



**AGENDA for May 4, 2026**  
**BOARD OF MAYOR AND ALDERMEN**  
**Portland City Hall — Council Chambers — 100 South Russell St. Room 111**

*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. 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 in a timely manner. Sign-up sheets for public recognition will be available before the start of each meeting in the same room where the meeting is being held and anyone wishing to speak must sign up before the start of the meeting. Speakers will be recognized one at a time.*

**1. Call to Order**

**2. Prayer and Pledge**

**3. Roll Call**

**4. Approval of Agenda**

**5. Presentation**

**6. Public Recognition for Public Hearings and Agenda-Related Items**  
*(5 minutes maximum per speaker)*

**7. Public Hearing**

**8. Communications from Council Members**

**9. Mayor's Report**

**10. Consent Calendar**

- A.** Ordinance No. 26-15 – Second 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.
- B.** Ordinance No. 26-17 – Second 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.
- C.** Minutes from April 20, 2026, Work Study and City Council Meeting

**11. Community Development – Vice-Mayor Megann Thompson**

## **12. Finance – Alderman Vince Ellis**

- A.** Resolution No. 26-41 - A Resolution to establish a Committed Fund Balance for the Water and Sewer Fund.

## **13. Fire Department – Alderman Jody McDowell**

## **14. Human Resources – Alderman Vince Ellis**

## **15. Legislative – Mayor Mike Callis**

- A.** Resolution No. 26-39 - A Resolution requesting that the City Attorney review and sign off on all contracts.

## **16. Municipal Airport – Alderman Mike Hall**

## **17. Parks & Recreation – Alderman Brian Woodall**

## **18. Planning & Codes – Vice-Mayor Megann Thompson**

- A.** Resolution No. 26-36 - A Resolution of The City of Portland, Tennessee, approving a Design Review Standards Appeal for the property located at 103 McGlothlin Street (5 Chefs).
- B.** Resolution No. 26-37 - A Resolution to annex property at 0 Fowler Ford Road, containing 1.2 +/- acres, upon written consent of the owner and to adopt a plan of services.
- C.** Ordinance No. 26-17 - First Reading — An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 Fowler Ford Road, from County-Residential to RS-40 (low density single family residential-urban services).
- D.** Ordinance No. 26-25 – First Reading - An Ordinance of the City of Portland Tennessee to deem a public alley as surplus.

## **19. Police Department – Alderman Drew Jennings**

## **20. Public Works – Alderman Brian Woodall**

- A.** Resolution No. 26-38 - A Resolution to designate the week of May 17<sup>th</sup>-23<sup>rd</sup>, 2026 as National Public Works Week as recognized by The American Public Works Association.
- B.** Ordinance No. 26-18 – First Reading — An Ordinance authorizing the acceptance of the best bid for the 2026-2029 Road Paving Maintenance and Materials & Services Contract.
- C.** Ordinance No. 26-19 – First Reading - An Ordinance to enter an agreement with Reynolds Sealing and Striping to provide Road Sealing Materials and Services to The City of Portland.
- D.** Ordinance No. 26-20 – First Reading – An Ordinance authorizing the acceptance of the best bid for the Rock/Gravel Haul Contract effective July 1, 2026, thru June 30, 2029, followed by two (2) one year renewal options.

## **21. Utility Infrastructure – Alderman Charles Cole**

- A.** Ordinance No. 26-21 – First Reading – An Ordinance to enter into an agreement with CEC Engineering to provide engineering services for The Demase Street Repair Project.
- B.** Ordinance No. 26-22 – First Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in The Water Distribution Department for fiscal year 2027.
- C.** Ordinance No. 26-23 – First Reading - An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in The Portland Natural Gas Department effective July 1, 2026, through June 30, 2027.
- D.** Ordinance No. 26-24 – First Reading - An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Wastewater Collection Department for fiscal year 2027.
- E.** Resolution No. 26-40 – A Resolution to enter contract negotiations for engineering services for the 109 Corridor LS Improvements.
- F.** Resolution No. 26-42 — A Resolution to approve change order #7 in the increased amount of \$501,797.50 for the contract with Cumberland Pipeline, LLC for the Oakhill Water System Improvements American Rescue Plan (ARP) project utilizing funding from grant claw backs and grant projects coming under budget.

## **22. Public Recognition on Non-Agenda-Related Items**

*(3 minutes maximum per speaker)*

## **Adjournment**

# ORDINANCE

## City of Portland, Tennessee

### No. 26 - 15

Second Reading

**AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR THE CITY OF PORTLAND AIRPORT ROAD DETENTION POND PROJECT.**

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

| <b>COMPANY NAME</b>                             | <b>BID TOTAL</b> |
|-------------------------------------------------|------------------|
| Jones Bros Contractors, LLC                     | 2,524,126.75     |
| Rogers Group, Inc                               | 2,051,294.40     |
| Harakas Construction, Inc                       | 2,756,125.74     |
| Jarrett Builders, Inc                           | 2,183,547.08     |
| Twin States Utilities & Excavating, Inc         | 987,700.00       |
| Smith Bros, LLC                                 | 2,404,175.84     |
| Nxt Gen Excavating LLC / Shouse Contracting LLC | 1,116,703.16     |
| Scotty's Contracting & Stone LLC                | 959,549.93       |
| Prime Trucking and Excavating                   | 1,711,517.33     |
| Bodock Trucking and Grading                     | 2,121,830.00     |
| McCoy Construction                              | 85,000.00        |

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 McCoy Construction 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.

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Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading: April 20, 2026

Passed Second Reading:

# BID TABULATION SHEET

## City of Portland Airport Rd Detention Pond Project

BID OPENING: April 15, 2026 @ 2:00 PM

**Addendum**

| <b>COMPANY NAME</b>                                | <b>BID TOTAL</b> | <b>Page</b> |
|----------------------------------------------------|------------------|-------------|
| Jones Bros Contractors, LLC                        | 2,524,126.75     | Yes         |
| Rogers Group, Inc                                  | 2,051,294.40     | Yes         |
| Harakas Constuction, Inc                           | 2,756,125.74     | Yes         |
| Jarrett Builders, Inc                              | 2,183,547.08     | Yes         |
| Twin States Utilities & Excavating, Inc            | 987,700.00       | Yes         |
| Smith Bros, LLC                                    | 2,404,175.84     | Yes         |
| Nxt Gen Excavating LLC /<br>Shouse Contracting LLC | 1,116,703.16     | Yes         |
| Scotty's Contracting & Stone LLC                   | 959,549.93       | Yes         |
| Prime Trucking and Excavating                      | 1,711,517.33     | Yes         |
| Bodock Trucking and Grading                        | 2,121,830.00     | No          |
| McCoy Construction                                 | 85,000.00        | Yes         |
|                                                    |                  |             |
|                                                    |                  |             |
|                                                    |                  |             |
|                                                    |                  |             |

## ORDINANCE

### City of Portland, Tennessee

No. 26 - 17

Second Reading

**AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NO. 18-36 AND 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.

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Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading: April 20, 2026

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 of 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](http://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; Electrocuting; 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 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.

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Signature: Safety Director, Occupational Safety and Health and Date

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

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

| <b>Department /<br/>Work Location</b>                                                                                          | <b>Address</b>                                                                                                                          | <b>Phone #</b>               | <b># Employees</b> |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| <b>Airport</b>                                                                                                                 |                                                                                                                                         |                              |                    |
| Douglas Hunter Field                                                                                                           | 601 Airport Rd                                                                                                                          | 615-323-7500                 | 3                  |
| <b>Building Codes</b>                                                                                                          |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 2                  |
| <b>Business Office</b>                                                                                                         |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 10                 |
| <b>Economic &amp; Community<br/>Development</b>                                                                                |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 2                  |
| <b>Finance Department</b>                                                                                                      |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 7                  |
| <b>Fire Department</b>                                                                                                         |                                                                                                                                         |                              |                    |
| Fire Station 1<br>Fire Station 2                                                                                               | 111 Woods Rd<br>924 S. Broadway                                                                                                         | 615-325-5649<br>615-805-3948 | 29                 |
| <b>Human Resources</b>                                                                                                         |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 2                  |
| <b>Mayor's Office</b>                                                                                                          |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 2                  |
| <b>Parks Department</b>                                                                                                        |                                                                                                                                         |                              |                    |
| Parks<br>Dogwood Hills Golf Course                                                                                             | 321 Portland Blvd<br>1224 S. Broadway                                                                                                   | 615-325-6464                 | 26                 |
| <b>Planning Department</b>                                                                                                     |                                                                                                                                         |                              |                    |
| City Hall                                                                                                                      | 100 S. Russell St.                                                                                                                      | 615-325-6776                 | 2                  |
| <b>Police Department</b>                                                                                                       |                                                                                                                                         |                              |                    |
| Police Station<br>Animal Control                                                                                               | 433 N. Broadway<br>124B Morningside Dr                                                                                                  | 615-325-3434                 | 42                 |
| <b>Public Works</b>                                                                                                            |                                                                                                                                         |                              |                    |
| City Hall<br>Mechanic Shop<br>Sanitation<br>Stormwater<br>Street                                                               | 100 S. Russell St.<br>128A Morningside Dr<br>128B Morningside Dr<br>132 Stevison Ham Rd<br>124 Stevison Ham Rd                          | 615-325-6776                 | 28                 |
| <b>Utilities</b>                                                                                                               |                                                                                                                                         |                              |                    |
| Administration<br>Natural Gas<br>Wastewater Collections<br>Wastewater Treatment<br>Water Distribution<br>Water Treatment Plant | 126B Morningside Dr<br>126B Morningside Dr<br>124C Morningside Dr<br>124D Morningside Dr<br>124A Morningside Dr<br>298 Portland Lake Rd | 615-325-6776                 | 52                 |
|                                                                                                                                |                                                                                                                                         | <b>TOTAL</b>                 | <b>207</b>         |

## **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.

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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.



## WORK STUDY MINUTES

Monday, April 20, 2026 at 4:00 PM

### 1. Call to Order

Mayor Mike Callis called the meeting to order at 04:17 PM.

### 2. Roll Call

**Present:** Alderman Charles Cole, Alderman Vince Ellis, Alderman Drew Jennings, Vice-Mayor Megann Thompson

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

**Absent:** Alderman Hall, Alderman McDowell, Alderman Woodall

### 3. Approval of Agenda

No changes noted to the Posted Agenda.

### 4. Public Comment Period

- No one spoke

### 5. Discussion

#### A. Budget Finance Director Rachel Slusser provided the following information:

- The total amount of revenue vs expenses
- Review of operating and capital.
- Explanation of revenue.
- Distribution of capital outlay.
- Review of department request.

Mayor Callis wanted everyone to remember that Richland Park's Restroom renovation is just about ready to go to bid. if possible, use the assigned fund balance, plus cash on hand to complete the gym project and then do the projects after the first of the year so we know the cash balance. If we can get Gym Bathroom bids out, we may know the full cost by mid-June 2026.

Department Heads explained the capital request for the General Fund. The following was discussed:

- Alderman Jennings advised that the playground surface and golf course resurface can be removed from this years budget.
- Discussion was held about the type of sign for Dan Jenkins memorial sign. Director White will advise at next meeting.
- Need for 5 additional patrol cars.
- Dump truck bed need.
- Need to clarify Alderman Woodall request.
- Codes needs and issued permit numbers.

The following was also discussed for special revenue and Utilities:

- back loader
- Lindsey Kayla Ct.
- An additional jet vac truck would require an additional person.
- Generators for lift stations.
- Generator for plant.
- Truck for Utilities

Personnel request were discussed:

- Codes inspector
- Police Officer for traffic division
- Firefighters asking for 3.

- Sewer Collection crew lead position

Discussion was held about the Wastewater Plant consent order, its requirements, what is currently being worked on and budget needs.

Discussion was held about the HR pay plan.

Director Slusser advised the employee insurance and technology line items are the only increase in the budget; all others have gone down to the current budget.

Director Slusser requested to do gym renovation with cash on hand and revisit it once bids are received.

All agreed.

Mayor Callis requested the Board to reach out to Director Slusser to set up a meeting to review the budget.

### **Adjournment**

Meeting Adjourned at 5:39 PM.

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<br>you would like to speak on. |
|---------------------|--|-----------------------------------------------------------------------------|
| Print Name          |  |                                                                             |
| Address             |  |                                                                             |
| Print Name          |  |                                                                             |
| Address             |  |                                                                             |
| Print Name          |  |                                                                             |
| Address             |  |                                                                             |
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| Address             |  |                                                                             |
| Print Name          |  |                                                                             |
| Address             |  |                                                                             |

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

Board/Committee **WORK STUDY** Meeting Date: **April 20, 2026** Page Number: 1 of 1



## BOARD OF MAYOR AND ALDERMEN

### Minutes for April 20, 2026 at 5:00 PM

#### 1. Call to Order

Mayor Mike Callis called the meeting to order at 05:52 PM.

#### 2. Prayer and Pledge

Chaplin Bob Moon led the prayer and pledge.

#### 3. Roll Call

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

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

**Absent:** Alderman Hall, Alderman Woodall

#### 4. Approval of Agenda

**Motion to:** Amend by Removing Ordinance 26-15 under Airport and adding Resolution 26-34 for Drought Management Group under Utilities

**By:** Alderman Cole

**Second:** None

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

**Absent:** Alderman Hall, Alderman Woodall

**Motion Passed (voice vote)**

#### 5. Presentation

- No Items

#### 6. Public Comment Period

- No one spoke

#### 7. Public Hearing

- No Items

#### 8. Communications from Council Members

Alderman Ellis thanked Bob Moon for coming to share prayer with us and continued prays for all the families.

#### 9. Mayor's Report - Mayor Callis reminded everyone of the Bike Rodeo on April 25, 2026, from 10 AM to Noon at Richland Park.

Employee Appreciation:

- Assistant Chief Tobi Sabie for completing the Leadership Program through the Tennessee Association of Chiefs of Police and Level 4 Certification of Excellence.
- Finance Director Rachel Slusser for earning the Certified Fraud Examiner (CFE) credential.
- Firefighter Alexander Gerakis returned from a deployment to the Middle East. We thank him for his service.
- Firefighter Cameron Young accepted a temporary full-time position to fill in for Gerakis during his deployment.

- The Emergency Response Driver Training Simulator (ERDTS) was in the City for 4 days of simulator training for several employees throughout the City.

- The Storm Debris Removal team picked up over 124 loads of tree/brush debris in April alone. Thank you to streets, sanitation and stormwater for their hard work.

- Thank you to the Board for approval of Phase I of Richland Park entrance. The roadbed was prepped, and the asphalt binder course is finished. Phase II will be the topcoat, striping, and speed cushions. Thank you to Jamie, Nate, Carlton for getting it done.

- General Comparison between the cities of Portland and White House and adding Portland's three year average in the following:

- 3-year average (2023-2025) new home builds per year : 55
- \*3-year average (2023-2025) new water taps per year : 126
- \*3-year average (2023-2025) new sewer taps per year : 65

- \* Indicates growth outside the City

- The proposed ½ penny sales tax increase is expected to generate the same amount of revenue as a \$0.215 property tax increase.
- Sales Tax Calculation on ½ penny increase is equal to 1 nickel per \$10 spent and a property owner would need to spend over \$37,000 in local purchases during the year, to cost them the same as a \$0.215 property tax increase. Everyone who makes a qualified purchase inside the City contributes, whether they are property owners or not.
- Property Tax Calculation of \$0.215 Increase on an appraised home of \$350,000 x 25% equals an assessed value of \$87,500. That assessed value / 100 x Tax Rate \$0.215 equals a \$188.125 increase per year. Only property owners inside the City are responsible for paying property tax.
- The Portland Investment Act (Ordinance #25-25) allows many more than just property owners to help fund public safety, parks, and roads.
- Voting times are April 27th, 2026 10am – 6pm at Portland Library, April 15th – April 30th Early Voting Timeframe, and May 5th Election Day at assigned precinct. Find more info at [www.votesumnertrn.org](http://www.votesumnertrn.org).

## 10. Consent Calendar

**Motion to:** Approve

**By:** Alderman Jennings

**Second:** Alderman Ellis

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

**Absent:** Alderman Hall, Alderman Woodall

**Motion Passed (voice vote)**

- 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

- No Items

## 12. Finance – Alderman Vince Ellis

- No Items

## 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.

**Motion to:** Approve

By: Alderman McDowell  
 Second: Vice-Mayor Thompson  
**Discussion:** Chief Thornton advised that this ordinance should repeal and replace the existing ordinance, noting that the language sourced from TOSHA, remains consistent with the prior ordinance.  
**Motion to:** Amend to repeal and replace  
 By: Vice-Mayor Thompson  
 Second: Alderman McDowell  
 Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson  
 Absent: Alderman Hall, Alderman Woodall  
**Amendment Passed (voice vote)**  
**Vote to:** Approve as amended  
 Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson  
 Absent: Alderman Hall, Alderman Woodall  
**Amended Ordinance Passed (voice vote)**

**B. Discussion - BRIC Grant**

Chief Thornton advised that a grant opportunity is opening soon which would fund a project combining a fire station, a back-up dispatch site, and a satellite police station. He explained that applying for all three components increases the likelihood of being awarded. The grant requires a 75/25 match; however, coordination with Sumner County could potentially reduce the City's 25% share. The application deadline is the end of July, and there is no obligation to proceed if the City applies.

The Board expressed agreement to move forward with the grant application process.

**14. Human Resources – Alderman Vince Ellis**  
 - No Items

**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.**

**Motion to:** Approve  
 By: Alderman McDowell  
 Second: Alderman Cole  
**Discussion:** Mayor Callis explained that the State Legislature did not adopt this legislation last year. However, an updated resolution was presented and passed this year. He advised that this legislation requires both agenda-related public comments and non-agenda items germane to the Board, and applies to all governing bodies, including the BZA, Planning Commission, and other boards.  
 Mayor Callis advised that Resolution No. 26-33 provides for agenda-related public comments to be heard at the beginning of the meeting and non-agenda items germane to the Board to be heard at the end of the meeting, with a three-minute limit for each speaker. Mayor Callis also presented an updated sign-up sheet.

**Motion to:** Amend item B in presented Resolution by changing 3 minutes to 5 minutes.  
 By: Alderman McDowell  
 Second: Alderman Ellis  
 Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson  
 Absent: Alderman Hall, Alderman Woodall  
**Amendment Passed (voice vote)**  
**Vote to:** Approve as amended.  
 Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson  
 Absent: Alderman Hall, Alderman Woodall  
**Amended Resolution Passed (voice vote)**

**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.  
**Removed — duplicated and listed under Public Works.**

**17. Parks & Recreation – Alderman Brian Woodall**

- No Items

**18. Planning & Codes – Vice-Mayor Megann Thompson**

- No Items

**19. Police Department – Alderman Drew Jennings**

- No Items

**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.

**Motion to:** **Accept**

By: Alderman Cole

Second: Alderman McDowell

**Discussion:** Mayor Callis advised a copy of the Amended Ordinance 26-15 had been distributed, awarding the bid to McCoy Construction. Alderman McDowell questioned why there was a significant range between the bids. Director Carlton Cobb advised that the low bidder was present and available to address any questions.

**Motion to:** **Suspend the Rules**

By: Alderman Ellis

Second: Alderman McDowell

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

Absent: Alderman Hall, Alderman Woodall

Mr. Jason McCoy approached the Council. Alderman McDowell asked for assurance that he could complete the job. Mr. McCoy replied that he already has a contract with TVA for the dirt. Alderman Ellis requested that a copy of the letter of intent or contract with TVA be submitted. The council appreciates the savings. Director Cobb advised this was in the budget.

**Vote:** **To accept low bid from McCoy Construction**

By: Alderman Cole

Second: Alderman McDowell

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

Absent: Alderman Hall, Alderman Woodall

**Motion Passed (voice vote)**

**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.

**Motion to:** **Approve**

By: Alderman Cole

Second: Vice-Mayor Thompson

**Discussion:** Mayor Callis advised that there have been 27 deposits made for this project and the cost to have it installed would be 1 million or more.

**Motion to:** **Amend to only refund the deposits received.**

By: Alderman McDowell

Second: Alderman Jennings

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

Absent: Alderman Hall, Alderman Woodall

**Amendment** **Passed (voice vote)**

**Vote:** **As amended**

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

Absent: Alderman Hall, Alderman Woodall

**Amended Resolution Passed (voice vote)**

- 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.

**Motion to:** Approve

By: Alderman Cole

Second: Alderman Ellis

**Discussion:** Director Garrett requested Jessica Weaver with OHM to explain the reasoning for the Change Order. Ms. Weaver presented a quick explanation of the plant process, current issue and the change needed to correct the issue. Ms. Weaver also explained that because the plant is still under construction, the requirement to meet the lower phosphorus level is not mandated. Director Slusser found the contracts and submitted both contracts to OHM and Attorney Bradley. Discussion was held about the contracts, engineering design, construction company and others involved in the construction of the wastewater plant. It was agreed that the construction documents and more information needs to be presented to help determine who is responsible for the issue, by the second reading.

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

Absent: Alderman Hall, Alderman Woodall

**Motion Passed (voice vote)**

- C.** Resolution No. 26-34 — A Resolution to rescind, in its entirety, Resolution No. 19-08, 19-32, 20-121 and 22-121, and replace with the members listed below for the drought management group. (Moved from Item D in meeting.)

**Motion to:** Approve

By: Alderman Cole

Second: Alderman McDowell

**Discussion:** Director Garrett advised this was to update the Board members.

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

Absent: Alderman Hall, Alderman Woodall

**Motion Passed (voice vote)**

- D.** Discussion — current drought conditions (moved from Item C in meeting.)  
- Director Garrett distributed the current Drought Management Plan and advised it is currently under review and changes will be made.

He also advised the following on the drought status:

- March 31, 2026, was at D1 level. The area has been dry since December.
- April 7, 2026, jumped to D2 level.
- On April 14, 2026, a notification was sent out for voluntary water reductions.
- The current drought status has not improved or worsened and will likely stay at current status.

Director Garret advised that the Drought Management Plan is up for a three-year review and the Drought Management Board will be meeting soon.

**Adjournment**

**Motion to Adjourn** by Alderman Cole; Second by Alderman Ellis;

Motion passed by voice vote to **adjourn at 6:46 PM.**

## **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<br>you would like to speak on. |
|---------------------|-------------------------|-----------------------------------------------------------------------------|
| Print Name          | <del>Leona Rhodes</del> |                                                                             |
| Address             | <del>Portland, TN</del> |                                                                             |
| 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 20, 2026 Page Number: 1 of 1

## **RESOLUTION**

### **City of Portland, Tennessee**

No. 26 – 41

#### **A RESOLUTION TO ESTABLISH A COMMITTED FUND BALANCE FOR THE WATER AND SEWER FUND**

**WHEREAS**, the City of Portland, Tennessee (the “City”) operates a Water and Sewer Fund to account for the financial activities of its water and wastewater utilities; and

**WHEREAS**, the Governmental Accounting Standards Board (GASB) Statement No. 54 establishes guidelines for fund balance classifications, including committed fund balance; and

**WHEREAS**, a committed fund balance represents amounts constrained for specific purposes by formal action of the City Council, which is the City’s highest level of decision-making authority; and

**WHEREAS**, it is in the best interest of the City to ensure the long-term financial stability and sustainability of its water and sewer system by setting aside funds for specific future obligations; and

**WHEREAS**, such obligations may include, but are not limited to, capital improvements, infrastructure repair and replacement, debt service, and emergency contingencies related to the water and sewer system;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the City of Portland that the following guidelines will govern the committed fund balance for water and sewer:

##### **SECTION 1.**

The City Council hereby establishes a Committed Fund Balance within the Water and Sewer Fund.

##### **SECTION 2.**

The purpose of this committed fund balance is to provide financial resources for:

- Capital improvements and infrastructure replacement
- Major maintenance and repairs
- Debt service obligations
- Emergency or unforeseen system needs
- Compliance requirements
- Professional services

**SECTION 3.**

The amount to be committed shall be determined by the City Council through the annual budget process or by subsequent resolution. Once established, these funds shall not be used for any other purpose unless the City Council takes formal action to remove or modify the commitment.

**SECTION 4.**

This commitment may only be amended or rescinded by a subsequent resolution approved by the City Council.

**SECTION 5.**

The Finance Director is authorized to account for and report this committed fund balance in accordance with applicable accounting standards and City policies.

**SECTION 6.**

This resolution shall take effect immediately upon its adoption, the public welfare requiring it.

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this      day of

RESOLUTION

City of Portland, Tennessee

No. 26 – 39

**A RESOLUTION REQUESTING THAT THE CITY ATTORNEY REVIEW AND SIGN OFF ON ALL CONTRACTS**

**WHEREAS,** The City Council has requested the City Attorney review and sign off on any and all contracts pertaining to the City, except where other legal representation may have been secured, for the purpose of protecting the interest of the City; and

**WHEREAS,** Once the City Attorney has reviewed and has signed off on a contract, the contract will then be available for other signatures by City officials; and

**WHEREAS,** The City Attorney will be expected to detail to the City Council what protections each contract contains such as liquidated damages and other legal actions the City can take to ensure projects are completed in a timely manner; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the City Attorney review and sign off on any and all contracts pertaining to the City, except where other legal representation may have been secured, for the purpose of protecting the interest of the City; and

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

---

Mike Callis, Mayor

---

Attest: Tracy Kizer, City Recorder

Approved this      day of

RESOLUTION

City of Portland, Tennessee

No. 26 – 36

**A RESOLUTION OF THE CITY OF PORTLAND, TENNESSEE, APPROVING A DESIGN REVIEW STANDARDS APPEAL FOR THE PROPERTY LOCATED AT 103 MCGLOTHLIN STREET (5 CHEFS)**

**WHEREAS**, the City of Portland has adopted commercial design standards requiring brick as the primary exterior material for commercial buildings; and

**WHEREAS**, the property located at 103 McGlothlin Street, occupied by 5 Chefs, is an existing commercial structure that currently features a high-quality masonry product that is not full brick but is consistent in appearance, durability, and character with the existing façade; and

**WHEREAS**, the applicant has requested approval to utilize this same masonry product for proposed improvements in order to maintain architectural cohesion with the existing building; and the applicant has submitted a formal appeal to the City Council requesting review due to Planning Commission Board acts as the Design Review Committee; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland to grant the Design Review Standards Appeal for the property located at 103 McGlothlin Street and approves the applicant's request to utilize the proposed matching masonry product in lieu of full brick; and

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this      day of

## RESOLUTION

### City of Portland, Tennessee

No. 26 –37

**A RESOLUTION TO ANNEX PROPERTY AT 0 FOWLER FORD ROAD, ALSO IDENTIFIED AS (SUMNER COUNTY MAP 33 PARCEL 089.05) CONTAINING 1.2 +/- ACRES UPON WRITTEN CONSENT OF THE OWNER AND TO ADOPT A PLAN OF SERVICES**

**WHEREAS**, the owner has requested annexation of this property into the City of Portland corporate limits and said property is within the Urban Growth Boundary; and

**WHEREAS**, the owner will be responsible for the extension of any utilities; and

**WHEREAS**, the annexation will add no right-of-way to the city; and

**WHEREAS**, the Portland Municipal Planning Commission recommended approval of this Annexation and Plan of Services to the Mayor and Board of Aldermen by a vote of 9-0 at the April 14, 2026, meeting.

**WHEREAS**, In the event that the Rezone Ordinance is denied, withdrawn by the applicant, or fails to be adopted by the City Council within 120 days of the date of this Resolution, this Annexation Resolution shall be deemed null and void. In such a case, the property shall remain under the jurisdiction of the City, and no further action shall be required to reverse the annexation.

**NOW, THEREFORE, BE IT Ordained by the City of Portland, Tennessee, as follows:**

**Section 1.** That Tennessee Code Annotated 6-51-102 authorizes the City of Portland to annex land at the request of the landowner when it appears that the prosperity of the municipality and the territory will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Portland hereby determined that the prosperity of the municipality and territory described herein will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed.

**Section 2.** That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property described herein be, and the same is hereby annexed into the City of Portland, Sumner County, Tennessee, and incorporated within the corporate boundaries thereof.

**PROPERTY DESCRIPTION:** Approximately 1.2 +/- acres more or less, located at 0 Fowler Ford Road, as shown on the attached map.

For reference, see Record Book 6433, Pages 816-818 in the Register's Office of Sumner County, Tennessee, and being shown as Map 033, Parcel 089.05 for Sumner County, Tennessee.

**Section 3.** This annexation is contingent upon City Council passing the 2<sup>nd</sup> reading rezone for 0 Fowler Ford Road. That this ordinance takes effect 30 days from and after its final passage, the public welfare requiring it.

### **Plan for Serving the Annexation Area**

1. Police Protection  
Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.
2. Fire Protection  
Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.
3. Gas, Water, and Sewer
  - a. Gas - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - b. Water - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - c. Sewer - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
  - d. Fire Hydrants - The City may require improvements by the owner as the property develops to ensure the needed capacity is available.
4. Electric Service  
There are existing Cumberland Electric Membership Corporation power lines on this lot.
5. Public Works
  - a. Stormwater – Stormwater services will be available to this property in the same manner they are available to the rest of the City. Any improvements that must be completed as a result of development are the responsibility of the developer.
  - b. Sanitation – City sanitation services will be available at the time of annexation in accordance with existing City Ordinances.
  - c. Street and Right-of-Way Repair and Maintenance
    - i. This annexation adds no additional right-of-way to the City.
    - ii. The City and/or the County may require road improvements by the owner as the property develops.

6. Schools  
This property is currently served by Sumer County School System.
7. Inspection and Codes Enforcement  
All inspection and building/code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.
8. Planning and Zoning  
The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.
  - a. The requested zoning for the annexation is RS-40 (Low Density Single Family Residential-Urban Services).
9. Animal Control  
Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.
10. Voting Rights and City Elections
  - a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.
  - b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Notice of the Public Hearing, for The Planning Commission, was published in the Portland Sun on March 10, 2026.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland;  
and

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this      day of



# ORDINANCE

## City of Portland, Tennessee

No. 26 – 17

First Reading

**AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 0 FOWLER FORD ROAD, (MAP 033 PARCEL 089.05) FROM COUNTY-RESIDENTIAL TO RS-40 (LOW DENSITY SINGLE FAMILY RESIDENTIAL-URBAN SERVICES)**

**WHEREAS**, the City of Portland desires to amend the official zoning atlas of the City; and

**WHEREAS**, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

**WHEREAS**, the Portland Municipal Planning Commission recommended approval of the rezoning to RS-40 (Low Density Single Family Residential-Urban Services) by a vote of 9-0 at their April 14, 2026, meeting.

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

### **Section 1.**

That the property described herein be, and the same is hereby, rezoned from County-Residential to RS-40 (Low Density Single Family Residential-Urban Services) Approximately 1.2 acres more or less, located at 0 Fowler Ford Road as shown on the attached map.

For reference, see Record Book 6433, Page 816-818 in the Register's Office of Sumner County, Tennessee, and being shown as Map 033, Parcel 089.05, for Sumner County, Tennessee.

**BE IT FURTHER ORDAINED** that all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading:  
Notice Published:  
Public Hearing:  
Passed Second Reading:



# ORDINANCE

## City of Portland, Tennessee

No. 26 – 25

### **AN ORDINANCE OF THE CITY OF PORTLAND TENNESSEE TO DEEM A PUBLIC ALLEY AS SURPLUS**

**WHEREAS**, The City of Portland has received a request from the sole adjoining property owner to abandon an unaddressed public alley adjacent to 327 Portland Blvd. (Tax Map 033B Parcel 017.00) containing approximately 6,005.02 sq ft.; and

**WHEREAS**, Under Article II Corporate Powers of the City Charter it states *Section 2. The following powers shall be done by ordinance: (3) To acquire, sell, give, or receive any real estate property or interest therein; whether it be through condemnation, payment, eminent domain or other; and*

**WHEREAS**, The City has reviewed the request and determined that the referenced alley is no longer needed for public use or access and will not adversely affect traffic circulation, utility access, drainage, emergency services, or other public functions; and

**WHEREAS**, The proposed parcel for surplus has value and at the direction of the City Council the City may appraise and sell the parcel with any proceeds being applied to the Richland Gym remodel project; and

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland hereby deems the public alley adjacent to 327 Portland Blvd to be surplus and will be disposed of at the direction of the City Council; and

**BE IT FURTHER RESOLVED** that this Ordinance shall become effective upon its passage, the public welfare requiring it.

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this      day of



RESOLUTION

City of Portland, Tennessee

No. 26 – 38

**A RESOLUTION TO DESIGNATE THE WEEK OF MAY 17<sup>TH</sup>-23<sup>RD</sup>, 2026 AS NATIONAL PUBLIC WORKS WEEK AS RECOGNIZED BY THE AMERICAN PUBLIC WORKS ASSOCIATION.**

**WHEREAS**, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of Portland; and,

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in the City of Portland to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association; and,

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the week of May 17<sup>th</sup>-23<sup>rd</sup>, 2026 is hereby recognized as National Public Works week.; and,

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this      day of

# ORDINANCE

## City of Portland, Tennessee

### No. 26 - 18

First Reading

#### **AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR THE 2026-2029 ROAD PAVING MAINTENANCE AND MATERIALS & SERVICES CONTRACT.**

**WHEREAS**, the following bids were properly solicited and received for the City of Portland 2026 Paving Contract on April 21, 2026: and

| VENDOR ---                     | Scotty's<br>Contracting | Sessions<br>Paving | Jones Bros | Kerr Bros  | Rogers Group |
|--------------------------------|-------------------------|--------------------|------------|------------|--------------|
|                                | Bid amount              | Bid amount         | Bid amount | Bid amount | Bid amount   |
| Asphalt Topping (RAP E Mix)    | 110.00                  | 175.00             | 166.00     |            | 112.00       |
| Asphalt Topping (Virgin E Mix) | 117.25                  | 186.00             | 187.00     |            | 117.00       |
| Asphalt Binder (B Mod)         | 94.90                   | 160.00             | 175.00     |            | 107.00       |
| Asphalt Base (A Base)          | 87.85                   | 155.00             | 198.00     |            | 102.00       |
| Pugmill Mix                    | 33.50                   | 53.00              | 0.00       |            | 42.00        |
| Surge Stone                    | 35.85                   | 58.00              | 0.00       |            | 45.00        |
| Asphalt Tack Coat              | 2.70                    | 5.00               | 4.50       |            | 4.50         |
| Adjust MH and CB Castings      | 397.95                  | 1200.00            | 1200.00    |            | 275.00       |
| Stop Bars (Paint)              | 16.95                   | 16.00              | 15.00      | 15.00      | 16.00        |
| Single Line (Paint)            | 1467.50                 | 1200.00            | 1250.00    | 1100.00    | 1150.00      |
| Double Line (Paint)            | 2935.00                 | 2400.00            | 2500.00    | 2200.00    | 2300.00      |
| Railroad Crossing (Paint)      | 225.75                  | 400.00             | 250.00     | 350.00     | 360.00       |
| Crosswalks - Thermoplastic     | 1.60                    | 25.00              | 31.50      | 20.00      | 21.00        |
| Turn Arrow                     | 285.00                  | 275.00             | 207.00     | 250.00     | 260.00       |
| Milling                        | 16.65                   | 40.00              | 3.45       |            | 32.00        |
| Road Cleaning                  | 0.42                    | 1.00               | 2.25       |            | 0.80         |

WHEREAS, The contract has a 3-year term, running from July 1, 2026 to June 30, 2029 with followed by two one-year renewal options; and

WHEREAS, the striping will be provided by Kerr Bros.

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to approve the Road Paving Maintenance & Materials and Services Contract with Scotty's Contracting & Stone, LLC. to provide asphalt and crushed stone to be used for parking lots, driveways, and roads also Kerr Bros will be providing our striping portion of the contract; and

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

# ORDINANCE

## City of Portland, Tennessee

### No. 26 - 19

First Reading

**AN ORDINANCE TO ENTER AN AGREEMENT WITH REYNOLDS SEALING AND STRIPING TO PROVIDE ROAD SEALING MATERIALS AND SERVICES TO THE CITY OF PORTLAND.**

**WHEREAS,** The City of Portland opened and read aloud sealed bids for the Road Sealing Materials and Services Contracts on Tuesday April 21, 2026; and

VENDOR ---

|                     |                                   |
|---------------------|-----------------------------------|
| Jarrett<br>Builders | Reynolds<br>Sealing &<br>Striping |
| Bid<br>amount       | Bid<br>amount                     |

|                                                     |      |      |
|-----------------------------------------------------|------|------|
| COAL TAR PITCH EMULSION PAVEMENT SEALER             | 2.30 | 1.80 |
| HIGH DENSITY MINERAL BOND                           | N/A  | N/A  |
| ASPEN PAVEMENT REJUVENATOR OR APPROVED EQUAL        | 2.30 | N/A  |
| POLYMER MODIFIED MASTERSEAL (PMM) OR APPROVED EQUAL | 2.30 | 1.95 |
| ROADSAVER 222 OR APPROVED EQUAL                     | 2.15 | 1.90 |

**WHEREAS,** The Contracts have a three-year initial term running from May 4, 2026, to June 30, 2029, followed by two (2) one (1) - year renewal options; and

**WHEREAS,** the City reviewed and determined that the best bid was submitted by Reynolds Sealing and Striping; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to approve the Road Sealing Maintenance & Materials and Services with Reynold Sealing and Striping to provide sealing services to be used for parking lots, driveways, and roads; 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 - 20

First Reading

**AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR THE ROCK/GRAVEL HAUL CONTRACT EFFECTIVE JULY 1, 2026, THROUGH JUNE 30, 2029, FOLLOWED BY TWO (2) ONE YEAR RENEWAL OPTIONS**

**WHEREAS**, the following bids were properly solicited and received for the Rock/Gravel haul contract; and

| Vendor                 | Sharper Image                   | Perdue Trucking | R & W Trucking | Rogers Group |
|------------------------|---------------------------------|-----------------|----------------|--------------|
|                        | Bid amount                      | Bid amount      | Bid amount     | Bid amount   |
| #10 screenings (Fines) | 14.00                           | 25.38           | 32.70          | 22.50        |
| #610 or Crusher Run    | 21.00                           | 23.88           | 25.50          | 21.50        |
| #57 Stone Rock         | 27.00                           | 36.88           | 30.69          | 31.50        |
| 2" – 3" Sewer Rock     | 23.00                           | 34.13           | 27.55          | 29.50        |
| Class A Rip Rap        | 27.00                           | 34.38           | 33.20          | 32.00        |
| Surge Stone            | 23.00                           | 34.13           | 25.85          | 22.00        |
| Shot Rock              | s/ 27.0<br>m/ 32.00<br>L/ 37.00 | 0.00            | 27.00          | 25.00        |
| Manufactured Sand      | 14.00                           | 25.38           | 32.70          | 26.50        |
| Topsoil                | 350. 00 load                    | 21.88 ton       | 300.00 load    | N/A          |

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland that the best bid from Sharper Image Lawn & Landscape, LLC shall be approved for the Rock/Gravel haul contract for July 1, 2026 thru June 30, 2029 followed by two (2) one year renewal options; 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 - 21

First Reading

**AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH CEC ENGINEERING TO PROVIDE ENGINEERING SERVICES FOR THE DEMASE STREET REPAIR PROJECT**

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

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

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

|                                                  |           |                |
|--------------------------------------------------|-----------|----------------|
| • Topographic Survey                             | \$        | 18,000         |
| • Engineering Design                             | \$        | 105,000        |
| • Permitting                                     | \$        | 7,000          |
| • Allowance for responding to Regulatory Reviews | \$        | 7,000          |
| • Bid Phase Services                             | \$        | 12,000         |
| • Construction Administration*                   | \$        | 40,000         |
| • Closeout                                       | \$        | 5,000          |
| <b>TOTAL</b>                                     | <b>\$</b> | <b>194,000</b> |

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with CEC Engineering to provide engineering services for the Demase Street Repair Project; and

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 26 - 22

First Reading

**AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BIDS FOR THE PURCHASE OF SUPPLIES IN THE WATER DISTRIBUTION DEPARTMENT FOR FISCAL YEAR 2027**

**WHEREAS**, the following bids were properly solicited and received for the purchase of materials in the Water Distribution Department; and

**WHEREAS**, the following bid was received:

Hayes Pipe Supply, Inc ---- See Attached Sheets

**WHEREAS**, the Department of Utilities recommends the bid from Hayes Pipe Supply, Inc for all appurtenances associated with the maintenance and installation of services and main line repairs for the Water Distribution System; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland authorizing the acceptance of the bid from Hayes Pipe Supply, Inc for all appurtenances associated with the maintenance and installation of services and main line repairs for the Water Distribution System for Fiscal Year 2027; and

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

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Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 26 - 23

First Reading

**AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BIDS FOR THE PURCHASE OF SUPPLIES IN THE PORTLAND NATURAL GAS DEPARTMENT EFFECTIVE JULY 1, 2026, THROUGH JUNE 30, 2027**

**WHEREAS**, the following bids were properly solicited and received for the purchase of various materials in the Portland Natural Gas Department; and

**WHEREAS**, the following bids were received:

|                                  |                    |
|----------------------------------|--------------------|
| Consolidated Pipe and Supply Co. | See Attached Sheet |
| Ed Young Sales Co                | See Attached Sheet |
| Tri-State Meter and Regulator    | See Attached Sheet |

**WHEREAS**, the Department of Utilities recommends best bids from Consolidated Pipe and Supply Co., Ed Young Sales Co. Inc, and Tri-State Meter and Regulator for all appurtenances associated with the maintenance and installation of services and main line repairs for the Natural Gas System; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland authorizing the acceptance of the best bids from Consolidated Pipe and Supply Co., Ed Young Sales Co. Inc, and Tri-State Meter and Regulator for the purchase of parts/supplies for the Portland Natural Gas Department for Fiscal Year 2027; 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 - 24

First Reading

**AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BIDS FOR THE PURCHASE OF SUPPLIES IN THE WASTEWATER COLLECTION DEPARTMENT FOR FISCAL YEAR 2027**

**WHEREAS**, the following bids were properly solicited and received for the purchase of materials in the Wastewater Collection Department; and

**WHEREAS**, the following bid was received:

Hayes Pipe Supply --- See Attached Sheets

**WHEREAS**, the Department of Utilities recommends accepting the bids from Hayes Pipe for all appurtenances associated with the maintenance and installation of services and main line repairs for the Wastewater Collection Department; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland authorizing the acceptance of the best bids from Hayes Pipe Supply for the purchase of parts/supplies for the Portland Wastewater Collection Department for Fiscal year 2027; 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 – 40

**A RESOLUTION TO ENTER CONTRACT NEGOTIATIONS FOR ENGINEERING SERVICES FOR THE 109 CORRIDOR LS IMPROVEMENTS.**

**WHEREAS**, Request for Qualifications (RFQ) was issued on April 7, 2026, for the 109 Corridor LS Improvements; and

**WHEREAS**, One (1) Statement of Qualifications was received by the deadline of April 23, 2026; and

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

**WHEREAS**, Staff believes OHM is capable of delivering the scope of work and recommends moving forward; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the Statement of Qualifications for OHM be accepted for the 109 Corridor LS Improvements and contract negotiations begin; and

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Approved this      day of

## RESOLUTION

### City of Portland, Tennessee

No. 26 – 42

**A RESOLUTION TO APPROVE CHANGE ORDER #7 IN THE INCREASED AMOUNT OF \$501,797.50 FOR THE CONTRACT WITH CUMBERLAND PIPELINE, LLC FOR THE OAKHILL WATER SYSTEM IMPROVEMENTS AMERICAN RESCUE PLAN (ARP) PROJECT UTILIZING FUNDING FROM GRANT CLAW BACKS AND GRANT PROJECTS COMING UNDER BUDGET**

**WHEREAS**, the City of Portland desires to increase the scope of the Oak Hill ARP project by adding back in the portion of the 16-inch waterline that was previously removed due to cost; and

**WHEREAS**, the City of Portland, project engineers, and Sumner County have conferred with the State and the contractor of record that the approximately 2,000 feet of 16-inch waterline can be added back into the project, with the funding needed to come from grant claw backs and projects finishing under budget; and

**WHEREAS**, the City of Portland has approved the original contract amount of \$2,718,423.00 with Cumberland Pipeline, LLC for the Oakhill Water System Improvements Project; and

**WHEREAS**, Change Order #1 decreased the contract amount by \$581,097.50 by deleting approximately 2,000 feet of proposed 16-inch waterline along Oakhill Drive from Dimmit Court to Highway 109 and all associated appurtenances; and

**WHEREAS**, Change Orders #1 - #6 revised the contract by extending the substantial completion date by 142 calendar days and the final completion date by 412 calendar days resulting in a substantial completion date of October 23, 2024 and a final completion date of August 19, 2025; and

**WHEREAS**, Change Order #7 shall revise the contract with the following:

- Adding approximately 2,000 feet 16-inch waterline along Oakhill Drive from Dimmit Court to Highway 109 and all associated appurtenances; and
- Increase the contract amount by \$501,797.50, which shall adjust the contract amount to \$2,639,123.00; and
- Extending the final completion date by an additional 347 calendar days resulting in final completion date of August 1, 2026

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #7 with Cumberland Pipeline, LLC in the increased amount of \$501,797.50 to install approximately 2,000 feet of 16-inch waterline for an adjusted contract amount of \$2,639,123.00, and extend the final completion date by an additional 347 calendar days for the Oakhill Water System Improvements Project; and

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

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Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this      day of