



**BOARD OF MAYOR AND ALDERMEN
Portland City Hall - Council Chambers
100 South Russell St. Room 111
AGENDA for October 20, 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

- A.** Application for On-Premises Beer Permit from Tabatha Bolding for The Hitching Post Western Saloon located at 5733 Highway 31W, Portland, Tennessee.
- B.** Application for Off-Premises Beer Permit from Gerges Armanious and Maichel Basiliou for Portland Fuel Stop, Inc located at 5989 Highway 31W, Portland, Tennessee.
- C.** Ordinance No. 25-54 –Second 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 GCS (General Commercial Services) to PUD (Planned Unit Development).

8. Communications from Council Members

9. Mayor’s Report

10. Alcohol Beverage Board

- A.** Application for On-Premises Beer Permit from Tabatha Bolding for The Hitching Post Western Saloon located at 5733 Highway 31W, Portland, Tennessee.
- B.** Application for Off-Premises Beer Permit from Gerges Armanious and Maichel Basiliou for Portland Fuel Stop, Inc. located at 5989 Highway 31W, Portland, Tennessee.

11. Consent Calendar

- A.** Ordinance No. 25-55 – Second Reading - An Ordinance approving a contract between the Portland Airport Authority and the State of Tennessee Department of Transportation Aeronautics Division for maintenance costs for the fiscal year 7-1-2025 through 6-30-2026.
- B.** Resolution No. 25-68 — A Resolution to re-Appoint one member to the Public Housing Authority.(Glenda Brewer).
- C.** Minutes from October 6, 2025 City Council Meeting
- D.** Department Reports from August and September

12. Community Development – Vice-Mayor Megann Thompson

- A. Presentation — Incentives, Pilots and TIFS

13. Finance – Alderman Vince Ellis

14. Fire Department – Alderman Jody McDowell

15. Human Resources – Alderman Vince Ellis

16. Legislative – Mayor Mike Callis

- A. Resolution No. 25 – 73 – A Resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, Tennessee.

17. Municipal Airport – Alderman Mike Hall

18. Parks & Recreation – Alderman Brian Woodall

- A. Resolution No. 25–72 - A Resolution authorizing change order #2 the extension of 124 days for the substantial completion date (March 12, 2026) and 108 days for the final completion date (March 26, 2026) for the Splashpad at Richland Park Project with Olympian Construction Co, LLC.

19. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 25-54 –Second 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 GCS (General Commercial Services) to PUD (Planned Unit Development).
- B. Ordinance No. 25 – 57 –Second Reading — An Ordinance to rescind, in its entirety, Ordinance 19-83 with, CDJ Farms LLC., for the development CDJ Farms, located on Jim Courtney Rd in Portland, Tennessee.
- C. Resolution No. 25-69 - A Resolution to rescind and replace, in its entirety, Resolution No. 23-52 requiring all multifamily and dwelling two-family zoning to be presented as a planned unit development.

20. Police Department – Alderman Drew Jennings

- A. Resolution No. 25 – 70 – A Resolution authorizing a change order in the net amount of \$29,000. For the Police Station Remodel Project.

21. Public Works – Alderman Brian Woodall

- A. Resolution No. 25 – 71 – A Resolution authorizing TDOT to apply pavement markings on State Route 109 at certain intersections to control traffic.

22. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 25-56 – Second Reading – An Ordinance to acquire property along Mt. Vernon Road for a Pump Station.
 - approximately 0.35 acres located in Bethpage identified as map 68 parcel 151.00, plat book 34, page 304 for the purpose of building necessary water works to supply potable water to the City of Portland.

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 25 - 55

Second Reading

AN ORDINANCE APPROVING A CONTRACT BETWEEN THE PORTLAND AIRPORT AUTHORITY AND THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION FOR MAINTENANCE COSTS FOR THE FISCAL YEAR 7-1-2025 THROUGH 6-30-2026

WHEREAS the State of Tennessee Department of Transportation Aeronautics Division provides a contract for the reimbursement of eligible maintenance costs at the Portland Municipal Airport; and

WHEREAS funding for this application has been approved by the State of Tennessee Department of Transportation Aeronautics Division for the fiscal year ending 6/30/2026; and

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Portland, Tennessee that the contract to provide funds for maintenance reimbursement between the Portland Airport Authority and the State of Tennessee **TAD Project Number 83-0745-26; TAD Contract Number AERM-26-151-00** is hereby approved and the Airport Authority Chairman is authorized and directed to execute said contract so as to be an obligation of the Portland Airport Authority and the State of Tennessee; and

BE IT FURTHER ORDAINED by the City Council of the City of Portland, Tennessee that this Ordinance shall take effect after its final passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: October 16, 2025

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 25 – 68

A RESOLUTION TO RE-APPOINT ONE MEMBER TO THE PORTLAND HOUSING AUTHORITY

WHEREAS, Tennessee Code Annotated (TCA) allows for the Mayor’s appointment of members to the Portland Housing Authority; and

WHEREAS, Ms Glenda Brewer’s term on the Portland Housing Authority will expire December 13, 2025; and

WHEREAS, Ms Brewer has consented to serve another five-year term; and

NOW, THEREFORE BE IT RESOLVED, By the Mayor and City Council that Glenda Brewer is hereby re-appointed as a member of the Portland Housing Authority to a five-year term that will expire on December 13, 2030; 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 if October, 2025



**BOARD OF MAYOR AND ALDERMEN
Minutes for October 6, 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

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, 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, Alderman McDowell

4. Approval of Agenda

Motion to: Add to Public Works — Resolution No. 25-65; and add to Police Department — Discussion of finishing the North end wall of the Police Building.

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

5. Presentation

6. Public Comment Period

- No one spoke

7. Communications from Council Members - Alderman Woodall announced the following:

- Hometown Heroes banner purchase is currently available and is not only for veterans, but also for Active Duty, Reserve and National Guard.
- The Parks Department will have Trick or Treat on October 31, 2025, at Richland Gym. Any vendors interested in participating, call the Parks Department for information. Set-up begins at 7 am in the gym on October 31, 2025.
- The HOPE Mobile Health Services will be at the City Gazebo parking lot for health services on October 14, 2025, from 1 to 4:30 pm.

8. Mayor's Report - PowerPoint presentation

- Regional Water Line update — over 21,000 LT have been installed. The project does not require any new debt for the City of Portland. It will add fire protection, but will not fix all the water needs.
- State Bypass Project — The contractor should be starting soon and should start seeing equipment brought in. Highway 52W will be widened in the area around the bypass entrance/exit.
- 9-yr Public Safety Growth Projection — Deals with Police & Fire personnel and equipment. It is a snapshot covering from 2026 to 2034. Possible revenue from sales tax was reviewed, and projected cost of personnel and equipment for the general fund was presented.
- Warning Alert System — The City of Portland did not get the FEMA grant for this cycle. The company can come do a cost presentation on the 20th, if the Board is interested. Alderman Cole requested that they come.
- Code Red — will be changing the name to "Crisis 24." Sumner County is looking at other vendors to see if a change is needed and make sure all of Sumner County continues working together as a whole.
- College Street Sidewalk Grant - NEPA is complete, and the City is waiting for notice to proceed with the design. The funding has been set aside in the assigned fund balance. Discussion was held about traffic and pedestrian traffic around Portland High School.
- America's 250 Celebration — The community cookbook information, Songwriter Contest information, and American-themed essay and coloring contest will all be coming out soon.
- Broad Band Ready Grant — City of Portland and Sumner County partnered for grants. There is a ribbon cutting this week for Meadowbrook Park and the downtown area. This will help with cameras in Meadowbrook Park.

- Find help and hope by calling or texting 988 - Suicide and Crisis lifeline.

9. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

- A. Ordinance No. 25-51 – Second Reading — An Ordinance to enter into an agreement with Perdue Trucking & Excavating for the 2025 Sanitary Sewer Improvements, located at Richland Park, South Russell St, and North Street in Portland, Tn.
- B. Ordinance No. 25-52 - Second 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.
- C. Minutes from September 15, 2025

10. Community Development – Vice-Mayor Megann Thompson

- A. Resolution No. 25 – 63 - A Resolution to pursue marketing opportunities for a portion of city property located on Highway 52 West for the purpose of recruiting commercial development.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Cole

Discussion: Mayor Callis advised any project or prospect would come back to the Board by Ordinance, requiring two readings. Any funds generated would help with the third Fire Hall. Alderman Woodall questioned how we could market the land, not knowing how much land would be needed for a Fire Hall. Discussion was held about possible land needs and potential uses.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

- B. Resolution No. 25 – 64 - A Resolution authorizing the approval of a Memorandum of Understanding between Sumner County Government and the City of Portland for the Broadband Ready Communities Grant.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis advised that there is currently a MOU in place, between the City of Portland and Sumner County. This was requested from Sumner County to cover the next year.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

Vice-Mayor Thompson said Director Sherri Ferguson was in Nashville last week at a convention and had several good conversations with prospects. Director Ferguson will be attending the Southeast Conference in Atlanta next week and is looking forward to meeting with other prospects.

11. Finance – Alderman Vince Ellis

- No Items

12. Fire Department – Alderman Jody McDowell

- No Items

13. Human Resources – Alderman Vince Ellis

- No Items

14. Legislative – Mayor Mike Callis

- No Items

15. Municipal Airport – Alderman Mike Hall

- A.** Ordinance No. 25-55 – First Reading - An Ordinance approving a contract between the Portland Airport Authority and the State of Tennessee Department of Transportation Aeronautics Division for maintenance costs for the fiscal year 7-1-2025 through 6-30-2026.

Motion to: Approve

By: Alderman Ellis

Second: Vice-Mayor Thompson

Discussion: Director Doug Hunter advised this was the normal maintenance contract that is completed annually. The grant is a 95/5 grant, with Portland Airport receiving \$20,000 and the City match is \$1,000.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

16. Parks & Recreation – Alderman Brian Woodall

- No Items

17. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-53 – Second 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 Woodall

Discussion: Director Nate Heisler updated the Board on the implementation of the Plan and how any changes would require an Ordinance with two readings. Director Heisler advised that changes in the zoning map would be more likely to happen than changing a place type. Vice-Mayor Thompson advised that while this is a fluid map, there are steps to go through before changes can be made.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

Mayor Callis stated that a lot of work, labor, many meetings and public information were gathered to make this plan. Thank you, Nate, for your hard work.

- B.** Ordinance No. 25 – 57 – First Reading — An Ordinance to rescind in its entirety, Ordinance 19-83 with, CDJ Farms LLC., for the development CDJ Farms, located on Jim Courtney Rd in Portland, Tennessee, and replace with the following.

Motion to: Approve vote as amended

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Director Heisler reviewed the history of this development and changes made to the Ordinance. Director Heisler also advised this did pass in the Planning Commission meeting with the 3-year deadline. Discussion was held about the timeline, deadlines and repercussions if the timeline was not met. Director Heisler advised that there would be changes in the Ordinance agreement at the next reading. The Board expressed concerns about the length of time this development has taken, the selling and changing developers multiple times, and the concerns of the City giving the project three more years to complete. Mayor Callis confirmed that this Agreement is transferable, and the three-year time frame remains, even if the property is sold and the developer changes. Vice-Mayor Thompson suggested that a written date of completion be added to the agreement.

Motion to: Amend with changes as the Ordinance is presented.

By: Vice-Mayor Thompson

Second: Alderman Woodall

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Amendment Passed (voice vote)

Vote to: Approve as amended

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

- C. Discussion — Duplexes and zoning - Director Heisler presented the Residential uses chart and advised the Planning Commission has discussed that duplexes are inside several residential districts, being included in R40, R15, R10, R7.5 and R1, also suggesting that duplexes be moved to only RM1 district. Discussion was held about:

- How this change could be implemented.
- Timeframe for implementing the requirement.
- Current zoned property and when this change could be enforced.
- Vice-Mayor Thompson suggested changing the ordinance to define duplexes as multifamily buildings.
- Mayor Callis also suggested that other definitions be reviewed to see if other changes should be made to ensure duplexes would be solidified as multifamily.
- City Attorney Bradley explained that the intent is not to hurt the long-time property owner that wants to build a duplex on their property. Most of these will be requesting rezones.
- Attorney Bradley suggested that this become effective for all future requests for rezoning, exempt from property that is currently zoned.
- Mayor Callis advised that an effective date needs to be included with the definition change.

Director Heisler advised the Planning Commission will meet on October 14th, 2025 and will discuss bringing recommendations to the Board.

Mayor Callis suggested it starts with an overview and suggested changes.

Attorney Bradley suggested that if everyone agrees with the change, starting January 1, 2026, it should read that from this day forward, all rezoning that involve duplexes would have to be a PUD. That doesn't affect current properties that are currently zoned for duplexes and may add an amortization within the next two or three years.

All agreed future rezones, including duplexes, should be classified as multifamily.

18. Police Department – Alderman Drew Jennings

- A. Discussion - Bids to finish Police Department Building exterior wall. - Mayor Callis advised that two quotes for completing the north end of the Police building were received. The building contractor quote for bricking the North end for \$29,000 and a quote for painting the North end was \$2800.

Discussion was held about how much remained of the \$400,000 that was set aside, which way to finish out, additional costs to finish the building, and the generator cost. Vice-Mayor Thompson advised it could be paid with cash and Director Slusser advised that there is enough cash.

Motion to: To brick

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

19. Public Works – Alderman Brian Woodall

- A. Discussion of Jim Courtney Road with Sumner County Superintendent Toby Ellis.

Part 1 of Section F: Sumner County Road Superintendent Toby Ellis spoke to the Board about Jim Courtney Road. Approximately one mile of Jim Courtney Road is in Sumner County jurisdiction, and that will soon change to a half mile due to developments. Toby Ellis offered to pave & stripe, meeting Portland City's requirements, the mile section of Jim Courtney Road and then the City of Portland would take the whole mile of Jim Courtney Road along with future repairs and improvements.

Director Carlton Cobb advised it would actually work better to add it to the City because of the road width difference in City vs County. Mayor Callis advised the Board will discuss during the Jim Courtney Road time on the agenda.

- B. Resolution No. 25 – 66 - A Resolution authorizing TDOT to apply pavement markings on State Route 109 within the city to limit large commercial vehicles to the right-hand lane.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Mayor Callis advised that TDOT requested a resolution for them to paint the roadway, and they would add the road paint, advising trucks to use the left lane only.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

- C. List of paving (roads) for 25/26 year. - Director Cobb distributed a draft list of city roads to be paved. The following was discussed:

- N Leath Road would be \$140,000 to pave.
- Rogers Road has not been paved in over 20 years.
- Director Cobb has worked on getting roads reclassified so they can be funded by state grants and is waiting on TDOT to finalize the reclassified roads. This would make the cost of Portland Blvd, Denning Ford Rd, and West Smith St, paving eligible for state funding. Airport Rd may also be reclassified.
- Paving budget and number of roads that can be paved.
- Requesting TDOT to paint certain intersections with do not block.
- The top six on the list will be paved first.

Mayor Callis advised if you see a road needing paving to notify Director Cobb. Director Cobb also noted the list of roads needing sealing.

- D. Discussion — Location of new/repair sidewalks for this year. Discussion was held about the budget for sidewalks and repairs and completing and repairing Wheeler Street sidewalks and so it will connect with the Park area. Mayor Calls advised the goal would be to walk from the mini park to the library.
- E. Discussion — Engineering Recommendation - Director Cobb distributed a handout showing the recommendations from the Road Engineer presented at the last meeting.

- The correction on North Leath will be completed if it is paved.
- At Haynes Road/Fowler Ford intersection, several trees have been trimmed and removed. The striping and signage estimate is \$1500.
- Portland Blvd/Jim Courtney Rd intersection recommendation would cost \$4,400 to add a crosswalk and signage.
- Portland Blvd next to the Library suggestions could have lowered costs if the suggestions could be done with sidewalk repair and addition.

Motion to: Move forward on recommendations

By: Alderman Woodall

Second: Alderman Cole

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowellNone

Motion Passed (voice vote)

- F. Discussion — Jim Courtney Rd.Part 2 of Section F: Discussion was held to determine if the Board wanted to accept Superintendent Toby Ellis' offer involving Jim Courtney Road. Alderman Woodall expressed that Parkers Chapel Road should also be discussed.

Director Cobb recommended accepting the offer and said that it would not be an extra cost to taxpayers.

Motion to: Move forward with annexation of the remainder of Jim Courtney Road

By: Vice-Mayor Thompson

Second: Alderman Cole

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

No: Alderman Woodall

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

- G. Resolution No. 25-65 – A Resolution to authorize CSR Engineering to conduct a traffic impact study for the Jackson Road, Strawberry Street, Hwy 52, and Sandye Ave. intersections in the amount of \$5,700.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor Thompson

Discussion: Mayor Callis advised this if from October 6, 2025 Council meeting discussion.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

20. Utility Infrastructure – Alderman Charles Cole

- A.** Resolution No. 25-67 - A Resolution authorizing an agreement between the City of Portland and Symmetry Energy Solutions, LLC to manage all natural gas existing service contracts.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Discussion: Director Bryan Price explained that it is how the Gas department has been doing this for a few years and has worked well for the City of Portland.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

- B.** Ordinance No. 25-56 — First Reading - An Ordinance to acquire property along Mt. Vernon Road for a Pump Station.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Discussion: Director Price explained that this property is needed for a water pump station as part of the Regional Water Line Improvements being funded through the ARP grants and State of Tennessee Fast Track program. The City of Portland has been working with the property owner since June 25, 2025, to reach an agreement on the property purchase. The project cannot move forward until this land is acquired, and a plat revision completed. The property owner has been communicating and responding that they will accept, but will not sign the letter of intent. Director Price advised that the property has been appraised at \$19,000 and the offer made is \$200,000. The Board and City Attorney wanted to make sure that the property owner understood that if the letter of intent is not signed by October 10, 2025, and the City moves forward with acquiring the land by condemnation, the purchase will be at appraised fair market value. Director Price advised the property owner and their representative is aware.

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

Absent: Alderman Hall, Alderman Jennings, Alderman McDowell

Motion Passed (voice vote)

Adjournment

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

Motion passed by voice vote to adjourn at 7:08 PM.

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.
<i>Print Name</i>		
<i>Address</i>		
<i>Print Name</i>		
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The Following Is To Be Filled Out By The Presiding Meeting Clerk

Board/Committee City Council Meeting Date: October 6, 2025 Page Number: 1 of 1

BUSINESS OFFICE MONTHLY REPORT

AUGUST 2025

Total Payments Received	9,287	\$2,004,350
Utility Bills Processed	10,378	\$1,514,320
Total Service Orders Processed	212	

Total Customers by Service	
Water	8484
Sewer	4749
Gas	5338
Sanitation	4892
Stormwater	5136

New Service Connect/Disconnect	
Water Disconnected	109
Water Connected	93
Gas Disconnected	48
Gas Connected	34

Taps Sold Aug 2025		Taps Sold YTD 2025	
Gas	5	Gas	48
Water	13	Water	131
Sewer	10	Sewer	87

Leak Adjustments Processed	15
Pool Adjustments Processed	18

Property Taxes Processed	
Bills Processed	10
Amount Received	\$5,185
Property Taxes Collected YTD	
2022	99.5%
2023	99.2%
2024	96.6%
Tax Relief	
New & Existing Applicants YTD	242
Submitted to State Aug 2025	0
Payment Approved Aug 2025	0

Municipal Court Findings	
Citations Suspended	3
Citations Dismissed	42
Defendants Found Guilty	198
Defendants Given Traffic Class	43

Business Licenses	
Active Licenses	631*
New Licenses	5
Renewed Licenses	14
Active Food Vendors	15

*ACTIVE LICENSE INCREASE DUE TO EXISTING UNLICENSED BUSINESSES REGISTERING IN AUGUST

BUSINESS OFFICE MONTHLY REPORT

SEPTEMBER 2025

Total Payments Received	9,197	\$2,263,578
Utility Bills Processed	10,414	\$1,512,210
Total Service Orders Processed	231	

Total Customers by Service	
Water	8512
Sewer	4789
Gas	5339
Sanitation	4926
Stormwater	5183

New Service Connect/Disconnect	
Water Disconnected	136
Water Connected	96
Gas Disconnected	49
Gas Connected	32

Taps Sold Sep 2025		Taps Sold YTD 2025	
Gas	4	Gas	52
Water	32	Water	163
Sewer	22	Sewer	109

Leak Adjustments Processed	16
Pool Adjustments Processed	11

Property Taxes Processed	
Bills Processed	15
Amount Received	\$12,815
Property Taxes Collected YTD	
2022	99.5%
2023	99.2%
2024	97.4%
Tax Relief	
New & Existing Applicants YTD	242
Submitted to State Sep 2025	0
Payment Approved Sep 2025	0

Municipal Court Findings	
Citations Suspended	9
Citations Dismissed	46
Defendants Found Guilty	163
Defendants Given Traffic Class	35

Business Licenses	
Active Licenses	657*
New Licenses	26
Renewed Licenses	5
Active Food Vendors	17

*ACTIVE LICENSE INCREASE DUE TO EXISTING UNLICENSED BUSINESSES REGISTERING IN AUGUST

Building Codes - AUGUST - 2025 Report

Permit Type	Monthly Permits Issued	Amount	YTD Permtis Issued
Residential Building	13	\$16,742.96	65
Commercial	1	\$9,055.00	6
Industrial	2	\$655.00	13
Plan Review	16	\$5,533.93	109
Stand Alone Building	1	\$521.62	19
Fire Alarm/Fire Sprinkler	1	\$373.00	6
Plumbing	9	\$947.45	69
Mechanical	6	\$2,821.55	92
Use & Occupancy	1	\$35.00	4
Swimming Pool	1	\$85.00	9
Demolition	0	\$0.00	5
Fire Works	0	\$0.00	7
Total	51	\$36,770.51	404

Impact Fees Collected - AUGUST - 2025

Parks	\$11,818.50
Police	\$7,158.00
Fire	\$15,017.25
Total	\$33,993.75

General Fund - YTD Totals

\$522,469.53

General Fund - Fiscal YTD

\$95,361.84

Impact Fees - YTD

Parks - \$48,408.00

Police - \$56,518.75

Fire - \$160,486.25

Impact Fees - Fiscal YTD

\$15,699.00

\$9,209.75

\$19,710.25

AUGUST - Inspections

Commercial	27
Residential	144
Industrial	21
Totals	192

Inspections - Totals YTD

243
701
79
1023

Building Codes - SEPTEMBER - 2025 Report

Permit Type	Monthly Permits Issued	Amount	YTD Permtis Issued
Residential Building	16	\$19,156.04	81
Commercial	0	\$0.00	6
Industrial	1	\$21,288.05	14
Plan Review	21	\$11,796.97	130
Stand Alone Building	7	\$2,626.80	26
Fire Alarm/Fire Sprinkler	0	\$0.00	6
Plumbing	10	\$1,052.40	79
Mechanical	10	\$1,123.55	102
Use & Occupancy	0	\$0.00	4
Swimming Pool	2	\$270.00	11
Demolition	2	\$110.00	7
Fire Works	0	\$0.00	7
Total	69	\$57,423.81	473

Impact Fees Collected - SEPTEMBER - 2025

Parks	\$15,744.00
Police	\$15,825.07
Fire	\$44,747.64
Total	\$76,316.71

General Fund - YTD Totals

\$579,893.34

General Fund - Fiscal YTD

\$152,785.65

Impact Fees - YTD

Parks - \$ 64,152.00

Police - \$ 72,343.82

Fire - \$205,233.89

Impact Fees - Fiscal YTD

\$31,443.00

\$25,034.75

\$64,457.89

SEPTEMBER - Inspections

Commercial	13
Residential	120
Industrial	5
Totals	138

Inspections - Totals YTD

Commercial	256
Residential	821
Industrial	84
Totals	1161



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

As of August 31, 2025
 Fiscal Year has elapsed - 17%

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$605,155

	8/31/2025	Board Passed	
		Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	388,184	11,237,000	3.5%
Planning & Codes	100,694	757,500	13.3%
Intergovernmental	162,052	2,413,000	6.7%
Miscellaneous	106,434	406,400	26.2%
Court	85,046	180,500	47.1%
Other Revenues	136,507	302,500	45.1%
Transfer In - Other Fin Source	0	10,000	0.0%
Grants & Special Projects	0	2,853,600	0.0%
TOTAL	978,917	18,160,500	5.4%
Expense			
General Government	252,489	2,755,730	9.2%
Administrative & Mayor	64,554	395,499	16.3%
Human Resources	24,334	130,364	18.7%
Planning & Zoning	44,341	271,045	16.4%
Codes	37,981	250,990	15.1%
Court	16,576	105,213	15.8%
Police	861,114	4,449,443	19.4%
Fire	576,511	5,114,162	11.3%
Streets & Highways	177,131	1,308,234	13.5%
City Garage	40,303	210,829	19.1%
State Street Aid	0	475,000	0.0%
Animal Control	33,173	112,596	29.5%
Grants & Special Projects	150,098	5,753,850	2.6%
Golf Course	112,172	643,236	17.4%
Parks & Recreation	194,916	1,072,532	18.2%
Community Development	31,449	266,888	11.8%
TOTAL	2,617,143	23,315,611	11.2%

WATER & SEWER		Board Passed		
		8/31/2025	Budget	% of Budget
Revenue				
	Revenue	2,567,861	12,135,500	21.2%
	TOTAL	2,567,861	12,135,500	21.2%
Expense				
	Water Plant	269,104	1,864,954	14.4%
	Water Distribution System	396,003	3,847,916	10.3%
	Grants & Projects	750	1,855,000	0.0%
	Sewer Collection	613,832	3,195,960	19.2%
	Sewer Plant	279,124	2,808,764	9.9%
	Business Office	88,420	497,109	17.8%
	Utility Administration	128,041	923,968	13.9%
	TOTAL w/ Projects	1,775,275	14,993,671	11.8%
NATURAL GAS FUND				
	Revenue	457,483	6,265,000	7.3%
	Expense	742,405	8,083,893	9.2%
AIRPORT FUND				
	Revenue	\$129,600	\$454,500	28.5%
	Expense	\$92,552	\$450,889	20.5%
DRUG FUND				
	Revenue	\$1,269	\$4,000	31.7%
	Expense	\$0	\$13,000	0.0%
STORMWATER				
	Revenue	\$217,608	\$1,176,500	18.5%
	Expense	\$178,239	\$1,129,821	15.8%
SOLID WASTE				
	Revenue	\$266,876	\$1,480,603	18.0%
	Expense	\$207,016	\$1,874,429	11.0%

		Board Passed		
		8/31/2025	Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	15,699	20,000	78.5%
	Police	9,210	15,000	61.4%
	Fire	19,710	7,500	262.8%
	Interest	4,013	10,000	40.1%
	TOTAL	\$48,632	\$52,500	92.6%
Expense				
	Parks	6,104	33,500	18.2%
	Police	0	75,000	0.0%
	Fire	0	75,000	0.0%
	TOTAL	\$6,104	\$183,500	3.3%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$0	\$991,627	0.0%
Expense		\$0	\$991,627	0.0%

Rachel Slusser, CMFO



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

As of September 30, 2025
 Fiscal Year has elapsed - 25%

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$605,155

	9/30/2025	Board Passed	
		Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	772,057	11,237,000	6.9%
Planning & Codes	163,334	757,500	21.6%
Intergovernmental	360,050	2,413,000	14.9%
Miscellaneous	146,774	406,400	36.1%
Court	113,629	180,500	63.0%
Other Revenues	174,828	302,500	57.8%
Transfer In - Other Fin Source	0	10,000	0.0%
Grants & Special Projects	100,624	2,853,600	3.5%
TOTAL	1,831,296	18,160,500	10.1%
Expense			
General Government	599,646	2,755,730	21.8%
Administrative & Mayor	99,482	395,499	25.2%
Human Resources	31,785	130,364	24.4%
Planning & Zoning	62,804	271,045	23.2%
Codes	54,995	250,990	21.9%
Court	23,718	105,213	22.5%
Police	1,206,921	4,449,443	27.1%
Fire	824,854	5,114,162	16.1%
Streets & Highways	252,495	1,308,234	19.3%
City Garage	59,509	210,829	28.2%
State Street Aid	0	475,000	0.0%
Animal Control	40,790	112,596	36.2%
Grants & Special Projects	757,814	5,753,850	13.2%
Golf Course	159,878	643,236	24.9%
Parks & Recreation	270,621	1,072,532	25.2%
Community Development	53,887	266,888	20.2%
TOTAL	4,499,200	23,315,611	19.3%

WATER & SEWER		Board Passed		
		9/30/2025	Budget	% of Budget
Revenue				
	Revenue	2,933,743	12,135,500	24.2%
	TOTAL	2,933,743	12,135,500	24.2%
Expense				
	Water Plant	434,333	1,864,954	23.3%
	Water Distribution System	726,627	3,847,916	18.9%
	Grants & Projects	93,383	1,855,000	5.0%
	Sewer Collection	799,118	3,195,960	25.0%
	Sewer Plant	701,737	2,808,764	25.0%
	Business Office	127,186	497,109	25.6%
	Utility Administration	184,336	923,968	20.0%
	TOTAL w/ Projects	3,066,721	14,993,671	20.5%
NATURAL GAS FUND				
	Revenue	492,027	6,265,000	7.9%
	Expense	1,111,053	8,083,893	13.7%
AIRPORT FUND				
	Revenue	\$145,137	\$454,500	31.9%
	Expense	\$150,268	\$450,889	33.3%
DRUG FUND				
	Revenue	\$1,621	\$4,000	40.5%
	Expense	\$0	\$13,000	0.0%
STORMWATER				
	Revenue	\$220,912	\$1,176,500	18.8%
	Expense	\$260,821	\$1,129,821	23.1%
SOLID WASTE				
	Revenue	\$271,380	\$1,480,603	18.3%
	Expense	\$704,146	\$1,874,429	37.6%

		Board Passed		
		9/30/2025	Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	32,339	20,000	161.7%
	Police	25,508	15,000	170.1%
	Fire	65,541	7,500	873.9%
	Interest	5,932	10,000	59.3%
	TOTAL	\$129,319	\$52,500	246.3%
Expense				
	Parks	6,104	33,500	18.2%
	Police	7,137	75,000	9.5%
	Fire	0	75,000	0.0%
	TOTAL	\$13,241	\$183,500	7.2%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$151,917	\$991,627	15.3%
Expense		\$151,897	\$991,627	15.3%

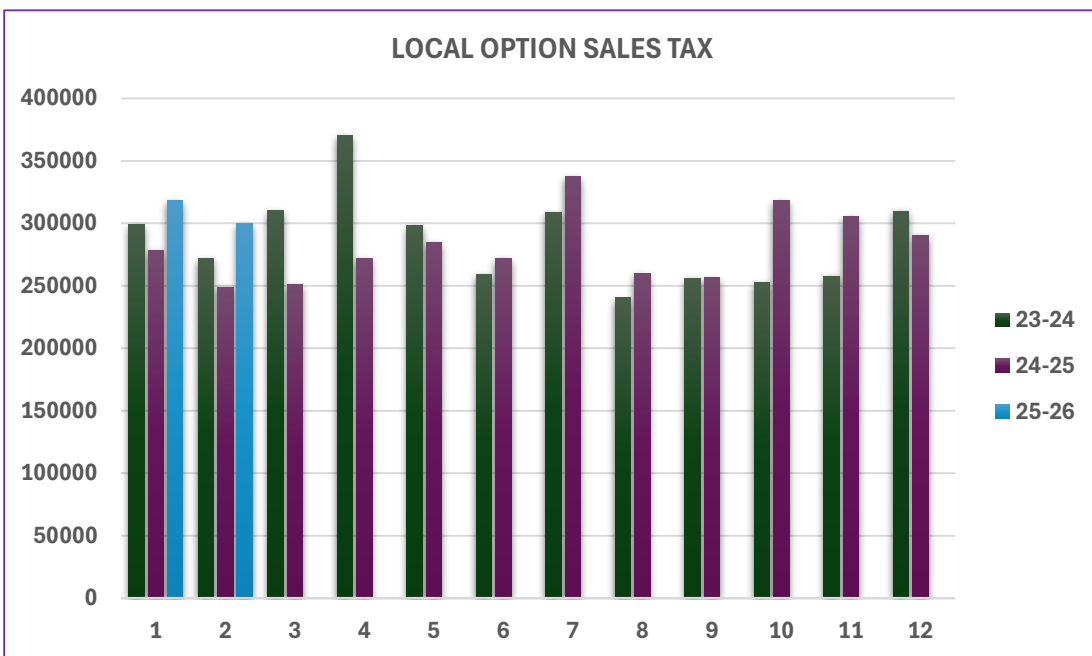
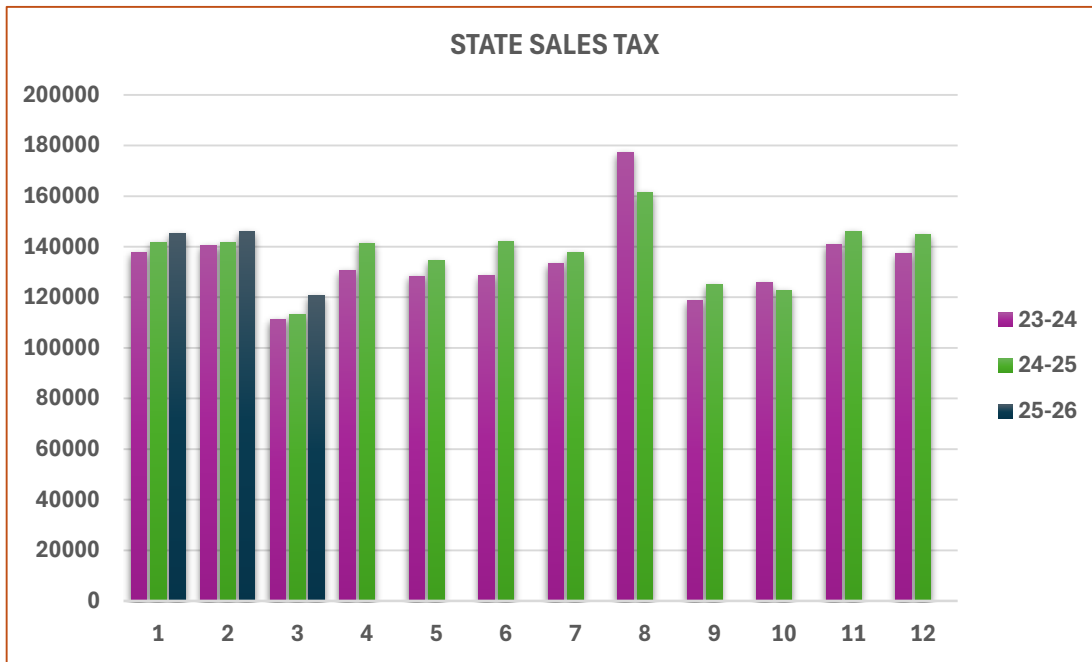
Rachel Slusser, CMFO

CAPITAL OUTLAY

		Status
Police	Police Cars X 2	
Public Works	Mini Ex	
As of July 31, 2025	Golf Sign	Ordered
	Mowers X 2	✓
	Camera System	
	ATV Golf	
	Amphitheater Painting	
	Pickleball Courts	
Sanitation	Sanitation Truck	✓
Sewer Collection	Jet Vac Truck	✓
	Camera Van	Ordered
Gas	Leak Detectors	

PROJECTS

Comprehensive Plan	Complete
Police Bldg Remodel	In progress
Irrigation - Golf Course	Complete
Splash Pad	In progress
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
Sidewalks	On going
Gym Remodel	Engineer selected
Rewrite Subdivision Rules & Regs	
Demase Sewer	
Richland Park Sewer	
TGT Gas line replace	



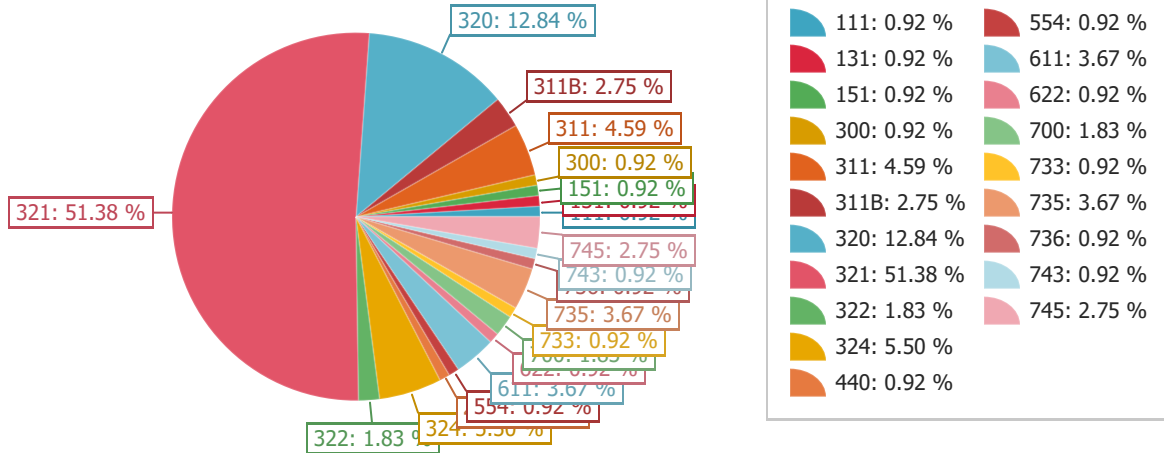


Portland Fire Department

111 Woods Road
 Portland, Tennessee 37148
 (615) 325-5649



Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
111 - Building fire	1	0.92%
131 - Passenger vehicle fire	1	0.92%
151 - Outside rubbish, trash or waste fire	1	0.92%
300 - Rescue, EMS incident, other	1	0.92%
311 - Medical assist, assist EMS crew	5	4.59%
311B - Public Assist	3	2.75%
320 - Emergency medical service incident, other	14	12.84%
321 - EMS call, excluding vehicle accident with injury	56	51.38%
322 - Motor vehicle accident with injuries	2	1.83%
324 - Motor vehicle accident with no injuries.	6	5.50%
440 - Electrical wiring/equipment problem, other	1	0.92%
554 - Assist invalid	1	0.92%
611 - Dispatched & canceled en route	4	3.67%
622 - No incident found on arrival at dispatch address	1	0.92%
700 - False alarm or false call, other	2	1.83%
733 - Smoke detector activation due to malfunction	1	0.92%
735 - Alarm system sounded due to malfunction	4	3.67%

Incident Type	Total Incidents	Percent
736 - CO detector activation due to malfunction	1	0.92%
743 - Smoke detector activation, no fire - unintentional	1	0.92%
745 - Alarm system activation, no fire - unintentional	3	2.75%

Total Number of Incidents: 109

Total Number of Incident Types: 20

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 '8/1/2025 12:00:00 AM' and '8/31/2025 11:59:59 PM'

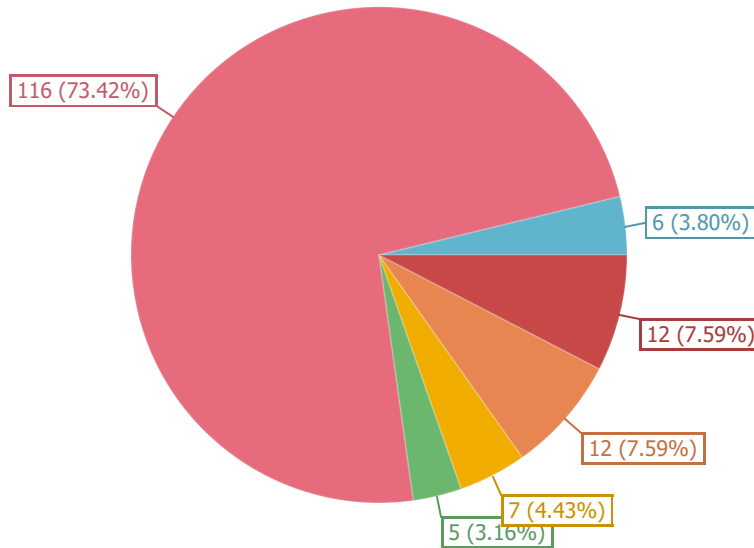


Portland Fire Department

111 Woods Road
 Portland, Tennessee 37148
 (615) 325-5649



Incidents By Type, Summary



1 - Fire	3 - Rescue & Emergency Medical Service Incident	4 - Hazardous Condition (No Fire)
5 - Service Call	6 - Good Intent Call	7 - False Alarm & False Call

1 - Fire Count: 6

130 - Mobile property (vehicle) fire, other	1
140 - Natural vegetation fire, other	1
142 - Brush or brush-and-grass mixture fire	2
151 - Outside rubbish, trash or waste fire	2

3 - Rescue & Emergency Medical Service Incident Count: 116

311 - Medical assist, assist EMS crew	7
311B - Public Assist	5
320 - Emergency medical service incident, other	15
321 - EMS call, excluding vehicle accident with injury	82
322 - Motor vehicle accident with injuries	5
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	1

4 - Hazardous Condition (No Fire) Count: 5

412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1

444 - Power line down	3	
5 - Service Call		Count: 7
520 - Water problem, other	1	
550 - Public service assistance, other	1	
553 - Public service	5	
6 - Good Intent Call		Count: 12
611 - Dispatched & canceled en route	11	
622 - No incident found on arrival at dispatch address	1	
7 - False Alarm & False Call		Count: 12
700 - False alarm or false call, other	9	
735 - Alarm system sounded due to malfunction	1	
745 - Alarm system activation, no fire - unintentional	2	
		Report Total: 158

Human Resources Monthly Report August 2025

New Hire Orientations	Aug	YTD
Full-Time	2	34
Re-Hires	0	2
Part-Time	0	5
Retirements	0	2
Severances		
• Voluntary	2	24
• Involuntary	0	1
Workers Comp Claims	0	9
Current open positions	12	

Human Resources Monthly Report September 2025

New Hire Orientations	Sept	YTD
Full-Time	2	36
Re-Hires	0	2
Part-Time	0	5
Retirements	0	2
Severances		
• Voluntary	3	27
• Involuntary	2	3
Workers Comp Claims	2	11
Current open positions	12	

Sales Summarized by Product

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

Created on (UTC):

Terminal: M4000-4001275

Start Date: 9/1/2025

End Date: 9/30/2025

Name	Total Amount	Total Units	Total Count
100 LL	\$14611.92	3108.930	134
Jet A	\$8193.65	1905.500	20

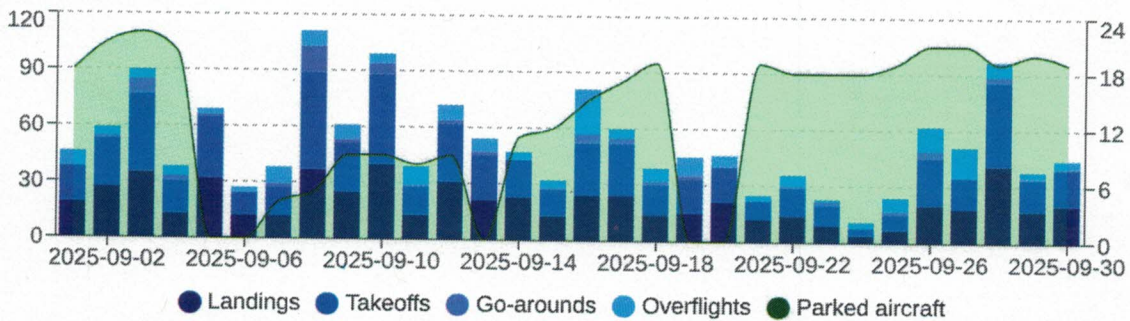
Running Totals		
Number of Sales: 154	Sale Total: \$22805.57	Units Total: 5014.430

Douglas Hunter Field | Runway Operations Report

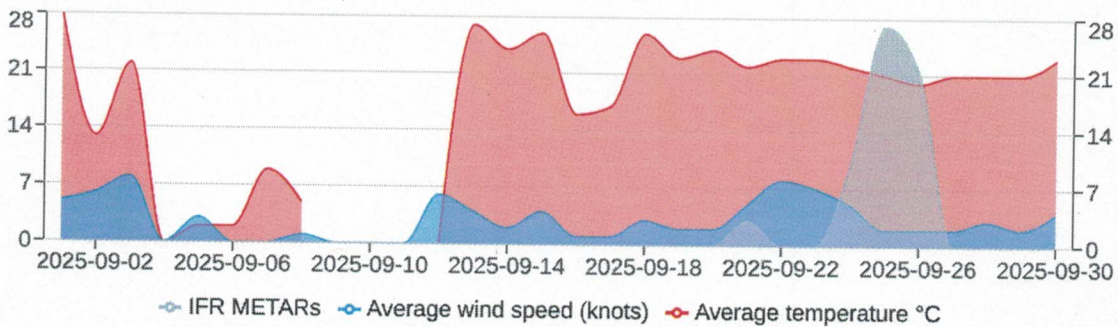
Report Date Range: 09/2025
 Report creation date: 10/07/2025 04:55
 Generated by: dhunter@cityofportlandtn.gov

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
1,564	613	674	69	208

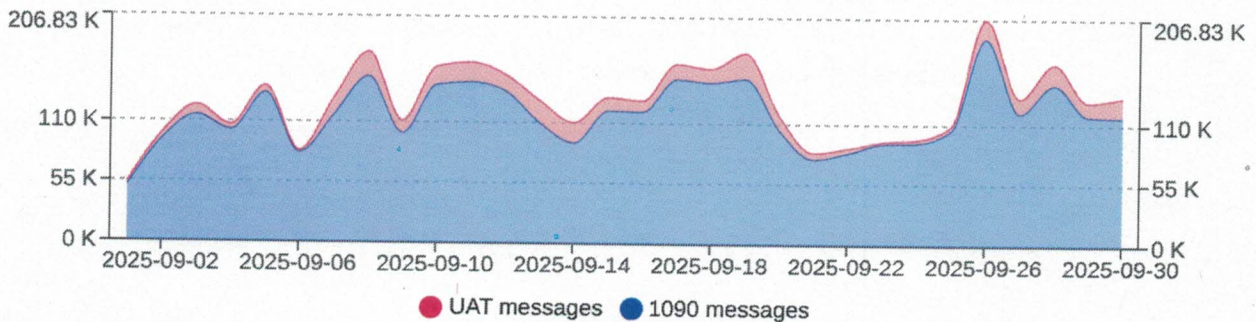
Operations by Day



Weather Conditions



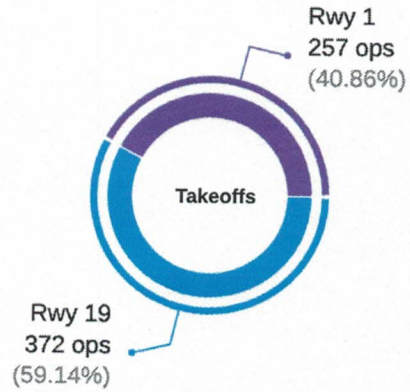
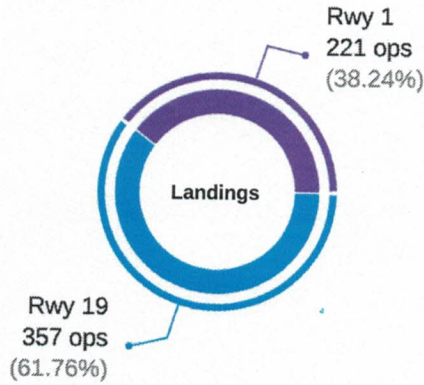
Receiver health



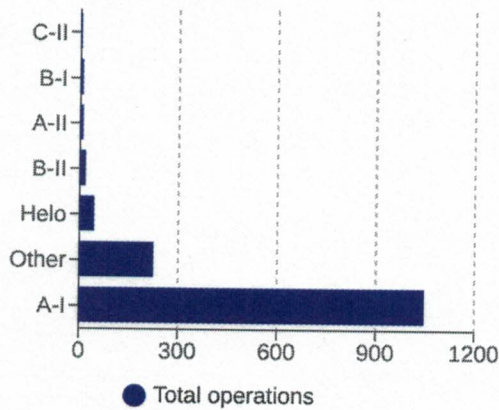
Douglas Hunter Field | Runway Operations Report

Report Date Range: 09/2025

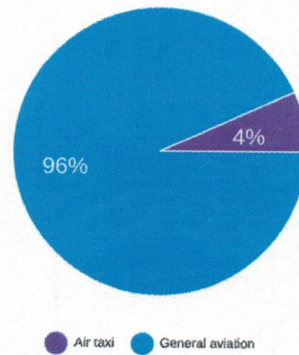
Operations by Runway



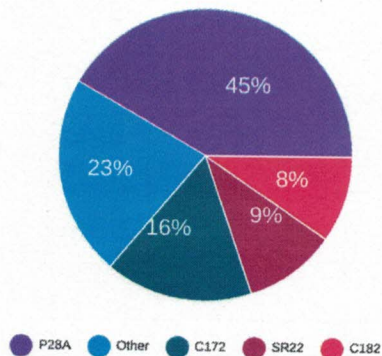
Operations by Category



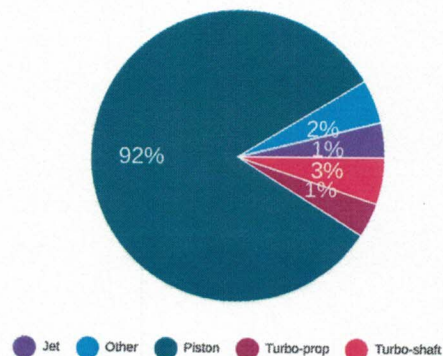
Operations by Type



Top Aircraft Types



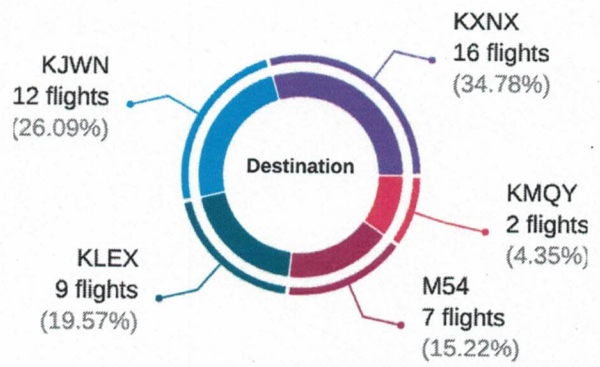
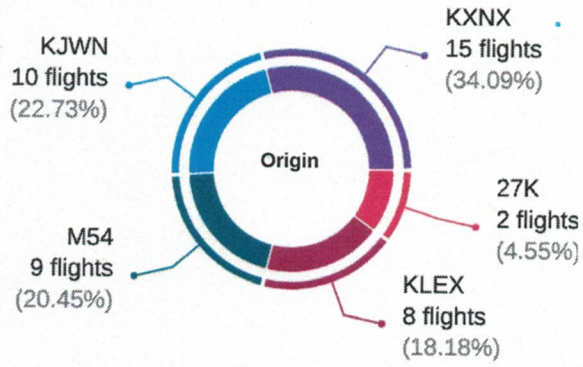
Operations by Engine Type



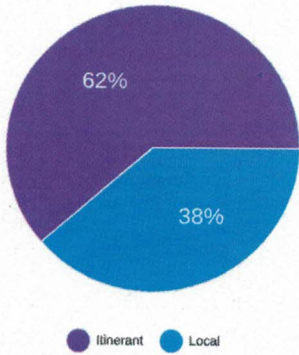
Douglas Hunter Field | Runway Operations Report

Report Date Range: 09/2025

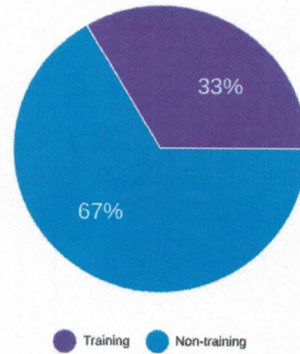
Top Airports



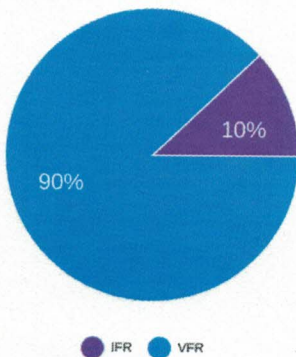
Local vs Itinerant Flights



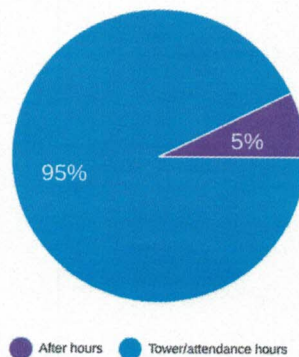
Training Operations



IFR vs VFR Flights



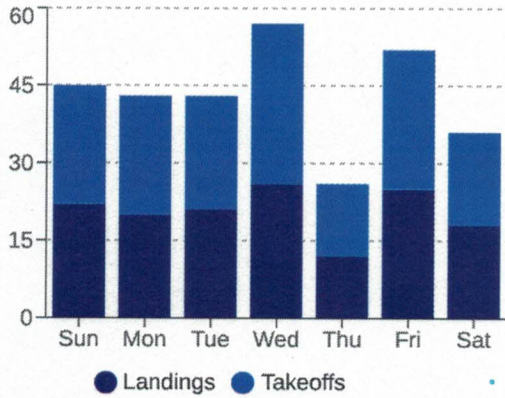
After Hours Operations



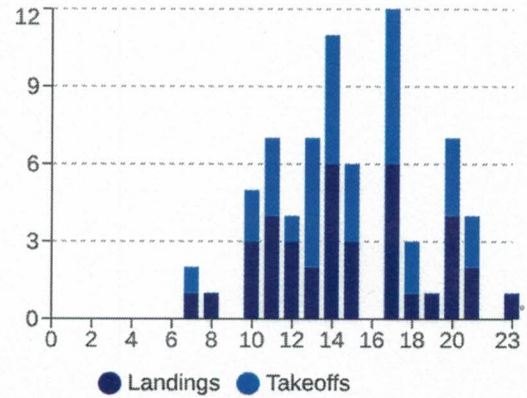
Douglas Hunter Field | Runway Operations Report

Report Date Range: 09/2025

Operations by Day of Week

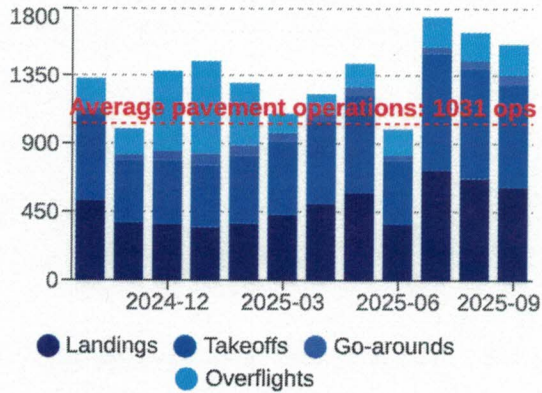


Operations by Hour



Historical Data

Landings and Takeoff By Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2025-04-16 (W)	158	17
2	2025-07-11 (F)	137	17
3	2024-11-16 (S)	123	18
4	2025-04-22 (T)	121	18
5	2023-04-11 (T)	105	13
6	2023-09-13 (W)	103	15
7	2024-09-11 (W)	101	18
8	2025-05-29 (T)	100	8
9	2025-07-09 (W)	99	5
10	2024-10-10 (T)	98	16



Monthly Report / August/September 2025
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Trent Stephens, Park Maintenance Supervisor
Marty Bullington, Golf Course Manager

Civic Clubs

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

Parks and Recreation Programs and Events

Richland Gym: Finalizing contract for restroom design with Lose Design.

Splashpad: Construction has begun.

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

Parks Department are accepting outside booth applications for the Harvest Craft Show set for Saturday November 8 at Richland Gym from 8 am to 4 pm. Indoor booths are sold out.

Parks Department are accepting applications for Trick or Treat that is set for Friday October 31 at Richland Gym from 5 pm to 7 pm. There is no charge for this event.

Aerification was completed at the golf course.

Park Maintenance completed removing the yellow gates at Meadowbrook Park and installing the new sign.

Park Maintenance added lighting to the outdoor basketball court at Meadowbrook Park.

Breast Cancer awareness walk is set for Saturday October 18 at 9am. The walk will start at Richland Gym.

Farmers Market season ended the last week of August and will return in May of 2026.

Friday Night Scramble has ended for this year and will return in May of 2026.



August/September 2025 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	2,597	\$71,640.00
Cart Rentals	289	\$2,290.00
Concessions	2,279	\$4,323.00
Pro Shop	366	\$12,351.47
Shed Rental	1	\$300.00
Total:		\$90,904.47

August/September 2024 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	1907	\$51,600.00
Cart Rental	273	\$2,015.00
Concessions	1439	\$2,685.00
Pro Shop	278	\$6,256.11
Shed Rental	2	\$600.00
Total:		\$63,156.11



Planning Department August Monthly Report

Item	August	Year To Date
Calls To/From Planning Department	280	2119
Number of Developer Meetings	10	88
Number of Complaints / Violations	0	4
Number of Walk-ins	2	42
Number of IDT Submissions	20	124
Number of Other Meetings	4	28
Number of Projects Invoiced	8	51
BZA Board Members Present	0	-
BZA Agenda	1	8
BZA Minutes	0	1
Number of Items on Agenda BZA	0	1
Planning Commission Agenda	1	8
Planning Commission Minutes	1	8
Planning Commission Board Members Present	6	-
Number of Items on Agenda Planning Commission	5	43
Open Records for Planning Department	1	12
Active Letters of Credit	-	33
Emails	575	4354
File Archiving/Scanning	0	6
Plat Certifications Intake & Pickup	1	33
Planning Commission Packets	9	54
Trip to Court House for Annexations	0	1
In House Reviews	1	3
Food Trucks	2	22



Planning Department September Monthly Report

Item	September	Year To Date
Calls To/From Planning Department	310	2429
Number of Developer Meetings	8	96
Number of Complaints / Violations	2	6
Number of Walk-ins	8	50
Number of IDT Submissions	18	142
Number of Other Meetings	6	34
Number of Projects Invoiced	9	60
BZA Board Members Present	0	-
BZA Agenda	1	9
BZA Minutes	0	1
Number of Items on Agenda BZA	0	1
Planning Commission Agenda	1	9
Planning Commission Minutes	1	9
Planning Commission Board Members Present	8	-
Number of Items on Agenda Planning Commission	6	49
Open Records for Planning Department	2	14
Active Letters of Credit	-	33
Emails	528	4882
File Archiving/Scanning	3	9
Plat Certifications Intake & Pickup	2	35
Planning Commission Packets	9	63
Trip to Court House for Annexations	0	1
In House Reviews	1	4
Food Trucks	1	23

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

8/1/2025 to 8/31/2025

CID ACTIVITY					
Cases Assigned	21	Interviews Conducted	92	Asset Forfeitures	4
Cases Inactive	3	Monitored Interviews	0	DCS/AOA	8
Cases Cleared	16	Search Warrants	19	Knock and Talk	30
Call outs	3	Judicial Subpoenas	8	Assist Patrol Units	5
Grand Jury Cases	1	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	1	General Sessions Hours	4	Fire Investigations	0
Juv Court Cases	1	Criminal Court Cases	0	CVSA Performed	0
Juv Court Hours	2	Criminal Court Hours	0	Sex offenders reg	3

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	2	Government	5
E-mails	50	Public Housing	0
Grand Jury & DA Copies	7	Local	0
Arrest Reports	90	Incident Reports	111
Written Warnings	92	City Citations	230

ANIMAL CONTROL ACTIVITY (PART TIME ONLY)					
Service calls		Sent to SCSO		Total Animals	
Follow-ups		Assists		Reports	
Talk to Officer calls		Cite		Verbal Warnings	
Written Warnings		Welfare Complaints		Noise Complaints	
Total Dogs		Total Cats		Total Livestock	
Total Wildlife		Total Reptiles			

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	8	RESOLVED BY CONTACT/PHONE	8
NON-COMPLIANCE LETTERS	8	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	8	CITY HALL BANK ESCORTS	17
RE-INSPECTIONS	3	MAIL DELIVERY	17
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	25
FOLLOW-UP PARKING COMP	0	ARRESTS	0
VEHICLES (NON-COMP)	0	REPORTS	0
WORK ORDERS	2	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Civil Warrants	0

CALLS FOR SERVICE					
TOTAL MONTHLY CALLS= 1,197					
911 HANG UP	11	DRUG INVESTIGATION	3	RIOT	0
911 MISDIAL	7	ESCORT	4	ROBBERY	0
911 MISDIRECT	1	EVADING	0	RUNAWAY	0
911 OPEN LINE	11	EXPARTE SERVICE	0	SCAM	4
ABANDONED VEHICLE	0	EXTRA PATROL	25	SCHOOL CHECK	4
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	44
ACCIDENT INJURY	9	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	0
ACCIDENT PROPERTY	22	FIREWORKS	0	SHOOTING	0
ACCIDENT PROPERTY HIT/RUN	2	FOLLOW-UP	3	SHOPLIFTING	0
ACCIDENT SERIOUS INCIDENT	1	FORGERY	0	SHOTS FIRED OR HEARD	1
ACTIVE SHOOTER	0	FRAUD	3	SOLICITOR	2
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	0
AIRCRAFT EMERGENCY	0	HARASSEMENT	5	SPECIAL ASSIGNMENT COMMUNITY	0
ALARM	17	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	2	HOTEL CHECK	0	STALKING	0
ALARM RESIDENTIAL PANIC	0	ILLEGAL DUMPING	1	STOLEN VEHICLE	0
ALARM TEST	0	INDENCENT EXPOSURE	0	SUBDIVISION CHECK	2
ANIMAL CALL	17	INVESTIGATION	1	SUBJECT CHECK	12
APARTMENT CHECK	3	JUVENILE	5	SUICIDAL SUBJECT	3
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	8
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	5
ASSAULT	0	KNOCK AND TALK	0	SUSPICIOUS VEHICLE	3
ASSIST CITIZEN	12	LAKE CHECK	0	TALK TO OFFICER	78
ASSIST EMS	5	LOCKOUT	0	TEST CALL	2
ASSIST FIRE	0	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	4	LOST/FOUND PROPERTY	7	THEFT	8
ATTEMPT TO LOCATE	3	LPR HIT	1	THREATS	3
BARRICADED SUBJECT	0	MENTAL TRANSPORT	0	TRAFFIC COMPLAINT	1
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	1	TRAFFIC ENFORCEMENT	5
BOLO	5	MISSING ADULT	0	TRAFFIC HAZARD	8
BOMB THREAT	0	MISSING JUVENILE	0	TRAFFIC STOP	631
BURGLARY	1	NOISE COMPLAINT	1	TRAIN DERAILMENT	0
BUSINESS CHECK	47	OPEN DOOR	0	TRESPASS	6
CAR SEAT CHECK	0	OVERDOSE	0	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	19	UNAUTHORIZED USE OF VEHICLE	1
CITY CALL OUT	0	PARKING COMPLAINT	1	UNKNOWN SITUATION	0
CIVIL MATTER	6	PHONE MESSAGE	0	VANDALISM	1
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	0
CODES	8	PRISONER TRANSPORT	0	VEHICLE CHECK	15
DAMAGE TO PROPERTY	6	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	11
DEATH INVESTIGATION	0	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	3
DELIVER MESSAGE	0	PROWLER	0	WARRANT CIVIL	11
DISORDERLY CONDUCT	0	P.I.	1	WARRANT CRIMINAL	2
DISTURBANCE	8	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	9	RECKLESS DRIVER	14	WELFARE CHECK	6
DRILL	0	REFERRAL	1	GANG ACTIVITY	0
DUI	3	REPO	1	GAS DRIVE OFF	0

YTD Total Calls for Service	16,430
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	3808.97

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

9/1/2025 to 9/30/2025

CID ACTIVITY					
Cases Assigned	24	Interviews Conducted	122	Asset Forfeitures	1
Cases Inactive	7	Monitored Interviews	0	DCS/AOA	20
Cases Cleared	22	Search Warrants	14	Knock and Talk	38
Call outs	2	Judicial Subpoenas	8	Assist Patrol Units	9
Grand Jury Cases	3	General Sessions Cases	3	Forensic Interviews	0
Grand Jury Hours	4	General Sessions Hours	5	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	9-16-25

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	6	Government	6
E-mails	53	Public Housing	0
Grand Jury & DA Copies	3	Local	0
Arrest Reports	62	Incident Reports	140
Written Warnings	80	City Citations	264

ANIMAL CONTROL ACTIVITY (PART TIME ONLY)					
Service calls	11	Sent to SCSO	4	Total Animals	6
Follow-ups	0	Assists	0	Reports	0
Talk to Officer calls	6	Cite	0	Verbal Warnings	0
Written Warnings	0	Welfare Complaints	0	Noise Complaints	0
Total Dogs	6	Total Cats	0	Total Livestock	0
Total Wildlife	0	Total Reptiles	0		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	8	RESOLVED BY CONTACT/PHONE	1
NON-COMPLIANCE LETTERS	8	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	8	CITY HALL BANK ESCORTS	20
RE-INSPECTIONS	8	MAIL DELIVERY	20
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	12
FOLLOW-UP PARKING COMP	0	ARRESTS	0
VEHICLES (NON-COMP)	1	REPORTS	0
WORK ORDERS	3	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	1	Civil Warrants	1

CALLS FOR SERVICE					
TOTAL MONTHLY CALLS= 2,326					
911 HANG UP	28	DRUG INVESTIGATION	6	RIOT	0
911 MISDIAL	3	ESCORT	7	ROBBERY	0
911 MISDIRECT	1	EVADING	1	RUNAWAY	0
911 OPEN LINE	23	EXPARTE SERVICE	0	SCAM	1
ABANDONED VEHICLE	0	EXTRA PATROL	33	SCHOOL CHECK	0
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	144
ACCIDENT INJURY	5	FIGHT	4	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	2	FIREARM DENIAL	0	SEXUAL ASSAULT	0
ACCIDENT PROPERTY	26	FIREWORKS	1	SHOOTING	1
ACCIDENT PROPERTY HIT/RUN	2	FOLLOW-UP	36	SHOPLIFTING	0
ACCIDENT SERIOUS INCIDENT	3	FORGERY	0	SHOTS FIRED OR HEARD	3
ACTIVE SHOOTER	0	FRAUD	1	SOLICITOR	2
ADMIN INVESTIGATION	0	HANGING	1	SPECIAL ASSIGNMENT	7
AIRCRAFT EMERGENCY	0	HARASSEMENT	3	SPECIAL ASSIGNMENT COMMUNITY	1
ALARM	24	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	4	HOTEL CHECK	0	STALKING	1
ALARM RESIDENTIAL PANIC	0	ILLEGAL DUMPING	1	STOLEN VEHICLE	3
ALARM TEST	0	INDENCENT EXPOSURE	1	SUBDIVISION CHECK	7
ANIMAL CALL	41	INVESTIGATION	5	SUBJECT CHECK	30
APARTMENT CHECK	15	JUVENILE	14	SUICIDAL SUBJECT	6
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	26
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	11
ASSAULT	0	KNOCK AND TALK	6	SUSPICIOUS VEHICLE	15
ASSIST CITIZEN	23	LAKE CHECK	3	TALK TO OFFICER	170
ASSIST EMS	0	LOCKOUT	4	TEST CALL	0
ASSIST FIRE	0	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	11	LOST/FOUND PROPERTY	10	THEFT	4
ATTEMPT TO LOCATE	17	LPR HIT	3	THREATS	1
BARRICADED SUBJECT	0	MENTAL STATUS ALT.	1	TRAFFIC COMPLAINT	6
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	2	TRAFFIC ENFORCEMENT	9
BOLO	3	MISSING ADULT	1	TRAFFIC HAZARD	16
BOMB THREAT	0	MISSING JUVENILE	2	TRAFFIC STOP	1115
BURGLARY	2	NOISE COMPLAINT	4	TRAIN DERAILMENT	0
BUSINESS CHECK	85	OPEN DOOR	2	TRESPASS	4
CAR SEAT CHECK	0	OVERDOSE	0	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	57	UNAUTHORIZED USE OF VEHICLE	1
CITY CALL OUT	1	PARKING COMPLAINT	3	UNKNOWN SITUATION	2
CIVIL MATTER	18	PHONE MESSAGE	0	VANDALISM	4
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	2
CODES	8	PRISONER TRANSPORT	0	VEHICLE CHECK	16
DAMAGE TO PROPERTY	2	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	36
DEATH INVESTIGATION	1	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	1
DELIVER MESSAGE	2	PROWLER	0	WARRANT CIVIL	0
DISORDERLY CONDUCT	0	P.I.	1	WARRANT CRIMINAL	1
DISTURBANCE	11	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	16	RECKLESS DRIVER	13	WELFARE CHECK	22
DRILL	1	REFERRAL	0	GANG ACTIVITY	0
DUI	4	REPO	0	GAS DRIVE OFF	0
ANIMAL BITE	1	CARDIAC ARREST	1	GAS LEAK	1
APS/ DCS REFFERAL	1	CHOKING	2	GRASS/WOODS FIRE	2
COMMERCIAL FIRE	1	RESIDENTIAL FIRE	2	VEHICLE FIRE	1
COMMERCIAL FIRE ALARM	1	LINE DOWN	2	SYNCOPE/ UNRESPONSIVE	5

YTD Total Calls for Service	19,953
YTD Total Written Warnings	1,016
YTD Total Speeding Citations	816
YTD Total all other city citations	710
YTD Commercial vehicle enforcements	151

YTD Total Arrest	363
Total Fuel per Gallons	3808.97

FLEX UNIT INFORMATION					
TRAFFIC STOPS		DRUGS CASES		WEAPONS SEIZED	
WARNINGS		Misdemeanor		RIFLE	
CITATION		Felony		SHOTGUN	
ARRESTS		Paraphernalia		PISTOL	
		ASSET FORFEITURES		OTHER	
		Vehicles			
		Currency		KNOCK AND TALKS	
		Other			

*****Flex Unit reassigned to patrol for manpower******

WARRANTS SERVED		ASSIST PATROL		CONSENSUAL ENCOUNTERS	
K-9 ALERTS		ASSIST OTHER AGENCY		ASSIST CID	

FLEX UNIT COURT INFORMATION					
GRAND JURY	# OF CASES			# OF HOURS	
GENERAL SESSIONS	# OF CASES			# OF HOURS	
JUVENILE COURT	# OF CASES			# OF HOURS	
CRIMINAL COURT	# OF CASES			# OF HOURS	



Date: 9/24/2025

Stormwater Management Monthly Report- August 2025

Annual Report

The City is required to submit to TDEC an annual report by September 30th every year summarizing how the Stormwater Department met all the required minimum control measures throughout the last reporting period (July 1, 2024-June 30, 2025). Stormwater staff began compiling information for the report in August. The report will be submitted to TDEC next month and a copy will be provided with the September council report.

Illicit Discharge Detection and Elimination

There was an illicit discharge and Notice of Violation given to a local business on August 27, 2025 by the Stormwater Department. Sludge was removed from a ditch and storm drain near the City of Portland's Street Department. No fine was enforced because immediate notification was given to the Stormwater Department, and the spill was properly cleaned within 24 hours of the incident.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 7

LDPs issued: 12

CGP Inspections: 26

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 received: 1

LTMA Inspections Received: 1



Date: 10/9/2025

Stormwater Management Monthly Report- September 2025

Annual Report

The City is required to submit to TDEC an annual report by September 30th every year summarizing how the Stormwater Department met all the required minimum control measures throughout the last reporting period (July 1, 2024-June 30, 2025). The report was submitted to TDEC on September 30th. The report will be posted on the City's website and sent via email to anyone who may request it.

Annual Program Review

An annual program review is a requirement of the Annual Report. The annual program review showed that the Department was very effective overall during the year, with a few areas of improvement. Using the internal scoring system, the Department scored an 90/100 or 90% effective score.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 8

LDPs issued: 10

CGP Inspections: 24

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: 0

LTMA Inspections Received: 0

Good Housekeeping

During the monthly Utilities and Public Works Supervisors meeting, the Stormwater Department made available the new stormwater training video for all supervisor tailgate morning meetings.



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

Submitted for the October meeting

Aug-25

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:

- 213 Lynnwood Dr. Driveway Tile Install/ Ditch Clean out
- 121 Sharon Dr. Clear out Trees and Debris in water way behind his house
- Faultless Dr. Add rock around water valves that water repaired
- 110 Hearthstone Dr. Ditch Clean out
- Old Westmoreland Rd. Installed new tile across road



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

112 Hearthstone Dr. Ditch Clean out

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CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Submitted for September 2025 Meeting.
August-September 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, mow water ways, 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

- Tree's: cut and haul away debris (Various locations)
- Flower and landscape: Removed dead flowers, fertilize, water and clean up
- Painted parking lots down town, fixed flag and repaired water lines
- Prep all winter equipment (Snow plow, trucks, salt spreaders etc...)
- Removed gravel from roadways and curb areas.



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

- 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, Moye-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
- Finished loading and haul millings from the city lake to low areas and street shop.
- 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.
- finale Inspection of side walks for park side. Waffle house and.
- Attend meetings and trainings
-
-

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 October 2025 meeting

Sept. 2025

Rapid Fueling Company	Regular	Diesel	Cost
Airport	50.32		105.83
City Hall	19.57		40.30
Mechanic Shop	36.00		74.12
Gas	689.85	129.41	1,752.38
Mayor	20.20		52.09
Meter Readers	152.30		315.56
Parks	516.35	37.10	1,167.81
Planning	10.36		81.81
Sanitation	51.21	1,796.70	4,581.45
Sewer Colleciton	551.67	405.66	2,176.13
Stormwater	527.31	331.65	1,917.52
Street	368.488	385.53	1,716.65
Water Dist	1,191.85	260.83	3,128.84
WTP	111.99		230.39
WWTP	232.53		486.78
Total Gallons	4,530.00	3,346.88	17,827.66
Total cost			

WEX fuel System			Cost
Police Dept	9,935.05		4,187.50
Fire Dept	118.44	568.46	1,914.44
			6,101.94

WEX Fuel System		\$6,101.94
Rapid Fueling Co.		\$17,827.66
Total cost		\$23,929.60

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.

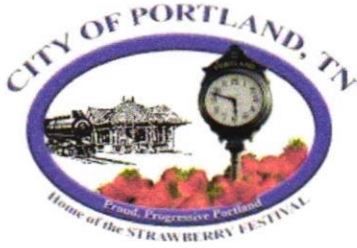
Submitted for October 2025 meeting

Aug. 2025

Rapid Fueling Company	Regular	Diesel	Cost
Airport	18.00		38.50
City Hall	36.02		77.05
Mechanic Shop	30.06		64.29
Gas	768.01	186.10	2,120.90
Mayor	19.37		49.94
Meter Readers	159.65		341.48
Parks	553.44	137.93	1,537.87
Planning	79.46		169.97
Sanitation	70.29	1,767.73	4,689.31
Sewer Colleciton	549.02	129.13	1,535.92
Stormwater	473.55	279.22	1,736.82
Street	389.269	330.94	1,681.27
Water Dist	1,047.57	138.56	2,597.04
WTP	128.14		274.08
WWTP	105.06		224.72
Total Gallons	4,426.91	2,969.61	17,139.16
Total cost			

WEX fuel System	Cost	
Police Dept	8,552.41	3,808.97
Fire Dept	144.47	640.89
		6,010.68

WEX Fuel System	\$6,010.68
Rapid Fueling Co.	\$17,139.16
Total cost	\$23,149.84



CITY OF PORTLAND

Public Works

Sanitation Dept

Council Report Submitted by
Martin Weekley

Submitted for the Oct 2025 meeting
Aug. and Sept 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

Sept. 2025				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	50	24	25	1
Tonnage	463.06	71.97		
Per cost	\$60.00	\$60.00	\$275.00	\$137.50
Amount	\$27,783.60	\$4,338.20	\$6,875.00	\$137.50
Total	\$32,121.80		\$7,012.50	
Grand Total	\$38,699.10			

Aug. 2025				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	48	26	27	1
Tonnage	464.21	57.50		
Per cost	\$60.00	\$60.00	\$275.00	\$137.50
Amount	\$27,852.60	\$3,450.00	\$7,425.00	\$137.50
Total	\$31,302.60		\$7,562.50	
Grand Total	\$38,865.10			

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

August 2025 Monthly Report

2 Council Meetings

August 4 th		August 18 th
6	Council Members present	6
1	Council Members absent	1
0	Alcohol Beverage Board	0
0	Public Hearings	3
3	Resolutions	5
7	Ordinances	7

	August	Year-to-date
Work Study Meetings	0	2
Ad-Hoc Meetings – Utility	0	2
Liability Claims	1	7
Property Claims	0	3

August 2025 Open Records Request – 8

YTD - 94

Name	Information Requested	Status	Response	Date Closed	Time spent	Value	Billed
25-080401 / Lewis Head	104 E. Knight St Variance	email sent	Copies to email	2025-08-12	>1 hour	10	0
25-081201 / Julie Norrell	501 Highway 52E	email sent	Denied - No Record	2025-08-15	>1 hour	10	0
25-080601 / Kim Moorhead (Pugh)	On Hold	Deny	Denied - law prohibits	2025-08-12	>1 hour	10	0
25-081401 / James @ CSX	CSX camera footage	email sent	Copies to email	2025-08-18	>1 hour	10	0
25-081203 / Tina Briley	Reports at 116 Beaver Creek Dr	email sent	Copies to email	2025-08-19	>1 hour	10	0
25-081401 / Jacob Johnson	Body/Dash Cam	Deny	Denied - law prohibits	2025-08-19	>1 hour	10	0
25-082101 / Stanley L:aDuke	Citation	email sent	Copies to email	2025-08-22	>1 hour	10	0
25-082601 / James Barnes	Codes	email sent	Copies to email	2025-08-27	>1 hour	10	0

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

September 2025 Monthly Report

1 Council Meeting

September 15 th	
6	Council Members present
1	Council Members absent
1	Alcohol Beverage Board
5	Public Hearings
3	Resolutions
7	Ordinances

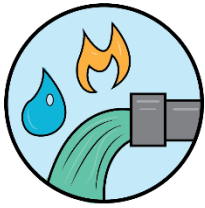
	September	Year-to-date
Work Study Meetings	0	2
Ad-Hoc Meetings – Utility	0	2
Liability Claims	0	6
Property Claims	2	5

SEPTEMBER 2025 Open Records Request - 8

YTD - 94

September 2025 Completed

Name	Information Requested	Status	Response	Date Closed	Time spent	Value	Billed
25-090301 / Jack Bare	Speeding Citation	email sent	Copies to email	2025-09-05	>1 hour	10	0
25-082701 / Madyson Holland	Dash Cam/ Photos/Video/ CAD Report	email sent	Copies to email	2025-09-05	>1 hour	10	0
25-082901 / Kenyardia Sims	106 Hwy 52 Permits/Variances/ Violations	Share Drive	Copies to email	2025-09-12	>1 hour	10	0
25-031701/ Morgan & Morgan-C Labrec (copy)	Police Report and 911 Calls	Deny	Denied - law prohibits	2025-09-16	>1 hour	10	0
25-090501 / Tyler Isenberg	Records, recordings, video to cases listed	email sent	Copies to email	2025-09-12	>1 hour	10	0
25-091602 / Jamie Weekley	Employee file	In Business Office for Pickup	Copies for pick-up	2025-09-17	>1 hour	10	0
25-091601 / Jared Smith	5630(5618) Hwy 31W permits	email sent	Copies to email	2025-09-22	>1 hour	10	0
25-092301 / James Barnes	Building Permit Date	email sent	Copies to email	2025-09-30	>1 hour	10	0



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 August 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 **3.813** MGD.

Single Taps

- Water: 20 taps
- Sewer: 15 taps
- Gas: 4 taps

Development Taps

Utility	Original Letter	First Renewal	Second Renewal
Water	40	275	0
Sewer	18	275	0
Gas	0	275	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - Masons 12" Connector Line – Water is 94% complete. Waiting on Oak Hill Tank to be completed.
 - Oak Hill Water Line – Water is 97% complete. Waiting on Oak Hill Tank to be completed.
 - Oak Hill Tank – Tank is 85% complete. Started yard piping.
- Competitive ARPA Grant Projects
 - Regionalization Project – From Paul Thompson Rd to S Martin Rd is installed. Caney Fork Creek directional drilling has begun.
 - Water Resource Protection Grant – WTP and City Lake Improvements – Bid was awarded to Haren Construction Company. Ordinance 25-42 passed 2nd reading on 8/4/2025. Trying to get a withdrawal permit from TDEC.
- 2" Service Line Replacement – 15 out of 17 service lines have been replaced.
- Richland Park Splash Pad - waiting for materials to arrive. Piping to arrive next Monday, manholes are 2 or 3 weeks out.
- Tank Services – Exterior coating is renewed for Caterpillar Tank (next to I-65 at exit 117) and NVR Tank (Veterans Drive)

Private Development

- Twin Lakes – sewer is almost complete, testing remains. Onsite water is 80% complete, exit to Swamp Rd still needs to be installed, and offsite is 25% complete.
- Bracken Estates (Water) - 20% installed, began with wet cut and pipe laying
- Parkside Pointe - Phases 4 and 5 are installed. Water awaiting flushing and sampling has passed the pressure test. The sewer is awaiting vacuum testing of manholes once the binder has been installed. Phase 4 as-builts have been approved.
- Red River and Highland – no change, contractor is working on finding a new directional drill company.
- Gateway 65 (Stateline Commerce) – Onsite water has been installed, awaiting permanent power to the fire line meter. Domestic and irrigation meters have not been set. Waiting on completion of punch list. Sewer – in 30-day settling period. Ends 9/14. Testing required. Offsite water is 90% complete, creating a punch list.
- Bakers Acres Offsite – 80% main has been installed, awaiting testing, services, and as-built.
- Bakers Acres Onsite – Phases 2 and 3 are ready to start.
- 111 Industrial Dr sewer meter – awaiting completion of the punch list.
- Angelcrest – Water – the two 2" services have been installed by the water department, and the trench needs paving. Onsite private water has not begun. Sewer is 5% complete. An incorrect precast manhole was ordered for tie-in to the existing main. Dug for sewer service that needs to be installed.
- Fire Line Meters – none for the month of August



PORTLAND

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CITY OF PORTLAND

WATER DEPARTMENT
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-670-0052

August 2025 MONTHLY REPORT

WATER DISTRIBUTION DEPARTMENT

(7) Service Leaks

(14) New services installed

Meter Replacements (5)

Line Renewal (1)

Galvanized replacement (2)

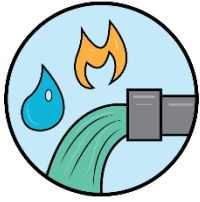
Valve box replacement (6)

Meter box Change outs (5)

(3) Main Leaks

Traffic

Locates



PORTLAND

Department of Utilities

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Portland, Tennessee

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 – (August. 2025)

- 2130– CS Check Stations consisting of 87 pump stations once weekly & 68 the other days.
- 230 - 811 Locates
- 8– SC Service Calls
- 3 - Telemetry alarms repair required
- 78 Hrs. - LSM Lift Station Maintenance
- 1 L/S Cleaned w/ Vac Truck.
- 33 Complete L/S inspections.
- 11– LSR Lift Station Repairs.
- 0– YR Yard Repairs & 1 overflows cleaned up
- 164 Hrs. - Monthly CCTV searching for I&I Locations and inspections.
- 16 Hrs. Helping other departments.
- 5– SLR Service Line Repairs.
- 7-cleanout box installations & 2 Cleanout repairs
- 2 Capped taps (they were INI repairs)
- 3 New Taps installed
- 18- SLIN Service line inspection
- 28 Hrs. - Monthly Safety Training, OTJ Training for 2 new employees.
- 38 HRS- Shop Work
- 28 HRS- Equipment Maintenance.
- 84 HRS Office Work
- 1 Releases for the month of August 2025.

Jonathan Harrison
Collections System Supervisor



PORTLAND

Department of Utilities

Call 811 Before You Dig!
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

Date: 9/12/2025

WWTP Monthly Report August 2025

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

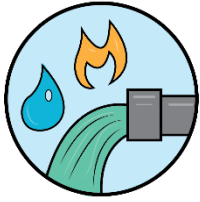
- Total Influent Flow- 27.02 mgd
- Total Effluent Flow- 28.72 mgd
- Peak Influent Flow- 1.06 mgd
- Peak Effluent Flow- 1.77 mgd
- Total Rainfall- .84"
- Peak Rainfall- .72"

- We are continuing to work with Revere on getting the most accurate influent flow meter in place.
- We are working on getting issues with SBR #2 decanter valve cleaned and possibly replaced. Still waiting on the valve.
- Cleaning out Digester #1
- Switching between headworks #1 and #2 every few weeks to keep them maintained.
- Continuing to work on preventive maintenance program.

Regards,

Jennifer Young

Portland TN WRF Chief Operator



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 – August 2025

- August Gas Usage at each Gate Station (High Tide Data):
 - Robertson Co Station: 3,373.31 MCF
 - TGT: 20,148 MCF
 - Leath: 3,613.59 MCF
- 7 gas services installed consisting of 2,786LF of ¾” service line pipe
- 2” underground portion of Police Dept Generator customer service installed
- 2 abandoned gas services
- 2 exposed gas main repairs
- Twin Lakes Gas Main Extension -weld, test, tap, bore, and install 4” HDPE
- 2 gas meters upsized or replaced
- 3 rotary meters installed -welded sets
- 4 gas risers replaced that were found on Atmospheric Corrosion Surveys
- 5 Yard Repairs
- Annual Cathodic Protection Survey by C&C Services – TPUC Requirement
- Excavated end of main on Briley Ln
- Battery Replacement Program on gas meter volume correctors
- 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

Department of Utilities

Call 811 Before You Dig!
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 August 2025

- Submitted July 2025 DMR via the EPA CDX online portal.
- Submitted July MOR's via certified mail.
- Treated city lake for algae control.
- Replaced packing in all 3 raw water pumps.
- Rhino Plumbing replaced the 1" backflow preventer in the chemical feed room.
- Collected quarterly DBP, fluoride and TOC samples and annual VOC samples. Delivered to Pace Analytical in Mt. Juliet.
- Installed leaf curtain at WFDC intake.
- Street and Stormwater departments started removing road millings and fill dirt from the city lake parking area.
- Removed 1 electrolytic cell from Microclor OSHG due to short circuiting. Placed OSHG into service with 4 cells until a new cell could be ordered.
- TDEC performed an audit of the bacteriological lab on 8/25/25.
- BAR Environmental service techs installed a new disinfection pump.
- Decommissioned original chlorine solution feed line and pump control wiring.
- Haren Construction contractors and OHM Advisor staff onsite 8/26/25 for pre-construction meeting.
- Installed new ice maker at WTP.
- Bart Kauffmann with Blue Earth products was onsite 8/29/25 and 8/30/25 to clean iron, manganese and sodium permanganate staining from the floc basins in settling basin #2.
- 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 72,627,000 gallons of potable water for distribution to customers.



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

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

September 2025 Water Work Report

Main Leaks

116 Old Westmoreland Rd
Hwy 31W & Highland Rd
140 Harper Rd
Richland Park
5235 Hwy 31 W

Service Leaks

952 N Corinth Rd
4198 Old Hwy 52W
101 Austin Dr
117 High St
406 Coker Ford Rd
348 Jim Courtney Rd
4145 Old Hwy 52 E
204 Victor Reiter
124 Kirby Dr

New Taps/Meters

107 B W Longview
1254 Vaughn Pkwy Irrigation
1254 Vaughn Pkwy Domestic
107 Thacker Dr
1237 S Russel
1146 Payne Rd
196 Paul Thompson
144 Paul Thompson
865 Parkside
861 Parkside
1015 Jimmy Suttle
5770 Highland Rd
581 Fairfield Rd
1154 Dutch Creek
530 Cook Rd
400 Cloudland Dr
404 Cloudland Dr
408 Cloudland Dr
412 Cloudland Dr
416 Cloudland Dr
417 Cloudland Dr

RESOLUTION

City of Portland, Tennessee

No. 25 – 73

A RESOLUTION REQUESTING THE GENERAL ASSEMBLY TO AMEND THE PRIVATE ACT CHARTER OF THE CITY OF PORTLAND, TENNESSEE

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTLAND TENNESSEE, that the Tennessee General Assembly is hereby requested to amend the Charter of the City of Portland, Tennessee as follows:

“ARTICLE XII, MISCELLANEOUS PROVISIONS”, shall be amended by deleting Section 11 in its entirety and renumbering the remaining sections according.

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

RESOLUTION

City of Portland, Tennessee

No. 25 – 72

A RESOLUTION AUTHORIZING CHANGE ORDER #2 THE EXTENSION OF 124 DAYS FOR THE SUBSTANTIAL COMPLETION DATE AND 108 DAYS FOR THE FINAL COMPLETION DATE FOR THE SPLASHPAD AT RICHLAND PARK PROJECT WITH OLYMPIAN CONSTRUCTION CO, LLC.

WHEREAS, the City of Portland has approved the original final completion date of December 8, 2025 with Olympian Construction Co, LLC for the Splashpad at Richland Park Project; and

WHEREAS, Change order #2 will extend the substantial completion date by 124 days and the final completion date by 108; and

WHEREAS, Change order #2 will extend the substantial completion date from November 8, 2025 to March 12, 2026 and extend the final completion date from December 8, 2025 to March 26, 2026; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #2 with Olympian Construction Co, LLC in the requested extension time for substantial and final completion dates; 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

CHANGE ORDER NO.: 2

Owner: **City of Portland** Grant Appl ID No.: 2023-9130
 Engineer: OHM Advisors Engineer's Project No.: 0585-25-0010
 Contractor: **Olympian Construction Co., Inc.** Contractor's Project No.: 25-07
 Project:
 Contract Name: **Richland Park Splash Pad**
 Date Issued: October 8, 2025 Effective Date of Change Order: _____

The Contract is modified as follows upon execution of this Change Order:

Description: This change order reflects the Owner's desire to increase the contract time by adding 124 days to the Substantial Completion date and adding 108 days to the Final Completion date.

Attachments: OCC C.O. No. 2 for reference

Change in Contract Price	Change in Contract Times <small>[State Contract Times as either a specific date or a number of days]</small>
Original Contract Price: \$ _____ \$2,636,000.00	Original Contract Times: Substantial Completion: _____ 120 11-08-25 Ready for final payment: _____ 150 12-08-25
[Increase] [Decrease] from previously approved Change Orders No. 1: \$ _____ 22,061.08	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1: Substantial Completion: _____ n/a Ready for final payment: _____ n/a
Contract Price prior to this Change Order: \$ _____ \$2,658,061.08	Contract Times prior to this Change Order: Substantial Completion: _____ 120 11-08-25 Ready for final payment: _____ 150 12-08-25
[Increase] [Decrease] this Change Order: \$ _____ n/a	[Increase] [Decrease] this Change Order: Substantial Completion: _____ 124 days Ready for final payment: _____ 108 days
Contract Price incorporating this Change Order: \$ _____ \$2,658,061.08	Contract Times with all approved Change Orders: Substantial Completion: _____ 244 days 3-12-26 Ready for final payment: _____ 258 days 3-26-26

Recommended by Engineer/OHM:

Accepted by Contractor/Olympian Const. Co., Inc.:

By: _____
 Name/Title: Harrison Hilt, Project Manager
 Date: _____, 2025

By: _____
 Name/Title: Wesley Robinson, Project Manager
 Date: _____, 2025

Authorized by Owner / City of Portland:

Approved by Funding Agency:

By: _____
 Name/Title: Mike Callis, Mayor
 Date: _____, 2025

By: _____
 Name/Title: _____
 Date: _____

ORDINANCE

City of Portland, Tennessee

No. 25 – 54

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 304-310 FOWLER FORD ROAD, (MAP 033J PARCELS 001.00, 011.00 AND 012.00) FROM R-15 (LOW DENSITY RESIDENTIAL), AND GCS (GENERAL COMMERCIAL SERVICES) TO PUD (PLANNED UNIT DEVELOPMENT)

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 GCS (General Commercial Services) by a vote of 7-1 at their September 9, 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 R-15(Low Density Residential) and GCS (General Commercial Services) to PUD (Planned Unit Development)

Approximately 3.37 acres more or less, located at 304-310 Fowler Ford Road as shown on the attached map.

For reference, see Record Book 6577, Page 383, Record Book 529 Page 626 and Record Book 677 Page 675 in the Register's Office of Sumner County, Tennessee, and being shown as Map 033J, Group C Parcels 001.00, 011.00 and 012.00 for Sumner County, Tennessee.

Section 2. The developer (Cornerstone Development Services) has agreed to remodel the concession stand (Granny's Kitchen) in Richland Gym by replacing the cabinets, grease trap, painting and possible moving a wall.

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

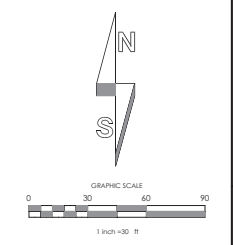
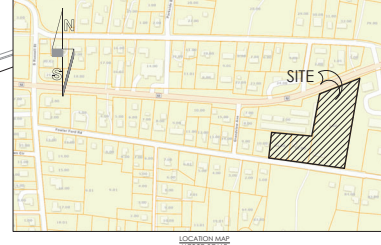
Passed First Reading: September 15, 2025
Notice Published: September 24, 2025
Public Hearing: October 20, 2025
Passed Second Reading:



TAX ASSESSOR REFERENCE
 BIRD SHOWN ON TAX MAP 0331, GROUP C, PARCEL 001.00, 011.00 & 012.00 OF THE TAX ASSESSORS
 OFFICE OF SUMNER COUNTY, TENNESSEE.

DEED REFERENCE
 BIRD TO THE SAME PROPERTY CONVEYED TO MICHAEL JONE BY DEED OF RECORD IN RECORD BOOK 4377,
 PAGE 38; PARCEL 001.00, TO LOUI WILKINSON BY DEED OF RECORD IN RB 207 PG 45; PARCEL 011.00, AND
 TO THE JAMES L. AND DOROTHY D. WILKINSON REVOCABLE LIVING TRUST BY DEED OF RECORD IN RB 477 PG 475
 PARCEL 012.00, REGISTERS OFFICE OF SUMNER COUNTY, TN.

PLAT REFERENCE
 PART OF PROPERTY BEING LOTS 27-28 OF GRANDVIEW SUBDIVISION PLAT OF RECORD IN PLAT BOOK 1, PAGE 23 OF THE
 REGISTERS OFFICE OF SUMNER COUNTY, TENNESSEE.

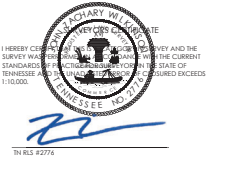


LEGEND

□	CONCRETE MONUMENT (FOUND)
○	CONCRETE MONUMENT (SET)
●	1/2" IRON REBAR (FOUND)
●	1/2" IRON REBAR WITH RED CAP "2776 WILKINSON" (SET)
●	PK NAIL (FOUND)
●	PK NAIL (SET)
+	BENCHMARK
---	BOUNDARY LINE
---	SETBACK / YARD
---	EASEMENT
---	EDGE OF PAVEMENT
---	SANITARY SEWER LINE
---	WATER LINE
---	STORM SEWER
---	GAS LINE
---	OVERHEAD UTILITY LINE
---	UNDERGROUND UTILITY LINE
---	FENCE
---	RIE LINE
---	UTILITY POLE
---	UTILITY POLE W/ LIGHT
---	GUY ANCHOR
---	LIGHT POLE
---	ELECTRICAL TRANSFORMER
---	ELECTRICAL VAULT
---	COMMUNICATIONS VAULT
---	COMMUNICATIONS FEEDLINE
---	SANITARY SEWER MANHOLE
---	WATER METER
---	WATER VALVE
---	SLOW OFF VALVE
---	FIRE HYDRANT
---	GAS METER
---	GAS VALVE
---	STORM MANHOLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	TOTAL AREA
C1	1,174.52	12.71	12.71	N 69°11'13.5\"/>		

- GENERAL NOTES**
- THE PURPOSE OF THIS PLAT IS TO SHOW THE EXISTING CONDITIONS OF PROPERTY REFERENCED.
 - SUBJECT PROPERTY IS ZONED R15 AND GC15. REFER TO ZONING ORDINANCE FOR APPLICABLE SETBACKS.
 - SUBJECT SURVEY WAS PERFORMED USING S-3-2025 UTILITY RIK GPS TECHNIQUES AND FIELD RUN MEASUREMENTS UTILIZING ROBORC TOTAL STATION.
 - BEARINGS SHOWN ARE REFERENCED TO TENNESSEE STATE PLANE COORDINATE SYSTEM (NAD83) BUCK-2010.00. THE BUCK 2010 COORDINATE NETWORK WAS USED TO ESTABLISH THESE COORDINATES UTILIZING NETWORK RIK TECHNIQUES. TYPE OF GPS EQUIPMENT USED: CAROLAN BKV1 BASE AND ROVER. TYPE OF TRANSIT USED: CAROLAN CRX2 ROBORC TOTAL STATION. RELATIVE POSITIONAL ACCURACY OF CONTROL POINTS SET IS LESS THAN: RMAS AVG. 0.03. RMAS AVG. 0.03. COMBINED SIRD FACTOR: 1.00.
 - VERTICAL CURVES BASED ON HANCO 1998 (GSD02018).
 - THIS SURVEYOR HAS NOT BEEN FURNISHED WITH A TITLE REPORT, THEREFORE SURVEY IS SUBJECT TO THE FINDINGS OF AN ACCURATE TITLE SEARCH. ONLY DOCUMENTS NOTED HEREON WERE SUPPLIED TO THE SURVEYOR. THESE MAY EXIST OTHER DOCUMENTS THAT WOULD AFFECT THE SUBJECT PROPERTY. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH.
 - THE SURVEYOR HAS NOT PHYSICALLY LOCATED ALL UNDERGROUND UTILITIES. ABOVE GRADE AND UNDERGROUND UTILITIES SHOWN HEREON WERE TAKEN FROM VISIBLE APPROPRIATE AT THE SITE. PUBLIC RECORDS AND/OR MAPS PREPARED BY OTHERS. THIS SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN HEREON COMPLETE ALL SUCH UTILITIES IN THE AREA. EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION AS INDICATED. THEREFORE, RELIANCE UPON THE TYPE, SIZE AND LOCATION OF ALL UNDERGROUND UTILITIES SHOULD BE DONE SO WITH THE CIRCUMSTANCE CONSIDERED. DETAILED VERIFICATION OF EXISTENCE, LOCATION AND DEPTH SHOULD ALSO BE MADE PRIOR TO ANY DISSECTION RELATIVE THERETO TO MAKE. AVAILABILITY AND COST OF SERVICE SHOULD BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY. ALWAYS CALL 811 BEFORE YOU DIG.
 - ALL SURVEYING SUBJECTS, IMPROVEMENTS, AND SURFACE IMPROVEMENTS ON AND ADJACENT TO SITE ARE NOT NECESSARILY SHOWN HEREON.
 - SUBSTANCE AND/OR ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THE SURVEY.
 - IF GRAPHIC PLOTTING ONLY, SUBJECT PROPERTY IS IN ZONE "C" AREA OF ANIMAL FLOOD HAZARD ACCORDING TO F.I.M. 21 (FLOODING), WITH AN EFFECTIVE DATE 4/17/2010. AREAS NOT IN A SPECIAL FLOOD HAZARD AREA. ONLY A REGISTERED CHARTERED ENGINEER CAN DETERMINE THE EXACT DISCRETION.
 - FROM REVIEW OF THE USFWS SERVICE NATIONAL WETLANDS INVENTORY, WETLANDS ARE NOT SHOWN ON SUBJECT PROPERTY. ONLY A DETAILED WETLANDS EVALUATION BY QUALIFIED PERSONNEL CAN DETERMINE EXACT WETLANDS STATUS.
 - COORDINATES SHOWN WERE COMBINED WITH RED SUN MEASUREMENTS IN COMBINATION WITH UTILIZATION OF LEICA DATA PROVIDED BY THE TENNESSEE BASE MAPPING PROGRAM.



DATE: 5-7-2025



IF YOU DIG IN TENNESSEE CALL 811 FIRST OR 888-301-1111 (48 HOURS) OR 1-800-368-1887 TENNESSEE WE CALL IT'S THE LAW

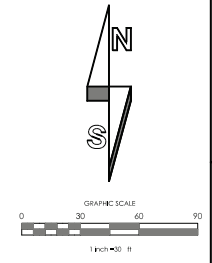
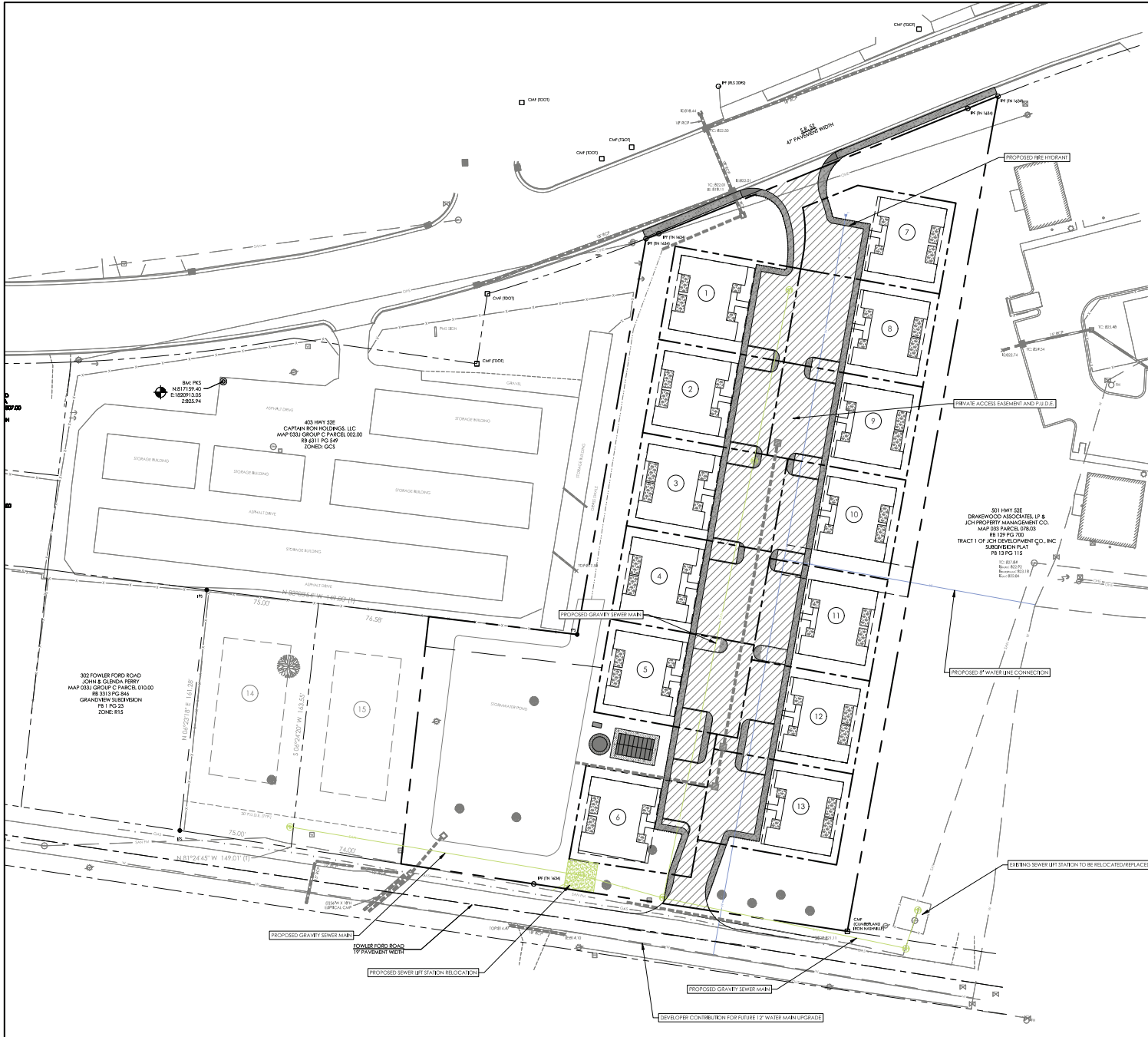
PREPARED BY:

120 ANNA STREET
 PORTLAND, TN 37148
 (615) 584-0242
 zwilkinson@cornerstonetn.com

GRANDVIEW EAST PUD
 BOUNDARY AND TOPOGRAPHICAL SURVEY
 304-310 W. BIRD ROAD
 PORTLAND,
 SUMNER COUNTY, TENNESSEE

NO.	DATE	REVISION

SHEET NO. **S1.0**
 SHEET 1 OF 7
 PROJECT #: 25.04 GC05 DATE: 5-7-2025



- NOTES:
- NO GAS PROPOSED.
 - ALL ELECTRIC TO BE UNDERGROUND.

PREPARED BY:

CORNERSTONE
DEVELOPMENT SERVICES
SURVEYING

120 AMB STREET
PORTLAND, TN 37148
615.864.2742
info@cornerstonedevelopment.com



811 IF YOU DIG IN TENNESSEE
CALL 811 FIRST
OR (800) 353-1111 OR (615) 354-1967
TENNESSEE ONE CALL IS THE LAW

GRANDVIEW ESTATES PUD
PRELIMINARY MASTER DEVELOPMENT PLAN
304-310 FOWLER FORD ROAD
PORTLAND, TENNESSEE
SUMNER COUNTY, TENNESSEE

PRELIMINARY UTILITY PLAN

NO.	DATE	REVISION
1		CONSIDERED AND APPROVED FOR PERMITTING
2		ISSUED FOR PERMITTING
3		CHANGES TO PERMITTING

SHEET NO.
C3.0
SHEET 4 OF 6
PROJECT #: 23.04.0025 DATE: 10/26/2025



PREPARED BY:

127 ANNE STREET
PORTLAND, TN 37148
615.864.2742
info@cornerstonedevelopment.com



811 IF YOU DIG IN TENNESSEE
OR MISSISSIPPI CALL 811
TENNESSEE ONE CALL IS THE LAW

GRANDVIEW ESTATES PUD
PRELIMINARY MASTER DEVELOPMENT PLAN
304-310 FOWLER FORD ROAD
PORTLAND, TENNESSEE
SUMNER COUNTY, TENNESSEE

NO.	DATE	REVISION
1		CONSIDERED AND APPROVED FOR PERMITTING
2		REVISED TO REFLECT COMMENTS
3		REVISED TO REFLECT COMMENTS

SHEET NO. **L4.0**
SHEET 3 OF 6
PROJECT #: 23.04.1025 DATE: 10-26-2025

ORDINANCE

City of Portland, Tennessee

No. 25 - 57

Second Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 19-83 WITH , CDJ FARMS LLC, FOR THE DEVELOPMENT CDJ FARMS, LOCATED ON JIM COURTNEY RD IN PORTLAND, TENNESSEE, AND REPLACE WITH THE FOLLOWING.

WHEREAS, the Developer desires to develop a subdivision to be known as CDJ Farms; and

WHEREAS, the preliminary plat of said subdivision received final approval from the Portland Municipal Planning Commission (the "Planning Commission") on the 9th day of September, 2025, pursuant to the laws of the State of Tennessee and the Subdivision Regulations of the City, and

WHEREAS, the developer has agreed to be fully responsible for the cost of the improvements to City infrastructure including the water and sewer systems, as outlined in the attached agreement; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the mayor to enter into the attached Developer's Agreement for CDJ Farms Development, located on Jim Courtney Rd, Tax Map 020, Parcel 040.00, 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: October 6, 2025

Passed Second Reading:

DEVELOPMENT AGREEMENT FOR CDJ FARMS

CITY OF PORTLAND, TENNESSEE

This Development Agreement (“AGREEMENT”) is made and entered into on this ____ day of _____, 2025 by and between CDJ Farms, LLC, a Tennessee limited liability company (“DEVELOPER”) and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee (“CITY”).

WHEREAS, the DEVELOPER owns and desires to develop a 65-unit development, located on Jim Courtney Rd, Tax Map 020, Parcel, 040.00, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, in order to provide the same level of service throughout the Water System and Sewer System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

SECTION 1. CONSTRUCTION OF SUBDIVISIONS

The Developer shall construct all required improvements and complete its subdivision in accordance with the City's Subdivision Regulations, the approved construction plans, and the preliminary subdivision plat approved by the Planning Commission on the 9th day of September 2025. Required improvements may include, but are not limited to, all streets, storm drainage systems, storm water detention and retention structures, water systems, fire hydrants, sanitary sewer, streetlights, all other utilities, curb and gutter, sidewalks, lot and subdivision corner monuments, street name signs, traffic control signs and devices, fences, amenities, and any required off-site improvements. The Developer shall pay for all materials and labor necessary to install and complete the required improvements, unless specified elsewhere in this agreement.

1. I EXCEPTIONS OF CONSTRUCTION

1.1.1 CITY STREET

The Developer and City shall share in the cost of improvements to raise Jim Cortney Road approximately 4.5 feet for approximately 1600 feet, this will mitigate a known drainage issue, where from time to time the roadway is closed to traffic due to flooding. The Developer shall be responsible for raising, with fill material, and preparing the road base for Jim Courtney Road to prevent future flooding. The City has agreed to and has obligated \$56,000 of FY 2018-2019 paving funds for binder and top coating the section of Jim Courtney Road. Funding for the City's obligations shall not exceed \$56,000, the Developer shall cover any additional cost. The City has currently paid a total of \$30,869.00 towards this cost. \$25,131 remains to be paid for the Jim Courtney Road improvements.

1.1.2 SANITARY SEWER SYSTEM

A. Installations:

The Developer shall be responsible for all remaining on-site and off-site sanitary sewer improvements to serve the development as shown on the approved construction plans, except for the work associated with the removal of the lift station and installing a gravity sewer system for Richland Park. The Developer's responsibility shall include removal of the Jasmine Way lift station, installation of a gravity system connecting Jasmine Way to the gravity sewer within CDJ Farms, and all on-site sanitary sewer improvements for CDJ Farms Development. As per the executed *WATERLINE INSTALLATION AGREEMENT* dated November 4, 2024 the 44 remaining lots in Phase 2 and 3 of CDJ Farms will be charged the multi-family rate of \$1,485 for the sewer capacity fee.

B. Surety Amount:

Once all utilities have been tested, approved, and accepted by the Portland Department of Utilities, the DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY for Phase II sanitary sewer for a 12-month maintenance surety in the amount of \$56,039.06, prior to PDU signing the Final Plat. The DEVELOPER shall provide a separate Letter of Credit or cash escrow to the CITY for Phase III sanitary sewer for a 12-month maintenance surety in the amount of \$116,132.81, prior to PDU signing the Final Plat. No taps shall be released until after the signing of the Final Plats.

1.1.3 WATER SYSTEM

A. Installations:

The Developer shall be responsible for all remaining on-site and off-site water system improvements to serve the development as shown on the approved construction plans. The 12-inch water main that was part of the original construction plans has been completed and the City paid the \$42,000 contribution required as per Ordinance 19-83. The City shall make no further contributions for the completion of any water improvements required for this development. As per the executed *WATERLINE INSTALLATION AGREEMENT* dated November 4, 2024 the 44 remaining lots in Phase 2 and 3 of CDJ Farms will be charged the multi-family rate of \$1,550 for the water improvement fee.

B. Surety Amount:

Once all utilities have been tested, approved, and accepted by the Portland Department of Utilities, the DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY for Phase II water system for a 12-month maintenance surety in the amount of \$43,987.50, prior to PDU signing the Final Plat. The DEVELOPER shall provide a separate Letter of Credit or cash escrow to the CITY for Phase III water system for a 12-month maintenance surety in the amount of \$23,625, prior to PDU signing the Final Plat. No taps shall be released until after the signing of the Final Plats.

1.1.4 NATURAL GAS SYSTEM

Gas shall be provided for this development as per Title 19-207 of the City of Portland's Municipal Code.

1.1.5 STORMWATER INFRASTRUCTURE

The Developer shall be responsible for constructing all storm water infrastructure associated with the development. The City shall allow the developer to construct the stormwater detention pond on Richland Park property along Jim Courtney Road. The utilization of park land for the detention pond will alleviate a known stormwater issue and allows the developer to maximize development potential. The City shall not contribute any funds to stormwater infrastructure. The developer agreed at the September 9th, 2025 Planning Commission, that the stormwater infrastructure will be installed by October 31, 2025.

1.1.6 PARK TRAIL CONNECTION

The Developer shall be responsible for bearing all construction cost associated with a walking trail connector from the subdivision to the City owned walking trail in Richland Park. The City shall grant permission to the Developer to construct said connection. The Developer shall be responsible for stabilizing land disturbed during the course of construction and to repair any damage to the existing trail and Park property. The City shall not contribute any funds to the park trail connection. The park trail connection shall be constructed along side the access road beginning at Jim Courtney Road heading towards the existing concessions stand. The developer shall pave the existing twelve (12) foot wide gravel driving lane, adding an additional width of six (6) feet of roadway. The developer shall construct the additional six (6) feet with compacted stone and finish with smooth surface asphalt, making the total width of finished pavement approximately eighteen (18) feet wide. The City shall provide a monetary contribution of \$10,000 towards the additional asphalt being requested. **The developer has agreed to have this installed by December 31, 2025.**

1.1.7 Jim Courtney Road Access Road Connection to Richland Park Parking Lot (Gravel Only)

The Developer has agreed to construct the access road from Jim Courtney Road to the existing Richland Park parking lot. The cost of materials shall be solely at the City's expense. Materials shall include stone, drainage pipes, and soil. The developer will furnish all equipment and labor at no cost to the City. The construction of the access road shall be done in good faith efforts to the City of Portland's residents reducing the overall cost to provide a second access point for Richland Park. **The developer has agreed to have this installed by December 31, 2025.**

SECTION 2. SURETY

Prior to commencing construction, the Developer shall post a letter of credit, in accordance with the Subdivision Regulations, for site stabilization and offsite infrastructure improvements included on the construction plans. Prior to the recording of the final subdivision plat, the Developer shall post a letter of credit in an amount specified by the City Planner, said amount being 25% greater than the estimated amount necessary to complete required improvements, including road top coat, sidewalks, and other improvements specified by the construction plans and plats of the development approved by the City and the Planning Commission. The Surety may be called for failure to comply with the provisions of this Agreement in whole or in part according to the terms of the Surety. The Surety will not be released until there has been full compliance with this Agreement and certification by a licensed engineer that the development has been completed in full compliance with the approved plat and construction plans.

SECTION 3. INTERPRETATION, VENUE, AND ATTORNEY'S FEES

This agreement shall bind the Developer upon execution and may not be revoked without permission of the City. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Circuit Court for Sumner County, Tennessee, and Tennessee appellate courts. In the event this Agreement is breached by the Developer and litigation is commenced, the Developer shall be responsible for the reasonable attorney's fees and expenses incurred by the City as a result of the Developer's breach.

SECTION 4. TRANSFERABILITY

Except for the sale of individual lots after recording the final plat, the Developer shall not transfer the subdivision property without first giving notice to the City as to the name, address, and telephone number of the transferee. If it is the transferee's intention to develop this subdivision in accordance with the Agreement, the Developer agrees to provide the City an Assumption Agreement in which the transferee agrees to perform the improvements required under this Agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the City Attorney. The Developer shall remain liable under the terms of this Agreement unless an Assumption Agreement is entered into between the new owners and the City.

SECTION 5. TIME PERIOD FOR CONSTRUCTION

In consideration of the promise by the City to accept for maintenance the streets, utilities and other infrastructure covered by this agreement, the Developer agrees to be bound to complete within three (3) years, all improvements shown on the preliminary plat and construction plans and all things required by this agreement. The Developer further agrees that if due to unforeseen circumstances, he is unable to complete all work included in this agreement within the time specified above, but desires to complete said agreement to the satisfaction of the City, he will submit a written request for extension of the agreement period to the City at least sixty (60) days prior to the expiration of the existing agreement period, specifying the reason for his failure to complete the work as agreed and a prospective date for such completion. The Developer further agrees that if the letter-of-credit executed to secure the value of the work to be performed under this agreement is determined at the time an extension is sought to be inadequate due to rising costs to secure the cost of said improvements he will provide the additional security to bring the bond amount in line with current cost projections as made by the City. The City agrees that it will not unreasonably withhold approval of extensions where the Developer has complied with the requirements of notice to the City and provided the required additional security, if any be needed. The Developer understands that his failure to follow this extension procedure constitutes a breach of this agreement and places him in violation of the Subdivision Regulations. The Developer further understands that should he fail to complete any part of the work outlined in this agreement in a good and workmanlike manner the City shall reserve the right to withhold and withdraw all building permits and/or sewer service within the subdivision until all items of this Agreement have been fulfilled by the Developer. Extensions shall be for no more than one year and no more than two extensions shall be complete.

SECTION 6. ACCEPTANCE OF IMPROVEMENTS

Formal acceptance of improvements shall follow the procedure established in the Subdivision Regulations. Subsequent to acceptance by the City, the Developer shall have no claim, direct or implied, in the title or ownership of the improvements. The City, upon final approval and acceptance, will take full title to the improvements and will provide maintenance thereafter, except that the Developer is responsible for construction failures and defects in the subdivision improvements for a period of one (1) year after the date of final acceptance of the subdivision improvements. During this period, it shall remain the responsibility of the Developer to conceal and cure these defects and failures.

SECTION 7. WARRANTY

The Developer warrants that all improvements to be accepted by the City will be free from defects in design, materials, or workmanship for a period of one (1) year from the date of acceptance by the City. The Developer shall immediately repair, at its own costs, all defects of any type whatsoever which occur within said one (1) year period.

If repairs required herein are not timely completed, the City shall have the right, at its option, to make said repairs at the expense of the Developer. In such event, the City may call the Developer's surety to pay for said repairs. Additionally, the Developer shall execute a maintenance surety as required by the Subdivision Regulations.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF
SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____
CITY ATTORNEY

DATE

RESOLUTION

City of Portland, Tennessee

No. 25 - 69

A RESOLUTION TO RESCIND AND REPLACE IN ITS ENTIRETY RESOLUTION 23-52 REQUIRING ALL MULTI-FAMILY AND DWELLING TWO FAMILY ZONING TO BE PRESENTED AS A PLANNED UNIT DEVELOPMENT

WHEREAS, In an effort to preserve the character and general welfare of the community the City Council desires that all developments be completed as presented; and

WHEREAS, the City Council has determined that a more cohesive and planned approach to high-density residential housing, including Duplexes, is necessary to ensure adequate infrastructure, open space, and design compatibility; and

WHEREAS, All rezoning request that wholly or in part contains multi-family such as RM- 1, NMU, CMU, or RMU will be required to submit a Planned Unit Development (PUD) plan of the project and the Council may request certain design elements be included in the plan; and

WHEREAS, All rezoning request that wholly or in part contains dwelling two family (Duplexes), such as R-40, R-15, R-10, R-7.5, or RM-1 will be required to submit a Planned Unit Development (PUD) plan of the project and the Council may request certain design elements be included in the plan; and building permits shall not be issued without PUD Master Plan Approval by the City Council; and

Now, THEREFORE BE IT RESOLVED, By the Mayor and City Council that all rezoning request containing multi-family and dwelling two family must be presented as a Planned Unit Development; 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

RESOLUTION

City of Portland, Tennessee

No. 25 – 70

A RESOLUTION AUTHORIZING A CHANGE ORDER IN THE NET AMOUNT OF \$29,000.00 FOR THE POLICE STATION REMODEL PROJECT

WHEREAS, the following change order was deemed necessary for the completion of the Police Station Remodel Project:

- North Wall Brick Addition
 - Brick, Mortar, Sand : \$14,739.55
 - Brick Labor : \$6,072.00
 - Concrete Footer Brick Ledge : \$4,140.00
 - PRO : \$138.45
 - Patch Roof : \$3,910.00
 - Total : \$29,000.00

WHEREAS, the abovementioned change order totaling \$29,000.00 and increase the contract amount with MDI Construction, Inc. to \$2,512,640.06; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland approves the acceptance of this change order in the increased amount of \$29,000.00 with MDI Construction, Inc.

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



ESTIMATE #	DATE	EXPIRES
302	03/06/2025	10/13/2025

Title: Portland Police Department North Wall Brick Addition

CUSTOMER

Portland Police Department
 Ricky Ellis
 433 North Broadway
 Portland, TN 37148

PROJECT

Portland Police Department
 PROJECT #: 2024-7932
 433 North Broadway
 Portland, TN 37148

SERVICE ADDRESS

433 North Broadway
 Portland, TN 37148

	Qty	Cost/Unit	Total
Brick, Mortar, Sand	1	\$14,739.55	\$14,739.55
Brick Labor	1	\$6,072.00	\$6,072.00
Concrete Footer Brick Ledge	1	\$4,140.00	\$4,140.00
PRO	1	\$138.45	\$138.45
Patch Roof	1	\$3,910.00	\$3,910.00
Roof will have to be extended over the edge of roof.			

Subtotal: \$29,000.00

Total \$29,000.00





MDI CONSTRUCTION, INC.

ESTIMATE #	DATE	EXPIRES
302	03/06/2025	10/13/2025

TERMS & CONDITIONS

Please review the following terms and estimate due-date prior to work beginning.

APPROVAL

This Estimate has been accepted on _____ by _____

Signature: _____

RESOLUTION

City of Portland, Tennessee

No. 25 –71

A RESOLUTION AUTHORIZING TDOT TO APPLY PAVEMENT MARKINGS ON STATE ROUTE 109 AT CERTAIN INTERSECTIONS TO CONTROL TRAFFIC

WHEREAS, Resolution No. 25-66 granted permission to TDOT to apply pavement markings to State Route 109 to control commercial truck traffic; and

WHEREAS, the City is now requesting that TDOT apply pavement markings to State Route 109 at certain intersections to control the proper flow of traffic. The intersections of Hwy 109/West McGlothlin Street and Hwy 109/Church Street can become blocked when commercial truck traffic is slowed leading to further backlogs in traffic. The City request TDOT to apply the appropriate pavement markings indicating “Do Not Block” or similar and Portland agrees to the ongoing upkeep after the initial installation; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that the City Council grant TDOT authority to apply appropriate pavement markings on State Route 109 to help control traffic; 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 - 56

Second Reading

AN ORDINANCE TO ACQUIRE APPROXIMATELY 0.35 ACRES LOCATED IN BETHPAGE IDENTIFIED AS MAP 68 PARCEL 151.00, PLAT BOOK 34, PAGE 304 FOR THE PURPOSE OF BUILDING NECESSARY WATER WORKS TO SUPPLY POTABLE WATER TO THE CITY OF PORTLAND

WHEREAS, the City of Portland does not have an adequate water supply to meet the near future demands of the City's water system and has been awarded multiple grants through the American Rescue Plan (ARP) and State of Tennessee Fast Track program to construct an additional water supply for the Portland Water System; and

WHEREAS, Portland partnered with the City of Gallatin (GPU), City of Westmoreland, and the Castalian Springs Bethpage Water Utility District (CSBWUD) and was awarded the ARP competitive Grant on November 2, 2023. GPU is the grant lead, and all other entities are subrecipients. The project will give Portland access of up to 3 Million Gallons Per Day (MGD); and

WHEREAS, CSBWUD owns a pump station on Mt Vernon Road near the intersection of Duffer Hollow Road on a tract of land identified as Map 63 Parcel 27.01. The existing Pump Station does not have the capacity to pump up to 3MGD into the Portland System. The existing station will be required to be improved to meet the additional capacity required by Portland to complete the grant project; and

WHEREAS, the City has negotiated in good faith with the property owner since June 23, 2025. If the property owner does not sign the Letter of Intent by October 10, 2025, the current offer will be rescinded, and the City will proceed to acquire the needed 0.35 acres by condemnation for the expansion of the needed pump station to complete grant project using a fair market value appraisal; and

WHEREAS, Once the Letter of Intent is signed by the property owner, the City will move forward with the plating process to subdivide 379 Mt Vernon Road. If the property owner does not complete the closing paperwork in a timely manner after the plat is approved and recorded with the County, then the City shall move forward with the acquiring the needed 0.35 acres by condemnation for the expansion of the pump station; and

WHEREAS, funding for the land acquisition shall be made through the Grant; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland acquire if necessary by eminent domain approximately 0.35 acres from a tract at 379 Mt Vernon Rd in Bethpage, Tennessee identified as Map 68 Parcel 151 for the purpose of the expansion of CSBWUD's pump station to supply potable water to the City of Portland; 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: October 6, 2025

Passed Second Reading: