

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

August 21, 2023

A. Call to Order – Mayor Callis called the meeting to order at 5:05 P.M. at Portland City Hall.

B. Prayer/Pledge – Mayor Callis offered the Invocation and the Pledge of Allegiance.

C. Roll Call - Present:

Alderwoman Penny Barnes
Alderwoman LaToya Holcomb
Alderman Drew Jennings
Vice Mayor Jody McDowell
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:

Alderman Mike Hall

D. Approval of Minutes from August 7, 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 Woodall, to defer Ordinance 23-44 and add Discussion of Golf Course sign to Parks, second by Alderman Jennings. **Voice vote indicated approval of the amended agenda.**

F. Presentation of Recognitions

1. Fire Department – Chief Thornton presented Life Saving Awards from the house fire on Demase Street where two citizens were saved. Awards presented to: Firefighter Jackson Alford, Firefighter Chris Bastin, Firefighter Tyler Bradford, Firefighter Austin Hale, Engineer Drew Thompson, Engineer Tyler Trammel, Lieutenant Derek Drilling.
Chief Thornton also advised the new Fire truck was delivered and is parked outside for everyone to see tonight.

G. Communications from Council Members – Alderwoman Thompson recognized Portland Chamber of Commerce for their recent two awards. The Chamber was awarded 2023 Event of the Year for the Middle Tennessee Strawberry Festival and Kristen Daughtry received 2023 Professional of the Year.

H. Public Comment Period–

1. Leona Rhodes thanked everyone for the help she received in traffic control on Old Westmoreland Rd.
2. John McCloud of Portland spoke against Resolution 23-83 and 23-85. He stated he will send group emails to the City Council about the process of is water tap letter.

City Attorney Bradley reminded all Council members that they should not be emailing or replying to group messages that included other Council members due to Sunshine Law violations.

I. Department Reports – Motion was made by Vice-Mayor McDowell, second by Alderman Jennings to approve. **Voice vote indicated approval of the Department Reports.**

J. Mayor's Report – Mayor Callis

- Mayor requested the ADHOC Committee to review tap, capacity, and impact fees, as well as, reviewing food truck fees.
- The City did meet the August 8th TDEC Grant deadline for application.
- The electricity upgrade is complete at Richland Gym. Next step will be upgrading the restrooms and replacement of some windows.
- The consultant for our PUD legislation has been secured. The consultant will be having meetings soon and hopes to bring all the changes together to the have updates adopted by end of the year.
- The sidewalk grant for College St is currently in NEPA. We are expected to move to the design phase before the end of the year. There has been discussion about water upgrades in conjunction with the project.
- Original concrete bleachers condemned at Memorial Football Field. School Board will be working on portable seating for remainder of the year.
- Mayor stated that he understands business is related to housing market. He stated the for years the city has been deferring fee increases and it's the reason we are in our current situation.
- Water capacity will be discussed later in meeting. Mayor reminded everyone that the City is not a utility district. Our first and primary responsibility is to provide the citizens of Portland with utilities.

K. Community Development – Alderwoman Megann Thompson – No items

L. Finance – Alderwoman Penny Barnes

1. **Ordinance No. 23-46 – First Reading** – An Ordinance amending Chapter 5, Sections 5-501 to 5-529, of the Municipal Code, Purchasing Policy. Motion to approve by Alderwoman Barnes, second by Alderman Woodall. **Voice vote indicated approval.**

M. Fire Department – Vice-Mayor McDowell

Financed by: General Fund – Distribution of documents for Building and Fire Codes.

1. **Discussion – Fire Codes** – Chief Thornton reviewed fire flow information around Hwy 52W between Searcy Rd. and Sandye Ave. Chief discussed that our Fire Code was the same version of the State Code when it was adopted by the Council. Chief also expressed that he could not deviate from the Code that was adopted by the Council.
2. **Discussion – Building Codes** – Johnny Morris reviewed the Residential Building Code. He stated that the State of Tennessee mandates that all jurisdictions be within 7 years of the most recent Code. In 2020, Portland adopted the same code as the State, which was the 2018 Building Code.

N. Human Resources – Alderwoman Penny Barnes – No items

O. Legislative – Mayor Callis – No items

P. Municipal Airport

Financed by: Special Revenue Fund

1. **Resolution No. 23-84** - A Resolution approving the re-appointments of four members to the Portland Airport Authority. Motion to approve by Vice-Mayor McDowell, second by Alderwoman Thompson. **Voice vote indicated approval.** The Members are

Member Name	Term Expiration
Douglas Hunter	May 15, 2028
Gravis Birdwell	June 23, 2028
Ken Webb Robert Culbreath	August 19, 2028

Q. Parks & Recreation – Alderman Brian Woodall

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

1. **Discussion – Golf Course Sign** – Jamie White distributed pictures of examples of four different signs. He stated that there would be a “Welcome to Portland” sign and a separate Golf Course sign. Mayor advised that the City has made a request to TDOT for the small area of land in front of the Golf Course. Council Members are urged to get with Alderman Woodall or Jamie White to voice their preferences. This sign will determine the style used for other signs at various City locations.

R. Police Department – Alderman Drew Jennings – No items

Financed by: General Fund

S. Planning & Codes – Alderwoman Megann Thompson

Financed by: General Fund

1. **Ordinance 23-40 -Second Reading-** An Ordinance to amend Article IV of the Combined Zoning Ordinance No. 387 of the City of Portland to specify minimum residential driveway widths, standards for maximum residential driveway widths, and drainage pipe material. Motion to approve by Alderwoman Holcomb, seconded by Alderwoman Thompson. **Voice vote indicated approval.**

T. Public Works – Alderwoman LaToya Holcomb – No items

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

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

1. **Ordinance 23-41 –Second Reading** - An Ordinance to rescind and replace in its entirety Ordinance 22-16, authorizing the mayor to enter into a developer’s agreement with Robert Robinson for upsizing the existing water main along Red River School Road and Highland Road for the 22- lot development, located at 6004 Red River School Road in Portland, Tennessee, with the attached developer’s agreement. Motion to approve Alderman Woodall, second by Alderwoman Barnes. After discussion, Alderman Woodall made motion to add “once all easements are recorded” to section II.A.6 of the contract as distributed by Bryan Price. Alderman Jennings second the motion. **Voice vote approved the amendment. Voice vote indicated approval.**
2. **Ordinance 23-42 –Second Reading** - An Ordinance to rescind and replace in its entirety Ordinance 22-73, the developer’s agreement with Tri-dash Local Investors, LLC for the water and sewer system improvements for the Parkside Estates Development, located at 112 Old Westmoreland Rd in Portland, Tennessee, with the attached developer’s agreement. Motion to approve Alderman Woodall, second by Alderwoman Barnes. **Voice vote indicated approval.**
3. **Ordinance 23-43 –Second Reading** - An Ordinance to approve the funding of easements for the American Rescue Plan Act (ARPA) projects: 2021 Masons tank 12-inch connector, Oak Hill water system improvements, and Oak Hill elevated tank improvements. Motion to approve by Alderman Woodall, second by Alderman Jennings. **Voice vote indicated approval.**
4. **Ordinance 23-45 –Second Reading** - An Ordinance to authorize the Mayor to enter into a developer’s agreement with Daniel Williams for the water improvements, including the installation of a new 6-inch water main through the development and a new 8-inch water main

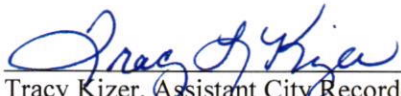
along Briley Lane from Blue Door Road to Rolling Meadows Avenue, for the Bakers Acres Development, located at 355 Briley Lane, tax map 015, parcel 030.00 in Portland, Tennessee.

Move to approve Alderman Woodall, second by Alderwoman Barnes. **Voice vote indicated approval.**

5. **Resolution No. 23- 85** - A Resolution approving design and installation of a 12-inch water line along Highway 52 for the purpose of providing increased fire protection. Move to approve Alderman Woodall, second by Alderwoman Barnes. Alderwoman Thompson questioned if this passes, will there still be requirements for businesses to install sprinkler systems. Mayor Callis believes once the water flow is achieved, there would be no requirements for sprinklers. Alderman Jennings questioned where the funding will come from. Mayor advised the 5-million-dollar loan that we have secured, and some will come from new development. **Voice vote indicated approval.**
6. **Ordinance No. 23-47 – First Reading** - An Ordinance to enter an agreement with OHM Advisors to provide engineering services for the City of Portland 2023 Highway 52 Water Main Improvements Project. Move to approve Alderman Woodall, second by Vice-Mayor McDowell. Bryan Price noted a mistake in the addition. Alderman Woodall made motion to amend fee not to exceed \$65,050, second by Vice-Mayor McDowell. **Voice vote indicated approval of the amendment. Voice vote indicated approval of amended ordinance.**
7. **Resolution No. 23- 83** - A Resolution detailing procedures for new or increased water capacity request and the issuance of capacity letters. Alderman Woodall made motion to pass, Alderwoman Barnes second. After discussion, Alderman Woodall made the motion to amend by adding a twelve-month review for the procedures for new capacity letters, and for the item to be added to the agenda by the City Recorder the first meeting in September. **Voice vote indicated approval of the amendment. Voice vote indicated approval of amended ordinance.**

Adjournment – Motion to adjourn made by Alderman Jennings. **Meeting adjourned at 6:09 pm.**


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder