



**BOARD OF MAYOR AND ALDERMEN
Minutes for September 15, 2025 at 5:00 PM**

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:01 PM.

2. Prayer and Pledge

Trent Stephens led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell(left at 5:10 PM), Vice-Mayor Thompson, Alderman Woodall

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

Absent: Alderman Hall, Attorney Bradley

4. Approval of Agenda

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed (voice vote)

5. Presentation

- No Items

6. Public Comment Period

- No one spoke

7. Public Hearing

A. Ordinance No. 25-44 – Second 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).

- No one spoke

B. Ordinance No. 25-45 - Second 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 Unity Development).

- No one spoke

C. Resolution No. 25-53 - A Resolution to annex property at 0 Woods Road, also identified as (Sumner County Map 16 Parcel 57.02) containing 37.7 +/- acres upon written consent of the owner and to adopt a Plan of Services.

- No one spoke

D. Application for off-premises Beer permit from Portland Wine & Spirits 144 West Knight St., Portland, TN.

- No one spoke

E. Application for off-premises Beer permit from Park Circle Market # 3 at 301 S. Broadway, Portland, TN.

- No one spoke

8. Communications from Council Members

Alderman Woodall requested an update from the Mayor about the White House Utility District situation.

9. Mayor's Report - Powerpoint presentation

- TDOT bypass — The contracts have been finalized on the northern section of the project and should begin construction this fall.

- 2025 Drought — For the last two (2) weeks we have been under the D1 status of the Drought Management Plan. The next stage is voluntary water reduction. The Water Plant staff is keeping the lake at a good level.
- Local Option Sales Tax Referendum — Should it pass, it would be a half-penny per eligible dollar, bringing us from 2.25% to 2.75% tax. Public Safety will need to be a priority. Based on current trends, the current calculation would be equal to a 21 cents property tax increase. The second reading of the Ordinance will be in December so it can be sent to the County Election Commission to be on the ballot. Currently, White House, Hendersonville, Gallatin, and Robertson County are already at 2.75%. If adopted, it would help with the general fund.
- Regional Water Line project — As of today, our section of line has installed 19,700 linear feet of water line. Portland is working with Sumner County on the state funding of \$12 million in grants.
- Holiday Sanitation Schedule — Sanation will be changing their Thanksgiving and Christmas holiday schedule, by picking up a day before the scheduled holiday off, making it a day early for some pick-ups. The schedule change will be printed on the utility bills, posted on Facebook and other social media. As a reminder, please allow space between objects and your trashcan.
- Zoning changes — Planning Committee and the Board will be looking at better clarity on some definitions, because some zoning is not required to complete PUDS.
- Proposed Fire Hall Station #3 — Mayor Callis shared the route of the North bypass and response times of 3 different station locations. He would like the Council to look at city owned property sales to help with funding.
- White House Utility District (WHUD) situation — WHUD is finalizing a water model study and, when completed, will set up a time to present their plan to council.

10. Alcohol Beverage Board

- Chair McDowell called the Alcohol Beverage Board to order at 5:16 PM.

- A. Application for off-premises Beer permit from Portland Wine & Spirits 144 West Knight St., Portland, TN. - Chair McDowell advised that a complete application was submitted, and the applicants have passed all the background checks.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B. Application for off-premises Beer permit from Park Circle Market # 3 at 301 S. Broadway, Portland, TN. - Chair McDowell advised this is a change in ownership at 301 South Broadway. A complete application was submitted, and the applicant passed all background checks.

Motion to: Approve

By: Alderman Cole

Second: Alderman Ellis

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

Absent: Alderman Hall

Motion Passed (voice vote)

Mayor Callis requested a vice-chair be named, and anyone interested to let Chair McDowell know.

Chair McDowell adjourned the Alcohol Beverage Board at 5:19 PM.

11. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

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

Absent: Alderman Hall

Motion Passed (voice vote)

- A. Ordinance No. 25-47 – Second Reading - An Ordinance to rescind in its entirety Ordinance 24-29, the Developer's Agreement with Luther Bratton on Bracken Estates subdivision, with the attached amended Developer's Agreement.

- B. Ordinance No. 25-48 - Second Reading - An ordinance to amend title 9 of the Portland Municipal Code by repealing and replacing Ordinance No. 23-59 Chapter 10 Mobile Food Vendors.
- C. Ordinance No. 25-49 - Second Reading - An Ordinance to repeal and replace Ordinance 17-45 with this Ordinance adopting a revised public records policy and shall supersede any previous records policies set by the City of Portland.
- D. Ordinance No. 25-50 - Second Reading - An Ordinance to enter into a professional service agreement with Lose Design for engineering services for the Richland Gym Restroom Project, in the amount of \$73,500.
- E. Resolution No. 25-59 - A Resolution to re-appoint members to the Portland Municipal Planning Commission – Ann Blackburn, Gail Gentry, and Luther Bratton.
- F. Resolution No. 25-60 - A Resolution to re-appoint one existing member, Robert Tooker to the Portland Municipal Zoning Board of Appeals.
- G. Resolution No. 25-61 - Reappoint Phil Hobby to Portland Airport Authority.
- H. Minutes from August 18, 2025 Council Meeting
- I. Department Reports from July 2025.

12. Community Development – Vice-Mayor Megann Thompson

Vice-Mayor Thompson expressed Sherri Ferguson has received lots of calls from retail developers interested in our community. Director Ferguson will be attending the ICSC Southeast Conference in Atlanta next month.

- No Items

13. Finance – Alderman Vince Ellis

- A. Resolution No. 25-62 - A Resolution to accept the best proposal for Banking Services for the City of Portland, Tennessee.
 - Motion to:** Approve
 - By: Alderman Ellis
 - Second: Alderman Cole
 - Discussion:** Director Slusser explained this is in reference to Tennessee Public Chapter 227, requiring cities every four (4) years to request proposals for banking services. Two banks responded to the RFPs and Volunteer Bank offered the higher interest rate. Alderman Cole questioned if the credit union fell under the same guidelines. Director Slusser explained that they are not eligible because they don't fall under the state collateral pool, which is required by law for deposits of municipal funds.
 - Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
 - Absent: Alderman Hall
 - Motion Passed (voice vote)**

14. Fire Department – Alderman Jody McDowell

- A. Discussion - Strawberry Festival firework show(s)
 - Chief Thornton advised that the contract proposals for the firework show will be completed this winter. Chief Thornton requested suggestions from the Board. Alderman McDowell suggested if the plan was for a firework show in July, to discuss with the companies doing both shows at a discount. Chief Thornton will submit the proposal to Alderman McDowell to review.
- B. Discussion - NFPA 1710 Standard
 - Chief Thornton presented a PowerPoint of NFPA 1710 standards.
 - Chief Thornton explained that we have not adopted the NFPA code because it is a standard we will be held to. Chief Thornton explained the standards and number of firefighters needed to meet those standards. An Affordability Plan to increase staffing was presented by Chief Thornton.
 - Discussion was held about the annual cost of a firefighter, staffing numbers over the years, how the sales tax increase could be used, staffing in similar cities, turnout gear and replacement and staffing of a new fire hall.
 - Alderman McDowell left the meeting at 6:10 pm.

15. Human Resources – Alderman Vince Ellis

- No Items

16. Legislative – Mayor Mike Callis

- A.** Resolution No. 25-58 - A Resolution to request the Operations and Programs Ad-Hoc Committee to review Wastewater Operations.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

Discussion: Mayor Callis explained that the Committee will meet with staff of the Wastewater division to help with operational efficiency.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

17. Municipal Airport – Alderman Mike Hall

- No Items

18. Parks & Recreation – Alderman Brian Woodall

- A.** Discussion — \$6,000,000 loan for park improvements.

- Alderman Woodall presented the Park Department's needs.

Discussion was held about the top needs, the Parks' Master Plan, funding, and maintenance needs.

Mayor Callis suggested everyone review the Park's Master Plan along with this Parks Department list and review what can be taken care of through maintenance.

Alderman Cole requested an updated list of needs that shows the most needed first, then moving to the least needed last.

Alderman Woodall requested the discussion be added to the November meeting.

19. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-44 – Second 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: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis advised this was the Cumberland Electric property, correcting the zoning.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- B.** Ordinance No. 25-45 - Second 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: Discuss

By: Vice-Mayor Thompson

Second: Alderman Cole

Discussion: Director Nate Heisler presented the PUD and advised this was unanimously passed in the Planning Meeting. Director Heisler advised Jetton Property Group was available for any questions.

Motion to: Suspend the Rules for Eric Johnson of Jetton Property Group to speak.

By: Vice-Mayor Thompson

Second: Alderman Woodall

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

Eric Johnson, Co-Owner of Jetton Property Group spoke about the PUD. Mr. Johnson advised that they would be completing all the homes with masonry products as requested, such as brick or hardy board all around. Jetton Property Group will also donate, during Phase I, \$20,000 to the Parks Department, and \$20,000 to Public Safety for either Fire or Police. Mr. Johnson also hopes that if the subdivision is successful, they will be able to make additional donations in the future.

Vice-Mayor Thompson congratulated Jetton Property Group for being one of the first ones to build a subdivision with larger homes and feels it will be a success. She also appreciated their donations and commitment to include masonry products all around.

Alderman Cole thanked them for everything they do for the community and the youth of Portland.

Motion to: Amend by adding Section 2, 1-Donations during Phase I — of \$20,000 to Parks plus \$20,000 to Public Safety. 2-All masonry products used.

By: Alderman Ellis

Second: Alderman Jennings

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

Absent: Alderman Hall, Alderman McDowell

Amendment Passed (voice vote)

Vote: As amended

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- C. Resolution No. 25-53 - A Resolution to annex property at 0 Woods Road, also identified as (Sumner County Map 16 Parcel 57.02) containing 37.7 +/- acres upon written consent of the owner and to adopt a Plan of Services.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis advised this goes with Ordinance No. 25-45 rezoning of 115 Woods Road.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- D. Ordinance No. 25-53 – First Reading – An Ordinance of the City of Portland, Tennessee, adopting the Preserving Portland Comprehensive Plan, and providing for an effective date.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Jessica Hill from GNRC reviewed the Preserving Portland Plan and was available for questions. It was noted that the Plan unanimously passed the Planning Commission.

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

Absent: Attorney Bradley, Alderman Hall, Alderman McDowellNone

Motion Passed (voice vote)

Vice-Mayor Thompson requested at the next reading to give information on the place types and how amendments and changes will need to be made.

Complete information can be found at preservingportland.org.

- E. Ordinance No. 25-54 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 304-310 Fowler Ford Road, from R-15 (Low Density Residential), and GCRS (General Commercial Services) to PUD (Planned Unit Development).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Heisler presented the map and general information about the PUD.

Motion to: Suspend the Rules for Zach Wilkinson to speak.

By: Vice-Mayor Thompson

Second: Alderman Ellis

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

Zach Wilkinson spoke to the board about the PUD. He noted some changes that have been made to the PUD based on information received from the Board, neighborhood meeting and Planning Commission. He pointed out that the sewer pump station would be moved, and a detention pond added that would help with standing water on Fowler Ford Rd. Mr. Wilkinson advised that he would remodel the concession stand (Granny's Kitchen) in Richland Gym, by replacing the cabinets, grease trap, painting and possible moving a wall. Discussion was held about the road changes and addition of parking spots. Mr.

Wilkinson advised he was happy with the final product and the process has made good improvements to the project. Alderman Cole discussed the roadway and questioned if the roadway could dead-end at Fowler Ford. Discussion was held and Mr. Wilkinson advised they have added measures to deter it from becoming a cut-through.

Motion to: Amend by adding section 2; containing a remodel of the concession stand(Granny's Kitchen) in Richland Gym.

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

Vote: As Amended

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

No: Alderman Cole

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- Vice-Mayor Thompson would like a discussion of duplexes to be added to next month's agenda.

20. Police Department – Alderman Drew Jennings

- No Items

21. Public Works – Alderman Brian Woodall

- A.** Discussion - Hiring a traffic engineer to change Strawberry Street to a one-way road. Discussion was held about hiring a traffic engineer reviewing Strawberry Street changing to a one-way street. Mayor Callis commented that the Jackson Road/Highway 52 intersection needs to be added to the list. Director Carlton Cobb advised that the cost estimate included 4 intersections and traffic counts. Discussion was held about if an engineer was needed. Director Cobb advised there are decisions that have to be made that are needed from traffic counts and a traffic engineer's suggestions. Discussion also pointed out that other intersections on Hwy 52 need to be taken into account and future traffic growth. Director Cobb will also get with the State to see what assistance he can get with traffic counts. It was agreed that a resolution would be brought to the Board.
- B.** Discussion - Painting and signage for truck traffic on Highway 109. Discussion was held about the tractor-trailer truck traffic and roadway painting and signage. Director Cobb advised that TDOT does not have any issues with additional signage, they just need to approve the signage. Discussion was held about "Waze" application being notified about truck traffic using the right lane only. Discussion was held about the State having a limit of \$50 fines for being out of the right lane.
- C.** Discussion - Update on Traffic Engineering from February 2025 - Traffic Engineer Jason Reynolds of CSR Engineering discussed the roadway intersections that were submitted. The following was discussed:
- 1. Leath Rd/Hwy 52** - Mr. Reynolds gave 3 options. After discussion, the Board wanted the cost of straightening out the intersection to make a 90-degree turn.
Motion to: Suspend the Rules
By: Vice-Mayor Thompson
Second: Alderman Ellis
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell
Motion Passed (voice vote)
Doug Hunter advised that what is presented is better than what it currently is, but the best would be to come straight out with a 90-degree turn.
Mr. Reynolds gave his recommendations. Discussion was held about the cost of the different recommendations. Director Cobb advised he would have to do research about the cost.
 - 2. Fowler Ford Rd and Haynes Road** — Mr. Reynolds reported this intersection has several issues and reviewed his recommendations. Alderman Woodall suggested that a quick fix would be having the trees trimmed. Mr. Reynolds suggests taking the yield out of the intersection.
 - 3. Portland Blvd from Wheeler to Jim Courtney** — Mr. Reynolds advised the curves were the issues in this area. Mr. Reynolds reviewed his suggestions and advised that traffic-calming measures are the best solution. Mayor Callis reviewed that cost estimates would be brought back to the Board and paving the two roads would also be included in the cost estimate.

22. Utility Infrastructure – Alderman Charles Cole

- A. Ordinance No. 25-51 – First Reading - An Ordinance to enter into an agreement with company name for the 2025 Sanitary Sewer Improvements, located at Richland Park, S Russell St, and North Street in Portland, Tn.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Discussion: Director Bryan Price reported this is the clay pipe that is caving in and includes the Richland Park sewer change over to gravity sewer.

Alderman Cole questioned whether the funding is budgeted. Director Price advised it is and will be paid out of cash and in the budget.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- B. Ordinance No. 25-52 - First Reading - An Ordinance to approve change order #6 in the increased amount of \$251,903.47 with Cumberland Valley Constructors, Inc for the Wastewater Treatment Plant Expansion Phase II.

Motion to: Approve

By: Alderman Cole

Second: Alderman Ellis

Discussion: Director Price advised the project has not closed and is required to by TDEC regulations, and review the blower replacement.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

Adjournment

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

Motion passed by voice vote to **adjourn at 8:10 pm.**



Mike Callis, Mayor



Tracy Kizer, City Recorder

City of Portland Public Comment Sign-In Sheet

- In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items (*this includes public hearings*), except where otherwise prohibited.
- Comments are limited to a maximum of 5 minutes per individual, and the number of speakers and/or allotted time may be limited by the presiding officer to ensure opposing views are heard.

Sign up before the start of the meeting to speak on public hearings and other agenda items.

Speaker Information		List which public hearing and/or agenda item you would like to speak on.
Print Name		
Address		
Print Name		
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The Following Is To Be Filled Out By The Presiding Meeting Clerk

Board/Committee **City Council** Meeting Date: **September 15, 2025** Page Number: 1 of