



**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.**



Mike Callis, Mayor



Attest: Tracy Kizer, City Recorder

City of Portland Public Comment Sign-In Sheet

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

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

Speaker Information		List which public hearing and/or agenda item you would like to speak on.
<i>Print Name</i>		
<i>Address</i>		
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The Following Is To Be Filled Out By The Presiding Meeting Clerk

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