



BOARD OF MAYOR AND ALDERMEN
Minutes for May 4, 2026 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:03 PM.

2. Prayer and Pledge

Mayor Mike Callis led the prayer and pledge.

3. Roll Call

Present: Alderman Cole(joined at 5:20 PM), Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

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

Absent: Alderman Hall

4. Approval of Agenda

Motion to: Amend by moving Ordinance 26-15 from the Consent Calendar to Public Works item E.

By: Alderman Woodall

Second: Alderman Jennings

Discussion: Mayor Callis advised there needs to be added under Finance, item B discussion of the budget packet.

Motion to: Amend by also adding under Public Works item F. Update on projects; add under Finance Item B. discussion of the budget packet and move Planning and Codes to the beginning of the meeting.

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderman Hall

18. Planning & Codes — Vice-Mayor Megann Thompson moved here.

5. Presentation

A. ATI - Warning Siren Systems

Dr. Ray Bassiouni, President/PhD in Acoustics, Antonio Cracchiolo, Vice President/Project Manager and Pavankumar Madamanchi, Project Engineer with ATI joined the meeting by video and presented their warning siren system. Alderman Cole joined the meeting at 5:20 pm.

B. HQE Systems - Warning Siren Systems

Iman Rashid and Jamie Warner of HQE Systems joined the meeting by video and presented their warning siren system.

C. Capital Electronics - Warning Siren Systems

Craig Taylor of Federal Signal made an in-person presentation.

6. Public Recognition for Public Hearings and Agenda-Related Items

- No one spoke

7. Public Hearing

- No one spoke

8. Communications from Council Members

- No one spoke

9. Mayor's Report - Mayor Callis:

- Reviewed the events taking place during Strawberry Festival week.
- Invited Council members to join the parade.
- Noted Employee Appreciation and expressed a "Thank you" to Teresa Keen for her more than 49 years of dedication to the City. He advised that Kara Snyder will be stepping into her role.
- Thank you to Shoals Tech for donating a fully outfitted patrol car.
- Reported that members of Public Works attended a snow conference to learn about salt, brine and calcium applications.
- Distributed a copy of Zoning Requirements for fencing and asked Board members to review and consider whether that is something the City should be involved in as a government. Director Heisler will also review the matter with the Planning Commission.
- Appreciate Gateview Elementary for inviting the City to Career Day.
- Presented 9/11 Monument prototype photos and advised that Kirby Building Systems wants to construct the memorial for the City. He advised they are currently looking at locations and additional information will be brought back once confirmed.
- Reviewed the current needs for Public Safety and associated cost.
- Advised that Portland's portion of the commitment for the ECC(emergency communications center) Consolidated Dispatch is 9% of the total cost, which will be \$619,000 for the upcoming year.
- Reviewed the property tax vs sales tax rates and comparison to White House, TN City.
- Remind everyone that Tuesday, May 5, 2026, is Election Day and encouraged citizens to exercise their right to vote.

10. Consent Calendar

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

Motion Passed (voice vote)

- A.** Ordinance No. 26-15 – 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.
Moved to Public Works item E.
- 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

- No Items

Vice Mayor Thompson advised Sherri Ferguson, Nate Heisler, and she will be going to the Retail Conference in two weeks.

12. Finance – Alderman Vince Ellis

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

Motion to: Approve
By: Alderman Ellis
Second: Alderman McDowell
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall
Motion Passed (voice vote)

B. Discussion - Budget

Director Slusser reviewed the Budget packet and advised anyone if they had questions or needing additional information to contact her or Linda Rogers.

Mayor Callis also advised that at the May 18, 2026, Council meeting, each line item of the budget will be reviewed. He added that if anyone with questions should contact Director Slusser or Assistant Director Rogers prior to the meeting.

Alderman Woodall expressed concerns regarding the lack of increases in general operating items such as supplies, fuel, training, and requested additional funding for Parks Department maintenance.

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- No Items

15. Legislative – Mayor Mike Callis

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

Motion to: **Approve**
By: Alderman McDowell
Second: Alderman Cole

Discussion: Alderman Jennings questioned City Attorney Bradley if additional compensation would be needed since this would take more time. Attorney Bradley responded that he felt it was more important to review Ordinances and Resolutions instead of contracts. After discussion, it was determined that Mayor Callis and Attorney Bradley would work out the procedures and discuss compensation with Director Slusser.

Motion to: **Amend by adding the City Attorney will sign off and approve all Ordinances, Resolutions and Contracts.**

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

Amendment Passed (voice vote)

Vote to: Approve Amended Resolution
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall
Absent: Alderman Hall

Amended Resolution Passed (voice vote)

16. Municipal Airport – Alderman Mike Hall

17. Parks & Recreation – Alderman Brian Woodall

- No Items

18. Planning & Codes – Vice-Mayor Megann Thompson

Moved between 4. Approval of Agenda and 5. Presentation

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).

- Vice-Mayor Thompson advised she would abstain from this Resolution.

Motion to: **Approve**
By: Alderman McDowell

Second: Alderman Jennings

Discussion: Director Heisler advised that the appeal is requesting the use of white fiber siding to match the existing building.

Yes: Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Abstain: Megann Thompson

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Director Heisler presented a map and information about the annex and reasoning. The property is land-locked.

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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).

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman McDowell

Discussion: Director Heisler advised that this was the same property as Resolution No. 26-37.

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

Absent: Alderman HallNone

Motion Passed (voice vote)

- D.** Ordinance No. 26-25 – First Reading - An Ordinance of the City of Portland Tennessee to deem a public alley as surplus.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Director Heisler presented a map of the property and explained the reasoning for the request for surplus and presented a site plan.

Motion to: Suspend the rules for the surveyor to speak.

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman Hall

Motion Passed (voice vote)

Mr. Bruce Rainey, the surveyor, explained what the homeowner was requesting, and the objective would be one single family home.

Discussion: Mayor Callis advised that the Ordinance was written to have the property appraised. Vice-Mayor Thompson questioned if there were other areas in town that may have the same request. Discussion was held about all properties needing to be handled the same and treated fairly across the board.

Motion to: **Amend by adding appraising the property and offering the property for sale based on the appraised value plus cost of appraisal.**

By: Vice-Mayor Thompson

Second: Alderman Ellis

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

Absent: Alderman Hall

Amendment Passed (voice vote)

Vote: **As Ammended**

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

Absent: Alderman Hall

Amended Ordinance Passed (voice vote)

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 17th-23rd, 2026 as National Public Works Week as recognized by The American Public Works Association.

Motion to: **Approve**

By: Alderman Woodall

Second: Vice-Mayor Thompson

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

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** 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.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderman Cole

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: **Approve**

By: Alderman Woodall

Second: Alderman McDowell

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve
By: Alderman Woodall
Second: Alderman Ellis
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson,
Alderman Woodall
Absent: Alderman Hall
Motion Passed (voice vote)

- E.** 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.

Motion to: Approve
By: Alderman Woodall
Second: Alderman Jennings

Motion to: Amend by removing the second "Where As" paragraph (stating - 1-year completion term, running from May 5, 2026 to May 5, 2027.).
By: Alderman Jennings
Second: Vice-Mayor Thompson
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall
Amendment Passed (voice vote)

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

Absent: Alderman Hall
Amended Ordinance Passed (voice vote)

- F.** Discussion - Public Works project status.
- Director Cobb advised that the speed cushions for Strawberry Street are still pending delivery, as they were a special order. He also advised that the Wheeler Street sidewalk project requires sub-grade adjustments, and the driveways that will need to be paved are being reviewed for adjustments needed.

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.

Motion to: Approve
By: Alderman Cole
Second: Alderman Jennings
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson,
Alderman Woodall
Absent: Alderman Hall
Motion Passed (voice vote)

- B.** 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.

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

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Cole

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Cole

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed (voice vote)

- E. Resolution No. 26-40 – A Resolution to enter contract negotiations for engineering services for the 109 Corridor LS Improvements.

Motion to: Approve

By: Alderman Cole

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed (voice vote)

- 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.

Motion to: Approve

By: Alderman Cole

Second: Alderman Jennings

Discussion: Mayor Callis advised that, based on prior savings, and will be covered in the grant funding.

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

Absent: Alderman Hall

Motion Passed (voice vote)

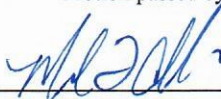
22. Public Recognition on Non-Agenda-Related Items

- No one spoke


Adjournment

Motion to Adjourn by Alderman Cole; Second by Vice-Mayor Thompson;

Motion passed by voice vote to **adjourn at 6:35 PM.**



Mike Callis, Mayor



Tracy Kizer, City Recorder

City of Portland Public Recognition Sign-In Sheet

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

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

Public Hearings & Agenda Item Comments Use This Section		
Comments must be germane to agenda & public hearing items and each speaker has a maximum of 5-minutes		
Speaker Information	List the agenda item to comment on	
<i>Print Name</i>		
<i>Address</i>		
<i>Print Name</i>		
<i>Address</i>		
<i>Print Name</i>		
<i>Address</i>		
<i>Print Name</i>		
<i>Address</i>		
<i>Print Name</i>		
<i>Address</i>		
Non-Agenda Item Comments Use The Section Below		
Comments must be germane to the authority of the board and each speaker has a maximum of 3-minutes		
Speaker Information		
<i>Print Name</i>	<i>Address</i>	
<i>Print Name</i>	<i>Address</i>	
<i>Print Name</i>	<i>Address</i>	
<i>Print Name</i>	<i>Address</i>	
<i>Print Name</i>	<i>Address</i>	

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

Board/Committee: -City Council Meeting- Meeting Date: May 4, 2026- Page # 1 of 1