

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

March 6, 2023

1. **Call to Order** - Mayor Callis called the meeting to order at 5:10 P.M.
2. **Prayer/Pledge** –Fire Chief Sam Thornton offered the Invocation and the Pledge of Allegiance.
3. **Roll Call** - The Portland Board of Mayor and Aldermen met on March 6, 2023, with the following members in attendance: Alderwoman Penny Barnes, Alderwoman LaToya Holcomb, Alderman Mike Hall, Alderman Drew Jennings, Vice Mayor Jody McDowell, Alderwoman Megann Thompson and Alderman Brian Woodall. City Attorney John R. Bradley, Acting City Recorder Rachel Slusser (appointed during the meeting) and City Recorder appointee, Tracy Kizer were present.
4. **Approval of Minutes from February 6, 2023, Council Meeting**
A motion was made by Alderman Jennings, seconded by Alderwoman Thompson to approve the minutes as presented. A unanimous voice vote indicated approval.
The minutes were approved.
5. **Approval of Agenda** Mayor noted that Under Planning & Codes, item C – discussion, needs to be removed; Add under Parks & Recreation Item F. Discussion for Farmers Market; and add under Planning & Codes Ordinance 23-09 amending the City’s Alcoholic Beverage Sale requirements. A motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve amended agenda. A unanimous voice vote indicated approval of the amended agenda.
The agenda was approved.
6. **Communications from Council Members**
 - Vice Mayor McDowell recognized City workers for the good job during the Storm last Friday. Mayor Callis also recognized the First Responders.
 - Alderman Woodall informed that the transfer station will be open Monday thru Saturday 8 am to 4:30 pm.
 - Public Works will continue to pick up cuttings all over the city for the next few weeks.
7. **Public Recognition – None**
8. **Public Hearing - None**

9. Mayor's Report –

- A Work study is scheduled for March 20th @ 4 pm for discussion of the budget.
- Had second Army Corp meeting about making the congressional list and for funding on water improvement projects. The city will have to cover 25% of the cost for those projects.
- There will be several more TDEC meetings providing additional information about the collaborative grant we received.
- The mayor recognized Portland's boys' basketball becoming district champs, and girls' team had a good season as well.

10. Community Development – Alderwoman Megann Thompson – No items

11. Finance – Alderwoman Penny Barnes

- A. Resolution No. 23-23** - A resolution to invest city funds in the State of Tennessee's Local Investment Pool (LGIP).

Motion was made by Alderwoman Barnes, seconded by Alderwoman Thompson. Mayor explained that all fund investing will still go before the City Council. A unanimous voice vote indicated approval.

- B. Resolution No. 23-24** - An initial resolution authorizing the incurrence of indebtedness by the City of Portland, Tennessee, of not to exceed \$5,000,000, by the execution with the public building authority of the City of Clarksville, Tennessee, of a loan agreement to provide funding for certain water and sewer system projects.

Motion was made by Alderwoman Barnes, seconded by Alderman Jennings to approve Resolution No. 23-24. Motion was amended made by Alderman Woodall and second by Alderman Hall to amend a change to provide funding for certain water projects. Roll call for Amendment – Yes Alderman Hall, Alderman Woodall; No – Alderwoman Barnes, Alderwoman Halcomb, Alderman Jennings, Vice Mayor McDowell, Alderwomen Thompson. Amendment failed.

Roll call vote for Resolution No. 23-24 on the original motion. Yes – Alderwoman Barnes, Alderwoman Halcomb, Alderman Jennings, Vice Mayor McDowell, Alderwomen Thompson; No – Alderman Hall, Alderman Woodall. Motion passed five yes, two no.

- C. Resolution No. 23-25** - A resolution authorizing a loan pursuant to a loan agreement between the City of Portland, Tennessee, and the Public Building Authority of the City of Clarksville, Tennessee, in the principal amount of not to exceed \$5,000,000; Authorizing the execution and the delivery of a loan agreement and the other documents relating to said loan; providing for the application of the proceeds of said loan and the payment of such indebtedness: consenting to the assignment of the City's obligation under such loan agreement; and certain other matters.

Motion was made by Alderwoman Barnes, seconded by Alderman McDowell to approve Resolution No. 23-25. Roll call vote; Yes – Alderwoman Barnes, Alderwoman Halcomb, Alderman Jennings, Vice Mayor McDowell, Alderwoman Thompson. No – Alderman Hall, Alderman Woodall. Motion passed five yes, two no.

12. Fire Department – Vice Mayor Jody McDowell

Financed by: General Fund

- A. Resolution No. 23-26** - A resolution to apply for a staffing for adequate Fire and Emergency Response (SAFER) Grant administered through the Federal Emergency Management Administration (FEMA).

Discussion - Chief Thornton reported a summary on what the grant was for. If the grant is awarded to Portland, final acceptance of the grant will come back before the board.

Motion was made by Vice Mayor McDowell, seconded by Alderwoman Thompson to approve Resolution No. 23-26. A unanimous voice vote indicated approval.

13. Human Resources – Alderwoman Penny Barnes

- A. Resolution No. 23-27** - A resolution to hire a full-time Administrative Assistant for the Planning Department.

Motion was made by Alderwoman Barnes, seconded by Alderman Woodall to approve Resolution No. 23-27. A unanimous voice vote indicated approval.

14. Legislative – Mayor Mike Callis

- A. Resolution 23-28** - A resolution to confirm Rachel Slusser as City Recorder for the City of Portland.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Resolution No. 23-28. A unanimous voice vote indicated approval.

- B. Resolution 23-29** - A resolution to re-appoint Jack Freedle as City Judge for the City of Portland.

Motion was made by Alderman Woodall, seconded by Vice Mayor McDowell to approve Resolution No. 23-29. A unanimous voice vote indicated approval.

15. Municipal Airport – Alderman Mike Hall

Financed by: Special Revenue Fund

- A. Ordinance No. 23-03 - Second Reading** – An ordinance approving a contract between the Portland Airport Authority and the State of Tennessee Department of Transportation Aeronautics Division for contract participation in the Bipartisan Infrastructure Law Grant Program.

Motion was made by Alderman Hall, seconded by Alderwoman Thompson to approve Ordinance No. 23-03 on second reading. A unanimous voice vote indicated approval.

- B. Resolution No. 23-30** – A resolution approving the re-appointment of member Mike Hall to the Portland Airport Authority.

Motion was made by Alderman Hall, seconded by Alderman Jennings to approve Resolution No. 23-30. A unanimous voice vote indicated approval.

16. Parks & Recreation – Alderman Brian Woodall

Financed by: General Fund / Special Revenue Fund – Golf Course

- A. Ordinance No. 23-04 - Second Reading** – An ordinance to enter into an agreement with GreenLid Design to provide engineering services for the City of Portland Parks Department maintenance building.

Motion was made by Alderman Woodall, seconded by Vice Mayor McDowell to approve Ordinance No. 23-04 on second reading. A unanimous voice vote indicated approval.

- B. Ordinance No. 23-07 - First Reading** – An ordinance to enter into an agreement with Atis Golf Land Water for planning and design services for Dogwood Hills Golf Course irrigation system.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Ordinance No. 23-07 on first reading. A unanimous voice vote indicated approval.

- C. Resolution No. 23–31** - A resolution for the City of Portland to submit an application to The Tennessee Department of Environment and Conservations' 2023 Public Parks Recreation Grant.

Motion was made by Alderman Woodall, seconded by Alderwoman Halcomb to approve Resolution No. 23-31. A unanimous voice vote indicated approval.

- D. Resolution No. 23–32** - A resolution for engineering services for the Tennessee Department of Environment and Conservations' 2023 Parks and Recreation Grant application and projects if successfully fund.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Resolution No. 23-32. A unanimous voice vote indicated approval.

- E. Resolution No. 23–33** - A resolution to hire Community Development Partners, LLC for administrative services for the work necessary to complete the Tennessee Department of Environment and Conservations' 2023 Parks and Recreation grand application and assist in project administration is successfully funded.

Motion was made by Alderman Woodall, seconded by Vice Mayor McDowell to approve Resolution No. 23-33. A unanimous voice vote indicated approval.

17. Police Department – Alderman Drew Jennings

Financed by: General Fund

- A. Resolution No. 23–34** - A resolution authorizing approval to enter into a contract with Klobber Engineering in the amount of \$22,600 for civil engineering services for the proposed Portland Police Department renovation and expansion.

Motion was made by Alderman Jennings, seconded by Alderwoman Thompson to approve Resolution No. 23-34. A unanimous voice vote indicated approval.

18. Planning & Codes – Alderwoman Megann Thompson

Financed by: General Fund

- A. Ordinance No. 23-08 - First Reading** – An ordinance to amend the City of Portland, TN zoning map by rezoning unaddressed corner of WT Hardison and Gibson Street, Sumner County Tax Map 20-O, Group D, Parcel 008.00 from R-15 (Low Density Residential) to R-10 (Low Density residential)

Motion was made by Alderwoman Thompson, seconded by Alderwoman Barnes to approve Resolution No. 23-08 on first reading. A unanimous voice vote indicated approval.

- B. Resolution No. 23-35** - A resolution to appoint one member, Ted Jernigan to the Portland Municipal Planning Commission.

Motion was made by Alderwoman Thompson, seconded by Alderman Woodall to approve Resolution No. 23-35. A unanimous voice vote indicated approval.

- C. Discussion** – Glendale Alley recommendations – Item removed.

- D. Ordinance No. 23-09 - First Reading** – An ordinance amending the City’s Alcoholic beverage sales requirements.

Discussion – City Atty Bradley explained the changes that this ordinance would have on the Municipal Code. These changes bring the city requirements up to date with State law.

Motion was made by Alderwoman Thompson, seconded by Vice Mayor McDowell to approve Ordinance No. 23-09 on first reading. A unanimous voice vote indicated approval.

19. Public Works – Alderwoman LaToya Holcomb

Financed by: General Fund – Streets, City Mechanic / Special Revenue Fund – Sanitation, Stormwater

- A. Ordinance No. 23-06 - Second Reading** – An ordinance to repeal and replace the original developer’s agreement and authorize the mayor to enter into a new developer’s agreement with Steve Somerville for the development of Orchard Place Subdivision.

Alderwoman Thompson requested that time limitation be added to developer’s agreements in the future.

Motion was made by Alderwoman Halcomb, seconded by Vice Mayor McDowell to approve Ordinance No. 23-06 on second reading. A unanimous voice vote indicated approval.

- B. Resolution No. 23-36** - A resolution to petition the Tennessee Department of Transportation (TDOT) to address certain concerns and safety improvements for the Portland bypass portions of the State Route Highway 109 corridor.

Motion was made by Alderwoman Halcomb, seconded by Alderman Jennings to approve Resolution No. 23-36. A unanimous voice vote indicated approval.

C. Discussion – Possible Storm Water Project

Public Works Director Carlton Cobb discussed purchasing property located on Airport Road that would help the drainage issues in several subdivisions on Airport Road. The purchase of acres would be used for a 11-acre detention pond to aid in stormwater drainage. The pond will not eliminate flooding in the area, but will help slow water run-off.

20. Utility Infrastructure – Alderman Brian Woodall

Financed by: Enterprise Fund – Water Distribution, Water Plant, Wastewater Collections, Wastewater Plant, Natural Gas Distribution, GIS, Engineering

- A. Resolution No. 23-37** - A resolution to eliminate the service for lighting Natural Gas pilots for customers by the City of Portland Natural Gas Department.

Motion was made by Alderman Woodall, seconded by Alderman Jennings to approve Resolution No. 23-37. A unanimous voice vote indicated approval.

- B. Resolution No. 23-38** - A resolution authorizing a final adjusting change order \$119,845.26 for the completion of the 12-inch gas main project on TGT Road.

Motion was made by Alderman Woodall, seconded by Alderwoman Barnes to approve Resolution No. 23-38. A unanimous voice vote indicated approval.

Adjournment

Motion was made to adjourn the meeting at 7:16 pm.



Mike Callis, Mayor



Rachel Slusser, City Recorder