



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

City of Portland Public Comment Sign-In Sheet

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

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

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

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