



**BOARD OF MAYOR AND ALDERMEN
Minutes for July 21, 2025 at 5:00 PM**

1. Call to Order

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

2. Prayer and Pledge

Alderman Drew Jennings led the prayer and pledge.

3. Roll Call

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

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

Absent: Alderman Cole, Alderman Hall

4. Approval of Agenda

Motion to: Remove Item 21. D. Resolution No. 25-48; Add 21.F. Resolution No. 25-49 - Change Order; Remove Indefinitely Item 14.A. Hiring Policy.

By: Alderman Jennings

Second: Alderman Ellis

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

5. Presentation

- No Items

6. Public Comment Period

- No one spoke

7. Public Hearing

- No Items

8. Communications from Council Members - Alderman Woodall reminded everyone this Saturday, July 26, 2025, of the following events:

- From 8 to 11 AM at Richland Park is the "Back to School Bash", sponsored by the Chamber of Commerce;
- From 10-12 is "Touch a Truck and Safety Day" also at Richland Park.
- At 11 AM there is a ribbon-cutting at Portland Public Library for the new "Trail Story Book".
- That Afternoon is the Old Brush Cemetery auction and fundraiser.

9. Mayor's Report

- The report on debt obligation from the Tennessee Comptroller, about the loan covering the jet vac truck and camera truck, was distributed.
- The Animal Control building had to replace a couple of faulty air-conditioning units.
- The August 4th Council Meeting will be chaired by Vice Mayor Thompson while the Mayor attends the TML meeting.
- There is a concern about honey bee hives being located in residential areas. After reviewing state law, it appears the only way to prohibit bee hives is to do a zoning change. Planning Director Nate Heisler will be reviewing and may bring something to the Council for consideration.
- According to the Safewise study, the City of Portland is in the top 20 safest cities in Tennessee. The study also said that Portland is the only city that has seen a decline in property crime and violent crime two years in a row.
- Comparing the same time this year to last year (2024), traffic crashes have decreased by 17%.
- Traffic stops have increased by 152%, and total arrests have increased by 32%. Year-to-date through May, Portland Police have written 913 traffic warnings, 697 speeding citations and 495 other citations.
- The Police Department case clearance rate has risen by 6%, making the clearance rate about 74%.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Woodall

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- 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

- No Items

Vice-Mayor Thompson noted that the Waffle House building is progressing and Scooters Coffee is progressing. Congratulations to Kristin Hope for being appointed as the new CEO of Portland Chamber of Commerce.

12. Finance – Alderman Vince Ellis

- No Items

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- A. Discussion - Hiring Policy
Removed indefinitely with agenda approval.

15. Legislative – Mayor Mike Callis

- A. Discussion of America 250 Celebration
Mayor Callis discussed the ideas from the first meeting.
Discussion about a concert on the 4th of July, having something every month throughout the year, purchasing banners and flags, promoting history and money has been budgeted for special events. The committee will be meeting again and sharing plans.

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- No Items

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.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Nate Heisler presented information about the lots and explained we are waiting for final plats. Discussion was held about how the city obtained the lots and the history of possible plans. Mayor Callis also advised that a third lot is in the area, more research needs to be completed and an Ordinance for the sale of the lot would come before the Council before it could be auctioned.

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

Motion Passed (voice vote)

- 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).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman McDowell

Discussion: Director Heisler presented the current zoning and what is being requested, along with the zoning in nearby areas. Director Heisler advised that the intent is to build single-family home identical to those surrounding areas. The developer advised the intent is a single-family dwelling that will face Liberty Street.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- 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).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Jennings

Discussion:

- Director Nate Heisler advised current and requested zoning.
- The type of zoning requested is not on any of the lots nearby.
- Director Heisler advised this failed Planning Commission.
- The concerns of the Planning Commission were about spot zoning, not having a PUD, the bi-pass and whether the City would like commercial or residential in this area.
- Vice-Mayor Thompson advised, at the developers' meeting in Los Vegas, that this area was the most prime area of real estate we have in this city.
- Vice-Mayor Thompson advised at this time that a straight rezone of R7.5 would not be in the best interest of the city.
- Alderman Woodall asked if we were missing something with these smaller lots and if they should be doing a PUD.
- Director Heisler advised that Resolution 23-52 requires all rezoning as it pertains to multi-families to be a PUD.

Motion to: Suspend the rules to allow Zach Wilkinson to speak

By: Alderman Ellis

Second: Alderman Jennings

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

Absent: Alderman Cole, Alderman Hall

Discussion:

- Zach Wilkinson said the PUD would require a road that would take up too much land.
- Mr. Wilkinson said the cost of the PUD would be too much for this area.
- Property would not be able to meet the PUD guidelines.
- Mayor Callis asked what the proposal was for the lot. Mr. Wilkinson advised R 7.5 just straight rezoning.
- Mayor Callis questioned the plan for this lot, Mr. Wilkinson responded either single-family or duplexes.
- Alderman Jennings questioned the maximum number of houses on the lot? Mr. Wilkinson said he thought it would be 7 lots and on 3 or 4 of the lots you could build a duplex. If a road is added, because of PUD requirements, they would lose lots.
- Vice Mayor Thompson stands by this not being the right time to rezone this.
- Vice-Mayor Thompson urged the Council not to start picking apart the PUD.
- Mr. Wilkinson advised if a PUD was done on the land, it would be 5 lots.

- It was noted that the next PUD presentation (Item E under Planning and Codes) land amount was 2.81 acres versus the Searcy Lane area being 2.37 acres.

Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell
 No: Vice-Mayor Thompson, Alderman Woodall
 Absent: Alderman Cole, Alderman Hall

Motion Passed (roll-call vote)

- 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).

Motion to: Discuss

By: Vice-Mayor Thompson
 Second: Alderman Woodall

Discussion: Director Nate Heisler explained the zoning request and showed the changes on the map. This will add another lot to the subdivision. Vice-Mayor Thompson questioned why they were requesting R-7.5. Director Nate Heisler advised they could build a duplex on R-7.5, but if it remains RM-1 they would be required to complete a PUD.

Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall
 No: Vice-Mayor Thompson
 Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- E.** Concept Planned Unit Development presentation by Zach Wilkinson. Location: Hwy 52E & Fowler Ford Rd. Director Heisler shared location and map and turned over the presentation to Zach Wilkinson.

- Mr. Wilkinson presented the PUD concept located at Highway 52 and Fowler Ford Road.
- After input from the neighborhood meeting, changes were made to which lots were used.
- Mr. Wilkinson is looking for input from the council before making an official PUD submission.
- Discussions have been held about the road direction, one-way vs two-way and keeping the road a private road.
- Vice-Mayor Thompson expressed concerns about traffic exiting out onto Highway 52 near the market with the drive-thru.
- Mr. Wilkinson advised the green area on the map would be used for a detention pond to help with flooding in the area.
- The sewer lift station would be moved, which would help the area's future development.
- Alderman Ellis added that a good variety of exterior choices would help with the aesthetics in the project.

- F.** Discussion - Jim Courtney Road Annexation

- Mayor Callis discussed that a meeting had been held with Sumner County Road Superintendent discussing only the Jim Courtney Road ownership.
- Director Nate Heisler said the road section that was under Sumner County maintenance, but the development property was within the city limits, was a half mile.
- He also said taking in to Airport Road would be 1.25 miles.
- Alderman McDowell discussed that the property on the side of the road is in the City limits, but the roadway itself, if not in the City Limits.
- The council would prefer to pursue to the end of development.

- G.** Discussion - Market St Property

- Mayor Callis advised that this is another property that we can put back on the market.
- Director Nate Heisler advised it is in the flood plan.
- Mayor Callis advised sale funds would go to Richland gym.
- Mayor Callis advised it would be brought back in ordinance form.

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.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Discussion: Police Chief Arnold advised that there is currently no policy in place that dictates overtime rates. This policy is needed for the department to participate in grant-funded off-duty sign-ups, such as the Tennessee Highway Patrol Safety Grant. This also assists in budging for special events. This policy matches what the White House Police Department has adopted.

Alderman McDowell advised that the Sumner County Sheriff's department has the same policy in place.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Discussion: Police Chief Arnold said this was needed due to the high number of surrendered animals. There are requirements for the owners to complete before they can be added to the list.

Police Chief Arnold advised this is needed because of capacity and working with Sumner County Animal Control requirements.

Alderman Woodall requested that, in one year, this be reviewed to see if it is working.

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- C. Discussion - Adjacent property

- Mayor Callis advised there is property adjacent to the Police Department parking lot that the city tried to purchase several years ago.
- The owner is asking for \$15,000 and a fence for the property.
- It has been reviewed and determined it can help square off the parking lot, make easier access to the back of the building and could be used for the new generator.
- Alderman Jennings requested to negotiate because of the removal of the septic tank.
- The Council agreed to pursue.

20. Public Works – Alderman Brian Woodall

- A. Discussion - Airport Road detention basin.

- Assistant Public Works Director Corbin Keen reviewed the research for the detention basin off Airport Road.
- Steve of CEC was also present for the discussion.
- Assistant Director Keen said they had received a proposal from a local contractor looking for soil.
- Steve of CEC reiterated that the pond doesn't help that much with the watershed at Lindsey Kala Court.
- A discussion was held about the Lindsey Kyla Court Area and the study information.
- Stewart Richie would have to complete a GEO to see if they can use the dirt.

Director Cobb reviewed the four options associated with the Airport Road Detention pond:

1. Put the property back on the market and do nothing.
2. Work with the local contractor (Stewart Richie) to move half the dirt and see if they need more in the future.
3. Get with Doug at the Airport and have the dirt moved to the Airport for their runway extension.
4. Taking out all the dirt and stockpiling at the Airport and completing is now at full cost.

Director Carlton Cobb did not recommend option four, because there are too many options to get it done at little or no cost.

- Mayor Callis wanted to make sure that it was understood that this would not help Lindsey Kyla Court homeowners.
- Assistant Director Keen advised that, as of now, there would be zero cost to the City to start phase I.
- Assistant Director Keen advised the City would be responsible for the cost of stabilization, and any time Stewart Richie disturbs it, the City would have to stabilize the basin.
- The cost of stabilization would be \$2,000 to \$3,000 for seed & straw.
- Director Cobb and Assistant Director Keen wanted to make sure it was understood that if they moved forward, there may be funding at some point.
- The City would be responsible for the permitting and the City would pay a maintenance fee every year.
- Discussion was held about Lindsay Kyla Court being labeled a floodplain and the process for FEMA to label it as that.
- I was determined that the City would get with FEMA about the steps to label Lindsay Kyla Court as a floodplain and get with homeowners before pursuing the classification.
- Stewart Richie will need to test the soil before anything can move forward. CEC will need a permit and within 60 days may have an active permit.

- B.** Discussion - Landfill Director Cobb received a letter from Sumner Co. Resource Authority advised they would start charging \$20 per mattress or box-spring. Director Cobb is needing direction on how the Board wants to handle this issue. The count for mattresses or box-springs is 80 within the last 7 days. Discussion was held about charging at landfill and the issues charging individuals on specialty items or one-time fees.

Break started at 6:45 PM due to a power outage.

Mayor Callis called back to order at 7:00 PM.

Director Cobb reviewed how Gallatin and Lebanon are handling this issue. A discussion was held.

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

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.

Motion to: Approve
By: Alderman McDowell
Second: Alderman Woodall
Discussion: Engineer Megan Heisler explained there are several meters that can be sold.
Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Cole, Alderman Hall
Motion Passed (voice vote)

- 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.

Motion to: Approve
By: Alderman Ellis
Second: Alderman Woodall
Discussion: Engineer Megan Heisler said there were two bids that were under budget.
Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Cole, Alderman Hall
Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Woodall

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- 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
- **Removed from Agenda during approval of agenda.**

- E. Discussion - Enforcement of Ord 25-24 **PAY-IN-LIEU OF UPSIZING** section. Mayor Callis opened the discussion about the water line in front of the Waffle House reimbursement. Engineer Megan Heisler questioned the Council how they wanted the reimbursement to be calculated. Do they want it based on a 16-inch line or the size of the line that will be needed for the project?

Motion to: Send to Ad Hoc

By: Vice-Mayor Thompson

Second: Alderman Woodall

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

- F. *(Added during Agenda Approval)* Resolution No. 25-49 - A Resolution to approve the final adjusting change order #1 in the decreased amount of \$8,500 and extending the final completion contract time by seventy-five (75) additional days for the 2024 Sandye Avenue Sewer Project.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

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

Absent: Alderman Cole, Alderman Hall

Motion Passed (voice vote)

Adjournment

Motion to Adjourn by Vice-Mayor Thompson; Second by Alderman Ellis;
Motion passed by voice vote to **adjourn at 7:10 PM.**



Mike Callis, Mayor



Tracy Kizer, City Recorder