



AGENDA for April 6, 2026
BOARD OF MAYOR AND ALDERMEN
Portland City Hall — Council Chambers — 100 South Russell St. Room 111

Streaming live on Facebook - <https://www.facebook.com/cityofportlandtn>
Streaming live and archived on Website - <https://portlandtn.portal.civicclerk.com>

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation

- A.** Sumner County Emergency Communications Telecommunicator Week (April 12–18, 2026) Proclamation.

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. Communications from Council Members

8. Mayor's Report

9. Consent Calendar

- A.** Ordinance No. 26-10 - Second Reading — An Ordinance to enter an agreement with CSR Engineering to provide engineering services for the 2026 Point Repair Project.
- B.** Ordinance No. 26-11 - Second Reading – An Ordinance authorizing weekday, weekend and holiday daily rates at Dogwood Hills Golf Course.
- C.** Work Study Minutes from March 16, 2026
- D.** Minutes from March 16, 2026, Council Meeting

10. Community Development – Vice-Mayor Megann Thompson

- A.** Resolution No. 26-25 - A Resolution authorizing a contract between the City of Portland, Tennessee and _____ as the City of Portland Retail Recruiter

11. Finance – Alderman Vince Ellis

- A.** Discussion — Budget update

12. Fire Department – Alderman Jody McDowell

13. Human Resources – Alderman Vince Ellis

- A.** Discussion — Paypoint Recommendation

14. Legislative – Mayor Mike Callis

- A.** Ordinance No. 26-12 - Second Reading – An Ordinance to surplus and sell at auction approximately 127 acres with the proceeds to be used for the Wastewater Consent Order for Sanitary Sewer Overflows.
- B.** Resolution No. 26-27 – A Resolution for April 2026 to honor the principles and ideals that makes America the greatest nation on earth as we celebrate the 250th Anniversary of these United States.
- C.** Resolution No. 26-28 — A Resolution establishing a policy allowing City Council members to participate in meetings by electronic means under specific circumstances.
- D.** Resolution No. 26-29 – A Resolution to ratify Private Chapter No. 31 as adopted by the General Assembly of the State of Tennessee on February 26, 2026, with State’s seal dated March 27, 2026.

15. Municipal Airport – Alderman Mike Hall

16. Parks & Recreation – Alderman Brian Woodall

- A.** Resolution No. 26-24 - A Resolution authorizing change order #3, for the Splashpad at Richland Park Project, extending the date for substantial completion and final completion due to inclement weather.
- B.** Resolution No. 26-30 — A Resolution authorizing change order #4 in the decreased amount of \$954.62 for the Splashpad Project Richland Park with Olympian Construction Co, LLC.
- C.** Discussion — Park Impact Fee

17. Planning & Codes – Vice-Mayor Megann Thompson

18. Police Department – Alderman Drew Jennings

- A.** Ordinance No. 26-14 - First Reading – An Ordinance to amend Title 15 Chapter 8 of the Portland Municipal Code by updating the fee schedule in Section 15-801 Impoundment of vehicles by the Police Department and 15-802 Impoundment of vehicles by the Codes Department by adding Section 15-803 storage fees.

19. Public Works – Alderman Brian Woodall

- A.** Discussion - Upcoming Paving list
- B.** Discussion — Brush Pick-up

20. Utility Infrastructure – Alderman Charles Cole

- A.** Ordinance No. 26-08 - First Reading – An Ordinance to authorize the Mayor to enter into a Developer’s Agreement with Sunset Investments Partnership for the water improvements to install a new six (6) inch water main throughout the development located at 0 Fleming Road, Portland, Tennessee.
- B.** Ordinance No. 26-13 - First Reading – An Ordinance to authorize the Mayor to enter into a Developer’s Agreement with Sunset Investments Partnership for the water improvements to install a new six (6) inch water main throughout the development located at 0 Highway 259, in Portland, Tennessee.
- C.** Resolution No. 26-26 – A Resolution to enter contract negotiations for engineering services for the Flow Monitoring Sewer Project through the Infrastructure Planning Grant.
- D.** Discussion - Estimate for gas extension for Rapids Rd and Coker Ford Rd area.
- E.** Discussion — Wastewater System Repairs

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 26 – 10

Second Reading

AN ORDINANCE TO ENTER AN AGREEMENT WITH CSR ENGINEERING TO PROVIDE ENGINEERING SERVICES FOR THE 2026 POINT REPAIR PROJECT

WHEREAS, this project is deemed necessary for the continued work to eliminate inflow/infiltration into the sewer collection system and to help reduce sanitary sewer overflows; and

WHEREAS, funding for this engineering task order is a budgeted expense; and

WHEREAS, CSR Engineering has provided the following task order fees, and the complete proposal is attached:

- Survey (Property, ROWs, Topo, Infrastructure) \$ 34,400.00
 - Modeling/Analysis and Sewer Design Confirmation \$ 9,500.00
 - Survey (Easement Documents) \$ 15,200.00
 - Construction Plans \$ 48,400.00
 - TDEC Permits \$ 6,500.00
 - Final Bid Documents, Bidding, Award \$ 7,500.00
- | | |
|-------|--------------|
| Total | \$121,500.00 |
|-------|--------------|
- Construction Services (as requested) Standard Hourly Rates
 - As-builts, GIS Mapping (as requested) Standard Hourly Rates

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with CSR Engineering to provide engineering services for the 2026 Point Repair Project; 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: March 16, 2026

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 26 - 11

Second Reading

AN ORDINANCE AUTHORIZING WEEKDAY, WEEKEND AND HOLIDAY DAILY RATES AT DOGWOOD HILLS GOLF COURSE.

WHEREAS, the City of Portland deems it necessary to establish Weekday, Weekend and Holiday daily rates for Dogwood Hills Golf Course; and,

WHEREAS, AFTER RECOMMENDATION FROM THE February 3, 2026 Ad Hoc Committee Meeting, the City shall set forth the following for Weekday, Weekend, and Holiday daily rates structure to become effective April 1, 2026:

2026 DAILY SUMMER RATES WEEKDAY, WEEEKEND, HOLIDAY (APRIL 1ST – NOVEMBER 14TH)

	<u>Weekday</u> (Monday – Thursday)	<u>Weekend</u> (Friday-Sunday, Holidays)
9 Holes Walking	\$25.00	No Walking
18 Holes Walking	\$35.00	No Walking
9 Holes Riding	\$30.00	\$30.00
18 Holes Riding	\$40.00	\$45.00
Senior Rates		
9 Holes Walking	\$20.00	
18 Holes Walking	\$25.00	
Junior Rates (15 years old and under)		
9 Holes Walking	\$10.00	
18 Holes Walking	\$15.00	
9 Holes Riding	\$15.00	
18 Holes Riding	\$25.00	
Cart Riders		
9 Holes	\$10.00	
18 Holes	\$15.00	
Cart Fee		
9 Holes	\$5.00	
18 Holes	\$1.00	

**2026 DAILY WINTER RATES WEEKDAY, WEEKEND, HOLIDAY
(NOVEMBER 15TH – APRIL 1ST)**

	<u>Weekday</u> (Monday – Thursday)	<u>Weekend</u> (Friday-Sunday, Holidays)
9 Holes Walking	\$25.00	No Walking
18 Holes Walking	\$35.00	No Walking
9 Holes Riding	\$25.00	\$30.00
18 Holes Riding	\$40.00	\$45.00

Senior Rates

9 Holes Walking	\$20.00
18 Holes Walking	\$25.00

Junior Rates (15 years old and under)

9 Holes Walking	\$10.00
18 Holes Walking	\$15.00
9 Holes Riding	\$15.00
18 Holes Riding	\$25.00

Cart Riders

9 Holes	\$10.00
18 Holes	\$15.00

Cart Fee

9 Holes	\$5.00
18 Holes	\$10.00

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Weekday, Weekend and Holiday daily rates at Dogwood Hills Golf Course.

BE IT FURTHER ORDAINED that this Ordinance shall become effective April 1, 2026, upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: March 16, 2026

Passed Second Reading:



WORK STUDY MINUTES
Monday, March 16, 2026 at 4:00 PM

1. Call to Order

Mayor Mike Callis advised that there was no quorum present and this would be a discussion only.

2. Roll Call

No roll call taken.

3. Approval of Agenda

4. Public Comment Period

5. Discussion

A. Budget

Adjournment

Discussion ended at 4:47PM.

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>		
<i>Print Name</i>		
<i>Address</i>		
<i>Print Name</i>		
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<i>Print Name</i>		
<i>Address</i>		

The Following Is To Be Filled Out By The Presiding Meeting Clerk

Board/Committee Work Study Meeting Meeting Date: MARCH 16, 2026 Page Number: 1 of 1



BOARD OF MAYOR AND ALDERMEN Minutes for March 16, 2026 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:07 PM.

2. Prayer and Pledge

John Bradley led the prayer and pledge.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Also, Present: Mayor Mike Callis, City Attorney John Bradley, City Recorder Tracy Kizer, Finance Director Rachel Slusser,

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

4. Approval of Agenda

Motion to: Remove Item 21. B. *Resolution 26-19 and Approve

By: Alderman Ellis

Second: Alderman Cole

Motion (voice vote)

Motion to: Amend by adding an update on CDJ farms under Public Works.

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Amendment Passed(voice vote)

Vote: Approve amended agenda

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

5. Presentation

A. America 250 Essay contest winner prize presentation.

Mayor Callis presented the \$500 prize to America 250 essay winner, Mya Mimbs.

6. Public Comment Period

- No one spoke

7. Public Hearing

- No Items

8. Communications from Council Members

- No one spoke

9. Mayor's Report

Mayor Callis

Early voting begins in April for the May 5th election. One item on the ballot is the Portland Investment Act, which proposes a half-cent sales tax increase. Based on current trends, it's estimated to generate approximately \$1.38 million.

Traffic remains steady, with about 1.2 million vehicles traveling monthly on city and state roads.

Congratulations to:

- Cheri Backhurst on earning her Certified Municipal Finance Officer (CMFO)
- Nate Heisler and Corbin Keen for becoming Certified Public Managers
- Jake Ausbrooks from the Fire Department for completing Smoke Diver Training
- Jody McDowell for continuing to improve and grow stronger each day

Reminder: Always “Call before you dig!” Dial 811 or visit www.tenn811.com.

Storm clean-up is ongoing. Crews have been working overtime, including weekends, and reimbursement from FEMA, for expenses may take a couple of years.

Splashpad update: Concrete was poured last week, and we’re hopeful it will open by the end of May after delays caused by the ice storm.

10. Consent Calendar

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

- A.** * Ordinance No. 26-02 – Second Reading — An Ordinance to repeal and replace Ordinance no. 20-19 and to surplus and sell at public auction a residential lot on Strawberry Street.

- B.** * Ordinance No. 26-04 - Second Reading — An Ordinance authorizing the acceptance of the best bid for Portland Municipal Airport Roof Project.

- C.** * Ordinance No. 26-05 - Second Reading – An Ordinance to authorize the mayor to enter into a Developer’s Agreement with Joey Rollins for the water improvements to install a new six (6) inch water main throughout the Harper Road Subdivision, located at 0 Harper Road, in Portland, Tennessee.

- D.** * Ordinance No. 26-06 – Second Reading – An Ordinance to purchase 0.08+/- acres adjacent to the City of Portland Police Department.

- E.** * Resolution No. 26-16 – A Resolution approving the new appointment of Jeff Hickman to the Portland Airport Authority.

- F.** * Resolution No. 26-17 – A Resolution approving the reappointment of Earl Whitmer to the Portland Airport Authority.

- G.** Resolution No. 26-21 — A Resolution to re-appoint Jessica Hunter to the Portland Municipal Planning Commission.

- H.** * Department Reports - January 2026

- I.** * Minutes from February 2, 2026, City Council Meeting

- J.** Monthly Reports - February 2026

11. Community Development – Vice-Mayor Megann Thompson

- A.** * Discussion — Retail Recruiter
Community Development Director Sherry Ferguson discussed the contract with Retail Coach, noting that a request for proposals (RFP) has been issued. She stated that, if the board wishes to continue the service, the matter will be ready for a vote at next month’s meeting. Director Ferguson advised that the Retail Coach has been very beneficial and there have been lots of communications and contacts.

Alderman Cole questioned if Retail Coach was the only one to submit? Director Ferguson advised a total of 3 submissions.

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.** * Resolution No. 26-18 – A Resolution for March 2026 to honor the principles and ideals that makes America the greatest nation on earth as we celebrate the 250th Anniversary of these United States

Motion to: Approve

By: Alderman Jennings

Second: Alderman Cole

Discussion: Mayor Callis advised this month's focus is the pursuit of happiness.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

- B.** * Resolution No. 26-20 – A Resolution to appoint one member of the City Council as the Alcohol Beverage Board Vice-Chair.

Motion to: Get on the floor

By: Alderman Woodall

Second: Alderman Jennings

Motion to: Nominate Vince Ellis and all other nominations cease.

By: Alderman Jennings

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed - Vince Ellis Vice-Chair Alcohol Beverage Board (voice vote)

- C.** * Discussion - Buzz Black Legislation

Mayor Callis brought forward discussion on a 2005 ordinance that allows fee waivers for residents impacted by storm or natural disaster damage. He asked Council to consider expanding this to include utility adjustments for up to 30 days for residents affected by events such as house fires or major storms.

During discussion:

- Alderman Ellis supported the idea.
- Alderman Cole questioned whether 30 days would be sufficient.
- Alderman Woodall asked if water services could be included, particularly if provided by White House Utilities.

Mayor Callis clarified the proposal would apply to residential properties only, not commercial or industrial, and noted that a decision does not need to be made immediately.

Alderman Woodall recommended sending the topic to the Fees Ad Hoc Committee, and Council agreed to move it forward for further review.

- D.** Discussion — Appraisal for 127 acres

- Mayor Callis requested appraiser Luther Bratton to present the appraisal of the 127-acre City-owned property.
- Mr. Bratton reviewed the appraisal (whole vs. parcels) and advised that selling in parcels may increase value and attract more buyers; landlocked parcels could be offered to adjoining owners by sealed bid.
- Mayor Callis stated the first reading of Ordinance 26-12.
- Mr. Bratton recommended soil testing for building and septic suitability.

- E.** Ordinance No. 26-12 - First Reading – An Ordinance to surplus and sell at auction approximately 127 acres with the proceeds to be used for the Wastewater Consent Order for Sanitary Sewer Overflows.

Motion to: Discuss

By: Alderman Cole

Second: Alderman Woodall

Discussion: Mayor Callis advised the 4th Whereas would need to be changed as discussed earlier.

Motion to: Amend to sell according to the parcels as presented and proceed with soil samples.

By: Alderman Ellis

Second: Alderman Jennings

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Amendment Passed (voice vote)

Vote: Amended to sell property in parcels, noting that the land-locked part will be submitted to adjoining property owners in a sealed bid.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Amended Ordinance Passed (voice vote)

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- A.** * Ordinance No. 26-11 - First Reading – An Ordinance authorizing weekday, weekend and holiday daily rates at Dogwood Hills Golf Course.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Cole

Discussion: Parks Director Jamie White advised the fees were presented to the Fees Ad Hoc Committee, and they advised to present to Council.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

- B.** * Discussion - Park Grant

Director White reviewed the items included in the grant intention submission, along with the associated timeline. Proposed projects include:

- A new ADA-inclusive playground
- One tennis court and two pickleball courts
- Lighting for the soccer fields
- Bathroom renovations at Richland Gym
- A weather warning system

Council discussed the options and timing requirements tied to the grant. Alderman Woodall raised concerns that including the Richland Gym restroom renovations could delay completion for up to three years.

Mayor Callis emphasized that Council must decide whether to pursue the 50/50 matching grant and determine which of the originally submitted items to include. It was clarified that no new items can be added, only removed in the final grant submission.

Discussion also covered the proposed weather warning system, and concerns about ongoing maintenance costs estimated at \$20,000 per year. Alderman Woodall also asked how many sirens would be needed and who would be responsible for them.

Director White noted that due to a previous meeting being canceled for lack of quorum, the resolution for the grant submission is now the next item on the agenda and must reflect Council's decisions on what to include.

- C.** Resolution No. 26-22 – A Resolution to apply for the 2026 Local Parks and Recreation Match Grant for the purpose of making improvements within the existing park system.

Motion to: Discuss

By: Alderman Woodall
Second: Alderman Ellis
Discussion: Discussion was held about leaving restrooms in or pulling out of the grant. Alderman Woodall expressed that adding the restrooms to the grant will delay them by three years and delay youth baseball.
Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion (voice vote)

Motion to: Amend by adding the pickle-ball court, soccer field lighting and playground for the same monetary amount.
By: Alderman Woodall
Second: Alderman Jennings
Discussion: Discussion was held about how to leave the monetary amount the same and possible changes. Director White advised they would have to ask the grand administrator. Alderman Cole expressed leaving the restrooms out and having the fund the full amount.
Yes: Alderman Ellis, Alderman Jennings, Alderman Woodall
No: Alderman Cole
Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Amendment Passed (roll call voice vote)

- D.** Resolution No. 26-24 - A Resolution authorizing change order #3, for the Splashpad at Richland Park Project, extending 35 days for substantial completion and final completion dates due to inclement weather.

Motion to: Approve

By: Alderman Woodall
Second: Alderman Ellis

Discussion:

Discussion was held regarding extending the completion date, including consideration of the previous change order that extended the project timeline, legal recourse, what the contract covers, how they are currently working and if the city attorney should review to see what recourse the City may have. It was noted that, at that time, the extension was intended to be the final one granted. Director White stated that the extension accounted for additional time due to weather-related delays and had been approved by OHM, which indicated that accepting the extension was in the best interest of the City.

Admend to: Extend it to the next Council Meeting, April 6, 2026, and have both OHM and Olympian Construction Company representatives speak to Council.

By: Alderman Cole
Second: Alderman Woodall
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Amendment Passed (voice vote)

Vote to: Approve amendment

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

Motion Passed (voice vote)

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** * Discussion — McGlothlin Street Property Planning Director Nate Heisler presented a request from the 5 Chefs/Occasions property owners regarding site development plans for building expansions, which will go before the Planning Commission. Phase 2 includes a request for an easement to construct a pedestrian bridge over the stream to provide access to additional parking.

Motion to: Suspend the rules for guests to speak.

By: Alderman Ellis
Second: Alderman Jennings
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

Adam Cummings of Hodges Group presented the proposal on behalf of the client and noted that documentation would be drafted for City approval to release the City from liability. Director Heisler stated the stream is within the FEMA flood way and will require a flood study. Director Heisler also requested Council's approval for the easement and will coordinate next steps. Mr. Cummings confirmed the area is currently maintained and acknowledged state regulations. Director Cobb clarified that the City does not maintain the area.

- B.** Discussion — Concept for Brimstone - Director Heisler presented a conceptual discussion for a proposed project on Old Westmoreland Road as a preliminary step prior to Planning Commission review. He reviewed the 27.2-acre proposal, including planned amenities.

Motion to: Suspend the Rules

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

Developer Troy Gardner of Brimstone Builds presented the proposal, explaining that the complete plan would include partial annexation and rezone of the area. Mr. Gardner then accepted questions from the Board. Discussion was held about lot sizes, set-backs, house square footage and materials. The developer explained the goal is to mirror the neighborhood next to it. The Board had no other questions.

19. Police Department – Alderman Drew Jennings

- A.** * Resolution No. 26-15 - A Resolution to accept the USPCA AKC Reunite K9 Grant for \$7,500.00 awarded to the Portland Police Department.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Discussion: Chief Arnold advised that they have been awarded the grant, and it will be a non-aggressive tracker/narcotics K-9.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

20. Public Works – Alderman Brian Woodall

- A.** Discussion — CDJ Farms status update (added during approval of Agenda on 3/16/26). Alderman Woodall stated that he wanted an update on the status of CDJ Farms meeting their December deadlines. Director Cobbs advised that current paving work on the park side is waiting for the sewer project completion. Director Cobb advised that everything else had been completed.

21. Utility Infrastructure – Alderman Charles Cole

- A.** * Ordinance No. 26-10 - First Reading – An Ordinance to enter an agreement with CSR Engineering to provide engineering services for the 2026 Point Repair Project.

Motion to: Approve

By: Alderman Cole

Second: Alderman Ellis

Discussion: Mayor Callis advised this was part of the Jerry St. sewer line repair.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall

Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson

Motion Passed (voice vote)

- B.** * Resolution No. 26-19 – A Resolution to approve the final adjusting change order #7 in the decreased amount of \$55,346.80 for the Oak Hill Water System Improvements American Rescue Plan (ARP) Project.
Removed during agenda approval, 3/16/26.
- C.** * Discussion — Wastewater Ad Hoc Update
Alderman Cole provided an update from the previous meeting, noting discussion of a proposed \$25.00 EPA fee for all customers, with industrial rates to be set separately, to help cover overflow repair costs. Alderman Woodall stated costs are expected to be significant, and funding options are being considered. Mayor Callis reported the City was awarded a \$400,000 grant from the State for sewer modeling and will pursue additional grants. Alderman Cole noted no action was required. The Board requested Director Gibbs to provide an average bill for review.
- D.** Resolution No. 26-23 - A Resolution to enter contract negotiations for engineering services for the Demase Street Sewer Project.
Motion to: Approve
By: Alderman Cole
Second: Alderman Jennings
Discussion: Mayor Callis advised the RFQs are in the packet and the qualifications committee recommendation is CEC.
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman Woodall
Absent: Alderman Hall, Alderman McDowell, Vice-Mayor Thompson
Motion Passed (voice vote)

Adjournment

Motion to Adjourn by Alderman Cole; Second by Alderman Ellis;
Motion passed by voice vote to **adjourn at 6:59.**

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.
Print Name		
Address		
Print Name		
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The Following Is To Be Filled Out By The Presiding Meeting Clerk

Board/Committee City Council Meeting Meeting Date: MARCH 16, 2026 Page Number: 1 of 1

RESOLUTION

City of Portland, Tennessee

No. 26 – 25

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF PORTLAND, TENNESSEE AND _____ AS THE CITY OF PORTLAND RETAIL RECRUITER

WHEREAS, the City of Portland deems it necessary to attract more sales taxes, jobs, and businesses to the area by contracting with a retail recruiter to provide consulting services to attract new retailers, restaurants and hotels; and

WHEREAS, The City of Portland received proposals from the following:

- **Retail Strategies** **\$45,000**
- **The Retail Coach** **\$30,000 + up to \$2,000 reimbursable expense**

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland, that the Mayor is hereby authorized to sign the agreement with _____ at _____ for a period of one year with the ability to renew for up to 3 additional years; 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



retail strategies

Request for Proposal Retail Recruitment Firm Response from Retail Strategies

City of Portland, Tennessee

Attention: Sherri Ferguson,
Director of Economic & Community Development





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Submittal Letter

From the team at Retail Strategies, thank you for allowing us the opportunity to respond to the City of Portland request for proposal for National Retail Recruitment Services.

Retail Strategies understands Portland’s goal to engage a retail recruitment firm with proven expertise in retail recruitment to enhance the City's retail offerings, attract targeted businesses, and foster economic growth. Our team has experience and a track record of success working with Portland from 2019-2022 and similar communities who are seeking to attract retail services to their community.

If given the privilege of being your retail partner, Retail Strategies will resurface the connections made from 2019-2022 with developers, brokers, property owners and commercial real estate decision makers to share Portland's story of the retail trade area’s population growth above 52,000 and the impacts of the new bypass. Retail Strategies will serve as an extension to your staff, and our focus will be turning Portland’s data and community story into an attractive home for new retail and restaurant businesses.

During our partnership, we identified \$332 million in retail leakage. We proactively reached out to over 50+ national & regional retailers from 15 categories. We were in active, on-going conversations with 17 of them in 2022 when the City chose to hold off on re-engaging until the bypass was complete. We have history and files on 19 properties where we worked to recruit retailers and restaurants.

What sets Retail Strategies apart from all other retail recruitment firms is our depth of team with more than 40 professionals and our Tennessee connections. In 2024, Retail Strategies was hired by Tennessee Economic and Community Development to serve 20 communities through the one-year training program called Retail Academy. In addition, 13 Tennessee communities have hired Retail Strategies directly for full-service retail recruitment, of which 80% have been with Retail Strategies for more than 5 years. Tullahoma, Martin, and Johnson City have been clients for more than 9 years. The Retail Strategies connections and experience in Tennessee run deep which is critical for the successful retail recruitment strategic plan to be properly implemented. The annual investment for Retail Strategies is more, but so is the impact of our work. Portland is ready for new retail and restaurants. Retail Strategies is the right partner to create wins for you.



Lacy Beasley, President
lacy@retailstrategies.com



Robert Jolly, Principal & CEO
robert@retailstrategies.com



Company Profile

Born out of a retail real estate firm, Retail Strategies acts as an extension of the city's staff to proactively recruit the right retailers to the right sites. Because of our background, we know which regional and national retailers are expanding and what sites those retailers are looking for. Further, our depth of team brings hundreds of connections with retailers, brokers, developers, tenant reps and anyone else who would have a role in expanding to Portland, TN.

For our Client communities, we identify and aggressively execute a tailored retail recruitment plan to attract new retailers, restaurants, entertainment concepts and hotels. We attend more than ten ICSC conferences and multiple RetailLive! retail real estate trade shows across the country to meet with industry professionals to showcase opportunities.

With confidence, we pursue this mission by delivering unparalleled customer service as a unified team with unmatched real estate expertise. Attracting new retail to a community is a complex, connection critical, and time-consuming endeavor. We give communities the option to outsource retail recruitment services to well-connected, experienced, and licensed retail real estate professionals. Our activities pay a return in sales taxes, added jobs, and businesses that enhance and add to the unique qualities of your community.



Lacy Beasley, President of Retail Strategies, is from Tennessee. She graduated from Lipscomb University, worked at the Dickson County Chamber of Commerce, and The Shopping Center Group. At The Shopping Center Group, she worked with retailers such as Costco, TJX, PetSmart, Michael's, Best Buy, Dick's Sporting Goods and more for their retail expansion in Tennessee. She worked with all the retail real estate industry professionals then and now leverages those relationships to serve the community clients.

She leads a team of 42 at Retail Strategies and collaborates with sister company, Retail Specialists to serve communities in 32 states. Retail Strategies is the only municipal consulting firm in the country with a full service commercial real estate firm in house. The combination empowers Retail Strategies to be the most trusted and well-connected retail recruitment firm in the country. She has led a training program for National League of Cities University since 2020 "Retail as a Catalyst for Economic Development".

Beasley's ICSC involvement includes 1) Board of Trustees, 2) Chair Southeastern Conference 2022 & 2023 3) Chair ICSC PAC and 4) Community Advancement Advisory Council. In 2020 Lacy was named to the "Top 40 under 40" for the Decade by the Birmingham Business Journal, in 2019 included in the nationwide "Top 100 Influencers in Commercial Real Estate," and listed as one of Birmingham's "Eight emerging Influencers." In 2020 BBJ named her and "Who's Who of Commercial Real Estate" and "Women to Watch". Her articles have been published in Shopping Centers Today, Site Selection Magazine, Golden Shover, Community Playmakers and Retail Federation.

Portland should align with the **best** retail recruitment firm in the industry.



Company Profile Personnel

Dedicated Retail Real Estate Professionals & Staff

For our partnership we will dedicate a team of Retail Real Estate Professionals to serve as your day-to-day points of contact. These professionals are supported by a full marketing team, research staff, and executive oversight and support by over 40 Retail Strategies employees.

Retail Strategies collectively has 250+ years of experience and maintains a 4:1 client to staff ratio. You are investing in human effort. This is what sets Retail Strategies apart from all other retail recruitment firms. No other consult has client to staff ratio nor the depth of team to apply the human effort required to be successful.

Most importantly, your team will be building a relationship with you so that we can leverage your local knowledge with our network of industry professionals. A full bio on your dedicated team can be found in the Appendix.

Portfolio Team



Mill Graves

VP South Central



Bedford Freeman

Retail Development Associate



Matt Jaeger

Director of Recruitment Services



Ashton Rosen

Communications Coordinator

Executive Support



Robert Jolly

CEO



Mead Silsbee

CFO



Lacy Beasley

President



Scott VonCannon

COO



Clay Craft

VP Client Services



Retail Recruitment

Success in Tennessee

- 11 Current Retail Recruitment Partnerships in Tennessee
- 106 Current and past Recruitment, Downtown, and Retail Academy partnerships since 2009
- Connections with retailers, brokers, and developers throughout the state

Experience in Tennessee

CURRENT RECRUITMENT CLIENTS

- Blount County
- Brownsville
- Chattanooga
- Columbia
- Johnson City
- Lebanon
- Martin
- Ripley
- Shelbyville
- Sweetwater
- Tullahoma

Experience



Lacy Beasley, President of Retail Strategies serves on the ICSC Board of Trustees



National League of Cities University Preferred Partners for Retail Training Courses



Retail Strategies has trained 100+ communities through TNECD supported initiatives.



Center for Industrial Services INSTITUTE for PUBLIC SERVICE

Retail Strategies has been the presenter for the Basic Economic Development Training for 8 years.

\$19M

Annual Local Sales
Tax Revenue Collected

172

Retailers Recruited
to Tennessee *past & current*

3,896

Jobs Created

(Estimated) ⁶
Page 23 of 98



Experience & References

The Retail Strategies advantage that leads to Portland's success, will come from the relationships. It's not easy to get the decision maker to return your phone call. Hear directly from a few industry professional who prefer to work with Retail Strategies over other retail recruitment firms.



"Our firm represents several national retailers, landlords, and developers throughout the State of Tennessee. I have personally worked closely with the Retail Strategies team for the last 10+ years. They were instrumental in helping us recruit Tractor Supply & Burger King to Portland in 2017/2018. We worked closely with local officials & Economic Development which ultimately resulted in a big 'win' for the community. **Retail Strategies played a vital role in helping us connect the dots on that project.** They are always a great partner of ours & add tremendous value to what we are trying to accomplish in communities where they are assigned.



Gary Shanks
Managing Director
JLL
M. 901-210-9999
gary.shanks@jll.com

Unlike other firms that do similar work, Retail Strategies makes a valiant effort to stay in touch with us, as well as others in the brokerage & development community. They always reach out when in our respective markets to offer their assistance & relay their local market knowledge & insight."



Experience & References

“My relationship with the principals at Retail Strategies extends decades and they continue to be a valuable resource not only to our company but to the communities in which we invest our dollars for retail development. One of the best examples where their experience and knowledge of how public/private partnerships (PILOT/TIF) work and benefit communities occurred in Cookeville, TN. Retail Strategies played a key role in negotiating a public assistance package with the city and county that provided the necessary funding to develop a regional shopping center anchored by Publix, Academy Sports, PetSmart and more. The shopping center has been a win-win for both the community and for us and now, Retail Strategies’ leadership is helping us jumpstart another development in the community anchored by Target and a big box retailer. The difference between Retail Strategies and other retail consulting firms, is simple: experience, relationships, and execution. They are heads and shoulders above the rest.”



Mike McGuffin
CHM, LLC
615.651.8376 o / 615.476.0084 c
mmcguffin@chmllc.com
www.chmllc.com



“I handle the site selection in Tennessee for several regional and national retailers. I lean on Retail Strategies heavily when researching new and small markets that my clients want to move in to. The retail sector will contribute to the overall quality of life by providing residents with convenient access to goods and services. A thriving retail sector can also attract investment from both local and national businesses.”



Holly Buchanan, CCIM
Katz & Associates
615-586-0151
hollybuchanan@katzretail.com
See full tenant list online - <https://katzretail.com/team/holly-buchanan>



Partnership Wins in Tennessee

Past Clients

COOKEVILLE



OAK RIDGE



EAST RIDGE



BARTLETT





Partnership Wins in Tennessee

Current Clients

JOHNSON CITY



TULLAHOMA



Having the Retail Strategies team working with us has been like having four extra staff people at a fraction of the cost," he said. "In addition to reaching out to numerous property owners and brokers who represent sites in the local area to assist and help them market their sites, the company is constantly identifying and contacting regional and national retailers on our community's behalf."

- Winston Brooks,
Economic Development Director, Tullahoma, TN



Partnership Wins in Tennessee

Current Clients in Partnership with TNECD

Through TNECD Retail Strategies has proudly assisted communities with the following successes from 2024- 2025

New Openings and Deals

McKenzie	A new Taco Bell opened, generating \$70,000 in sales within its first 48 hours.
Sparta	Celebrated the openings of Bealls and Dairy Queen, with plans for a Waffle House approved and a Wendy's confirmed as "coming."
McMinnville	5 Below and Scooters Coffee have opened; Dunkin' Donuts is currently under contract.
Benton County (Camden)	A new Tractor Supply Co. opened on July 5th in a former Walmart building.
Elizabethton	Successfully recruited ALDI (moving into a former Big Lots), a second Dollar Tree, and a Wing Stop.
Brownsville	Casey's has just opened.
Lauderdale County	A Waffle House deal was closed and is preparing for construction.

Strategic Progress

Oneida	Successfully got on Aldi's radar after reaching out with specific property locations.
Stanton	Gained momentum on an apartment complex expected to triple the town's population, thereby attracting further retail.
Jellico	Secured a local daycare operator to renovate downtown space, addressing a community need.
Spring City	Utilizing Tax Increment Financing (TIF) to upgrade a 5-acre lot for retail use.





ROI on Retail Wins

Retail Strategies, working with TNECD, has demonstrated a clear financial impact through new business recruitment and job creation. Based on the projected figures for projects that have opened or are "coming soon," the aggregate ROI for the state includes:

\$53,592,905	207	\$5,123,482
Estimated Annual Sales	Estimated New Jobs	Estimated Annual Sales Tax

Significant Individual ROI Examples *full report on the next page

Community	Retailer	Est. Annual Sales Tax	Status
Elizabethton		\$1,935,565	Coming
Benton County		\$619,488	Opened July 5th
Brownsville		\$532,492	Opened
Sparta		\$478,000	Opened

An investment in Retail Recruitment has successfully shifted many communities from a passive to an active, data-driven recruitment strategy, effectively filling vacant spaces and increasing local tax revenue.



TNECD ROI

Retailer	Status	Est. Annual Sales	Est. Jobs	Est. Annual Sales Tax	State & Average Local Sales Tax
Benton County					9.56%
Tractor Supply Co	Opening on July 5th	\$6,480,000	21	\$619,488	
Brownsville					
Casey's	Just Opened	\$5,570,000	16	\$532,492	
Elizabethon					
ALDI	Coming	\$20,246,180	7	\$1,935,535	
Dollar Tree	Coming	\$2,200,000	13	\$210,320	
Weigel's	Opened in February	\$2,400,000	9	\$229,440	
Wing Stop	Coming	\$2,100,000	13	\$200,760	
McMinnaville					
5 Below	Has Opened	\$2,190,000	13	\$209,364	
Dunkin' Donuts	Under Contract	\$1,300,000	25	\$124,280	
Scooter's Coffee	Coming to Town	\$879,725	8	\$84,102	
Sparta					
Bealls	Has Opened	\$5,000,000	20	\$478,000	
Dairy Queen	Set to open on August 1st	\$1,165,000	22	\$111,374	
Waffle House	Plans have been submitted and approved	\$1,812,000	20	\$173,227	
Wendy's	Is coming to the community	\$2,250,000	20	\$215,100	
McKenzie					
3 Local Businesses				\$ -	
		\$53,592,905	207	\$5,123,482	



Current Client References



Thad Jablonski
Columbia, Tennessee
Assistant City Manager / CFO
(931) 922-8514
tjablonski@columbiatn.gov
Partnership Start: 2021



Brooxie Carlton
Assistant Commissioner of Rural Development
Tennessee Department of Economic & Community Development
(615) 336-2481
Brooxie.carlton@tn.gov
Partnership Start: 2016



Sarah Haston, TCEcD
Lebanon, Tennessee
Economic Development Director
(615)489-7899
sarah.haston@lebanontn.org
Partnership Start: 2018



Joe Barker
Southwest TN Development District
(731) 668-7112
jwbarker@swtdd.org



Mark Farley
Upper Cumberland Development District
(931) 432-4111
mfarley@ucdd.org



Scope of Services

APPROACH & METHODOLOGY

Recruitment | Representation | Outreach | Connectivity

- Market Analysis & Retail Recruitment Strategy
- Pro-active retail recruitment for entire community
- Active outreach to local brokers and landowners
- Updates on new activity will be provided to Client's designated primary point of contact via Basecamp, telephone, or email.
- Quarterly written reports to summarize all the outreach efforts and feedback received
- Will contact a minimum of 30 overall retailers, restaurants, brokers and/or developers each year
- ICSC and Retail Live conference representation- updates provided according to the yearly conference schedule

Data & Analytics | Real Estate Analysis | Community Input | Retail Strategy

- Customized Marketing Guide (four pages)
- Unlimited custom on-demand demographic research
- Retail Real Estate Analysis performed by Licensed Retail Real Estate Professionals
- Identify and Evaluate priority commercial properties for development, re-development and higher and best use opportunities
- Identification of priority business categories for recruitment and/or local expansion
- Target List of Retailers and Restaurants (minimum of 30). National and Regional
- Identify market retail trade area using political boundaries, drive times and radii and custom trade area boundary geographies
- Perform market and retail GAP analysis for trade area (i.e. leakage and surplus)
- Conduct retail peer market analysis
- Leverage mobility data to understand retail market performance and trade area identification
- Analyze the community's growth potential through peer analysis and GAP analysis
- Tapestry lifestyles – psychographic profile of trade area/market segmentation analysis
- Consumer Spending Pattern Reports
- Aerial imagery of trade area(s)
- Provide updates on retail industry trends



APPROACH & METHODOLOGY

Partnership Timeline

Contract Signed: Kick-off call



Day	Day	Day	Day	Day	Months
1	30	45	90	120	6-12

Kick-Off call with team including designated Portfolio Director and Retail Recruiter.

National Representation begins.

Market Analysis

Boots on the Ground analysis of real estate and community assets.

Customized Marketing Guide Delivered

Conference representation [ICSC Las Vegas with 25,000 attendees].

Retail Recruitment Plan Delivered

Pro-active retail recruitment with a minimum of 30 conversations.

Conference Representation at ICSC Southeast in Atlanta

Year	Year
2	3

Custom on-demand demographic research.

Updates on retail industry

Quarterly Business Reviews to provide an aggregate update on market efforts

Pro-active retail recruitment.

ICSC and Retail Live Conference Representation

Active outreach to local brokers and landowners

Custom on-demand demographic research.

Updates on retail industry

Quarterly Business Reviews to provide an aggregate update on market efforts

Pro-active retail recruitment.

ICSC and Retail Live Conference Representation

Active outreach to local brokers and landowners



Recruitment Process

APPROACH & METHODOLOGY

Retail Recruitment

Developed over the last decade, this process has been implemented in hundreds of community nationwide. Every community is unique so your dedicated team will act as an extension of your staff to create a tailored recruitment strategy.



Market Analysis

The Discovery Phase starts with a data analysis. We know Portland has over \$300M in retail leakage. Retail Strategies invests \$200,000 a year in data, software and GIS platforms. You will have full access to all resources throughout the partnership.

Real Estate Analysis

Retail Strategies currently has history and records on 19 properties in Portland. Our team will re-evaluate the opportunities for shopping centers needing to be backfilled, open land ready for development, or under-utilized retail space all will be assessed by a licensed real estate professional

Retail Recruitment Strategy & Marketing Materials

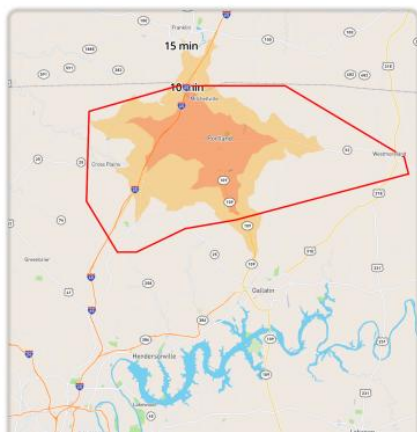
Based off your data, real estate assets, community input and retail trends, we will develop a Retail Recruitment Plan with specific restaurant, grocery, home improvement, entertainment, and hospitality targets. The plan will include a data summary, top real estate sites for focus and top retail prospects.

National Recruitment and Reporting

This is where the rubber meets the road. Portland will receive a dedicated team that will implement the Retail Recruitment Strategy by connecting with retailers, brokers, property owners, tenant reps and any other industry players to get new retail to open in your market. What sets Retail Strategies apart is the depth of team. You will have a Portfolio Director, Retail Recruiter and Communications Coordinator. These three are supported by the executive team, research and marketing. They currently manage only 21 clients.

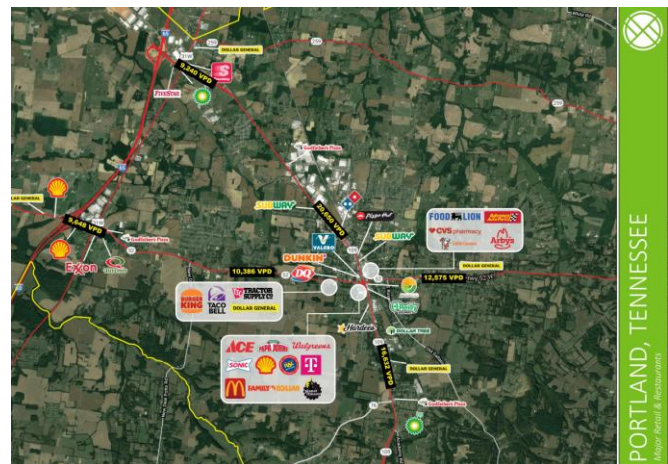
Research

APPROACH & METHODOLOGY



DEMOGRAPHIC PROFILE	3 Mile Radius	5 Mile Radius	10 Mile Radius
2020 Estimated Population	13,158	19,467	41,930
Daytime Population	16,063	20,234	36,195
Median HH Income	\$53,735	\$56,028	\$58,844
Number of Households	4,799	7,063	15,519

	10 Minute DT	15 Minute DT	Custom Trade Area
2020 Estimated Population	21,222	34,163	55,254
Daytime Population	21,058	29,816	44,822
Median HH Income	\$56,209	\$58,861	\$58,336
Number of Households	7,738	12,504	19,900



PORTLAND, TENNESSEE
Retail Area & Restaurant

Trade Area Identification

By utilizing mobile data collection, data and analytics, and real estate acumen, our team will identify where people are coming from to shop in Portland so we can market the potential customer reach vs just the municipal boundaries.

Peer Analysis

We will look at other markets of similar population size, income and growth rate within a 10-minute drive time. By identifying the retailers and restaurants in peer markets, not yet in Portland, we can make a strong case for why they should open in Portland.

Mobile Data Collection

An industry leading report which utilizes cell phone data to identify the home and work location of consumers that visit a defined shopping area within the community.

Psychographic Analysis

Defines the personality of a community. The report stereotypes the consumers in your market by breaking down consumers demographic characteristics, consumer preferences, consumer expenditures, and cultural ideals.

GAP Analysis

Examining the market supply and market demand within the trade area to uncover the categories of retail people are leaving your community to purchase elsewhere. By plugging these holes, it will increase your sale tax and quality of life.

Consumer Expenditures

Drilling down into each retail segment to identify and understand what your consumers spending patterns are.

Real Estate Analysis & Communication

APPROACH & METHODOLOGY

Community Input

Throughout the life of our partnership, we will always be ready to listen to your feedback, suggestions, opinions, and requests. Below are items and actions we take to ensure we are providing information and action toward the betterment of the community.

Communication: The Key to Our Partnerships

During our onboarding process we will schedule a time to speak with you to get a first-hand understanding of your goals, desired businesses, past experiences, etc. In addition, we send a questionnaire that can be filled out by one, or many, community leaders to provide Retail Strategies further information on your goals and vision.

From day one, our process is built around creating a relationship with you and getting communication and information flowing to one another. This is partnership. We know that no one knows your community better than you. Through our partnership we will be able to harness your local knowledge and pair it with our resources and connections to make an economic impact. In addition, this free flow of communication will allow you to always share feedback with our team which we will utilize on your behalf.



- LOCAL BROKERS
- COMMERCIAL DEVELOPERS
- COMMUNITY LEADERS
- RETAILERS & TENANT REPS
- PROPERTY OWNERS

Real Estate is the key to every business expansion. Retail estate drives the final decision, not the data. Our team features over 250+ years of retail real estate experience and we utilize our collective experience to provide the most thorough, and creative, assessment of your community.

We want to combine your local knowledge with our real estate knowledge to reach out to the property owns for the sites that are on-market and more importantly, the sites that are off market.

The list of properties in our records needs to be refreshed with all new marketing materials and outreach efforts.

- Al's Automart
- Captain Video
- Crafton Property
- Cummings Property
- Family Dollar
- Fleming Property
- Food Lion Center
- Former Krystal
- Grantham Property
- Houchens Center
- McFadden Sites
- Jackson Rd Corner
- North Plaza
- Portland Collision Center
- Portland Village
- Portland Wellness Center
- Sandy Ave Assemblage opportunity
- Sumner Employment Exchange
- Wilkinson Property

Retail Recruitment

APPROACH & METHODOLOGY

Retail Recruitment

This is where we take the information we have collected for your community, package it in the appropriate format, and begin showcasing opportunities. The benefit of partnering with Retail Strategies is that we do not just hand you a fancy gadgets and a CRM tool to conduct recruitment, our Tennessee management team will conduct every piece of outreach to the appropriate contact on your behalf.

The Retail Strategies team will be reaching out to property owners, brokers, developers, retailers, restaurants, and all other industry players to connect the dots to your market. **A list of retailers our team has previously reached out to on behalf of Portland in 2021 is in the column on the right.** We were in active conversations with 17 brands who were interested in Portland if they had the right site or right franchisee. We would refresh the list and resume outreach.

Conference Representation

Each year our team attends more than a dozen retail real estate conferences. Retail Strategies attends all of these shows annually and vows to continue to attend to meet with industry leaders and market the opportunities in Portland.

At the conferences we will set up and have meetings with targeted retailers, restaurants, brokers, and developers on your behalf. Following each conference, you will receive Recap Report on who we met with, what was said, and what our next steps are.



- Aldi
- AT&T
- Auto Zone
- Bojangles
- Burke's Outlet
- Captain D's
- Chick Fil A
- Cracker Barrel
- Culver's
- Denny's
- Dickey's BBQ
- Dunkin Donuts
- Farmers Home
- Furniture
- Firehouse
- Five Below
- Harbor Freight
- Huddle House
- Huey Magoo's
- Hwy 55
- Jersey Mikes
- Jiffy Lube
- Jimmy Johns
- Meineke
- Midas
- O'Charleys
- Panera Bread
- Papa Murphy's
- PetSense
- Piggly Wiggly
- Publix
- Ross
- Rural King
- Sherwin Williams
- Shoe Show
- Shoney's
- Smoothie King
- Sport Clips
- TJMaxx
- True Value
- Walmart
- Whataburger

Reporting & Collaboration

APPROACH & METHODOLOGY

Reporting & Collaboration

Reporting and Communicating is the key to any partnership. We dedicate multiple points of contact to you so that we ensure: 1) effective outreach and 2) that your questions, feedback, and other information can be answered, collected, and utilized.

Basecamp

Retail Strategies utilizes Basecamp, a project management and collaboration web platform, to record and store conversations and information shared with our Clients. This platform is username and password protected and keeps our partnership organized.

We understand that your team will adjust and grow overtime and Basecamp allows new members of your team the ability to get up to speed quickly with our efforts.



Reporting

Through our partnership, we will establish regular communication with you. We will conduct Quarterly Business Reviews with updates from our recruitment efforts, industry news, and other information that will allow you to become more of an expert on your market and the industry.

Your team will be reaching out to property owners, brokers, developers, retailers, restaurants, and other industry players on your behalf. These conversations will be summarized and provided to you to keep you in the know on our efforts.

In addition, through our experience, we know we can learn as much from a “no” as we can from the “yes”. We provide you information on why it is a yes and why it was a no so that your community can better understand how prospective businesses and industry leaders view your community.

Retail Trends & Access

Retail is constantly evolving and changing. Everyday we are processing new information and converting it into insights for our Client Communities. Throughout the life of our partnership, we will continuously provide updates on industry trends and expansion.





A commitment to retail will pay you back for years beyond the initial investment.

Recruitment Investment

YEAR 1: ALL ITEMS IN SCOPE DELIVERED

- Retail Recruitment Strategy
- Data and Real Estate Analysis
- Proactive outreach to retail prospects and property owners
- Marketing Materials
- Ongoing reporting
- Conference Representation

\$45,000/year
2026 – 2028
All costs included
no additional fees

YEAR 2: CONTINUATION & CUSTOMIZATION

Year two is a continuation of proactively facilitating connections between real estate owners and decision makers who will bring investment (developer, retailer, broker, etc.). We start with a 3-year process because the typical deal cycle for a retail brand to open is 18-36 months. In year two, all the outreach and discovery from year one begins to come to fruition. By the end of year two, you will be able to point to new sales tax revenue, property tax, and job that will show a positive ROI on the investment. Even one new fast-food restaurant will generate \$2M in annual sales and 30 new jobs. At 2% local sales tax, a fast-food restaurant will generate \$40,000 every year in new tax revenue. We aspire for wins greater than fast food, but even the low-hanging fruit can lead to a positive ROI.

YEAR 3: CONTINUATION & MOMENTUM

Year three is a continuation of work in years one and two. We want to be your long-term partner for several years past the initial agreement. We start with three years to assist you in managing the budget and procurement process. The contract is written with a no-penalty cancellation if there are budget reductions or the partnership is not working out for either party. Retail Strategies also reserves the right to cancel the partnership agreement. Most clients continue beyond year 3 into a long-term partnership where Retail Strategies continues to serve as an extension of staff to focus on retail and restaurant business recruitment.



Not all retail recruitment firms are created equal

The Difference

Retail Strategies

- Client to Staff Ratio of 4:1 with 90% retention
- Retail Strategies and Retail Specialists combined have over 70 team members. More than 40 have active real estate license. Experience in 1,000 communities with 100 from in Tennessee.
- TNECD has designated Retail Strategies as a sole-source vendor for Retail Strategies' Retail Academy program due to the company's long history and experience in Tennessee.
- ICSC has 57,000 members. Lacy Beasley serves on the Board of Trustees.

Retail Coach

- Client to Staff Ratio much higher than 4:1
- 13 members on staff
- Majority of clients and experience in TX, AZ & CA
- The depth of relationships with developers, brokers, and retailers for the state of Tennessee is not as deep

Navi Retail

- Client to Staff Ratio much higher than 4:1
 - 1 founder plus 3 additional board members
 - Heavy focus on research and strategy vs proactive recruitment of businesses
 - Less investment in company infrastructure
-



APPENDIX

Dedicated Team



Robert Jolly

Principal & CEO

[205] 913-0276

robert@retailstrategies.com

Robert Jolly co-founded Retail Strategies in 2011 and since then has overseen development of numerous retail projects and has assisted some of the most well-known tenants in the United States with their expansion into new markets.

Robert brings years of experience with previous sales and management positions at Eason, Graham, and Sandner, Inc. and Black and Decker Corporation. He was the Birmingham Commercial Rookie of the Year in 1998, named one of the “Top 40 Under 40” in 2004, and “Who’s Who of Commercial Real Estate” in 2005 and 2010. Over the course of his career Robert has leased, managed, and developed millions of square feet of retail space.

Robert graduated from the University of Alabama majoring in marketing and English. He is a member of ICSC and in 2008 earned the coveted Certified Commercial Investment Member (CCIM) designation from the Commercial Real Estate Investment Institute. Robert holds a broker’s license in Alabama, Mississippi, Georgia, Florida, Tennessee, Louisiana, South Carolina and Oklahoma



Mead Silsbee

Principal & CFO

[205] 410-9456

mead@retailstrategies.com

Mead Silsbee co-founded Retail Strategies in 2011 and brings over a decade of real estate experience to the company. Most recently Mead worked on the retail team at Eason, Graham, and Sandner, Inc. in Birmingham, Alabama. Over the course of his career Mead has leased, managed, and developed millions of square feet of retail space.

Mead graduated from the Randolph-Macon College in Ashland, Virginia where he earned a bachelor’s degree in history and economics. In 2008, he earned the coveted Certified Commercial Investment Member (CCIM) designation from the Commercial Real Estate Investment Institute and is a member of the International Council of Shopping Centers (ICSC).



Dedicated Team



Lacy Beasley

President

[615] 330-7987

lacy@retailstrategies.com

Lacy Beasley is the President of Retail Strategies, a full-service advisory firm that works with municipalities on retail and restaurant business recruitment through commercial real estate connections.

Beasley serves on the Board of Trustees for [ICSC](#), the largest not-for-profit membership-based retail commercial real estate industry organization. She also serves on the [ULLI](#) Alabama Leadership Team.

The recipient of numerous awards, the Birmingham Business Journal has named Lacy nationwide “Top 100 National Influencers in Commercial Real Estate”, “Top 40 under 40 for the Decade”, one of Birmingham’s “Eight Emerging Influencers”, “Who’s Who of Commercial Real Estate” and “Women to Watch”.

Lacy has spoken on retail trends and best practices in retail recruitment at hundreds of events across the U.S. and Canada. Her articles have been published in Shopping Centers Today, Site Selection Magazine, and the Alabama Retail Federation.

A graduate of Lipscomb University, she earned her bachelor’s degree in Business Management



Scott vonCannon

COO

[205] 482-1347

scott@retailstrategies.com

Scott vonCannon came to Retail Strategies from Nashville, TN with an extensive background handling economic and community development marketing initiatives. He brings over 6 years of experience working with State officials, Economic Developers, Chambers of Commerce, and municipalities to help promote business growth within Cities, States and Regions around the Country. Scott graduated from Auburn University with a bachelor’s degree in Business Administration with a concentration on Marketing. Scott has been an ICSC member for over 3 years and serves as the ICSC P3 Retail Private Sector Chair in Alabama. He also serves on the AL EDAA Retail Committee. Scott is a licensed real estate professional and has completed working to obtain his CCIM designation.

Scott has presented on retail trends and best practices to over 50 municipal, economic development, chamber of commerce and regional groups throughout the Southeast. He has worked with numerous developer, retailers and brokers throughout the Southeast and Sun Belt region. He and his team has assisted in the recruitment of over 45 retailers to our client markets.



Dedicated Team



Mill Graves

Vice President, South Central Region

M: [404] 719-9773

mgraves@retailstrategies.com

Mill Graves is the *Vice President of the South Central Region* for Retail Strategies working with municipal leaders and economic development agencies in Tennessee to develop and execute their retail recruitment and community development initiatives. He has more than a decade of economic development and project management experience with an urban planning background. He is passionate about engaging community stakeholders and helping communities realize their unique potential.

Before Retail Strategies, Mill worked as the *Director of Economic & Community Development* for **Electric Cities of Georgia**. In this role, he partnered with the State of Georgia to recruit new jobs and investments to the state. He also advised and implemented strategies for rural and urban communities in the areas of retail and industrial site selection, downtown revitalization, and housing. Mill received a bachelor's degree in history from Davidson College where he swam competitively, and a master's degree in city and regional planning from Clemson University. Mill remains active as a Davidson alumnus – CATS are wild!



Bedford Freeman

Retail Development Coordinator

O: [334] 313-2288

bfreeman@retailstrategies.com

As Retail Development Coordinator, Bedford Freeman focuses on bringing new retail to client communities in Tennessee, Georgia, and Kentucky.

Prior to this position, Bedford was a Communications Coordinator supporting communications between our Retail Development Coordinators, Portfolio Directors, and municipal clients, ensuring they are well-informed about the latest retail trends.

With a focus on effective communication and a vast understanding of the retail real estate industry, Bedford is a key asset to the team. He is a graduate from the University of Alabama at Birmingham and holds a degree in Commerce and Business Administration.



RETAIL STRATEGIES

Dedicated Team



Matt Jeager

Director of Recruitment Services

[205] 393-3215

mjeager@retailstrategies.com

As Director of Recruitment Services for Retail Strategies, Matt is focused on the professional growth of the Recruitment Team, as well as elevating the team through process refinement and strategic initiatives.

Before joining Retail Strategies, Matt worked as director of operations at Premiere Property Management. Matt also worked as property manager for Shannon Waltchack, where he managed properties ranging from traditional retail to adaptive reuse and mixed-use properties. Throughout his career, he has also been successful in asset management, development, and leasing of retail commercial real estate.

Matt is a graduate of the University of Alabama where he obtained a bachelor's degree in commerce and business administration majoring in finance.



Clay Craft

Vice President, Client Services

[205] 516-3204

ccraft@retailstrategies.com

As Vice President of Client Services at Retail Strategies, Clay leads the company's Recruitment Services team, ensuring client communities see real results — not just plans on paper. His team develops and executes tailored retail recruitment strategies, working directly with retailers, restaurants, and developers to bring new investment and opportunities to cities across the country.

Over more than a decade with Retail Strategies, Clay has served as a trusted real estate advisor to hundreds of communities nationwide, guiding local leaders through the process of attracting and securing new retail and restaurant development. His expertise and relationships with retailers, developers, and tenant rep brokers have helped communities of all sizes recruit national and regional brands, unlock investment opportunities, and strengthen their local economies.

Clay is known for bridging the gap between public vision and private-sector reality. His deep understanding of market dynamics — paired with his passion for responsible, sustainable growth — allows him to identify retail users that not only succeed financially but also enhance quality of life in the communities they serve.



Dedicated Team



Ashton Rosen

Data Architect

O: [770] 653-5200

arosen@retailstrategies.com

Ashton Rosen, our Communications Manager, supports communications between our Retail Development Coordinators, Portfolio Directors, and municipal clients, ensuring they are well-informed about the latest retail trends. He will work with clients in Arkansas, Iowa, Kansas, Missouri, Oklahoma, Virginia, Pennsylvania, Ohio, Indiana, Illinois, and Michigan.

Ashton began as an intern, gaining valuable insights into the world of retail real estate. His dedication and passion for the industry were evident from the start. With a focus on effective communication and a deep understanding of our company's mission, Ashton is a crucial asset to our team.

Ashton is a graduate of the University of Alabama at Birmingham. He holds a Bachelor of Science in Finance and Entrepreneurship.



Thank you!





REQUEST FOR PROPOSAL RESPONSE:
RETAIL RECRUITMENT FIRM

THE CITY OF
PORTLAND,
TENNESSEE

Executive Summary: Retail Recruitment

The Retail Coach is submitting this proposal for a Retail Market Analysis & Recruitment Strategy for the City of Portland, Tennessee.

Our goal is not only to aid The City of Portland in preparing and executing a Retail Market Analysis + Recruitment Strategy, but to continue assisting the City via long-term partnership and to capture sales tax leakage and further improve quality of life for residents by bringing in new retail, restaurant, entertainment, and service options.

The most important aspect of any Retail Market Analysis is its ultimate application and resulting impacts. Our approach has always been action-oriented to ensure that market reports are not placed on a shelf to collect dust. Working with all project team members, local stakeholders, and public officials is a critical component in which The Retail Coach is experienced and well-equipped to execute.

Goals & Objectives:

- Research and analyze the Portland retail market to identify retail gaps and growth opportunities.
- Determine Portland's unique, viable retail market potential & its relationship with other industries.
- Identify key retail, restaurant, grocery, and entertainment concepts that align with the City's vision.
- Proactively recruit new businesses to Portland with transparency and dedication to communication.
- Provide feedback on retail expansion, market trends, and the retail site selection process.
- Act as an extension of City staff to provide coaching for retail economic development initiatives, including retail recruitment training.
- Represent, prepare, and assist the City of Portland at ICSC and other industry events.
- Provide ongoing support for business and industry recruitment and community development.

Recruitment Done Right.



No Development.
No Brokerage.
No Conflicts of Interest.

What Makes Us Different?

Experienced & Connected

We pioneered the retail recruitment industry more than 26 years ago and leverage more than two decades of experience and relationships to help drive retail growth in your community.

Our Team is Your Team

We take a partnership approach and become an extension of your team. Our clients are invited to participate in the recruitment process, allowing you to learn and expand your network.

Full Transparency

We track recruitment activity and prospect feedback in your custom retail recruitment dashboard and host monthly calls with your team to keep you updated on progress.

We are Consultants. Not Brokers.

We pride ourselves on being consultants, not brokers. We only do what is in the best interest of our client communities and their future growth. We don't take shortcuts or go with the path of least resistance to fill retail spaces.

RECOGNIZED AS LEADING INDUSTRY EXPERTS AND FEATURED PRESENTERS FOR:



Dedicated Team

PROJECT LEAD



Kyle Cofer
Project Director

Kyle manages The Retail Coach's projects in Tennessee and will be the primary point of contact. Kyle is located in our Tupelo, MS office and will be one of your project leads for the entirety of The Retail Coach's work for Portland.

LEADERSHIP & PROJECT STRATEGY



Kelly Cofer
Founder & CEO



Aaron Farmer
President

With more than 50 combined years of retail development experience, Kelly and Aaron play an integral role in every project for The Retail Coach. This includes in-depth market analyses, recruitment strategies, and development plans for our clients.

PROJECT MANAGEMENT



Nicholas Albracht
Project Manager

Nick's role at The Retail Coach involves supporting Project Directors in the due diligence and execution of projects from start to finish.

DATA & MARKET RESEARCH



Matthew Lautensack
Director of Research & Development



Ty McConn
Retail Analyst

Matthew and Ty use cutting-edge, GPS-based market data to pinpoint true opportunity in retail markets. He provides the latest retail trade area data and prepares our clients' market reports, data sets, and assists with GIS mapping.

RETAILER RECRUITMENT



Lauren Benjamin
Recruitment Specialist



Caroline Harrelson
Strategy Director

Lauren and Caroline manage our relationships with national and regional retailers, brokers, site selectors, and developers. They execute our recruitment process, including the site submission process and capturing retailer feedback.

ADMINISTRATIVE SUPPORT



Nancy Herbert
Director of Finance

Nancy supports all projects by managing client invoicing and contract needs as well as marketing, promotional, and graphic design support.

Dedicated Team



PROJECT LEAD

Kyle Cofer | Project Director

Kyle oversees all of The Retail Coach's projects in Tennessee and will be the primary point of contact for Portland.

Kyle brings more than 8 years of experience in real estate and entrepreneurship to The Retail Coach. As Project Director, Kyle oversees the retail recruitment process and leads his team to promote economic development in client communities. In this role, he works closely with local officials as well as retail site selectors, brokers, and developers. He is an active member of the International Council of Shopping Centers and is a frequent speaker for municipal leagues and webinars. Kyle graduated from the University of Mississippi with a degree in Business Management and a minor in Real Estate and Entrepreneurship.



Kelly Cofer | Founder & CEO

C. Kelly Cofer leads The Retail Coach with more than 30 years of experience in all aspects of retail real estate and economic development.

Kelly's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national retailers and restaurants in more than 150 cities throughout the United States.

He has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and attended the Economic Development Institute at the University of Oklahoma. Kelly holds a Bachelor of Science degree from Texas A&M University in College Station.



Aaron Farmer | President

With a degree in Marketing from The Mays Business School at Texas A&M University in College Station and an MBA from Texas A&M University - Commerce, Aaron brings to The Retail Coach knowledge of the most current research on retail and marketing trends.

Prior to joining The Retail Coach, Aaron was employed in marketing research and retail development where he worked on projects for some of America's leading retailers and restaurants including FedEx, Kinkos, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises (NAASF).

His expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. Aaron is a sought after speaker for industry organizations throughout the country.

Dedicated Team



Nicholas Albracht | Project Manager

Nick's role at The Retail Coach involves supporting Project Directors in the due diligence and execution of projects from start to finish, including market analysis, profiling, recruiting, and actively maintaining relationships between clients, developers, brokers, and national retailers. Previously, Nick specialized in investment sales advising both the buy-side and sell-side of commercial real estate on behalf of private equity, institutions, and private investors. His background and knowledge gained from obtaining a license to practice real estate in the State of Texas equips Nick with helpful industry insight when advising clients. Nick graduated from Texas A&M University with a Bachelor of Business Administration degree, majoring in Finance.



Caroline Harrelson | Strategy Director

Caroline Harrelson focuses on key strategic planning for clients and manages The Retail Coach relationships with commercial real estate professionals across the country.

Prior to joining The Retail Coach she was the Director of International Services at Mississippi State University where she managed various international projects bringing a broader approach to The Retail Coach retail economic development recruitment methods.

Caroline holds a Masters in Public Policy and Administration combined with almost 10 years in upper administration and project management.



Matthew Lautensack | Director of Research & Development

New York native, Matthew Lautensack, brings a specialization in critical theory and technology integration to The Retail Coach team. During his tenure at The Retail Coach, he has brought efficiency to the operational processes, through automation, streamlining, and systematizing internal workflows. He was also the principal developer on a number of new products and services we are offering today.

Prior to joining The Retail Coach, Matthew was the Director of Information Technology at a natural soap company based out of upstate New York. A philosopher and self-taught programmer, Matthew is efficient in user experience, digital platform design, e-commerce, automation, digital advertising and GIS.

Dedicated Team



Lauren Benjamin | Recruitment Specialist

Lauren manages The Retail Coach's relationships with retailers, site selectors, and key decision makers for retailers, restaurants, hotels, and developers.

She works with your Project Director to ensure that we are presenting the best information possible when recruiting for client communities and follows up with prospects to make sure that your community is staying at the top of mind as brands look for new markets.

Lauren works throughout projects to provide monthly updates on recruitment activity and communicates feedback received throughout the process.



Ty McConn | Retail Analyst

Ty McConn is a Marketing Major senior in Mays Business School at Texas A&M University and will be graduating in December 2024. At the Retail Coach, he works with senior staff providing support and assistance in collecting data and analytics for various clients. While working at The Retail Coach, Ty would like to refine his research skills, gain experience working in a team environment, and increase his industry knowledge in retail development.



Nancy Herbert | Director of Finance

At The Retail Coach Nancy Herbert directs all administrative functions with efficiency and care. She is a number cruncher and a people person who loves getting lost in data. Mrs. Herbert extensive management and accounting experience encompass some of America's favorite retailers such as Kirkland's. Mrs. Herbert previous experience as a retail buyer and store inventory control manager provides helpful insight as she assists in the retailer research performed by The Retail Coach for each project.

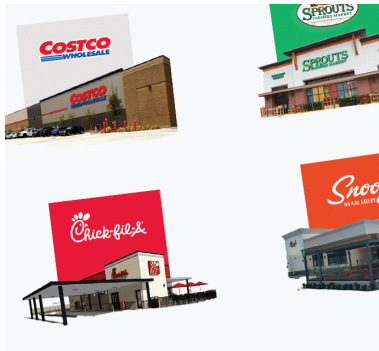
We Recruit Retail.

For more than 26 years, The Retail Coach has been the premier national retail recruitment partner for municipalities, economic development organizations, and development firms.

We are the nation's leading retail recruitment, market analysis, and development firm. Our approach combines **strategy, technology, and creative marketing** to execute high-impact retail recruitment strategies for local governments, chambers of commerce, and economic development organizations.

Having worked more than 850 assignments in 43 states, our recruitment approach is simple - **do what you say you are going to do, execute at the highest level possible, and constantly communicate findings and results to our clients.** This approach has proven successful, leading to multiple assignments with more than 90% of our clients.

PROVEN SUCCESS FOR CLIENT COMMUNITIES



6 Million +

SQUARE FEET OF NEW RETAIL RECRUITED

We have recruited more than 6 million square feet of new retail to client communities in the past 5 years.

\$600 Million

IN NEW SALES TAX GENERATED

Our work has generated more than \$600 Million in sales tax for our client communities in the past 5 years.

90%

REPEAT CLIENT RATE

90% of our clients choose to continue working with us after the initial contract period.

More Than 6 Million SF of New Retail Recruited in the Last 5 Years

Our proven Retail:360[®] Process has been instrumental in recruiting new retailers and developers to our client communities.

RECENT RECRUITMENT SUCCESSES



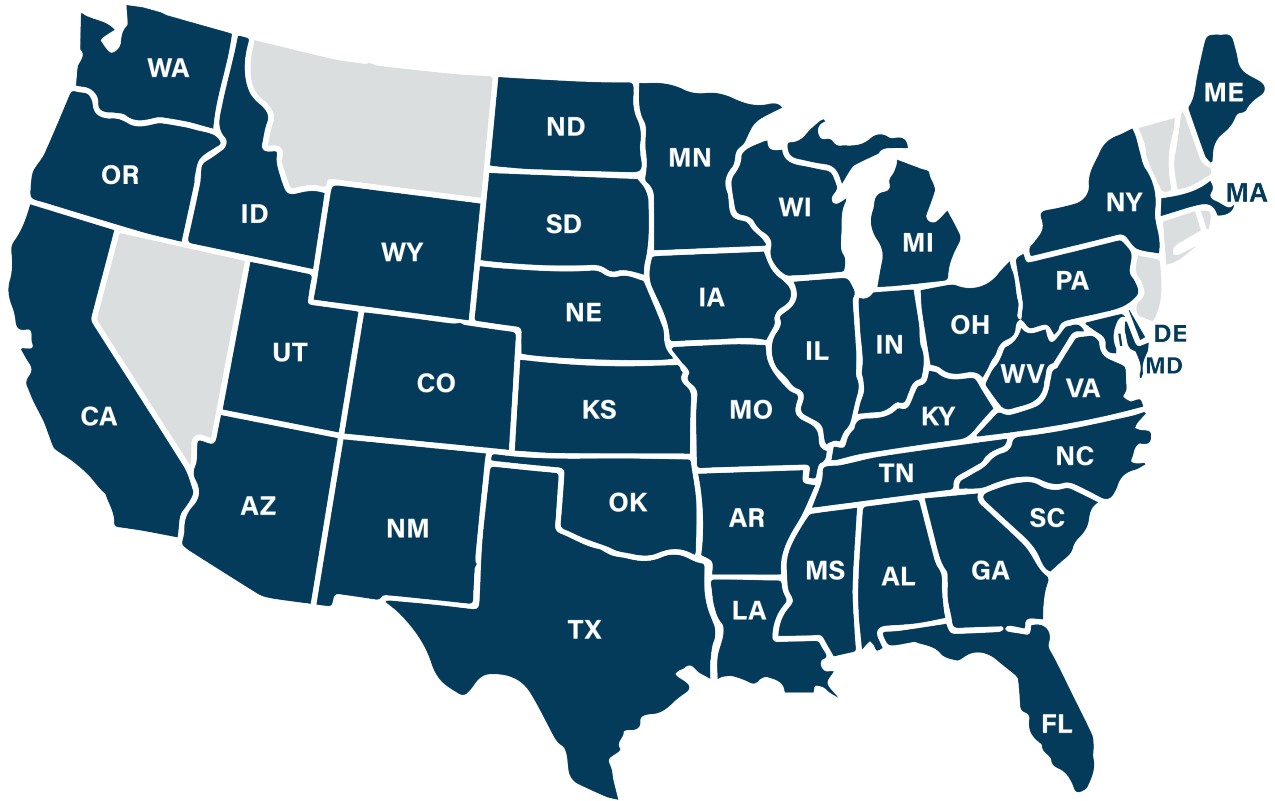
PLUS HUNDREDS MORE THROUGHOUT THE COUNTRY



Recruitment Successes

From Bass Pro Shops and Costco to McDonald's and Dollar General - we recruit the retail and retailers that fit our clients' communities.





More Than 850 Client Communities Served Across 43 States

 National Expertise. Local Focus.

Our work throughout the country allows our team to stay current on retail trends and deepen our relationships with national and regional brands.

These relationships create unique opportunities for our client communities. When brands begin planning to expand into new markets, we are often one of the first to know. Retailers and tenant representatives will frequently look at our client list or ask our team for prospective markets to consider.



850+
COMMUNITIES SERVED

43
STATES WE'VE WORKED IN

90%
REPEAT CLIENT RATE

Client References



Rosemary Bates
Assistant Director
Gallatin, Tennessee
Rosemary.Bates@GallatinTN.gov



NEWTON / COVINGTON
ECONOMIC DEVELOPMENT

Sera Phillips Hall
Executive Director
Newton County IDA
skphillips@selectnewton.com



Shannon Landauer
Executive Director
Hastings, Nebraska
Slandauer3@Hastings-NE.com



Larry McCon
Assistant City Administrator
Early, Texas
LMccon@EarlyTX.net



Miesha Adames
Executive Director
Sweetwater, Texas
Miesha@SweetwaterTexas.net



Bob Peeples
Mayor
Pontotoc, Mississippi
Bpeeples@ci.pontotoc.ms.us



Approach & Methodology

Retail Recruitment Services

Retail Market Analysis

Custom Retail Trade Area Analysis + Mobile Location Data

Mobile Location Data has become a powerful tool for retail, restaurant, and entertainment concept site selection processes. We will utilize data to confirm the primary retail trade area, but also to evaluate specific location consumer draw and performance. This can also be helpful for existing businesses to know how they stack up against their competition and to visualize cannibalization. Portland staff will have access to customized mobile location reports upon request.

Demographic + Psychographic Analysis

Our demographic profiles include population and projected population growth, ethnicity, average and median household incomes, median age, households and household growth, and educational attainment. We will create comprehensive 2020 Census, 2026, and projected 2030 Demographic Profiles for the Retail Trade Area and Portland community.

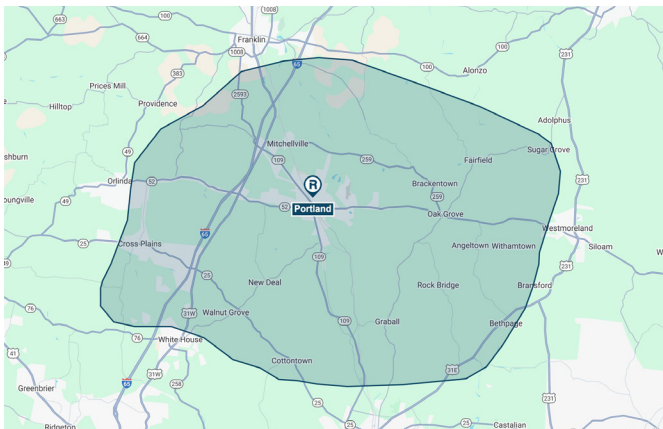
Submarket Analysis

Every community has multiple retail submarkets. Having a strong understanding of your community's submarkets and what drives retail in each submarket is vital to overall retail recruitment success. We will provide a Submarket Analysis highlighting key areas of focus for retail growth, development, or redevelopment and analyze existing retail, cannibalization effects of new businesses, and submarket viability in relation to Portland as a whole.

- Hwy 109 - N Broadway/S Broadway
- Hwy 52 Retail Growth Corridor
- I-65 Interchanges

Retail GAP + Demand Analyses

One way to quantify retail demand is through a Retail Demand Analysis, which provides a summary of the primary projected retail demand growth — or opportunities — for 68 retail sectors. The analysis is ultimately used to identify recruitment targets for the community. The Retail Coach will also compare the demand to current sales projects to generate a GAP or retail leakage report. This will help identify which sectors are strengths or currently under served by the existing retail market.



Mobile Data for Location Decisions:

We will utilize mobile location technology that analyzes retail location and behavioral data collected from mobile devices to determine consumer visits to Portland.

This high-confidence data is used to verify Retail Trade Areas and validate retail site selection decisions.

Retail Recruitment Strategy

Identification of Recruitment Goals

Knowing where you are heading is essential to crafting any road map to success. The Retail Coach will meet with City staff to create both long-term and short-term goals around retail recruitment. Site visits, meetings at key real estate conventions, and other measurable goals will be set.

Retail Void + Fusion Analysis

Existing retailers and restaurants help set the stage for new business attraction. Understanding where brands have already located and how they choose to co-locate with other concepts is critical to understanding an area's potential and crafting a recruitment narrative. The Retail Coach will execute a void analysis and fusion analysis (co-tenant evaluation) to determine potential fits for Portland submarkets.

Retail Match List

The Retail Coach will target national and regional retail brands that are a good "fit" for the community. This means that the Retail Trade Area population, disposable incomes, consumer spending habits, and education levels meet the retailers' ideal location criteria. We will develop and review a master list of potential retailers with Portland staff and work together to prepare a final target list.

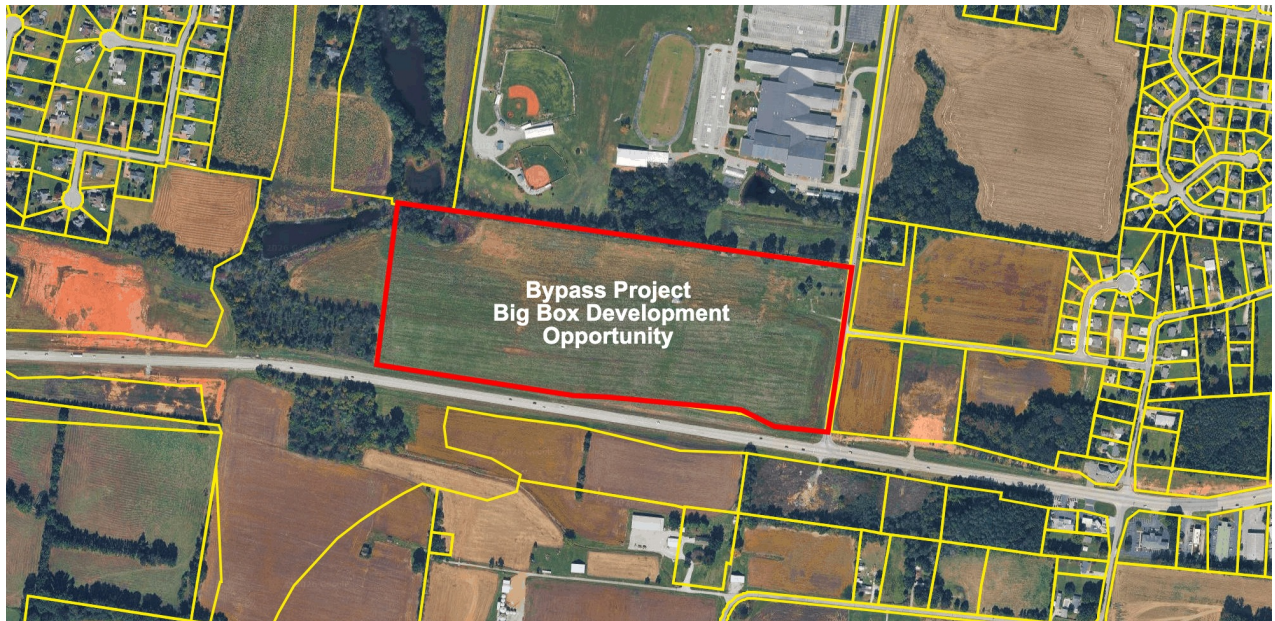
Portland Targets (Subject To Change)

- Aldi
- Bealls
- Chick-fil-A
- Chicken Salad Chick
- Chipotle
- Culver's
- Dunkin' (Stand Alone)
- Firehouse Subs
- Freddy's
- Hibbett Sports
- Jersey Mike's
- Jimmy John's
- KFC
- Kroger
- McAlister's Deli
- Panda Express
- Penn Station
- Petco
- PetsMart
- Popeyes
- Publix
- Slim Chickens
- Starbucks
- TJ Maxx
- Ulta
- Walmart
- Wendy's
- WingStop
- Teriyaki Madness

Retail Recruitment Strategy

Site Identification and Highest + Best Use Analysis

Retailers are interested not only in the market data on your community, but also in evaluating all available property vacancies and sites that fit their location preferences. Successful retail recruitment begins to happen with the introduction of available sites. We will identify priority retail vacancies and development/redevelopment sites to market, as well as evaluate their highest and best use.



Marketing + Recruitment

Recruitment of Retailers + Developers

The Retail Coach is the first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities. Twenty-six years and 850 projects later, the recruitment of retailers remains one of the primary metrics of success. Today, our experience has proven that a community must move beyond just gathering data sets, and proactively recruit retail.

We will actively recruit retailers on the City's behalf. Our retailer recruitment process includes:

1. Introductory emails and retail market profiles are sent to each targeted retailer
2. Personal phone calls are placed to measure interest level
3. Personal emails and retailer feasibility packages are sent to each targeted retailer
4. Personal emails and retail site profiles for prime vacancies are sent to targeted retailers
5. Personal emails are sent to inform targeted retailers of significant market changes
6. Personal emails are sent to decision markers once per quarter to continue seeking responses regarding their interest level in the community
7. A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities

Commercial Real Estate Conference Representation

Recruitment is a relationships business, and retail conferences are essential to getting in front of and forging relationships with key site selectors and decision makers. Having a prominent presence at ICSC and Retail LIVE events has been a staple for The Retail Coach for over 26 years. In our partnership with the City, we will assist in marketing Portland - and its vacancies and sites - to retailers, developers, and brokers at retail industry conferences. For any Portland staff attending, TRC will assist with conference planning and setting appointments.

Key Events: ICSC Las Vegas, ICSC Monterey, ICSC Western, ICSC Southeast; Retail LIVE!

Recruitment Toolkit + Support

Having effective marketing material is essential. The Retail Coach will prepare concise, impactful deliverables that properly illustrate the potential in Portland that staff can use to assist ongoing recruitment efforts, including out Retail360 Online Dashboard.

Retail Recruitment Tracking Process (AirTable)

To ensure transparency, The Retail Coach will provide a Live Retail Tracking form for City staff to access 24/7 to report the status of ongoing recruitment discussions, points of contact (along with contact information), deliverables, and overall project progress.



Coaching + Ongoing Support

Local Stakeholder Engagement

Local buy-in is a must have for communities looking to build a comprehensive recruitment program. The Retail Coach will meet with local property owners, franchisees, brokers, and other stakeholders to assist with their ongoing projects or goals and to make direct introductions with targets brand representatives.

Monthly Update Calls

To keep clear and open lines of communication, The Retail Coach will set monthly Zoom meetings with City staff to discuss updates, retailer feedback, and strategy. Additionally, our team is always available on demand to brainstorm, connect with personnel, or otherwise be a resource to City staff.

Visible Presence

Being a part of your team means being seen. The Retail Coach will make three trips to Portland during the 12 month engagement to meet with City staff, prospective retail site selectors, developers, local property owners, and stakeholders.

Data Access

The Retail Coach implements a number of data sources and providers into our recruitment strategy. As such, our clients can gain unlimited access to GIS and data reports from the following: Claritas; ESRI ArcGIS & Business Analyst; AGS & Inrex via SitesUSA; Retail Lease Trac; CoStar/LoopNet; Seamless; Unacast, Advan, & Olvin Via AlphaMap; BLS; Census Bureau; and State DOTs.



Deliverables & Pricing

Retail Market Analysis

Mobile Location Data Analysis
Custom Retail Trade Area
Submarket Analysis
Demographic / Population Profile

Psychographic Profile
Retail Demand + GAP Analysis
Existing Retailer Map
Competing Communities Analysis

Retail Recruitment Strategy

Retail Void Analysis
Retail Fusion Analysis

Retail Match List
Retail Site Identification and
Highest + Best Use Analysis

Marketing + Recruitment

Proactive Retail Recruitment
National + Regional Retail Conference
Representation
Retail Marketing Profiles

Retail:360® Dashboard
Retailer-Specific Feasibility Packages
Engagement with Local Stakeholders

Coaching + Ongoing Support

Monthly Update Conference Calls
Trips to Market by TRC staff

Unlimited Access to TRC staff
Other Reports as needed

\$30,000

*Plus up to \$2,000 in
reimbursable expenses.*

*Not to Exceed Price:
\$32,000*

Terms (12-month Agreement) :

The total fee for completion of this work is **\$30,000** payable in three (3) installments:

- \$10,000 upon execution of contract;
- \$10,000 at 90 days following execution of contract
- \$10,000 at 180 days following execution of contract

If Portland elects to extend the agreement, the additional fee shall be \$30,000 for each additional 12 month period of data updates, recruitment, and coaching.

Reimbursable Project Expenses:

It is estimated that reimbursable expenses will not exceed **\$2,000**. Reimbursable expenses include all travel costs; any costs associated with special renderings / maps; copies of reports, drawings, maps; and any shipping costs. Costs are billed as incurred.

Project Timeline

Execution of Agreement

5 - 10 Days from Kick-Off

15 - 20 Days From Kick-Off

Remainder of Agreement



Kick-Off Meeting

Project kick-off call with key staff and stakeholders.

- Review timeline, goals, and objectives with project team
- Discuss priority sites and key areas of focus

Research & Market Analysis

On-the-ground market analysis and consumer data collection.

- Retail Market Analysis
- Demographics & Psychographics
- Primary & Secondary Retail Trade Areas
- Retail Demand Analysis
- Retailer Match List

Marketing & Branded Reports

Development of key marketing materials used to promote the community.

- Retailer & Developer Feasibility Packages
- Retail Market Profile
- Retail Site Profiles

Recruitment & Ongoing Support

Active recruitment of retailers and developers through the remainder of the agreement.

- Recruitment Status Dashboard
- Monthly Recruitment Update Meetings
- Representation at National & Regional Retail Conferences

Project Reporting

We will hold monthly update calls with City staff once recruitment has begun.

Community Trips

We will make at least two (2) trips to Portland during the project.

Project Timeline

We are available to begin work immediately upon agreement of terms with a project duration of 12 calendar months.



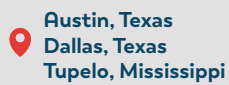
Contact:

Kyle Cofer

Project Director

c: 662.319.7144

e: kylecofer@theretailcoach.com



TheRetailCoach.com



Compensation Study
City of Portland, Tennessee

Paypoint HR, LLC
695 Santa Maria Lane
Davidsonville, MD 21035
(443) 336 - 4272

Executive Summary

External Competitiveness Takeaway

Methodology: 43 job titles across the various departments, including emergency services, and across the spectrum of compensation were considered. Base salary midpoints for the position, not individual compensation, was compared against market data for the region.

Results: overall, job titles at Portland are compensated 2.4% below the 50th percentile of the market (for reference, in comparison to the 75th percentile of the market job titles are 19.0% below market). The 50th percentile indicates that half of the comparators pay more/half less than Portland.

(Note: Total compensation, wages and benefits, for state and local governments increased nationally by 3.4% for the 12 months ending in the 4th quarter of 2025 based on the Employment Cost Index from the US Bureau of Labor Statistics.)

Recommendation: a base salary cost-of-living adjustment for all titles of 2.4%.

ORDINANCE

City of Portland, Tennessee

No. 26 - 12

Second Reading

AN ORDINANCE TO SURPLUS AND SELL AT AUCTION APPROXIMATELY 127 ACRES WITH THE PROCEEDS TO BE USED FOR THE WASTEWATER CONSENT ORDER FOR SANITARY SEWER OVERFLOWS

WHEREAS, The aging wastewater collection system needs funding to make certain repairs to the system for the elimination of sanitary sewer overflows due to stormwater inflow and infiltration; and

WHEREAS, Administrative Order on Consent CWA-04-2026-1000 instructs the City to correct all sanitary sewer overflows within a set time; and

WHEREAS, The City declares 127 +/- acres to be surplus and authorizes the land to be sold at public auction with the proceeds being used for the wastewater consent order; and

WHEREAS, The Auctioneer shall group and combine original lots at the direction of the City Council so as to provide the greatest benefit to the wastewater system; and

WHEREAS, At the recommendation of the appraiser and auctioneer, and after the Council discussion at the March 16, 2026, Council meeting, the property will be auctioned off in separate lots based on soil testing and surveying with the exception of the landlocked portion that will be offered to adjoining property owners through a sealed bid process; and

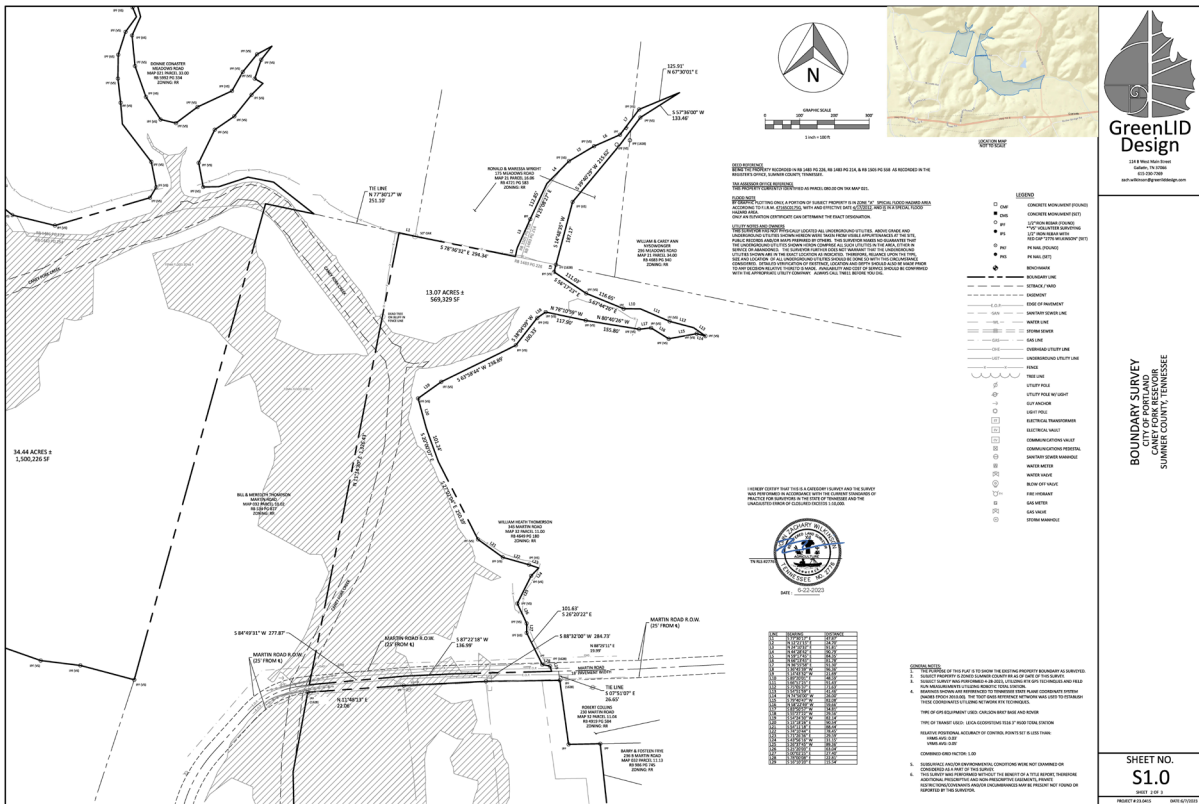
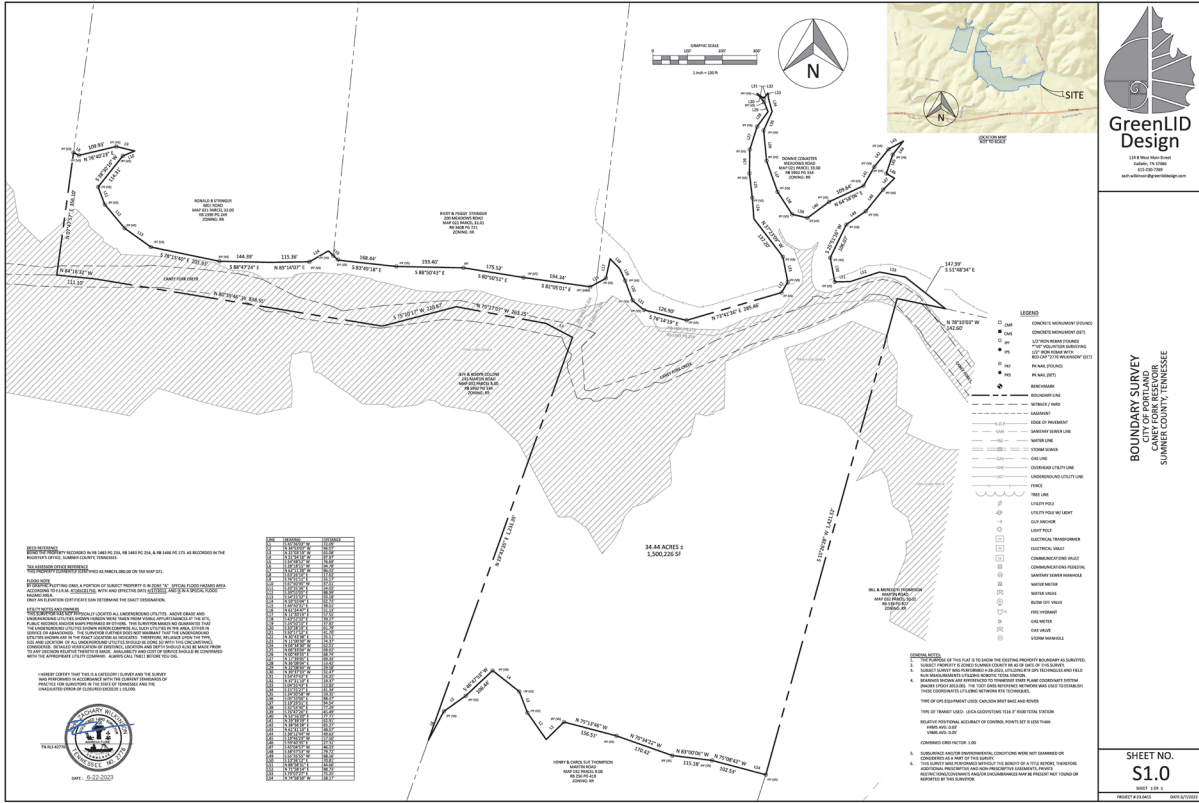
NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that approximately 127 acres of land be deemed surplus and sold at public auction with the proceeds to be used for the wastewater consent order.

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: March 16, 2026
Passed Second Reading:



RESOLUTION

City of Portland, Tennessee

No. 26 – 27

A RESOLUTION FOR APRIL 2026 TO HONOR THE PRINCIPLES AND IDEALS THAT MAKES AMERICA THE GREATEST NATION ON EARTH AS WE CELEBRATE THE 250TH 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 250th Anniversary of these United States of America; and

WHEREAS, For April 2026, we recognize the value of a **Constitutional Republic** during this year of celebration. The Founding Fathers had a “*We the people*” approach to the birth of our Nation, and we celebrate the rights that give every American citizen a voice in government. We solemnly honor all those past and present who have sacrificed to ensure the 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 a Constitutional Republic 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 – 28

A RESOLUTION ESTABLISHING A POLICY ALLOWING CITY COUNCIL MEMBERS TO PARTICIPATE IN MEETINGS BY ELECTRONIC MEANS UNDER SPECIFIC CIRCUMSTANCES

WHEREAS, Public Chapter 411, Acts of 2025, was passed by the Tennessee General Assembly during the 2025 legislative session and signed by Governor Lee on May 9, 2025; and

WHEREAS, the governing body wishes to allow electronic participation in meetings under specified circumstances; and

WHEREAS, the following policy shall govern electronic participation:

SECTION 1. Participation in Electronic Meetings by Officials. (1) Pursuant to Tennessee Code Annotated § 6-54-149 having adopted this section of law by a two-thirds (2/3) majority vote, a member of the Board of Mayor and Aldermen/City Council (hereinafter “governing body”) may participate in a scheduled governing body meeting by electronic means, including, but not limited to, videoconferencing or other web-based media, but only for the following reasons:

- (a.) The member of the governing body is dealing with a family or medical emergency as defined by this resolution;
- (b.) The member of the governing body has been called into military service; or
- (c.) The member of the governing body is unable to attend a meeting due to inclement weather.

(2) **Definitions.** The following terms are defined for the purposes of this resolution as:

- (a.) “Family” is defined as the governing body member’s spouse, parent(s), stepparent(s), grandparent(s), sibling(s), child(ren), stepchild(ren), foster child(ren), or grandchild(ren).
- (b.) “Family emergency” is defined as an unexpected and serious situation, including a medical emergency, involving a family member that requires immediate attention.
- (c.) “Medical emergency” is defined as birth and care of the member’s newborn child, placement with the member of a child for adoption or foster care, and a serious health condition that involves an illness, injury, impairment, or physical or mental condition which requires:
 - (i.) Overnight hospitalization (including prenatal care), including the period of incapacity or subsequent treatment in connection with the overnight care; or
 - (ii.) Continuing treatment (for a chronic or long-term condition) under the care or supervision of a health care provider. Included under this heading are chronic conditions (e.g., asthma, epilepsy, etc.) that continue over an extended period

of time and may cause episodic rather than a continuing period of incapacity and conditions that are not usually incapacitating but would result in a period of incapacity of more than 3 consecutive calendar days if medical treatment were omitted (e.g., chemotherapy, kidney dialysis, pregnancy, etc.). Note that incapacity means the inability to work, attend school, or perform regular daily activities (eating, washing, walking, shopping, etc.,) because of a serious health condition or treatment for or recovery from a serious health condition.

- (d.)“Inclement weather” is defined as any kind of extreme weather, usually snow, ice, or flooding, which might create hazardous driving conditions or significantly impair the normal operations of the municipality.

SECTION 2. Member Requirements to Participate Electronically. Any member who is absent shall only participate in a meeting through electronic means if the member meets the following requirements:

- (1) The member must be visually identified by the mayor, or in their absence, the vice-mayor or other chairman of the meeting, as required by Tennessee Code Annotated § 6-54-149.
- (2) The member shall notify the city recorder by 5:00 p.m. the day prior to the meeting of the member’s intent to participate electronically. The member shall state in the notice to the city recorder that the member has a family emergency, medical emergency, military service, and/or inclement weather condition qualifying the member for electronic participation.
- (3) The member shall have the ability to log into the virtual meeting platform using their own computer equipment. In order to speak, the member shall use their computer’s microphone, a headset, or phone for sound.
- (4) The member shall keep their microphones muted unless they are actively speaking.
- (5) During the calling of the roll, the member shall unmute their microphone and announce their name as an electronic participant. The city recorder shall record this person as present for voting purposes, but not for quorum purposes.

SECTION 3. In-person Quorum. The legislative body shall not conduct a meeting that includes electronic participation unless a quorum of the governing body is present at the physical location of the meeting. Public Chapter 411 states that *“No more than twenty percent (20%) of the total membership of the governing body, not to exceed three (3) members, may participate electronically in each meeting”*; therefore, the Portland City Council could only have one (1) Alderman participate electronically during a meeting.

SECTION 4. Annual Limitation. A member of the governing body shall not participate electronically in meetings more than two (2) times per year.

SECTION 5. Public Access. (1) All meetings of the governing body conducted by electronic means under this section must remain open and accessible to the public by providing real-time, live audio or video access to the public.

(2) A clear audio or video recording of the meeting shall be made available to the public as soon as practicable following the meeting, and in no event more than two (2) business days after the meeting.

SECTION 6. Public Notice. In the public notice required by the Tennessee Code Annotated § 8-44-103, the governing body shall provide information regarding how the public can obtain real-time, live access to, or a broadcast of, the meeting, and the governing body shall provide an agenda for the meeting in such notice.

SECTION 7. Staff Facilitation of Electronic Access. Upon notice of electronic participation by a member of the governing body, the city recorder shall facilitate the implementation of electronic access to the member by setting up appropriate equipment and providing electronic access instructions to the member no later than one (1) hour prior to the meeting. The first member to notify the city recorder of an intent to participate electronically shall receive the necessary information allowing them to participate electronically.

SECTION 8. Effective Date. This resolution shall take effect immediately upon passage, the public welfare requiring it; and unless extended by further State legislation, this Resolution becomes inactive on July 1, 2028.

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that this policy regarding electronic participation be adopted; 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 – 29

A RESOLUTION TO RATIFY PRIVATE CHAPTER NO. 31 AS ADOPTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE ON FEBRUARY 26, 2026, WITH STATE’S SEAL DATED MARCH 27, 2026

WHEREAS, The governing body of the City of Portland, Tennessee adopted Resolution No. 25- on ----- 2025 wherein an amendment of the Charter of the City of Portland, Chapter 568 of the Private Acts of Tennessee for 1939, was requested of the General Assembly of the State of Tennessee; and

WHEREAS, Private Chapter No. 31 was approved as House Bill No. 1453 and Senate Bill No. 1482, 114th General Assembly, on February 26, 2026 with State’s Seal dated March 27, 2026; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, TENNESSEE, That the Tennessee General Assembly approved amending the Charter of the City of Portland, Tennessee, as follows:

Section 11 of Article XII shall be deleted in its entirety and the remaining sections of said Article renumbered accordingly.

BE IT FURTHER RESOLVED, That the City Council of the City of Portland does hereby ratify this change, the public welfare requiring it, with this act to have no effect unless approved by a two-thirds (2/3) majority.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of 2026

RESOLUTION

City of Portland, Tennessee

No. 26 – 24

A RESOLUTION AUTHORIZING CHANGE ORDER #3, FOR THE SPLASHPAD PROJECT AT RICHLAND PARK, EXTENDING THE DATE FOR SUBSTANTIAL COMPLETION AND FINAL COMPLETION DUE TO INCLEMENT WEATHER

WHEREAS, the City of Portland approved a contract with final completion date of December 8, 2025, with Olympian Construction Co, LLC for the Splashpad Project at Richland Park; and

WHEREAS, the City of Portland has approved Change Order #2 extending the substantial completion date to March 12, 2026, and final completion date to March 26, 2026; and

WHEREAS, at a regularly scheduled Board of Mayor and Aldermen meeting on March 16, 2026, the City of Portland extended the completion date to April 6, 2026; and

WHEREAS, Change Order #3 would extend the substantial completion date to _____, and the final completion date to _____; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #3 with Olympian Construction Co, LLC to extend the date for substantial completion and final completion of the Splashpad Project due to inclement weather; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage on _____, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 26 - 30

A RESOLUTION AUTHORIZING CHANGE ORDER #4 IN THE DECREASED AMOUNT OF \$954.62 FOR THE SPLASHPAD PROJECT RICHLAND PARK WITH OLYMPIAN CONSTRUCTION CO, LLC.

WHEREAS, the City of Portland has approved the original contract amount of \$2,636,000 with Olympian Construction Co, LLC for the Splashpad at Richland Park Project; and

WHEREAS, the City of Portland has approved change order #1 which increased the contract by \$22,061.08; and

WHEREAS, Change Order #4 has been submitted to decrease the contract amount \$954.62; and

WHEREAS, after Change Order #4, the new contract amount will be \$2,657,106.46.

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #4 with Olympian Construction Co, LLC in the decreased amount of \$954.62 for the Splashpad Project at Richland Park; 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 .

ORDINANCE

City of Portland, Tennessee

No. 26 - 14

First Reading

AN ORDINANCE TO AMEND TITLE 15 CHAPTER 8 OF THE PORTLAND MUNICIPAL CODE BY UPDATING THE FEE SCHEDULE IN SECTION 15-801 IMPOUNDMENT OF VEHICLES BY THE POLICE DEPARTMENT AND 15-802 IMPOUNDMENT OF VEHICLES BY THE CODES DEPARTMENT BY ADDING SECTION 15-803 STORAGE FEES.

WHEREAS, the state gives municipalities the right to seize vehicles under certain conditions in relation to driving under the influence of an intoxicant, driving on a revoked license, and possession of controlled substances; and

WHEREAS, the state gives municipalities the right to take possession of abandoned motor vehicles; and

WHEREAS, the charter for the City of Portland in § 6-2-201 (22) authorizes it to define, prohibit, abate, suppress, prevent and regulate all acts, practices, conduct, business, occupations, callings, trades, use of property and all other things whatsoever detrimental, or liable to be detrimental, to the health, morals, comfort, safety, convenience or welfare of the inhabitants of the municipality, and exercise general police powers; and

WHEREAS, the City of Portland incurs expenses as a result of impounding improperly parked and seized vehicles and storing them until the time for their proper disposition; and

WHEREAS, the City of Portland wishes to recoup its expenses related to impounding and storing vehicles and to deter practices that are detrimental to the community.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee as follows:

Section 1: 15-801. Impoundment of vehicles by the Police Department. Members of the police department are hereby authorized, when reasonably necessary for the security of the vehicle or to prevent obstruction of traffic, to remove from the streets and impound any vehicle whose operator is arrested or any unattended vehicle which is parked, so as to constitute an obstruction or hazard to normal traffic. Any impounded vehicle shall be stored until the owner or other person entitled thereto claims it, gives satisfactory evidence of ownership or right to possession, and pays all applicable fees and costs or until it is otherwise lawfully disposed of. The fee for impounding a vehicle shall be equal to the fee charged by the wrecker service who tows the vehicle. Any part of a day shall count as a whole day.

The owner or authorized agent shall pay the City of Portland all outstanding fees for towing and storage in order to claim the vehicle. The City of Portland will reimburse cost for towing associated with having the vehicle moved to the impound lot for storage.

Section 2: 15-802. Impoundment of vehicles by the Codes Department. Codes Enforcement Officers are hereby authorized to impound inoperative or unlicensed motor vehicles in accordance with the International Property Maintenance Code. Any impounded vehicle shall be stored until the owner or other entitled person claims it, gives satisfactory evidence of ownership or right to possession, and pays all applicable fees and associated cost until it is otherwise lawfully disposed of. The fee for impounding a vehicle shall be equal to the fee charged by the wrecker service who tows the vehicle. Any part of a day shall count as a whole day.

The owner or authorized agent shall pay the City of Portland all outstanding fees for towing and storage in order to claim the vehicle. The City of Portland will reimburse cost for towing associated with having the vehicle moved to the impound lot for storage.

Section 3: 15-803. Storage Fees. The following daily storage rates shall apply for all vehicles stored in the municipal impound lot:

A. Outside Storage: • \$35.00 per day – Cars, regular pick-up trucks, light trailers • \$65.00 per day – RVs, box trucks, boats, large trailers • \$75.00 per day – Boats over 25 feet • \$75.00 per day – Semi-trucks (no trailer) • \$140.00 per day – Semi-trucks with trailer

B. Inside Storage: • \$45.00 per day – Motorbikes, ATVs, UTVs, small watercraft • \$65.00 per day – Regular cars, trucks, covered trailers • \$85.00 per day – Any boat

Section 4: Repeal of conflicting ordinances. That all code sections, ordinances, parts of code sections and ordinances in conflict herewith are to the extent of such conflict hereby repealed.

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:
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 26 - 08

First Reading

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER’S AGREEMENT WITH SUNSET INVESTMENTS PARTNERSHIP FOR THE WATER IMPROVEMENTS TO INSTALL A NEW SIX (6) INCH WATER MAIN THROUGHOUT THE DEVELOPMENT LOCATED AT 0 FLEMING ROAD, TAX MAP 013, PARCEL 025.02 IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee, has determined that improvements need to be made to City infrastructure, including the water system, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water Capacity Letter (see Exhibit A), stating the Water Systems have capacity for the 0 Fleming Road once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water system, as outlined in the attached agreement; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer’s Agreement with Sunset Investment Partners for the development located at 0 Fleming Road, Tax Map 013, Parcel 025.02; 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:
Notice Published: Portland Sun- ; Portland Leader:
Public Hearing
Passed Second Reading:

Developer's Agreement: Fleming Road

CITY OF PORTLAND, TENNESSEE

This Development Agreement ("AGREEMENT") is made and entered into on this ____ day of _____, 2026 by and between Sunset Investment Partners ("DEVELOPER") and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee ("CITY").

WHEREAS, the DEVELOPER owns and desires to develop a 5 lots as part of a 14-lot residential subdivision, 0 Fleming Road, Tax Map 013, Parcel 025.02 and, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water System does not have capacity for the development and will require fees to be paid for upgrading our System Per Ordinance 25-60, along with improvements installed by the Developer, from the Portland Department of Utilities on the **12th** day of **August, 2025** (the "LETTER"). A copy of the Renewal Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities (PDU) Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 1,375 LF of six (6) inch water main and all required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that

he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 1,375 LF of six (6) inch water main with all associated appurtenances.

b. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$47,367.19** for the maintenance surety, prior to PDU accepting the IMPROVEMENTS. The maintenance surety shall be submitted to the CITY once the punchlist is complete.

B. Gas Distribution System

Gas can be provided for this development as per Title 19-207 of the City of Portland's Municipal Code.

Developer's payment to the CITY in the amount of a total maintenance SURETY amount of **\$47,367.19** for the PROJECT's utilities, shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS. The WATER IMPROVEMENTS are collectively referred to herein as the "IMPROVEMENTS".

III. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction..

IV. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____

CITY ATTORNEY

DATE

EXHIBIT A



CITY OF PORTLAND
ZECHARIAH ROWLEY – ENGINEER TECHNICIAN
100 SOUTH RUSSELL ST.
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437
Email Address: zrowley@cityofportlandtn.gov

Sunset Investments Partnership
P.O. Box 271
Pleasant View, TN 37146

Date: 8/12/2025

Re: **WATER CAPACITY LETTER (REVISION #1)**
HIGHWAY 259 & FLEMING LANE, PORTLAND, TN 37148
SUMNER COUNTY – TAX MAP 013, PARCEL 025.02

The Portland Department of Utilities (PDU) has completed its review of your application for water for the proposed 14-lot subdivision at the above-referenced location. Please see below for the capacity details.

WATER:

The existing Portland Water Treatment Plant has a hydraulic capacity of approximately 2.95 million gallons per day (MGD). The Sumner County Regional Transmission Main project will provide an additional 3 MGD in water supply to the City of Portland.

If any lot of this development is *less than* five acres, the development will be required to achieve the County's 500 gallons per minute fire flow requirement.

If all of the lots of this development are *greater than or equal to* five acres, the system has the hydraulic capacity to meet the proposed domestic demand. However, the Developer will be required to upsize the water line along its road frontage to the City's minimum for outside city limits as per Ordinance 25-24, which is six (6) inches.

The Developer will be required to upsize the existing four (4) inch main to a six (6) inch main along Hwy 259, starting at the end of the existing 6" main at 2126 Hwy 259 to the eastern property line. This route is shown in red on Exhibit 1.

Also, the Developer will be required to install six (6) inch water main along Fleming Road from the end of the existing six (6) water main at 110 Fleming Road to the northern property line. This route is shown in yellow on Exhibit 1. This will entail approximately 3,200 linear feet of six (6) inch Blue DR 14 C900 PVC or Ductile Iron Pipe and all associated appurtenances.

Additionally, the Developer will be required to Pay-in-Lieu of upsizing the water main on White Road for the length of the property's road frontage. The Pay-in-Lieu Fee was calculated by the road frontage shown on the plat provided to PDU multiplied by the per foot price in the Surety Calculator. The road frontage from the plat is 164.6 linear feet, and the per-foot price for six (6) inch water main is \$175 per linear foot. The Pay-in-Lieu Fee is calculated to be **\$28,805**. The route for the Pay-in-Lieu Fee is shown in orange on Exhibit 1.



Exhibit 1

The City is currently designing or constructing Water Capital Improvement Projects, including the Oak Hill Water System Improvements, Masons Tank 12-inch Connector, Oak Hill Tank, TGT Water Improvements, Zoning Vaults, SR 109 TDOT Bypass, and several others. The Developer will be required to pay a Developer's Contribution of **\$10,500** towards the City's Capital Improvement Projects. The Developer will be required to pay **\$25,200** towards water improvement fees as per Ordinance 25-24. The Developer's Contribution and water improvement fees shall be paid prior to a PDU Representative signing off on the Construction Plans.

Developer's Contribution:

Single Family Residence – 14 Units
 14 Units x \$750 = **\$10,500**

Improvement Fee:

Single Family Residence – 14 Units
 14 Units x \$1,800 = **\$25,200**

Total Water Contributions: \$10,500 + \$25,200 + \$28,805 = \$64,505

For any utilities the City accepts, the City is required by state law to depreciate all the fixed assets of the utility over a 40-year period. With this project, the total estimated value of the water installations is \$560,000.00. Thus, the estimated value must be depreciated annually over the 40-year period. That equates to approximately \$14,000.00 in additional expenses to the City's annual budget for the next 40 years.

Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. The water meter shall be located on the property to be serviced or in a dedicated private easement for the property to be served, not more than twenty (20) feet from the Public Right-of-Way. All of this was approved by Resolution 24- 64 (Water), 24-61 (Sewer), and 24-60 (Gas).

No approval of any services is indicated. Construction Plans must be submitted to and approved by PDU before development can proceed. Once PDU approval is secured, the City has accepted the utility

installations, and the Residential Service Availability Form Request for water is submitted, the fees for each lot (e.g., tap and connection) will be sent.

This letter shall expire on July 11, 2026, twelve (12) months from the original capacity letter dated July 11, 2025. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above until July 11, 2026. After the twelve (12) month period from the date of the original capacity letter expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in writing prior to expiration on July 11, 2026. PDU will review the request and either deny or grant the request in writing.

Should you have any questions, please feel free to contact me.

Sincerely,



Zechariah Rowley
ZFRAV001946REV1

cc.

Business Office
PDU Office Staff

ORDINANCE

City of Portland, Tennessee

No. 26 - 13

First Reading

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER’S AGREEMENT WITH SUNSET INVESTMENTS PARTNERSHIP FOR THE WATER IMPROVEMENTS TO INSTALL A NEW SIX (6) INCH WATER MAIN THROUGHOUT THE DEVELOPMENT LOCATED AT 0 HIGHWAY 259, TAX MAP 013, PARCEL 025.02 IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee, has determined that improvements need to be made to City infrastructure, including the water system, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water Capacity Letter (see Exhibit A), stating the Water Systems have capacity for Highway 259 once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water system, as outlined in the attached agreement; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer’s Agreement with Sunset Investment Partners for the development located at 0 Highway 259, Tax Map 013, Parcel 025.02; 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:

Passed Second Reading:

Developer's Agreement: Highway 259

CITY OF PORTLAND, TENNESSEE

This Development Agreement ("AGREEMENT") is made and entered into on this ____ day of _____, 2026 by and between Sunset Investment Partners ("DEVELOPER") and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee ("CITY").

WHEREAS, the DEVELOPER owns and desires to develop 9 lots as part of a 14-lot residential subdivision, 0 Highway 259, Tax Map 013, Parcel 025.02 and, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water System does not have capacity for the development and will require fees to be paid for upgrading our System Per Ordinance 25-60, along with improvements installed by the Developer, from the Portland Department of Utilities on the **12th** day of **August, 2025** (the "LETTER"). A copy of the Renewal Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities (PDU) Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 1,778 LF of six (6) inch water main and all required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that

he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 1,778 LF of six (6) inch water main with all associated appurtenances.

b. Surety Amount:

The DEVELOPER shall provide to the CITY a Letter of Credit or cash escrow in the amount of **\$60,590.63** for the maintenance surety, prior to PDU accepting the IMPROVEMENTS. The maintenance surety shall be submitted to the CITY once the punchlist is complete.

B. Gas Distribution System

Gas can be provided for this development as per Title 19-207 of the City of Portland's Municipal Code.

Developer's payment to the CITY in the amount of a total maintenance SURETY amount of **\$60,590.63** for the PROJECT's utilities, shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS. The WATER IMPROVEMENTS are collectively referred to herein as the "IMPROVEMENTS".

III. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction.■

IV. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____

CITY ATTORNEY

DATE

EXHIBIT A



CITY OF PORTLAND
ZECHARIAH ROWLEY – ENGINEER TECHNICIAN
100 SOUTH RUSSELL ST.
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437
Email Address: zrowley@cityofportlandtn.gov

Sunset Investments Partnership
P.O. Box 271
Pleasant View, TN 37146

Date: 8/12/2025

Re: **WATER CAPACITY LETTER (REVISION #1)**
HIGHWAY 259 & FLEMING LANE, PORTLAND, TN 37148
SUMNER COUNTY – TAX MAP 013, PARCEL 025.02

The Portland Department of Utilities (PDU) has completed its review of your application for water for the proposed 14-lot subdivision at the above-referenced location. Please see below for the capacity details.

WATER:

The existing Portland Water Treatment Plant has a hydraulic capacity of approximately 2.95 million gallons per day (MGD). The Sumner County Regional Transmission Main project will provide an additional 3 MGD in water supply to the City of Portland.

If any lot of this development is *less than* five acres, the development will be required to achieve the County's 500 gallons per minute fire flow requirement.

If all of the lots of this development are *greater than or equal to* five acres, the system has the hydraulic capacity to meet the proposed domestic demand. However, the Developer will be required to upsize the water line along its road frontage to the City's minimum for outside city limits as per Ordinance 25-24, which is six (6) inches.

The Developer will be required to upsize the existing four (4) inch main to a six (6) inch main along Hwy 259, starting at the end of the existing 6" main at 2126 Hwy 259 to the eastern property line. This route is shown in red on Exhibit 1.

Also, the Developer will be required to install six (6) inch water main along Fleming Road from the end of the existing six (6) water main at 110 Fleming Road to the northern property line. This route is shown in yellow on Exhibit 1. This will entail approximately 3,200 linear feet of six (6) inch Blue DR 14 C900 PVC or Ductile Iron Pipe and all associated appurtenances.

Additionally, the Developer will be required to Pay-in-Lieu of upsizing the water main on White Road for the length of the property's road frontage. The Pay-in-Lieu Fee was calculated by the road frontage shown on the plat provided to PDU multiplied by the per foot price in the Surety Calculator. The road frontage from the plat is 164.6 linear feet, and the per-foot price for six (6) inch water main is \$175 per linear foot. The Pay-in-Lieu Fee is calculated to be **\$28,805**. The route for the Pay-in-Lieu Fee is shown in orange on Exhibit 1.



Exhibit 1

The City is currently designing or constructing Water Capital Improvement Projects, including the Oak Hill Water System Improvements, Masons Tank 12-inch Connector, Oak Hill Tank, TGT Water Improvements, Zoning Vaults, SR 109 TDOT Bypass, and several others. The Developer will be required to pay a Developer's Contribution of **\$10,500** towards the City's Capital Improvement Projects. The Developer will be required to pay **\$25,200** towards water improvement fees as per Ordinance 25-24. The Developer's Contribution and water improvement fees shall be paid prior to a PDU Representative signing off on the Construction Plans.

Developer's Contribution:

Single Family Residence – 14 Units
 14 Units x \$750 = **\$10,500**

Improvement Fee:

Single Family Residence – 14 Units
 14 Units x \$1,800 = **\$25,200**

Total Water Contributions: \$10,500 + \$25,200 + \$28,805 = \$64,505

For any utilities the City accepts, the City is required by state law to depreciate all the fixed assets of the utility over a 40-year period. With this project, the total estimated value of the water installations is \$560,000.00. Thus, the estimated value must be depreciated annually over the 40-year period. That equates to approximately \$14,000.00 in additional expenses to the City's annual budget for the next 40 years.

Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. The water meter shall be located on the property to be serviced or in a dedicated private easement for the property to be served, not more than twenty (20) feet from the Public Right-of-Way. All of this was approved by Resolution 24- 64 (Water), 24-61 (Sewer), and 24-60 (Gas).

No approval of any services is indicated. Construction Plans must be submitted to and approved by PDU before development can proceed. Once PDU approval is secured, the City has accepted the utility

installations, and the Residential Service Availability Form Request for water is submitted, the fees for each lot (e.g., tap and connection) will be sent.

This letter shall expire on July 11, 2026, twelve (12) months from the original capacity letter dated July 11, 2025. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above until July 11, 2026. After the twelve (12) month period from the date of the original capacity letter expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in writing prior to expiration on July 11, 2026. PDU will review the request and either deny or grant the request in writing.

Should you have any questions, please feel free to contact me.

Sincerely,



Zechariah Rowley
ZFRAV001946REV1

cc.

Business Office
PDU Office Staff

RESOLUTION

City of Portland, Tennessee

No. 26 – 26

A RESOLUTION TO ENTER CONTRACT NEGOTIATIONS FOR ENGINEERING SERVICES FOR THE FLOW MONITORING SEWER PROJECT THROUGH THE INFRASTRUCTURE PLANNING GRANT

WHEREAS, Request for Qualifications (RFQ) was issued on February 18, 2026, for the Flow Monitoring Project (Infrastructure Planning Grant); and

WHEREAS, Four (4) Statement of Qualifications were received by the deadline of March 17, 2026; and

WHEREAS, Under T.C.A. Section 12-4-107 the selection committee or procurement official may seek qualifications and experience data in order to evaluate statements of qualifications for the purpose of selecting a licensed firm to complete certain task; and

WHEREAS, A selection committee reviewed all submissions and ranked the following firms so that contract negotiations can begin with the highest ranked firm. In the event the City is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations will continue with other qualified firms until an agreement is reached.

1. OHM - Score 482
2. Barge - Score 461
3. CEC – Score 431
4. ELI – Score 401

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that the rankings of the Statement of Qualifications be accepted for the Flow Monitoring Project (IPG) and contract negotiations begin; 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