



BOARD OF MAYOR AND ALDERMEN MINUTES

February 5, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 5:03 pm.

2. Prayer and Pledge

City Attorney John Bradley led the prayer and pledge.

3. Roll Call

Present: Alderwoman Barnes, 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: Alderman Hall

4. Approval of Agenda

Motion to: Amend the following:

Add to 17. Parks - Item B. Discussion - Trees at Richland Gym;

Add to 12. Finance - Item B. Resolution 24-16 - across board pay increase;

Move Resolution 24-15 from 21. Utilities to after Consent Agenda

By: Alderman Woodall

Second: Alderman Jennings

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

Absent: Alderman Hall

Motion Passed (voice vote)

5. Public Recognition

1. Brian Harbin - Against Resolution No. 24-15
2. Wally Gilliam - Against Resolution No. 24-15
3. John McCloud - Against Resolution No. 24-15

6. Public Hearing

- A.** Ordinance No. 24-02 – Second Reading - An Ordinance amending Zoning Ordinance Number 387, Combined Zoning Ordinance of The City of Portland, Tennessee, by repealing and replacing Article XII: Planned Unit Developments of Language and Definitions.

- No one spoke.

7. Communications from Council Members

- No comments

8. Mayor's Report

- Update on hiring Emergency Communications Center Director.
- Beech High School recently had bomb threats, and it is not unusual for other local schools to have similar unfounded threats.
- Mayor Callis wanted to make the Council aware the City received a request from a developer to provide sewer into Kentucky. The staff has determined it would not be feasible because employees would be required to follow Kentucky regulation.
- SAVE training will take place on February 23 at City Hall. The plan is to organize a vets town hall to help those in the area and finding a place to host.
- Congrats to Police Chief Jason Williams & Carlton Cobb for becoming certified managers.

- One of Portland's water tanks was vandalized, and you may see a story on local TV media. The City will make an effort to find individuals by offering a reward and will prosecute.
 - Vice-mayor McDowell reported the Sumner County schools have now installed a panic button system in all the schools that notifies all county and city police .

9. Alcohol Beverage Board

Chair Jody McDowell called the Alcohol Beverage Board Meeting to order at 5:24 pm.

- A.** Lucky Fuel Inc.- Girish A Panchal - Off Premises Beer Permit at 5989 US-31-W, Portland, TN. An application from Guish A. Panchal was presented for ownership and name change to Lucky Fuel, Inc. at 5989 Highway 31-W.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Thompson

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

Absent: Alderman HallNone

Motion Passed(voice vote)

The Alcohol Beverage Meeting adjourned at 5:25 pm.

10. Consent Calendar

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Holcomb

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

Absent: Alderman Hall

Motion Passed(voice vote)

- A.** Approval of Minutes - January 8, 2024

- B.** Department Reports

- C.** Ordinance No. 24 - 05 Second Reading - An Ordinance to enter an agreement with OHM advisors to provide engineering services for The City of Portland American Rescue Plan Act (ARPA) Competitive Resource Protection Project.

- D.** Resolution No. 24-12 A Resolution to re-appoint two (2) current members to the City of Portland Construction Board/Property Maintenance Appeals Board. (Brent Ausbrooks and John Brown)

- E.** Resolution No. 24-13 A Resolution to re-appoint a member to the Portland Health and Educational Facilities Board. (Nathan Shadowens)

11. Utility Infrastructure - Alderman Brian Woodall

- A.** Resolution No. 24-15 – A Resolution rescinding and revising Resolution 23-43 to include all areas outside the city limits of Portland for issuing any new water capacity request.Moved from Utilities

Motion to: Discuss

By: Alderman Woodall

Second: Vice-Mayor McDowell

Discussion: Brian Price advised that the City is already approving water taps above the capacity. Discussion was held about capacity letters and grandfathering in certain situations. Resolution 23-45 explains the guidelines for capacity letters. Discussion about deposits for water taps.

Motion to: Defer to first or second meeting in March.

By: Alderwoman Thompson

Second: Alderman Woodall
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell,
Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall
Motion to Defer to March meeting Passed (voice vote)

12. Community Development – Alderwoman Megann Thompson
No Items

13. Finance – Alderwoman Penny Barnes

- A.** Ordinance No. 24-01 – Second Reading - An Ordinance of The City of Portland, Tennessee, amending Budget Ordinance No. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Motion to: Approve

By: Alderwoman Barnes

Second: Vice-Mayor McDowell

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

Absent: Alderman Hall

Motion Passed(voice vote)

- B.** Resolution No. 24-16 - A Resolution authorizing the approval of an increase of \$ 1.00 per hour for employees, excluding police personnel that are paid according to the police pay scale, effective for hours worked starting Monday, February 12, 2024.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

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

Abstain Alderwoman Thompson

Absent: Alderman Hall

Motion Passed(voice vote)

14. Fire Department – Vice Mayor Jody McDowell

- A.** Resolution No. 24-11 A Resolution approving the best proposal for a Firework Show for The Strawberry Festival for 2024 and 2025.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Holcomb

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

Absent: Alderman Hall

Motion Passed(voice vote)

15. Human Resources – Alderwoman Penny Barnes

- A.** Discussion - Wage Study

- Alderwoman Barnes thanked Hazel Johnson and Rachel Slusser for pulling the information together for the salary information.
- A Request for Proposal was distributed for a wage study. The council agreed a wage study should be completed.
- It was agreed the following changes be made in the RFP;
 - compress Police and Fire step plans;

- add step plans to include all employees;
- include 40 mile radius for comparison.
- comparison of benefits and wages.
- The RFP will be released to known companies and posted.

16. Legislative – Mayor Mike Callis
No Items

17. Municipal Airport – Alderman Mike Hall
- No Items

18. Parks & Recreation – Alderman Brian Woodall

- A.** Discussion - Trees at Richland Gym - Jamie White wanted to make the Council aware of some changes happening at Richland Gym. The Veteran's Memorial Garden trees that were planted over 29 years ago have grown, and the roots are pushing against the gym foundation. Because it is a Memorial Garden, he wants to make sure everyone is aware and that a replacement plan is in place. All the plants around the Memorial Garden and around the flag pole will be replaced. Jim Donoho has been working with him to provide a design and layout for the Veteran's Memorial Garden. The memorial bricks will be on sale and worked into the new design. Funding for the changes will come from the Food Truck fees.

Mayor Callis noted the following:

- The agenda was posted on Thursday and an email was sent out to Council members on Friday.
- On February 1st the Food Truck Ordinance changes started. Night shift officers will check the status of trucks not moved and start sending citations to appear in City Court for those not in compliance.

19. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-02 – Second Reading - An Ordinance amending Zoning Ordinance Number 387, Combined Zoning Ordinance of The City of Portland, Tennessee, by repealing and replacing Article XII: Planned Unit Developments of Language and Definitions.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Holcomb

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

Absent: Alderman Hall

Motion Passed(voice vote)

Mayor Callis thanked everyone involved in the building of this Ordinance. Alderwoman Thompson, Nate Heisler, the Planning Commission, and City Council for funding outside help.

- B.** Ordinance No. 24-10 – First Reading - An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 120,126, and 128 Davis Street, from Heavy Commercial District to Industrial General.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Discussion: Location is where Days Gone By Museum was.

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

Absent: Alderman Hall

Motion Passed(voice vote)

- C.** Ordinance No. 24-08 - First Reading - An Ordinance to amend The City of Portland, Tennessee Zoning Map by rezoning 131 Davis Street, from Heavy Commercial District to Industrial General.
- Mr. James Hodges, applicant for Hearth Appliance Sales, requested Ordinance No. 24-08 be pulled from the agenda.

- D.** Ordinance No. 24-09 – First Reading - An Ordinance to amend The City of Portland, Tennessee zoning map by rezoning 403 College Street, from Residential -7.5 to Residential -7.5 PUD for the Munday College Street Preliminary Master Development Plan.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

- Nate Heisler provided photos of the proposed layout requesting 50 unit town-homes and apartments on College St. Alderwoman Thompson advised the Planning Committee wanted it to go before Council, because of the zoning 7.5, it could have duplexes put on it, bringing it down to 30 units.

Motion to: Suspend the Rules, so the Developer can address the Council.

By: Alderman Jennings

Second: Alderwoman Thompson

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

Absent: Alderman Hall

Concerns expressed during discussion:

- Extra parking area
- School buses pick-up/drop-off area location.
- Concern from planning because was zoned 7.5 could be duplexes.
- May not best location for this type units
- Traffic coming onto College St. of 100 plus vehicles on daily basis.
- Would it remain private drive or become public street?
- How trash trucks will pickup on private drive. Should sanitation be handled through HOA

Andy Leath addressed the Council representing the Developer. His responses included:

- They would prefer it be a public street and not private. The private drive will meet City street standards.
- There will be HOA for the complex and ran by management company.
- They did not want to add a playground because of the liability.
- They included a multi use court and 30x30 dog park.

Vote for Original Motion

Yes: Alderman Jennings, Vice-Mayor McDowell

No: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Failed(roll call vote)

20. Police Department – Alderman Drew Jennings

- A.** Resolution No. 24-14 A Resolution to resend and replace Resolution 22-54 authorizing an Animal Adoption Program to be implemented for the City of Portland Animal Control Department.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Woodall

Discussion: Chief Williams explained a stipulation is being added so that in certain events the Chief of Police or Mayor may alter certain fees for purposes of adoption.

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

Absent: Alderman Hall

Motion Passed(voice vote)

21. Public Works – Alderwoman LaToya Holcomb

- A.** Resolution No. 24-04 - A Resolution to approve change order #1 in the increased amount of \$4,808.11 for the contract with Campbell Partners Concrete for the City's Salt Shed Project.

Motion to: Approve

By: Alderwoman Holcomb

Second: Alderman Woodall

Discussion: Carlton Cobb advised the extra rebar was removed from the bill and the increase is the additional footings the City added.

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

Absent: Alderman Hall

Motion Passed(voice vote)

Alderwoman Holcomb reported that the Convenience Center has expanded the width of the driveway from 12 feet to 30 feet, electricity, security cameras and streetlights have been installed.

22. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-04 - Second Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Steve Kirby on the Twin Lakes Subdivision, which will include the installation of Water and Sewer Improvements, located at 925 North Broadway in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Bryan Price advised the difference between first and second reading is the site plan for commercial property has been taken out.

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

Absent: Alderman Hall

Motion Passed(voice vote)

- B.** Ordinance No. 24-11 – First Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Jackson-Reed Properties, LLC on the North Harris Lane sewer extension, which will include the installation of sewer improvements, located at North Harris Lane in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

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

Absent: Alderman Hall

Motion Passed(voice vote)

- C.** Resolution No. 24-15 – A Resolution rescinding and revising Resolution 23-43 to include all areas outside the city limits of Portland for issuing any new water capacity request
Moved to after the Consent Calendar.

- D.** Discussion - Water meters damaged on Woods Rd.
Warren Garrett reported that 11 out of 12 water meter boxes were damaged at the development on Woods Road. Utilities is going to require that concrete boxes be installed and require the cost to be paid by the developer. The area has been turned into a parking area, causing all the damage.

- E.** Discussion - OHM cost list of 2023 projects.
Bryan Price distributed OHM Project listing for 2022-2024. He explained the OHM projects.
Alderwoman Thompson questioned if a team could not be built in the City and not spend the 1.2 million contacting them.
Mr. Price explained that some projects require several engineers and different types of engineers are needed for the project and time constraints.

- F.** Discussion - Professional Services Candidate Selection

- Bryan Price invited the Council to be included in the selection process. He also advised that this Council has seen more projects come through than any other.
- Drew Jennings does not think the Council should be involved, but just wants information about the process.

- Alderman Woodall wants to make sure developers' proposals and projects move through the City process faster.
- Mayor Callis advised that any time a Council member has a question about a project, to please go to someone in the City to see what the issue is. Nate can show a timeline and what issues there may be.
- Alderwoman Thompson would like the City to continue to evaluate and realistically look if it would be cheaper to have our own engineering staff.

G. Discussion - Resource Protection Grant – WTP;

- What WTP items are allowed and which are not?
- Do we really need a full harvesting upgrade at this time, since no money is available for a harvesting pond?
- What work on the spillway and lake is needed now?
- Does a new raw water pump building really need to be built?
- What items are needed to finish carrying the WTP to 5mgd, and what is the cost outside the grant?
- Will TDEC allow us to withdraw enough for 5mgd, if not, then what upgrades are needed?

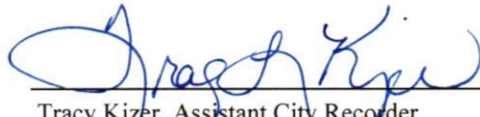
- Brian Price introduced Greg from OHM to review the current projects.
- Greg discussed the projects and grants currently being worked on with the Water Plant and distribution in the City. He covered short-term and long-term goals and what things needed to happen to meet those. He advised that it would take several different improvements to reach the water capacity needed.
- The long term goal is to reach 134 million gallons per day and reach that with the current grant process and time frame.
- A discussion was held about the land ownership of property around the lake and current water intake.

Adjournment

Motion to Adjourn by Vice-Mayor McDowell; Second by Alderwoman Thompson;
Motion passed by voice vote to **adjourn at 8:00pm.**



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder