



**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 Basiliou 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.**



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 20, 2025 Page Number: 1 of 1

