



**BOARD OF MAYOR AND ALDERMEN
Minutes for January 6, 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

Robert Coleman lead the Pledge and Prayer.

3. Roll Call

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

Also Present: Mayor Mike Callis, Asst. City Recorder Tracy Kizer

Absent: Alderman Hall, City Recorder Slusser, Attorney Bradley

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

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. Communications from Council Members

- No one spoke

8. Mayor's Report

- There will be a warming shelter with limited access at Police Department from 5 pm to 5 am during the cold temperatures this week.
- At Richland Gym the wood flooring has been installed and striping will be added soon.
- Congratulations to Brandon McGuire in Finance Department for becoming a Certified Municipal Finance Officer.
- There will be a Work Study meeting February 3rd, 2025 at 4 pm about comprehensive land use plan.

9. Alcohol Beverage Board

Chairman McDowell called the Alcohol Beverage Board to order at 5:07 pm.

- A.** The Hitching Post (The County Line Saloon) - Lonzie Ferguson - On premises beer permit at 5733 Highway 31W, Portland, TN 37148. Chair McDowell advised the ownership and name are the changes. All the paperwork is in order and background checks have passed. The name will go back to the Hitching Post.

Motion to: Approve new owner and name change.

By: Alderman Jennings

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)

- B.** Resolution No. 25-01 – A Resolution authorizing a certificate of compliance for Joshua Robertson of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN, 37148.

- Chair McDowell explained that due to a death, the spouse of the owner will take over the business. All paperwork is in order and background checks ok.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

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

Absent: Alderman Hall

Motion Passed(voice vote)

- Chair McDowell closed the Portland Alcohol Beverage meeting at 5:08 pm.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Cole

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

Absent: Alderman Hall

Motion Passed(voice vote)

A. Minutes

B. Department Reports

C. Resolution No. 25-02 – A Resolution to appoint members to the Portland Health and Educational Facilities Board.

D. Ordinance No. 24-73 – Second Reading - An Ordinance to amend Section 407 of Title 18 of the City of Portland's Municipal Code with the following language referencing the time for compliance on backflow preventers.

E. Ordinance No. 24-74 – Second Reading – An Ordinance to rescind in its entirety Ordinance 22-72 with Tri-Dash Local Investors, LLC, for the development Richland Estates, located on N Russell St & Victor Reiter Pkwy in Portland, Tennessee, and replace with the following.

11. Community Development – Vice-Mayor Megann Thompson

- No Items

Vice-Mayor Thompson advised next meeting there should be proposals for hiring a retail partner and requested Council Members to contact Sherry Ferguson or the Mayor with any questions.

12. Finance – Alderman Vince Ellis

- No Items

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- No Items

15. Legislative – Mayor Mike Callis

A. Discussion - Resolution 24-21 - Public Recognition

- Mayor Callis requested Alderman Cole to present his recommendation.

- Alderman Cole began the discussion by requesting a time added at the end of the Council meeting for open comment period similar to what the City of Gallatin does.
- After much discussion it was suggested by Alderman Ellis to get recommendations from City Attorney John Bradley.
- Mayor Callis advised he would send an email to Attorney Bradley about suggestions.

16. Municipal Airport – Alderman Mike Hall
- No Items

17. Parks & Recreation – Alderman Brian Woodall
- No Items

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-01 – First Reading – An Ordinance amending Portland Municipal Code Chapter 6, Property Maintenance Code, by adding Article 12-603, Dangerous Buildings.
- Motion to:** Approve
- By:** Vice-Mayor Thompson
- Second:** Alderman Woodall
- Discussion:** Mayor Callis explained that there may be changes made next reading and suggested all to review and advise if they have any changes.
- 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
- No Items

20. Public Works – Alderman Brian Woodall

- A.** Discussion - Traffic Engineer
- Public Works Director Carlton Cobb presented a cost breakdown estimate from a traffic engineer and discussed MUTCD guidelines and TCA.
 - Recess was called for Mayor Callis to consult the City Attorney Bradley about legal issues.

Recess started at 5:43.
Meeting called back to order at 5:48.

- Mayor Callis reported the City Attorney recommended to have a traffic engineer review the intersections.
- Discussion was held to determine how many stop signs to have reviewed by engineer.
- Discussion was held about changing the traffic pattern at Hwy 52 & Leath Rd. by paving center section and restriping.

- Motion to:** Have all the areas listed in the cost breakdown, with exception of Jackson Rd & Strawberry St to be reviewed by engineer and ask for specific recommendations.
- By:** Alderman Woodall
- Second:** Alderman Jennings
- Yes:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
- Absent:** Alderman Hall
- Motion Passed(voice vote)**

B. Discussion - Dan Jenkins Building

- Director Cobb discussed the bids and it will be similar as the RCC building.
- After discussion Director Cobb advised he will have the bids for next month.
- Alderman Woodall advised funds have been set aside for the last couple of years.

21. Utility Infrastructure – Alderman Charles Cole

- A.** Resolution No. 25-03 - A Resolution to approve the final adjusting change order #1 in the decreased amount of \$17,091.25 and extending the final completion contract time forty-five (45) additional days for the 2024 Highway 52 and S. Broadway (State Route 109) twelve (12) inch waterline improvements.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Discussion - Utility Fees, preexisting lots, off site improvement credits and tap fees for duplex/quads.

- Alderman Jennings advised that Ordinance No. 24-26 needs further discussion through council, Ad Hoc or create a new committee.
- After discussion it was agreeded that Alderman Jennings would chair a committee to discuss Utilities Fees in relation to Ordinance No. 24-26.
- Alderman Cole and Alderman Ellis would also serve on that committee and present recommendations back to council.

Motion to: Create a committee to review Ordinance No. 24-46 fees.

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Suggested to do a Work Study after the Committee meeting

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

Absent: Alderman Hall

Motion Passed(voice vote)

Adjournment

Mayor Callis gave an update about the status with White House Utility District and Gallatin Water Department. Discussion was held about current Portland water projects and bid progress with the Sumner County grants.

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

Motion passed by voice vote to **adjourn at 6:18pm.**



Mike Callis, Mayor



Tracy Kizer, City Recorder