



**BOARD OF MAYOR AND ALDERMEN
Minutes for August 18, 2025 at 5:00 PM**

1. Call to Order

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

2. Prayer and Pledge

Alderman Drew Jennings led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell (left at 5:51 PM), 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

4. Approval of Agenda

Motion to: Approve and defer Items C & D under 20. Public Works.

By: Alderman Woodall

Second: Alderman Cole

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

Absent: Alderman Hall

Motion Passed (voice vote)

5. Presentation

Mayor Callis presented a Certificate of Recognition to Matthew "Happy" Gilmore for his selfless actions that make this a better community. Chief Thornton and Chief Arnold expressed their gratitude to him for his quick response and help that saved a person's life.

6. Public Comment Period

- No one spoke

7. Public Hearing

A. Ordinance No. 25-37 - Second Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Liberty Street from GCS (General Commercial Services) to R7.5 (Medium Density Residential).

- No one spoke

B. Ordinance No. 25-38 - Second Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Searcy Lane from RS-40 (Residential Single Family) to R7.5 (Medium Density Residential).

- No one spoke

C. Ordinance No. 25-39 - Second Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 631 Highway 52 E, 380 and 392 Three Brothers Way from RM-1 (High Density Residential) and RS-20 (Low Density Single Family Residential) to R7.5 (Medium Density Residential).

- No one spoke

8. Communications from Council Members

- No Items

9. Mayor's Report - Mayor Callis thanked Vice-Mayor Thompson for taking care of the last Council Meeting. The following was discussed:

- An Ordinance will soon be presented to sell land by auction, once the parcels have been determined. The proceeds will be used for sewer distribution.
- The contractor has installed 10,870 linear feet of the 16" regional water line.

- Would like for the Council to consider removing all multifamily uses from all zoning districts besides RM1. There may be confusion about where it can be used.
- The City does not pick or choose what developments can happen. Developers must meet regulations, follow, and complete codes that have been adopted by this Board. Some projects are not equal. For example, restaurants that have fewer than 100 seats may have fewer restrictions than those that have more than 100 seats.
- The Sales Tax Referendum is planned for May 2026. The revenue calculation, based on current trends, looks like the half-penny sales tax would generate about an equal amount of a 21 cents property tax increase. The Council has identified a third Fire Hall and staffing as top priority and has approved an employee step plan that will require ongoing revenue to ensure we can keep the plan going.
- The north loop bypass had six companies submit bids. The State will be finalizing bid awards and signing contracts soon.
- There was an opportunity last week to submit a grant for warning systems. A plan was pulled together to submit and, if selected, the next step will be approval from the Council to proceed. Most of the cost would be covered by the grant.
- Last Friday, August 15, 2025, the Mayor and Attorney Bradley met with White House Utility District's Management and discussed the final modeling of the entire system. WHUD would like to do a presentation to the entire City Council in September. Look for a special call meeting towards the end of September.
- The State Industrial Project is almost complete on Eubanks Road. This will open up more access to current industry and more potential industrial sites.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Woodall

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

Absent: Alderman Hall

Motion Passed (voice vote)

- A.** Ordinance No. 25-46 - Second Reading – An Ordinance rescinding and replacing Ordinance No. 16-39 in its entirety that will amend the City of Portland Municipal Code Title 12 entitled “Building, Utility, Etc. Codes”.
- B.** Department Reports
- C.** Minutes from August 4, 2025 Council Meeting.

11. Community Development – Vice-Mayor Megann Thompson

Vice-Mayor Thompson reported that the Waffle House may be opening in September.

12. Finance – Alderman Vince Ellis

- No Items

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- A.** Resolution No. 25-57 - A Resolution authorizing the amendment to Resolution No. 19-123 approving the annual purchase of safety boots for certain Public Works, Parks and Department of Utilities Employees.

Motion to: Approve

By: Alderman Ellis

Second: Alderman Cole

Discussion: Human Resources Director Johnson explained the process for boot purchasing. Alderman Woodall explained this has not been updated for six (6) years and should streamline the reimbursement process for the Finance Department.

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

Absent: Alderman Hall

Motion Passed (voice vote)

15. Legislative – Mayor Mike Callis

- A.** Ordinance No. 25-48 - First Reading - An ordinance to amend title 9 of the Portland Municipal Code by repealing and replacing Ordinance No. 23-59 chapter 10 Mobile Food Vendors.

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

Discussion: Mayor Callis explained the opening time was changed to 5:30 AM and added an exemption for private events.

Alderman Cole questioned if the fees were enough to cover the sales tax loss. Discussion was held and it determined that Alderman Cole would submit requests and ideas to Ad Hoc committed to review the fees.

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Ordinance 25-49 - First Reading - An ordinance to repeal and replace Ordinance 17-45 with this ordinance adopting a revised public records policy and shall supersede any previous records policies set by the city of Portland.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Finance Director Slusser explained that this is an update in the policy to cover the software addition and updating some definitions.

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

Absent: Alderman Hall

Motion Passed (voice vote)

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- A.** Ordinance No. 25-50 – First Reading - An Ordinance to enter into a professional service agreement with Lose Design for engineering services for the Richland Gym Restroom Project, in the amount of \$73,500.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Parks Director White explained that the RFQ s were received, and the committee reviewed and unanimously chose Lose Design. This is for the design of the restrooms remodel and addition of the conference room. Discussion about the use of the gym and the continued renovation of the gym.

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

Absent: Alderman Hall

Motion Passed (voice vote)

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-37 - Second Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Liberty Street from GCS (General Commercial Services) to R7.5 (Medium Density Residential).

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Planning Director Nate Heisler presented the zoning map and reported that it passed through the Planning Committee.

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Ordinance No. 25-38 - Second Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Searcy Lane from RS-40 (Residential Single Family) to R7.5 (Medium Density Residential).

Motion to: Discuss

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Director Heisler presented the zoning map and the plans that were presented in the pre-application meeting.

- Director Heisler said this request failed in the Planning meeting.
- In the Planning meeting, the discussion of the area was about the possibility of it becoming a commercial hub when the bypass is completed and a straight zoning change without a PUD was not the direction they were given.
- Director Heisler advised the plan could be changed if straight zone change is granted.
- Alderman Cole questioned if it failed Planning, and why it was here before the Council.
- Mayor Callis explained the property owner has the right to petition the Council if it fails Planning Committee.
- Vice-Mayor Thompson explained that once the bypass was completed, this would be the most visible area of Portland and some of the concerns were expressed in the Planning Meeting.
- Vice-Mayor Thompson also commented that she would never want that area to be a straight zone change and would always want it to be passed with PUD.

Motion to: Suspend the Rules for Zack Wilkinson, the designer, to speak.

By: Alderman Jennings

Second: Alderman Woodall

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

Absent: Mike Hall

Motion Passed (voice vote)

Discussion:

- Zach Wilkinson said the plan had changed since the pre-application meeting, and they would not be able to get that density with R75.
- Zach Wilkinson spoke about the request and said that he feels a PUD is not appropriate because of having to build a roadway and the property size is too small for PUD.
- Zach Wilkinson also said the road would not be wise for the City and taxes would not be enough to cover the cost of the road.
- Vice-Mayor Thompson questioned the safety of five (5) driveways backing out onto Searcy Lane, and it is a congested area because of the schools with new drivers on that roadway.
- When questioned about the plans for the area, Zach Wilkinson said his max unit count was 14 duplexes, if the builder decides to build duplexes and not single-family homes.
- Vice-Mayor Thompson explained that once you give a straight rezone, it is done and the property owner can change their plan, since there is no PUD.
- Zach Wilkinson explained that the developer will have to look at the area to determine if duplexes or single-family homes would be more profitable.
- Zach Wilkinson also said that if this passed and when it was time for the Utilities Developer Agreement, the City could incorporate restrictions and design guidelines.
- Vice-Mayor Thompson commented that if this passes, it will set a precedent and developers will request zone changes and not complete a PUD in the future.
- Alderman Ellis said that his concern is that there is not much land left in Portland that has mixed use and brings in sales tax.
- Zach Wilkinson said that the city plans he had seen had that area as residential.

Vote: Roll Call
Yes: Alderman Jennings, Alderman Woodall
No: Alderman Cole, Alderman Ellis, Vice-Mayor Thompson
Absent: Alderman Hall, Alderman McDowell
Motion Failed 3 to 2 (roll call)

- C.** Ordinance No. 25-39 - Second Reading – An ordinance to amend the City of Portland, Tennessee zoning map by rezoning 631 Highway 52 E, 380 and 392 Three Brothers Way from RM-1 (High Density Residential) and RS-20 (Low Density Single Family Residential) to R7.5 (Medium Density Residential).

Motion to: Approve
By: Vice-Mayor Thompson
Second: Alderman Woodall
Discussion: Director Heisler presented the zoning map and advised this did pass in the Planning Commission Meeting.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall
Abstain: Vice-Mayor Thompson
Absent: Alderman Hall, Alderman McDowell
Motion Passed (roll call vote)

19. Police Department – Alderman Drew Jennings

- A.** Resolution No. 25-54 - A resolution authorizing certain change orders in the net amount of \$28,533.45 for the Police Station Remodel Project.

Motion to: Approve
By: Alderman Jennings
Second: Alderman Ellis
Discussion: Mayor Callis explained that these were last-minute changes and the funding is in the budget.

- Discussion was held about concerns needing so many changes and how certain items were missed, such as electrical outlets.
- Codes Director Johnny Morris explained that the state of Tennessee does the electrical inspections and that they were not involved in the plan reviews.
- Discussion was held about better review of future contracts and building plans.
- Discussion was held about additional costs, such as generator, furniture and covering the north end of the building.
- Director Slusser suggested that Chief Arnold and her review what has been spent and the cost of additional needs to present at next Council meeting.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell
Motion Passed (voice vote)

- Mayor Callis explained that on Thursday, August 21, 2025, everyone will be reviewing the final needs of the remodel and can ask about the cost of bricking the north end building.
- Director Slusser advised that we still need to pave the parking lot.
- At the next Council meeting, the information from the building review and complete funding will be presented.

- B.** Discussion - Animal Control staffing

- Chief Arnold explained Animal Control has a staffing vacancy, which is not a certified position.
- Based on current department needs and the staffing trend of other departments, Chief Arnold is requesting this to become a sworn position.
- Chief Arnold explained that when Animal Control responds to a call, if it requires law enforcement, it could be handled immediately and not wait for an officer to respond and be pulled from patrol.
- This would be an increase in annual cost.
- Director Slusser advised it would be funded this year by cash on hand and next year would require a tax increase.

- There are a couple of officers that are interested and if they are transferred, they will be replaced on patrol.
- Mayor Callis advised it would basically be the same as Property Maintenance Officer, which has been very successful.

20. Public Works – Alderman Brian Woodall

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

- Mayor Callis explained that the information came back quicker than anticipated, and it was added to the agenda with one change to the Resolution.
- Public Works Assistant Director Keen reported that he spoke with the company about covering all costs, and they said they could not cover any additional costs.
- Assistant Director Keen also advised that they would be removing the dirt as directed in the plans for the detention pond.
- The change was that the City would be responsible for the road and stabilization and would not exceed \$20,000 and there would be no cost to remove the material from the basin.
- A discussion was held about the state looking for dirt or possible purchasing dirt.
- Mayor Callis explained that Stewart Richie will have to move the dirt to specs for building the basin.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

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

Mayor Callis explained that this Resolution goes with the other resolution. Assistant Director Keen explained that the permits have to be for the City and not the contractor.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- C.** Discussion - Painting and signage for truck traffic on Highway 109.
Deferred during approval of Agenda.
- D.** Discussion - Update on Traffic Engineering from February 2025
Deferred during approval of Agenda.

21. Utility Infrastructure – Alderman Charles Cole

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

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Discussion: Utilities Director Brian Price discussed the changes and explained they were adding the natural gas to the contract, following Title 19 guidelines.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- B.** Resolution No. 25-55 - A Resolution to approve the final adjusting change order #2 in the decreased amount of \$43,480.79 and extending the final completion contract time by thirty (30) additional days for the 2024 Sanitary Sewer Point Repairs Project.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Discussion: Director Price advised it was finished under budget.

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

Absent: Alderman Hall, Alderman McDowell

Motion Passed (voice vote)

- C.** Resolution No. 25-56 - A Resolution authorizing the City of Portland to enter into an agreement with Thurman's Lawn & Landscapes, LLC for the yard restorations for fiscal year 2026.

Motion to: Approve

By: Alderman Cole

Second: Vice-Mayor Thompson

Discussion: Director Price advised bids were taken, and this company was the only one to bid. They are also the same company Utilities have been using for the last few years.

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 None;

Motion passed by voice vote to **adjourn at 06:31 PM.**



Mike Callis, Mayor



Tracy Kizer, City Recorder

City of Portland Public Comment Sign-In Sheet

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

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

| Speaker Information | | List which public hearing and/or agenda item you would like to speak on. |
|---------------------|--|--|
| <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: August 18, 2025 Page Number: 1 of