



BOARD OF MAYOR AND ALDERMEN MINUTES

December 4, 2023
5:00 PM

1. **Call to Order**

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

2. **Prayer and Pledge**

Mayor Mke Callis led the Prayer and Pledge.

3. **Roll Call**

Present: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

Also Present: Mayor Callis, City Attorney Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer

Absent: None

4. **Approval of Minutes**

A. November 6, 2023 City Council Minutes

Motion to approve Alderman Jennings; Second Alderwoman Thompson; **Motion: Passed**

5. **Approval of Agenda**

Motion by Alderman Woodall to amend Agenda by adding under Parks Department, Item B: Discussion; Second by Alderwoman Holcomb.

Amended Agenda approved.

6. **Presentation of Recognitions**

A. Honoring David Amonette

The family and friends of prior City Attorney David Amonette were present for the presentation of a bench marked *In Memory of David Amonette*. Tennessee State Representative William Lamberth spoke about Mr. Amonette's service to the City of Portland.

B. Police Department Recognition

Chief Williams presented awards to civilians that assisted with the school bus accident in September of this year. Mr. Logan Arnold and Mr. McKim received a certificate of appreciation from the Portland Police Department.

7. **Public Recognition**

No one spoke.

8. **Public Hearing**

- 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.
No one spoke for or against.

9. Communications from Council Members

- Alderman Woodall reminded everyone that Santa will be at Richland Park this Saturday from 10 to 12 noon.
- Alderman Hall was amazed and grateful to all the people that participated in the Christmas Parade and those that watched in spite of the weather.

10. Department Reports:

A. Department Reports

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: None

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

Motion Passed(voice vote)

11. Mayor's Report

- This Wednesday at 3 pm a historical marker will be unveiled at the Moyer Greene house and, shortly after, the Temple Theater will have its ribbon cutting.
- Grant work continuing with all the grants, including the TDEC and water grants.
- Thanks to the Chamber for all the work on the Christmas Parade.
- The City is working with new software for the Council Meetings and may have to pause for a minute if there are any issues and to make sure everything is working.
- The Waffle House is working with the State of Tennessee to finalize the wetland behind their property.

12. Community Development – Alderwoman Megann Thompson

No Items

13. Finance – Alderwoman Penny Barnes

No Items

14. Fire Department – Vice Mayor Jody McDowell

No Items

15. Human Resources – Alderwoman Penny Barnes

- A. Ordinance No. 23-58 – Second Reading - An Ordinance to amend, Section 3 – Compensation, of the City of Portland Personnel Policy.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Jennings

Discussion: None

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

Abstain: Mike Hall

Motion Passed(voice vote)

16. Legislative – Mayor Mike Callis

- A.** Ordinance No. 23-59 – Second Reading - An Ordinance to amend Title 9 of the Portland Municipal Code by repealing and replacing Chapter 10, a provision for Mobile Food Vendors.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Vice-Mayor McDowell questioned it could be changed to not move on the weekends. Alderwoman Holcomb questioned if they could be allowed 60 to 90 days to move.

Motion to: Amend to Start February 1, 2024

By: Alderwoman Holcomb

Second: Alderman Jennings

Discussion: None

Yes: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell

No: Alderwoman Thompson, Alderman Woodall

Amendment Passed (voice vote)

Original To approve Ordinance 23-59 with amendment

Motion:

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

Motion Passes (voice vote)

- B.** Resolution No. 23-101 – A Resolution to establish City Council Meeting and Planning Commission Meeting dates for 2024.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Thompson

Discussion: None

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

Motion Passed(voice vote)

- C.** Resolution No. 23-108 - A Resolution to petition the Tennessee Legislature to consider possible Legislative changes.

Motion to: Approve

By: Alderman Jennings

Second: Alderwoman Barnes

Discussion: None

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

Motion Passed(voice vote)

17. Municipal Airport – Alderman Mike Hall

No Items

18. Parks & Recreation – Alderman Brian Woodall

- A. Ordinance Number 23-67 - First Reading - An Ordinance to enter an agreement with Nabholz Construction Corporation for the 2023 window replacement for Richland Gym Project at Richland Park

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: None

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

Motion Passed(voice vote)

- B. Discussion

19. Planning & Codes – Alderwoman Megann Thompson

- A. Ordinance No. 23-54 - Second 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: Alderman Woodall

Discussion: None

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

Motion Passed(voice vote)

- B. Ordinance No. 23-60 – Second Reading – An Ordinance to amend title 20 of the Portland Municipal Code, by repealing and replacing Chapter 2, impact fees, to revise the impact fee schedule for Parks, Police, and Fire.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Discussion: Alderman Hall questioned the fee structure and why Fire Department fees were higher. Mayor Callis advised the study provided the fee structure.

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

Motion Passed(voice vote)

20. Police Department – Alderman Drew Jennings

- A. Discussion of wages.

- Chief Williams distributed information about Law Enforcement wages in the local area. Chief Williams also reviewed his department's structure and position responsibilities. The issue with competitive wages has developed within the last few months and nothing could be discussed during budget time.
- After Chief Williams' presentation and discussion, he requested a three dollar across the board raise immediately and an additional raise with the 24/25 budget.
- After council discussion, it was agreed that the AdHoc committee would meet, prior to the January City Council Meeting, with Human Resources and Finance to discuss the immediate raise and funding.

21. Public Works – Alderwoman LaToya Holcomb

- A. Ordinance No. 23-66 – Second Reading - An Ordinance to authorize new collection fee rates for Sanitation Service in the City of Portland.

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Woodall

Discussion: None

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

Motion Passed(voice vote)

- B. Ordinance No. 23-65 – First Reading - An Ordinance to repeal Ordinance 16-46 which authorized a residential stormwater base rate and a tier rate for commercial and industrial properties and replace with this Ordinance to set a new rate schedule.

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Woodall

Discussion: None

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

Motion Passed(voice vote)

- C. Ordinance No. 23-68 - First Reading - An Ordinance authorizing the acceptance of the best bid for the City of Portland 2023 sidewalk contract effective December 4, 2023-December 31, 2024 with a one (1) one year renewal option.

Motion to: Approve

By: Alderwoman Holcomb

Second: Vice-Mayor McDowell

Discussion: None

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

Motion Passed(voice vote)

- D. Ordinance No. 23-71 - First Reading - An Ordinance to rescind Chapters 5 and 6 of Title 18 of The Portland Municipal Code and replace with the Title, Stormwater Management, Title 21.

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Woodall

Discussion: None

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

Motion Passed(voice vote)

Alderwoman Holcomb made mention of the work that has been completed at the Convenience Center. Several trees have been removed and the millings from street paving has been placed on the roadway. More updates will be happening for the plan to be open 3 days a week, collecting fees and confirming usage by City of Portland citizens.

22. Utility Infrastructure – Alderman Brian Woodall

- A. Ordinance No. 23-61 – Second Reading - An Ordinance requiring all existing fire lines within the City of Portland water distribution system to be metered by January 31, 2025.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Discussion: None

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

Motion Passed(voice vote)

- B. Ordinance No. 23-62 –Second Reading – An Ordinance to authorize the Mayor to enter into a developer's agreement with Stratton-Taylor Builders, LLC for upsizing the existing four (4) inch waterline along Highway 259 to a six (6) inch, located at 2098 Highway 259, tax map 013, parcels 24.00, 24.01, 24.02, and 24.03 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: None

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

Motion Passed(voice vote)

- C. Ordinance No. 23-63 – Second Reading - An Ordinance to authorize the Mayor to enter into a developer's agreement with Kristen South for upsizing the existing four (4) inch waterline along South Church St to a six (6) inch and extending the waterline west along Oak St, then north to connect to the existing six (6) inch along West Main St, located at 1005 West Main St(in Mitchellville, TN), tax map 016c, group a, parcels 16.00, 17.00, 18.00, 19.00, and 20.00 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: Bryan Price requested that "in Mitchellville, TN" be added to the address, as it appears in three different locations.

Motion to: Amend by adding "in Mitchellville, TN" where the address appears three times.

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: None

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

Original Amended Ordinance No. 23-63

Motion:

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

Motion Passed(voice vote)

- D. Ordinance No. 23-64 – Second Reading - An Ordinance to authorize the Mayor to enter into a developer's agreement with Lesa G. Fleming of Fleming Acres (Graves n Leath Rd) for upsizing the existing 4-inch waterline along Highway 259 to a 6-inch and the existing 2-inch waterline along North Leath Road to a 6-inch, located at 0 North Leath Road, tax map 014, parcels 35.02 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: None

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

Motion Passed(voice vote)

- E. Ordinance 23 – 44 – Second Reading - An Ordinance to authorize the mayor to enter into a developer's agreement with Stevison Ham Company for utility and paving improvements, located at 125 Stevison Ham Rd, tax map 019, parcel 124.00 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Bryan Price distributed information pertaining to the developers' agreement. Stevinson Ham has requested a lower surety, longer time to complete everything, and not completing parking lot pavement because of plant expansion.

Motion to: Amend by accepting the recommendation of Brian Price to change the surety amount on Page 4 to \$274,750 and the surety amount on page 5 to \$35,000.

By: Alderman Woodall

Second: Alderwoman Thompson

Discussion: None

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

Original For Ordinance 23-44 as amended

Motion:

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

Amended Motion Passed(voice vote)

- F. Ordinance No. 23-73 – First Reading - An Ordinance to enter an agreement with Community Development Partners, LLC (CDP) to provide professional administrative services for The City of Portland's Tennessee Department of Environment and Conservation (TDEC) American Rescue Plan Act (ARPA) Competitive Water Resources Protection Grant

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: None

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

Motion Passed(voice vote)

- G. Ordinance No. 23-69 – First Reading - An Ordinance creating a job position as Utility Inspector I for the City of Portland department of Utilities.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: None

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

Motion Passed(voice vote)

- H. Ordinance No. 23-72 – First Reading - An Ordinance to rescind and replace Ordinance 21-59 to begin a new Fire Line Billing Structure for all dedicated fire lines.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: None

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

Motion Passed(voice vote)

- I. Resolution No. 23-102 - A Resolution authorizing the billing of any utility within The City of Mitchellville to be calculated at the Outside City Rate.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Thompson

Discussion: None

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

Motion Passed(voice vote)

- J. Resolution No. 23-103 - A Resolution authorizing the approval of water improvements for eleven (11) water taps for the Eade waterline development, located at 2092 Hwy 259, tax map 013, parcels 024.00, 024.01, 024.02 & 024.03 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: None

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

Motion Passed(voice vote)

- K. Resolution No. 23-104 - A Resolution authorizing the approval of water improvements for seven (7) water taps for the Fleming Acres Development, located at the intersection of North Leath Road & Highway 259, tax map 014, parcel 035.02 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

Discussion: None

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

Motion Passed(voice vote)

- L. Resolution No. 23-105 - A Resolution authorizing the approval of water improvements for eight (8) water taps for the South Mitchellville Development, located at 1005 West Main Street, tax map 016c, group a, parcels 16.00, 17.00, 18.00, 19.00, & 20.00 in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: None

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

Motion Passed(voice vote)

- M. Resolution No. 23-106 - A Resolution to enter an agreement with OHM advisors to provide GPS collection services for the Masons Tank 12-inch Connector Project.

Motion to: Approve

By: Alderman Woodall

Second: Alderman Jennings

Discussion: None

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

Motion Passed(voice vote)

- N. Resolution No. 23-107 A Resolution to enter an agreement with OHM Advisors to provide Stream Gauge Support Services for the continued Hydrologic Modeling of West Fork Drakes Creek.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

Discussion: None

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

Motion Passed(voice vote)

- O. Drought Resiliency Options with Cost (Fixed Cost, Depreciation and Assumed Rate):

a. Regionalization

i. 16-inch (31E & CSBWUD) and 12-inch (52E)

ii. 16-inch (CSBWUD & 52E) and 18-inch (31E)

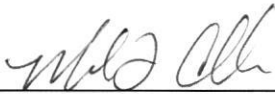
b. GPU Line up Hwy 109

c. Reservoir(s)

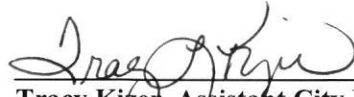
Brian Price distributed and reviewed the Water Source Fiscal Impact Summary with the cost of annual depreciation, debt service and water purchase. Mr. Price explained this would show additional budget cost. The City will need to continue to review the cost of purchasing water vs. producing water as the water projects move forward.

Adjournment

Motion to adjourn by Alderman Hall, motion passed (voice vote). Meeting adjourned at 7:05 pm.



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder