



**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 Elllis, 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: Amended 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>		<i>Stance On Item (Check one)</i>			
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>					
<i>Address</i>					
<i>Print Name</i>					
<i>Address</i>					
<i>Print Name</i>					
<i>Address</i>					
<i>Print Name</i>					
<i>Address</i>					
<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

THIS PAGE LEFT BLANK INTENTIONALLY