

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

May 15, 2023

A. Call to Order - Mayor Callis called the meeting to order at 5:02 P.M. at Portland City Hall.

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

C. Roll Call -

Present:

Alderwoman Penny Barnes
Alderman Mike Hall
Alderman Drew Jennings
Vice Mayor Jody McDowell
Alderwoman Megann Thompson
Alderman Brian Woodall
Mayor Mike Callis

Also Present:

Assistant City Recorder Tracy Kizer

Absent

Alderwoman LaToya Holcomb
City Attorney John R. Bradley

Finance Director, City Recorder Rachel Slusser

D. Approval of Minutes from May 1, 2023, Council Meeting. Motion was made by Alderwoman Thompson, seconded by Alderman Woodall to approve the minutes as presented. **Voice vote indicated approval.**

E. Approval of Agenda. Motion was made by Alderwoman Thompson to approve Agenda, second by Alderwoman Barnes to approve agenda. **Voice vote indicated approval.**

F. Communications from Council Members – Alderman Woodall thanked the Council for approval of the Hometown hero banner project and more information will be forthcoming. Alderwoman Barnes thanked all the City employees who worked at the Strawberry Festival for helping make it a successful event and quickly cleaning the area Saturday evening. Mayor Callis also thanked the Chamber and all the volunteers & vendors.

G. Presentation of Recognitions -

1. Sherry Ferguson thanked all the volunteers that helped make the festival happen. On behalf of Portland Chamber of Commerce Sherry presented trophies to the winners of the Strawberry Festival Parade.
2. United Way of Sumner Co – not present – rescheduled.

H. Public Recognition – No one spoke.

I. Public Hearing –

1. **Retail Liquor Store Certificate of Compliance- No one spoke.**

J. Department Reports – Motion to accept made by Alderman Woodall, second by Alderwoman Thompson. **Voice Vote indicated approval.**

Mayor Callis turned the meeting over to Alcoholic Beverage Board Chair Vice Mayor McDowell.

K. Alcoholic Beverage Board

Vice Mayor McDowell called to order at 5:17 p.m.

- 1. Resolution 23-55** A Resolution authorizing a certificate of compliance for James Allen of Portland Liquors located at 210 South Broadway, Portland, TN 37148. Motion to approve by Alderwoman Thompson, seconded by Alderman Jennings. Vice Mayor McDowell advised that Mr. Allen request to change the name to Captain's Wine and Spirits and he spoke with City Attorney Bradley about the change. Attorney Bradley advised the change could happen. **Motion voice vote carries, 5 yes/1 no.**

Mayor suggested that a time limit be considered for any future certificates. There is a limit of four certificates the city can issue. This would prevent a certificate being issued and not used.

Portland City Council meeting resumed at 5:19 p.m.

L. Mayor's Report –

1. Mayor reminded everyone that the Comprehensive Land Use Plan kick-off will meet May 23rd from 5 to 7 p.m. at Richland Gym. This plan is what the Planning Committee and City Council will be using to support Portland's future growth for the next several years.

M. Community Development – Alderwoman Megann Thompson – Alderwoman Thompson encouraged everyone to attend the May 23rd meeting. It is a huge part of Community Development. **No items**

N. Finance – Alderwoman Penny Barnes

- 1. Ordinance No. 23-26 – First Reading** - An Ordinance amending the Fund Balance Policy for the City of Portland. Motion to approve by Alderwoman Barnes, seconded by Alderman Woodall. **Voice vote indicated approval.**
- 2. Resolution No. 23-50 –** A Resolution amending the Debt Management Policy. Motion to approve by Alderwoman Barnes, second by Alderman Woodall. **Voice vote indicated approval.**

O. Fire Department – Vice Mayor Jody McDowell – No items

P. Human Resources – Alderwoman Penny Barnes – No items

Q. Legislative – Mayor Mike Callis – No items

R. Municipal Airport – Alderman Mike Hall - No items

S. Parks & Recreation – Alderman Brian Woodall – No items

T. Police Department – Alderman Drew Jennings - No items

U. Planning & Codes – Alderwoman Megann Thompson

- 1. Resolution No. 23-51** - A Resolution to enhance the requirements of the Combined Zoning Ordinance for the City of Portland. Motion to approve by Alderwoman Barnes, second by Alderwoman Thompson. Mayor Callis distributed example booklets to the Council. Discussion of use of PUDs. **Voice vote indicated approval.**

2. **Resolution 23-52** – A Resolution requiring all multi-family zoning to be presented as a Planned Unit Development. Motion to approve by Alderwoman Barnes, seconded by Alderwoman Thompson. During the discussion Mayor advised that all requests for multifamily, no matter how small, would be included. Alderwoman Thompson also advised that PUD would transfer if the land was sold before the development is completed. **Voice vote indicated approval.**

V. Public Works –

1. **Resolution No. 23-53** – A Resolution re-adopting the Sumner County Multi-Jurisdictional Hazard Mitigation Plan. Motion to approve by Vice Mayor McDowell, seconded by Alderwoman Thompson. **Voice vote indicated approval.**
2. **Resolution No. 23-54** – A Resolution to rescind Resolution 21-54 and replace with Resolution 23-54 to authorize CSR Engineering and Klobner Engineering Services for professional on-call services for Engineering Review for Planning submittals. Motion to approve by Alderwoman Thompson, seconded by Alderman Jennings. **Voice vote indicated approval.**

W. Utility Infrastructure – Alderman Brian Woodall

1. **Ordinance No. 23-27 – First Reading** - An Ordinance to enter into agreement with Bratton & Associates to provide Professional Land Acquisition Services for the City of Portland, Oak Hill water system improvements and 2021 Mason Tank 12-inch connector for water system improvements. Motion to approve by Alderman Woodall, second by Vice Mayor McDowell. Megan Heisler explained the price difference. After discussion, amendment to change language to Total Fee not to exceed \$78,000 by Alderman Woodall, second by Alderman Hall. **Voice vote indicated approval of amendment. Voice vote of Ordinance No. 23-27 as amended indicated approval.**

Brian Price presented to the Council an issue on Byrum Chapel Road in reference to property owner wanting to appeal the water tap fees. By following the Ordinance for fees charged, the cost of obtaining a water tap would be \$28,000 in-leu of fees plus \$2000 tap fees plus \$100 connection fee. The in-leu of fees can be used to improve the water lines anywhere in the system, same regulations as sidewalks. No house on the lot in question.

- X. Adjournment** – Motion to adjourn made by Alderman Jennings, second by Alderwoman Thompson.
Meeting adjourned at 5:45 pm.



Mike Callis, Mayor



Tracy Kizer, Assistant City Recorder