



**BOARD OF MAYOR AND ALDERMEN
Portland City Hall - Council Chambers
100 South Russell St. Room 111
AGENDA for November 3, 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

8. Communications from Council Members

9. Mayor's Report

10. Consent Calendar

- A.** Resolution No. 25-75 — A Resolution to re-appoint Tom Driscoll and appoint Jess Birdwell, to the Portland Municipal Zoning Board of Appeals.
- B.** Resolution No. 25-76 — A Resolution to appoint new member James Dipiazza to the Portland Municipal Planning Commission.
- C.**
Resolution No. 25-77 — A Resolution to re-appoint Robert Tooker to the Portland Municipal Planning Commission.
- D.** Minutes from the October 20, 2025 City Council Meeting

11. Community Development – Vice-Mayor Megann Thompson

12. Finance – Alderman Vince Ellis

13. Fire Department – Alderman Jody McDowell

14. Human Resources – Alderman Vince Ellis

15. Legislative – Mayor Mike Callis

- A. Resolution No. 25-74 — A Resolution to establish meeting dates for 2026.

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

18. Planning & Codes – Vice-Mayor Megann Thompson

19. Police Department – Alderman Drew Jennings

20. Public Works – Alderman Brian Woodall

- A. Resolution No. 25-78 — A Resolution to adopt the Paving and Sealing Priorities for the 2025 Fall and 2026 Spring season with funds that were allocated in the 2025-2026 fiscal budget.
- B. Ordinance No. 25-59 – First Reading - An Ordinance authorizing the acceptance of the best bid for the City of Portland 2025 sidewalk contract effective December 1, 2025 - December 31, 2026, with a one (1) one year renewal option.
- C. Discuss Tipping Fees

21. Utility Infrastructure – Alderman Charles Cole

- A. Resolution No. 25- 79 – A Resolution to approve change order #1 to add an additional bid item for the installation of a full circle repair clamp when abandoning old water services in the increased amount of \$750 per service with Perdue Trucking and Excavation for 2025 Annual Water Service Line Replacement Project.
- B. Ordinance No. 25-60 – First Reading an ordinance to rescind in its entirety ordinance 25 - 24 and replace with this ordinance to amend the pay-in-lieu of fee for capital projects completed by the city for water, sewer, natural gas, and capacity letter maintenance fees

Adjournment

RESOLUTION

City of Portland, Tennessee

No. 25 – 75

A RESOLUTION TO RE-APPOINT TOM DRISCOLL AND APPOINT JESS BIRDWELL, TO THE PORTLAND MUNICIPAL ZONING BOARD OF APPEALS

WHEREAS, The Portland Municipal Zoning Board of Appeals is governed by the TCA and provides that the Mayor may appoint members, and the City Council confirm the appointment; and

WHEREAS, the term of Tom Driscoll has expired, and Mr. Driscoll has agreed to serve another term; and

WHEREAS, current Municipal Zoning Board of Appeals member William Perry has resigned from the board, leaving a vacancy that needs to be filled, and

WHEREAS, Jess Birdwell has agreed to serve the remainder of the vacant term; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that Tom Driscoll and Jess Birdwell are hereby appointed to the Portland Municipal Zoning Board of Appeals to fill the (4) year terms that will expire February 4, 2029, effective immediately; 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 – 76

A RESOLUTION TO APPOINT NEW MEMBER JAMES DIPIAZZA TO THE PORTLAND MUNICIPAL PLANNING COMMISSION

WHEREAS, The Portland Municipal Planning Commission is governed by the TCA and provides that the Mayor may appoint members, and the City Council confirm the appointment; and

WHEREAS, current Municipal Planning Commission member Mark Harrison has resigned from the board; and

WHEREAS, James Dipiazza has expressed an interest in serving on the Portland Municipal Planning Commission and as a resident of the City of Portland is qualified to serve on said Commission as municipal representative: and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that James Dipiazza is appointed to fill the remainder of the term that will expire December 2, 2027, effective immediately; 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 – 77

A RESOLUTION TO RE-APPOINT MEMBER ROBERT TOOKER TO THE PORTLAND MUNICIPAL PLANNING COMMISSION

WHEREAS, The Portland Municipal Planning Commission is governed by the TCA and provides that the Mayor may appoint members, and the City Council confirm the appointment; and

WHEREAS, the term of Robert Tooker has expired, and Mr. Tooker has agreed to serve another term; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that Robert Tooker is hereby re-appointed to fill a four (4) year term that will expire February 4, 2029, effective immediately; 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



**BOARD OF MAYOR AND ALDERMEN
Minutes for October 20, 2025 at 5:00 PM**

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:04 PM.

2. Prayer and Pledge

City Attorney John Bradley led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Hall (left meeting at 6:55 PM), Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall

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

Absent: Alderman McDowell

4. Approval of Agenda

Motion to: Approve

By: Alderman Woodall

Second: Alderman Ellis

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

Absent: Alderman McDowell

Motion Passed (voice vote)

5. Presentation

A. Presentation

Clint Zach from Mobile Communications America and Kelly Roney with Whelen AMSR

Information was presented about the warning sirens, the FEMA grant proposal, purchase plans and locations of sirens.

Mayor Callis advised that the FEMA grant was not successful in this round, but there should be another grant to apply for next year.

6. Public Comment Period

- No one spoke

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.

- No one spoke

B. Application for Off-Premises Beer Permit from Gerges Armanious and Maichel Basilious for Portland Fuel Stop, Inc located at 5989 Highway 31W, Portland, Tennessee.

- No one spoke

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).

- No one spoke

8. Communications from Council Members

• Alderman Woodall reported:

○ Trick or Treat at Richland Gym on Friday, October 31, 2025, from 5 to 7:00 PM.

○ In the Month of September 2025, Richland Park had over 30,000 vehicles visit the park.

• Vice-Mayor Thompson reported:

○ Community praise to the Strawberry Festival Grand Marshal, Jackson McLerran, who is now featured in the NASCAR 2025 video game platform. Jackson is one of 194 drivers featured on the platform.

- Alderman Ellis said the Fall Festival was a good event.
- Alderman Cole said a special thank you to the City workers and event participants that kept everything clean throughout the Fall Festival.

9. Mayor’s Report - Mayor Callis reported the following:

- The Fall Festival started in 2020 thinking it would be for that year only. It has continued and been a popular event with the citizens.
- Several individuals commented to the Mayor that they appreciated the Fall Festival event and the level of security.
- The Highway 109 Bypass North Leg of the project —
 - Erosion control is being installed on Hwy 52, and they are actively working on the project.
 - Estimate completion in spring 2028.
 - TGT gas company is moving piping for the widening of the road.
 - Highway North 109 will become a cul-de-sac and will have access roads.
 - Woods Road, Sharon Road, Kenwood Road, Vanatta Road will have changes and some will become cul-de-sac.
- The Police Station project is almost complete. There will be an open house once completed.
- The Splash Pad Project is moving forward and will be starting soon with a scheduled opening of Memorial Day 2026.
- The design for the Richland Gym has begun. The concept will be coming soon.
- The Portland Investment Act — If the sales tax referendum passes in the December meeting, it will be submitted to Sumner County Election Committee to place on the ballot.
- There will be a work study on November 3rd at 4 pm to discuss the future of Public Safety for Portland.
- There will be a work study meeting on December 1st at 4 pm for a presentation from the White House Utility District.

10. Alcohol Beverage Board - Mayor Callis explained that because Alderman McDowell (Chair of the Alcohol Beverage Board) was not present, a temporary Chair needed to be elected.

Motion to: Nominate Alderman Vince Ellis as temporary Chair of the Alcohol Beverage Board.

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman McDowell

Motion Passed (voice vote)

Temporary Chair Ellis called the Alcohol Beverage Board to order at 5:43 PM.

A. Application for On-Premises Beer Permit from Tabatha Bolding for The Hitching Post Western Saloon located at 5733 Highway 31W, Portland, Tennessee.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Jennings

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

Absent: Alderman McDowell

Motion Passed (voice vote)

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.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Jennings

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

Absent: Alderman McDowell

Motion Passed (voice vote)

The Alcohol and Beverage Board meeting adjourned at 5:46 PM.

11. Consent Calendar

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman McDowell

Motion Passed (voice vote)

- 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 - Director Sherri Ferguson presented information about PILOT's and TIF's.
 - PILOT is payment in lieu of property taxes — often used to invite business to an area. Director Ferguson explained the following:
 - Used in industrial development and now in commercial developments.
 - Can run from seven to 20 years.
 - May run through the Industrial Development Board of Sumner County, Robertson County or the City of Portland.
 - Guidelines are based on number of jobs, investment of capital, etc.
 - Tax incentives are only for property taxes.
 - The Portland Industrial Development Board
 - Is appointed by the Council.
 - Use Bass, Barry and Sims Attorney Firm that specializes in TIF and PILOT process.
 - The business has to pay for the attorney fees.
 - The IDB members have continuous training.
 - TIF — Tax Increments Financing
 - Currently, Tractor Supply is utilizing a TIF and is the only one in Portland.
 - Baseline is established and, once built, the difference between the base value and new assessed value determines the increment.
 - The increment is used in determining the property tax increments.
 - Mayor Callis explained the current TIF had to do several utility upgrades.
 - TIF needs both city and county approval.
 - Sherry explained that we are expecting a few more over the next few years.

Vice-Mayor Thompson echoed that the Industrial Development Board is doing a good job in reviewing and protecting the City of Portland.

13. Finance – Alderman Vince Ellis

- No Items

14. Fire Department – Alderman Jody McDowell

- No Items

15. Human Resources – Alderman Vince Ellis

- No Items

16. Legislative – Mayor Mike Callis

- A. Resolution No. 25 – 73 – City Attorney John Bradley explained the Resolution needs to be changed to an Ordinance, since the zoning Ordinance is being changed.
Ordinance No. 25-69 - First Reading — An Ordinance requesting the General Assembly to amend the Private Act Charter of the City of Portland, Tennessee.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Mayor Callis explained this was sent to the State and there was a clerical error. We received it after the session. They requested us to resend, and they think it could be heard in February.

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

Absent: Alderman McDowell

Motion Passed (voice vote)

17. Municipal Airport – Alderman Mike Hall

- No Items

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.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Director White explained that the soil issue and getting supplies had pushed back the project. The original projected completion date was December 8th, 2025. Alderman Cole expressed he did not want to see the deadline change again. Mayor Callis explained the project concerns and the reason for the extension and that this was confirmed in the meeting this would be the only extension.

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

Absent: Alderman McDowell

Motion Passed (voice vote)

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).

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Nate Heisler reviewed the project and advised no changes have been made since the first reading.

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

No: Alderman Cole

Absent: Alderman McDowell

Motion Passed (voice vote)

- 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.

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Director Heisler explained the revisions made to the agreement. Alderman Woodall wanted to add clarity to the seeding of the water retention area, the access road and surety bond for the paving. Director Heisler

reviewed the surety bond agreement. Director Cobb advised there was enough in the surety bond to complete the paving, even if it had to be contracted out.

Motion to: Amend section 1.1.5, by adding seeding stabilization will be completed by the City's Stormwater Department; 1.1.6, and 1.1.7, as presented.

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman McDowell

Amendment Passed (voice vote)

Vote: Ordinance as amended

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

No: Alderman Hall

Absent: Alderman McDowell

Motion Passed (voice vote)

Alderman Ellis requested an update on the paving on Burly Way. Director Cobb discussed the Burly Way paving and advised that the stormwater part is not complete. Director Cobb also advised, paving is normally required when the development is 75 % completed. The current status is approximately 20% complete.

Director Heisler advised that for the final two phases, the final plats will not be signed until the subdivision is substantially complete, meaning the developer will not be able to sell any lots until the inspections are complete.

- 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.

Motion to: discuss

By: Vice-Mayor Thompson

Second: Alderman Cole

Discussion of the following:

- Family-owned lots that do not change hands.
- Legality of changing.
- Developments were presented as single-family homes and approved, then changing to duplexes after approval.
- Holding duplexes to the same standard as other multifamily homes.
- Alderman Jennings would like to send it back to the Planning Commission.
- Vice-Mayor Thompson encouraged everyone to reach out to everyone on the Planning Commission to discuss this issue.

Resend Motion For Resolution No. 25-69

Motion to: Approve Ordinance No. 25-58, - First Reading

By: Vice-Mayor Thompson

Second: Alderman Cole

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

No: Alderman Ellis, Alderman Jennings

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

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.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

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.
Motion to: **Approve**
By: Alderman Woodall
Second: Alderman Ellis
Discussion: Mayor Callis explained that TDOT requested this resolution and could not guarantee that both McGlothlin/Hwy 109 and Church Street/Hwy 109 intersections could be painted.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell
Motion Passed (voice vote)

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.
Motion to: **Approve**
By: Alderman Cole
Second: Alderman Ellis
Discussion: Mayor Callis reported that the intent was signed. Director Price reported that survey work began today and said this does need to pass because the final documents will still need to be signed.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell
Motion Passed (voice vote)

Adjournment

Motion to Adjourn by Alderman Cole; Second by Alderman Jennings;
Motion passed by voice vote to **adjourn at 7:18 PM.**

RESOLUTION

City of Portland, Tennessee

No. 25 – 74

A RESOLUTION TO ESTABLISH CITY COUNCIL AND ALL CITY APPOINTED BOARDS MEETING DATES FOR 2026

WHEREAS, the Municipal Charter of City of Portland, Tennessee, states that the City Council shall fix the time and place at which regular meetings of the City Council shall be held;

WHEREAS, the City of Portland’s Council meetings shall be held at 5:00pm on the first and third Monday of each month in Council Chambers at Portland City Hall; and

WHEREAS, the dates for 2026 City Council meetings are as follows:

January 5	July 20
February 2	August 3 & 17
March 2 & 16	September 21
April 6 & 20	October 5 & 19
May 4 & 18	November 2
June 1	December 7

WHEREAS, the City of Portland’s Planning Commission meetings shall be held at 5:00pm on the second Tuesday of each month in Council Chambers at Portland City Hall; and

WHEREAS, the dates for 2026 Planning Commission meetings are as follows:

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

WHEREAS, the City of Portland’s Property Maintenance Construction Board meeting shall be held Tuesday, February 24, 2026, at 5:00pm in Council Chambers at Portland City Hall; and

WHEREAS, the City of Portland’s Industrial Development Board meetings shall be held at 5:00pm in Council Chambers at Portland City Hall; and

WHEREAS, the dates for 2026 Portland’s Industrial Development Board meetings are as follows:

January 20	July 21
March 17	September 15
May 26	November 17

WHEREAS, the City of Portland’s Municipal Airport Authority meetings shall be held at 5:00pm at Portland Airport, 601 Airport Road; and

WHEREAS, the dates for 2026 Municipal Airport Authority meetings are as follows:

February 12	August 13
April 9	October 8
June 11	December 10

WHEREAS, the City of Portland’s Board of Zoning and Appeals meetings shall be held the first Tuesday of each month, as needed, at 5:00pm in Council Chambers at Portland City Hall; and

WHEREAS, the dates for 2026 Board of Zoning and Appeals meetings are as follows:

January 6	July 21
February 3	August 4
March 3	September 1
April 7	October 6
May 5	November 3
June 2	December 1

WHEREAS, all regular City Council, Planning Commission, Property Maintenance Construction Board, Industrial Development Board, Municipal Airport Authority and Board of Zoning and Appeals meetings shall be opened to the public; and

WHEREAS, City Council, Planning Commission, Property Maintenance Construction Board, Industrial Development Board, Airport Authority and Board of Zoning and Appeals reserve the right to alter the schedule with proper notification: and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland hereby establishes the City Council, Planning Commission, Property Maintenance Construction Board, Industrial Development Board, Airport Authority and Board of Zoning and Appeals meeting dates for 2026.

BE IT FURTHER RESOLVED this resolution shall take effect upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of
Page 2 of 2

Resolution No. 25-74

RESOLUTION

City of Portland, Tennessee

No. 25 – 78

A RESOLUTION TO ADOPT THE PAVING AND SEALING PRIORITIES FOR THE 2025 FALL AND 2026 SPRING SEASON WITH FUNDS THAT WERE ALLOCATED IN THE 2025-2026 FISCAL BUDGET

WHEREAS, funding has been allocated for certain projects in the budget for the 2025-2026 budget year; and

WHEREAS, said funds are to be used as far as possible on the attached priority list dealing with roads and parking lots; and

WHEREAS, after consideration, these projects are submitted for the next round of repairs within the City to be paid out of the appropriate budgeted fund; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Alderman of the City of Portland that the attached project list is approved; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of

Order	Street Name	In Current Budget	Paving Status	Paving Date	Projected Year Total Cost
1	Rogers Road	\$17,500.00	Pave Entire Road	Fall 2025	\$532,500
2	Portland Blvd / Denning Ford Rd	\$12,000.00	Spot Repair Section	Fall 2025	
3	Portland Blvd from Robin - Jim Courtney	\$72,000.00	Spot Repair Section	Fall 2025	
4	Circle Drive	\$30,000.00	Pave Entire Road	Fall 2025	
5	Hardison St	\$3,600.00	Pave Entire Road	Fall 2025	
6	Jon Collins	\$5,100.00	Pave Entire Road	Fall 2025	
7	Airport Road	\$127,900.00	Pave Entire Road	Fall 2025	
8	W Market St	\$25,000.00	Spot Repair Section	Spring 2026	
9	North Leath Road	\$95,000.00	Pave Entire Road	Spring 2026	
10	Martin Road	\$30,000.00	Pave Entire Road	Spring 2026	
11	Hood Trail	\$40,900.00	Pave Entire Road	Spring 2026	
12	N Harris Ln	\$30,000.00	Pave Entire Road	Spring 2026	
15	Richland Park Walking Trail		Pave Entire Road	Fall 2026 / Spring 2027	\$475,821
14	Irish Oaks Subdivision		Pave Entire Road	Fall 2026 / Spring 2027	
14	Cornerstone Subdivison		Pave Entire Road	Fall 2026 / Spring 2027	
16	Sumner Drive		Pave Entire Road	Fall 2026 / Spring 2027	
17	Dogwood Drive		Pave Entire Road	Fall 2026 / Spring 2027	
18	Oak Street		Pave Entire Road	Fall 2026 / Spring 2027	
19	Roark Drive		Pave Entire Road	Fall 2026 / Spring 2027	
20	Potts Ave		Pave Entire Road	Fall 2026 / Spring 2027	
21	Donoho Drive		Pave Entire Road	Fall 2026 / Spring 2027	
22	Deasy Lane		Pave Entire Road	Fall 2027 / Spring 2028	\$111,400
23	Graves Street		Pave Entire Road	Fall 2027 / Spring 2028	
24	Bennett Street		Pave Entire Road	Fall 2027 / Spring 2028	
25	Hardy Street		Pave Entire Road	Fall 2027 / Spring 2028	
26	Wix Ave		Pave Entire Road	Fall 2027 / Spring 2028	
27	Demase Street		Pave Entire Road	Fall 2027 / Spring 2028	
28	Nestledown Circle		Pave Entire Road	Fall 2027 / Spring 2028	
29	Richland Park Parking Lots		Pave Entire Road	TBD	\$650,000
30	Vanatta Rd		Pave Entire Road	TBD	\$107,500
31	Woods Road		Pave Entire Road	TBD	
32	Sewer Lift Station Drive Kirby		Spot Repair Section	TBD	
33	Pavement Evaluation Software	\$13,500.00		Fall 2025	
34	Striping Maintenance	\$10,000.00		Fall 2025	
35	Milling	\$10,000.00		Fall 2025	
36	Cleaning & Sweeping + Edge Keys	\$10,000.00		Fall 2025	
37	North Fire Hall	\$10,980.00	Sealing Project	Fall 2025	
38	South Fire Hall	\$9,280.00	Sealing Project	Fall 2025	
39	City Hall	\$7,590.00	Sealing Project	Fall 2025	

ORDINANCE

City of Portland, Tennessee

No. 25 - 59

First Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR THE CITY OF PORTLAND 2025 SIDEWALK CONTRACT EFFECTIVE DECEMBER 1, 2025-DECEMBER 31, 2026, WITH A ONE (1) ONE YEAR RENEWAL OPTION

WHEREAS, the following bids were properly solicited and received for the City of Portland 2025 sidewalk contract; and

RESPONDENT LEGAL ENTITY NAME:	Campbell	Pavement Restoration Inc	Tibbs Concrete Finishers	Grade A Construction	Baker Contracting	Jetton Property Group
Cost Item Description						
New Sidewalk Price (Sq. Ft.) 3,000 PSI – no rebar – Expansion Joint every 25 ft.	25	25	20.31	40.6	12.86	7.25
New sidewalk means: Excavation, rock, topsoil backfill, and seed & straw stabilization are to be included.						
Repair and Replace Price (Sq. Ft.) 3,000 PSI – no rebar Expansion Joint every 25 ft.	35	35	26.2	41	18.5	8.25
Existing Sidewalk section is to be removed and replaced. Excavation, rock, and backfill are to be included. Debris hauled away. Seed and Straw as needed.						
Handicap ADA Warning Pad (Price is per pad)	300	350	500	472	475	710
Recommended vendor	No	No	No	No	No	Yes

WHEREAS, this contract is for one year (1) with one (1) renewal option with a maximum of a two- and one-half percent (2.5%) increase; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the best bid from Jetton Property Group shall be approved for the 2025 City of Portland sidewalk contract for December 1, 2025- December 31, 2026, followed by a one (1) year renewal option; 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:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 36

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2025 ANNUAL WATER SERVICE LINE REPLACEMENT PROJECT

WHEREAS, the City of Portland deems it necessary to complete water service line replacement projects to reduce water leaks and water loss; and

WHEREAS, the City of Portland received and opened bids on April 16, 2025, from the following contractors; and

- Perdue Trucking & Excavating
- Covenant Constructors, LLC

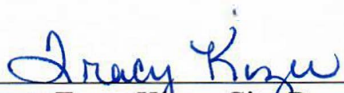
WHEREAS, after careful consideration and based on a per unit basis (see attached certified bid tabulation), the bid from Perdue Trucking and Excavating has been recommended as the best bid for the 2025 Annual Water Service Line Replacement Project; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Perdue Trucking and Excavating** on a per unit basis as the best bid for the 2025 Annual Water Service Line Replacement Project; 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: June 2, 2025

Passed Second Reading: July 21, 2025

BID TABULATION

City of Portland 2025 Annual Service Line Replacement **Rebid**

PDU No: 0101-221

Bid Date/Time: Wednesday, April 16, 2025 at 2:00 PM (CST)

			Perdue Trucking and Excavating		Covenant Constructors, LLC	
			130 Morningside Drive Portland, TN 37148		112 Long Hollow Pike, 2 nd Floor Goodlettsville, TN 37072	
Item Number	Description	Quantity	Unit Cost*** Regular Hours*	Unit Cost*** After Hours**	Unit Cost*** Regular Hours*	Unit Cost*** After Hours**
SHORT SIDE SERVICE REPLACEMENT (3/4" & 1")						
1	0-15 ft	EA	\$ 800.00	\$ 1,000.00	\$ 3,301.96	\$ 3,301.96
2	16-30 ft	EA	\$ 850.00	\$ 1,050.00	\$ 3,469.28	\$ 3,469.28
3	31-45 ft	EA	\$ 925.00	\$ 1,150.00	\$ 3,552.94	\$ 3,552.94
4	46-60 ft	EA	\$ 1,250.00	\$ 1,500.00	\$ 3,678.44	\$ 3,678.44
5	60+ ft	EA	\$ 1,500.00	\$ 1,750.00	\$ 4,692.17	\$ 4,692.17
LONG SIDE SERVICE REPLACEMENT (3/4" & 1")						
6	0-50 ft	EA	\$ 1,000.00	\$ 1,250.00	\$ 9,805.91	\$ 9,805.91
7	51-75 ft	EA	\$ 1,300.00	\$ 1,650.00	\$ 9,805.91	\$ 9,805.91
8	76-100 ft	EA	\$ 1,500.00	\$ 1,850.00	\$ 10,307.89	\$ 10,307.89
9	100+ ft	EA	\$ 2,500.00	\$ 3,000.00	\$ 10,307.89	\$ 10,307.89
RECONNECT TO EXISTING SERVICE						
10	Reconnect to Existing 3/4" Service	EA	\$ 200.00	\$ 275.00	\$ 762.74	\$ 762.74
11	Reconnect to Existing 1" Service	EA	\$ 250.00	\$ 325.00	\$ 762.74	\$ 762.74
HORIZONTAL DIRECTIONAL DRILLING (2" Sch 40 White PVC Casing Pipe)						
a	0-50 ft	LS	\$ 1,500.00	\$ 2,500.00	\$ 144.87	\$ 144.87
b	Greater than 50 feet****	FT	\$ 35.00	\$ 45.00	\$ 144.87	\$ 144.87

*Regular Hours are defined as Monday through Friday 7:00am CT to 4:30pm CT.

**After Hours are defined as any time outside, before or after, of the regular hours as defined above.

***Do not list per-hour price. List the total cost for completing each line item.

****This is a per foot price for horizontal directional drilling greater than 50 feet.



ORDINANCE

City of Portland, Tennessee

No. 25 - 60

First Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 25 - 24 AND REPLACE WITH THIS ORDINANCE TO AMEND THE PAY-IN-LIEU OF FEE FOR CAPITAL PROJECTS COMPLETED BY THE CITY FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Review Fees will only be charged one time per project. If the project is inside the Portland City Limits, the review fees will be charged with preliminary plat. If the project does not require a plat, the review fees will be charged with the Construction Plans review. If the project is outside of the Portland City Limits, it will be charged with the review of the plat.

Plan Review Fee

(Due when plans are submitted for review. Must be paid prior to Portland Department of Utilities (PDU) approval.)

- \$1,200 for water plans (per phase)
• \$1,200 for sewer plans (per phase)

WATER METER BASE FEES

Table with 4 columns: Rate Class, Monthly Meter Base Fee for Fiscal Years (FY), FY 2024, FY 2025, FY 2026*. Rows include Residential, Commercial/Industrial, and Fire Meters.

*After Fiscal Year 2026, Meter Base Fees shall remain at the fee detailed under FY 2026

Water Meter Base Fees shall be used to test, calibrate, maintain, install, and replace all meters within the distribution system. Fees shall be calculated as shown above.

Residential Fee – Shall apply to all residential meters

Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.

Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	\$120
Commercial	\$180
Industrial	\$600

Water Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$1,500	\$2,400
1"	\$2,100	\$3,120
2"	\$4,500	\$6,000
*3"	\$5,200	\$6,840
*4"	\$6,200	\$8,040
*6"	\$9,200	\$11,640
*8"	\$11,200	\$14,040
*10"	\$15,000	\$19,200
*12"	\$18,000	\$24,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements. The above fees are privilege fees only and will be charged on a per unit basis and are due at the time of setting up service.

WATER IMPROVEMENT FEE

\$1,800 per equivalent residential unit (ERU) on all new development, excluding single-family residential [as defined by the 2018 International Residential Code (IRC) as one-family dwelling (single-family home) or two-family dwelling (duplex)] on existing lots less than 2 acres. If the lot was subdivided by the platting process or a metes and bounds legal description after the passage of this ordinance, the fees shall be required. See "Water Equivalent Residential Units (ERUs)" for ERU calculations.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/350 gpd = 11.42 units = 12 units * \$1,800 = \$21,600*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

If development requires off-site improvements to the water system, the following conditions shall apply:

- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator meets or exceeds 200% of the Improvement/Development fees required by the plat or modeling, all Improvement/Development Fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is between 100% and 199% of the Improvement/Development Fees required by the plat or modeling, then 50% of improvement/development fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is less than 100% of the Improvement/Development fees required by the plat or modeling, no Improvement/Development Fees shall be waived.

WATER EQUIVALENT RESIDENTIAL UNITS (ERUs) are calculated by below:

Self Storage – Calculated as general commercial services but only for the area with a water demand. If the facility is sprinkled, it will be for the full footprint of the facility.

- One-Family Dwelling/Single Family Residence – One (1) Unit
- Two-Family Dwelling/Duplex – One (1) Unit
- Triplex – Three (3) Units
- Quadplex – Four (4) Units
- Apartments – One (1) Unit per dwelling
- Mobile Home Park – One (1) Unit per dwelling
- Hotel/Motel – 130 gpd (gallons per day) per room
- General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
- Theaters – 5 gals. Per seat
- General Office space – 25 gals. Per person
- Restaurant – 40 gals. Per seat
- Schools – 16 gals. Per person (Employees and Students)
- Retirement Community (per bed) – 250 gpd (gallons per day)
- Hospitals (per bed) – 250 gpd (gallons per day)
- Assisted Care/Nursing Homes – One Half (½) unit per bed
- Church (small) – 3 gals. Per seat (no kitchen)
- Church (large) – 5 gals. Per seat (Kitchen)
- Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
- Industrial Processed Water - \$750.00 per 1000 gallons per day
- Car wash/truck wash – 2 units per bay
- Self-service Laundries – 1 unit per washer

Service stations – 1 unit per pump
Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	\$1,800
51-100	\$1,550
101-150	\$1,300
Greater than 150	\$1,000

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator

Minimum Water Main Pipe Diameter

Within City Limits: 8” – (Unless documented in the City’s Capital Improvement Plan to be larger)

Outside of City Limits: 6” – (Unless documented in the City’s Capital Improvement Plan to be larger)

Capital Projects Completed by the City

PDU will charge the **PAY-IN-LIEU OF** Fee according to the Fire and Domestic flow requirement of the development. The fee will be calculated for the property’s right-of-way and/or easement adjacent to the pipeline. Domestic flow requirements shall be calculated at the TDEC Instantaneous Demand of two (2) gallons per minute per unit. The minimum fee will be as per the City’s Minimum Water Main Pipe Diameter requirements. The Pipeline capacity shall be determined from the City’s hydraulic model. The capacity of each pipeline will vary based upon its location in the distribution system, length, type of material, etc...

Example: 30-unit Single Family Residential Development with a 12-Inch Diameter Pipeline constructed by City along the property’s 300 feet long right-of-way

30 Unit Single Family Residential Development

*Domestic Flow Requirement – 2 gpm/unit * 30 units = 60gpm*

Fire Flow Requirement – 1,000 gpm

Total Flow Requirement – 1,060 gpm

12-Inch Diameter Pipeline

Pipeline Capacity determined from Model (Varies per location) – 1,400 gpm

Unit cost of 12-Inch as per the City’s Pay-In-Lieu of Calculator - \$231.25/ft

Length of Right-of-Way – 300 ft

Thus, the Fee would be calculated as follows:

1,060 gpm/1,400 gpm = 76%

*\$231.25/ft * 300 ft *76% = \$52,527*

DEVELOPER’S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below:

Residential & Commercial

\$750 per ERU

Industrial

\$1,000 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

HYDRANT FLOW TEST FEE

The Hydrant Flow Test Fee shall be \$125 per request.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

<u>Tap Diameter</u>	<u>Inside Tap Fee</u>	<u>Outside (if applicable)</u>
4-6” minimum	\$750.00	\$1,400
Anything over 6”	\$5,000 plus all installation costs	
SR 109 Interchange Sewer	\$10,000*	

- The above fees are privilege fees only and will be charged on a per unit basis.
- They are due at the time of setting up service.
- The specified fee does not include plumber’s installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.
- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.
- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.

- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of \$10,000

<u>Inside Portland City Limits Capacity Fee</u>	<u>Outside Portland City Limits Capacity Fee (Inside Mitchellville and Orlinda Only)</u>
\$1,750	\$2,600

SEWER EQUIVALENT RESIDENTIAL UNITS (ERUs)

For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee:

Self Storage – Calculated as general commercial services but only for the area with a sewer demand.

ERUs are calculated by below:

- One-Family Dwelling/Single Family Residence – One (1) Unit
- Two-Family Dwelling/Duplex – One (1) Unit
- Triplex – Three (3) Units
- Quadplex – Four (4) Units
- Apartments – One (1) Unit per dwelling
- Mobile Home Park – One (1) Unit per dwelling
- Hotel/Motel – 130 gpd (gallons per day) per room
- General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
- Theaters – 5 gals. Per seat
- General Office space – 25 gals. Per person
- Restaurant – 40 gals. Per seat
- Schools – 16 gals. Per person (Employees and Students)
- Retirement Community (per bed) – 250 gpd (gallons per day)
- Hospitals (per bed) – 250 gpd (gallons per day)
- Assisted Care/Nursing Homes – One Half (½) unit per bed
- Church (small) – 3 gals. Per seat (no kitchen)
- Church (large) – 5 gals. Per seat (Kitchen)
- Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City. Any other classification will be calculated at 250 gpd (gallons per day).
- Industrial Processed Water - \$750.00 per 1000 gallons per day
- Car wash/truck wash – 2 units per bay
- Self-service Laundries – 1 unit per washer
- Service stations – 1 unit per pump
- Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees (Fee per Unit)

Number of Units	Inside City Limits	Outside City Limits
1-50	\$1,750	\$2,600

51-100	\$1,485	\$2,400
101-150	\$1,315	\$2,200
Greater than 150	\$1,135	\$2,000

SEWER IMPROVEMENT FEE

\$1,200 per equivalent residential unit (ERU) on all new development, excluding single-family residential [as defined by the 2018 International Residential Code (IRC) as one-family dwelling (single-family home) or two-family dwelling (duplex)] on existing lots less than 2 acres. If the lot was subdivided by the platting process or a metes and bounds legal description after the passage of this ordinance, the fees shall be required. See “Sewer Equivalent Residential Units (ERUs)” for ERU calculations.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/250 gpd = 16 units = 16 units * \$1,200 = \$19,200*

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

If development requires off-site improvements to the water system, the following conditions shall apply:

- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator meets or exceeds 200% of the Improvement/Development fees required by the plat or modeling, all Improvement/Development Fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is between 100% and 199% of the Improvement/Development Fees required by the plat or modeling, then 50% of improvement/development fees shall be waived.
- If the cost of the offsite work as calculated by Portland Department of Utilities surety calculator is less than 100% of the Improvement/Development fees required by the plat or modeling, no Improvement/Development Fees shall be waived.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	\$1,200
51-100	\$1,020
101-150	\$900
Greater than 150	\$750

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8”

Capital Projects completed by the City

PDU will charge the **PAY-IN-LIEU OF Fee** based upon the TDEC Wastewater Design Criteria Minimum requirements. The City will charge for the minimum pipe diameter until the flow requires the next size pipe. Gravity Sewer shall be sized for 50% total pipe capacity including a Peaking Factor of four (4). Sewage Flow shall be calculated using the established sewer ERU’s listed above. Once the pipe reaches 50% capacity, the next size main is required. The fee will be calculated for the property’s right-of-way and/or easement adjacent to the pipeline. The minimum fee will be per the City’s Minimum Gravity Sewer Main Pipe Diameter requirement. The Pipeline capacity shall be determined from the City’s hydraulic model. The capacity of each pipeline will vary based upon its location in the Collection system, length, type of material, etc..

Tennessee Department of Environment and Conservation
Wastewater Design Criteria

Chapter 2

Table 2-2 Minimum Slope from Traditional Method

Sewer Size (inches)	Minimum Slope* (feet per 100 feet)
8	0.40
10	0.28
12	0.22
15	0.15
18	0.12
21	0.10
24	0.08
27	0.067
30	0.058
36	0.05 **
42	0.042***

Example: 30-unit Single Family Residential Development with a 30-Inch Diameter Pipeline constructed by City along the property’s 300 feet long right-of-way

30 Unit Single Family Residential Development

*Domestic Flow Requirement – 30 units * 250 gpd * 4 = 30,000 gpd*

30-Inch Diameter Pipeline

Pipeline Capacity determined from Model (Varies per location) – 19,811,520 gpd

8-Inch Diameter Pipeline

Pipeline Capacity determined from Model (Varies per location) – 583,200 gpd

*583,200 gpd * 50% = 291,600 gpd*

291,600 gpd > 30,000 gpd – 8-Inch Diameter Pipeline has adequate capacity

Unit cost of 8-Inch as per the City’s Pay-In-Lieu of Calculator - \$375.00/ft

Length of Road Frontage – 300 ft

Thus, the Fee would be calculated as follows:

*\$375.00/ft * 300 ft = \$112,500*

DEVELOPER’S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below.

Residential & Commercial

\$1,000 per ERU

Industrial

\$750 per 5,000 SF of building footprint

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

PRETREATMENT

The City is required by the EPA and TDEC to maintain a Pretreatment Program. The TDEC approved Portland Sewer Use Ordinance governs and set all requirements of the Pretreatment Program.

INDUSTRIAL PRETREATMENT PERMITS

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for all permitted users.

Industrial Pretreatment Permit shall have an annual fee of **\$7,500**

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Industrial Pretreatment Permit Fee shall become effective January 1, 2025.

FATS, OILS, AND GREASE (FOG) PROGRAM

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for the inspection and monitoring of the Grease Management Plan.

FOG Inspection Fee shall be \$400 annually per device. An establishment having multiple devices shall be charged per Grease Trap/Interceptor.

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Grease Trap/Interceptor Fee shall become effective January 1, 2025.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	\$100
Commercial	\$150
Industrial	\$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

GAS TAP FEES

TAP SIZE	TAP FEES
3/4"	\$400
1"	\$475
2"	\$550

INDUSTRIAL AND COMMERCIAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE

The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

INITIAL CAPACITY LETTER FEES

Initial Capacity Fees shall be collected with the initial approval of a Capacity Letter:

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000

CAPACITY LETTER RENEWAL FEES (ANNUALLY)

Capacity Renewal Fees will apply to all Capacity Letter Renewals:

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500 + option A, B, or C
 - A. Up to 100 units: \$50 per unit
 - B. 101 to 300 units: \$40 per unit
 - C. 301 or more units: \$30 per unit

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000 + \$500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000 + \$1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, and Capacity Letter Maintenance Fees as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; and

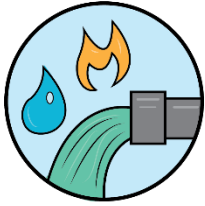
BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

BRYAN PRICE – UTILITIES DIRECTOR

100 SOUTH RUSSELL ST.

PORTLAND, TENNESSEE 37148

Telephone (615) 323-1437

Email Address: bprice@cityofportlandtn.gov

9/23/2025

Re: **PAY-IN-LIEU OF FOR CAPITAL PROJECTS
AD HOC COMMITTEE MEETING
TUESDAY, OCTOBER**

Portland Dept of Utilities Fee Ordinance No. 25-24

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator

Minimum Water Main Pipe Diameter

Within City Limits: 8” – (Unless documented in the City’s Capital Improvement Plan to be larger)

Outside of City Limits: 6” – (Unless documented in the City’s Capital Improvement Plan to be larger)

As per the Fee Ordinance, when creating or altering a subdivision or new development, PDU charges for upsizing the water main for the length of their road frontage. There are several capital projects the City has funded. So, if a development happens along the route of the new 16-Inch Water Transmission Main from Castalian Springs, we charge a **Pay-In-Lieu of Upsizing Fee** for the road frontage of the development.

EXAMPLE OF CURRENT METHOD OF CALCULATION:

Price Per Foot = **\$294.01**

Length of Development = 100 ft (assumed)

Pay-In-Lieu of Fee = **\$294.01** x 100 = **\$29,401**

Let’s say this development is single family residential. As per the 2018 International Fire Code Appendix B, the COP requires 1,000 gpm for fire protection. The 16-Inch water main has the capacity for 3MGD or 2,100 gpm. So, the residential development does not require the full 16-Inch pipe but a percentage.

EXAMPLE OF PROPOSED METHOD OF CALCULATION:

1,000 gpm/2,100 gpm = **47.6%**

Price Per Foot = **\$294.01**

Length of Development = 100 ft (assumed)

Pay-In-Lieu of Fee = **\$294.01** x 100 * **47.6%** = \$29,401 = **\$14,000**

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below. The payment shall be calculated using the City’s Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8”

Sewer Example:

PDU charges the *Pay-In-Lieu of Upsizing Fee* for sewer the same as water. If we assume a single-family residential development being constructed along the path of the Interceptor along Jackson Rd with 300 ft of frontage along the sewer pipeline, the fee would be charged as follows:

Let’s calculate the fee based upon TDEC Wastewater Design Criteria minimum requirements.

TDEC Wastewater Design Criteria requires a minimum pipe diameter of 8-Inch. Charge for the minimum pipe diameter until the flow requires the next size pipe. As per Chapter 2 gravity sewer is sized for 50% total pipe capacity. Once the pipe reaches 50% capacity, the next size main is required.

TDEC Pipe Diameters with Minimum Slopes

Table 2-2 Minimum Slope from Traditional Method

Sewer Size (inches)	Minimum Slope* (feet per 100 feet)
8	0.40
10	0.28
12	0.22
15	0.15
18	0.12
21	0.10
24	0.08
27	0.067
30	0.058
36	0.05 **
42	0.042***

So instead of charging for the 30” Interceptor, charge for the minimum they would have been required to install.

EXAMPLE OF CURRENT METHOD OF CALCULATION:

Price Per Foot = **\$555.40**

Length of Development = 300 ft (assumed)

Pay-In-Lieu of Fee = **\$555.40** x 300 = **\$166,620**

Still assume 50 single family homes. An 8-Inch gravity sewer has the capacity for 50 homes.

The fee could be charged as follows:

EXAMPLE:

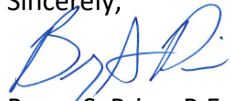
Price Per Foot = **\$375.00**

Length of Development = 300 ft (assumed)

Pay-In-Lieu of Fee = **\$375.00** x 300 = **\$112,500**

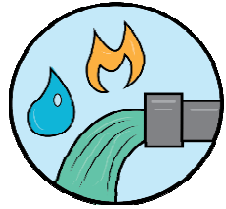
Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Price".

Bryan S. Price, P.E.

Portland Utilities Director



PORTLAND

Department of Utilities

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Portland, Tennessee

Water Projects

Project	Size Main	Footage	Construction	Engineering	Easement	Per Foot Price
Masons	12"	12,590	\$3,086,221.00	\$196,100.00	\$77,620.00	\$266.87
Searcy to Sandye WL	12"	3,610	\$687,000.00	\$48,000.00	\$0.00	\$203.60
Project Commodore	12"	4,500	\$812,632.79	\$44,860.84	\$0.00	\$190.55
Eubanks Rd WL	12"	2,500	\$633,977.41	\$26,000.00	\$0.00	\$263.99
Regionalization	16"	46,520	\$11,275,645.00	\$1,479,000.00	\$922,623.00	\$294.01

Sewer Projects

Project	Size Main	Footage	Construction	Engineering	Easement	Per Foot Price
Sandye Ave	8"	440	\$145,310.95	\$15,000.00	\$4,633.76	\$374.87
Strawberry Sta	8"	120	\$40,000.00	\$5,000.00	N/A	\$375.00
Sewer Interceptor	30"	8,420	\$4,377,955.00	\$260,000.00	\$38,500.00	\$555.40
Project Commodore	4" FM	1,600	\$76,533.31	\$12,523.91	\$0.00	\$55.66

Gas Projects

Project	Size Main	Footage	Construction	Engineering	Easement	Per Foot Price
Project Commodore	6" PE	320	\$76,818.69	\$23,847.82	\$0.00	\$314.58
2022 TGT Rd	12" Steel	2,500	\$1,219,495.47	\$42,000.00	\$0.00	\$504.60