

**CITY OF PORTLAND
BOARD OF MAYOR AND ALDERMEN
MINUTES**

October 16, 2023

5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:32 PM.

2. Prayer and Pledge

City Attorney John Bradley led the prayer and pledge.

3. Roll Call

Present

Alderwoman Penny Barnes
Alderwoman LaToya Holcomb
Alderman Drew Jennings
Vice-Mayor Jody McDowell
Alderwoman Megann Thompson
Alderman Brian Woodall

Also Present

Mayor Mike Callis
Attorney John Bradley
City Recorder Rachel Slusser
Assistant City Recorder Tracy Kizer

Absent

Alderman Mike Hall

4. Approval of Minutes

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Yes: Alderwoman Barnes
Alderman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderman Thompson
Alderman Woodall

No: None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

5. Approval of Agenda

Motion to: Approve

By: Alderman Jennings

Second: Alderwoman Holcomb

Yes: Alderwoman Barnes
Alderman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderman Thompson
Alderman Woodall

No: None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

6. Communications from Council Members

- Alderwoman Thompson announced Haven support group meetings for families who have loved ones with dementia. They meet monthly on the 1st Sunday at Seventh Day Adventist Church & Third Thursday at First Baptist Church. All are invited to attend.
- Alderman Woodall Reminded everyone of the Fall Festival this Saturday.
- Sherry from Portland Chamber of Commerce spoke about Fall Festival events, 50 vendors, food trucks, and activities from 10-2 on Saturday. Special thanks to the sponsors and all those helping.

Mayor Callis:

- Invited everyone to attend to watch live on Facebook tomorrow while Alderman Woodall will get his head and beard shaved off in support of raising money to purchase Thanksgiving Turkeys for the food pantry.
- Next Saturday there will be a movie in the park.
- Trick or treat will be Tuesday, October 31st.
- The strawberries in town have been decorated, creating lots of photo opportunities.

7. Public Recognition

No one spoke.

8. Mayor's Report

Mayor Callis advised everyone is waiting for the announcement of the grant awards, that should be this Friday.

9. Community Development – Alderwoman Megann Thompson

No Items

10. Finance – Alderwoman Penny Barnes

No Items

11. Fire Department – Vice Mayor Jody McDowell

No Items

12. Human Resources – Alderwoman Penny Barnes

No Items

13. Legislative – Mayor Mike Callis

No Items

14. Municipal Airport – Alderman Mike Hall

- A.** Ordinance No. 23-49 - Second Reading - An Ordinance approving a contract between the Portland Airport Authority and the State of Tennessee Department of Transportation Aeronautics Division for maintenance costs for the fiscal year 7-1-2023 through 6-30-2024.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No:None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

15. Parks & Recreation – Alderman Brian Woodall

Woodall mentioned Jamie White is working on a contract to replace window replacement at the gym.
Mayor discussed other improvements in the Parks department.
No Items

16. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 23-54 – First Reading - An Ordinance to amend Article IV of the Combined Zoning Ordinance No. 387 of the City of Portland to specify requirements for Residential Accessory Buildings and/or structures to include side-yard carports.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No:None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

- B.** Discussion - PUD Regulations

- Nate Heisler reported that he hoped to submit the draft to council in December, so the final draft can be presented in January.
- Alderwoman Thompson spoke about the draft's simple and straightforward wording.

17. Police Department – Alderman Drew Jennings

- A.** Ordinance No. 23-92 - A Resolution by the city of Portland, Tennessee to declare certain property owned by the city to become surplus.

Motion to: Approve

By: Alderman Jennings

Second: Vice-Mayor McDowell

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No:None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

18. Public Works – Alderwoman LaToya Holcomb

- A.** Ordinance No. 23-55 – First Reading - An Ordinance to enter into an agreement with Jetton Property Group and the City of Portland to construct a 50x80x22 salt building.

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Woodall

Yes: Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No: None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

- B.** Ordinance No. 23-56 – First Reading - An Ordinance to enter an agreement with Campbell Partners to construct a concrete wall and concrete floor for a 50x80x22 salt building.

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Woodall

Yes: Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No: None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

19. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 23-51 - Second Reading - An Ordinance to amend Ordinance 22-58, the contract agreement between the City of Portland and the Tennessee Department of Transportation (TDOT), for the relocation of gas utilities within the proposed State Industrial Access Project Commodore (Dorman products).

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Yes: Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No: None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

- B.** Ordinance No. 23-52- Second Reading - An Ordinance to amend Ordinance 22-59, the contract agreement between the City of Portland and the Tennessee Department of Transportation (TDOT), for the relocation of sewer utilities within the Proposed State Industrial Access Project Commodore (Dorman products).

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No:None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

- C. Ordinance No. 23-53 – Second Reading - An Ordinance to amend ordinance 22-60, the contract agreement between the city of Portland and the Tennessee department of transportation (TDOT), for the relocation of water utilities within the proposed state industrial access project commadore (Dorman products).

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No:None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

- D. Ordinance No. 23-57 - First Reading - An Ordinance to enter an agreement with Ensaf, Inc. for the underground storage tank closure project at the Water Treatment Plant.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderwoman Thompson
Alderman Woodall

No:None
Abstain: None
Absent: Alderman Hall

Motion Passed(voice vote)

- E. Resolution No. 23-93 - A Resolution authorizing L & W Properties GP to pay-in-lieu of installing approximately 1,100 linear feet of 12-inch water main for the entire length of their road frontage from West Market St to Sandya Avenue, along Hwy 52W.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Yes:Alderwoman Barnes
Alderwoman Holcomb
Alderman Jennings
Vice-Mayor McDowell
Alderman Woodall

No:None
Abstain: Megann Thompson
Absent: Alderman Hall

Motion Passed(voice vote)

- F. Discussion - Mitchellville sewer tap request

- Mr. McCloud spoke about his development in the Mitichville area and the water taps in Mitchville that were just approved.
- He is concerned that there may need to be a one-time extension for the taps.
- Alderman Woodall requested that the developers' agreement include installation of gas as a requirement.
- Mayor Callis requested that an Ordinance be brought to the next Council meeting to cover Mr. McCloud's development.
- Bryan Price requested that an ordinance be brought to the committee first to cover the water taps and gas request. Once more specifics are confirmed, the Developer's Agreement will be submitted.

G. Discussion - Fire line meters and fire line

- Mayor Callis spoke about the good job the water distribution employees have been doing fixing leaks and servicing lines, which have made a huge difference in the water tanks in the system. He then turned the discussion over to Warren Garret.
- Mr. Garrett distributed information to the Council about fire hydrants in the water system.
- Mr. Garrett shared the estimated water loss from the unmetered fire lines.
- City Attorney Bradley will check to see if the cost of the meters could be passed on to existing customers.
- After discussion, the Council requested that the Utilities department do more flow test samples before the next meeting, and submit an ordinance covering the implementation of meters.

20. Ad Hoc Committee Discussion

- Carlton Cobb presented information about stormwater and sanitation fees, convenience center and Public Works equipment costs. A discussion was held about fee increases.
- Alderman Woodall gave information about the Mobile Food Truck ordinance, fee schedule and issues that should be addressed.
- Alderwoman Thompson requested that City Attorney Braldley review the Mobile Food Truck ordinance and advise if the current wording would allow for changes to go into effect on January 1 for all Food Trucks.

Adjournment

Motion to: Adjourn

By: Alderwoman Thompson

Yes: Alderwoman Barnes

Alderman Jennings

Vice-Mayor McDowell

Alderwoman Thompson

Alderman Woodall

Second: Alderman Woodall

No: None

Abstain: None

Absent: Alderman Hall

Alderwoman Holcomb

Meeting adjourned at 7:28.


Mike Callis, Mayor


Tracy Kizer, Assistant City Recorder