



**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)

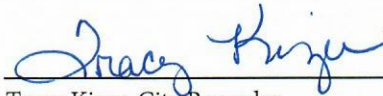
Adjournment

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

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



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>		
<i>Address</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

