



Board of Mayor and Aldermen  
City Council Meeting  
Portland City Hall  
100 South Russell Street  
Portland, TN 37148  
August 7, 2023  
5:00 PM

- A. Call To Order
- B. Prayer And Pledge
- C. Roll Call
- D. Approval Of Minutes

Documents:

[MINUTES JULY 10 2023.PDF](#)

- E. Approval Of Agenda
- F. Communications From Council Members
- G. Public Comment Period

*In accordance with Tennessee Public Chapter No. 300, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. Individuals wishing to comment on an actionable agenda item must sign up before the start of the meeting and are allotted 5 minutes to speak.*

- H. Department Reports

Documents:

[BUILDING AND CODES JUNE 2023 MONTHLY REPORT.PDF](#)  
[CITY RECORDER JUNE 2023 MONTHLY REPORT.PDF](#)  
[COMMUNITY DEVELOPMENT NEWSLETTER JUNE 2023.PDF](#)  
[FIRE MONTHLY REPORT JUNE 2023.PDF](#)  
[POLICE MONTHLY REPORT JUNE 2023.PDF](#)  
[UTILITIES MONTHLY REPORT JUNE 01 2023.PDF](#)

- I. Mayor's Report
- J. Community Development  
*Alderwoman Megann Thompson*

**K. Finance**

Alderwoman Penny Barnes

**1. Ordinance No. 23-37 - 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.

Documents:

[ORD 23-37 BUDGET AMENDMENT FOR FY23 24 2ND READ REVISED.PDF](#)

**2. Ordinance No. 23-38 - First Reading**

An Ordinance providing for the levy on all real property, personal property, and ad valorem taxes for the city of Portland, Tennessee for the year 2023.

Documents:

[ORD 23-38 LEVY ON ALL REAL PROPERTY PERSONAL PROPERTY AND AD VALOREM TAXES TAX RATE.PDF](#)

[ORD 23-38 A1 JULY 5TH COMPTROLLER LETTER.PDF](#)

[ORD 23-38 A2 AUG 4TH LETTER FR COMPTROLLER.PDF](#)

**L. Fire Department**

Vice Mayor Jody McDowell; Financed by: General Fund

**1. Resolution No. 23-75**

A Resolution to accept an assistance to firefighters grant for equipment and training through the Department of Homeland Security issued by FEMA.

Documents:

[RES 23-75 ACCEPT AFG GRANT 2023 EMW-2022-FG-05147 TRAINING-4 GAS MONITOR- IN CAB HEAD SETS.PDF](#)

**M. Human Resources**

Alderwoman Penny Barnes

**1. Ordinance No. 23-36 - Second Reading**

An Ordinance to update the Employee Christmas Bonus.

Documents:

[ORD 23-36 EMPLOYEE CHRISTMAS BONUS REVISED 2023.PDF](#)

**N. Legislative**

Mayor Mike Callis

**1. Resolution No. 23-76**

A Resolution to authorize that assignment of addresses in the city of Portland be delegated to the respective County E-911 office in which the address is located.

Documents:

[RES 23-76-ADDRESS NUMBERING BY E-911 OFFICE.PDF](#)

O. Municipal Airport

Alderman Mike Hall; Financed by: Special Revenue Fund

P. Parks & Recreation

Alderman Brian Woodall; Financed by: General Fund/Special Revenue Fund - Golf Course

Q. Police Department

Alderman Drew Jennings; Financed by: General Fund

R. Planning & Codes

Alderwoman Megann Thompson; Financed by: General Fund

1. Ordinance No. 23-39 - First Reading

An Ordinance to amend the city of Portland, Tennessee zoning map by rezoning unaddressed West Longview Drive (tax map 039 parcel 47.09 and P/O 047.00) zoned from RM-1 (high density residential) to RS-20 (low density residential).

Documents:

[ORD 23-39 UNADDRESSED WEST LONGVIEW DRIVE REZONE 1ST READING JIM DONOHO.PDF](#)

2. Ordinance No. 23-40 - First 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.

Documents:

[ORD 23-40 AMEND DRIVEWAY WIDTH AND PIPE MATERIAL.PDF](#)

3. Discussion - Accessory Buildings

S. Public Works

*Alderwoman LaToya Holcomb; Financed by: General Fund - Streets, City Mechanic / Special Revenue Fund - Sanitation, Stormwater*

1. Resolution No. 23-80

A Resolution authorizing the City of Portland to appropriate funds from the payment in lieu of sidewalks fund.

Documents:

[RES 23-80 APROPRATE SIDEWALK PAYMENT IN LIEU OF PAYMENT FUND WHEELER STREET.PDF](#)

T. 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. 23-41 - First 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.

Documents:

[ORD 23-41 RESCIND AND REPLACE ORD 22-16 RED RIVER SCHOOL RD DEVELOPERS AGREEMENT.PDF](#)

**2. Ordinance No. 23-42 - First 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.

Documents:

[ORD 23-42 RESCIND AND REPLACE ORD 22-73 ON PARKSIDE ESTATES DEVELOPERS AGREEMENT.PDF](#)

**3. Ordinance No. 23-43 - First 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.

Documents:

[ORD 23-43 FUNDING OF EASEMENTS FOR ARPA PROJECT.PDF](#)

**4. Ordinance No. 23-44 - First 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.

Documents:

[ORD 23-44 DEVELOPERS AGREEMENT WITH STEVISON HAM CO.PDF](#)

**5. Ordinance No. 23-45 - First 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.

Documents:

[ORD 23-45 DEVELOPERS AGREEMENT FOR BAKERS ACRES.PDF](#)

6. Resolution No. 23-77

A Resolution amending the engineering agreement with OHM Advisors, approved by Ordinance 21-37, for additional construction phase services and construction project observation for the Oak Hill Water System Improvements Project in the amount of \$612,120.

Documents:

[RES 23-77 - RES TO AMEND OHM-OAK HILL WATER SYSTEMS.PDF](#)  
[RES 23-77 A1-OHM PROPOSAL AMENDMENT - OAK HILL WATER SYSTEMS.PDF](#)  
[RES 23-77 A2 OVERALL ARPA PROJECTS BUDGET.PDF](#)

7. Resolution No. 23-78

A Resolution amending the engineering agreement with OHM Advisors, approved by ordinance 21-52, for additional construction phase services and construction project observation for the 2021 Masons Tank 12-inch Connector Project in the amount of \$447,480.

Documents:

[RES 23-78 AMEND OHM-MASONS TANK 12-INCH CONNECTOR.PDF](#)  
[RES 23-78 A1 OHM PROPOSAL AMENDMENT- MASON 12-INCH WATERLINE CONNECTOR.PDF](#)  
[RES 23-78 A2 OVERALL ARPA PROJECTS BUDGET.PDF](#)

8. Resolution No. 23-79

A Resolution authorizing the developer to pay-in-lieu of installing a 12-inch water main for the length of their road frontage along Hwy 52W and have their utility fees waived up to \$19,125 for the Waffle House Development, located at 405 Hwy 52W, tax map 034E, Group B, Parcel 018.09 in Portland, Tennessee.

Documents:

[RES 23-79 WAIVE UTILITY FEES FOR WAFFLE HOUSE.PDF](#)  
[RES 23-79 A1 EMAIL FROM WAFFLE HOUSE.PDF](#)  
[RES 23-79 A2 WAFFLE HOUSE CAPACITY LETTER.PDF](#)

9. Discussion - Capacity

U. Adjournment