soccer Club	In Season
Portland Baseball and Softball	In Season

Parks and Recreation Programs and Events

Irrigation: This project will be completed in July.

Richland Gym: RFQ committee is reviewing the submittals.

Splashpad: Signed contracts. Construction will begin in June and completion date has been set for November 2025. It will be ready for the 2026 season.

Maintenance Building: Construction is ongoing. This project will be completed in June.

Richland Gym: Pickleball is on Monday and Thursday 10 am to 2 pm along with Tuesday 5 pm to 8 pm.
Morning walkers Monday – Friday 7 am to 10 am.

Strawberry Festival was a huge success. Another year and the Carnival have come and gone.

Farmers Market is on Thursdays in Richland Park from 3:30 pm to 7 pm. This is in the soccer facility parking lot.

Friday Nights Scrambles are on Fridays in at Dogwood Hills Golf Course starting at 5 pm.

Portland Youth Baseball Softball new batting cage is completed.

Portland Youth Baseball and Softball will host a District All Star Tournament June 13 – 16 and State Tournament June 26 – 30 at Richland Park baseball complex.

Portland Soccer Club will host their annual summer camp in June.

ADA Sidewalks have been constructed at the Dog Park.



May 2025 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	4	\$4,905.50
Daily Rounds	1,099	\$28,160.00
Cart Rentals	122	\$905.00
Concessions	656	\$1,240.00
Pro Shop	193	\$6,306.14
Total:		\$41,516.64

May 2024 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	6	\$6,350.00
Daily Rounds	961	\$24,700.00
Cart Rental	118	\$755.00
Concessions	732	\$1,340.00
Pro Shop	141	\$7,350.01
Total:		\$40,495.01



Planning Department May Monthly Report

Item	May	Year To Date
Calls To/From Planning Department	247	1251
Number of Developer Meetings	17	61
Number of Complaints / Violations	0	1
Number of Walk-ins	10	35
Number of IDT Submissions	11	78
Number of Other Meetings	14	19
Number of Projects Invoiced	6	33
BZA Board Members Present	0	-
BZA Agenda	1	5
BZA Minutes	0	1
Number of Items on Agenda BZA	0	1
Planning Commission Agenda	1	5
Planning Commission Minutes	1	5
Planning Commission Board Members Present	8	-
Number of Items on Agenda Planning Commission	6	28
Open Records for Planning Department	2	7
Active Letters of Credit	32	32
Emails	467	2753
File Archiving/Scanning	0	6
Plat Certifications Intake & Pickup	1	30
Planning Commission Packets	9	36
Trip to Court House for Annexations	0	1
In House Reviews	0	2
Food Trucks	2	18

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

5/1/2025 to 5/31/2025

CID ACTIVITY					
Cases Assigned	13	Interviews Conducted	85	Asset Forfeitures	0
Cases Inactive	8	Monitored Interviews	0	DCS/AOA	7
Cases Cleared	13	Search Warrants	6	Knock and Talk	31
Call outs	2	Judicial Subpoenas	4	Assist Patrol Units	19
Grand Jury Cases	5	General Sessions Cases	4	Forensic Interviews	0
Grand Jury Hours	10	General Sessions Hours	12	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	0	CVSA Performed	0
Juv Court Hours	0	Criminal Court Hours	0	Sex offenders reg	1

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	4	Government	0
E-mails	43	Public Housing	0
Grand Jury & DA Copies	0	Local	2
Arrest Reports	91	Incident Reports	67
Written Warnings	200	City Citations	358

ANIMAL CONTROL ACTIVITY					
Service calls	44	Sent to SCSO	2	Total Animals	6
Follow-ups	19	Assists	3	Reports	6
Talk to Officer calls	17	Cite	0	Verbal Warnings	1
Written Warnings	0	Welfare Complaints	1	Noise Complaints	0
Total Dogs	5	Total Cats	1	Total Livestock	0
Total Wildlife	0	Total Reptiles	0		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	22	RESOLVED BY CONTACT/PHONE	7
NON-COMPLIANCE LETTERS	22	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	22	CITY HALL BANK ESCORTS	21
RE-INSPECTIONS	7	MAIL DELIVERY	21
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	14
FOLLOW-UP PARKING COMP	0	ARRESTS	0
VEHICLES (NON-COMP)	1	REPORTS	0
WORK ORDERS	0	CITATIONS	2
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Civil Warrants	1

CALLS FOR SERVICE					
TOTAL MONTHLY CALLS= 2573					
911 HANG UP	24	DUI	5	REPO	6
911 MISDIAL	28	ESCORT	11	ROBBERY	0
911 MISDIRECT	7	EVADING	1	RUNAWAY	1
911 OPEN LINE	26	EXPARTE SERVICE	2	SCAM	1
ABANDONED VEHICLE	0	EXTRA PATROL	54	SCHOOL CHECK	19
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	126
ACCIDENT INJURY	17	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	1
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	0
ACCIDENT PROPERTY	22	FIREWORKS	0	SHOOTING	0
ACCIDENT PROPERTY HIT/RUN	4	FOLLOW-UP	38	SHOPLIFTING	0
ACCIDENT SERIOUS INCIDENT	0	FORGERY	0	SHOTS FIRED OR HEARD	0
ACTIVE SHOOTER	0	FRAUD	4	SOLICITOR	1
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	10
AIRCRAFT EMERGENCY	0	HARASSEMENT	6	SPECIAL ASSIGNMENT COMMUNITY	1
ALARM	22	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	2	HOTEL CHECK	0	STALKING	0
ALARM SCHOOL LOCKDOWN	0	ILLEGAL DUMPING	0	STOLEN VEHICLE	2
ALARM TEST	0	INDENCENT EXPOSURE	2	SUBDIVISION CHECK	2
ANIMAL CALL	51	INVESTIGATION	4	SUBJECT CHECK	41
APARTMENT CHECK	8	JUVENILE	8	SUICIDAL SUBJECT	5
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	26
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	9
ASSAULT	1	KNOCK AND TALK	1	SUSPICIOUS VEHICLE	3
ASSIST CITIZEN	35	LAKE CHECK	1	TALK TO OFFICER	181
ASSIST EMS	20	LOCKOUT	12	TEST CALL	4
ASSIST FIRE	6	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	36	LOST/FOUND PROPERTY	21	THEFT	9
ATTEMPT TO LOCATE	8	LPR HIT	1	THREATS	2
BARRICADED SUBJECT	0	MENTAL TRANSPORT	0	TRAFFIC COMPLAINT	4
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	5	TRAFFIC ENFORCEMENT	2
BOLO	9	MISSING ADULT	0	TRAFFIC HAZARD	23
BOMB THREAT	0	MISSING JUVENILE	1	TRAFFIC STOP	1214
BURGLARY	0	NOISE COMPLAINT	7	TRAIN DERAILMENT	0
BUSINESS CHECK	105	OPEN DOOR	1	TRESPASS	7
CAR SEAT CHECK	1	OVERDOSE	3	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	52	UNAUTHORIZED USE OF VEHICLE	0
CITY CALL OUT	0	PARKING COMPLAINT	11	UNKNOWN SITUATION	1
CIVIL MATTER	13	PHONE MESSAGE	0	VANDALISM	4
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	0
CODES	31	PRISONER TRANSPORT	0	VEHICLE CHECK	26
DAMAGE TO PROPERTY	5	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	11
DEATH INVESTIGATION	0	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	1
DELIVER MESSAGE	0	PROWLER	0	WARRANT CIVIL	7
DISORDERLY CONDUCT	0	P.I.	1	WARRANT CRIMINAL	6
DISTURBANCE	15	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	13	RECKLESS DRIVER	41	WELFARE CHECK	15
DRILL	0	REFERRAL	1	GANG ACTIVITY	0
DUI		REPO		GAS DRIVE OFF	0

YTD Total Calls for Service	10,642
YTD Total Written Warnings	913
YTD Total Speeding Citations	697
YTD Total all other city citations	495
YTD Commercial vehicle enforcements	116
YTD Total Arrest	363
Total Fuel per Gallons	3907.00



CITY OF PORTLAND
STORMWATER MANAGEMENT PROGRAM
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776

Date: 7/10/2025

Stormwater Management Monthly Report- May 2025

Public Education and Outreach

The annual Middle Tennessee Strawberry was held on May 10th, 2025. The Stormwater Department sets up a booth every year to meet citizens and promote stormwater education and outreach. The Department passed out stormwater educational brochures, coloring books, pamphlets, water bottles, and famous strawberry lemonade. The booth is a great way to interact with the public and inform them of all the things the Department does. More than 300 people attended the booth this year.

Illicit Discharge Detection and Elimination

The Stormwater Department followed up on two Notice of Violations that had been issued two weeks prior. One of the violations was at a large industrial site and the other was at a large subdivision. Both instances had the proper corrective actions met.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 17

LDPs issued: 2

CGP Inspections: 22

CGP inspections are required once monthly per TDEC. Most sites are inspected more than once a month through pre-con inspections, re-inspections, and illicit discharge complaints. Residential sites that are not under TDEC coverage are inspected on a weekly basis.

Permanent Stormwater Management

New LTMA's received: 1

LTMA Inspections Received: 1



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

Submitted for the July 2025 meeting
May 2025 Report

Maintenance (Citywide Various Locations)

- Maintenance: Storm grate, driveway tiles, canals, ditches and cut swells in yards to prevent flooding etc.
- Installation or replacement of driveway and road tiles.
- Place signage such as detour, work ahead - as needed
- Check and clean storm drains prior to storm event
- Yard repair: clean up, seed and straw job site
- Meet with homeowners about drainage issues or upcoming jobs.
- Tree removal
- Setup and Checked beaver traps.
- Purchase supplies: Drainage pipe, gravel, fittings, tools etc...

Other Tasks

- Attend meetings:
- Called in Tn One Call tickets
- Office: Timesheets, work orders, project sheets, reports etc...
- Inventory counts

Vehicle and Equipment

- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Perform daily maintenance check on vehicle and equipment
- Pick up various parts and supplies for vehicles and equipment.
- Clean up equipment and trucks

Assistance Work (Convenience Center, Other Dept. & Other City)

- Convenience Center: clear site of debris and maintain the burn box
- Range: Maintain road, and drainage
- Assist other depts as needed.
- Strawberry Festival
- Help: Chamber of Commerce, Little League park

Projects:

- Poplar St. Project Remove And Replace Driveway tiles on the entire Street, Ditch Clean Out on entire St.
- 465 Fowler Ford Rd. Remove and Install new Driveway tile, Ditch Clean Out
- Willow Lake Ditch Clean Out at Willow Lake and Sumner Shore Dr. Intersection
- 517 Collage St. Remove and Install new Driveway tile, Ditch Clean Out



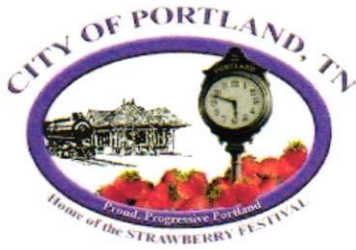
CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

- | | | |
|-------------------------------------|------------------|---|
| <input checked="" type="checkbox"/> | 1285 S. Russell | Ditch Clean Out done down the street for 6 or 7 properties |
| <input checked="" type="checkbox"/> | Strawberry Fest. | Set up for Strawberry Fest., Worked Strawberry Fest., Clean up after Strawberry Fest. |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
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CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Submitted for July 2025 Meeting.
May-june 2025 Report.

Maintenance and Management

- Downtown area - Pick up trash, empty cans, water flowers and water systems, etc....
- Cross train employee's on the mowing tractors and other equipment
- Trim and remove low hanging branches
- Clean up at shop (put away tools, organize signage and other materials)
- Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
- Office paperwork - Time sheets, po request, work orders, route sheets, daily task and monthly report
- Organize inventory and tools as needed.
- Maintain traffic signals, school zone lighting and decorative street lighting.
- Report street light issues to CEMC.
- Assist paving crew - (prep and plan) riser and roadplates
- Inventory counts -
- Collect bagged leaves - brush route

Maintenance of Roadway and Signage

- Potholes: Check, fill with gravel, repair with cold or hot mix.
- Roadcut: Prep equipment, compact gravel, then asphalt area.
- Edge of road: Repair with gravel or asphalt
- Graveled around mailboxes (USPS request)
- Remove debris from roadway: branches, dead animals, car parts, glass etc....
- Signage: Repair, replace or install
- Remove, haul, dispose of scrap material
- Mowing: Right of ways, canals, shooting range, intersections, city property lots and shops.
- Mow lots for our Codes Enforcement Dept
- Weed eat and spray: downtown area, overpass, guard rails, various intersections ,around signage etc.....
- Mow with tractors, bushhog, zero turns, batwing mowers etc...
- Banners and signage - Installation or change out.

Assist in other Departments

- Sanitation: Assist by helping drive claw truck or sanitation truck Bulk and Brush pick up
- Stormwater: Check storm drains
- Convenience Center - Attendant on site, smash down dumpsters, schedule hauls, and maintain the burn box.
- Golf Course: Remove trees, maint repairs etc....
- Richland and Meadow Brook Park
- City Property: Various task such as: trees, gravel, drainage
-



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Vehicle & Equipment Maintenance

- Perform daily maintenance check on vehicle and equipment
- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Pick up various parts and supplies for vehicles and equipment.
- Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
- Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
- Switch out and replacing attachments on equipment (Mowers and tractors)
- Clean up spills in the roadway

Special Events:

- Traffic Control , setup barricades, cones/ Removed after event
- Setup and remove signage and message boards (road closure etc.)
- Set up tables, chairs, stage for the band and other displays.
- Pick up and drop off supplies.
- Clean up and remove all trash before and after any event.
- Set up signage and digital message boards

- Decorate for Holiday: Such as Christmas, spring and fall events.
- Christmas Parade
- Strawberry Festival
- Fall Festival
- Homecoming Parade
- Music on Main
- Car Shows

Assist other businesses

- Chamber of Commerce
- Hands of Hope
- Portland Cares
- Portland Schools
- Little League Park

Misc. other task

- remove stop bars, flashing lights at the newest stop signs
- Tree's: cut and haul away debris (Various locations)
- Flower and landscape: Removed dead flowers, fertilize, water and clean up
- Gazebo: Painted, fixed flag and repaired water lines
- Prep all winter equipment (Snow plow, trucks, salt spreaders etc...)



CITY OF PORTLAND

Public Works

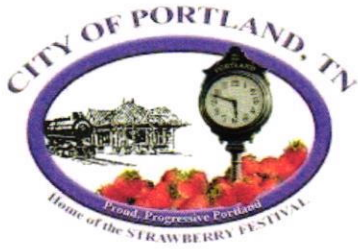
Street Dept.

Council Report Submitted by
Martin Weekley

- Assisted the paving crew: Removed gravel and cleared area at Strawberry station parking lot.
- Street Shop - Salt Shed: Cleaned up, installed new lights, helped electrician, prep site to get paved.

Christmas tree, lights and decorations were installed: City Hall, Gazebo, Mini Park, Moyer-Green house,

- downtown, North and S Fire Hall, Police Dept, intersection of Hwy 109/52 and on poles along Hwy 109.
- Cleaned trash, weeded painted curb and gutter hwy 109 hwt 52 and down town
- Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- installed all hanging flower pots and ground pot down town
- repaired side walks on main st
- installed benches and new mulch downtown
- Shut roadways down for high water/ water over the road during flood event.
- worked to install gravel and mulch in new parking lot B
- Remove dead animals from the roadways.
- Inspected nee side walks on point place.
- Attend meetings and trainings
-
-



CITY OF PORTLAND

Public Works

Sanitation Dept

Council Report Submitted by
Martin Weekley

Submitted for the July 21, 2025 meeting
 May 2025 Totals

- Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.
- Pick up bulk items - Furniture, appliances, etc.....
- Pick up brush (Claw truck, and chipper)
- Pick up trash carts at curb repair or replace damaged carts
- Keep trucks and equipment in working condition.
- Travel to Sumner Co. Resource Authority to empty
- Two claw trucks picking up bulk items and brush at curbside

May-2025				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	54	22	23	0
Tonnage	524.55	83.67		
Per cost	\$55.00	\$55.00	\$275.00	\$0.00
Amount	\$28,850.25	\$4,591.46	\$6,187.50	\$0.00
Total	\$33,441.71		\$6,187.50	
Grand Total	\$39,629.21			

Monthly Fuel Report

The City of Portland purchases fuel from Wex fuel and Rapid Fueling Co. This includes Fire, Police, Airport, Parks, Codes, Planning, City Hall, Public Works shops and Department of Utilities shops and treatment plants.

Submitted for July 21, 2025 meeting

May-25

Rapid Fueling Company

Rapid Fueling Company	Regular	Diesel	Cost
Airport	39.25		80.26
City Hall	61.01		125.62
Mechanic Shop	47.50	5.03	108.12
Gas	633.44	140.80	1,634.23
Meter Readers	108.04		221.60
Parks	660.54	250.20	1,937.45
Planning	58.22		117.82
Sanitation	71.24	1,811.49	4,471.37
Sewer Colleciton	403.31	75.89	1,007.39
Stormwater	451.76	213.98	1,434.58
Street	396.35	513.47	2,017.84
Water Dist	704.63	277.22	2,105.60
WTP	94.02		192.72
WWTP	106.20		218.62
Total Gallons	3,835.49	3,288.08	15,673.22
Total cost			

WEX fuel System	Cost	
Police Dept	3,907.00	8,483.14
Fire Dept	166.91	1,857.70
		10,340.84

WEX Fuel System	\$10,362.31
Rapid Fueling Co.	\$15,673.22
Total cost	\$26,035.53

City of Portland
Office of Recorder
100 South Russell Street, Portland, Tennessee 37148
Phone 615/325-6776 Ext. 245

May 2025 Monthly Report

2 Council Meetings

May 5 th		May 19 th
7	Council Members pre	C
0	Council Members absent	A
0	Alcohol Beverage Board	N
1	Public Hearings	C
3	Resolutions	E
15	Ordinances	L

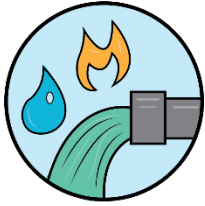
	May	Year-to-date
Work Study Meetings	0	2
Ad-Hoc Meetings – Utility	0	2
Liability Claims	0	2
Property Claims	0	3

Open Records Request

13

56

Name	Information Requested	Time spent	Value	Billed	Response
25-052902 / Alonzo Davis	Not enough information to determine	>1 hour	10	0	Denied not enough information
25-052901 / Alonzo Davis	Not enough information to determine	>1 hour	10	0	Denied not enough information
25-052103 / James Barnes	March, April & May 2025 Permit Data	>1 hour	10	0	Copies to email
25-052102 / Maria Olivares	207 S Russell St	>1 hour	10	0	Denied - No Record
25-051301 / Meredith Kerr	Bids	>1 hour	10	0	Denied - no resident
25-051202 / Ashley Viselli	Coventry PUD & Broad North PUD	>1 hour	10	0	Copies to email
25-051402 / Cody Russell	bid for water parts	>1 hour	10	0	Denied - Information published
25-051401 / Cody Russell	Bid info for Chemicals	>1 hour	10	0	Denied - Information published
25-051201 / Amy & Mike Vichich	Purchase Orders from 2020, 2021, 2022, 2023, 2024 & 2025	>1 hour	10	0	Copies to email
25-051203 / Ashley Viselli	105 Jackson Rd violations	>1 hour	10	0	Denied - No Record
25-052001 / Brandy Hunter	Police Body/Dash Cam	>1 hour	10	0	Cancel per Requestor
25-052302 / Jerrie Hughes	Police Body/Dash Cam	>1 hour	10	0	Denied - law prohibits
25-052201 / Kelley Wilcox	Police Body/Dash Cam	>1 hour	10	0	Denied - law prohibits



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

DEPARTMENT OF UTILITIES
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437

PDU Admin. Work Report May 2025

Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.805 MGD.

Single Taps

- Water: 30 taps
- Sewer: 4 taps
- Gas: 4 taps

Development Taps

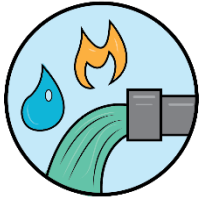
Utility	Original Letter	First Renewal	Second Renewal
Water	27	161	0
Sewer	24	161	0
Gas	2	161	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12” Connector Line – Water is 94% complete. Waiting on Oak Hill Tank to be completed.
 - b. Oak Hill Water Line – Water is 97% complete. Waiting on Oak Hill Tank to be completed.
 - c. Oak Hill Tank – Tank is 72% complete. Erection is estimated to be completed by the end of May. Paint crew will be onsite at the beginning of June.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – 2,700 linear feet has been installed.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – City received TDEC approval.
- 2” Service Line Replacement – 9 out of 17 service lines have been replaced.
- Sandye Avenue Sewer – 99% complete. As-builts need to be resubmitted and approved.
- 2024 Sewer Point Repairs – 48 out of 53 items have been repaired.

Private Development

- Sandye Ave Water – 90% complete. Waiting on paving and as-builts.
- Twin Lakes – Sewer installation has begun – 95% complete. Waiting on testing and as-builts. Water is 60% complete.
- Bracken Estates - Sewer installation has begun – 95% complete, waiting on as-builts.
- Parkside Pointe:
 - Onsite Sewer – Phase 2 has been accepted. Phase 3 as-builts are being reviewed by staff. Phase 4 and 5 need as-builts to be submitted.
 - Onsite Water – Phase 2 has been accepted. Phase 3 as-builts are being reviewed by staff. Phase 4 and 5 need as-builts to be submitted.
- Red River and Highland – 6” Waterline – 75% complete. The creek directional drilling has begun.
- Gateway 65 (Stateline Commerce) – Private sewer is installed, awaiting CCTV footage and as-builts. Onsite water is installed, needs testing and as-builts.
- Fire Meters Installed – L&W Properties (126 Davis St), SR Smith x2 (5557 Hwy 31W)



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

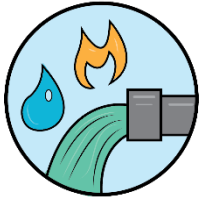
PORTLAND, TENNESSEE 37148

Office: (615) 325-6776, ext. 187

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report – May 2025

- May Gas Usage at each Gate Station:
 - Robertson Co Station: 1,841.51 MCF
 - TGT: 26,364 MCF
 - Leath: 6,158.14 MCF
- 8 gas services installed consisting of 3,317 of ¾" service line pipe
- 2 abandoned gas service
- 2 gas service line leak repairs -excavation damage
- 1 gas main leak repair-excavation damage
- Replaced water service line to Gas Shop/PDU Building
- 4 yard repairs
- 16 Leak Survey leaks repaired
- Regulator replacement at IMS
- Upsized rotary meter at 1500 Shoals Way
- Potholing at TGT #2 Regulator Station-TGT Rd 8" Rehab Project
- North Rectifier repair
- Replaced Odorant Injector's supply regulator at TGT Gate
- Operator Qualification Testing of Gas Personnel
- 2025 Leak Survey - SE Quadrant-TPUC Requirement
- Gas Leak Investigations/Odor Complaints (indoor and outdoor)
- Quarterly Patrolling -TPUC Requirement
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



PORTLAND

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CITY OF PORTLAND

PORTLAND SEWER COLLECTION

JONATHAN HARRISON – SEWER COLLECTION SUPERVISOR

100 SOUTH RUSSELL STREET

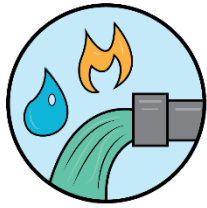
PORTLAND, TENNESSEE 37148

OFFICE: (615) 323-1437

Sewer Collections Monthly Report – (May. 2025)

- 2279– CS Check Stations consisting of 87 pump stations biweekly & 68 the other days.
- 218 - 811 Locates
- 44 – SC Service Calls
- 2 - Telemetry alarms repair required
- 160 Hrs. - LSM Lift Station Maintenance
- 16– LSR Lift Station Repairs
- 7 – YR Yard Repairs & overflows cleaned up
- 28 Hrs.– HYDRO Excavation.
- 20 Hrs.- Jetting main lines and cleaning out debris from manholes.
- 72 Hrs. - Monthly CCTV searching for I&I Locations and inspections.
- 5– SLR Service Line Repairs
- 2 New tap installation and 1 service line installed.
- 22 Hrs.- INI search
- 7- SLIN Service line inspection
- 5- Manhole inspections
- 3- Manhole repairs
- 36 Hrs. - Monthly OSHA Safety Training & OTJ Training.
- 84 HRS- Shop Work
- 31 HRS- Equipment Maintenance.
- 76 HRS Office Work
- 6 Overflows & 1 Releases for the month of May 2025.

Jonathan Harrison
Collections System Supervisor.



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Jyoung@cityofportlandtn.gov

WWTP Work Report May 2025

We are currently running all 3 SBR's with good results. Here are our monthly totals.

- Total Influent Flow- 69.94 mgd
- Total Effluent Flow- 45.37 mgd
- Peak Influent Flow- 3.44 mgd
- Peak Effluent Flow- 2.34 mgd
- Total Rainfall- 6.58"
- Peak Rainfall- 1.41"

- We are working with Revere and CVC on getting Influent flow meter issues fixed.

- We are currently doing more updates on the pretreatment program to keep us in compliance with what the state wants.



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

THOMAS O'LOUGHLIN – HEAD UTILITIES INSPECTOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-3977

Email Address: toloughlin@cityofportlandtn.gov

MAY 2025 MONTHLY REPORT

WATER DISTRIBUTION DEPARTMENT

(15) Service Leaks

(2) Main Break Repairs

(12) New services installed

(1) 12" Insertion Valve

(187) Meter Change Outs

(5) days Rye engineering leak detection Oak Grove

Flushing

Traffic

Cut off Lists

Locates



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

298 PORTLAND LAKE RD.

PORTLAND, TENNESSEE 37148

Telephone 615-325-6776 ext.192

Telephone 615-566-7074

Email TSuddarth@cityofportlandtn.gov

Portland WTP Report for Month of May 2025

- Submitted April 2025 DMR via the EPA CDX online portal.
- Submitted April MOR's via certified mail.
- Tom Kearney with Thomas Controls was onsite to diagnose inconsistencies in WTP effluent flow meters.
- Patched roof panel over the loading dock.
- Replaced sodium permanganate stint at the raw water pump station.
- Collected required quarterly TOC, DBP, 2,4D and fluoride samples and delivered to Pace Analytical in Mt. Juliet.
- Hazen and Sawyer onsite to perform HGL and fire flow testing for WHUD.
- Corey Moss, Joel Long, and Tim Suddarth attended the TAUD Operator Expo in Lebanon. Each WT4 operator received 6 hours of CEU's for attending.
- Provided storage tank level data and WTP operational data for the 5/13/25-5/15/25 timeframe to WHUD per their request.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced 61,665,000 gallons of potable water for distribution to customers.



**BOARD OF MAYOR AND ALDERMEN
Minutes for June 2, 2025 at 5:00 PM**

1. Call to Order

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

2. Prayer and Pledge

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

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

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

Absent: Alderman Hall, Alderman Jennings

4. Approval of Agenda

Motion to: Amend by moving Resolution 25-42 after the Mayor's report and remove item A. Discussion - Vehicle take home policy under Human Resources, for 3 months.

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

No: Alderman Cole

Absent: Alderman Hall, Alderman Jennings

Motion to Amend Passed (voice vote)

Vote to: Approve as amended

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

No: Alderman Cole

Absent: Alderman Hall, Alderman Jennings

Amended Agenda Passed (voice vote)

5. Presentation

A. June Dairy Month representative Gracie Hawkins.

Representative Gracie Hawkins spoke about June Dairy month activities and accepted the proclamation.

6. Public Hearing

A. Ordinance No. 25-18 - Second 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).

- No one spoke

B. Ordinance No. 25-19 – Second 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.

- No one spoke

C. Ordinance No. 25-26 – Second 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.

- No one spoke

D. Ordinance No. 25-27 Second 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.

- No one spoke

- E.** Osaka Sushi, Hibachi, Steakhouse - Libin Zheng - On Premises Beer Permit at 152 West Knight St., Portland, TN.
- No one spoke

7. Public Comment Period
- No one spoke

8. Communications from Council Members

Alderman Woodall reported that on June 10th, 2025 the Hope Family Health Center of Westmoreland will have a mobile unit in Portland at the Health Clinic.

9. Mayor's Report - Mayor Callis discussed the following:

- Council members are required to complete the utility board training and encouraged to go to the elected official academy.
- TML Conference registration is open to Council members. Contact Rachel Slusser for assistance.
- The 25-mile-long water line project has started; installation will begin in a few days.
- The Exit 121 lighting project is near completion at the I-65 exit exchange.
- The Strawberry Festival went great. There was an increased Law Enforcement presence. Thank you to City staff, Chamber staff and volunteers.
- A multi-agency training event for drones is on Thursday at Richland Park. Code Red training will be soon.
- Law Enforcement has been working with several agencies, building relationships. Over the last 60 days, police have issued over 600 citations and over 1000 warnings. The hard work of the department is appreciated.

Item Moved from 16. Legislative - Mayor Mike Callis

B. Resolution No. 25-42 - A Resolution to name the baseball, soccer and football fields at Richland Park the Dan Jenkins Sports Complex.

Motion to: Approve

By: Alderman McDowell

Second: Vice-Mayor Thompson

Discussion: Alderman Woodall reviewed the history of Richland Park. Charlotte Jenkins shared Dan Jenkin's vision of the sports complex.

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

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

10. Alcohol Beverage Board

- A.** Osaka Sushi, Hibachi, Steakhouse - Libin Zheng - On Premises Beer Permit at 152 West Knight St., Portland, TN. Chair McDowell called the Alcoholic Beverage Board to order at 5:30 PM. Chair McDowell explained the request for Libin Zheng on-premises beer permit at Osaka Sushie, Habachi, Steakhouse and reported that Libin Zheng passed the background checked.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

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

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

Chair McDowell closed the Alcoholic Beverage Board meeting at 5:31 PM.

11. Consent Calendar

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

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

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

- A.** Ordinance No. 25-29 - Second Reading – An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2026.
- B.** Ordinance No. 25-30 - Second 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.
- C.** Ordinance No. 25-31 - Second 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.
- D.** Ordinance No. 25-32 - Second 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.
- E.** Ordinance No. 25-33 - Second 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.
- F.** Ordinance No. 25-34 - Second Reading – An Ordinance authorizing an agreement between the City of Portland, Tennessee, and OHM Advisors for professional services for Water and Sewer Hydraulic Modeling.
- G.** Department Reports
- H.** Minutes from May 5, 2025 City Council Meeting

12. Community Development – Vice-Mayor Megann Thompson

Vice-Mayor Thompson reported that the Las Vegas convention was very beneficial, received good feedback and some exciting things are coming. Anyone that would like their commercial property showcased give Sherri Ferguson information, so she knows what properties are available.

Vice-Mayor Thompson spoke at Watt Hardison during career day and asked the students what they liked about Portland and what they wished to see in Portland. The Vice-Mayor took the answers to these questions and made word play handouts.

13. Finance – Alderman Vince Ellis

- A.** Ordinance No. 25-26 - Second 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: Vice-Mayor Thompson

Discussion: Finance Director Slusser reported that since the agenda was posted some numbers have changed, and they are noted in the distributed handout.

Motion to: Amend as presented by the Finance Director

By: Alderman Ellis

Second: Vice-Mayor Thompson

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

Absent: Alderman Hall, Alderman Jennings

Amendment Passed (voice vote)

Vote to: Approve as amended

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

No: Alderman Cole

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

- B.** Ordinance No. 25-27 - Second 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: Finance Director Slusser advised that the two numbers change, but the bottom line did not change.
Motion to: **Amend with changes in handout.**
By: Alderman Ellis
Second: Vice-Mayor Thompson
Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Amendment Passed (voice vote)

Vote to: **Approve as amended**
Yes: Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
No: Alderman Cole
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

C. Ordinance No. 25-35 - First Reading – An Ordinance amending the Fund Balance Policy for the City of Portland.

Motion to: **Approve**
By: Alderman Ellis
Second: Alderman Woodall
Discussion: Finance Director Slusser explained that it changes the contingency subaccount from 3% to 5%, which is intended for unexpected expenses that have been approved but cost changed for various reasons and payout of comp time.
Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

D. Resolution No. 25-46 (Originally as 25-38 typing error)- A Resolution to approve the write-off of Outstanding Utility Customers' Accounts for fiscal year 2025.

Motion to: **Approve**
By: Alderman Ellis
Second: Alderman Woodall
Discussion: Mayor Callis questioned if the numbers were OK with Business Office Director Gibbs. She said they were in line.
Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

E. Resolution No. 25-39 - A Resolution of The City of Portland, Tennessee, authorizing the issuance of interest-bearing Water and Sewer System revenue and tax capital outlay notes, Series 2025, in an amount not to exceed \$757,000, and providing for the payment of said notes.

Motion to: **Approve**
By: Alderman Ellis
Second: Alderman Woodall
Discussion: Finance Director Slusser advised what items this covered and that they were included in the budget.
Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

F. Resolution No. 25-40 - A Resolution to create a Restricted Asset Fund within each enterprise budget for future capital improvement plan projects and regulatory compliance.

Motion to: **Approve**
By: Alderman Ellis
Second: Alderman Woodall
Discussion: Finance Director Slusser said it was similar to what the General Fund's Assigned Fund Balance is, but for Water, Sewer & Gas.
Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

- G.** Resolution No. 25-44 - A Resolution to assign certain fund balance amounts for future expenditures.
Motion to: Approve
 By: Alderman Ellis
 Second: Alderman Woodall
Discussion: Finance Director Slusser explained the expenditures and money set aside. Mayor Callis also advised that the Gateview Road extension will have to be brought forward, and that funds have been set aside.
 Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
 Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

- H.** Resolution No. 25-45 – A Resolution selecting a Worker’s Compensation Carrier for employees at the City of Portland.
Motion to: Approve
 By: Alderman Ellis
 Second: Alderman Woodall
Discussion: Finance Director Slusser said that the current company had not made rate adjustments based on our exposure rate decreasing. Based on the current information, there are city-wide savings for the year.
 Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
 Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

14. Fire Department – Alderman Jody McDowell

- A.** Discussion - Safer Grant

- Chief Thornton distributed information about the Safer Grant.
- Chief Thornton explained the city funding amounts. We would follow the NFP 1710 staffing model.
- The recent approval of a fire truck will cover the equipment needs of a new station and this would cover the personnel.
- Chief Thornton is asking for permission to apply for the grant.
- If awarded the grant, Chief Thornton will have to come back for full approval.
- Alderman Woodall questioned the cost of equipment. Chief Thornton advised approximately \$3000 each for personal protection equipment (PPEs) and can be purchased with impact fees.
- Chief Thornton advised that the grant covers the total cost of employees, including the health coverage.

The Council agreed to apply for the grant, because there is no cost involved and have discussions about the third fire hall.

15. Human Resources – Alderman Vince Ellis

- A.** Discussion - Vehicle take-home policy
 Removed from agenda.

- B.** Discussion - Hiring Policy - Human Resources Director Johnson said this was a request by Alderman Cole. Director Johnson advised this would be to go back to a prior way of operating and that the process currently in place is working and does not see a need to change.

Alderman Cole said he would like to table till next month to give Alderman Jennings and Alderman Hall a chance to give their opinion.

Attorney Bradley advised this would be a charter change, and changes to the Charter would be sent to the State and not be heard until January, if there was a unanimous vote to make the change.

- Motion to:** Defer to next month
 By: Alderman Cole
 Second: Alderman Woodall
 Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
 Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

16. Legislative – Mayor Mike Callis

- A.** Resolution No. 25-41 - A Resolution to repeal and replace Resolution No. 24-21 and deferred Resolution No. 25-17 to adopt updated guidelines for Public Comments.

Motion to: Approve - vote as amended

By: Alderman Woodall

Second: Vice-Mayor Thompson

Discussion: Mayor Callis reviewed the changes and each section. Attorney Bradley advised the section about being adopted in all meetings that needs to be adopted.

Motion to: Amend by removing Section 4.

By: Alderman Woodall

Second: Vice-Mayor Thompson

Discussion: Alderman Woodall expressed that between the Mayor, council members and department heads there is always someone available to speak with.

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

No: Alderman Cole, Alderman McDowell

Amendment Passed (voice vote)

Vote to: Approve as amended

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

No: Alderman Cole

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

- B.** Resolution No. 25-42 - A Resolution to name the baseball, soccer and football fields at Richland Park the Dan Jenkins Sports Complex.

Moved to after 9. Mayor's Report.

- C.** Resolution No. 25-43 - A Resolution to appoint three members of the City Council to an Ad-Hoc for the purpose of reviewing and reporting on certain operations and programs as directed by the City Council.

Motion to: Approve

By: Alderman Woodall

Second: Alderman McDowell

Discussion: Mayor Callis asked Alderman Ellis, Alderman Cole and Alderman Woodall to serve, and Alderman Cole to serve as Chair.

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

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

17. Municipal Airport – Alderman Mike Hall

- No Items

18. Parks & Recreation – Alderman Brian Woodall - Director Jamie White shared upcoming events at the Parks:

- The 8U all-star tournament is in the second week of June.
- The State Tournament will bring about 1800 guests to the park the last weekend of the month.
- Soccer camp and tournament.
- The Batting Cages were dedicated recently. The Hodges donated a double-sided covered baseball batting cage along with maintenance for the next 10 years.

19. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-18 - Second 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 34.97-acre project. The floor was open for discussion.

Motion to: Suspend the Rules for Mr. McCloud to speak

By: Alderman McDowell

Second: Alderman Ellis

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

Absent: Alderman Hall, Alderman Jennings

Discussion: Discussion was held about affordable town-home pricing, the Fair housing act, exterior percentage of all homes to have brick, rock, and vinyl. Attorney Bradley explained the affordable building act and after discussion, Mr. McCloud advised he would add a limit of two purchased units per entity in the restricted convenience.

Mr. McCloud discussed the city park donation and timeline.

Mayor Callis reviewed the discussion items;

1. Forty-five days after the Developer's Agreement and TDEC agreement are finalized, this is when the \$100,000 park donation will be sent.
2. The developer will restrict ownership of multiple units, by limiting ownership of only two units by the same entity or person placed in the restricted convenience.
3. Vinyl will only be used on the trim. All homes will be brick, rock or fiber-cement, including town-homes.

Motion to: Aamended as Mayor listed

By: Alderman Ellis

Second: Alderman McDowell

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

Absent: Alderman Hall, Alderman Jennings

Motion to amend passed (voice vote)

Vote to: Pass as amended

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

Absent: Alderman Hall, Alderman Jennings

Motion (voice vote)

- B.** Ordinance No. 25-19 – Second 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

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

Absent: Alderman Hall, Alderman Jennings

Motion Passed (voice vote)

20. Police Department – Alderman Drew Jennings

- No Items

Mayor Callis reported that work has been done on getting the new generator for the Police Department by working with FEMA and grants.

21. Public Works – Alderman Brian Woodall

- A.** Discussion - Traffic Study - Public Works Director Carlton Cobb introduced Jason Reynolds of CSR Engineering.

Mr. Reynolds explained he was tasked with seven total areas. He will be discussing four of these tonight: Richland/Center St, Center St/Dollar Ave; Old Brush Cemetery Rd/Academy Rd; Airport Rd/Jim Courtney Rd. Mr. Reynolds reviewed the areas and explained his recommendations:

- Maintain 3-way stop control at Center Street / Dollar Avenue intersection; and
- Maintain 4-way stop control at Center Street / Richland Street intersection; and
- Maintain stop control on Old Brush Cemetery Rd, remove stop control on Academy Rd at Old Brush Cemetery Rd intersection, enhance signage on Academy Rd, and reduce speed to 35mph on Academy Rd; and
- Maintain stop control on Jim Courtney Rd, remove stop control on Airport Rd at Jim Courtney intersection, and enhance signage on Airport Rd.

Motion to: Follow the recommendation of Jason Reynolds of CSR Engineering.
By: Alderman McDowell
Second: Alderman Cole
Yes: Alderman Cole, Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

22. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 25-36 - First Reading – An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2025 Annual Water Service Line Replacement Project.

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

- B.** Discussion - Replacing at a minimum clay pipe along road frontage when subdividing land. Utilities Director Bryan Price wanted to make the Council aware that when grants were awarded, an asset management plan had to be completed. The plan had items listed, and we had to give a scorecard for each item. Any line that is over 50 years old is a clay pipe. In the future, there may be a request for three sections that will need to be replaced because of deterioration and root balls present. This could possibly be a \$200,000 change order.

- C.** Discussion - Removing Fluoride in water. Alderman Cole shared information about fluoride added to the water system. Mayor Callis reported that there is a process outlined in TCA for the removal of the fluoride and explained that both Gallatin and White House, who we purchase water from, both put fluoride in their water. After discussion, the following motion was made.

Motion to: Not to send to Ad Hoc for review
By: Alderman Woodall
Second: Vice-Mayor Thompson
Discussion: Alderman Woodall said he didn't want to move forward with this because we are seeking help from a private water system, and we do not need to tell them what to do about the fluoride.
Yes: Alderman Ellis, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings
Motion Passed (voice vote)

Adjournment

Motion to Adjourn by Alderman Cole; Second by None;
Motion passed by voice vote to **adjourn at 7:11 PM.**

Mike Callis, Mayor

Tracy Kizer, City Recorder

City of Portland Public Comment Sign-In Sheet *(Please Read Before Signing Up)*

- In accordance with Tennessee Public Chapter No. 300 and Resolution #24-21, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited. Comments are limited to 5 minutes per individual; and time is not transferable to other speakers. To ensure opposing viewpoints are fairly represented, the number of speakers may be limited per agenda item. Individuals wishing to comment on an agenda item must first sign up in person before the start of the meeting. Any appropriate documents that the speaker wishes to distribute to Board members must be given to the designated minute keeper before the meeting starts.
- All meetings are to be conducted in a civil and orderly manner.
- If you wish to communicate with Board members about issues not on the agenda, please contact the City Recorder, or see the City's website www.cityofportlandtn.gov for more info.

<i>Public Comments For Agenda Items</i>		Stance On Item (Check one)			
Individual To Speak		Agenda Item	<i>For</i>	<i>Against</i>	<i>Neutral</i>
<i>Print Name</i>					
<i>Address</i>					
<i>Print Name</i>					
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<i>Print Name</i>					
<i>Address</i>					

For City Use Only

Board/Committee: City Council Meeting Date: June 2, 2025 Page Number: 1 of 1

ORDINANCE

City of Portland, Tennessee

No. 25 - 28

First Reading

AN ORDINANCE AUTHORIZING THE PUBLIC AUCTION OF CITY PROPERTY LOCATED AT 207 STRAWBERRY STREET AND 208 STRAWBERRY STREET

WHEREAS, The City of Portland owns two residential building lots that it wishes to offer for public auction; and

WHEREAS, The City has already obtained auctioneer services through the passage of Resolution 24-44 and both lots will have an updated survey and plat before auction; and

WHEREAS, These two residential lots shall have the following minimum restrictions:

- Minimum square footage shall be 1100sqft (two-story must have minimum 850sqft on bottom floor); and
- Only one detached single-family dwelling allowed; and
- Lot shall have an engineered plot plan to ensure adequate drainage; and
- Dwelling must use natural gas as its primary source of heat if current system supports.

WHEREAS, The proceeds from the sale of these two properties shall be used for upgrades on Richland Gym; and

NOW, THEREFORE BE IT ORDAINED, That the Mayor and Board of Aldermen of the City of Portland hereby authorize the public auction of two City owned residential lots located at 207 Strawberry Street and 208 Strawberry Street with proceeds being used for upgrades at Richland Gym; and

BE IT FURTHER ORDAINED That this ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

207 Strawberry St



208 Strawberry St

ORDINANCE

City of Portland, Tennessee

No. 25 – 37

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 0 LIBERTY STREET (PORTIONS OF MAP 033I GROUP A PARCEL 026.00) FROM GCS (GENERAL COMMERCIAL SERVICES) TO R7.5 (MEDIUM DENSITY RESIDENTIAL)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to R-7.5 (Medium Density Residential) by a vote of 5-1 and 1 abstained at their June 10, 2025, meeting.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from GCS (General Commercial Services) to R7.5 (Medium Density Residential)

Approximately 0.32 acres more or less, located at 0 Liberty Street as shown on the attached map.

For reference, see Record Book 6577, Page 277-279, in the Register's Office of Sumner County, Tennessee, and being shown as Map 33I, Group A Parcel 26.00, for Sumner County, Tennessee.

BE IT FURTHER ORDAINED that all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:
Notice Published: Portland Sun- ; Portland Leader:
Public Hearing
Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 25 – 38

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 0 SEARCY LANE (MAP 034 PARCEL 036.00) FROM RS-40 (RESIDENTIAL SINGLE FAMILY) TO R7.5 (MEDIUM DENSITY RESIDENTIAL)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission **DENIED** approval of the rezoning to R-7.5 (Medium Density Residential) by a vote of 4 Denied 3 Approved at their June 10, 2025, meeting.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from RS-40 (Residential Single Family) to R7.5 (Medium Density Residential)

Approximately 2.2 acres more or less, located at 0 Searcy Lane as shown on the attached map.

For reference, see Record Book 4903, Page 148-151, in the Register's Office of Sumner County, Tennessee, and being shown as Map 34, Parcel 36.00, for Sumner County, Tennessee.

BE IT FURTHER ORDAINED hat all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:
Notice Published: Portland Sun- ; Portland Leader:
Public Hearing
Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 25 – 39

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 631 HIGHWAY 52 E, 380 AND 392 THREE BROTHERS WAY (PORTIONS OF MAP 33K PARCEL 014.00, 015.00 AND 073.00) FROM RM-1 (HIGH DENSITY RESIDENTIAL) AND RS-20 (LOW DENSITY SINGLE FAMILY RESIDENTIAL) TO R7.5 (MEDIUM DENSITY RESIDENTIAL)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to R-7.5 (Medium Density Residential) by a vote of 7-0 at their June 10, 2025, meeting.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from RM-1 (High Density Residential) and RS-20 (Low Density Single Family Residential) to R7.5 (Medium Density Residential)

Approximately 0.65 acres more or less, located at 631 Hwy 52E, 380 and 392 Three Brothers Way as shown on the attached map.

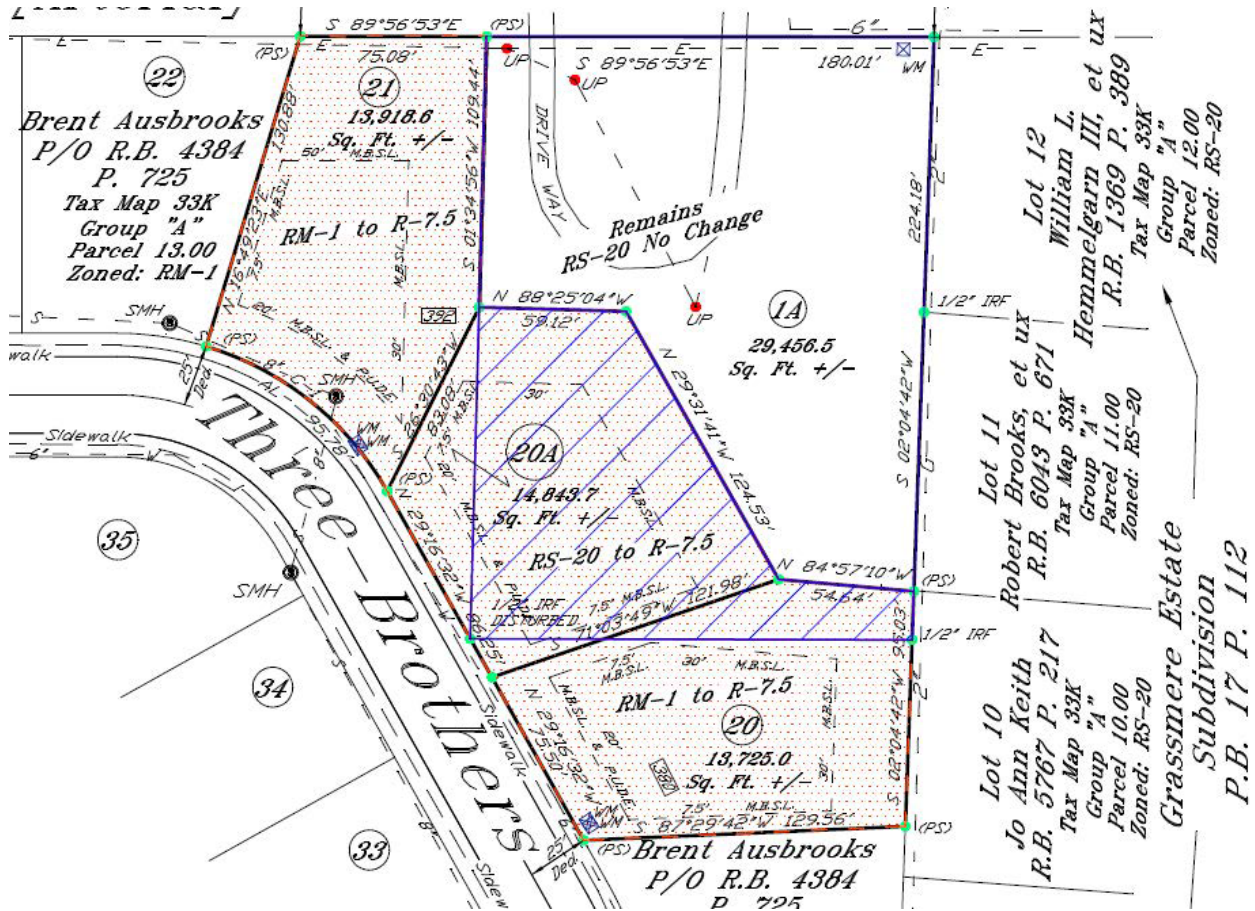
For reference, see Record Book 6375, Page 851-853, and Record Book 4384 Page 725-727 in the Register's Office of Sumner County, Tennessee, and being shown as Map 33K, Parcel 73.00 and Map 33K Parcels 014.00 and 015.00, for Sumner County, Tennessee.

BE IT FURTHER ORDAINED that all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:
 Notice Published: Portland Sun- ; Portland Leader:
 Public Hearing
 Passed Second Reading:



RESOLUTION

City of Portland, Tennessee

No. 25 – 47

A RESOLUTION AUTHORIZING THE ADOPTION OF THE SPECIAL DUTY POLICY IN ITS ENTIRETY FOR THE PORTLAND POLICE DEPARTMENT

WHEREAS, The City of Portland deems it necessary to adopt the Special Duty Policy in its entirety; and

WHEREAS, The Special Duty Policy includes special detail work compensation, specifically grant related overtime such as overtime reimbursed by the Tennessee Highway Safety Office (THSO), which will accrue at a flat rate set by the City of Portland at \$65.00 per hour per the following policy:

I. PURPOSE

To establish guidelines and procedures for certified law enforcement employees of the Portland Police Department who, at their own option, perform special duty work in law enforcement or related activities for a separate and independent employer (public or private) during their off-duty hours.

II. POLICY

This policy applies to all certified officers and certified administrative staff involved in the planning, execution, and management of designated special duty work performed by the employee in an off-time capacity, approved and facilitated through employment by the Portland Police Department and subject to conditions of employment by the Portland Police Department.

III. PROCEDURES

1. Special Detail Work

- Work is performed solely at the employee's option and cannot be compelled by the primary employer (Portland Police Department)
- The Portland Police Department and any secondary employer are in fact separate and independent. The separate and independent status must be determined by the primary employer on a case-by-case basis.
- The hours of work for the separate and independent employer are not combined with the hours worked for the primary public agency employer for purposes of overtime compensation.
- Special detail work compensation, specifically grant related

overtime such as overtime reimbursed by the Tennessee Highway Safety Office (THSO), will accrue at a flat rate set by the City of Portland at \$65.00 per hour.

2. Normal Standards of Conduct

- The City of Portland Police Department will require that the officers observe their normal standards of conduct during such details and take disciplinary action against those who fail to do so.

3. Approval and Implementation

- Maintenance of roster of officers wishing to perform such duty, managing voluntary participation for special duty details, and administration of expenses and records for time worked and duties performed for voluntary special duty details is the responsibility of the City of Portland Chief of Police or his/her designee.
- This policy will become effective immediately upon approval. All relevant personnel will be informed of this policy and provided with the necessary resources to ensure its implementation.

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that the Special Duty Policy be adopted in its entirety for the Portland Police Department and grant related overtime will accrue at a flat rate of \$65.00 per hour; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 25 – 40

First Reading

AN ORDINANCE TO AMEND TITLE 10 ANIMAL CONTROL OF THE CITY OF PORTLAND MUNICIPAL CODE BY ADDING CHAPTER 5 OWNER SURRENDER POLICY

WHEREAS, this ordinance establishes a policy concerning voluntary owner surrenders through the Animal Control Division by amending Title 10 Animal Control of the City of Portland Municipal Code to include Chapter 5 Owner Surrender Policy; and

WHEREAS, the Portland Police Department Animal Control Division is dedicated to the humane and responsible intake of animals surrendered by their owners. In collaboration with Home-Home.org, the following policy seeks to prioritize animal welfare, reduce shelter overcrowding, and encourage direct rehoming solutions:

CHAPTER 3

OWNER SURRENDER POLICY

SECTION

- 10-501. Applicability.
- 10-502. Mandatory use of Home-Home.org.
- 10-503. Vaccination requirement.
- 10-504. Surrender fee.
- 10-505. Exceptions.

10-501. Applicability. This voluntary owner surrender policy pertains only to dogs and cats belonging to bona fide residents of the City of Portland, Tennessee in which Animal Control has jurisdiction.

10-502. Mandatory use of Home-Home.org. (1) Before an animal is considered for surrender to the Portland Police Department Animal Control Division owners must list their pet on Home-Home.org with the following information:

- Enter the residential address (must be located within the city limits of Portland, Tennessee).
- Select City of Portland Animal Control as shelter of choice.

(2) Portland animal control is a partner shelter and will be notified of the listing. Once the submission is verified the animal(s) will be placed on the surrender waitlist. The waitlist does not guarantee placement, and waitlist times may depend upon priority status and shelter capacity.

(3) Owners who do not list their pet on Home-Home.org will not be added to the waitlist.

10-503. Vaccination requirement. (1) To protect the health and safety of all animals the owner must provide official veterinary documentation that the animal(s) are current on all required vaccinations. Dogs require Rabies, Distemper/Parvo (DHPP) and Cats require Rabies, FVRCP.

(2) Failure to provide vaccination records will result in a delay or denial of intake.

10-504. Surrender fee. At the time of physical surrender of the animal(s) (after all the previous requirements have been met) a \$100.00 non-refundable surrender payment per animal will be due. The fee is used to offset the cost of sheltering, veterinary care, and processing.

10-505. Exceptions. In situations involving emergency public safety risks, animal cruelty or neglect, and/or court-ordered seizures, this policy may be waived or modified at the discretion of the Chief of Police based on information from the Animal Control Division.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that Title 10 Animal Control of the Municipal Code be amended by adding Chapter 5 Owner Surrender Policy be adopted in its entirety.

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after its final passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 41

First Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BID FOR THE SALE OF SALVAGED BADGER WATER METERS THAT HAVE BEEN REMOVED FROM THE CITY OF PORTLAND’S WATER DISTRIBUTION SYSTEM

WHEREAS, the following bid was properly solicited and received for the sale of surplus badger water meters; and

WHEREAS, the following bid was received from South East Meter, 1385 Boiling Springs Rd., Spartanburg, SC;

Surplus Badger Water Meter ¾ - inch Bid price/each \$3.00

Surplus Badger Water Meter 1-inch Bid price/each \$5.00

WHEREAS, the Department of Utilities recommends the bid from **South East Meter** for ¾ - inch and 1-inch salvaged badger water meters; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and the Board of Aldermen of the City of Portland to authorize the acceptance of the bid from South East Meter for ¾-inch and 1-inch Salvaged Badger Water Meters:

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

UTILITIES DEPARTMENT

100 South Russell Street
Portland, Tennessee 37148
Phone | 615.323.1437

Bid Sheet for Surplus Badger Water Meters

Bid Opening Date: May 28, 2025, at 2:00 PM CST

Bids will be provided to the City Council for approval on July 21, 2025, for 1st reading and August 4, 2025, for second reading.

Name of Bidder: NINNO MARKS / SOUTH EAST METER
Address: 1385 Boiling Springs Rd.
SPARTANBURG, SC 29303
Phone: 864-357-8623

Please provide a bid for each ¾ inch water meter and 1-inch water meter in the below blank space provided for each size. A minimum of 30 - ¾ inch meters and 10 - 1-inch meters will be allowed per purchase.

Surplus Badger Water Meter ¾ - inch	Bid Price/each 3.00
Surplus Badger Water Meter 1-inch	Bid Price/each 5.00

Please return this sheet in an enclosed envelope marked "Surplus Badger Meters Bid" to:

City of Portland Purchasing Dept.
c/o Kim White
100 S Russell St.
Portland TN. 37148

ORDINANCE

City of Portland, Tennessee

No. 25 - 42

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH HAREN CONSTRUCTION COMPANY INC. FOR THE AMERICAN RESCUE PLAN ACT (ARPA) RESOURCE PROTECTION PROJECT, 2025 RAW WATER SOURCE IMPROVEMENTS AT THE PORTLAND WATER TREATMENT PLANT

WHEREAS, the City of Portland deems it necessary to improve the existing raw water intake (creek and lake), access road to intake, new airburst building & piping to raw water creek intake, existing raw water pump station, new generator, water main relocation, and drainage improvements; and

WHEREAS, the City of Portland received and opened bids on July 10, 2025, from the following contractors; and

Bidder	Base Bid	Additive Alternate	Total Bid
Haren Construction Company, Inc.	\$3,312,000	\$590,000	\$3,902,000
Cleary Construction, Inc.	\$3,865,000	\$524,000	\$4,389,000

WHEREAS, the Base Bid is for a new access bridge over creek crossing, access road improvements, upgrades to the existing raw water intake, airburst building and system, electrical work, stormwater improvements, water line relocation, City Lake intake improvements, existing raw water pump station improvements, and new raw water pumps; and

WHEREAS, the Additive Alternate Bid is for floating lagoon baffle, water quality sampling buoy, and natural gas generator; and

WHEREAS, after careful consideration, the bid from Haren Construction Company, Inc. has been recommended as the best bid for the 2025 Raw Water Source Improvements project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with Haren Construction Company, Inc. in the amount of **\$3,902,000** as the best bid for the 2025 Raw Water Source Improvements project; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

* * * * BID TABULATION * * * *

City of Portland Raw Water Source Improvements

City of Portland
 100 S. Russell Street
 Portland, TN 37148

Bid Opening Date/Time: July 10, 2025, 12:30 p.m. CDT

Bidder	TOTAL of All Lump Sum Bid Items	Total of Additive Alternate Items	Bid Bond Amount	Surety Company
Haren Construction Co., Inc. Etowah, TN	\$3,312,000.00	\$590,000.00	5%	Travelers Casualty and Surety Company of America
Cleary Construction, Inc. Tompkinsville, KY	\$3,865,000.00	\$524,000.00	5%	Great American Insurance Company

I do hereby certify this to be a true and correct representation of the bids received for this project.

Greg Sanford, P.E.
 TN License No. 112432



BID TABULATION
City of Portland Raw Water Source Improvements
City of Portland, TN

OHM No. 0585-24-0010

Bid Date: July 10, 2025

				Haren Construction Company, Inc. Etowah, TN		Cleary Construction, Inc. Tompkinsville, KY	
Item	Description	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price
Lump Sum Items							
1	Precast Bridge Creek Crossing (Sheets C2, D1-D7)	1	LS		\$200,000.00		\$300,000.00
2	Gravel Access Rd Improvements (Sheet C2)	1	LS		\$50,000.00		\$55,000.00
3	Creek Intake Screen Improvements – Removal of existing Intake Screen, Installation of two (2) new 6 mgd intake half screens, concrete anchor pad, fittings, manufacturers startup, and installation. (Sheet C4, S101)	1	LS		\$750,000.00		\$425,000.00
4	Prefabricated Metal Airburst Building -Includes building, foundation, rollup door, entry door, pipe wall penetration sealing, insulation, and ventilation, (Sheets P3, S101)	1	LS		\$70,000.00		\$115,000.00
5	Airburst System – Includes compressor, air receivers, control panel, air burst line, support posts, expansion joints, coating system, check valve, fittings, instrumentation, manufacturer startup, and installation. (Sheets C5-C10, P3)	1	LS		\$350,000.00		\$575,000.00
6	Electrical - Includes all site electrical work and DEMO, equipment and installation, conduit, conductors, wiring, VFD's, panels, SCADA control panel and flow meter display relocation, lighting, temporary power generators and wiring. (Sheets – All Electrical and Mechanical Equipment)	1	LS		\$500,000.00		\$750,000.00
7	Site Work, Drainage and Stormwater Improvements, Generator Foundation (Sheet C5, S101)	1	LS		\$190,000.00		\$200,000.00
8	8" PVC DR 14 Water Line Relocation (Sheet C14)	1	LS		\$100,000.00		\$55,000.00
9	City Lake Intake Improvements – Removal of existing lake intake assembly, relocation of creek intake screen and installation of piping, fittings, swivel joint, floatation pontoons and aluminum platform, decking, winch, pulley, fence, and installation, guide rail, and ensure stability of anchor pole. (Sheets C11-C13)	1	LS		\$220,000.00		\$355,000.00
10	Pump Station Improvements – relocation of bulk tank and chem feed pump and piping, new scale/display, floor drain and sump pump modifications, floor grading, grouting, blasting and painting of discharge header, required construction phasing and ancillary modifications. (Sheets P1, P2, M-001)	1	LS		\$250,000.00		\$160,000.00
11	Vertical Turbine Open Line Shaft Pumps – removal of existing pumps, installation of three (3) new 4 mgd 200 HP pumps, required construction phasing and manufactures startup. (Sheet P2)	1	LS		\$332,000.00		\$575,000.00
12	Erosion Control	1	LS		\$50,000.00		\$25,000.00
13	Mobilization	1	LS		\$150,000.00		\$175,000.00
14	Cash Allowance	1	LS		\$100,000.00		\$100,000.00
Total of All Lump Sum Bid Items					\$3,312,000.00	\$3,865,000.00	

Item	Description	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price
ADDITIVE ALTERNATE ITEMS							
A1	Floating Lagoon Baffle and Installation (Sheet C15)	1	LS		\$120,000.00		\$90,000.00
A2	WQ Sampling Bouy and Depth Probe (Spec section 52 02 00)	1	LS		\$150,000.00		\$135,000.00
A3	450KW Natural Gas Generator and ATS (Sheets C5, ES101)	1	LS		\$320,000.00		\$299,000.00
Total of Additive Alternate Items					\$590,000.00	\$524,000.00	

24 wks for Generator

25 wks for Generator

ORDINANCE

City of Portland, Tennessee

No. 25 - 43

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH CULY CONTRACTING LLC FOR THE 2025 SANITARY SEWER MANHOLE REPAIRS PROJECT.

WHEREAS, the City of Portland deems it necessary to repair dilapidated manholes to reduce inflow and infiltration (I&I); and

WHEREAS, the City of Portland received and opened bids on June 25, 2025, from the following contractors; and

- Culy Contracting, LLC \$157,098.00
- C.K. Masonry Co. Inc. \$198,250.00

WHEREAS, after careful consideration, the bid from Culy Contracting LLC has been recommended as the best bid for the 2025 Sanitary Sewer Manhole Repairs project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Culy Contracting LLC** in the amount of **\$157,098.00** as the best bid for the 2025 Sanitary Sewer Manhole Repairs project; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:
Passed Second Reading:

BID TABULATION

City of Portland 2025 Sanitary Sewer Manhole Repairs

PDU No: 0201-186

Bid Date/Time: Wednesday, June 25, 2025 at 2:00pm (CST)

				Culy Contracting, LLC		C.K. Masonry Co., Inc.	
				5 Industrial Park Drive Winchester, IN 47394		1520 Tyne Blvd Nashville, TN 37215	
Item	Description	EST QTY	UNIT	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 9,000.00	\$ 9,000.00
2	Subsurface Manhole Rehabilitation						
a	Level B Lining in 4-foot Dia. Manhole	185	VF	\$ 265.00	\$ 49,025.00	\$ 325.00	\$ 60,125.00
b	Level C Lining in 4-foot Dia. Manhole	185	VF	\$ 350.00	\$ 64,750.00	\$ 595.00	\$ 110,075.00
c	Existing Liner to be Removed	13.5	VF	\$ 750.00	\$ 10,125.00	\$ 300.00	\$ 4,050.00
3	Bypass Pumping	2	LS	\$ 4,099.00	\$ 8,198.00	\$ 2,500.00	\$ 5,000.00
4	Project Allowance	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID				\$	157,098.00	\$	198,250.00



RESOLUTION

City of Portland, Tennessee

No. 25 – 48

A RESOLUTION AUTHORIZING CHANGE ORDER #2 IN THE INCREASED AMOUNT OF \$231,175 AND EXTENDING THE CONTRACT TIME AN ADDITIONAL SIXTY (60) DAYS WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2024 SEWER POINT REPAIRS PROJECT

WHEREAS, the City of Portland has approved the original contract amount of \$194,150.00 with Perdue Trucking and Excavating for the 2024 Sewer Point Repairs Project; and

WHEREAS, Change Order #1 increased the contract amount by \$40,000 to replace the gravity sewer in the alley behind Strawberry Station; and

WHEREAS, Change Order #2 will revise the contract by replacing approximately 600 linear feet of dilapidated clay sewer main on North St and approximately 240 linear feet of dilapidated clay sewer main on S Russell St; and

WHEREAS, Change Order #2 shall increase the contract amount by \$231,175.00, which shall adjust the contract amount to \$465,325; and

WHEREAS, the City of Portland, Tennessee, is hereby approving Change Order #2 extending the contract time for an additional sixty (60) consecutive calendar days for substantial and final completion to the current contract. The revised contract time for final completion shall be two hundred ten (210) consecutive calendar days for substantial completion, making the date August 12, 2025, and two hundred forty (240) consecutive calendar days for final completion, making the date September 11, 2025; and

WHEREAS, the additional time is due to the additional work requested by the City and rain days; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #2 with Perdue Trucking and Excavating in the increased amount of \$231,175.00, for an adjusted contract amount of \$465,325.00, and the addition of sixty (60) consecutive calendar days to the current contract time for substantial and final completion for the 2024 Sewer Point Repairs Project; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of



PROPOSAL

Name: City of Portland

Prepared by: Steve Perdue

Date: 06/19/2025

Tom O'Loughlin: toloughlin@cityofportlandtn.gov

Bryan Price: bprice@cityofportlandtn.gov

Perdue Trucking and Excavating will provide the following goods or services:	
Job Address: South Russell St. Sewer Main Replacement	
ITEMIZED ESTIMATE	
Material	\$18,525.00
Remove Manhole (MH) 174 & Dispose of it	\$1,500.00
Remove MH 172 & Dispose of it	\$1,200.00
Saw Cut Blacktop	\$1,560.00
Install 240' (Linear Feet) of 8" SDR 26 from MH 174 to MH 172	\$25,920.00
Installing MH 174 & Hookup to Existing Main	\$2,100.00
Installing MH 172 & Hookup to Existing Main	\$2,500.00
Concrete Collar on MH 174	\$1,850.00
20 Loads of Spoil Hauled Off	\$2,700.00
Testing MH's	\$1,000.00
Road Plates	\$2,000.00
By-Pass Pumping	\$9,100.00
25 Loads of Gravel	\$21,125.00

Gravel Installed & Compacted	\$2,000.00
6 Service Hookups	\$5,400.00
PLEASE SEE OTHER NOTES BELOW	
All Material will be billed to City of Portland upon delivery and will be expected to be paid for upon delivery.	
Per discussion with Bryan Price, all spoil material will be disposed of at Portland Airport Dump Site.	
The following WILL NOT be included in Bid Price:	
- Surveyor GPS Shots will not be provided.	
- Final As-Built Drawings will not be provided.	
**Please review the rock clause, acceptance, and agreement note below.	
Estimated Price: \$99,280.00	
(Ninety-Nine Thousand Two Hundred & Eighty Dollars)	

Rock Clause: In the event that we encounter rock that requires a Track Ram Hoe to be used to excavate the rock or encounter rocks that can be excavated but impede the progress of the work , a written change order will be required to be agreed upon by both parties involved before work commences.

Acceptance: The undersigned agrees to the above-stated proposal. Perdue Trucking will bill for all work completed on a weekly basis and requires a weekly payment on all work completed. The undersigned further agrees to pay a fee of ten (10) percent per month for any amount due more than thirty (30) days. The undersigned further agrees to pay reasonable attorney’s fees incurred by Perdue Trucking and Excavating when necessary to collect any past due amounts.

Agreement Note: Proposal must be signed, dated and returned to Perdue Trucking in order to be placed on the schedule and for work to be completed.

Customer: _____

Date: _____

For any questions, please contact us at:

PERDUE TRUCKING AND EXCAVATING

130 Morningside Drive, Portland, TN 37148

(615) 325-6177 Office

(615) 939-6037 Jasmine Perdue

(615) 406-6563 Steve Perdue

perduetrucking@comcast.net



PROPOSAL

Name: City of Portland

Prepared by: Steve Perdue

Date: 06/19/2025

Tom O'Loughlin: toloughlin@cityofportlandtn.gov

Bryan Price: bprice@cityofportlandtn.gov

Perdue Trucking and Excavating will provide the following goods or services:	
Job Address: North Street Sewer Main Replacement	
ITEMIZED ESTIMATE	
Material	\$20,495.00
Dig Out at Manhole (MH) 427 & Connect 8" SDR 26 Pipe to Existing 8" Clay Outside of MH	\$1,250.00
Saw Cut Blacktop	\$3,750.00
Install 300' (Linear Feet) of 8" SDR 26 from MH 427 to MH 315	\$25,500.00
Remove MH 315 & Dispose of it	\$1,500.00
Install New MH 315 with Frame & Cover	\$1,850.00
Concrete Collar for MH 315	\$1,850.00
Install 300' (Linear Feet) of 8" SDR 26 from MH 315 to MH 316	\$25,500.00
Remove MH 316 & Dispose of it	\$1,500.00
Install New MH 316 & Connect to Existing Line	\$1,850.00
Testing MH's	\$1,000.00
Concrete Collar for MH 316	\$1,850.00
35 Loads of Spoil Hauled Off	\$4,725.00

Gravel Installed & Compacted to Fill in Street Cut	\$3,500.00
35 Loads of Gravel	\$29,575.00
Road Plates	\$2,000.00
6 Service Hookups	\$4,200.00
PLEASE SEE OTHER NOTES BELOW	
All Material will be billed to City of Portland upon delivery and will be expected to be paid for upon delivery.	
Per discussion with Bryan Price, all spoil material will be disposed of at Portland Airport Dump Site.	
The following WILL NOT be included in Bid Price:	
- Surveyor GPS Shots will not be provided.	
- Final As-Built Drawings will not be provided.	
**Please review the rock clause, acceptance, and agreement note below.	
Estimated Price: \$131,895.00	
(One Hundred & Thirty-One Thousand Eight Hundred & Ninety-Five Dollars)	

Rock Clause: In the event that we encounter rock that requires a Track Ram Hoe to be used to excavate the rock or encounter rocks that can be excavated but impede the progress of the work , a written change order will be required to be agreed upon by both parties involved before work commences.

Acceptance: The undersigned agrees to the above-stated proposal. Perdue Trucking will bill for all work completed on a weekly basis and requires a weekly payment on all work completed. The undersigned further agrees to pay a fee of ten (10) percent per month for any amount due more than thirty (30) days. The undersigned further agrees to pay reasonable attorney’s fees incurred by Perdue Trucking and Excavating when necessary to collect any past due amounts.

Agreement Note: Proposal must be signed, dated and returned to Perdue Trucking in order to be placed on the schedule and for work to be completed.

Customer: _____

Date: _____

For any questions, please contact us at:

PERDUE TRUCKING AND EXCAVATING

130 Morningside Drive, Portland, TN 37148

(615) 325-6177 Office

(615) 939-6037 Jasmine Perdue

(615) 406-6563 Steve Perdue

perduetrucking@comcast.net

ORDINANCE

City of Portland, Tennessee

No. 25 - 24

Second Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-42 AND REPLACE WITH THIS ORDINANCE FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Review Fees will only be charged one time per project. If the project is inside the Portland City Limits, the review fees will be charged with preliminary plat. If the project does not require a plat, the review fees will be charged with the Construction Plans review. If the project is outside of the Portland City Limits, it will be charged with the review of the plat.

Plan Review Fee

(Due when plans are submitted for review. Must be paid prior to Portland Department of Utilities (PDU) approval.)

- \$1,200 for water plans (per phase)
- \$1,200 for sewer plans (per phase)

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee for Fiscal Years (FY)		
	FY 2024	FY 2025	FY 2026*
Residential	\$4	\$5	\$6
Commercial/Industrial	\$17	\$18	\$19
Fire Meters	\$76	\$77	\$78

*After Fiscal Year 2026, Meter Base Fees shall remain at the fee detailed under FY 2026

Water Meter Base Fees shall be used to test, calibrate, maintain, install, and replace all meters within the distribution system. Fees shall be calculated as shown above.

Residential Fee – Shall apply to all residential meters

Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.

Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	\$120
Commercial	\$180
Industrial	\$600

Water Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$1,500	\$2,400
1"	\$2,100	\$3,120
2"	\$4,500	\$6,000
*3"	\$5,200	\$6,840
*4"	\$6,200	\$8,040
*6"	\$9,200	\$11,640
*8"	\$11,200	\$14,040
*10"	\$15,000	\$19,200
*12"	\$18,000	\$24,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements. The above fees are privilege fees only and will be charged on a per unit basis and are due at the time of setting up service.

WATER IMPROVEMENT FEE

\$1,800 per equivalent residential unit (ERU) on all new development, excluding single-family residential [as defined by the 2018 International Residential Code (IRC) as one-family dwelling (single-family home) or two-family dwelling (duplex)] on existing lots less than 2 acres. If the lot was subdivided by the platting process or a metes and bounds legal description after the passage of this ordinance, the fees shall be required. See “Water Equivalent Residential Units (ERUs)” for ERU calculations.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/350 gpd = 11.42 units = 12 units * \$1,800 = \$21,600*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

If development requires off-site improvements to the water system, the following conditions shall apply:

- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator meets or exceeds 200% of the Improvement/Development fees required by the plat or modeling, all Improvement/Development Fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is between 100% and 199% of the Improvement/Development Fees required by the plat or modeling, then 50% of improvement/development fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is less than 100% of the Improvement/Development fees required by the plat or modeling, no Improvement/Development Fees shall be waived.

WATER EQUIVALENT RESIDENTIAL UNITS (ERUs) are calculated by below:

Self Storage – Calculated as general commercial services but only for the area with a water demand. If the facility is sprinkled, it will be for the full footprint of the facility.

One-Family Dwelling/Single Family Residence – One (1) Unit

Two-Family Dwelling/Duplex – One (1) Unit

Triplex – Three (3) Units

Quadplex – Four (4) Units

Apartments – One (1) Unit per dwelling

Mobile Home Park – One (1) Unit per dwelling

Hotel/Motel – 130 gpd (gallons per day) per room

General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space

Theaters – 5 gals. Per seat

General Office space – 25 gals. Per person

Restaurant – 40 gals. Per seat

Schools – 16 gals. Per person (Employees and Students)

Retirement Community (per bed) – 250 gpd (gallons per day)

Hospitals (per bed) – 250 gpd (gallons per day)

Assisted Care/Nursing Homes – One Half (½) unit per bed

Church (small) – 3 gals. Per seat (no kitchen)

Church (large) – 5 gals. Per seat (Kitchen)

Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).

Industrial Processed Water - \$750.00 per 1000 gallons per day

Car wash/truck wash – 2 units per bay
 Self-service Laundries – 1 unit per washer
 Service stations – 1 unit per pump
 Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	\$1,800
51-100	\$1,550
101-150	\$1,300
Greater than 150	\$1,000

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator

Minimum Water Main Pipe Diameter

Within City Limits: 8” – (Unless documented in the City’s Capital Improvement Plan to be larger)

Outside of City Limits: 6” – (Unless documented in the City’s Capital Improvement Plan to be larger)

DEVELOPER’S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below:

Residential & Commercial

\$750 per ERU

Industrial

\$1,000 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

HYDRANT FLOW TEST FEE

The Hydrant Flow Test Fee shall be \$125 per request.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

<u>Tap Diameter</u>	<u>Inside Tap Fee</u>	<u>Outside (if applicable)</u>
4-6" minimum	\$750.00	\$1,400
Anything over 6"	\$5,000 plus all installation costs	
SR 109 Interchange Sewer	\$10,000*	

- The above fees are privilege fees only and will be charged on a per unit basis.
- They are due at the time of setting up service.
- The specified fee does not include plumber's installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.
- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.
- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.
- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of \$10,000

<u>Inside Portland City Limits Capacity Fee</u>	<u>Outside Portland City Limits Capacity Fee (Inside Mitchellville and Orlinda Only)</u>
\$1,750	\$2,600

SEWER EQUIVALENT RESIDENTIAL UNITS (ERUs)

For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee:

Self Storage – Calculated as general commercial services but only for the area with a sewer demand.

ERUs are calculated by below:

- One-Family Dwelling/Single Family Residence – One (1) Unit
- Two-Family Dwelling/Duplex – One (1) Unit
- Triplex – Three (3) Units
- Quadplex – Four (4) Units
- Apartments – One (1) Unit per dwelling
- Mobile Home Park – One (1) Unit per dwelling
- Hotel/Motel – 130 gpd (gallons per day) per room
- General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space

- Theaters – 5 gals. Per seat
- General Office space – 25 gals. Per person
- Restaurant – 40 gals. Per seat
- Schools – 16 gals. Per person (Employees and Students)
- Retirement Community (per bed) – 250 gpd (gallons per day)
- Hospitals (per bed) – 250 gpd (gallons per day)
- Assisted Care/Nursing Homes – One Half (½) unit per bed
- Church (small) – 3 gals. Per seat (no kitchen)
- Church (large) – 5 gals. Per seat (Kitchen)
- Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
- Industrial Processed Water - \$750.00 per 1000 gallons per day
- Car wash/truck wash – 2 units per bay
- Self-service Laundries – 1 unit per washer
- Service stations – 1 unit per pump
- Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees (Fee per Unit)

Number of Units	Inside City Limits	Outside City Limits
1-50	\$1,750	\$2,600
51-100	\$1,485	\$2,400
101-150	\$1,315	\$2,200
Greater than 150	\$1,135	\$2,000

SEWER IMPROVEMENT FEE

\$1,200 per equivalent residential unit (ERU) on all new development, excluding single-family residential [as defined by the 2018 International Residential Code (IRC) as one-family dwelling (single-family home) or two-family dwelling (duplex)] on existing lots less than 2 acres. If the lot was subdivided by the platting process or a metes and bounds legal description after the passage of this ordinance, the fees shall be required. See “Sewer Equivalent Residential Units (ERUs)” for ERU calculations.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/250 gpd = 16 units = 16 units * \$1,200 = \$19,200*

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

If development requires off-site improvements to the water system, the following conditions shall apply:

- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator meets or exceeds 200% of the Improvement/Development fees required by the plat or modeling, all Improvement/Development Fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is between 100% and 199% of the Improvement/Development Fees required by the plat or modeling, then 50% of improvement/development fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is less than 100% of the Improvement/Development fees required by the plat or modeling, no Improvement/Development Fees shall be waived.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	\$1,200
51-100	\$1,020
101-150	\$900
Greater than 150	\$750

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8”

DEVELOPER’S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below.

Residential & Commercial

\$1,000 per ERU

Industrial

\$750 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

PRETREATMENT

The City is required by the EPA and TDEC to maintain a Pretreatment Program. The TDEC approved Portland Sewer Use Ordinance governs and set all requirements of the Pretreatment Program.

INDUSTRIAL PRETREATMENT PERMITS

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for all permitted users.

Industrial Pretreatment Permit shall have an annual fee of **\$7,500**

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Industrial Pretreatment Permit Fee shall become effective January 1, 2025.

FATS, OILS, AND GREASE (FOG) PROGRAM

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for the inspection and monitoring of the Grease Management Plan.

FOG Inspection Fee shall be **\$400** annually per device. An establishment having multiple devices shall be charged per Grease Trap/Interceptor.

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Grease Trap/Interceptor Fee shall become effective January 1, 2025.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	\$100
Commercial	\$150
Industrial	\$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

GAS TAP FEES

TAP SIZE	TAP FEES
¾"	\$400
1"	\$475
2"	\$550

INDUSTRIAL AND COMMERCIAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

INITIAL CAPACITY LETTER FEES

Initial Capacity Fees shall be collected with the initial approval of a Capacity Letter:

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form Administrative Fee: \$500

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form Administrative Fee: \$1,000

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form Administrative Fee: \$2,000

CAPACITY LETTER RENEWAL FEES (ANNUALLY)

Capacity Renewal Fees will apply to all Capacity Letter Renewals:

RESIDENTIAL SEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500 + option A, B, or C
 - A. Up to 100 units: \$50 per unit
 - B. 101 to 300 units: \$40 per unit
 - C. 301 or more units: \$30 per unit

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000 + \$500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000 + \$1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, and Capacity Letter Maintenance Fees as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.



Mike Callis, Mayor



Attest: Tracy Kizer, City Recorder

Passed First Reading: April 21, 2025

Passed Second Reading: May 5, 2025