

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

June 5, 2023

A. Call to Order - Mayor Callis called the meeting to order at 5:22 P.M. at Portland City Hall.

B. Prayer/Pledge –Mayor Chief Sam Thornton offered the Invocation and the Pledge of Allegiance.

C. Roll Call -

Present:

Alderwoman Penny Barnes
Alderman Mike Hall
Alderwoman LaToya Holcomb
Alderman Drew Jennings
Alderwoman Megann Thompson
Alderman Brian Woodall
Mayor Mike Callis

Also Present:

Assistant City Recorder Tracy Kizer
Finance Director, City Recorder Rachel Slusser
City Attorney John R. Bradley

Absent:

Vice Mayor Jody McDowell

D. Approval of Minutes from May 15, 2023, Council Meeting. Motion was made by Alderwoman Thompson, seconded by Alderman Jennings to approve the minutes as presented. **Voice vote indicated approval.**

E. Approval of Agenda. Motion was made by Alderman Jennings to add Ordinance 23-24 in the Planning section of the agenda, second by Alderman Woodall. **Voice vote indicated approval of the amended agenda.**

F. Communications from Council Members – Alderman Woodall made mention that the American Legion Post 75 will have a flag retirement ceremony on Flag Day, June 14th at 7:45 p.m. that is open to the public.

G. Presentation of Recognitions -

1. Erin Birch presented to the Committee information about their “Alice” program.
2. Carlton Cobb presented Certificates of Appreciation to Public Works employees that assisted in the March natural disaster clean up over the last two months.

H. Public Recognition –

1. Leona Rose from Old Westmoreland Road asked to speak on an item not on the agenda. Alderman Hall made motion to suspend rules of order, Alderwoman Holcomb second. Voice vote indicated approval. Ms. Rose spoke about speeding traffic on Old Westmoreland Road and brought a request for speed bumps signed by residents on Old Westmoreland Road.

I. Public Hearing –

1. **Ordinance No. 23-23** – An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance No. 22-40 for the fiscal year Beginning July 1, 2022, and ending June 30, 2023. - **No one spoke for or against.**
2. **Ordinance No. 23-25** - An Ordinance of the City of Portland, Tennessee adopting the Annual Budget and Tax rate for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024. - **No one spoke for or against.**

3. **Ordinance No. 23-24** - An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 30.85 acres at (780, 782, 784 College Street) (map 034, parcels 072.07,072.09,072.10) from RS-40 (Residential) & R-15 (Residential) to Plan Unit Development District (Residential PUD w/ base zone R-15 Residential) with a Preliminary Master Development Plan for Ruby Springs. - **No one spoke for or against.**

J. Mayor's Report –

1. Mayor noted that Music on Main will be kicking off Thursday at 6:30 p.m. and there will be events happening at Temple Theater.

K. Community Development – Alderwoman Megann Thompson – Alderwoman Thompson reported that the May 23rd kick-off for Portland Planning was a success and other meetings will be scheduled later. Information can be found on Facebook or preservingportland.org. **No items**

L. Finance – Alderwoman Penny Barnes

1. **Ordinance No. 23-23 - Second Reading** - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance No. 22-40 for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023. Motion by Alderwoman Barnes to amend ordinance with changes submitted from Rachel Slusser, seconded by Alderman Woodall. **Voice vote indicated majority approval with Alderman Hall abstaining from vote.**
2. **Ordinance No. 23-25 – Second Reading** – An Ordinance of the City of Portland, Tennessee adopting the Annual Budget and Tax Rate for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024. Motion by Alderwoman Barnes to approve, second by Alderwoman Holcomb. Rachel Slusser discussed changes in the document that included Robertson County tax rate not being set at this time. Alderwoman Barnes made a motion to amend the Ordinance based on Ms. Slusser's presented changes, Alderwoman Thompson second the motion. **Voice vote indicated approval of the amendment, followed by voice vote approval of amended resolution.**
3. **Ordinance No. 23-26 – Second Reading** – An Ordinance amending the Fund Balance Policy for the City of Portland. Motion to approve by Alderwoman Barnes, second by Alderman Jennings. **Voice vote indicated approval.**
4. **Resolution No. 23-56** - A Resolution to assign certain fund balance amounts for future expenditures. Motion made by Alderwoman Barnes, second by Alderwoman Thompson. After discussion, motion to amend by adding effective July 1, 2023, made by Alderwoman Barnes, second by Alderwoman Holcomb. **Voice vote indicated approval of the amendment, followed by voice vote approval of amended resolution.**
5. **Resolution No. 23-61-** A Resolution to approve the write-off of outstanding Utility Customers' Accounts for fiscal year 2023. Motion to approve by Alderwoman Barnes, second by Alderwoman Thompson. **Voice vote indicated approval.**

M. Fire Department – Chief Sam Thornton gave update on the house fire from earlier this week. Two people were saved from the second floor. **No other items**
Financed by: General Fund

N. Human Resources – Alderwoman Penny Barnes

1. **Resolution No. 23-63** – A Resolution to approve a ten percent increase in the city contribution portion of employee health insurance plans. Alderwoman Barnes moved to approve, second by Alderwoman Thompson. **Voice vote indicated approval.**

O. Legislative – Mayor Mike Callis – No items

P. Municipal Airport – Alderman Mike Hall

Financed by: Special Revenue Fund

1. **Ordinance No. 23-28 – First Reading** - An Ordinance approving a contract between the Portland Airport Authority and the State of Tennessee Department of Transportation Aeronautics Division for a contract to update the Portland Municipal Airport Layout Plan. Motion to approve by Alderman Hall, second by Alderwoman Thompson. **Voice vote indicated approval.**

Q. Parks & Recreation – Alderman Brian Woodall

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

1. **Resolution No. 23-60** - A Resolution authorizing two change orders in the net amount of \$11,000.00 for a contract with Brown and Son Company for HVAC replacement at Richland Gym. Motion to approve by Alderman Woodall, second by Alderman Jennings. Discussion of contract and bid amounts voiced concern with both changes. Motion made by Alderman Woodall to amend by approving change order # 1 in the amount of \$5,000.00 and defer change order # 2 in the amount of \$6000.00, pending a review of contract by City Attorney Bradley, second by Alderman Hall. **Voice vote indicated approval of amendment and all in favor of amended resolution.**

R. Police Department – Alderman Drew Jennings - No items

Financed by: General Fund

S. Planning & Codes – Alderwoman Megann Thompson

Financed by: General Fund

1. **Ordinance No. 23-24 - Second Reading** - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 30.85 acres at (780, 782, 784 College Street) (map 034, parcels 072.07, 072.09, 072.10) from RS-40 (residential) & R-15 (residential) to Plan Unit Development District (Residential PUD w/base zone R-15 residential) with a Preliminary Master Development Plan for Ruby Springs. Motion made by Alderwoman Thompson, second by Alderman Jennings. Discussion about the changes in the Ordinance and developers' agreement. Nate Heisler advised that he is still in communication with FEMA about the approval of building. Motion made by Alderwoman Thompson to amend with contingency of meeting FEMA requirements, second by Alderwoman Holcomb. **Voice Vote on amended Ordinance indicated approval. Motion passed.**

T. Public Works – Alderwoman LaToya Holcomb

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

1. **Resolution No. 23-62** - A Resolution to adopt the paving and sealing priorities for the 2023 Summer and Fall seasons with funds that are allocated in the FY23 and FY24 budgets. Motion to approve by Alderwoman Holcomb, second by Alderman Woodall. **Voice Vote indicated approval.**

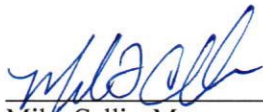
U. Utility Infrastructure – Alderman Brian Woodall

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

- 1 Ordinance No. 23-27 –Second Reading** – An Ordinance to enter an agreement with Bratton & Associates to provide Professional Land Acquisition Services for the City of Portland Oak Hill water system improvements and 2021 Mason Tank 12-inch connector for water system improvements. Motion made by Alderwoman Thompson, second by Alderman Woodall. **Voice vote indicated approval.**
- 2. Ordinance 23-33 – First Reading** - An Ordinance to enter an agreement with Cumberland Pipeline, LLC for the 2021 Masons tank 12-inch connector American Rescue Plan (ARP) project. Motion to accept Alderwoman Barnes, second by Alderman Woodall. Bryan Price discussed the three ordinances for bids that were over budget. Utilities department is working on cost savings and will have amendments for second reading. **Voice vote indicated approval.**
- 3. Ordinance 23-34 – First Reading** - An Ordinance to enter an agreement with Cumberland Pipeline, LLC for the Oak Hill Water System Improvements American Rescue Plan (ARP) project Ordinance to rescind in its entirety Resolution 21-105 and incorporate into this ordinance and to extend the contract with the City of Mitchellville to accept the discharge of sewer from Mitchellville’s collection system. Motion to accept Alderman Woodall, second by Alderwoman Barnes. **Voice vote indicated approval.**
- 4. Ordinance 23-35 – First Reading** - An Ordinance to enter an agreement with Phoenix Fabricators and Erectors, LLC for the Oak Hill Elevated Tank Improvements American Rescue Plan (ARP) Project. Motion to approve Alderman Woodall, second by Alderwoman Thompson. Bryan Price discussed that relocating the tank to Oak Grove will be a cost savings for now and in the future. **Voice vote indicated approval.**
- 5. Ordinance 23-29 – 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, 2023, through June 30, 2024. Move to approve by Alderman Woodall, second by Alderman Jennings. **Voice vote indicated approval.**
- 6. Ordinance 23-30 – First Reading** - An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Water Distribution Department for fiscal year 2024. Move to approve Alderman Woodall, second by Alderwoman Thompson. **Voice vote indicated approval.**
- 7. Ordinance 23-31 – First Reading** - An Ordinance authorizing an agreement between the City of Portland, Southern Sales, and Straeffer Pump & Supply, Inc. for water/wastewater pump/motor maintenance services and appurtenances. Move to approve Alderman Woodall, second by Alderwoman Holcomb. **Voice vote indicated approval.**
- 8. Ordinance 23-32 – First Reading** - An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2024. Move to approve Alderman Woodall, second by Alderman Hall. **Voice vote indicated approval.**
- 9. Resolution No. 23- 57** - An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2024. Move to approve Alderman Woodall, second by Alderwoman Barnes. **Voice vote indicated approval.**
- 10. Resolution No. 23- 58** - An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2024. Move to approve Alderman Woodall, second by Alderman Jennings. **Voice vote indicated approval.**

11. **Resolution No. 23- 59** - An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2024. Move to approve Alderman Woodall, second by Alderwoman Holcomb. **Voice vote indicated approval.**
12. **Discussion – Water/Sewer Capacity** – Discussion about a letter Mayor Callis received from Mayor Green of Mitchellville requesting additional ten (10) sewer taps. Discussion stressed concerns about multiple requests coming in throughout the year, future growth, and capacity. After much discussion motion was made by Alderwoman Thompson that the last ten (10) sewer taps be granted and Portland Department of Utilities write a letter to City of Mitchellville, second by Alderman Woodall. **Voice vote indicated approval.**

Adjournment – Motion to adjourn made by Alderman Hall, second by Alderwoman Thompson. **Meeting adjourned at 7:02 pm.**


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder