



BOARD OF MAYOR AND ALDERMEN
Minutes for August 4, 2025 at 5:00 PM

1. Call to Order

Vice-Mayor Megann Thompson called the meeting to order at 05:03 PM.

2. Prayer and Pledge

Fire Chief Sam Thornton led the prayer and pledge.

3. Roll Call

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

Also, Present: Vice-Mayor Megann Thompson, City Attorney John Bradley, City Recorder Tracy Kizer, Finance Director Rachel Slusser,

Absent: Mayor Callis, Alderman Ellis

4. Approval of Agenda

Motion to: Approve and add under Planning and Codes - Discussion about Vendor Food Truck hours of operation.

By: Alderman McDowell

Second: Alderman Woodall

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

Absent: Alderman Ellis

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 Jody McDowell wanted to send out a special thanks to the First Responders that were off duty and assisted with an unconscious person. Because of their help, he is alive today.

Alderman Brian Woodall advised there would be a Resolution on the next agenda that came from the Ad Hoc meeting about boot allowance. He also wanted to recognize the Chamber of Commerce for this year's Back to School Bash. This was probably the biggest and best yet.

9. Mayor's Report

Vice-Mayor Thompson shared the Mayor's Report:

- TML – Mayor is at TML for meetings & training
- Portland Bypass – Plans for the northern leg of the bypass have been posted by TDOT for bids, and construction is still scheduled to begin this fall.
- Regional Water Line – Over 9000 linear feet of water line has been installed on the Portland section.
- Back to school bash – Another successful year. Thank you to all the sponsors and the Chamber.

Vice-Mayor Thompson also added congratulations to Alderman Vince Ellis on the birth of his new baby girl.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Woodall

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

Absent: Alderman Ellis

Motion Passed (voice vote)

- A. Ordinance No. 25-40 - Second Reading – An Ordinance to amend Title 10 Animal Control of the City of Portland Municipal Code by adding Chapter 5 Owner Surrender Policy.
- B. Ordinance No. 25-41 -Second 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.
- C. Ordinance No. 25-42 – Second 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.
- D. Ordinance No. 25-43 – Second Reading - An ordinance to enter into an agreement with Culy Contracting LLC for the 2025 Sanitary Sewer Manhole Repairs Project.

E. Minutes from July 21, 2025 Council Meeting

11. Community Development – Vice-Mayor Megann Thompson
- No Items

12. Finance – Alderman Vince Ellis
- No Items

13. Fire Department – Alderman Jody McDowell
- No Items

14. Human Resources – Alderman Vince Ellis
- No Items

15. Legislative – Mayor Mike Callis
- No Items

16. Municipal Airport – Alderman Mike Hall
- No Items

17. Parks & Recreation – Alderman Brian Woodall

- A. Resolution No. 25-50 – First Reading - A resolution authorizing change order #1 in the increased amount of \$22,061.08 for the Splashpad at Richland Park Project with Olympian Construction Co, LLC.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Harrison with OHM was present to explain the change order request from Olympian. During the excavation of the area, a issue was found that required additional excavation and fill. OHM reviewed Olympian's original request and revised the work and cost. Discussion was held about the cost of the project and grant amount. Director Jamie White also explained that Olympian had approached OHM with two other change order requests and both were denied.

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

No: Alderman Hall

Absent: Alderman Ellis

Motion Passed (voice vote)

- B. Discussion - Richland Park Renovation
Director White advised that RFQ's for the Richland Park renovation have been sent out and a review committee has been formed. The RFQs have been returned, and the Committee has reviewed and selected Lose Designs and have started discussions on expectations and pricing.

18. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 25-44 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Jackson Road, from R7.5 (Medium Density Residential) to GCS (General Commercial Services).

Motion to: Approve

By: Alderman McDowell

Second: Alderman Jennings

Discussion: Planning Director Nate Heisler explained the request for rezone was from CEMC..

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

Absent: Alderman Ellis

Motion Passed (voice vote)

- B. Ordinance No. 25-45 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 115 Woods Road, from County RR (Rural Residential) and RS-40 (Low Density Residential) to RM-1 PUD (Residential Planned Unit Development)

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Discussion: Director Nate Heisler reviewed the development. Director Heisler said there have been some changes since the presentation and that TDOT has approved the road entrance to the bypass. Director Heisler advised it did pass through the Planning Commission and the discussion was about the building material. Vice-Mayor spoke about the building material discussion.

Motion to: Suspend the Rules for Jetton Property Group representative to speak

By: Alderman Woodall

Second: Alderman Jennings

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

Motion Passed (voice vote)

Discussion: Eric Johnson of Jetton Property Group spoke to the committee about the material specification.

Mr. Johnson advised that he would like to leave the material specification open.

Alderman Woodall questioned if they would be able to partner with the City to assist the Police Department.

Mr. Johnson said he could not commit at this time.

Alderman Jennings questioned if it would be HOA run. Mr. Johnson said that Jetton Property Group would run till 80% sold, then it would be ran by the subdivision. Mr. Johnson also advised he does not know the HOA fee at this time.

Vice-Mayor Thompson reiterated that it is preferred to have the same material all around.

Chuck Thomas of Jetton Property Group said that if that is the requirement they will do full material all around.

Alderman Woodall questioned again if there will be a partnership with the City.

Mr. Johnson advised that he cannot commit tonight.

Vote to: Approve

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

Absent: Alderman Ellis

Motion Passed (voice vote)

- C. Ordinance No. 25-46 - First Reading – An Ordinance resending and replacing Ordinance No. 16-39 in its entirety that will amend the City of Portland Municipal Code Title 12 entitled “Building, Utility, Etc. Codes”.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Codes Director Johnny Morris explained that this is a change in the fee schedule that has not been updated in nine years.

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

Absent: Alderman Ellis

Motion Passed (voice vote)

- D. Discussion - Vendor Food Truck hours of operation. (Added during Agenda approval.)
- Alderman McDowell said that he had gotten requests from food truck vendors wanting to sell prior to 7 am. There are a

couple of new trucks that are selling coffee and/or breakfast items. Discussion was held, and the Council agreed to have Director Heisler bring a revised Ordinance to the next Council meeting. It was also requested to compare operating times with other areas.

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderman Brian Woodall

- A.** Resolution No. 25-51 - A Resolution to enter into an agreement with Stewart Richey Contracting Group for the construction of a Regional Detention Basin on Airport Road.

Motion to: Discuss

By: Alderman Woodall

Second: Alderman Cole

Discussion: Assistant Public Works Director Corbin Keen reviewed the contract.
Alderman Mike Hall questioned if anyone had spoken with the State about their need for dirt for the bypass construction.
Discussion was held about cost to the City and selling dirt to TDOT.

Motion to: Defer to next meeting, August 18th meeting; revised to defer to September meeting

By: Alderman Hall

Second: Alderman Woodall

Discussion: Alderman Woodall questioned if the next meeting would be enough time to speak with the State. Assistant Director Keen advised he could have the information at either meeting.

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

Absent: None

- B.** Resolution No. 25-52 - A Resolution to approve a change order in the amount of \$8,750 for an engineering agreement with Civil and Environmental Consultants, Inc. for the jurisdictional determination and permitting of the Regional Detention Basin on Airport Road.

Motion to: Defer until meeting in September with Resolution 25-57

By: Alderman Woodall

Second: Alderman Jennings

Discussion: None

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

Absent: Alderman Ellis

Motion Passed (voice vote)

21. Utility Infrastructure – Alderman Charles Cole

- No Items

Adjournment

Motion to Adjourn by Alderman Cole; Second by Alderman Woodall;

Motion passed by voice vote to adjourn at 06:12 PM.


Mike Callis, Mayor


Tracy Kizer, City Recorder