



AGENDA for April 20, 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

6. Public Comment Period

In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited. The number of individuals speaking and/or the allotted time to speak may be limited by the presiding officer to ensure opposing viewpoints are fairly represented. Each speaker is limited to a maximum of 5 minutes for public comment and must sign-up to speak in person before the start of the meeting. Sign-up sheets will be available just before the start of each meeting in the same room where the meeting is being held.

7. Public Hearing

8. Communications from Council Members

9. Mayor's Report

10. Consent Calendar

- A.** Ordinance No. 26-08 - Second 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 - Second 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.** Ordinance No. 26-14 - Second 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.
- D.** Resolution No. 26-31 – A Resolution approving the appointment of Craig Patel to The Portland Airport Authority.
- E.** Minutes from April 6, 2026
- F.** Department Reports

11. Community Development – Vice-Mayor Megann Thompson

12. Finance – Alderman Vince Ellis

13. Fire Department – Alderman Jody McDowell

- A.** Ordinance No. 26-17 – First Reading — An Ordinance to establish an updated Occupational Safety and Health Program Plan, devise rules and regulations, and to provide for a Safety Director and the implementation of such program plan.
- B.** Discussion - BRIC Grant

14. Human Resources – Alderman Vince Ellis

15. Legislative – Mayor Mike Callis

- A.** Resolution No. 26-33 - A Resolution to repeal and replace Resolution No. 24-21 and deferred Resolution No. 25-17 to adopt updated guidelines for public comments.

16. Municipal Airport – Alderman Mike Hall

- A.** Ordinance No. 26-15 – First Reading - An Ordinance authorizing the acceptance of the best bid for the City of Portland Airport Road Detention Pond Project. The contract effective from May 5, 2026, to May 5, 2027.

17. Parks & Recreation – Alderman Brian Woodall

18. Planning & Codes – Vice-Mayor Megann Thompson

19. Police Department – Alderman Drew Jennings

20. Public Works – Alderman Brian Woodall

- A.** Ordinance No. 26-15 – First Reading — An Ordinance authorizing the acceptance of the best bid for the City of Portland Airport Road Detention Pond Project. The contract is effective May 5, 2026, to May 5, 2027.

21. Utility Infrastructure – Alderman Charles Cole

- A.** Resolution No. 26-32 - A Resolution to approve the natural gas extension project for Coker Ford Road and Rapids Road.
- B.** Ordinance No. 26-16 – First Reading — An Ordinance to approve change order #7 in the increased amount of \$78,528.67 with Cumberland Valley Constructors, Inc for the Wastewater Treatment Plant expansion Phase II.
- C.** Discussion — current drought conditions

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 26 - 08

Second 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: April 6, 2026

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:
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_____	_____
-------	-------

_____	_____
TITLE	TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE

BY:

_____	_____
MAYOR	DATE
APPROVED AS TO FORM:	

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).

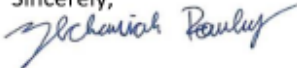
No approval of any services is indicated. Construction Plans must be submitted to and approved by PDU before development can proceed. Once PDU approval is secured, the City has accepted the utility

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

Second 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: April 6, 2026

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:
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_____	_____
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_____	_____
TITLE	TITLE

CITY OF PORTLAND (COUNTY OF SUMNER), TENNESSEE

BY:

_____	_____
MAYOR	DATE
APPROVED AS TO FORM:	

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 - 14

Second 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: April 6, 2026

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 26 - 31

A RESOLUTION APPROVING THE APPOINTMENT OF CRAIG PATEL TO THE PORTLAND AIRPORT AUTHORITY

WHEREAS The Portland Airport Authority is governed by Tennessee Code Annotated which allows members to be appointed by the local governing body; and

WHEREAS Mr. Patel has agreed to serve a term; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that Craig Patel is hereby appointed to serve on the Airport Authority of the Portland Municipal Airport with a term to expire April 20, 2031; and

BE IT FURTHER RESOLVED that this resolution shall become effective from and after its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of



BOARD OF MAYOR AND ALDERMEN

Minutes for April 6, 2026 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:01PM.

2. Prayer and Pledge

Drew Jennings led the prayer and pledge.

3. Roll Call

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

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

Absent: Alderman Hall

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed (voice vote)

5. Presentation

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

Mayor Callis reported that Chief Thornton and Chief Arnold will be taking the Proclamation to Sumner County Emergency Communications Center for TC week, April 12–18, 2026.

6. Public Comment Period

- No one spoke

7. Communications from Council Members

Everyone welcomed Alderman McDowell back.

8. Mayor's Report

- History is being made with Artemis II being on the backside of the moon, and we wish them a safe return.
- Saturday, April 11, 2026, at Richland Gym will be the America 250 Songwriter's Contest. The winner will open the concert at the Strawberry Festival.
- The proposed Portland Investment Act facts:
 - It will be on the May 5th, 2026 ballot.
 - The amount of money will be equal to twenty-one and half cents in property tax. This would equal an increase of \$188.00 per year for a \$350,000 property.
 - A person would have to spend \$37,000 in the City to bring in \$188.00 per year with the half-penny increase to sales tax.
 - The half-penny sales tax increase does not effect fuel prices in the state of Tennessee.
 - there are 6400 individual parcels vs retail trade area if 54,000 people.

9. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Ellis

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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
 - Motion to:** Discuss
 - By: Vice-Mayor Thompson
 - Second: Alderman Woodall
 - Discussion:** Director Sherri Ferguson provided information from the two proposals and explained the current contracted company, Retail Coach, had the lower bid. Vice-Mayor Thompson recommended continuing the contract with Retail Coach because they have been pleased with working with them. Director Ferguson advised that the contract will be for one year, and renewal up to two additional years.
 - Motion to:** Amend by using Retail Coach
 - By: Alderman Woodall
 - Second: Alderman Ellis
 - Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
 - Absent: Alderman Hall
 - Amendment Passed (voice vote)**
 - Vote to:** Approve as amended
 - Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
 - Absent: Alderman Hall
 - Motion Passed (voice vote)**

11. Finance – Alderman Vince Ellis

- A. Discussion — Budget update

Finance Director Rachel Slusser advised that she met with each Department Head to review and update their respective budgets. She stated that the preliminary budget now includes estimated increases for insurance and retirement. This results in the general fund reflecting expenses exceeding revenue by \$238,000. This includes the next step in the pay plan that we currently follow.

Mayor Callis advised that any alderman wishing to include a project in the preliminary budget should coordinate with Director Slusser so it can be incorporated.

Director Slusser further reported that she received the audit on Friday and that there were no findings.

12. Fire Department – Alderman Jody McDowell

- No Items

13. Human Resources – Alderman Vince Ellis

- A. Discussion — Paypoint Recommendation
 - HR Director Hazel Johnson advised that the recommendation from Pay Point is a 2.4% increase based on market comparisons.
 - Director Slusser stated that this increase would be considered a Cost-of-Living Adjustment (COLA), which would increase the budget by approximately \$460,000 with the next step and COLA included.
 - Mayor Callis noted that the health insurance increase is currently estimated at 7%. However, the State does not release final figures until just before the budget is due, so this number may change.

- Alderman Woodall questioned whether the matter needed to be discussed that evening and direction be given to the Finance Department to proceed with the Budget.
- Mayor Callis asked if Director Johnson felt the proposed increase was appropriate for the area. She responded that current compensation is where it needs to be, but failing to increase could result in falling behind comparable markets.
- Vice-Mayor Thompson emphasized the importance of remaining competitive in employee salaries to avoid falling behind again, noting that current compensation is only at the 50th percentile.
- Discussion was also held regarding the proposed ½-cent sales tax referendum and the potential revenue compared to property tax increases. It was noted that both Hendersonville and Gallatin have already approved the ½-cent sales tax increase, and that a sales tax would impact more non-residents than property owners.
- Vice-Mayor Thompson requested that the 2.4% increase and step adjustments be included in the budget draft, with the option to revise as needed.
- Alderman Woodall requested that the next step be calculated as well for next year's budget.
- Mayor Callis announced that a work study session would be held at 4:00 PM prior to the next Council Meeting on April 20, 2026.

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.

Motion to: Discuss

By: Alderman Cole

Second: Alderman Woodall

Discussion: Mayor Callis advised the Ordinance was revised as discussed by adding a fifth "Where As" and is highlighted in the packet. Vice-Mayor Thompson requested to use the funding to remodel the park restrooms at Richland Gym. It was noted that this was purchased by utilities and would have to keep funding in the utilities.

Motion to: Amend by adding the fifth "Where As" as noted in the Ordinance.

By: Alderman Woodall

Second: Alderman Ellis

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

Absent: Alderman Hall

Amendment Passed (voice vote)

Vote: As Amended

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Woodall

Second: Alderman McDowell

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

Absent: Alderman Hall

Motion Passed (voice vote)

- C.** Resolution No. 26-28 — A Resolution establishing a policy allowing City Council members to participate in meetings by electronic means under specific circumstances.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis reviewed the applicable State guidelines and requirements that were adopted by the General Assembly.

Alderman Cole questioned whether a charter amendment would be necessary to address situations in which members are unable to attend meetings.

Attorney Bradley explained that the State legislative session is nearing its end, and any such change would need to be pursued during the fall session. He further noted that any approved change would not be retroactive.

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

Discussion: Mayor Callis advised that the first "Where As" had a clerical error and needed to add the date of October 20, 2025. Mayor Callis also added this is correcting the prior Resolution that the state made an error in passing.

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

Absent: Alderman Hall

Motion Passed (voice vote)

15. Municipal Airport – Alderman Mike Hall

- No Items

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.

Motion to: Discuss

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Director Jamie White advised that the OHM Advisors Splash Pad Project Manager, Harrison Hill, was present as requested at the previous meeting.

Mr. Hill reviewed the prior delays and explained the issues that caused the project extension. He reported that significant progress has since been made and that the project is now nearing completion. Mr. Hill recommended April 14, 2026 as the date for substantial completion, followed by a 14-day period to address punch list items. He proposed April 28, 2026, as the final completion date and expressed confidence that these timelines are achievable.

Alderman Woodall stated that he visited the site earlier in the day and observed that drastic improvements have been made.

A discussion was held regarding the contract with OHM Advisors and its adjustments. Alderman Cole expressed concerns about the process for reviewing contracts in the future.

Motion to: Amend dates to April 14 and April 28, 2026

By: Alderman Jennings

Second: Alderman McDowell

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

No: Alderman Cole

Absent: Alderman Hall

Amendment Passed (voice vote)

Vote: As Amended

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

No: Alderman Cole

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor Thompson

Discussion: Mr. Hill explained the cost savings.

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

Absent: Alderman Hall

Motion Passed (voice vote)

C. Discussion — Park Impact Fee

Director White advised that the original budget included funds for the construction of pickleball courts, which are now incorporated into the grant proposal. He stated that he would like to reallocate some of those funds toward splash pad amenities, including shade structures, benches, and sod. The funds are derived from impact fees and have already been approved; however, Director White is requesting a change in how those funds will be utilized. Director Slusser explained that impact fees cannot be used for maintenance items but are restricted to new capital improvements and further explained that the funding originally designated for pickleball courts will still be utilized, as the grant has freed up those funds for reallocation.

Alderman Jennings requested that landscaping be included in the proposed expenditures. Alderman Woodall requested consideration for adding additional trash cans.

17. Planning & Codes – Vice-Mayor Megann Thompson

- No Items

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.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Discussion: Chief Arnold advised that this item pertains solely to updating storage fees, which have not been revised in the past ten years.

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

Absent: Alderman Hall

Motion Passed (voice vote)

19. Public Works – Alderman Brian Woodall

- A.** Discussion - Upcoming Paving list

Director Carlton Cobb presented the updated paving list and reviewed completed projects as well as those scheduled next. He explained that several roads require repairs due to the recent winter storm. Director Cobb also noted that sufficient funding is available to apply a binder to the back road at Richland Park, which will help prevent erosion following recent work. Additionally, improvements to the walking trail will be completed prior to the carnival.

Mayor Callis advised that any council member wishing to add a road to the paving list should submit their request to Director Cobb.

Alderman Cole suggested that the walking trail at Meadowbrook Park should be evaluated. Mayor Callis recommended that the Stormwater Department review drainage conditions prior to any paving work being completed at Meadowbrook Park.

Mayor Callis also initiated discussion regarding the Payne Road expansion, including the necessary steps to move the project forward.

Alderman Cole inquired whether the City could decline to accept the northern leg of Highway 109 once the bypass is completed. Discussion followed and Mayor Callis explained that the City may not be given the option not to accept. Additional discussion was held regarding funding, the inclusion of additional roads, and paving in the Richland Park area.

Director Cobb also provided an update on the sidewalk plan, noting that issues on Wheeler Street are being addressed. He further stated that he is working with TDOT on sidewalk improvements at the intersection of Highway 31W and Highway 109.

- B.** Discussion — Brush Pick-up

Director Cobb reported that beginning January 26 or 27, 2026, the Street Department has been collecting brush six days

a week while adjusting its route. He expects all brush to be picked up within the next couple of weeks, after which the department will return to its normal schedule.

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.

Motion to: Approve

By: Alderman Cole

Second: Alderman McDowell

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Cole

Second: Alderman McDowell

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Cole

Second: Alderman Ellis

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

Absent: Alderman Hall

Motion Passed (voice vote)

- D.** Discussion - Estimate for gas extension for Rapids Rd and Coker Ford Rd area.

Director Warren Garrett reviewed the information distributed to Council, noting that twenty-six residents have signed up and paid a deposit, and that the estimated cost for installation is \$1.2 million.

Director Garrett also presented a plan outlining prioritized projects to improve the gas system and increase capacity within the town. He recommended that the Rapids Road/Coker Ford Road project be designated as Priority 3.

Council discussion included available funding, the importance of prioritizing projects within town, the cost of the project compared to its payback period, and how deposit funds would be handled if the project does not move forward this year. It was determined that the matter will be revisited at a future meeting.

Mayor Callis advised that a resolution would be presented at the next meeting.

- E.** Discussion — Wastewater System Repairs

Mayor Callis suggested that the Fee Ad Hoc Committee review the fee structure at its meeting on April 7, 2026.

A list of users, along with the formula used to calculate water usage, was distributed. Discussion followed regarding the formula and the projected revenue it would generate.

Director Garrett also distributed a 15-year capital improvement plan for the sanitary sewer system and advised that OHM will be providing an updated version shortly.

Adjournment

Motion to Adjourn by Alderman Cole; Second by Alderman Jennings;
Motion passed by voice vote to **adjourn at 6:47 PM.**

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

DRAFT

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		
Address		
Print Name		
Address		
Print Name		
Address		
Print Name		
Address		
Print Name		
Address		
Print Name		
Address		
Print Name		
Address		

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

Board/Committee City Council Meeting Meeting Date: April 6, 2026 Page Number: 1 of 1

BUSINESS OFFICE MONTHLY REPORT

MARCH 2026

Total Payments Received	9,883	\$3,584,820
Utility Bills Processed	10,527	\$3,146,751
Total Service Orders Processed	249	

Total Customers by Service	
Water	8609
Sewer	4732
Gas	5398
Sanitation	4957
Stormwater	5227

New Service Connect/Disconnect	
Water Disconnected	131
Water Connected	105
Gas Disconnected	45
Gas Connected	31

Taps Sold Mar 2026		Taps Sold YTD 2026	
Gas	7*	Gas	15
Water	30	Water	73
Sewer	8	Sewer	43

Leak Adjustments Processed	47
Pool Adjustments Processed	1

Municipal Court Findings	
Citations Suspended	12
Citations Dismissed	20
Defendants Found Guilty	124
Defendants Given Traffic Class	21

Business Licenses	
Active Licenses	721
New Licenses	10
Renewed Licenses	19
Active Food Vendors	10

Property Taxes Processed	
Bills Processed	267
Amount Received	\$426,390
Property Taxes Collected YTD	
2022	99.7%
2023	99.6%
2024	99.0%
2025	95.9%
Tax Relief	
New & Existing Applicants YTD	251
Submitted to State Mar 2026	144
Payment Approved Mar 2026	70

*5 of 7 WERE OVERSIZE METERS FOR GENERATORS
AFTER THE ICE STORM

Building Codes - March - 2026 Report

Permit Type	Monthly Permits Issued	Amount	YTD Permits Issued
Residential Building	8	\$9,884.61	31
Commercial	1	\$2,575.20	4
Industrial	0	\$0.00	5
Plan Review	9	\$1,940.45	49
Stand Alone Building	4	\$1,155.68	10
Fire Alarm/Fire Sprinkler	0	\$0.00	2
Plumbing	15	\$2,908.50	35
Mechanical	9	\$1,529.90	39
Use & Occupancy	1	\$115.00	4
Swimming Pool	1	\$190.00	3
Demolition	0	\$0.00	0
Fire Works	0	\$0.00	0
Moving	0	\$0.00	0
Temp C/O & Stock/Train	0	\$0.00	1
Total	48	\$20,299.34	183

Impact Fees Collected - March - 2026

Parks	\$7,518.00
Police	\$3,970.50
Fire	\$9,090.00
Total	\$20,578.50

General Fund - YTD Totals

\$85,032.23

General Fund - Fiscal YTD

\$322,203.08

Impact Fees - YTD

Parks - \$ 17,899.50

Police - \$ 9,453.00

Fire - \$ 21,642.00

Impact Fees - Fiscal YTD

\$77,274.75

\$51,217.91

\$121,443.43

March - Inspections

Commercial	19
Residential	147
Industrial	6
Totals	172

Inspections - Totals YTD

38
373
15
426

Economic Development

2026 March Report

Commercial

Developer Meetings 4

Outreach calls 4

Retail Calls 2

Retail Coach update

Industrial IDB

Project Inquiry x 2

State ECD UPDATE CALL

Industrial Development Board Meeting

MISC

Sumner County Joint Economic Development meeting

Board Meetings Chamber, OHCU, United Way

Park Grant Meeting

City Council meetings 1

RFP for Retail Recruitment

Community

Chamber Networking Lunch

Ribbon cutting Scooters

Volunteer State College Luncheon



City of Portland, TN

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

Monthly Reporting as of March 31, 2026
Fiscal Year has elapsed - 75%

General Fund

AS OF MARCH 2026		BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
Revenues			
FINES & FORFEITURES	\$260,195	\$180,500	144%
GRANTS AND SPECIAL PROJECTS	\$345,789	\$2,773,600	12%
INTERGOVERNMENTAL	\$1,701,851	\$2,503,000	68%
LICENSES & PERMITS	\$435,186	\$780,000	56%
MISCELLANEOUS	\$786,874	\$683,900	115%
OTHER REVENUES	\$152,113	—	—
TAXES	\$10,264,588	\$11,239,500	91%
REVENUES TOTAL	\$13,946,596	\$18,160,500	77%
Expenses			
ADMINISTRATIVE & MAYOR	\$306,813	\$395,499	78%
ANIMAL CONTROL	\$111,575	\$112,596	99%
CITY GARAGE	\$166,971	\$210,829	79%
CODES	\$180,932	\$250,990	72%
COMMUNITY DEVELOPMENT	\$156,764	\$266,888	59%
COURT	\$68,564	\$105,213	65%
FIRE DEPARTMENT	\$4,315,366	\$5,114,162	84%
GENERAL GOVERNMENT	\$2,234,911	\$2,733,370	82%
GOLF COURSE	\$431,264	\$643,236	67%
GRANTS AND SPECIAL PROJECTS	\$2,241,132	\$5,753,850	39%
HUMAN RESOURCES	\$98,724	\$130,364	76%
PARKS & RECREATION	\$824,432	\$1,072,532	77%
PLANNING & ZONING	\$213,441	\$271,045	79%
POLICE DEPARTMENT	\$3,670,193	\$4,449,443	82%
STATE STREET AID	\$262,248	\$475,000	55%
STREETS AND HIGHWAY DEPARTMENT	\$816,655	\$1,308,234	62%
EXPENSES TOTAL	\$16,099,983	\$23,293,251	69%

Water and Sewer

AS OF MARCH 2026		BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
Revenues			
GRANTS	\$580,646	—	—
OTHER REVENUES	\$209,656	\$156,500	134%
WATER AND SEWER REVENUES	\$11,258,127	\$12,736,000	88%
REVENUES TOTAL	\$12,048,429	\$12,892,500	93%
Expenses			
BUSINESS OFFICE UTILITIES	\$401,434	\$497,109	81%
SEWER COLLECTION SYSTEM	\$2,555,411	\$3,369,464	76%
SEWER TREATMENT PLANT	\$2,432,378	\$2,808,764	87%
UTILITIES ADMIN	\$517,796	\$923,968	56%
WATER DISTRIBUTION SYSTEM	\$2,577,390	\$3,847,916	67%
WATER FILTRATION PLANT	\$1,421,495	\$1,864,954	76%
WATER/SEWER GRANTS & PROJECTS	\$726,202	\$1,855,000	39%
EXPENSES TOTAL	\$10,632,106	\$15,167,175	70%

Natural Gas Fund

AS OF MARCH 2026		BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
Revenues			
GAS REVENUES	\$6,029,853	\$6,093,000	99%
GRANTS	\$22,505	\$0	—
OTHER REVENUES	\$172,488	\$172,000	100%
REVENUES TOTAL	\$6,224,845	\$6,265,000	99%
Expenses			
NATURAL GAS	\$6,315,776	\$8,083,893	78%
EXPENSES TOTAL	\$6,315,776	\$8,083,893	78%

Airport Fund

	AS OF MARCH 2026	BOARD PASSED BUDGET		
	FY2026	FY2026	% of Budget	
Revenues				
AVIATION FUEL	\$150,432	\$235,000		64%
GRANTS	\$24,342	\$15,000		162%
OTHER REVENUES	\$174,592	\$204,500		85%
REVENUES TOTAL	\$349,365	\$454,500		77%
Expenses				
MUNICIPAL AIRPORT	\$359,880	\$450,889		80%
EXPENSES TOTAL	\$359,880	\$450,889		80%

Drug Fund

	AS OF MARCH 2026	BOARD PASSED BUDGET		
	FY2026	FY2026	% of Budget	
Revenues				
FINES & FORFEITURES	\$12,373	\$2,000		619%
OTHER REVENUES	\$3,855	\$2,000		193%
REVENUES TOTAL	\$16,228	\$4,000		406%
Expenses				
DRUG FUND	\$225	\$13,000		2%
EXPENSES TOTAL	\$225	\$13,000		2%

Stormwater

	AS OF MARCH 2026	BOARD PASSED BUDGET		
	FY2026	FY2026	% of Budget	
Revenues				
OTHER REVENUES	\$25,820	\$20,500		126%
STORMWATER	\$948,272	\$1,156,000		82%
REVENUES TOTAL	\$974,092	\$1,176,500		83%
Expenses				
STORM WATER	\$782,416	\$1,129,821		69%
EXPENSES TOTAL	\$782,416	\$1,129,821		69%

Solid Waste

AS OF MARCH 2026		BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
Revenues			
OTHER REVENUES	\$26,774	\$5,000	535%
SOLID WASTE	\$1,184,105	\$1,475,603	80%
REVENUES TOTAL	\$1,210,879	\$1,480,603	82%
Expenses			
SOLID WASTE	\$1,374,611	\$1,874,429	73%
EXPENSES TOTAL	\$1,374,611	\$1,874,429	73%

Impact Fees

	AS OF MARCH 2026	BOARD PASSED BUDGET	
	FY2026	FY2026	% of Budget
Revenues			
FEES	\$250,259	\$42,500	589%
OTHER REVENUES	\$18,154	\$10,000	182%
REVENUES TOTAL	\$268,413	\$52,500	511%
Expenses			
FIRE DEPARTMENT	\$47,495	\$75,000	63%
PARKS & RECREATION	\$6,329	\$75,000	8%
POLICE DEPARTMENT	\$45,713	\$33,500	136%
EXPENSES TOTAL	\$99,538	\$183,500	54%

Impact Fees Revenue Breakdown

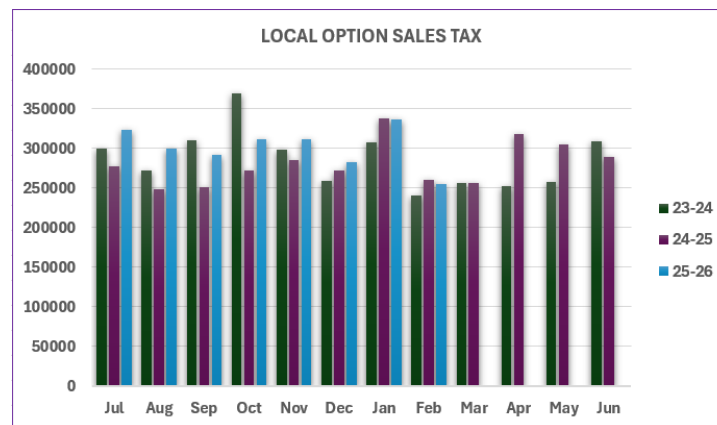
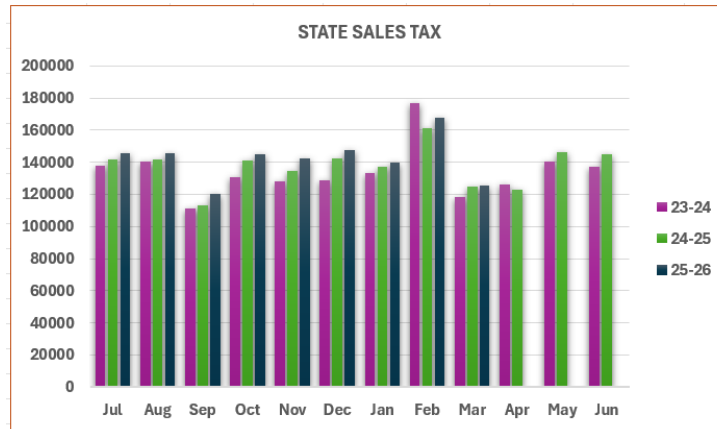
FEE TYPE	AS OF MARCH 31, 2026	BOARD PASSED BUDGET	% OF BUDGET
FIRE IMPACT FEE	\$121,766	\$7,500	1623%
PARKS IMPACT FEE	\$77,275	\$20,000	386%
POLICE IMPACT FEE	\$51,218	\$15,000	345%
INTEREST	\$18,154	\$10,000	181%
REVENUES TOTAL	\$268,413	\$52,500	511%

Debt Service - General Fund

	AS OF MARCH 2026	BOARD PASSED BUDGET		
	FY2026	FY2026	% of Budget	
Revenues				
OTHER REVENUES	\$994,089	\$991,627		100%
REVENUES TOTAL	\$994,089	\$991,627		100%
Expenses				
GENERAL DEBT SERVICE FUND	\$672,637	\$991,627		68%
EXPENSES TOTAL	\$672,637	\$991,627		68%

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

Charts



Capital Outlay Equipment

Police	Police Cars x 2	Purchased/Received
	Stop Sticks	Purchased/Received
	Rifles	Purchased/Received
Public Works	Mini Ex	Purchased/Received
Parks	Golf Sign	Ordered
	Mowers x 2	Purchased/Received
	Amphitheater Painting	Completed
	Pickleball Courts	Applying for a grant
	ATV (Golf)	Purchased/Received
	Camera System	Purchased/Received - Currently installing
Fire	Ladder Truck	Purchased/Received
	Pickup Truck	Ordered
	Water Rescue Equipment	
Sanitation	Sanitation Truck	Purchased/Received
	Convenience Center Upgrades	
Sewer Collection	Jet Vac Truck	Purchased/Received
	Camera Truck	Purchased/Received
Natural Gas	Leak Detectors	

Projects

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

Monthly Report Provided by Rachel Slusser, CMFO

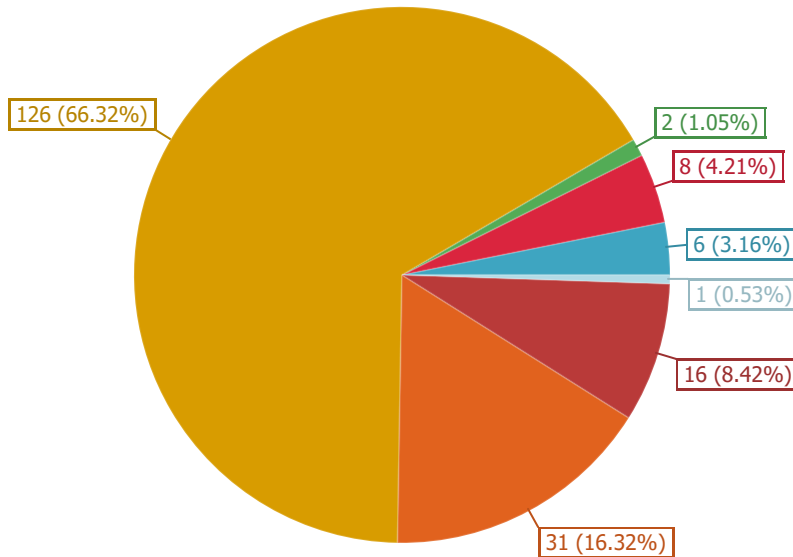


Portland Fire Department

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



Incidents by Type



Fire Hazardous Situation Law Enforcement Support Medical No Emergency Public Service Rescue

Fire	Count: 6
Hazardous Situation	Count: 8
Law Enforcement Support	Count: 2
Medical	Count: 126
No Emergency	Count: 31
Public Service	Count: 16
Rescue	Count: 1

Report Count: 190



PUBLIC WORKS	CONTRACT AMOUNTS	CITY MATCH	Status	Phase
DT RAIL CROSSING E MARKET STREET	\$ 477,823.00	5.00%	ACTIVE	CLOSEOUT
DT RAIL CROSSING E MCGLOTHLIN STREET	\$ 376,488.00	5.00%	ACTIVE	CLOSEOUT
DT RAIL CROSSING MAIN STREET	\$ 532,352.00	5.00%	ACTIVE	CLOSEOUT
VW DIESEL LARGE TRUCK	\$ 98,437.50	25.00%	ACTIVE	REPORTING
VW DIESEL MED TRUCK	\$ 289,339.53	25.00%	ACTIVE	REPORTING
INTERCHANGE LIGHTING I65 EX121	\$ 1,775,280.00	0.00%	ACTIVE	IN PROGRESS
ATP COLLEGE STREET SIDEWALKS	\$ 1,139,215.00	20.00%	ACTIVE	NEPA
SR109 CMAQ	\$ 762,662.50	0.00%	ACTIVE	WAITING ON AMENDMENT
KIRBY ROAD / SOUTH RUSSELL PAVING	\$ 771,404.00	20.00%	ACTIVE	DESIGN
FIRE				
FEMA Staffing For Adequate Fire and Emergency Response (SAFER)	UNKNOWN	UNKNOWN	ACTIVE	N/A
FEMA Fire Prevention and Safety (FP&S)	UNKNOWN	UNKNOWN	ACTIVE	N/A
PE Partners Judy Housley Safety Partners Grant	UNKNOWN	UNKNOWN	ACTIVE	N/A
FM Fire Service Grant	\$ 5,000.00	UNKNOWN	ACTIVE	N/A
PE Partners James L. Richardson Driver Training Grant	UNKNOWN	UNKNOWN	ACTIVE	N/A
POLICE				
POLICE THSO HVE	\$ 10,000.00	0.00%	ACTIVE	REPORTING
POLICE TLETA	\$ 200,000.00	0.00%	ACTIVE	N/A
AKC REUNITE (POLICE)	\$ 14,000.00	46.00%	ACTIVE	N/A
TEMA GENERATOR			INACTIVE	IN PROCESS OF APPLYING

UTILITES				
WATER RESOURCE PROTECTION (Competitive) CITY ADMIN	\$ 4,250,000.00	0.00%	ACTIVE	REIMBURSMENT
REGIONAL WATER LINE PROJECT (Competitive)	\$ 40,000,000.00	0.00%	ACTIVE	IN PROGRESS
TDOT BYPASS NORTH LOOP			ACTIVE	REIMBURSMENT
TDOT BYPASS SOUTH LOOP			ACTIVE	WAITING ON SIGNED CONTRACT
INFASTRUCTURE PLANNING GRANT	\$ 420,000.00	5.00%	ACTIVE	PLANNING
NON COMPETITIVE WATER GRANT SUMNER COUNTY Mason Water Line(\$2,475,344.00), Oakhill Water Line(\$2,137,325.50), Oakhill Tank (\$1,687,330.50)	\$ 6,300,000.00		ACTIVE	IN PROGRESS
COMPETITIVE WATER GRANT CITY OF GALLATIN	\$ 19,000,000.00		ACTIVE	IN PROGRESS
AIRPORT				
SOUTH APRON EXPANSION PHASE I	\$ 158,500.00	5.00%	ACTIVE	CLOSEOUT
DGA- UPGRADE PORTALND MUNICIPAL	\$ 2,000,000.00	0.00%	ACTIVE	IN PROGRESS
AIRPORT LAND AQUISITIONS	\$ 280,700.00	5.00%	ACTIVE	CLOSEOUT
AIRPORT MAINTENANCE	\$ 20,000.00	0.00%	ACTIVE	IN PROGRESS
AIRPORT LAYOUT PLAN UPDATE	\$ 326,900.00	0.00%	ACTIVE	IN PROGRESS
SOUTH APRON EXPANSION PHASE II	\$ 1,408,500.00	5.00%	ACTIVE	IN PROGRESS
Parks				
PORTLAND 2023 LPRF(SPLASH PAD)	\$ 3,173,600.00	50.00%	ACTIVE	CONSTRUCTION
LOWES COMMUNITY IMPACT GRANT	\$ 300,000.00	0.00%	ACTIVE	APPLIED
PORTLAND 2026 LPRF(playground,tennis court,soccer field lighting)		50.00%	ACTIVE	PLANNING
MAYOR				
COMMUNITY PROJECT FUNDING (MAYOR APPLIED)	UNKNOWN		ACTIVE	APPLIED

Human Resources Monthly Report March 2026

New Hire Orientations	Mar	YTD
Full-Time	7	9
Re-Hires	1	1
Part-Time	0	0
Retirements	0	0
Severances		
• Voluntary	1	6
• Involuntary	1	3
Workers Comp Claims	1	2
Current open positions	1	

Fuel Reports for March 2026

Sales Summarized by Product

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

Created on (UTC):

Terminal: M4000-4001275

Start Date: 3/1/2026

End Date: 3/31/2026

Name	Total Amount	Total Units	Total Count
100 LL	\$12685.14	2640.400	106
Jet A	\$4298.00	910.000	13

Running Totals

Number of Sales: 119

Sale Total: \$16983.14

Units Total: 3550.400

Douglas Hunter Field | Runway Operations Report

Report Date Range: 03/2026
Report creation date: 04/01/2026 08:42
Generated by: dhunter@cityofportlandtn.gov

Total Operations

1,311

Landings

485

Takeoffs

546

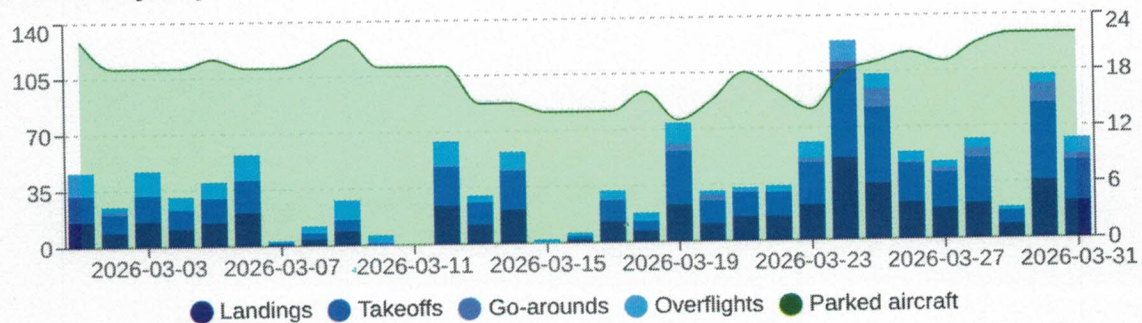
Go-Arounds

62

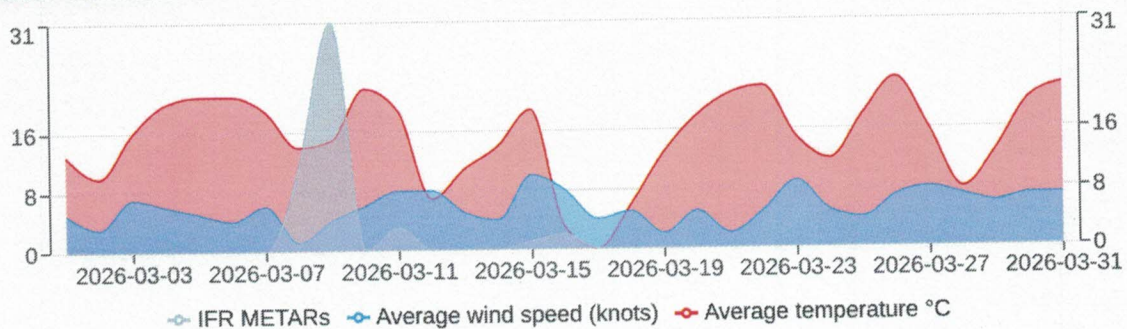
Overflights

218

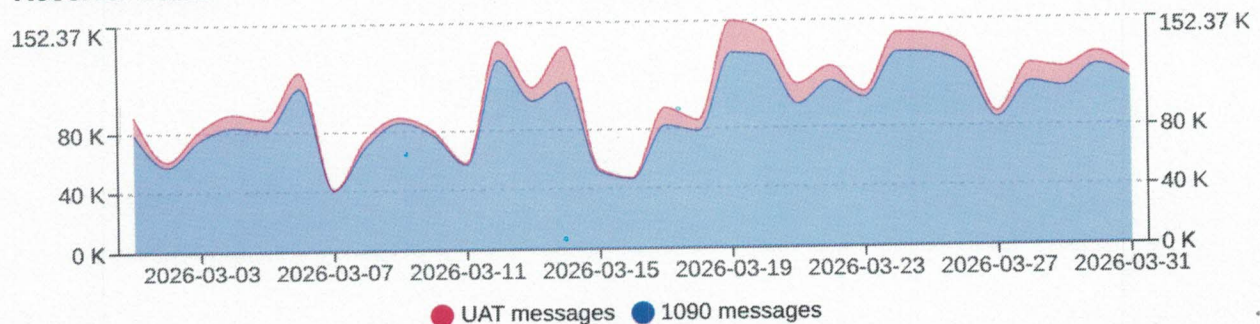
Operations by Day



Weather Conditions



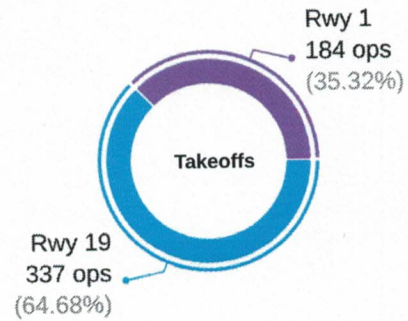
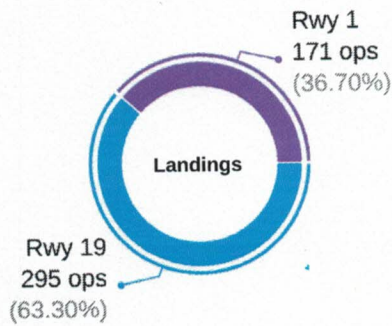
Receiver health



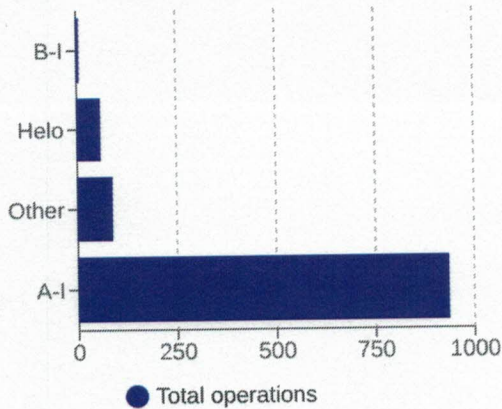
Douglas Hunter Field | Runway Operations Report

Report Date Range: 03/2026

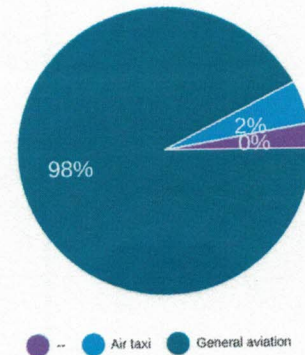
Operations by Runway



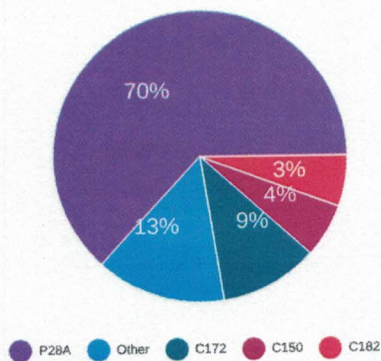
Operations by Category



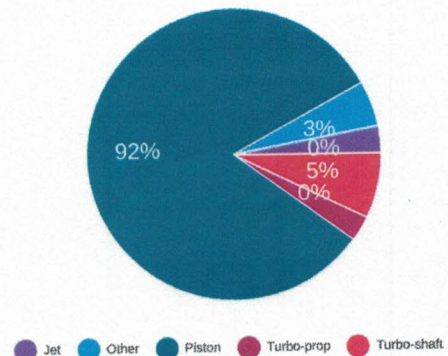
Operations by Type



Top Aircraft Types



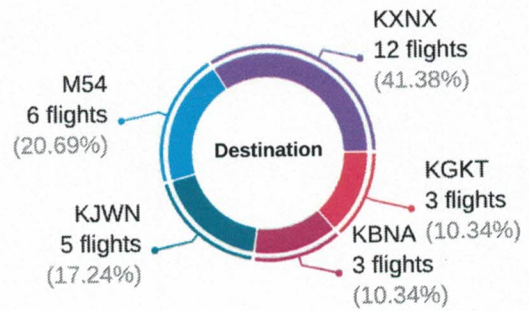
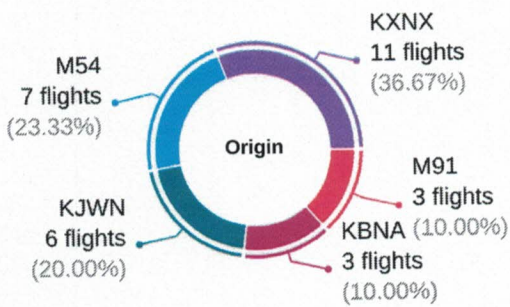
Operations by Engine Type



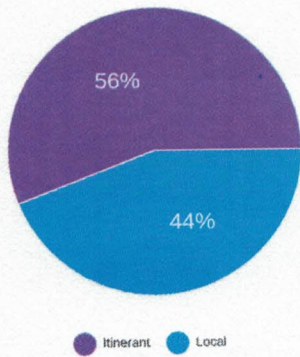
Douglas Hunter Field | Runway Operations Report

Report Date Range: 03/2026

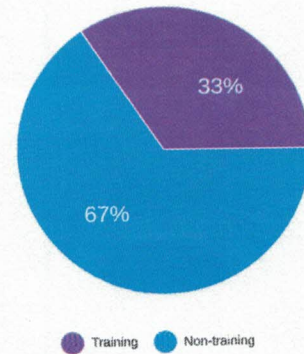
Top Airports



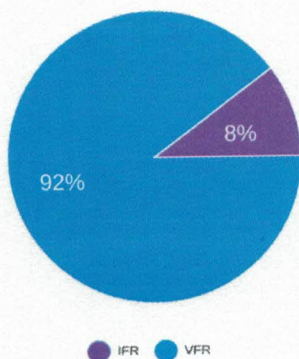
Local vs Itinerant Flights



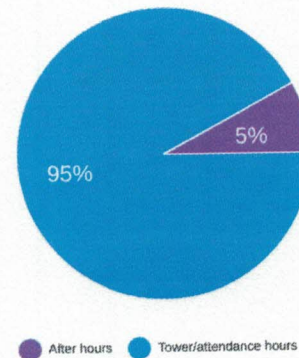
Training Operations



IFR vs VFR Flights



After Hours Operations

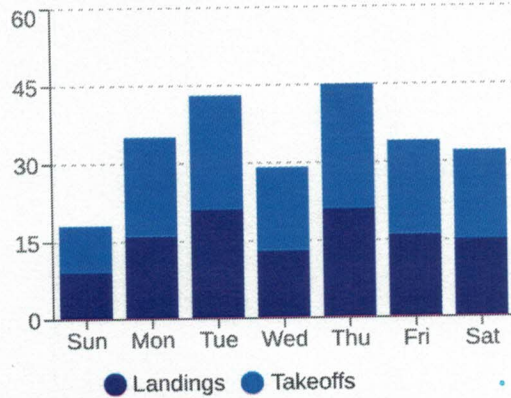




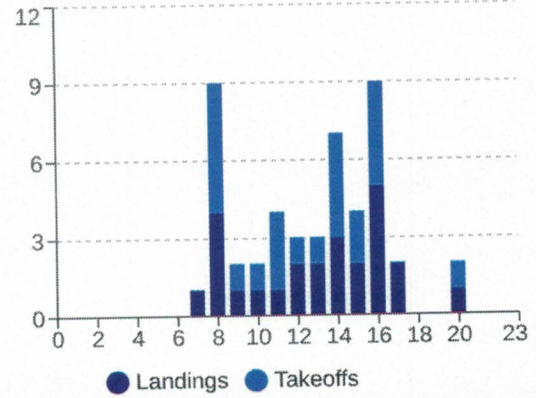
Douglas Hunter Field | Runway Operations Report

Report Date Range: 03/2026

Operations by Day of Week

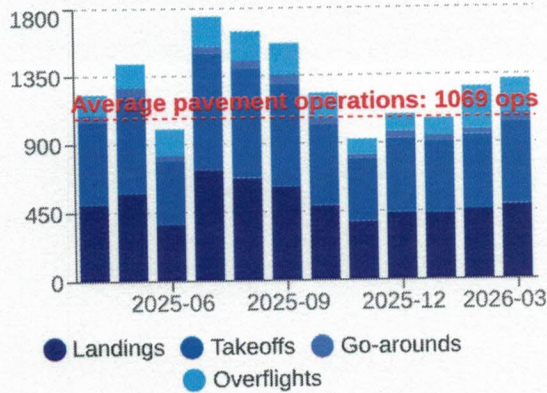


Operations by Hour



Historical Data

Landings and Takeoff By Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2025-04-16 (W)	158	17
2	2025-07-11 (F)	137	17
3	2026-02-27 (F)	124	13
4	2024-11-16 (S)	123	18
5	2025-04-22 (T)	121	18
6	2025-12-17 (W)	110	12
7	2026-03-24 (T)	106	15
8	2023-04-11 (T)	105	13
9	2023-09-13 (W)	103	15
10	2024-09-11 (W)	101	18



Monthly Report / March 2026
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Marty Bullington, Golf Course Manager
Trent Stephens, Park Maintenance Supervisor

Civic Clubs

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

Parks and Recreation Programs and Events

Richland Gym: Lose Design is in the engineering design stage for the restroom project; 90% of plans have been submitted.

Splashpad: Under construction. Substantial completion date is April 14 and final completion date is April 26, 2026.

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

Maintenance staff are continuing to work on storm clean up. Staff are preparing baseball and soccer fields for the spring season. Aerification was completed on March 6th.

Easter Egg Hunt was held on Sunday March 29th at Richland Park. Weather was on our side, and we had a very good turnout.

We are currently updating the 2022 Park Master Plan. There were a couple of steps that were required for this project. An updated Master Plan is required to apply for the Tennessee Department of Environment and Conservation's Office of Outdoor Recreation 2026 Public Parks and Recreation Grant.

1. Park Survey: we have posted a Park Survey for public input on the City of Portland's website.
2. Hosted two public meetings:
 - A. The first In-Person Public Meeting was on Thursday March 5, 2026, at Richland Gym from 5pm to 7pm.
 - B. A social media public meeting was held on the City of Portland Facebook Page.

Vehicle Count March 2 – April 1, 2026

Richland Park: 42,803

Meadowbrook Park: NA



March 2026 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	61	\$54,942.00
Daily Rounds	737	\$21,230.00
Cart Rentals	129	\$820.00
Concessions	598	\$1,160.00
Pro Shop	160	\$3,464.07
Shed Rentals	1	\$300.00
Total:		\$81,916.07

March 2025 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	24	\$24,860.50
Daily Rounds	703	\$18,330.00
Cart Rental	63	\$535.00
Concessions	392	\$714.00
Pro Shop	116	\$7,473.75
Shed Rentals	2	\$600.00
Total:		\$52,513.25



Planning Department March 2026 Monthly Report

Item	March	Year To Date
Calls To/From Planning Department	294	747
Number of Developer Meetings	13	38
Number of Complaints / Violations	4	5
Number of Walk-ins	9	18
Number of IDT Submissions	20	50
Number of Other Meetings	10	21
Number of Projects Invoiced	15	23
BZA Board Members Present	0	0
BZA Agenda	1	3
BZA Minutes	0	0
Number of Items on Agenda BZA	0	0
Planning Commission Agenda	1	3
Planning Commission Minutes	0	2
Planning Commission Board Members Present	0 (Meeting Canceled/No Applicants)	0
Number of Items on Agenda Planning Commission	0	9
Open Records for Planning Department	3	5
Active Letters of Credit	1 Released	30
Emails	632	1571
File Archiving/Scanning	48	48
Plat Certifications Intake & Pickup	0	2
Planning Commission Packets	0	16
Trip to Court House for Annexations/Record Plat	1	1
In House Reviews	0	0
Food Trucks	3	7

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

3/1/2026 TO 3/31/2026

YTD Total activity	8,196
YTD Total Written Warnings	432
YTD Total Speeding Citations	258
YTD Total all other city citations	455
YTD Commercial vehicle enforcements	51
YTD Total Arrest	265
Total Fuel per Gallons	3,125

CID ACTIVITY					
Cases Assigned	33	Interviews Conducted	82	Asset Forfeitures	2
Cases Inactive	2	Monitored Interviews	4	DCS/AOA	5
Cases Cleared	20	Search Warrants	13	Knock and Talk	19
Call outs	2	Judicial Subpoenas	6	Assist Patrol Units	14
Grand Jury Cases	1	General Sessions Cases	0	Forensic Interviews	0
Grand Jury Hours	3	General Sessions Hours	0	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	1	CVSA Performed	0
Juv Court Hours	0	Criminal Court Hours	2	Sex offenders reg	9

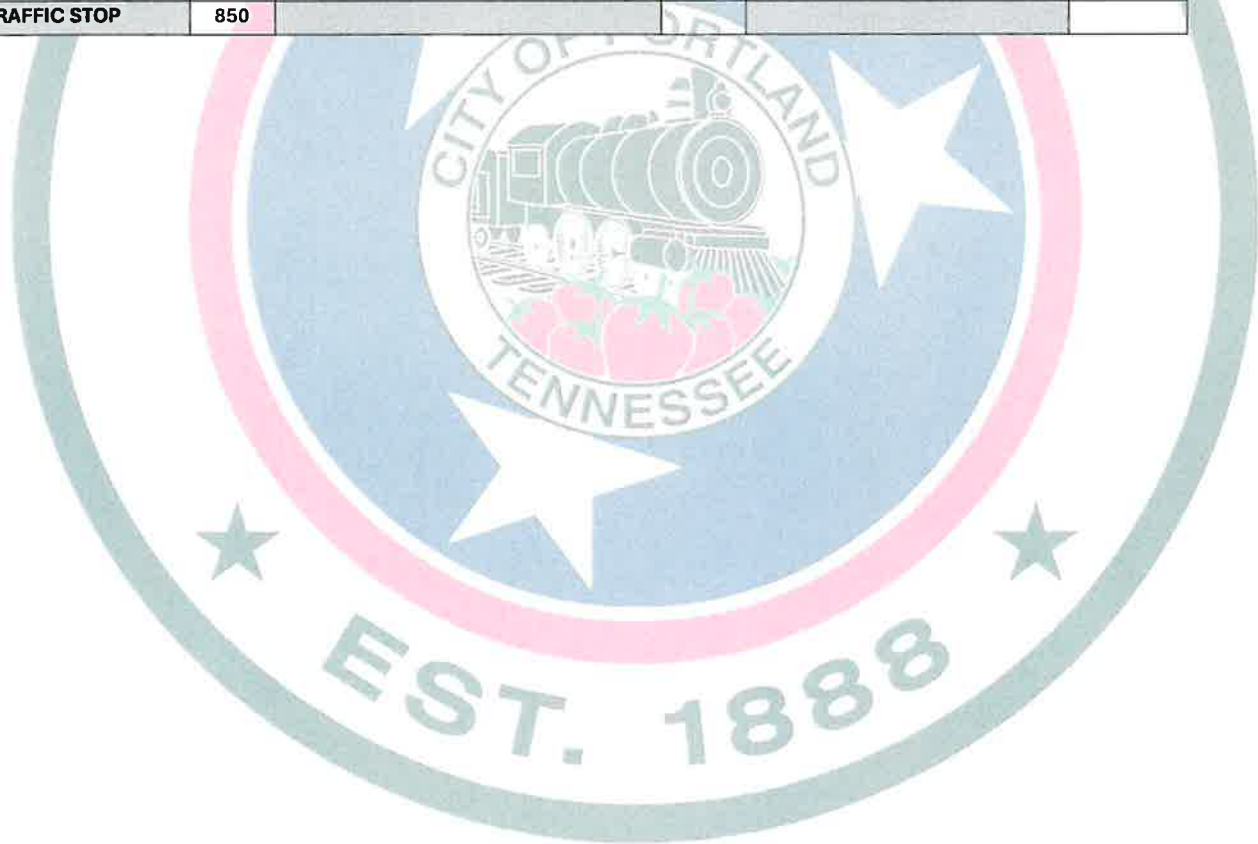
Records Activity			
Copies Distributed		Background Checks	
Walk-ins	6	Government	5
E-mails	36	Public Housing	0
Grand Jury & DA Copies	4	Local	23
Arrest Reports	70	Incident Reports	135
Written Warnings	205	City Citations	165

ANIMAL CONTROL ACTIVITY			
DOGS	6	V WARNINGS	3
CATS	1	CITATIONS	1
LIVESTOCK	0	TALK TO OFFICER	50
REPTILES	0	REPORTS	4
WILDLIFE	0	ASSISTS	24
ANIMAL BITES	0	FOLLOW-UPS	16
WELFARE COMP.	9	ADOPTIONS	2
WRITTEN WARNINGS	0	SERVICE CALLS	34

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	4	RESOLVED BY CONTACT/PHONE	5
NON-COMPLIANCE LETTERS	4	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	4	CITY HALL BANK ESCORTS	18
RE-INSPECTIONS	3	MAIL DELIVERY	18
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	6
FOLLOW-UP PARKING COMP	0	ARRESTS	0
VEHICLES (NON-COMP)	1	REPORTS	0
WORK ORDERS	2	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	CIVIL WARRANTS	1

CALLS FOR SERVICE					
TOTAL MONTHLY CALLS= 2,697					
911 HANG UP	22	DISORDERLY CONDUCT	0	MENTAL TRANSPORT	0
911 MISDIAL	34	DISTURBANCE	8	MISC/ MATTER OF RECORD	7
911 MISDIRECT	0	DOMESTIC	19	MISSING ADULT	1
911 OPEN LINE	13	DRILL	0	MISSING JUVENILE	0
ABANDONED VEHICLE	1	DUMPSTER FIRE	0	MUTUAL AID	0
ABUSE INVESTIGATION	1	ESCAPED INMATE / SUBJECT	0	NOISE COMPLAINT/ DISTURBANCE	7
ADMIN INVESTIGATION	0	ESCORT	10	OD (OVERDOSE)	2
ALARM	26	EVADING	1	OPEN DOOR	2
ALARM TEST	0	EXPORTE SERVICE	0	PARK CHECK	96
ALTERED MENTAL	0	EXTRA PATROL	90	PARKING COMPLAINT	4
ANIMAL BITE	2	FI- FIELD INTERVIEW	0	PI- PUBLIC INTOX	1
ANIMAL CALL	55	FIGHT	0	PRIVATE PROPERTY TOW	0
AOA	14	FIRE ALARM TEST	0	PROPERTY DAMAGE ACCIDENT / MVA	32
APARTMENT CHECK	45	FIREWORKS	0	PROWLER	0
APS / DCS REFFERAL	1	FOLLOW- UP	32	PSYCHIATRIC / BEHAVIORAL ISSUE	1
ARMED SUBJECT	0	FORGERY	0	PUBLIC ASSIST	0
ASSAULT	2	FRAUD	5	RECKLESS DRIVER	18
ASSIST CITIZEN	0	GAS LEAK IN & OUT	0	REPO	0
ASSIST CITIZEN LAW	23	GRASS / WOODS FIRE	1	RESIDENTIAL FIRE	0
ASSIST EMS	1	GSW / SHOOTING	1	RESIDENTIAL PANIC ALARM	2
ASSIST FIRE	1	HANGING	0	ROBBERY	0
ASSIST LAW	0	HARASSMENT	3	RUNAWAY	1
ATL	11	HAZARDOUS CONDITION	0	SCAM	5
BOLO	2	HIT & RUN INJURY ACCIDENT	1	SCHOOL CHECK	119
BOMB THREAT	0	HIT & RUN PROPERTY ACCIDENT	4	SCHOOL LOCKDOWN ALARM	0
BURGLARY	5	HOTEL CHECK	2	SCHOOL ZONE	76
BUSINESS CHECK	555	ILLEGAL DUMPING	0	SERIOUS ACCIDENT / MVA	0
CAR SEAT CHECK	1	INDECENT EXPOSURE	0	SEXUAL ASSAULT	1
CARDIAC ARREST	1	INJURY ACCIDENT / MVA	9	SHOPLIFTING	0
CHOKING	1	INVESTIGATION	5	SHOTS FIRED / HEARD	0
CITY CALL OUT	0	JUVENILE	5	SOLICITOR	0
CIVIL MATTER	8	JUVENILE TRANSPORT	0	SOR / VIOLATION	0
CIVIL WARRANT	0	KIDNAPPING	0	SPECIAL ASSIGNMENT	6
CODES	5	KNOCK & TALK	3	SPECIAL ASSIGNMENT COMMUNITY	0
COMMERCIAL FIRE	2	LAKE CHECK	7	STABBING	0

COMMERCIAL FIRE ALARM	4	LAW TRANSPORT	0	STAND-BY CIVIL (JUDGES ORDER ONLY)	0
COMMERCIAL HOLD UP ALARM	1	LINE DOWN	0	STOLEN VEHICLE	2
CRIMINAL WARRANT	1	LOCKOUT	8	STRUCTURE FIRE	0
DAMAGE TO PROPERTY	7	LOCKOUT URGENT	0	SUBDIVISION CHECK	22
DEATH INVESTIGATION	4	LOST / FOUND PROPERTY	7	SUBJECT CHECK	19
DELIVER MESSAGE	2	LPR HIT	1	SUICIDAL SUBJECT	3
SUSPICIOUS INCIDENT	34	TRANSPORT INMATE / SUBJECT	0		
SUSPICIOUS PERSON	14	TRESPASS	7		
SUSPICIOUS VEHICLE	7	UNAUTHORIZED USE OF VEHICLE	0		
SYNCOPE / UNRESPONSIVE	7	UNKOWN SITUATION	1		
TALK TO OFFICER	170	VANDALISM	1		
TEST	0	VEHICLE BURGLARY	0		
THEFT	6	VEHICLE CHECK	25		
THREATS	2	VEHICLE FIRE	2		
TRAFFIC COMPLAINT	2	VIOLATION CORRECTION VERIFY	17		
TRAFFIC ENFORCEMENT	11	VIOLATION ORDER OF PROTECTION	0		
TRAFFIC HAZARD	9				
TRAFFIC STOP	850				



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

March 2026 Monthly Report

2 Council Meetings

March 6 th	16 th
No Quorum	Council Members present
	4
	Council Members absent
	3
	Alcohol Beverage Board
	0
	Public Hearings
	0
	Resolutions
	9
	Ordinances
	9
	Discussions
	9

	March	2026 Year Totals
Work Study Meetings	1	1
Ad-Hoc Meetings –Fees	1	1
Ad-Hoc Meetings – Operations	1	2
Liability Claims	1	1
Property Claims	0	1

Open Records Request

March 2026 - 13

Year-to-date Total - 43

Request Date	Closure Reasons	Staff Time	Staff Count	Requester Name	Requester City	Requester Company	Original Request Text
03/30/2026	Fulfilled	0		Ashley Viselli/ Cornerstone Surveying	Portland		Duplex Parking Regulation / RM-1 / Parking / Duplex / Duplex Parking Ordinance
03/30/2026	Fulfilled	0		Kandice T. Ritlenberry	Franklin		Body/Dash Cam from 2/63/26 18:30 - 19:30 @ 207 Hunter St.
03/30/2026	Fulfilled	0		R. Elizabeth Evans	Hendersonville	RE/MAX Choice Properties	All permits for 135 Irish Oaks Dr, Portland TN
Hello - I am requesting February 2026 residential & commercial building permit data. Please include an Excel/PDF file with the following information: Permit Number Permit Issue Date Location Address (street number, street name, city, state, zip code) Owner Name (if applicable) Permit Type (New Construction or Single-Family Dwellings, Multi-Family, Alterations, Additions, Electric, Plumbing, HVAC, other types) Permit Value Parcel Number Square Ft (if applicable) Contractor Name Please separately mark permits Residential or Commercial.							
03/26/2026	Not a Request in records documents each month	0		James Barnes	White House	Cursive Data	Thank you kindly in advance.
03/25/2026	Denied. Investigative Records	0		Jamie Weekley	Bethpage		Jamie Weekley - Copy of case file # 25-03923 including ARC's Report
03/23/2026	No Response from Requester	0		Lauren Barnett Campbell	Nashville		I would like to request the following records relating to incident 26-00162 involving the traffic stop of Adam D. Campbell on February 3, 2026 at 3:10pm at S. Broadway St./William Mack Ln according to the affidavit. - Police report for incident 26-00162 - ...

Request Date	Closure Reasons	Staff Time	Staff Count	Requester Name	Requester City	Requester Company	Original Request Text
I would like to request the following records relating to incident 26-00162 involving the traffic stop of Adam D. Campbell on February 3, 2026 at 3:10pm at S. Broadway St./William Mack Ln according to the affidavit. - Police report for incident 26-00162 - Computer Aided Dispatch (CAD) records for incident 26-00162 - Body cam footage for all officers that responded to the scene for incident 26-00162 - Portland PD Body cam policy - Interior squad car footage of all officers responding following arrest of time Adam Campbell in incident 26-00162 - Traffic light camera footage from S. Broadway St. and William Mack Ln. between 3pm and 5pm - Personnel files for all responding officers from incident 26-00162 -							
03/23/2026	Not a Request	0		Lauren Barnett Campbell	Nashville		Disciplinary files for all responding officers from incident 26-00162
03/20/2026	Not a Request in records documents each month	0		Brian Laster	Franklin	InfoSource Inc.	Requesting building permits issued for commercial and residential projects from February 2026. Please include address, subdivision & lot, square footage, valuation, and all contractor info, including the contractor's name, address, and contact information.
03/19/2026	Fulfilled	0		Tracy Kizer	Portland	City of Portland	Rita Hobbs - Water line plans for Robinson Red River School Water PDU & bond information on file for the project-including amount & expiration date.
There was a complaint filed against us by Tonya Jones at 208 Amy Drive about our front yard fence that we have on our property which the city says violates their codes for height (it exceeds the feet allowable for a non-transparent wooden fence) and type of structure (fence is not 75 percent transparent) for a front yard. I would like to request a copy of this complaint to be sent to me,							
03/19/2026	Fulfilled	0		Linda Poole	Portland		as it is law that it is a public record.
03/12/2026	Fulfilled	0		Wyman Tracy Kroft	Goodlettsville	Covent Bridge	I would like any reports having to do with 107 Sharon Drive, Portland, TN 37148, for the year of 2025 to 2026. A theft report was filed in December 2025, possibly January 2026. I would like a copy of that report and the 911 call, if possible. Please provide any report about the address being abandoned, or police response to an open door at the property. Thank you

Request Date	Closure Reasons	Staff Title	Staff City	Requester Name	Requester City	Requester Company	Original Request Text
To Whom It May Concern, Pursuant to the applicable public records law, I respectfully request access to and copies of records maintained by your office related to property-related and building/code enforcement activity for all properties within your jurisdiction. Specifically, I am requesting any and all records created, opened, updated, or maintained within the last 30 days from the date this request is received, including but not limited to: - Code enforcement or building inspection violations - Property maintenance violations - Unsafe, substandard, or uninhabitable structure violations - Notices of violation, citations, complaints, warnings, or enforcement actions - Case logs, databases, reports, or spreadsheets containing these records For each property or case, if available, I request the following data fields: - Property address (street address, city, state, ZIP code) or Parcel ID - Case number or violation ID - Violation type and/or description Date opened or initiated - Current status (e.g., open, closed, complied, in progress) - Date closed or resolved, if applicable This request applies to all residential, commercial, industrial, vacant, and mixed-use properties, without limitation. I request that the records be provided in electronic, machine-readable format (CSV, Excel, or similar), if available. This request is made for non-commercial, informational purposes. If any portion of this request is denied or records are withheld, please provide the non-exempt portions and cite the specific statutory exemption(s) relied upon for any redactions or withholdings. If there are any fees associated with fulfilling this request, please notify me of the estimated cost prior to processing. Thank you for your time and assistance. I look forward to your response.							
03/11/2026	No Response from Requester	0		Angel Lucas	Madison, WI		Best Regards, Angel Lucas foia@dataresearch.blog (754) 367-2054 2463 State St, Suite 200 Madison, WI 53703
This firm is performing a Phase I Environmental Site Assessment for the property located at the following address: 418 Highway 52 West/State Route 52, Portland, Tennessee 37148, Ctrl Map: 034L Grp: A Parcel: 020.05. We are requesting any information from the department regarding building permit records, including demolitions, construction, tenant improvements, major sewer installations/removals, and certificates of occupancy for the property. Please feel free to contact Lauren Babb with any questions or concerns at 315.742.0338 or Lauren.Babb@efiglobal.com. Thank you for your assistance with this information. Also please email any information to Paulina Betancur with							
03/10/2026	No Records Found	0		Christopher Johnson	Chapmansboro	EFI Global	EFI Global at Paulina.Betancur@efiglobal.com Type of record: Report
03/06/2026	Fulfilled	0		Lewis Head	Portland	Head Steel Service	Building permits and Construction Drawings 2020 January through 2026 February 107 N Broadway Portland TN Proof of Residence is on file
02/23/2026	Fulfilled	0		Tracy Kizer	Portland	City of Portland	104 E. Knight St Inspection reports for water/sewer lines for JoEllen Shanklin/Jeff Woods.



PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

298 PORTLAND LAKE RD.

PORTLAND, TENNESSEE 37148

Telephone 615-326-6776 ext.192

Telephone 615-566-7074

Email TSuddarth@cityofportlandtn.gov

Portland WTP Report for Month of March 2026

- Submitted February 2026 DMR via the EPA CDX online portal.
- Submitted February 2026 MOR's via certified mail.
- Collected 2,4D and atrazine samples. Delivered to Pace Analytical in Mt Juliet.
- Emailed chemical bid packets to chemical vendors.
- LabtronX calibrated turbidimeters and all lab equipment.
- Southern Sales replaced the flow meter at the backwash lagoons.
- TDEC approved the updated distribution compliance sampling plan.
- Replaced feed tubes on disinfection pumps.
- Replaced power supply on main security gate.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 26 bac-t compliance samples.
- Routine maintenance was performed on schedule.



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CITY OF PORTLAND

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

PDU Admin. Work Report March 2026

Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.856 MGD.

Single Taps

- Water: 37 taps
- Sewer: 22 taps
- Gas: 5 taps

Development Taps – No letters sent in the month of March

Utility	Original Letter	First Renewal	Second Renewal
Water		0	0
Sewer		0	0
Gas	0	0	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12" Connector Line – Water is 94% complete. Currently working on abandoning old mains in place.
 - Complete as of 3/6/26
 - b. Oak Hill Water Line – Water is 100% complete.
 - c. Oak Hill Tank – Tank is 95% complete. Tank is in service. Waiting on vault lid to be completed.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – 40% installed. Not yet in service.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – 13% complete. Putting in the 8" water line and filled in ditch with concrete. Also, poured the concrete for the new generator.
- Richland Park Splash Pad – Water – waiting on meter and permanent power.
- TDOT Bypass (North Loop) – starting on Hwy 52W and will work north.

Private Development

- Twin Lakes – sewer is needing repairs. PDU provided punchlist for the water installation.
- Red River and Highland – Easement has been revised. Developer is getting a new contractor.
- Bakers Acres Onsite – Complete
- 111 Industrial Dr sewer meter – Itron needs to be fixed.
- Angelcrest – Water – is complete. Sewer – waiting on testing. Inside their 30 days waiting period. Fixing sewer stacks.
- Fire Line Meters – Genesee (130 Davis St) – Complete
- Coventry- Sewer - 80% complete, Water – 30% complete



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Portland, Tennessee

CITY OF PORTLAND

THOMAS O'LOUGHLIN – ASSISTANT UTILITIES DIRECTOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-3977

Email Address: toloughlin@cityofportlandtn.gov

March 2026 MONTHLY REPORT

WATER DISTRIBUTION DEPARTMENT

(17) Service Leaks

(8) Main Break Repairs

(26) New services installed

(1) Hydrant Retirement

(1) Valve Replacement

(7) Service Line renewals

(2) Service Line Retirements

(24) Yard Restorations

(2) Shutdowns for cut and caps for Cumberland Pipe (Masons Project)

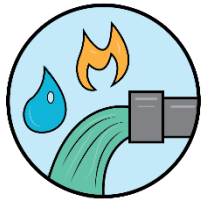
(3) Shutdowns for tie ins to new 16" transmission main. Grassmere, Three Brothers Way and Deasy Lane.

Flushing

Traffic

Cut off Lists

Locates



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CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

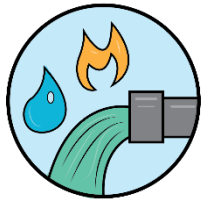
PORTLAND, TENNESSEE 37148

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

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report – March 2026

- February Natural Gas Volume Allocation at Gate Stations: 135,430 MCF
- 7 gas services installed consisting of 3,254LF of ¾" service line pipe
- 2" service line installed for WTP Generator -welding for rotary meter set
- 4 Abandoned Gas Services
- 1 Gas Riser Replaced
- 2 Gas Main leak repairs
- 4 Gas Service leak repairs
- 1 Gas Valve Box Repairs
- 4 Existing Gas Meters Upsized for generator installations
- 2 System Valves (PE) Replaced due to leak
- Coker Ford Rd / Rapids meeting and cost estimate with engineering firm
- Moss Welding Relocated 8" HDPE for TA Travel Center
- Swartz began construction for Natural Gas Relocations for TDOT SR109 Bypass
- Multiple cathodic protection coating repairs
- Valve Maintenance
- High volume of meter test due to low flow or no use
- High Volume of "high usage claims" due to customers receiving bill for ice storm period
- Leak Survey on southwest quadrant (all gas mains and services surveyed for gas leaks)-TPUC Req.
- Atmospheric Corrosion Inspections
- Gas Leak Investigations/Odor Complaints (indoor and outdoor)
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

PORTLAND SEWER COLLECTION

JONATHAN HARRISON – SEWER COLLECTION SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

OFFICE: (615) 323-1437

Sewer Collections Monthly Report – (March. 2026)

- 2184–CS Check Stations consisting of 87 pump stations once weekly & 68 the other days.
- 425 - 811 Locates
- 14– SC Service Calls, 9 After HRS Call outs & 5 Caselle service calls
- 2- Telemetry alarms repair required after hours.
- 2 Pumpstation Flow Meters installed in boxes.
- 87Hrs. - LSM Lift Station Maintenance
- 33 L/S Cleaned w/ Vac Truck.
- 9– LSR Lift Station Repairs.
- 23 YR Yard Repairs & 9 overflows cleaned up
- CCTV 17 services & 29 mainline sections.
- Jetted 29 mains & Hydro Ex 5 places.
- 2 sewer services capped.
- 2 Force Main repairs.
- 1 New Tap installed
- 1-cleanout repair w/ box & installed 11 boxes with yard repairs.
- 3 C/O lowered, and Boxes Installed as part of INI reduction.
- 4hrs inspecting the repairs on manholes that were lined.
- 18 SLIN Service line inspection
- 10 INI Point Repairs Made
- 30 Hrs. Helping other Depts. w/ Water main leak
- 60 Hrs. - Monthly Safety Training, CDL & OTJ Training for employees.
- 19 HRS- Shop Work
- 14 HRS- Equipment Maintenance.
- 112 HRS Office Work
- 5 SSOs & 4 Release for the month of March 2026.

Jonathan Harrison
Collections System Supervisor

ORDINANCE

City of Portland, Tennessee

No. 26 - 17

First Reading

AN ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Portland hereby updates the Occupational Safety and Health Program Plan for our employees; and

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that there be and is hereby amended as follows:

TITLE:

This section shall be known as “The Occupational Safety and Health Program Plan” for the employees of the City of Portland.

PURPOSE:

The City of Portland, in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom

such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.

5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of the City of Portland shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the City of Portland are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this ordinance, the Assistant Fire Chief / Fire Marshal is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the City of Portland.

BE IT FURTHER ORDAINED that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

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:

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN FOR THE EMPLOYEES OF THE CITY OF PORTLAND

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of the City of Portland.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The City of Portland in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the City of Portland and includes each administrative department, board, commission, division, or other agency of the City of Portland.

- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of the City of Portland.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as “volunteers” provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.

- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.

- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.

3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer:
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.

- iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
- 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for

correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.

- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to

control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.

2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will ensure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and

all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.

- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 - 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 - 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 - 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those

inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
 1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
 1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
 2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or

regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:

1. Issue an abatement order to the head of the worksite.
 2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
1. The standard, rule, or regulation which was found to be violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and

Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS
(ORGANIZATIONAL CHART)**

**City of Portland
Organizational Chart / Work Locations**

Department / Work Location	Address	Phone #	# Employees
Airport			
Douglas Hunter Field	601 Airport Rd	615-323-7500	3
Building Codes			
City Hall	100 S. Russell St.	615-325-6776	2
Business Office			
City Hall	100 S. Russell St.	615-325-6776	10
Economic & Community Development			
City Hall	100 S. Russell St.	615-325-6776	2
Finance Department			
City Hall	100 S. Russell St.	615-325-6776	7
Fire Department			
Fire Station 1 Fire Station 2	111 Woods Rd 924 S. Broadway	615-325-5649 615-805-3948	29
Human Resources			
City Hall	100 S. Russell St.	615-325-6776	2
Mayor's Office			
City Hall	100 S. Russell St.	615-325-6776	2
Parks Department			
Parks Dogwood Hills Golf Course	321 Portland Blvd 1224 S. Broadway	615-325-6464	26
Planning Department			
City Hall	100 S. Russell St.	615-325-6776	2
Police Department			
Police Station Animal Control	433 N. Broadway 124B Morningside Dr	615-325-3434	42
Public Works			
City Hall Mechanic Shop Sanitation Stormwater Street	100 S. Russell St. 128A Morningside Dr 128B Morningside Dr 132 Stevison Ham Rd 124 Stevison Ham Rd	615-325-6776	28
Utilities			
Administration Natural Gas Wastewater Collections Wastewater Treatment Water Distribution	126B Morningside Dr 126B Morningside Dr 124C Morningside Dr 124D Morningside Dr 124A Morningside Dr	615-325-6776	52

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF THE CITY OF PORTLAND

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Human Resources Department.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing

before the Mayor for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of the City of Portland is available for inspection by any employee at City Hall during regular office hours and on the City of Portland website.

Signature: City of Portland Mayor Date:
APPENDIX - III PROGRAM PLAN BUDGET

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that the City of Portland has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone and/or electronic communication as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.

5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

RESOLUTION

City of Portland, Tennessee No. 26 – 33

A RESOLUTION TO REPEAL AND REPLACE RESOLUTION NO. 24-21 AND DEFERRED RESOLUTION NO. 25-17 TO ADOPT UPDATED GUIDELINES FOR PUBLIC COMMENTS

WHEREAS, the City deems it appropriate to adopt updated guidelines for public comment periods during public meetings in accordance with TN Code; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the following guidelines will govern public comment periods:

Section 1: Public Meetings

- a. All meetings of any City related governing body are declared to be public meetings, except as otherwise provided in accordance with TN Code, and these guidelines apply to all public meetings of any governing body as it pertains to the City of Portland.

Section 2: Reasonable Restrictions

- a. In accordance with TN Code Section 8-44-112 the governing body will allow time for public comments both germane to the agenda and germane to the governing body authority and may place reasonable restrictions on public meetings as stated below:
The governing body may put reasonable restrictions on the period for public comment, such as the length of the period, the number of speakers, and the length of time that each speaker will be allowed to provide comment. The governing body may require a person to give notice in advance of the desire to offer comments at a meeting. The governing body shall take all practicable steps to ensure that opposing viewpoints are represented fairly, if any.

Section 3: Public Comment Period Related To Agenda Items

- a. Each meeting open to the public shall reserve a period for public comment on matters that are germane to agenda and public hearing items; and
- b. Comments shall be limited to a maximum of three (3) minutes per individual (which time is not transferable to other speakers) and the total time for public comments and individual speakers may be reduced by the presiding officer to allow for the efficient hearing of opposing viewpoints; and
- c. Speakers must give advanced notice of the desire to comment by signing the available sign-up sheet(s) before the start of the meeting and must identify themselves by name, address, and the public hearing or agenda item they are wishing to comment on; and
- d. Speakers must adhere to the code of conduct prescribed for public comments such as: The public comment period is a time for the speaker to express their thoughts to the presiding board in a respectful way and is not intended to be a back-and-forth conversation; Comments must address issues, not individuals or personalities;

Malicious comments or personal attacks will not be allowed or tolerated; Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked; Speeches/comments for or against particular candidates running for public office shall not be allowed; and

Section 4: Non-Agenda Item Related Public Comment Period

- a. In accordance with the 2026 Tennessee Public Chapter No. 620, public meetings shall reserve a period of public comments for non-agenda related items that are germane to the governing authority of the presiding board; and
- b. Comments shall be limited to a maximum of three (3) minutes per individual (which time is not transferable to other speakers) and the total time for public comments and individual speakers may be reduced by the presiding officer to allow for a timely hearing of comments; and
- c. Speakers must give advanced notice of the desire to comment by signing the available sign-up sheet(s) before the start of the meeting and must identify themselves by name and address; and
- d. Speakers must adhere to the code of conduct prescribed for public comments such as: The public comment period is a time for the speaker to express their thoughts to the presiding board in a respectful way and is not intended to be a back-and-forth conversation; Comments must address issues, not individuals or personalities; Malicious comments or personal attacks will not be allowed or tolerated; Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked; Speeches/comments for or against particular candidates running for public office shall not be allowed; and
- e. Each board/committee may choose to place the non-agenda related comment period in a separate place holder on the agenda outline.

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requires it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of

City of Portland Public Comment Sign-In Sheet

- In accordance with Resolution #26-33, public comments are allowed when those comments are germane to either the agenda or to the board's governing authority, except where otherwise prohibited.
- Comments are limited to a maximum of 3 minutes per individual, and the number of speakers and/or allotted time may be limited by the presiding officer to ensure all views are heard in a timely manner.

All wanting to speak must complete the signup sheet before the start of the meeting.

Public Hearings & Agenda Item Comments Use This Section <i>*Comments must be germane to agenda & public hearing items*</i>			
Speaker Information		List the agenda item to comment on	
Print Name			
Address			
Print Name			
Address			
Print Name			
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Print Name			
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Print Name			
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Print Name			
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Print Name			
Address			
Non-Agenda Item Comments Use The Section Below <i>*Comments must be germane to the authority of the board*</i>			
Speaker Information			
Print Name		Address	
Print Name		Address	
Print Name		Address	
Print Name		Address	
Print Name		Address	

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

Board/Committee: _____ Meeting Date: _____ Page # ____ of ____

ORDINANCE

City of Portland, Tennessee

No. 26 - 15

First Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR THE CITY OF PORTLAND AIRPORT ROAD DETENTION POND PROJECT. THE CONTRACT EFFECTIVE MAY 5, 2026 TO MAY 5, 2027.

WHEREAS, the following bids were properly solicited and received for the City of Portland Airport Road Detention Pond project on April 15, 2026: and

(TO BE FILLED IN AFTER APRIL 15, 2026 BID OPEING)

WHEREAS, This contract has a 1-year completion term, running from May 5, 2026, to May 5, 2027. The City of Portland reserves the right to extend the contract due to conditions out of the contractor's control; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the best bid from _____ shall be approved for the 2026 City of Portland AIRPORT ROAD DETENTION POND 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:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 26 - 15

First Reading

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NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the best bid from _____ shall be approved for the 2026 City of Portland AIRPORT ROAD DETENTION POND 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:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 26 – 32

**A RESOLUTION TO APPROVE THE NATURAL GAS EXTENSION PROJECT FOR
COKER FORD ROAD AND RAPIDS ROAD**

WHEREAS, the City of Portland has received a gas petition for this area and taken deposit-based interest in natural gas service; and

WHEREAS, the City of Portland has received approximately 27 deposits out of 104 letters sent out to existing water customers in the proposed path of the natural gas line; and

WHEREAS, a cost estimate was received for this project in the amount of \$1.2 million including engineering, design, permitting and construction; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve extending the Coker Ford and Rapids Road Gas Main Extension or refunding all deposits received and vetoing any plans on extending natural gas to Coker Ford and Rapids Road; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requires it.

Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 26 - 16

First Reading

AN ORDINANCE TO APPROVE CHANGE ORDER #7 IN THE INCREASED AMOUNT OF \$78,528.67 WITH CUMBERLAND VALLEY CONSTRUCTORS, INC FOR THE WASTEWATER TREATMENT PLANT EXPANSION PHASE II

WHEREAS, the City of Portland has approved the original contract amount of \$14,528,900 with Cumberland Valley Constructors, Inc. for the Wastewater Treatment Plant Expansion (WWTP); and

WHEREAS, the City of Portland has approved Change Orders # 1 - 6 with a net increase of \$314,241.05 with Cumberland Valley Constructors, Inc. for the WWTP Expansion Phase II; and

WHEREAS, Change Order #7 revises the contract by:

- Chemical Line Reroute Increase +\$78,528.67

WHEREAS, Change Order #7 shall increase the contract amount by \$78,528.67, which shall adjust the contract amount to \$14,921,669.72, an increase of \$392,769.72 from the original contract amount; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland approves the acceptance of the Change Order #7 for the items stated above in the amount of \$78,528.67 with Cumberland Valley Constructors, Inc. for the WWTP Expansion Phase II; 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: