



**BOARD OF MAYOR AND ALDERMEN  
Portland City Hall - Council Chambers  
100 South Russell St. Room 111  
AGENDA for January 5, 2026**

**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.** Ordinance No. 25-59 – Second 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.
- B.** Ordinance No. 25-62 – Second Reading — an Ordinance to enter into an agreement with Unified Disposal Partners (UDP) to provide roll off dumpster hauling and services to the City of Portland.
- C.** Minutes from December 1, 2025 Work Study Meeting.
- D.** Minutes from December 1, 2025 City Council Meeting.
- E.** Department November Reports

**11. Community Development – Vice-Mayor Megann Thompson**

**12. Finance – Alderman Vince Ellis**

- A.** Ordinance3 No. 26-01 – First Reading — An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 25-27 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

**13. Fire Department – Alderman Jody McDowell**

**14. Human Resources – Alderman Vince Ellis**

**15. Legislative – Mayor Mike Callis**

- A.** Resolution No. 26-01 - A Resolution to honor the principles and ideals that makes America the greatest nation on Earth as we celebrate the 250th Anniversary of these United States.
- B.** Resolution No. 26-02 – A Resolution to enter into a non-binding memorandum of understanding with the White House Utility District regarding The City of Portland Waterworks System.

**16. Municipal Airport – Alderman Mike Hall**

**17. Parks & Recreation – Alderman Brian Woodall**

- A.** Discussion — Loan for Park Improvements

**18. Planning & Codes – Vice-Mayor Megann Thompson**

**19. Police Department – Alderman Drew Jennings**

**20. Public Works – Alderman Brian Woodall**

**21. Utility Infrastructure – Alderman Charles Cole**

- A.** Discussion - Natural Gas for Rapids Rd, Coker Ford Rd, and Oak Dr
- B.** Discussion - EPA Consent Order

**Adjournment**

ORDINANCE

City of Portland, Tennessee

No. 25 - 59

Second 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 hailed away. Seed and Straw as needed.						
Handicap ADA Warning Pad (Price is per pad)	300	350	500	472	475	710
<b>Recommended vendor</b>	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: November 3, 2025

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 25 - 62

Second Reading

**AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH UNIFIED DISPOSAL PARTNERS (UDP) TO PROVIDE ROLL OFF DUMPSTER HAULING AND SERVICES TO THE CITY OF PORTLAND**

**WHEREAS,**

The City of Portland opened and read aloud sealed bids for the Dumpster Hauling Services Contract on Wednesday November 19, 2025 at 2:01 pm.; and

**WHEREAS,**

the City reviewed and determined that the lowest bid was submitted by Unified Disposal Partners (UDP); and

**WHEREAS,**

The Contract has a three-year initial term running from January 6, 2026 to December 30, 2028 followed by two (2) one (1) - year renewal options; and

**WHEREAS,** The City will utilize UDP as 1<sup>st</sup> option for pickup and will utilize SA Recycling as a secondary source if UDP cannot fulfill the initial requested pickup; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to approve the Rolloff Dumpster Services Contract with Unified Disposal Partners (UDP) to provide dumpster hauling services for the City of Portland; and

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Passed First Reading: December 1, 2025

Passed Second Reading:

**City of Portland Dumpster Hauling  
Bid Opening Results    Nov. 19, 2025**

**Bid Sheet**                  Vendor    **S A Recycling**

Cost Description:	2026	2027	2028	2029	2030
Haul Fee per Dumpster	\$275.00	\$275.00	\$300.00	\$300.00	\$300.00
Haul Fee shall include minimum 30-yard dumpster, fuel, and round-trip delivery to transfer station					
<b>DO NOT include tipping fees in Haul Cost</b>					
<b>Average Cost for 5 years</b>	\$290.00				

**Bid Sheet**                  Vendor    **UDP Tn Hauling**

Cost Description:	2026	2027	2028	2029	2030
Haul Fee per Dumpster	\$235.00	\$242.05	\$249.31	\$256.93	\$269.77
Haul Fee shall include minimum 30-yard dumpster, fuel, and round-trip delivery to transfer station					
<b>DO NOT include tipping fees in Haul Cost</b>					
<b>Average Cost for 5 years</b>	\$250.61				



Work Study Minutes  
Monday, December 1, 2025 at 4:00 PM

**1. Call to Order**

Mayor Mike Callis called the meeting to order at 04:00 PM.

**2. Roll Call**

**3. Approval of Agenda**

**Motion to:** Approve

**By:** Alderman Woodall

**Second:** Vice-Mayor Thompson

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

**4. Public Comment Period**

- No one spoke

**5. Discussion**

- A.** White House Utility District (WHUD) Discussion - Mayor Callis turned the meeting over to Bill Thompson of the White House Utility District.  
The following was discussed:

- Capital Improvements and plans
- Rates for outside City vs City customers and equaling those rates.
- Flat rate fees, including industrial and residential.
- Review of the findings from the hydraulic model found.
- GIS system and issues with the information.
- Plant and distribution system
- Debt bonds — WHUD would pay both water & sewer, keep the interest rate the same and payments would be made to WHUD.
- Not replacing the meters until a MOU (memorandum of understanding) is signed.
- WHUD would work to replace the meters to ensure compatibility with their system.
- Growth and development, including pay-in-leu, fire flow requirements.
- Separating funds and equipment from water and sewer.
- The WHUD would hire all dedicated water employees and their transfer would keep their years of service, but change to WHUD personnel manual and retirement.

All agreed to a memorandum of understanding at the January 2026 meeting.

**Adjournment**

**Motion to Adjourn** by Alderman Cole; Second by Alderman Jennings;

Motion passed by voice vote to **adjourn at 4:43.**



**BOARD OF MAYOR AND ALDERMEN  
Minutes for December 1, 2025 at 5:00 PM**

**1. Call to Order**

Mayor Mike Callis called the meeting to order at 05:02 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, 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:** Amend by adding Discussion of Lindsey Kayla Ct roadway issues, as Item D under Public Works

**By:** Alderman Ellis

**Second:** Alderman Woodall

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

**5. Presentation**

- No Items

**6. Public Comment Period**

- No one spoke

**7. Public Hearing**

- A.** Ordinance No. 25-58 – Second Reading – An Ordinance to rescind and replace, in its entirety, Resolution 23-52 requiring all multi-family and dwelling two-family zoning to be presented as a planned unit development.  
- No one spoke

**8. Communications from Council Members**

Alderman Woodall reminded everyone that on Saturday, December 13, 2025, from 10am to noon is the visit with Santa at Richland Gym and on that same day, at 7 pm, there will be Christmas for Kids Wrestling, also in Richland Gym.

**9. Mayor's Report** - Mayor Callis spoke about the following:

- Portland Northern Bypass — underway and this is a state-funded project. Estimated to be completed in the spring of 2028.
- Splash Pad - 2.6 mill project, 47% covered by a grant. Looking open Memorial Day weekend of 2026.
- Hometown heroes — To take part and have banner put up in their honor and memory, see the City website for a link.
- Owner-occupied homes — Statistics show that communities benefit from homeownership.
- The budget has to be approved by June 30th and required to have a 3rd party preform audit.
- Local sales — Requested to the State to share the full local option sales tax percentage. The May 5th election will have a referendum on the half-penny per dollar sales tax increase.
- Penny phaseout - Finance and Business office talk about next year.
- Christmas Sanitation schedule — will be one day early and one day late pick-up during holiday schedules. The schedule was sent out with billing.
- Congratulations to Alderman Woodall and Carlton Cobb — both received Sumner County awards.
- The holiday kick-off started with a Thanksgiving Service hosted by Highland Church. On December 6, 2025, there will be Christmas activities and the Christmas parade. December 13, 2025, is a visit with Santa, and this year shop with a cop will be in December.

## 10. Consent Calendar

**Motion to:** Approve

**By:** Alderman Woodall

**Second:** Vice-Mayor Thompson

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

- A. Ordinance No. 25-60 – Second 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
- B. Minutes from Work Study - November 3, 2025
- C. Minutes from City Council Meeting, November 3, 2025
- D. Department Reports

## 11. Community Development – Vice-Mayor Megann Thompson

- A. Resolution No. 25-80 – A Resolution to approve a PILOT for N & Y Hospitality as recommended by the Portland Industrial Development Board.

**Motion to:** Approve

**By:** Vice-Mayor Thompson

**Second:** Alderman Woodall

**Discussion:** Community Development Director Sherry Ferguson advised this was a first request for the Industrial Development Board to approve a PILOT. Director Ferguson also reviewed some of the guidelines they will be following. Mayor Callis expressed his appreciation to the Industrial Development Board for their service.

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

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

## 12. Finance – Alderman Vince Ellis

- A. Resolution No. 25-81 — A Resolution to authorize appropriations for financial aid for Nonprofit Charitable Organizations.

**Motion to:** Approve

**By:** Alderman Ellis

**Second:** Alderman Woodall

**Discussion:** Alderman Woodall explained the process the Ad Hoc Committee used in determining the recipients.

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

**No:** Alderman Cole

**Absent:** Alderman Hall

**Motion Passed (voice vote)**

Discussion was held about if the donation process, and if the City should continue with the donations. Discussion was also held about the commitment the City has with the Portland Library donation and whether that should be a line-item instead of a donation.

- B. Resolution No. 25-86 — A Resolution to dissolve the Industrial Provision Fund of The City of Portland.

**Motion to:** Approve

**By:** Alderman Ellis

**Second:** Alderman Woodall

**Discussion:** Mayor Callis advised this is a function of the Industrial Development Board. Director Slusser was advised by the auditor that since IDB has a board and charter, this does not need to be on Portland's financial listing.

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

Absent: Alderman Hall  
**Motion Passed (voice vote)**

**13. Fire Department – Alderman Jody McDowell**  
- No Items

**14. Human Resources – Alderman Vince Ellis**

- A.** Resolution No. 25-82 - A Resolution to authorize the City of Portland to enter into an agreement with Paypoint HR, LLC for a review of the compensation study.  
**Motion to:** Approve  
By: Alderman Ellis  
Second: Vice-Mayor Thompson  
**Discussion:** Human Resources Director Hazel Johnson reviewed the timeline, what will be reviewed, and advised it should not be a long process.  
Vice-Mayor Thompson questioned if anything has been passed on about the healthcare issues.  
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. 25-25 – Second Reading – An Ordinance calling for a referendum for the purpose of increasing investment in city services such as Parks, Roads and Public Safety by maximizing the Local Option Sales Tax by a half-penny per dollar in the City of Portland, Tennessee hereby known as the Portland Investment Act.  
**Motion to:** Approve  
By: Vice-Mayor Thompson  
Second: Alderman Jennings  
**Discussion:** Mayor Callis advised the referendum would be on the May 5th, 2026 ballot.  
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall  
Absent: Alderman Hall  
**Motion Passed (voice vote)**
- B.** Resolution No. 25-84 - A Resolution to petition the Tennessee Legislature to consider possible Legislative changes that affect Local Governments.  
**Motion to:** Approve  
By: Vice-Mayor Thompson  
Second: Alderman Ellis  
**Discussion:** Mayor Callis reviewed the items in the Resolution  
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.** Discussion — Parks Improvements Parks Director Jamie White spoke about the improvement list. Director White advised that the first on his list is the Richland Gym Bathrooms renovation. The renovation is currently in the design phase and will not know cost until the design is complete and bids are placed.  
The following is discussed that is on the improvement list:
- Soccer field lighting — turn key, approximately \$850,000 for the whole soccer complex

- Richland Park paving phases with a cost breakdown of \$80,000 for the Jim Courtney Road connection; parking lots between \$700,000 to \$800,000, then an additional \$200,000 for walking trails. This does not include the amphitheater road.

Discussion was held about whether the City should look at a loan or bond and the amount and increasing the park's annual maintenance budget.

Alderman Jennings requested a quote for rubber or turf material for the playground areas.

Further discussion was held about the road traffic and paving needs throughout Richland Park.

## 18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-58 – Second Reading – An Ordinance to rescind and replace in its entirety Resolution 23-52 requiring all multi-family and dwelling two family zoning to be presented as a planned unit development.

**Motion to:** Discuss

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Discussion:**

Planning Director Nate Heisler brought items from Planning Commission discussions. Their suggestion was to break out into 3 sections: 1. duplexes over 2 acres; 2. duplexes under 2 acres; 3. current duplexes zoned.

Discussion was held about minor PUDs, straight rezoning, keeping developer costs down, a quick process, what Planning and Council would see and approve and a date to set zoning removal.

**Motion to:** Amend by removing sunset permitted uses of Duplexes out of every zone, except RM1 effective January 1, 2028, and an MPUD (Mini Planned Unit Development) created within one year.

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Motion to:** Modify the amendment by removing sunset permitted uses of Duplexes out of every zone, except RM1, effective 2 years after the Council approval date of Mini Planned Unit Development (MPUD).

By: Vice-Mayor Thompson

Second: Alderman Woodall

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

No: Alderman Cole, Alderman Ellis

Absent: Alderman Hall

**Amendment Passed (voice vote)**

**Vote:** as amended

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

No: Alderman Cole, Alderman Ellis

Absent: Alderman Hall

**Motion Passed (voice vote)**

Vice-Mayor Thompson thanked Director Heisler for all the hard work he has given to this project.

Alderman Woodall questioned if there was a need for an Ad Hoc to help with the MPUD. The Mayor requested Council members to reach out to him if they want to serve on the Ad Hoc.

- B.** Ordinance No. 25-61 –First Reading - An Ordinance to amend the City of Portland Zoning Ordinance Section 4-103 accessory off-street parking requirements for residential activities.

**Motion to:** Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

**Discussion:** Director Heisler advised the current parking space requirement is 1.5 parking spaces per unit. This changes the requirement to 2 spaces per unit and adds secondary guest parking spaces and changes off-street parking for duplex use.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

- C.** Resolution No. 25-87 – A Resolution requiring all projects and permits to have digital submissions for better tracking and review.
- Motion to:** Approve
- By: Vice-Mayor Thompson
- Second: Alderman Woodall
- Discussion:** Mayor Callis advised that electronic submission is required with the new building permit software recently approved by the Council.
- Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent: Alderman Hall
- Motion Passed (voice vote)**

## 19. Police Department – Alderman Drew Jennings

- A.** Resolution No. 25-83 - A Resolution authorizing the adoption of the updated Towing Policy in its entirety for the Portland Police Department.
- Motion to:** Approve
- By: Alderman Jennings
- Second: Alderman Ellis
- Discussion:** Chief Jason Arnold explained the policy change is the main towing companies are in town and secondary can be out of town towing companies.
- Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent: Alderman Hall
- Motion Passed (voice vote)**

**Mayor Callis adjourned the meeting for a break at 6:57 pm.**

**Mayor Callis called the meeting back to order at 7:06 pm.**

## 20. Public Works – Alderman Brian Woodall

- A.** Ordinance No. 25-62 – First Reading — an Ordinance to enter into an agreement with Unified Disposal Partners (UDP) to provide roll off dumpster hauling and services to the City of Portland.
- Motion to:** Approve
- By: Alderman Woodall
- Second: Alderman Cole
- Discussion:** Public Works Director Carlton Cobb advised this is from the discussion at the last meeting about the transfer station. A full bid was completed, and the lower bid will be first use and the next bid will be secondary use.
- Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent: Alderman Hall
- Motion Passed (voice vote)**

- B.** Discussion — Transfer Station - Director Carlton Cobb advised Unified Disposal Partners has a representative present.

**Motion to:** Suspend the Rules for Bill Mannee to speak.

By: Alderman Jennings

Second: Alderman Woodall

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

Bill Mannee with UDP explained the history of the company and the benefits they can offer municipalities and that they have disposal services in Cottontown.

Director Cob advised that by using Cottontown as a transfer station, we can do more dumps in one day without additional expense.

- C.** Discussion - Strawberry Street / Jackson Road Traffic Study  
Jason Reynolds, with CSR engineering, discussed the traffic study for the intersections on Highway 52 W & Strawberry Street, Jackson Rd & Highway 52. Mr. Reynolds presented his suggestions for the intersections.  
Discussion was held about Strawberry Street issues and how issues at other locations can affect the issues at these locations.

After further discussion, it was determined that all traffic on Highway 109 & Highway 52 has an impact on these intersections. Mr. Reynolds will look at the traffic numbers from the traffic lights, get cost of speed bumps and come back to the Council with additional information..

- D.** Discussion - Lindsey Kayla Ct. roadway issues  
- Director Cobb advised that Lindsay Kyla Court has major structure issues around the bridge, that have just come up. Mayor Callis advised this would be an expensive repair and would have to be completed quickly. Director Cobb is getting prices for repair and different options for the fix.

## 21. Utility Infrastructure – Alderman Charles Cole

- A.** Resolution No. 25-85 – A Resolution to approve change order #1 in the increased amount of \$23,901.00 with Cumberland Pipeline, LLC for the Sumner County Regional Transmission Main.

**Motion to:** Approve

By: Alderman Cole

Second: Alderman Jennings

**Discussion:** Utilities Director Bryan Price advised this is for the pump changes.

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

- B.** Discussion — Water Meter Replacement Project

**Motion to:** Wait till decision is made about White House Utility District

By: Alderman Cole

Second: Alderman Ellis

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

Absent: Alderman Hall

**Motion Passed (voice vote)**

## Adjournment

**Motion to Adjourn** by Alderman Cole; Second by Alderman McDowell;  
Motion passed by voice vote to **adjourn at 7:59pm.**

# BUSINESS OFFICE MONTHLY REPORT

## NOVEMBER 2025

<b>Total Payments Received</b>	8,845	\$2,396,383
<b>Utility Bills Processed</b>	10,450	\$1,578,652
<b>Total Service Orders Processed</b>	202	

<b>Total Customers by Service</b>	
Water	8528
Sewer	4798
Gas	5368
Sanitation	4923
Stormwater	5180

<b>New Service Connect/Disconnect</b>	
Water Disconnected	99
Water Connected	71
Gas Disconnected	33
Gas Connected	49

<b>Taps Sold Oct 2025</b>		<b>Taps Sold YTD 2025</b>	
Gas	12	Gas	67
Water	8	Water	187
Sewer	4	Sewer	128

<b>Leak Adjustments Processed</b>	28
<b>Pool Adjustments Processed</b>	3

<b>Property Taxes Processed</b>	
Bills Processed	358
Amount Received	\$212,216
<b>Property Taxes Collected YTD</b>	
2022	99.5%
2023	99.6%
2024	97.9%
2025	10.8%
<b>Tax Relief</b>	
New & Existing Applicants YTD	7
Submitted to State Nov 2025	57
Payment Approved Nov 2025	38

<b>Municipal Court Findings</b>	
Citations Suspended	6
Citations Dismissed	20
Defendants Found Guilty	129
Defendants Given Traffic Class	35

<b>Business Licenses</b>	
Active Licenses	678
New Licenses	11
Renewed Licenses	9
Active Food Vendors	19

## Building Codes - NOVEMBER - 2025 Report

Permit Type	Monthly Permits Issued	Amount	YTD Permits Issued
Residential Building	5	\$6,805.15	89
Commercial	1	\$1,016.41	9
Industrial	0	\$0.00	17
Plan Review	7	\$1,055.71	149
Stand Alone Building	7	\$4,304.80	38
Fire Alarm/Fire Sprinkler	0	\$0.00	8
Plumbing	8	\$1,886.40	100
Mechanical	8	\$1,620.70	120
Use & Occupancy	0	\$0.00	6
Swimming Pool	0	\$0.00	12
Demolition	0	\$0.00	8
Fire Works	0	\$0.00	7
Moving	0	\$0.00	1
<b>Total</b>	<b>36</b>	<b>\$16,689.17</b>	<b>564</b>

### Impact Fees Collected - NOVEMBER - 2025

<b>Parks</b>	<b>\$4,477.50</b>
<b>Police</b>	<b>\$2,366.25</b>
<b>Fire</b>	<b>\$5,415.00</b>
<b>Total</b>	<b>\$12,258.75</b>

### General Fund - YTD Totals

**\$643,767.20**

### General Fund - Fiscal YTD

**\$216,659.51**

### Impact Fees - YTD

**Parks - \$73,278.75**

**Police - \$79,135.73**

**Fire - \$217,834.43**

### Impact Fees - Fiscal YTD

**\$40,569.75**

**\$31,826.66**

**\$77,058.43**

### NOVEMBER - Inspections

Commercial	27
Residential	115
Industrial	3
<b>Totals</b>	<b>145</b>

### Inspections - Totals YTD

297
1077
104
<b>1478</b>

# Economic Development

## 2025 November Report

### **Commercial**

Developer Meetings 6

Outreach calls 4

Retail Calls 2

Retail Coach update

### **Industrial IDB**

Robertson County IDB Work study

Monthly State Update ECD Call

FAM Tour of Sumner and Robertson County Portland showcase

Prospect calls 4

CSX Meeting with Prospect

IDB Meeting 1

Meeting with Create Energy

### **MISC**

Legislative Breakfast

TECD Conference Murfreesboro

Board Meetings Chamber, OHCU

TVA Calls

Calls with ECD State 2

City Council meetings 1

TCAT Tour with Industry

Bypass Ground Breaking

Joint Economic Develeopment meeting Sumner County

Portland Tour with UT Industrial Services - OneUT Day

### **Community**

United Way Board meeting

Education Foundation Board Meeting



CITY OF PORTLAND GRANT INFORMATION

GRANT NAME	CONTRACT AMOUNT	CITY MATCH	PHASE
DT RAIL CROSSING E MARKET STREET	\$ 477,823.00	5%	CLOSE OUT PROCESS
DT RAIL CROSSING E MCGLOTHLIN STREET	\$ 376,488.00	5%	CLOSE OUT PROCESS
DT RAIL CROSSING MAIN STREET	\$ 532,352.00	5%	CLOSE OUT PROCESS
VW DIESEL LARGE TRUCK	\$ 98,437.50	25%	REPORTING
VW DIESEL MED TRUCK	\$ 289,339.53	25%	REPORTING
PORTLAND 2023 LPRF ( SPLASH PAD)	\$ 3,173,600.00	50%	CONSTRUCTION
INTERCHANGE LIGHTING I65 EX121	\$ 1,775,280.00	0%	CONSTRUCTION
ATP COLLEGE STREET SIDEWALKS	\$ 1,139,215.00	20%	NEPA
TDOT BYPASS NORTH LOOP			REIMBURSEMENTS REQUEST HAVE BEEN SUBMITTED
TDOT BYPASS SOUTH LOOP			REIMBURSEMENTS REQUEST HAVE BEEN SUBMITTED
KIRBY ROAD PAVING	\$ 771,404.00	20%	DESIGN
SR109 CMAQ	\$ 762,662.50	0%	DESIGN
SOUTH APRON EXPANSION	\$ 158,500.00	5%	DESIGN
DGA- UPGRADE PORTALND MUNICIPAL	\$ 2,000,000.00	0%	LAND PURCHASED
AIRPORT LAND AQUISITIONS	\$ 280,700.00	5%	LAND AQUISITION METHOD 1
FY24 AIRPORT MAINTENANCE	\$ 15,000.00	0%	RECEIVED
AIRPORT LAYOUT PLAN UPDATE	\$ 326,900.00	0%	PLANNING
POLICE THSO HVE	\$ 10,000.00	0%	AWARDED 10/1/25-9/30/26
POLICE VCF	\$ 121,761.00	0%	COMPLETE CLOSE OUT RECEIVED
POLICE TLETA	\$ 200,000.00	0%	IN PROCESS
WATER RESOURCE PROTECTION	\$ 4,250,000.00	0%	N/A
REGIONAL WATER LINE PROJECT	\$ 40,000,000.00	0%	CONSTRUCTION
TENNESSEE ART GRANT UP TO \$5,000	\$ 5,000.00	0%	DENIED
T-MOBILE HOMETOWN GRANT UP TO 50,000	\$ 50,000.00	0%	DENIED MORE APPLICANTS THAN INTENDED ENCOURAGED TO APPLY AGAIN
BCBS HEALTHY PLACES (PARKS)	\$ 800,000.00	0%	APPLICATION SUBMITTED 8/29/25 DENIED 12/17/25 ENCOURAGED TO APPLY AGAIN DUE TO SEVERAL APPLICANTS
250 AMERICA CELEBRATION PROJECT SUPPORT GRANT	\$ 20,000.00	0%	APPLICATION SUBMITTED 9/10/25 Denied 11/5/25
250 AMERICA CELEBRATION COMMUNITY SUPPORT GRANT	\$ 25,000.00	0%	APPLICATION SUBMITTED 9/10/25 Denied 11/5/25
MUSEUM GRANT	\$ 20,000.00	0%	DID NOT APPLY INFO WAS NOT RECEIVED BEFORE DEADLINE
WARNING SIRENS	\$ 400,000.00	0%	DENIED MORE APPLICANTS THAN INTENDED ENCOURAGED TO APPLY AGAIN
TMOBILE HOME TOWN GRANT	\$ 39,353.93	0%	APPLICATION FOR 4TH QUATER SUBMITTED 11/3/25
TENNESSEE SOUNDS PERFECT	UNKNOWN	0	APPLICATION 11/3/25 NOTIFICATION WILL BE 12/1/25
FEMA Staffing For Adequate Fire and Emergency Response (SAFER)	UNKNOWN	UNKNOWN	SUBMITTED 7/1/25 PENDING
FEMA Fire Prevention and Safety (FP&S)	UNKNOWN	UNKNOWN	SUBMITTED 7/1/25 PENDING
PE Partners Judy Housley Safety Partners Grant	UNKNOWN	UNKNOWN	SUBMITTED 8/13/25 PENDING
FM Fire Service Grant	UNKNOWN	UNKNOWN	SUBMITTED 9/2/25 PENDING
PE Partners James L. Richardson Driver Training Grant	UNKNOWN	UNKNOWN	SUBMITTED 10/23/25 PENDING
250 AMERICA CELEBRATION COMMUNITY SUPPORT GRANT #2	\$ 25,000.00	0%	APPLICATION SUBMITTED 11/17/25
250 AMERICA CELEBRATION PROJECT SUPPORT GRANT #2	\$ 20,000.00	0%	APPLICATION SUBMITTED 12/1/25
AKC REUNITE (POLICE)	\$ 14,000.00	46%	GRANT IS FOR \$7500.00 CITY RESPONSIBLE FOR \$6500.00



# City of Portland, TN

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

Monthly Reporting as of November 30, 2025  
 Fiscal Year has elapsed - 42%

## General Fund

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
FINES & FORFEITURES	\$166,964	\$180,500	93%
GRANTS AND SPECIAL PROJECTS	\$320,339	\$2,773,600	12%
INTERGOVERNMENTAL	\$789,960	\$2,503,000	32%
LICENSES & PERMITS	\$262,554	\$780,000	34%
MISCELLANEOUS	\$451,563	\$683,900	66%
OTHER REVENUES	\$2	-	-
TAXES	\$2,128,453	\$11,239,500	19%
<b>REVENUES TOTAL</b>	<b>\$4,119,835</b>	<b>\$18,160,500</b>	<b>23%</b>
<b>Expenses</b>			
ADMINISTRATIVE & MAYOR	\$177,264	\$395,499	45%
ANIMAL CONTROL	\$64,762	\$112,596	58%
CITY GARAGE	\$92,745	\$210,829	44%
CODES	\$110,008	\$250,990	44%
COMMUNITY DEVELOPMENT	\$85,871	\$266,888	32%
COURT	\$39,682	\$105,213	38%
FIRE DEPARTMENT	\$1,351,624	\$5,114,162	26%
GENERAL GOVERNMENT	\$748,935	\$2,755,730	27%
GOLF COURSE	\$251,240	\$643,236	39%
GRANTS AND SPECIAL PROJECTS	\$1,159,992	\$5,753,850	20%
HUMAN RESOURCES	\$54,568	\$130,364	42%
PARKS & RECREATION	\$490,415	\$1,072,532	46%
PLANNING & ZONING	\$122,971	\$271,045	45%
POLICE DEPARTMENT	\$2,093,301	\$4,449,443	47%
STATE STREET AID	-	\$475,000	0%
STREETS AND HIGHWAY DEPARTMENT	\$415,938	\$1,308,234	32%
<b>EXPENSES TOTAL</b>	<b>\$7,259,316</b>	<b>\$23,315,611</b>	<b>31%</b>

## Water and Sewer

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
OTHER REVENUES	\$123,519	\$156,500	79%
WATER AND SEWER REVENUES	\$6,728,866	\$12,736,000	53%
<b>REVENUES TOTAL</b>	<b>\$6,852,385</b>	<b>\$12,892,500</b>	<b>53%</b>
<b>Expenses</b>			
BUSINESS OFFICE UTILITIES	\$213,190	\$497,109	43%
SEWER COLLECTION SYSTEM	\$1,638,401	\$3,369,464	49%
SEWER TREATMENT PLANT	\$909,309	\$2,808,764	32%
UTILITIES ADMIN	\$296,866	\$923,968	32%
WATER DISTRIBUTION SYSTEM	\$1,308,494	\$3,847,916	34%
WATER FILTRATION PLANT	\$727,594	\$1,864,954	39%
WATER/SEWER GRANTS & PROJECTS	\$220,106	\$1,855,000	12%
<b>EXPENSES TOTAL</b>	<b>\$5,313,960</b>	<b>\$15,167,175</b>	<b>35%</b>

## Natural Gas Fund

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
GAS REVENUES	\$1,371,784	\$6,093,000	23%
OTHER REVENUES	\$96,860	\$172,000	56%
<b>REVENUES TOTAL</b>	<b>\$1,468,644</b>	<b>\$6,265,000</b>	<b>23%</b>
<b>Expenses</b>			
NATURAL GAS	\$1,906,240	\$8,083,893	24%
<b>EXPENSES TOTAL</b>	<b>\$1,906,240</b>	<b>\$8,083,893</b>	<b>24%</b>

## Airport Fund

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
AVIATION FUEL	\$113,783	\$235,000	48%
GRANTS	\$23,950	\$15,000	160%
OTHER REVENUES	\$93,180	\$204,500	46%
<b>REVENUES TOTAL</b>	<b>\$230,912</b>	<b>\$454,500</b>	<b>51%</b>
<b>Expenses</b>			
MUNICIPAL AIRPORT	\$219,273	\$450,889	49%
<b>EXPENSES TOTAL</b>	<b>\$219,273</b>	<b>\$450,889</b>	<b>49%</b>

## Drug Fund

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
FINES & FORFEITURES	\$2,016	\$2,000	101%
OTHER REVENUES	-	\$2,000	0%
<b>REVENUES TOTAL</b>	<b>\$2,016</b>	<b>\$4,000</b>	<b>50%</b>
<b>Expenses</b>			
DRUG FUND	-	\$13,000	0%
<b>EXPENSES TOTAL</b>	<b>-</b>	<b>\$13,000</b>	<b>0%</b>

## Solid Waste

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
OTHER REVENUES	\$14,741	\$5,000	295%
SOLID WASTE	\$654,735	\$1,475,603	44%
<b>REVENUES TOTAL</b>	<b>\$669,476</b>	<b>\$1,480,603</b>	<b>45%</b>
<b>Expenses</b>			
SOLID WASTE	\$902,945	\$1,874,429	48%
<b>EXPENSES TOTAL</b>	<b>\$902,945</b>	<b>\$1,874,429</b>	<b>48%</b>

## Stormwater

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
OTHER REVENUES	\$15,304	\$20,500	75%
STORMWATER	\$526,404	\$1,156,000	46%
<b>REVENUES TOTAL</b>	<b>\$541,708</b>	<b>\$1,176,500</b>	<b>46%</b>
<b>Expenses</b>			
STORM WATER	\$435,163	\$1,129,821	39%
<b>EXPENSES TOTAL</b>	<b>\$435,163</b>	<b>\$1,129,821</b>	<b>39%</b>

## Impact Fees

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
FEEES	\$149,778	\$42,500	352%
OTHER REVENUES	\$9,699	\$10,000	97%
<b>REVENUES TOTAL</b>	<b>\$159,477</b>	<b>\$52,500</b>	<b>304%</b>
<b>Expenses</b>			
FIRE DEPARTMENT	–	\$75,000	0%
PARKS & RECREATION	\$6,104	\$75,000	8%
POLICE DEPARTMENT	\$28,223	\$33,500	84%
<b>EXPENSES TOTAL</b>	<b>\$34,327</b>	<b>\$183,500</b>	<b>19%</b>

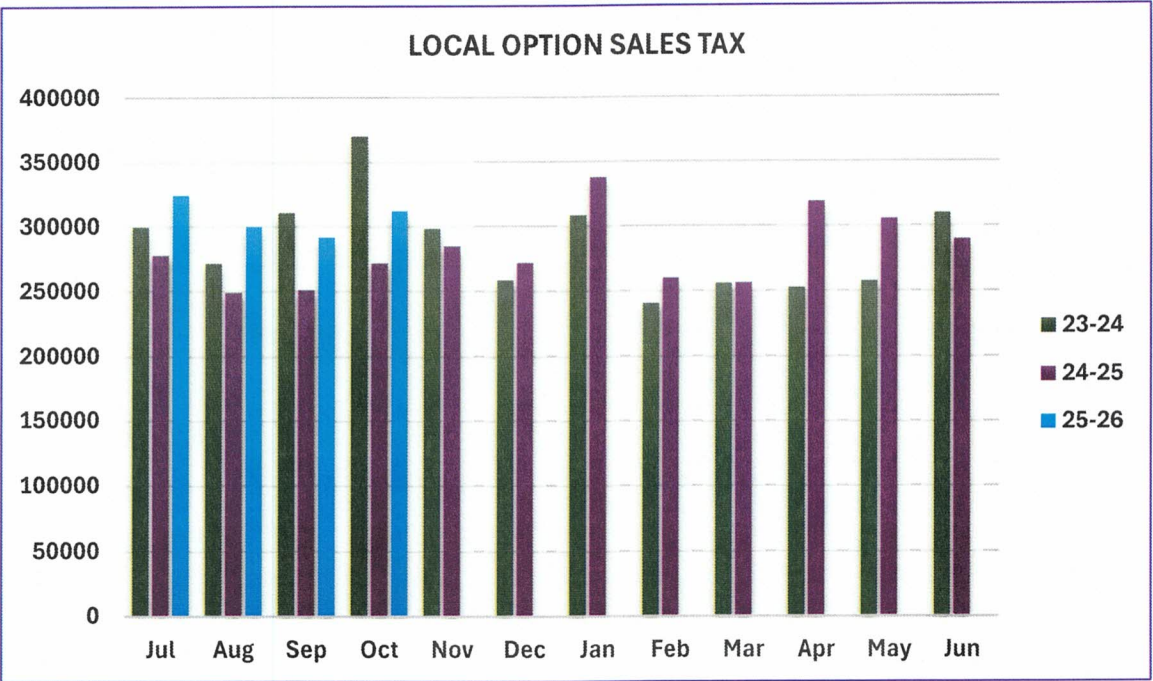
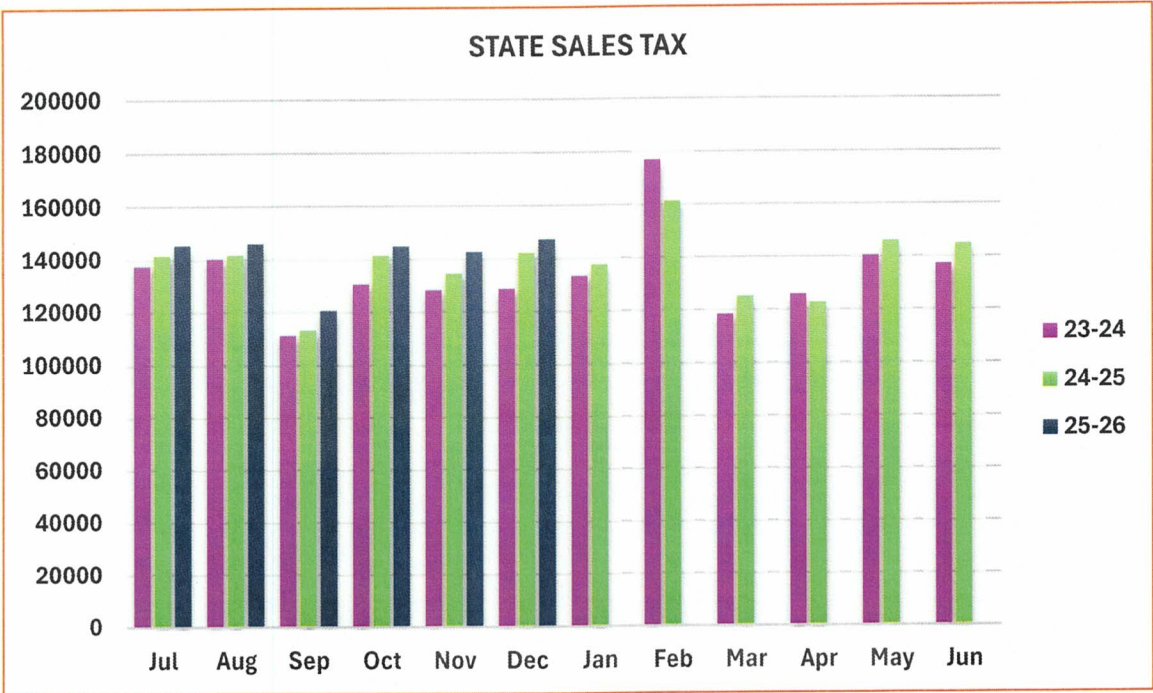
## Impact Fees Revenue Breakdown

FEE TYPE	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	% OF BUDGET
FIRE IMPACT FEE	\$77,381	\$7,500	1031.8%
PARKS IMPACT FEE	\$40,570	\$20,000	202.9%
POLICE IMPACT FEE	\$31,827	\$15,000	212.2%
<b>REVENUES TOTAL</b>	<b>\$149,778</b>	<b>\$52,500</b>	<b>352.4%</b>

## Debt Service - General Fund

	AS OF NOVEMBER 2025	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
<b>Revenues</b>			
OTHER REVENUES	\$151,929	\$991,627	15%
<b>REVENUES TOTAL</b>	<b>\$151,929</b>	<b>\$991,627</b>	<b>15%</b>
<b>Expenses</b>			
GENERAL DEBT SERVICE FUND	\$230,740	\$991,627	23%
<b>EXPENSES TOTAL</b>	<b>\$230,740</b>	<b>\$991,627</b>	<b>23%</b>

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



# Capital Outlay Equipment

Police	Police Cars x 2	Purchased/Received
	Stop Sticks	Purchased/Received
	Rifles	Purchased/Received
Public Works	Mini Ex	
Parks	Golf Sign	Ordered
	Mowers x 2	Purchased/Received
	Amphitheater Painting	
	Pickleball Courts	
	ATV (Golf)	
	Camera System	Purchased/Received
Fire	Ladder Truck	In production expected before March 31, 2025
	Pick-up Truck	Ordered
	Water Rescue Equipment	
Sanitation	Sanitation Truck	Purchased/Received
	Convenience Center Upgrades	
Sewer Collection	Jet Vac Truck	Purchased/Received
	Camera Truck	Purchased/Received
Natural Gas	Leak Detectors	

# Projects

Paving	Ongoing
Sidewalks	Ongoing
Subdivision Rules and Regs - Rewrite	Complete
Splash Pad	In Progress - Construction
Irrigation (Golf)	Complete
Police Building Remodel	In Progress - Outside brick and sign left
Parks Maintenance Bldg	Complete
Comprehensive Plan	Complete
Gym Remodel	Engineer/Design Phase
Richland Park Sewer	Planning/Design
Demase St Sewer	Planning/Design
TGT Road Gas Line Replacement	Planning/Design
Oakhill Water Tank	In Progress
Oakhill Water Line	In Progress
Mason's Transmission Water Line	In Progress
WWTP Phase II	In Progress
Sewer Point Repair	On going

Monthly Report Provided by Rachel Slusser, CMFO

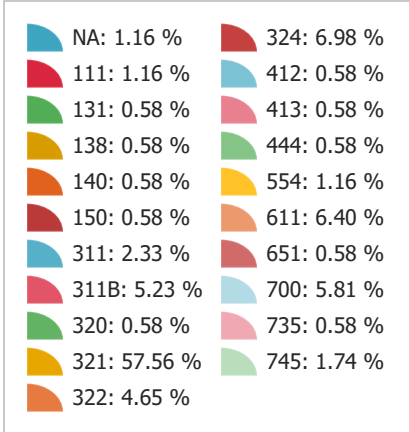
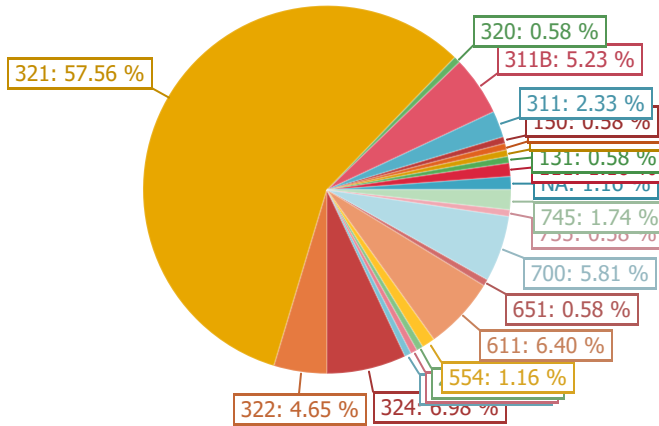


# Portland Fire Department

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



## Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
INCIDENT TYPE was NOT specified	2	1.16%
111 - Building fire	2	1.16%
131 - Passenger vehicle fire	1	0.58%
138 - Off-road vehicle or heavy equipment fire	1	0.58%
140 - Natural vegetation fire, other	1	0.58%
150 - Outside rubbish fire, other	1	0.58%
311 - Medical assist, assist EMS crew	4	2.33%
311B - Public Assist	9	5.23%
320 - Emergency medical service incident, other	1	0.58%
321 - EMS call, excluding vehicle accident with injury	99	57.56%
322 - Motor vehicle accident with injuries	8	4.65%
324 - Motor vehicle accident with no injuries.	12	6.98%
412 - Gas leak (natural gas or LPG)	1	0.58%
413 - Oil or other combustible liquid spill	1	0.58%
444 - Power line down	1	0.58%
554 - Assist invalid	2	1.16%
611 - Dispatched & canceled en route	11	6.40%

<b>Incident Type</b>	<b>Total Incidents</b>	<b>Percent</b>
651 - Smoke scare, odor of smoke	1	0.58%
700 - False alarm or false call, other	10	5.81%
735 - Alarm system sounded due to malfunction	1	0.58%
745 - Alarm system activation, no fire - unintentional	3	1.74%
	<b>Total Number of Incidents:</b>	<b>172</b>
	<b>Total Number of Incident Types:</b>	<b>21</b>

**Incident Type**

**Total Incidents**

**Percent**

**Report Filter Settings**

**Report File Name:** Incident Reports by Incident Type, Summary

**Filter Name:** Last Calendar Month

**Filter Expression:** [AlarmDateTime] is between '11/1/2025 12:00:00 AM' and '11/30/2025 11:59:59 PM'

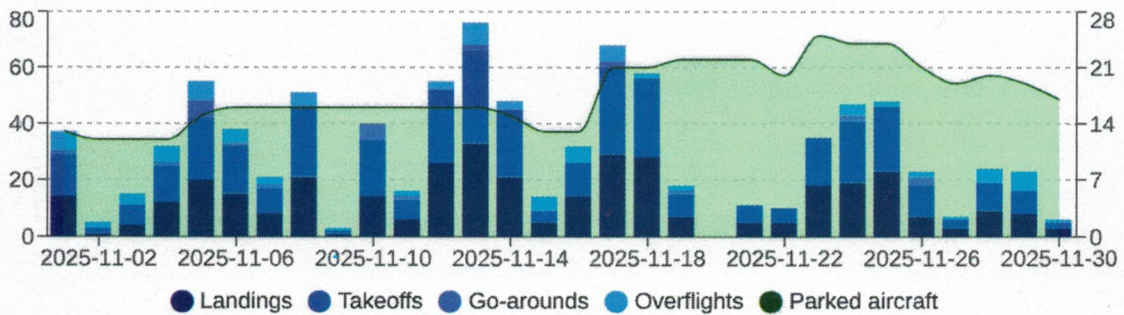
*Nov. 2025*

## Douglas Hunter Field | Runway Operations Report

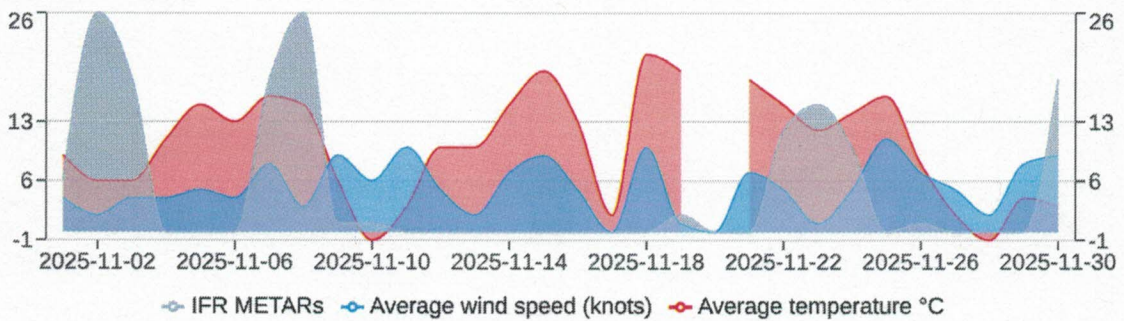
Report Date Range: 11/2025  
 Report creation date: 12/04/2025 12:30  
 Generated by: dhunter@cityofportlandtn.gov

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
916	379	411	27	99

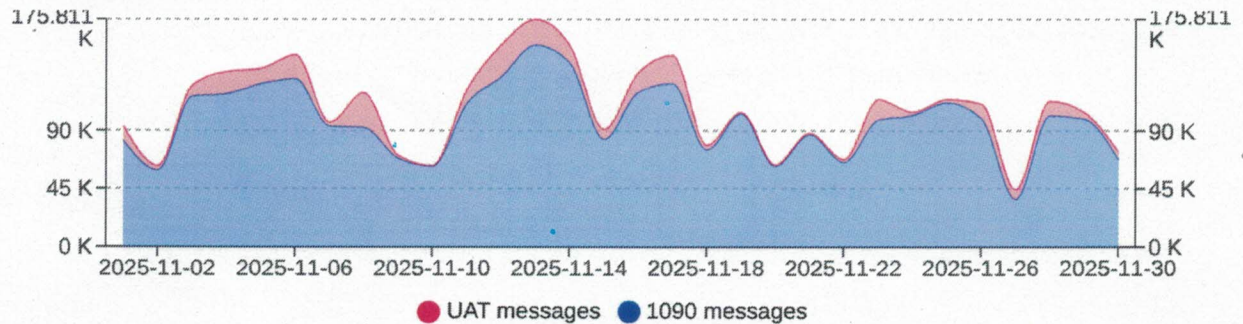
### Operations by Day



### Weather Conditions



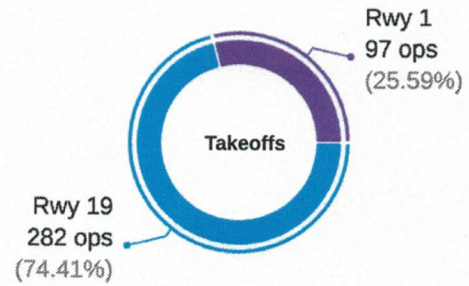
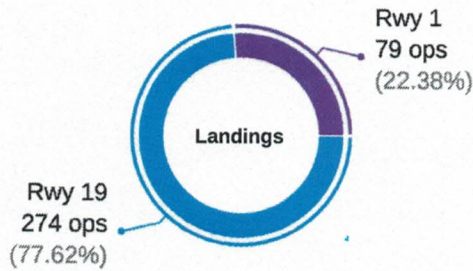
### Receiver health



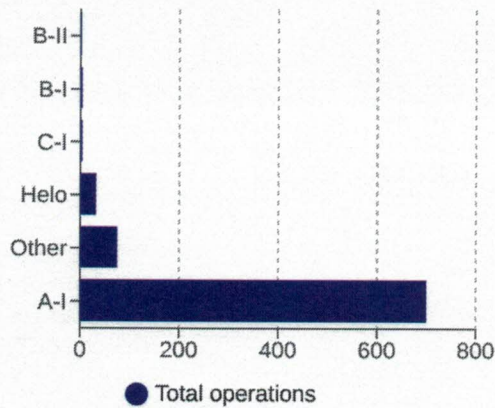
## Douglas Hunter Field | Runway Operations Report

Report Date Range: 11/2025

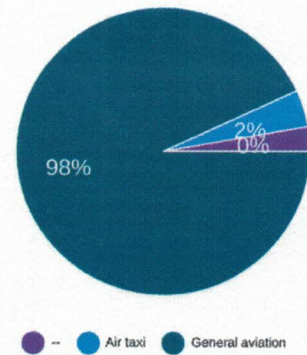
### Operations by Runway



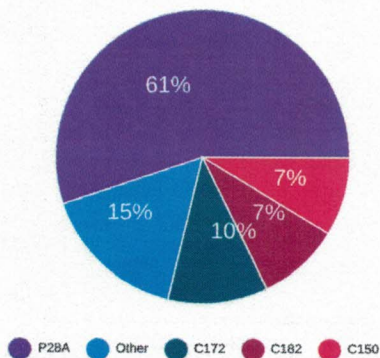
### Operations by Category



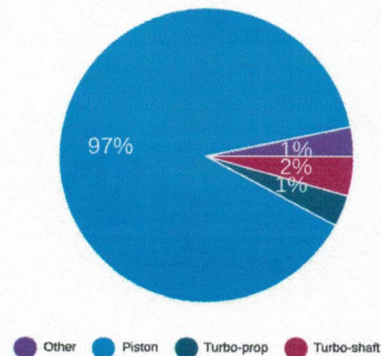
### Operations by Type



### Top Aircraft Types



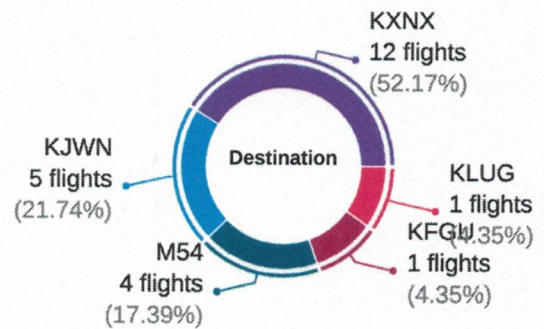
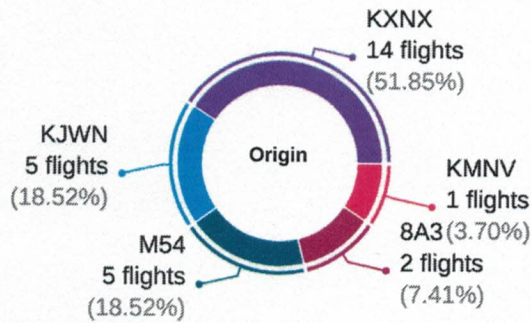
### Operations by Engine Type



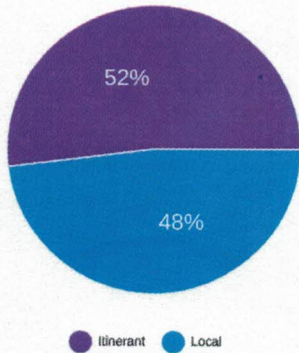
## Douglas Hunter Field | Runway Operations Report

Report Date Range: 11/2025

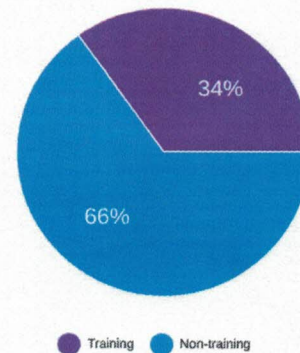
### Top Airports



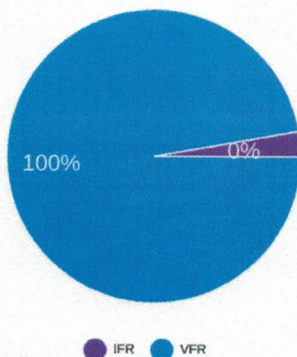
### Local vs Itinerant Flights



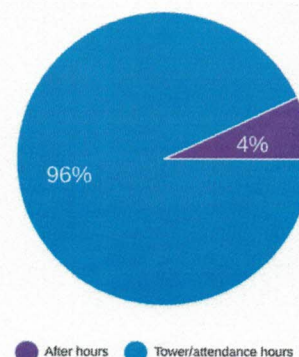
### Training Operations



### IFR vs VFR Flights



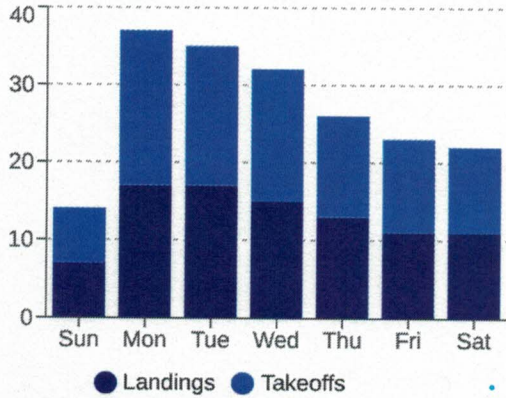
### After Hours Operations



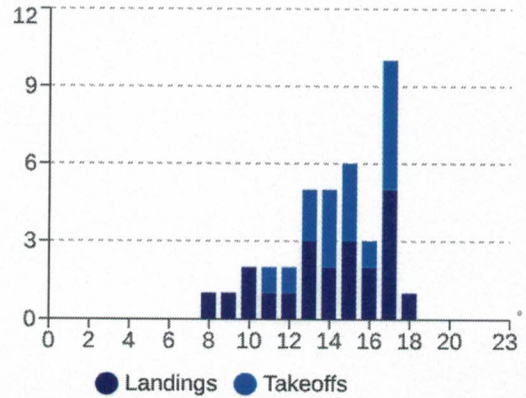
## Douglas Hunter Field | Runway Operations Report

Report Date Range: 11/2025

### Operations by Day of Week

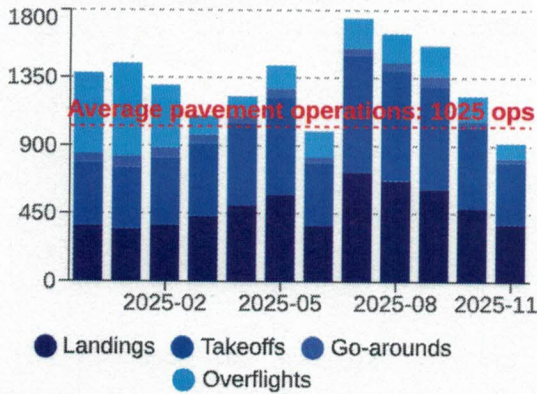


### Operations by Hour



## Historical Data

### Landings and Takeoff By Month



### Busiest Days on Record

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

# Sales Summarized by Product

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

Created on (UTC):

Terminal: M4000-4001275

Start Date: 11/1/2025

End Date: 11/30/2025

Name	Total Amount	Total Units	Total Count
100 LL	\$8882.67	1889.930	90
Jet A	\$4134.02	961.400	8

## Running Totals

**Number of Sales: 98**

**Sale Total: \$13016.69**

**Units Total: 2851.330**

*Fuel Reports for November 2025*

## Human Resources Monthly Report November 2025

New Hire Orientations	Nov	YTD
Full-Time	1	37
Re-Hires	0	2
Part-Time	0	5
Retirements	0	2
Severances		
• Voluntary	0	27
• Involuntary	0	3
Workers Comp Claims	1	12
Current open positions	11	



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

**Civic Clubs**

Portland Youth Football League	Off Season
Portland Soccer Club	Off Season
Portland Baseball and Softball	Off Season

**Parks and Recreation Programs and Events**

Richland Gym: Lose Design is engineering design for restroom project.

Splashpad: Construction has begun.

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

The 52<sup>nd</sup> Harvest Craft Show was held on Saturday November 8<sup>th</sup>. The weather was perfect and the turnout showed. We had 50 booths this year.

Visit with Santa is set for Saturday December 13<sup>th</sup> at Richland Gym from 10 am to 12 noon.

Christmas for Kids Wrestling event is set for Saturday night on December 13<sup>th</sup> at Richland Gym.

Daddy Daughter Dance is set for Saturday February 8<sup>th</sup> in Richland Gym. Contact the Park Office for more information.



### November 2025 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	605	\$17,130.00
Cart Rentals	53	\$335.00
Concessions	415	\$844.00
Pro Shop	95	\$3,618.00
<b>Total:</b>		<b>\$21,927.00</b>

### November 2024 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	438	\$11,985.00
Cart Rental	26	\$150.00
Concessions	284	\$517.00
Pro Shop	38	\$1,184.09
<b>Total:</b>		<b>\$13,836.09</b>



## Planning Department November Monthly Report

Item	November	Year To Date
<b>Calls To/From Planning Department</b>	124	2835
<b>Number of Developer Meetings</b>	15	127
<b>Number of Complaints / Violations</b>	2	9
<b>Number of Walk-ins</b>	1	58
<b>Number of IDT Submissions</b>	10	175
<b>Number of Other Meetings</b>	2	46
<b>Number of Projects Invoiced</b>	6	75
<b>BZA Board Members Present</b>	0	-
<b>BZA Agenda</b>	1	11
<b>BZA Minutes</b>	0	1
<b>Number of Items on Agenda BZA</b>	0	1
<b>Planning Commission Agenda</b>	1	11
<b>Planning Commission Minutes</b>	1	11
<b>Planning Commission Board Members Present</b>	6	-
<b>Number of Items on Agenda Planning Commission</b>	7	59
<b>Open Records for Planning Department</b>	2	20
<b>Active Letters of Credit</b>	-	23
<b>Emails</b>	497	6166
<b>File Archiving/Scanning</b>	1	11
<b>Plat Certifications Intake &amp; Pickup</b>	4	44
<b>Planning Commission Packets</b>	9	81
<b>Trip to Court House for Annexations/Record Plat</b>	1	2
<b>In House Reviews</b>	0	5
<b>Food Trucks</b>	0	25

## PORTLAND POLICE DEPARTMENT MONTHLY REPORT

11/1/2025 TO 11/30/2025

CID ACTIVITY					
Cases Assigned	16	Interviews Conducted	75	Asset Forfeitures	0
Cases Inactive	6	Monitored Interviews	3	DCS/AOA	8
Cases Cleared	7	Search Warrants	13	Knock and Talk	17
Call outs	2	Judicial Subpoenas	2	Assist Patrol Units	12
Grand Jury Cases	2	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	2.5	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	0	CVSA Performed	0
Juv Court Hours	0	Criminal Court Hours	0	Sex offenders reg	0

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	11	Government	3
E-mails	59	Public Housing	0
Grand Jury & DA Copies	4	Local	0
Arrest Reports	68	Incident Reports	197
Written Warnings	126	City Citations	155

ANIMAL CONTROL ACTIVITY					
Service calls	28	Sent to SCSO	0	Total Animals	27
Follow-ups	5	Assists	8	Reports	8
Talk to Officer calls	11	Cite	2	Verbal Warnings	5
Written Warnings	0	Welfare Complaints	1	Noise Complaints	0
Total Dogs	8	Total Cats	18	Total Livestock	0
Total Wildlife	0	Total Reptiles	1		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	3	RESOLVED BY CONTACT/PHONE	2
NON-COMPLIANCE LETTERS	3	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	3	CITY HALL BANK ESCORTS	16
RE-INSPECTIONS	3	MAIL DELIVERY	17
PARKING COMPLAINTS	1	ASSIST ANIMAL CONTROL	18
FOLLOW-UP PARKING COMP	1	ARRESTS	0
VEHICLES (NON-COMP)	1	REPORTS	2
WORK ORDERS	1	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	1	Civil Warrants	1

CALLS FOR SERVICE					
TOTAL MONTHLY CALLS= 2,407					
911 HANG UP	16	DRUG INVESTIGATION	7	RIOT	0
911 MISDIAL	26	ESCORT	6	ROBBERY	0
911 MISDIRECT	4	EVADING	3	RUNAWAY	1
911 OPEN LINE	11	EXPARTE SERVICE	0	SCAM	1
ABANDONED VEHICLE	1	EXTRA PATROL	53	SCHOOL CHECK	24
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	83
ACCIDENT INJURY	14	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	1
ACCIDENT PROPERTY	40	FIREWORKS	0	SHOOTING	1
ACCIDENT PROPERTY HIT/RUN	6	FOLLOW-UP	30	SHOPLIFTING	0
ACCIDENT SERIOUS INCIDENT	2	FORGERY	0	SHOTS FIRED OR HEARD	2
ACTIVE SHOOTER	0	FRAUD	6	SOLICITOR	1
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	5
AIRCRAFT EMERGENCY	0	HARASSEMENT	3	SPECIAL ASSIGNMENT COMMUNITY	1
ALARM	28	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	0	HOTEL CHECK	0	STALKING	1
ALARM RESIDENTIAL PANIC	0	ILLEGAL DUMPING	1	STOLEN VEHICILE	1
ALARM TEST	0	INDENCENT EXPOSURE	0	SUBDIVISION CHECK	21
ANIMAL CALL	61	INVESTIGATION	0	SUBJECT CHECK	36
APARTMENT CHECK	60	JUVENILE	14	SUICIDAL SUBJECT	6
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	31
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	7
ASSAULT	3	KNOCK AND TALK	3	SUSPICIOUS VEHICLE	10
ASSIST CITIZEN	25	LAKE CHECK	2	TALK TO OFFICER	160
ASSIST EMS	1	LOCKOUT	7	TEST CALL	0
ASSIST FIRE	0	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	1	LOST/FOUND PROPERTY	10	THEFT	6
ATTEMPT TO LOCATE	4	LPR HIT	4	THREATS	3
BARRICADED SUBJECT	0	MENTAL STATUS ALT.	0	TRAFFIC COMPLAINT	2
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	4	TRAFFIC ENFORCEMENT	6
BOLO	3	MISSING ADULT	0	TRAFFIC HAZARD	23
BOMB THREAT	0	MISSING JUVENILE	0	TRAFFIC STOP	1079
BURGLARY	1	NOISE COMPLAINT	2	TRAIN DERAILMENT	0
BUSINESS CHECK	210	OPEN DOOR	2	TRESPASS	7
CAR SEAT CHECK	0	OVERDOSE	0	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	45	UNAUTHORIZED USE OF VEHICLE	1
CITY CALL OUT	0	PARKING COMPLAINT	2	UNKNOWN SITUATION	2
CIVIL MATTER	8	PHONE MESSAGE	0	VANDALISM	0
CODE 99-OFFICER IN TROUBLE	0	ESCAPED INMATE	0	VEHICLE BURGLARY	1
CODES	3	TRANSPORT INMATE	0	VEHICLE CHECK	29
DAMAGE TO PROPERTY	7	PRIVATE PROPERTY TOW	0	VIOLATION CORRECTION VERIFY	16
DEATH INVESTIGATION	2	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	0
DELIVER MESSAGE	2	PROWLER	0	WARRANT CIVIL	1
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	1
DISTURBANCE	7	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	18	RECKLESS DRIVER	13	WELFARE CHECK	18
DRILL	0	REFERRAL	0	GANG ACTIVITY	0
DUI	7	REPO	0	GAS DRIVE OFF	0
ANIMAL BITE	1	CARDIAC ARREST	1	GAS LEAK	0
APS/ DCS REFFERAL	1	CHOKING	0	GRASS/WOODS FIRE	1
COMMERCIAL FIRE	1	RESIDENTIAL FIRE	1	VEHICLE FIRE	1
COMMERCIAL FIRE ALARM	0	LINE DOWN	1	SYNCOPE/ UNRESPONSIVE	11

YTD Total Calls for Service	24,261
YTD Total Written Warnings	1,196
YTD Total Speeding Citations	1,000
YTD Total all other city citations	980
YTD Commercial vehicle enforcements	176
YTD Total Arrest	554
Total Fuel per Gallons	4421.05



Date: 12/18/2025

## **Stormwater Management Monthly Report- November 2025**

### Illicit Discharge Detection and Elimination

Verbal warnings were given to a site that had dust complaints earlier in the month. Later there were improper EPSC measures in place during a rain event. Both of those issues were resolved within the seven-day period of allowed corrections.

### Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 12

LDPs issued: 7

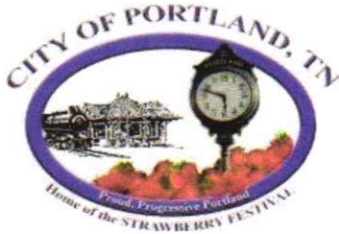
CGP Inspections: 24

CGP inspections are required once monthly per TDEC. Most sites are inspected more than once a month through pre-con inspections, re-inspections, and illicit discharge complaints. Residential sites that are not under TDEC coverage are inspected on a weekly basis.

### Permanent Stormwater Management

New LTMAAs received: 0

LTMA Inspections Received: 1



# CITY OF PORTLAND

## Public Works

### Stormwater Field Crew

Council Report Submitted by  
**David Harris**

Submitted for December meeting  
Nov-25

#### **Maintenance (Citywide Various Locations)**

- Maintenance: Storm grate, driveway tiles, canals, ditches and cut swells in yards to prevent flooding etc.
- Installation or replacement of driveway and road tiles.
- Place signage such as detour, work ahead - as needed
- Check and clean storm drains prior to storm event
- Yard repair: clean up, seed and straw job site
- Meet with homeowners about drainage issues or upcoming jobs.
- Tree removal
- Setup and Checked beaver traps.
- Purchase supplies: Drainage pipe, gravel, fittings, tools etc...

#### **Other Tasks**

- Attend meetings:
- Called in Tn One Call tickets
- Office: Timesheets, work orders, project sheets, reports etc...
- Inventory counts

#### **Vehicle and Equipment**

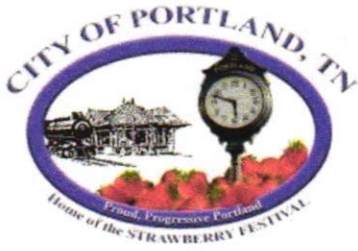
- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Perform daily maintenance check on vehicle and equipment
- Pick up various parts and supplies for vehicles and equipment.
- Clean up equipment and trucks

#### **Assistance Work (Convenience Center, Other Dept. & Other City)**

- Convenience Center: clear site of debris and maintain the burn box
- Range: Maintain road, and drainage
- Assist other depts as needed.
- Strawberry Festival
- Help: Chamber of Commerce, Little League park

#### **Projects:**

- Haynes Rd                      Ditch Clean out from Hwy 52 to the creek
- 131 Hood Trail                Remove trees/ Install 60' of 15" Tile on back of property
- Meadowbrook Park        Remove trees in the fence line. Total of 7 big Pines
- Airport Rd./ Alice Smith        Add on 3' of pipe and Catch Basin so road can be paved
- Portland Blvd.                Replace 40' of Tile under the road and add a Catch Basin so road can be paved



# CITY OF PORTLAND

## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

Submitted for December 2025 Meeting.  
October-November 2025 Report.

#### Maintenance and Management

- Downtown area - Pick up trash, empty cans, water flowers and water systems, etc....
- Cross train employee's on the mowing tractors and other equipment
- Trim and remove low hanging branches
- Clean up at shop ( put away tools, organize signage and other materials)
- Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
- Office paperwork - Time sheets, po request, work orders, route sheets, daily task and monthly report
- Organize inventory and tools as needed.
- Maintain traffic signals, school zone lighting and decorative street lighting.
- Report street light issues to CEMC.
- Assist paving crew - (prep and plan) riser and roadplates
- Inventory counts -
- Collect bagged leaves - brush route

#### Maintenance of Roadway and Signage

- Potholes: Check, fill with gravel, repair with cold or hot mix.
- Roadcut: Prep equipment, compact gravel, then asphalt area.
- Edge of road: Repair with gravel or asphalt
- Graveled around mailboxes (USPS request)
- Remove debris from roadway: branches, dead animals, car parts, glass etc....
- Signage: Repair, replace or install
- Remove, haul, dispose of scrap material
- Mowing: Right of ways, canals, shooting range, intersections, city property lots and shops.
- Mow lots for our Codes Enforcement Dept
- Weed eat and spray: downtown area, overpass, guard rails, various intersections ,around signage etc.....
- Mow with tractors, bushhog, zero turns, batwing mowers etc...
- Banners and signage - Installation or change out.

#### Assist in other Departments

- Sanitation: Assist by helping drive claw truck or sanitation truck Bulk and Brush pick up
- Stormwater: Check storm drains
- Convenience Center - Attendant on site, smash down dumpsters, schedule hauls, and maintain the burn box.
- Golf Course: Remove trees, mow water ways, maint repairs etc....
- Richland and Meadow Brook Park
- City Property: Various task such as: trees, gravel, drainage
-



# CITY OF PORTLAND

## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

#### Vehicle & Equipment Maintenance

- Perform daily maintenance check on vehicle and equipment
- Took truck and equipment to get repairs - Local mechanic shop and outside source.
- Pick up various parts and supplies for vehicles and equipment.
- Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
- Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
- Switch out and replacing attachments on equipment (Mowers and tractors)
- Clean up spills in the roadway

#### Special Events:

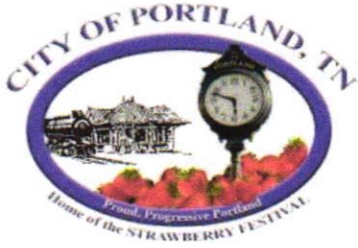
- Traffic Control , setup barricades, cones/ Removed after event
- Setup and remove signage and message boards (road closure etc.)
- Set up tables, chairs, stage for the band and other displays.
- Pick up and drop off supplies.
- Clean up and remove all trash before and after any event.
- Set up signage and digital message boards
  
- Decorate for Holiday: Such as Christmas, spring and fall events.
- Christmas Parade
- Strawberry Festival
- Fall Festival
- Homecoming Parade
- Music on Main
- Car Shows

#### Assist other businesses

- Chamber of Commerce
- Hands of Hope
- Portland Cares
- Portland Schools
- Little League Park

#### Misc. other task

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



# CITY OF PORTLAND

## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

- Street Shop - Salt Shed: Cleaned up, installed new lights, helped electrician, prep site to get paved.
- Christmas tree, lights and decorations were installed: City Hall, Gazebo, Mini Park, Moye-Green house,
- downtown, North and S Fire Hall, Police Dept, intersection of Hwy 109/52 and on poles along Hwy 109.
- Cleaned trash, weeded painted curb and gutter hwy 109 hwt 52 and down town
- Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- installed all hanging flower pots and ground pot down town
- installed benches and new mulch downtown
- Shut roadways down for high water/ water over the road during flood event.
- Remove dead animals from the roadways.
- Attend meetings and trainings
- Striped city paring lot D
- Completed numerous Work orders.

Submitted for the Jan. 2026 meeting  
November 2025 Totals

Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.  
 Pick up bulk items - Furniture, appliances, etc.....  
 Pick up brush (Claw truck, and chipper)  
 Pick up trash carts at curb repair or replace damaged carts  
 Keep trucks and equipment in working condition.  
 Travel to Sumner Co. Resource Authority to empty  
 Two claw trucks picking up bulk items and brush at curbside

<b>November-2025</b>								
	<b>Sumner Co. Resource Authority (Dump)</b>		<b>Volunteer Recycling Center (Haul)</b>		<b>United Disposal (Dump)</b>		<b>United Disposal (Haul)</b>	
	City of Portland	Volunteer Recycling	City of Portland	Other (Cares)	City of Portland	UDP	City of Portland	Other (Cares)
<b># of Loads</b>	4	14	15	1	40	0	0	0
<b>Tonnage</b>	46.69	42.15			381.29	0.00		
<b>Per cost</b>	\$60.00	\$60.00	\$275.00	\$137.50	\$62.50	\$62.50	\$240.00	\$120.00
<b>Amount</b>	\$2,801.40	\$2,529.00	\$4,125.00	\$137.50	\$23,830.63	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$5,330.40		\$4,262.50		\$23,830.63		\$0.00	
<b>Grand Total</b>	<b>\$33,423.53</b>							

# Monthly Fuel Report

The City of Portland purchases fuel from Wex fuel and Rapid Fueling Co.  
 This includes Fire, Police, Airport, Parks, Codes, Planning, City Hall, Public Works shops  
 and Department of Utilities shops and treatment plants.

Submitted for January 2026 meeting

Nov. 2025

Rapid Fueling Company	Regular	Diesel	Cost
Airport	9.00		17.99
City Hall	21.47		42.91
Mechanic Shop		6.00	13.97
Gas	472.95	142.10	1,267.38
Mayor	0.00		0.00
Meter Readers	132.43		259.59
Parks	495.48	51.80	1,101.22
Planning	27.61		53.77
Sanitation	17.33	1,386.29	3,476.76
Sewer Colleciton	518.14	175.22	1,491.39
Stormwater	388.12	188.76	1,203.82
Street	343.049	60.83	813.09
Water Dist	826.69	403.35	2,639.69
WTP	76.39		149.59
WWTP	67.54	51.31	277.14
Total Gallons	3,396.20	2,465.66	12,808.31
Total cost			

WEX fuel System			Cost
Police Dept	3,733.82		8,101.01
Fire Dept	100.93	574.70	2,172.93
			10,273.94

WEX Fuel System	<u>\$10,273.94</u>
Rapid Fueling Co.	<u>\$12,808.31</u>
Total cost	<u>\$23,082.25</u>

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

**November 2025 Monthly Report**

1 Council Meetings

November 3 <sup>rd</sup>	
7	Council Members present
0	Council Members absent
0	Alcohol Beverage Board
0	Public Hearings
6	Resolutions
2	Ordinances

	October	Year-to-date
Work Study Meetings	1	3
Ad-Hoc Meetings –Fees	0	3
Liability Claims	0	6
Property Claims	0	5

**November 2025 Open Records Request - 17**

**YTD - 111**

<b>Name</b>	<b>Information Requested</b>	<b>Status</b>	<b>Response</b>	<b>Date Closed</b>	<b>Time spent</b>	<b>Value</b>	<b>Billed</b>
25-122 Malachi Byrd	All records on self.	Closed	Given at PD	11/3/25	>1 hour	10	0
25-123 Thomas Martin	Citation	Closed	Documents submitted	11/6/25	>1 hour	10	0
25-124/ David Martin	Site plans for 24 & 25	Closed	Documents submitted	11/14/25	>1 hour	10	0
25-125 Jamie Weekley	Employee File	Closed	Documents submitted	11/14/25	>1 hour	\$30.labor	\$10.50
25-126 Jamie Weekley	Video & Audio at PD	Closed	Denied-no records	11/12/25	>1 hour	10	0
25-127 Yvonne Doyle	Site development for Waffle House	Closed	Documents submitted	11/14/25	>1 hour	10	0
25-128 Jamie Weekley	Email from Brian Woodall	Closed	Documents submitted	11/14/25	>1 hour	10	0
25-129 William Manee	Invoices for solid waste disposal fees	Closed	Documents submitted	11/14/25	>1 hour	10	\$7.20
25-130 Jeff Irwin	208 Strawberry St – all information	Closed	Documents submitted	11/24/25	>1 hour	10	0
25-131 Dillian Brown	Sumner Point Apts police reports	Closed	Documents submitted	11/21/25	>1 hour	10	0
25-132 Jamie Weekley	Animal Control report fr 7/27/25	Closed	Documents submitted	11/20/25	>1 hour	10	0
25-133 Mike Dewees	1275 Vaughn Pkwy property information	Closed	Documents submitted	12/3/25	>1 hour	10	0
25-134 Jamie Weekley	Employee file	Closed	Documents submitted	11/26/25	1 hour & 15 mins	\$58.36	\$58.36
25-135 Jamie Weekley	Employee file	Closed	Documents submitted	11/26/25	50 minutes	\$38.75	\$38.75
25-136 Jamie Weekley	Time sheet	Closed	Documents submitted	12/11/25	>1 hour	10	0
25-137 Elizabeth Thomsen	Payroll reports	Closed	Documents submitted	12/1/25	>1 hour	10	0
25-138 Lewis Head	Emails, text, phone calls & complaint re. 104 E Knight St.	Closed	Documents submitted	12/3/25	>1 hour	10	0



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

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

### PDU Admin. Work Report November 2025

#### Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.852 MGD.

#### Single Taps

- Water: 5 taps
- Sewer: 2 taps
- Gas: 10 taps

#### Development Taps

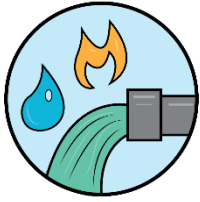
Utility	Original Letter	First Renewal	Second Renewal
Water	14	36	0
Sewer	15	36	0
Gas	0	0	0

#### City Projects

- Non-Competitive ARPA Grant Projects:
  - Masons 12" Connector Line – Water is 94% complete. Waiting on Oak Hill Tank to be completed.
  - Oak Hill Water Line – Water is 97% complete. Waiting on Oak Hill Tank to be completed.
  - Oak Hill Tank – Tank is 89% complete. Tank is being cleaned.
- Competitive ARPA Grant Projects
  - Regionalization Project – project is 64% complete.
  - Water Resource Protection Grant – WTP and City Lake Improvements – project is 5% complete.
- 2" Service Line Replacement – completed
- Richland Park Splash Pad - waiting for materials to arrive. Piping to arrive next Monday, manholes are 2 or 3 weeks out.

#### Private Development

- Twin Lakes – sewer is almost complete, testing remains. Onsite water is 80% complete, exit to Swamp Rd still needs to be installed, and offsite is 25% complete.
- Bracken Estates (Water) – As-builts are being reviewed.
- Parkside Pointe - Phases 4 and 5 as-builts have been approved.
- Red River and Highland – contractor is needing to provide an additional easement.
- Bakers Acres Offsite – awaiting testing, services, and as-built.
- Bakers Acres Onsite – Phases 2 and 3 are ready to start.
- Angelcrest – Water – the two 2" services have been installed by the water department, and the trench needs paving. Onsite private water has not begun. Sewer is 5% complete. An incorrect precast manhole was ordered for tie-in to the existing main. Dug for sewer service that needs to be installed.
- Fire Line Meters – Genesee (130 Davis St)



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

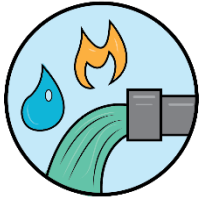
PORTLAND, TENNESSEE 37148

Office: (615) 325-6776, ext. 187

Email Address: lbaker@cityofportlandtn.gov

## Gas Dept Monthly Report – November 2025

- November Gas Usage at each Gate Station (High Tide Data):
  - Robertson Co Station: 7,004.57 MCF
  - TGT: 62,744 MCF
  - Leath: 16,302.64 MCF
- 8 gas services installed consisting of 1,888LF of ¾" service line pipe
- 1 abandoned gas service
- 3 service line risers replaced that were found on Atmospheric Corrosion Inspections
- Completed Twin Lakes Gas Main Extension -Set valves/boxes, tied-in, tested and in service
- 1 service line repair due to excavation damage
- 1 gas main leak repair
- 5 Yard Repairs
- Annual Calibration of Leath Station Controller
- Repaired cathodic protection coating on gas mains/services
- Atmospheric Corrosion Inspections
- Gas Leak Investigations/Odor Complaints (indoor and outdoor)
- Quarterly Patrolling -TPUC Requirement
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

PORTLAND SEWER COLLECTION

JONATHAN HARRISON – SEWER COLLECTION SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

OFFICE: (615) 323-1437

## Sewer Collections Monthly Report – (November. 2025)

- 2116– CS Check Stations consisting of 87 pump stations once weekly & 68 the other days.
- 205 - 811 Locates
- 16– SC Service Calls, 6 After HRS Call outs & 3 Caselle service calls
- 3 - Telemetry alarms repair required after hours.
- 20 Hrs. INI search while raining
- 82 Hrs. - LSM Lift Station Maintenance
- 22 L/S Cleaned w/ Vac Truck & doing inspections.
- 1 Manhole Repairs.
- 12– LSR Lift Station Repairs.
- YR Yard Repairs & 3 overflows cleaned up
- CCTV 5 services & 6 mainline sections.
- Jetted 1 mains & Hydro Ex 4 places.
- 12 Hrs. Helping other departments.
- 1– SLR Service Line Repair & 1 Force Main repair
- 1 New ARV installed
- 1 Smoke Test
- 4-cleanout repairs w/ boxes and 1 Broken box replacement
- 20 C/O lowered, and Boxes Installed as apart of INI reduction.
- 3 Capped taps for Demo.
- 11 SLIN Service line inspection
- 4 INI Point Repairs Made
- 73 Hrs. - Monthly Safety Training & OTJ Training.
- 28 HRS- Shop Work
- 15 HRS- Equipment Maintenance.
- 72 HRS Office Work
- 2 SSOs & 1 Release for the month of November 2025.

Jonathan Harrison  
Collections System Supervisor



# PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

## CITY OF PORTLAND

THOMAS O'LOUGHLIN – HEAD UTILITIES INSPECTOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-3977

Email Address: [toloughlin@cityofportlandtn.gov](mailto:toloughlin@cityofportlandtn.gov)

### November 2025 MONTHLY REPORT

### WATER DISTRIBUTION DEPARTMENT

(13) Service Leaks

(3) Main Break Repairs

(1) 6" Insertion Valve

(5) New services installed

(5) Service Renewals

(2) Service Line Retirements for TDOT Bypass Project

(1) Post hydrant Installation

Flushing

Traffic

Cut off Lists

Locates



# PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

## CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

298 PORTLAND LAKE RD.

PORTLAND, TENNESSEE 37148

Telephone 615-325-6776 ext.192

Telephone 615-566-7074

Email [TSuddarth@cityofportlandtn.gov](mailto:TSuddarth@cityofportlandtn.gov)

### Portland WTP Report for Month of November 2025

- Submitted November 2025 DMR via the EPA CDX online portal.
- Submitted November MOR's via certified mail.
- Collected quarterly DBP, TOC and fluoride samples. Delivered to Pace Analytical in Mt. Juliet.
- Underground Detective located the electrical service between the WTP and the raw water pump station.
- Replaced the block heater on the mason booster station backup generator.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced 65,959,000 gallons of potable water for distribution to customers.



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR  
100 SOUTH RUSSELL STREET  
PORTLAND, TENNESSEE 37148  
Telephone 615-323-1437  
Email [Jyoung@cityofportlandtn.gov](mailto:Jyoung@cityofportlandtn.gov)

## WWTP Monthly Report November 2025

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

- Total Influent Flow- 34.32 mgd
  - Total Effluent Flow- 31.34 mgd
  - Peak Influent Flow- 2.20 mgd
  - Peak Effluent Flow- 1.65 mgd
  - Total Rainfall- 3.37"
  - Peak Rainfall- 1.70"
- 
- We are continuing to work with Revere on getting the most accurate influent flow meter in place.
  - We are working on getting issues with SBR #2 decanter valve completed. We have valves and Vault is dug out. Working on scheduling, it is a big project. We will have to drain SBR#2 completely.
  - We are working on getting a weighted check valve for SBR #3. Still waiting on Aqua Aerobics.

ORDINANCE

City of Portland, Tennessee

No. 26 - 01

First Reading

**AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 25-27 FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026**

**WHEREAS**, the Board of Mayor and Aldermen of Portland, Tennessee, assembled in regular session on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Portland, Tennessee, during the fiscal year beginning July 1, 2025 and ending June 30, 2026.

**Section 1.** The budget amendment is as follows:

**GENERAL FUND:**

Animal Control	\$20,000	Salaries	110-42100-110
Animal Control	\$5,900	Vehicle Expense	110-44143-261
Animal Control	\$9,900	Building Maintenance	110-44143-266
General	\$25,000	America 250	110-41000-733
Hwy & Streets	\$12,000	Software	110-43100-255
Hwy & Streets	\$5,700	Professional Services	110-43100-259
Golf	\$10,000	Capital Equipment	110-44450-940
Parks	\$41,000	Capital Improvements	110-44700-940
Parks	\$25,000	Capital Improvements	110-44700-940
Planning	\$19,000	Professional Services	110-41670-259
Police	\$40,000	Technology	110-42100-248
Police	\$6,700	Small Items of Equipment	110-42100-324
Police	\$29,000	Project - Police Building	110-44152-976
<b>TOTAL</b>	<b>\$249,200</b>		

**DRUG FUND:**

Revenue		Grant for K-9	<b>\$7,500</b>
Expense		K-9	<b>\$14,000</b>

**IMPACT FEE FUND:**

Impact Fund - Police	\$79,000	Capital Equipment	128-42100-940
Impact Fund - Park	\$6,100	Small Items of Equipment	128-44700-324
<b>TOTAL</b>	<b>\$85,100</b>		

SANITATION FUND:

Sanitation **\$19,500** Capital Improvements 122-43200-940

**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:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 26 – 01

**A RESOLUTION TO HONOR THE PRINCIPLES AND IDEALS THAT MAKES AMERICA THE GREATEST NATION ON EARTH AS WE CELEBRATE THE 250<sup>TH</sup> ANNIVERSARY OF THESE UNITED STATES**

**WHEREAS**, Forged in the hope of freedom, opportunity, justice, self-reliance, and a better tomorrow, 56 delegates from the Thirteen Colonies pledged their life, fortune, and sacred honor in declaring their support for the dream that would soon become America; and

**WHEREAS**, Each month in 2026, the City of Portland will recognize one of the many American principles and ideals that continue to strengthen our Union as we honor the 250<sup>th</sup> Anniversary of these Untied States of America; and

**WHEREAS**, For January 2026, we recognize the value of **Freedom** during this year of celebration. At the core of America has always been Freedom. The documents known as the Charters of Freedom – *The Declaration of Independence, The Constitution, and The Bill of Rights* sets forth the philosophy of freedom for a nation, its people, and the individual. Freedoms that protect speech, the press, religion, peaceable assembly, petitioning the government, and the right of the people to keep and bear arms has been at the forefront of this great sovereign nation; and we honor all of those past and present who have sacrificed to ensure these American ideals that an entire World looks to; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the American ideal of Freedom continually be a reminder in the governing, planning, and debate that shapes our community; 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. 26 – 02

**A RESOLUTION TO ENTER INTO A NON-BINDING MEMORANDUM OF UNDERSTANDING WITH THE WHITE HOUSE UTILITY DISTRICT REGARDING THE CITY OF PORTLAND WATERWORKS SYSTEM**

**WHEREAS**, The City of Portland has spent decades searching for long-term solutions for its waterworks system to ensure adequate capacity and protection against drought. After the Tennessee Department of Environment and Conservation (TDEC) decided not to renew Portland’s permit for the West Fork Drakes Creek dam and reservoir project in 2005 that the City had invested considerable time and money due to environmental concerns, the City once again searched for solutions; and

**WHEREAS**, Beginning in 2020, the City began exploring alternatives such as reuse, a raw water line to the Cumberland River, and a treated water line from another utility. In 2021 the City of Portland began to seek grant funding in the form of a non-competitive grant and a competitive grant whereby Portland would work collaboratively with Sumner County and surrounding communities and was successful in attaining those projects. As of today, a 20 plus mile treated water line is being constructed from Gallatin to Portland with an expected completion date of late 2026. Though this is a great regional milestone, it does not solve the long-term needs for Portland and the surrounding communities, nor does it solve the current restraints of Portland’s raw water supply or the restraints of the Portland City Lake; and

**WHEREAS**, During an October 6th 2024 City Council meeting the Portland City Council requested that White House Utility District (WHUD) and the City of Gallatin both be contacted about the possibility of them assuming the Portland waterworks system in order to supply even more capacity to the region, since both utilities have a direct raw water connection to the Cumberland River / Old Hickory Lake system. On October 8<sup>th</sup>, 2024, WHUD responded that they would be willing to explore the possibility of assuming Portland’s waterworks in totality or in collaboration with Gallatin; and

**WHEREAS**, Since October 2024, the City of Portland and WHUD have communicated and shared information for the possibility of a system transfer, and are now ready to enter into this non-binding Memorandum of Understanding (MOU) listed as “**Attachment A**” to further the details of any possible transfer of the City of Portland waterworks system to that of WHUD; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the City Council does hereby approve and enter into this non-binding MOU agreement with WHUD; 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

## **“ATTACHMENT A”**

### **CITY OF PORTLAND, TENNESSEE AND WHITE HOUSE UTILITY DISTRICT**

#### **MEMORANDUM OF UNDERSTANDING REGARDING THE TRANSFER OF THE CITY OF PORTLAND WATERWORKS SYSTEM**

*This Memorandum of Understanding describes the proposed transfer and sale by the City of Portland (“Portland”) to White House Utility District (“WHUD”) of Portland’s waterworks system (the “Portland System”). This Memorandum of Understanding is subject to the negotiation of a purchase and sale agreement and the other agreements described herein (the “Definitive Agreements”). Once prepared, the Definitive Agreements must be approved by the governing bodies of both Portland and WHUD.*

##### **A. Purchase and Sale.**

- a. **Transferred Assets.** Except as described below, WHUD will purchase from Portland all of the assets of the Portland System, including without limitation all real property, trucks, vehicles and equipment, inventories, permits, accounts receivable, development, service, water supply and other contract rights and cash balances. The parties will specifically identify those assets that will not be transferred to WHUD. These excluded assets are anticipated to include:
  - i. Those assets of the Portland System that are also used by Portland’s wastewater system, garbage collection or other municipal operations; provided that the parties must determine whether and how to replace any excluded assets that are necessary for the operation of the Portland System;

- ii. Any easements or land utilized for other purposes or proposed for future expansion unless otherwise agreed upon;
  - iii. Any interest in Portland Lake and any associated waterworks system facilities, which are not expected to be utilized in the operation of the Portland System following the sale to WHUD;
  - iv. Any unimproved land not being used for current operations;
  - v. Employee benefit plan assets; and
  - vi. Insurance policies and related claims and proceeds.
- b. Assumed Liabilities. Except as described below, WHUD will assume from Portland all of the liabilities of the Portland System, including all liabilities arising under assigned development, service, water supply and other contracts, arising with respect to permits assigned to WHUD, related to any customer deposit obligations, or arising with respect to the ordinary course of the operation of the Portland System. The parties will specifically identify those liabilities that will not be assumed by WHUD. These excluded liabilities are anticipated to include:
- i. Any liabilities associated with excluded assets;
  - ii. Any liabilities under an assumed contract arising out of any breach (or event that would be a breach if not cured) that occurred prior to closing;
  - iii. Any liabilities or obligations relating to any employee benefit plans of the Portland System;
  - iv. Any labor and employment liabilities relating to the Portland System attributable to any actions or inactions by Portland prior to closing;
  - v. All liabilities arising out of, relating to, or in respect of, Portland indebtedness as related to debt other than the water system unless otherwise provided for;
  - vi. All liabilities arising from or in connection with any tax equivalent payment or any other similar obligation of the Portland System to the Portland incurred prior to closing Date; and
  - vii. Any liabilities or obligations of Portland with respect to any claim or cause of action, regardless of when made or asserted, which arises out of or in connection with Portland's operation of the Portland System prior to the closing, including the failure of Portland to comply with, or any act or omission of Portland in violation of any applicable law, and any liability arising as a result of any criminal activity, tort or violation of any common law or fiduciary obligation.
- c. Purchase Price. The purchase price to be paid by WHUD will be the amount necessary to cause the discharge and defeasance of that portion of Portland's long-term indebtedness payable from the Portland water and sewer fund and attributable to the funding of improvements to the Portland System (the "Portland System Debt"); and any transaction required in the assumption of the Portland System Debt that involves funds associated with wastewater shall not increase the wastewater related debt service expenses. Debt restructuring would be in the following manner:
- i. At the closing of the transaction, WHUD will provide for the discharge of all of Portland's water-related indebtedness.

- ii. At the closing of the transaction, Portland will refinance as necessary.
- iii. WHUD will contribute an amount to the Portland refinancing efforts as necessary to ensure that the resulting Portland debt service is not greater than the debt service Portland currently owes on wastewater indebtedness.
- iv. The purchase price shall be paid directly to the holders of the Portland System Debt or deposited to a defeasance escrow for the exclusive use of the retirement of the Portland System Debt. WHUD shall cause Bass, Berry & Sims PLC to deliver an opinion to Portland, at WHUD's expense, regarding the effectiveness of the defeasance and discharge of the Portland System Debt. WHUD will offset any increases due to fees and interest of refinancing Portland debt for the purpose of separating wastewater and water obligations.

**B. Closing Mechanics and Deliverables.**

- a. At or prior to the closing of the transactions contemplated hereby, the parties will cause the following to be completed or delivered:
  - i. The expansion of the incorporated boundaries of WHUD to encompass all areas currently served by the Portland System;
  - ii. Warranty deeds, bills of sale and assignments necessary to transfer the assets;
  - iii. Assignment and assumption agreements necessary to cause the assignment and assumption of the liabilities;
  - iv. The payment and/or deposit of funds and the delivery of the defeasance opinion;
  - v. Copies of all consents and approvals required of governmental agencies of contract counterparties required to effect the provisions of Section 1;
  - vi. Certified copies of approving resolutions of the Portland City Council and the WHUD Board of Commissioners;
  - vii. All such other instruments of assignment, transfer or conveyance as shall, in the reasonable opinion of WHUD and its counsel, be necessary or desirable to transfer to consummate the transactions contemplated hereby; and
  - viii. WHUD shall perform and deliver all necessary surveys and record plats as required for transfer of real property. Portland shall fully cooperate and provide WHUD all access and information in its possession or control related to such property.

**C. Portland System Employees.**

- a. WHUD will offer employment to all employees dedicated exclusively to the Portland System, on terms and at compensation levels consistent with other WHUD employees. These employees will be entitled to healthcare, retirement and other benefits consistent with other WHUD employees.

**D. Pre-Closing Coordination.**

- a. Prior to the closing, Portland will consult with WHUD, keep WHUD apprised, and obtain WHUD approval with respect to any material transactions regarding the Portland System, including without limitation any new development or service contracts (or amendments to existing contracts), wholesale water purchase arrangements with the City of Gallatin and the Castalian Spring

Bethpage Utility District, grant applications, permit applications and actions related to regulatory matters from the EPA, TDEC, TDOT, or other state or federal regulatory agencies.

- b. With regard to matters contemplated by clause, WHUD and Portland will cooperate and work in good faith to evaluate and determine an approach acceptable to both parties for addressing the needs of proposed development projects that are in process or close to approval at the time of the closing. With regard to the matter contemplated by clause, WHUD shall be involved in all discussions, negotiations, evaluations, and studies relating to the provision of water from Gallatin through Castalian Spring Bethpage Utility District to Portland and/or the Portland System.

**E. Post-Closing Operations of the System.**

- a. WHUD will operate the Portland system in compliance with all applicable laws and regulations, including without limitation charging reasonable rates for its waterworks services, and refraining from charging rates that would result in one customer class subsidizing another customer class. It is WHUD's aspiration to ultimately adopt a single rate structure for all of its waterworks customers, whether those customers are part of the Portland System ("Portland Customers"), or part of the balance of the WHUD System ("Other WHUD Customers"). However, WHUD does not believe that a single rate structure can be initially adopted without resulting in an impermissible subsidy of one customer class in favor of the other. Accordingly, WHUD intends to adopt a separate rate structure for Portland Customers that will satisfy the revenue demands attributable to the Portland System. Those revenue demands include, without limitation, the following:
  - i. The debt service on any bonds issued to fund the purchase price for the Portland System, including a debt service coverage component consistent with WHUD policies and procedures;
  - ii. The operational costs attributable to the Portland System, and the funding of an operational reserve;
  - iii. The capital costs attributable to the Portland System, and the funding of a capital reserve; and
  - iv. The costs of any wholesale water purchases from the City of Gallatin and the Castalian Spring Bethpage Utility District, WHUD or other sources.
- b. In the course of assessing the feasibility of the transactions contemplated hereby, WHUD has identified the list of capital and operational improvements listed on Schedule 1 required to operate the Portland System in a manner that meets the needs of the Portland System and complies with applicable regulations. These costs of these improvements (net of any savings resulting from improvements that increase the efficiency of the Portland System) will be factored into the future rates for Portland customers. The list of improvements listed on Schedule 1 is not an exhaustive list. As WHUD continues to assess the operations of the Portland System prior to and following closing, additional required improvements are likely to be added to this list.
- c. WHUD will adopt internal accounting policies and procedures to ensure that all

costs are properly allocated between Portland Customers and Other WHUD Customers.

- d. WHUD will adopt standardized agreements and fee schedules for new developments, all in accordance with WHUD policies and procedures.
- e. WHUD will provide notice to the Portland City Council thirty days prior to any rate increase or changes in rate structure affecting residents inside the Portland city limits.
- f. WHUD and Portland will cooperate to develop practices and procedures acceptable to both parties for pumping water from West Fork Drakes Creek to the Portland City Lake, and providing or managing access to the Portland City Lake, and use of the Portland City Lake during unforeseen emergencies.
- g. WHUD will coordinate public awareness with City staff during water outages, large repairs, and other major disruptions in or effects on water service.
- h. WHUD and Portland will cooperate on any rebranding or future painting of water tanks to maintain the identity of the community of Portland.

**F. Transaction Costs and Work Product:**

- a. The parties will each be responsible for the payment of their respective legal, financial, engineering and other expenses incurred in the pursuit of the transactions contemplated hereby, except where otherwise stated.
- b. Any reports, studies or other information or data regarding the Portland System gathered by WHUD at its expense pursuant to its efforts to consummate the transactions contemplated herein shall remain the property of WHUD.

**G. Non-Binding Memorandum of Understanding:**

- a. This Memorandum of Understanding is not a binding commitment, obligation, or undertaking of the City of Portland or WHUD, and is delivered solely for the purpose of facilitating ongoing discussions of various terms and conditions under consideration for the proposed transaction.
- b. Any final agreements shall be approved by the governing authorities of the City of Portland and WHUD.

**H. SCHEDULE 1 Improvements:**

- a. Leak detection, water line repair and meter replacement.
- b. Installation of backflow prevention equipment.
- c. Re-engineering and improvements of distribution system necessary to effectively receive and distribute water supplies from Gallatin.
- d. Water quality improvements and operations (sample/flushing) due to dead-end lines.



City of Portland  
 Petition/Request  
 For Gas Main Extension

Date: \_\_\_\_\_ Tap Fee: \$400.00  
Non- Refundable Connection Fee \$100.00 plus the administration fee for the letter \$100

We, the undersigned, residents of \_\_\_\_\_ Road, in the \_\_\_\_\_ Community,  
 request from the City of Portland Gas Department, consideration of extension of gas service to our homes  
 as soon as project is deemed feasible. This area is \_\_\_\_\_ miles in length.

Contact person (responsible for obtaining and turning in signatures): STEVEN GERDA

Current Address: 1062 COKER FORD RD PORTLAND TN 37148

(Must specify street or road name if P.O. Box)

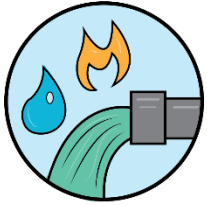
Telephone 760 221 1621

All Gas Tap Fees Outside City Are Payable in Advance of Any Line Extension.

Name (Head of household)	Address	Phone
1. <u>STEVEN GERDA</u>	<u>1062 COKER FORD RD PORTLAND TN 37148</u>	<u>760 221 1621</u>
2. <u>BOBBI MCRAWD</u>	<u>1054 COKER FORD RD PORTLAND TN 37148</u>	<u>615-424-7397</u>
3. <u>William Tuler Helms</u>	<u>955 Coker Ford Rd. Portland, TN 37148</u>	<u>256-684-4782</u> <u>615 619-2834</u>
4. <u>Meagan Vaughn</u>	<u>1070 COKER FORD RD TN 37148</u>	<u>2584</u>
5. <u>DUSTIN GONZALES</u>	<u>1019 COKER FORD RD PORTLAND TN 37148</u>	<u>615 638-7912</u>
6. <u>Jeff Wood</u>	<u>1075 Coker Ford Rd Portland TN 37148</u>	<u>615-202-0130</u>
7. <u>Charles R. Jones</u>	<u>1140 RAPIDS RD PORTLAND TN 37148</u>	<u>615 325 2100</u>
8. <u>Margaret Franklin</u>	<u>1215 Rapids Rd Portland TN 37148</u>	<u>615-766-0101</u>
9. <u>GARY SWINDELL</u>	<u>1220 RAPIDS RD PORTLAND TN 37148</u>	<u>615 471-9198</u>
10. <u>DANI ROBINSON</u>	<u>1305A Rapids Rd Portland TN 37148</u>	<u>615 693 5037</u>

11. Janice Mayer 1319 Rapids Rd 916-747-0244
12. Michelle Madsen 1329 Rapids Rd 615-604-5076 -
13. Craig A Bryant 1442 Rapids Rd 615300 8736
14. Susan Bryant 1442 Rapids Rd 254 768 3889
15. BRETT VAN WYK, 1458 RAPIDS RD 615-975-1947
16. Dayrel Crawford 1074 Coker Ford Rd 808-348-9906
17. Angela Brown 897 Coker Ford Rd. 615 300 2131
18. Danell Morris 1464 Rapids Rd Portland, In. 615-878-9425
19. Klausner Smither 1505 Rapids Rd Portland TN 37148 615-4970103
20. Dalton Carter 1513 Rapids Rd Portland TN
21. Alma East 1533 Rapids 615-745-4031
22. P. Yan Foster 1529 Rapids Rd 928-607-1392
23. Haina Cothron 1683 Rapids Rd 615 203 6140
24. ROBERTY LESEMAN 1756 Rapid RD 615-604-3822
25. Lisa McGuire 1626 Rapids Rd Portland 615-325-4111
26. Leigh Taylor 1751 Rapids Rd Portland, TN 615-480-7719
27. Elizabeth Hall 1743 Rapids Rd Portland, TN 615-781-1465
28. John MANAW 1737 Rapids Rd Portland 970 817-4580
29. Michael Cranier 1510 Rapids Rd Portland TN 910-916-0789
30. Rhonda Godfrey 1715 Rapids Rd Portland TN 916-715-1907

11. Lauren Boyd 1736 Rapids Rd.  
Portland, TN 37148 615-804-1598
12. Jonathon Davis 1735 - Rapids Rd  
Portland, TN 37148 - 9707342-4357
13. Joseph WARLA 142 OAK DR.  
Portland TN 37148 (350) 219-1223
14. JOHN FERRE 151 OAK DR.  
PORTLAND, TN 37148 925-595-0138
15. Angel Vidrios 140 OAK Dr.  
Portland, TN 37148 (619) 517-6424
16. Joey Boyd 205 OAK Dr.  
Portland, TN 37148 (615) 405-8942
17. Barbara Staggs 1071 Staggs Ln.  
Portland, TN 37148 615-525-7621
18. Chris Staggs 1072 Staggs Ln.  
Portland, TN 37148 270-776-0511
19. Randy Hicks 1066 Co. 6, Ford Rd.  
Portland, TN 37148 (615) 767-2176
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_



# PORTLAND

Department of Utilities

Call 811 Before You Dig!  
Portland, Tennessee

## CITY OF PORTLAND

ZECHARIAH ROWLEY – ENGINEER TECHNICIAN

126B MORNINGSIDE DRIVE

PORTLAND, TENNESSEE 37148

Telephone (615) 323-1437

Email Address: [zrowley@cityofportlandtn.gov](mailto:zrowley@cityofportlandtn.gov)

### Early Action for EPA Administrative Compliance Order on Consent (AOC)

1. AOC Timetable – see timeline with dates.
2. SSOs from last 36 months – Jon and Warren are pulling this together and should have it done by December 19<sup>th</sup>.
3. Early Action Projects Plan – Item needs to be turned in to the EPA by March 14, 2026.
  - a. Remainder of 2021 Point Repair Project (main replacement remains).
  - b. Demase St – OHM to complete design.
  - c. CCTV
    - i. Zone 2 and 5A to be performed by the City.
      1. Airport Rd – 12/15/25 to 1/2/26.
      2. Diane Pl – 1/5/26 to 1/30/26.
      3. Reminder of Zone 2 – 2/2/26 to 2/27/26.
      4. Drakewood and Zone 5A – 3/2/26 – 5/1/26.
    - ii. Zone 4 and 5B to be performed by others in FY26.
4. Sewer System Evaluation Survey (SSES) – to be performed by others.