



CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING PACKET
FEBRUARY 2, 2026
6:00 PM

Board of Mayor and Aldermen:

Matt Fitterer, Mayor
Trent Linville, Vice-Mayor
Erinn Hartwell
Brent Murray
Jaimee Davis
John Canepari
Vincent Fuqua
Scott Wernert
Alex Jimenez

City of Spring Hill
P.O. Box 789
Spring Hill, TN 37174

Phone 931.486.2252
Fax 931.486.0516
www.springhilltn.org

**CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING AGENDA
FEBRUARY 2, 2026
6:00 PM**

Call Regular Meeting to Order at 5:45 p.m.

Stipulation of Members Present

Recess for Executive Session

Call Meeting Back to Order

Invocation

Pledge of Allegiance

Approval of the Agenda

Mayor's Comments

City Administrator/Department Head Comments

Citizen Comments

Acknowledgements

PUBLIC HEARING (None)

VOTING AGENDA

CONSENT ITEMS

1. Consider Resolution 26-31, to authorize the purchase of police vehicles and equipment.

This purchase request is for two Dodge Durangos for the two traffic calming positions approved by BOMA. Budgeted item FY25-26 for \$150,000.00 Purchases are from State Contracts/Federal Procurement. The overage of \$662.44 will be transferred from within the current budget to offset the difference. Don Brite, Chief of Police

Attachment: [Resolution 26-31_vehicle purchase for PD_traffic calming.pdf](#)

Attachment: [vehicle quotes traffic calming.pdf](#)

2. Consider Resolution 26-32, to approve renewal of contract for Annual Plumbing Services.

The Board approved Resolution 25-32, awarding city plumbing services to Lee Company. The contract was for one year with the option to renew for two additional one-year terms, if both parties agreed. Both parties have agreed to the first renewal. Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-32_to approve renewal contract with Lee company for plumbing services.pdf](#)

Attachment: [Memo Plumbing Services Contract Renewal Lee Company 2026-01-27.pdf](#)

Attachment: [Lee Company Plumbing Contract 2026-01-27.pdf](#)

3. Consider Resolution 26-33, to approve renewal of contract for Annual Electrical Services.

The Board approved Resolution 25-54, awarding city electrical services to Lee Company. The contract was for one year with the option to renew for two additional one-year terms, if both parties agreed. Both parties have agreed to the first renewal. Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-33_to approve renewal contract with Lee company for electrical services.pdf](#)

Attachment: [Memo Electrical Services Contract Renewal Lee Company 2026-01-27.pdf](#)

Attachment: [Lee Company Electrical Contract 2026-01-27.pdf](#)

4. Consider Resolution 26-34, to approve renewal of contract for Annual Roofing Services.

The contract for city roofing services is up for its final renewal. with Don Kennedy Roofing. Both parties agree to renewing the contract. Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-34.pdf](#)

Attachment: [Memo Annual Roofing Services final renewal Contract Don Kennedy .pdf](#)

Attachment: [Don Kennedy Roofing - Contract 2026-01-28.pdf](#)

5. Consider Resolution 26-35, to approve renewal of contract for Annual HVAC Services.

Resolution 25-31 approved the contract for annual HVAC services with Potts Heating and Cooling for a period of one-year with option to renew for two additional one-year terms. This is the first renewal. Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-35 to approve renewal contract with Potts Heating and Cooling for HVAC Services.pdf](#)

Attachment: [Memo HVAC Services Contract Renewal 2026-01-28.pdf](#)

Attachment: [Potts Heating HVAC Contract 2026-01-27.pdf](#)

6. Consider Resolution 26-36, authorizing the purchase and implementation of an additional on-call phone for spring hill water to provide separate dedicated on-call phones for water distribution and sewer collections.

This is a resolution authorizing the purchase and implementation of an additional on-call phone for water distribution and sewer collections. Jeremy Vanderford AGM, Spring Hill Water.

Attachment: [Resolution 26-36.pdf](#)

Attachment: [BOMA Packet Memo x.pdf](#)

7. Consider Resolution 26-37, to amend Resolution 24-226 to authorize an additional task order with Thomas & Hutton for evaluation of a sewer lift station associated with the I-65 interchange interceptor project

Dan Allen, Assistant City Administrator, General Manager, Spring Hill Water

Attachment: [Resolution 25-37 Amend Resolution 24-226.pdf](#)

Attachment: [Memo for Res 26-37.pdf](#)

Attachment: [Task Order Contract X.pdf](#)

Attachment: [Resolution 24-226 to authorize Mayor to execute a PSA with Thomas and Hutton for the design of the I-65 sewer int X.pdf](#)

8. Consider Resolution 26-38, to approve recommendation of projects for the Neighborhood Sidewalk Program for fiscal year 2026 Fall.

This resolution would approve Neighborhood Sidewalk Projects utilizing FY 26 budgeted funds. All projects are recommended by the Transportation Advisory Committee, on January 20, 2026. Will Goats, CIP Project Manager and Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-38 Neighborhood Sidewalk Program FY 2026 Spring with TAC recommendation x.pdf](#)

Attachment: [NSP BOMA memo.pdf](#)

Attachment: [NSP Review.pdf](#)

Attachment: [NSP Maps.pdf](#)

9. Consider Resolution 26-39, to release a performance bond and establish a maintenance bond for Sanctuary Bluff, New Port Royal Road.

This resolution is to approve reducing the performance bond set in place by Resolution 20-153 to a maintenance bond of 30% for a one-year period. Will Goats, CIP Project Manager

Attachment: [Resolution 26-39 Sanctuary Bluff Road.pdf](#)

Attachment: [Sanctuary Bluff Road Memo.pdf](#)

Attachment: [Resolution 20-153 to approve a development agreement with Ney Bel Sanctuary Bluff to credit AFT X.pdf](#)

10. Consider Resolution 26-40, to amend Resolution 25-165, to increase Purchase Order (Line #156) in the amount of \$7,200 for a total authorized amount of \$15,200.

The purpose of this resolution is to amend Resolution No. 25-165 to increase purchase order No.156 in the amount of \$7200 for a total authorized amount of \$15,200. Ryan LaMunyon, AGM-SHW

Attachment: [Resolution 26-40 - A resoluion to amend 25-156 x.pdf](#)

Attachment: [Memo-Request to amend resolution 25-165.pdf](#)

Attachment: [TNPOP Spring Hill welcome letter.pdf](#)

11. Consider Resolution 26-44, to approve a professional services agreement with BTA Consulting for a pay plan update and conversion to a step-based pay structure.

This resolution authorizes a PSA with BTA for an updated pay plan and step-based pay structure. Carter Napier, City Administrator; Chris Clausi, Assistant City Administrator; Kelly Tenace, HR Director

Attachment: [Resolution 26-44 BTS Resolution x.pdf](#)

Attachment: [Memo for Resolution 26-44 BTS Resolution.pdf](#)

PREVIOUS BUSINESS (None)

NEW BUSINESS

1. Consider Resolution 26-41, to adopt a Fund Balance Policy and repealing prior adopted Fund Balance Policies.

All city financial policies are in the process of being updated. Rebecca Holden, Finance Director

Attachment: [Resolution 26-41 to adopt a fund balance policy.pdf](#)

Attachment: [Memo New Fund Balance Policy.pdf](#)

Attachment: [Fund Balance Policy - NEW.pdf](#)

2. Consider Resolution 26-42, authorizing a true-up of fund balance classifications and reimbursement to the General Fund from the Parkland commitment for the Hurt Road Parkland Acquisition.

Staff recommends approval of a fund balance true-up by reimbursing the General Fund \$1,110,149.00 from the Parkland Commitment established by Resolution 23-113, correcting the funding source for a qualifying expenditure and ensuring consistency with governing body intent, GASB 54, and GFOA best practices. Rebecca Holden, Finance Director

Attachment: [Res. 26-42 true-up of fund balance x.pdf](#)

Attachment: [Parks Commitment - Memo from Finance.pdf](#)

3. Consider Resolution 26-43, to approve funds for Phase 2 Walnut Street Skate Park.

Brent Murray, Parks and Recreation Chair; Alderman

Attachment: [Resolution 26-43 Skate Park Completion x.pdf](#)

Attachment: [Memo for Resolution 26-43 Skate Park Completion.pdf](#)

Attachment: [Spring Hill-TN Cost Estimate 12.11.25.pdf](#)

WORK SESSION/DISCUSSION

1. Discussion-Southern Roots Sewer Reserve Allocation Request

Request for a sewer capacity reserve allocation for Southern Roots Endodontics. Dan Allen, ACA/GM SH Water; Dara Sanders, Development Services Director

Attachment: [Sewer Capacity Reserve Allocation Request 5221 Port Roayl .pdf](#)

Attachment: [D 18 Southern Roots Sewer Usage.pdf](#)

2. Discussion-Reservoir Raw Water Transmission Line via TVA Easement

Will Brasfield, Water Dept, SPARTAN Division, Engineer

Attachment: [TVA Raw Water Transmission Line Easement Exhibit.pdf](#)

3. Discussion-Legislative Agenda

Carter Napier, City Administrator

Attachment: [Memo-Legislative Update.pdf](#)

4. Discussion-Twelve Stone Health Partners Relocation

5. Roundtable Discussion

Citizen Comments

Adjourn

RESOLUTION 26-31

A RESOLUTION TO AUTHORIZE THE PURCHASE OF POLICE VEHICLES AND EQUIPMENT

WHEREAS, the Board of Mayor and Alderman, City of Spring Hill, approved funding for the purchase of 2 (two) new Police vehicles and equipment in the current FY 25-26 budget; and

WHEREAS, the vehicles purchased are for two traffic calming positions for the Police Department traffic division; and

WHEREAS, the Spring Hill Police Department requests to purchase two (2) Dodge Durango's, with equipment, (\$131,350.00), State Contract (209-88750) from TT of Columbia and other ancillary equipment, (\$19,312.44) from vendors with state contracts or quotes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Mayor and Alderman, City of Spring Hill, authorize the purchase of two (2) Dodge Durango's with equipment, installation and shipping, total cost, (\$150,662.44) from TT of Columbia, State Contract and vendors with state contract or quotes.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



WWW.TNFLEETSALES.NET

Prepared For
City of Spring Hill
David Kloke

Quote Number
JOBT1378

Prepared By
Chris Wojnar

TT OF COLUMBIA, INC DBA
106 South James M Campbell Boulevard
Columbia, TN 38401



QUOTE #	JOBT1378
DATE	

Prepared For:
 David Kloke
 City of Spring Hill
 3636A ROYAL PARK BLVD
 SPRING HILL, TN 37174

Prepared By:
 Russell Moles
 Director of Government & Fleet Operations
 106 S. James Campbell Boulevard
 Columbia, TN 38401

P: 931-451-0886
 E: dkloke@springhilltn.org

P: 865-285-0348
 E: rmoles@tnfleetsales.net

TN STATE CONTRACT # 209 - 88750 10/24/2025 - 06/30/2028

PO Number	Payment Terms	Valid Through
	NET 15	

Notes:

VEHICLES & EQUIPMENT w/OUTSIDE EQUIPMENT INSTALLS
 ARE INVOICED AT THEY TIME THEY LEAVE CHRYSLER DODGE JEEP RAM OF COLUMBIA PROPERTY.
 INVOICE DUE 30 DAYS FROM INVOICE DATE

	Unit Price	Qty	Ext. Price
AWD - V8 ENGINE - 2 SPD TRANSFER CASE	\$41,278.00	1	\$41,278.00
FACTORY INSTALLED OPTIONS & CHARGES			
Cloth Bucket Seats W/Rear Vinyl/Black - (REPLACES CLOTH REAR SEAT)	\$160.00	1	\$160.00

	Unit Price	Qty	Ext. Price
Deactivate Rear Doors/Windows - PERMANANT DELETION OF REAR OPERABILITY	\$95.00	1	\$95.00
Black Left LED Spot Lamp	\$695.00	1	\$695.00
UCONNECT 5 NAV W 10.1" DISPLAY (USA)	\$1,095.00	1	\$1,095.00
DELETE CARPET FLOOR COVERING			
BLACK RIM w/CENTER CHROME CAP			
EXTERIOR PAINT			
<i>BLACK EXTERIOR - (Optional) Not Included in Price</i>	\$0.00	1	\$0.00
DEALER INSTALLED OPTIONS & CHARGES			
DRIVER DELIVERY TO CUSTOMER	\$0.00	1	\$0.00
PACK - FIXED COST & OVERHEAD	\$0.00	1	\$0.00
AFTERMARKET EQUIPMENT TN SWC LINE #5			
N/A	\$0.00	1	\$0.00
	\$0.00	1	\$0.00
51" VALOR R/B/W FRONT, R/B/A REAR, PF200R SIREN CONTROLLER, ES100C SPEAKER, DCF-SB-ES100C BRACKET, OBD CABLE	\$3,927.00	1	\$3,927.00

	Unit Price	Qty	Ext. Price
24 CHANNEL EXPANSION MODULE	\$248.00	1	\$248.00
32 CHANNEL EXPANSION MODULE	\$306.00	1	\$306.00
2 ON SIDE OF PUSHBUMPER, 2 IN FRONT TOP CHANNEL OF PUSH BUMPER, 2 ON LICENSE PLATE BRACKET, 4 MOUNTED IN REAR CARGO WINDOW (2 EACH SIDE 1 LOW 1 HIGH) , 6 ON SPOILER BRACKET	\$137.00	16	\$2,192.00
LICENSE PLATE BRACKET	\$70.00	1	\$70.00
UNDER HATCH WHEN OPEN	\$111.00	2	\$222.00
CARGO WINDOWS	\$20.00	4	\$80.00
SPOILER BRACKET FOR DURANGO	\$72.00	1	\$72.00
CENTER PUSHBUMPER FOR DURANGO	\$596.00	1	\$596.00
UPPER GUARDS FOR PUSHBUMPER	\$372.00	1	\$372.00
LOWER GUARDS FOR PUSHBUMPER	\$553.00	1	\$553.00
2 LIGHT TOP CHANNEL FOR PUSHBUMPER	\$32.00	1	\$32.00
WIRE COVERS FOR PUSHBUMPER	\$41.00	1	\$41.00
10VS FLAT PANEL C2 SLIDE WINDOW	\$873.00	1	\$873.00

	Unit Price	Qty	Ext. Price
#12 EXPANDED METAL REPLACEMENT SEAT	\$357.00	1	\$357.00
BIO REPLACEMENT SEAT PULL SEATBELTS	\$1,530.00	1	\$1,530.00
CARGO BOX ADD ON DRAWER	\$288.00	1	\$288.00
CARGO BOX DSK DRAWER SLIDE	\$1,836.00	1	\$1,836.00
	\$0.00	1	\$0.00
OBSERVE+DOME LIGHT R/W	\$65.00	6	\$390.00
3" SQUARE LED LIGHT	\$130.00	2	\$260.00
CONSOLE PRINTER MOUNT MANETIC PHONE HOLDER, CUP HOLDER, REAR ARM REST, MONGOOSE 9 LOCKING SLIDE ARM SHORT CLEVIS	\$1,253.00	1	\$1,253.00
PF200R FACEPLATE	\$0.00	1	\$0.00
MOTOROLA APX 6500 FACEPLATE	\$0.00	1	\$0.00
PANASONIC TOUCHBOOK 33 DOCKING /POER SUPPLY	\$1,448.00	1	\$1,448.00
SINGLE T RAIL BLAC-RAC GUN MOUNT	\$650.00	1	\$650.00
POCKET JET KIT	\$900.00	1	\$900.00

	Unit Price	Qty	Ext. Price
USB CABLE TYPE A STRAIGHT TO C 6FT	\$13.00	1	\$13.00
STINGER LED FLASHLIGHT	\$155.00	1	\$155.00
SINGLE PACK MAG MIC CLIP	\$35.00	1	\$35.00
JOTTO WINDOW BARS	\$338.00	1	\$338.00
STALKER RADAR SYSTEM KA BAND	\$1,995.00	1	\$1,995.00
TINT FRONT TO MATCH REAR, FRONT STRIP	\$200.00	1	\$200.00
SPRINGHILL PD GRAPHICS KIT	\$820.00	1	\$820.00
Shop Supplies	\$150.00	1	\$150.00
Shipping Charges	\$150.00	1	\$150.00
	\$0.00	1	\$0.00
	\$0.00	1	\$0.00
Solution Subtotal			\$65,675.00
Sales Tax			\$0.00
Delivery Fee			\$0.00
Grand Total			\$65,675.00

Notes:
 Units Quoted from Ground Stock or In-Bound Inventory Are Subject to Prior Sale
 Pricing Good For Current Date & Model Year Only Subsequent Model & Option Pricing May Vary
 Vehicles Subject to Production by Stellantis (formerly Fiat-Chrysler Automobiles)
 Production Lead Times Vary by Model & Options are controlled by FCA Group
 Standard Color is White Unless Noted Otherwise



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

CURTIS FLOYD,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html>

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PSTZ023	1/23/2026	SIERRA EQUIPMENT	9396627	\$596.72

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Sierra Wireless OBD-II Y-Cable for MP70 AirLink MP70 LTE Router Mfg. Part#: 6001204 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	2	5117246	\$55.25	\$110.50
Sierra 6-in-1 SharkFin 2xLTE Wi-Fi Antenna - Black Mfg. Part#: 6001197 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	2	5144931	\$189.29	\$378.58
Black Box 25ft RS232 DB9 M F Straight Through Shielded Serial Cable, 25' Mfg. Part#: EDN12H-0025-MF UNSPSC: 26121609 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	2	412810	\$44.00	\$88.00
Tripp Lite Cat6 Gigabit Snagless Molded Patch Cable (RJ45 M) Blue, 25' Mfg. Part#: N201-025-BL UNSPSC: 26121609 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	2	415024	\$9.82	\$19.64

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or

such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$596.72
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$596.72

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF SPRING HILL ACCTS PAYABLE PO BOX 789 SPRING HILL, TN 37174-0789 Phone: (931) 486-2252 Payment Terms: Master Card	Shipping Address: CITY OF SPRING HILL PD CURTIS FLOYD 800 HATHAWAY BLVD SPRING HILL, TN 37174-4538 Phone: (931) 486-2252 Shipping Method:
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Karina Steitz | 800.808.4239 | karina.steitz@cdwg.com

Need Help?

 My Account	 Support	 Call 800.800.4239
------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager.

© 2026 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



QUOTE-3471923
APX Mobile Accessories

Billing Address:
SPRING HILL POLICE DEPT
800 HATHAWAY BLVD
SPRING HILL, TN 37174
US

Shipping Address:
SPRING HILL POLICE DEPT
800 HATHAWAY BLVD
SPRING HILL, TN 37174
US

Quote Date:01/23/2026
Expiration Date:03/24/2026
Quote Created By:
Brian Lorenz
Sr. Account Manager
brian.lorenz@
motorolasolutions.com
615-428-0541

End Customer:
SPRING HILL POLICE DEPT
Sgt. Curtis Floyd
cfloyd@springhilltn.org
931-451-0889

Contract: SWC424 - TENNESSEE
AGREEMENT: STATE OF TENNESSEE

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1	HKN6169B	CABLE, REMOTE MOUNT, 5M	2	\$98.52	\$73.89	\$147.78
2	HKN4192C	MOBILE ACCESSORIES POWER CABLE	2	\$50.85	\$38.14	\$76.28
3	HMN1090D	MOBILE ACCESSORIES STANDARD MICROPHONE	2	\$87.00	\$65.25	\$130.50
4	HAF4017A	ADD: ANT 3DB COLLINEAR 762-870MHZ	2	\$50.00	\$37.50	\$75.00
5	HLN7002A	TRUNNION KIT	2	\$58.44	\$43.83	\$87.66
6	PMAN5101A	PORTABLE ANTENNA, COVERT GLASS MOUNT, WIFI	2	\$105.00	\$78.75	\$157.50
Subtotal						\$899.62
Total Discount Amount						\$224.90
Grand Total					\$674.72(USD)	

Notes:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-3474078
 (2) M500s and V700s N
 Hardware

Billing Address:
 SPRING HILL POLICE DEPT
 800 HATHAWAY BLVD
 SPRING HILL, TN 37174
 US

Shipping Address:
 105 Manley Road
 Griffin, GA 30223
 US

Quote Date:01/26/2026
 Expiration Date:03/27/2026
 Quote Created By:
 Demeri Pajic
 Demi.Pajic@
 motorolasolutions.com

End Customer:
 SPRING HILL POLICE DEPT
 Curtis Floyd
 cfloyd@springhilltn.org
 931.451.0889

Contract: 36874 - SOURCEWELL MOBILE
 VIDEO-101223-MOT
 AGREEMENT: WG AGREEMENT

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
M500								
1	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	2		\$6,575.00	\$6,015.00	\$12,030.00	
2	LSV07S05296A	5Y ESSENTIAL - M500	2	5 YEARS	\$1,063.13	\$850.50	\$1,701.00	
3	WGP02225-122-KIT2	BRKT 4RE/M500 DISP INTLGHTBAR 15-20TAHOE	2		\$95.00	\$0.00	\$0.00	
4	WGP02920-KIT	INSTALL KIT, M500 DVR, TRUNK MOUNT	2		\$95.00	\$0.00	\$0.00	
V700								
5	WGP02950A	BATT LIION IP67 4050T	2		\$123.75	\$99.00	\$198.00	
6	WGB-0879A	V700 BWC 1080P FN READY W/REM BATT CM	2		\$968.00	\$774.40	\$1,548.80	3 YEAR
7	WGA00640-KIT1	V300/V700, DESKTOP USB DOCK CHGR/UPLD KIT	2		\$250.00	\$200.00	\$400.00	



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc. 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-3474078
(2) M500s and V700s N
Hardware

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
8	PRODUCT_REFRESH	VIDEO EQUIPMENT,PRODUCT REFRESH	2		\$800.00	\$640.00	\$1,280.00	
9	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT - V700	2	5 YEARS	\$552.00	\$441.60	\$883.20	

Grand Total \$18,041.00(USD)

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

RESOLUTION 26-32

**A RESOLUTION TO APPROVE RENEWAL OF CONTRACT FOR ANNUAL
PLUMBING SERVICES**

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen previously approved the selection of Lee Company for plumbing services throughout the City and approved Resolution 25-32 for the acceptance of the contract with the option to renew for two additional one-year periods if both parties agree; and

WHEREAS, the City Staff recommends the renewal of the contract with Lee Company for plumbing services for a one-year period with the option to renew for an additional one-year if both parties agree; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, approves the renewal of the contract for plumbing services with Lee Company.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Tyler Scroggins, Public Works Director
DATE: January 28, 2026
SUBJECT: Authorize Renewal of Contract with Lee Company for Plumbing Services

BACKGROUND:

The city's existing contract for plumbing services is set to expire February 18, 2026. Resolution 25-32 approved the contract with Lee Company for a period of one year with the option to renew for two additional one-year periods if both parties agree. Both parties have agreed to the first one-year renewal.

SUPPORTING DOCUMENTS:

Contract



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
tscroggins@springhilltn.org

SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF SPRING HILL, TENNESSEE (the “City”) and **Lee Company** (“Vendor”) (collectively as “Parties”), and is hereby renewed on **February 2, 2026**, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for plumbing maintenance, replacement and repair that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued published a Request for Proposal (RFP) and Vendor previously submitted a bid;

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Renewal Agreement shall be **February 2, 2026**.
2. **TERM.** The term of this Agreement shall be from the Effective Date herein through **February 2, 2027**. The parties may extend this Agreement in writing, with or without modification, as agreed upon by the Parties for one additional (12) twelve-month period term.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.

- a. Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;
- b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- c. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. **VENDOR RESPONSIBILITIES.**

- a. Provide standard proof of work documentation following the completion of work. The document must include sufficient information to identify the facility where the work was performed, equipment, and/or components on which the work was performed, the purpose of work, date and time of the work, parts used, types of refrigerants, and the name/cert. # of technicians executing the work. This should be submitted within 5 business days of the work being performed.
- b. Provide 24-hour emergency service as needed in all aspects of the plumbing emergency repair for the City of Spring Hill facilities. Emergency hours shall be Monday through Friday 5:00 p.m. to 7:00 a.m. and 24 hours each day on weekends and holidays. The company shall provide emergency response on-site within two (2) hours of notification but must also provide a call-back to City staff within 30 minutes to discuss the issue

and response plan. Failure to meet these requirements can result in the termination of this agreement.

- c. Provide a staffing level that will provide the desired level of customer service, program support, plumbing replacement and repairs.
- d. Use technicians sufficiently trained and under the direction of a licensed plumber holding a Tennessee license.
- e. Provide the ability to respond immediately (within 2 hours) to situations involving the health and safety of employees and/or the Public. Routine repairs, service requests, or other non-urgent tasks shall be completed within one (1) working day from the date of the request.
- f. Must be able to perform work on mobile structures.

5. CITY'S RESPONSIBILITIES.

- a. No applicable City responsibilities

6. INDEPENDENT CONTRACTOR. It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its agents or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be considered acting under the supervision, direction and control of City.

7. AMENDMENT AND TERMINATION. This Agreement may be terminated without cause at any time by either Party through the issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.

8. NO CONFLICT OF INTEREST. No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.

9. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
10. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
11. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.
12. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
13. **TIME.** The Contractor shall finish within the agreed upon time frame.
14. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.
15. **INDEMNITY.** Vendor shall provide a defense, indemnify and hold the City harmless from and against any and all claims arising from Vendor or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or action arising there from.

16. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

17. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.

18. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors and assigns.

19. **SEVERABILITY.** In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof or thereof.

20. **NOTICES.** All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand-delivery or mailed by first class, postage prepaid, registered or certified mail and addressed as follows:

If to Vendor: Lee Company

If to City: Kyle Therriault, Purchasing Agent
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.
Middle Tennessee Law Group, PLLC
d/b/a Wolaver, Carter & Heffington
809 South Main Street, Suite 100
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

21. **CAPTIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.

22. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements either written or oral, unless otherwise expressly stated herein.

23. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party associated with the enforcement of any of the provisions of any such document or this Agreement.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

CITY OF SPRING HILL, a Tennessee
municipality

By: _____
Kyle Therriault
Purchasing Agent of Spring Hill
Date of Execution: _____

By: _____
VENDOR REPRESENTATIVE
Date of Execution: _____

RESOLUTION 26-33

A RESOLUTION TO APPROVE RENEWAL OF CONTRACT FOR ANNUAL ELECTRICAL SERVICES

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen previously approved the selection of Lee Company for electrical services throughout the City and approved Resolution 25-54 for the acceptance of the contract with the option to renew for two additional one-year periods if both parties agree; and

WHEREAS, the City Staff recommends the renewal of the contract with Lee Company for electrical services for a one-year period with the option to renew for an additional one-year if both parties agree; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, approves the renewal of the contract for electrical services with Lee Company.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Tyler Scroggins, Public Works Director
DATE: January 28, 2026
SUBJECT: Authorize Renewal of Contract with Lee Company for Electrical Services

BACKGROUND:

The city's existing contract for electrical services is set to expire February 18, 2026. Resolution 25-54 approved the contract with Lee Company for a period of one year with the option to renew for two additional one-year periods if both parties agree. Both parties have agreed to the first one-year renewal.

SUPPORTING DOCUMENTS:

Contract



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
tscroggins@springhilltn.org

SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF SPRING HILL, TENNESSEE (the “City”) and **LEE COMPANY** (“Vendor”) (collectively as “Parties”), and is hereby **renewed on February 2, 2026**, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for Electrical Contractor Services that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued published a Request for Proposal (RFP) and Vendor submitted a bid; and

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Renewal Agreement shall be **February 2, 2026**.
2. **TERM.** The term of this Agreement shall be from the Effective Date herein through **February 2, 2027**. The term is for one year but may be renewed for one additional term of one year if both parties agree to renew.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.
 - a. Commercial general liability, including premises-operations, products/completed operations, broad form property damage,

blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;

- b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- c. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. **VENDOR RESPONSIBILITIES.**

- a. Provide standard proof of work documentation following the completion of work. The document must include sufficient information to identify the facility where the work was performed, equipment, and/or components on which the work was performed, the purpose of work, date and time of the work, parts used, types of refrigerants, and the name/cert. # of technicians executing the work. This should be submitted within 5 business days of the work being performed.
- b. Provide 24-hour emergency service as needed in all aspects of electrical emergency repairs for the City of Spring Hill Facilities. Emergency hours shall be Monday through Friday 5:00 pm to 7:00 am. and 24 hours each day on weekends and holidays. The company shall provide emergency response on-site within four (4) hours of notification but must also provide a call-back to City staff within 30 minutes to discuss the issue

and response plan. Failure to meet these requirements can result in the termination of the agreement.

- c. Provide a staffing level that will provide the desired level of customer service, program support, electrical maintenance and repairs.
- d. Use technicians sufficiently trained and under the direction of a licensed electrician holding a Tennessee license.
- e. Provide the ability to respond immediately (within 4 hours) to situations involving the health and safety of employees and/or the public. Routine repairs, service requests, or other non-urgent tasks shall be completed within three (3) working days from the date of the request.
- f. Provide labor and materials for interior and exterior electrical projects and repairs.
- g. All work must be performed in accordance with the Tennessee Building Code and National Electrical Code.
- h. Submit plans and pull permits as required.
- i. Cleanup after repairs.
- j. Provide protection of private and public property.
- k. Provide a high-reach vehicle needed for lighting repairs.
- l. Must be able to work on mobile structures.

5. CITY'S RESPONSIBILITIES.

- a. No applicable City responsibilities

INDEPENDENT CONTRACTOR. It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its

agents or employees, as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be considered acting under the supervision, direction and control of City. **** The City of Spring Hill reserves the right to utilize other contractors for specialized services.**

6. **AMENDMENT AND TERMINATION.** This Agreement may be terminated without cause at any time by either Party through the issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.
7. **NO CONFLICT OF INTEREST.** No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.
8. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
9. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
10. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

11. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
12. **TIME.** The Contractor shall finish within the agreed upon time frame.
13. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.
14. **INDEMNITY.** Vendor shall provide a defense, indemnify and hold the City harmless from and against any and all claims arising from Vendor or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or action arising there from.
15. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
16. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.
17. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors and assigns.
18. **SEVERABILITY.** In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall

not invalidate or render unenforceable any other provisions hereof or thereof.

19. **NOTICES.** All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand-delivery or mailed by first class, postage prepaid, registered or certified mail and addressed as follows:

If to Vendor: LEE COMPANY

If to City: Kyle Therriault, Purchasing Agent
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.
Middle Tennessee Law Group, PLLC
d/b/a Wolaver, Carter & Heffington
809 South Main Street, Suite 100
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

20. **CAPTIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.

21. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements either written or oral, unless otherwise expressly stated herein.

22. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the

consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party associated with the enforcement of any of the provisions of any such document or this Agreement.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

CITY OF SPRING HILL, a Tennessee municipality

By: _____

KYLE THERRIAULT
Purchasing Agent of Spring Hill

Date of Execution: _____

By: _____

VENDOR REPRESENTATIVE

Date of Execution: _____

RESOLUTION 26-34

A RESOLUTION TO APPROVE RENEWAL OF CONTRACT FOR ANNUAL ROOFING SERVICES WITH DON KENNEDY ROOFING

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen previously approved the selection of Don Kennedy Roofing for annual for the City's annual roofing services by Resolution 23-191; and

WHEREAS, the contract awarded to Don Kennedy Roofing for the annual roofing services for a period of one-year with the option to renew for two one (1) year extensions; and

WHEREAS, the City Staff recommends the final renewal of the contract with Don Kennedy Roofing for the annual roofing services for a one-year period; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, approves the renewal of the contract for the annual roofing services with Don Kennedy Roofing.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Tyler Scroggins, Public Works Director
DATE: January 28, 2026
SUBJECT: Authorize Renewal of Contract with Don Kennedy Roofing for City Roofing Services

BACKGROUND:

The city's existing contract roofing services is set to expire. Resolution 23-191 approved the contract with Don Kennedy Roofing for a period of one-year term, with the option to renew for two additional one-year terms if both parties agree. Both parties have agreed to the final renewal of the contract.

SUPPORTING DOCUMENTS:

Contract



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
tscroggins@springhilltn.org

SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF SPRING HILL, TENNESSEE (the “City”) and **Don Kennedy Roofing** (“Vendor”) (collectively as “Parties”), and is hereby renewed on **February 2, 2026**, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for Roofing Contractor Services that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued published a Request for Proposal (RFP) and Vendor submitted a bid; and

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Agreement shall be **February 2, 2026**.
2. **TERM.** The term of this Agreement shall be from the Effective Date herein through **February 2, 2027**. This is the final renewal of this contract.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.
 - a. Commercial general liability, including premises-operations, products/completed operations, broad form property damage,

blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;

- b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- c. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. **VENDOR RESPONSIBILITIES.**

- a. Be able to provide all labor, materials, equipment and supervision for all roofing projects, maintenance and repairs on properties include but are not limited to repairs to all roofing types, flashings, curb flashings, decking, scuppers, heat/vent stacks, pitch pockets, gutter and downspouts, copings, pipe penetrations, drains, wall panels and skylights.
- b. Respond within 24 hours for routine roofing work.
- c. Respond to roofing emergencies within two (2) hours.
- d. All work must be performed in accordance with the Tennessee Building Code and National roofing Code.
- e. Submit plans and pull permits as required.
- f. Cleanup after repairs.
- g. Protection of private and public property.
- h. Provide standard proof of work documentation following the completion of work. Document must include sufficient information to

identify the facility where the work was performed, equipment, and/or components on which the work was performed, the purpose of work, date and time of the work, parts used, types of refrigerants, and the name/cert. # of technicians executing the work. This should be submitted within 5 business days of the work being performed.

- i. Must be able to perform work on mobile structures.
- j. Provide 24-hour emergency service as needed in all aspects of roofing emergency repairs for the City of Spring Hill Facilities. Emergency hours shall be Monday through Friday 5:00 pm to 7:00 am. and 24 hours each day on weekends and holidays. The company shall provide emergency response on-site within two (2) hours of notification but must also provide a call-back to City staff within 30 minutes to discuss the issue and response plan. Failure to meet these requirements can result in the termination of the agreement.
- k. Provide a staffing level that will provide the desired level of customer service, program support, roofing maintenance and repairs.
- l. Use technicians sufficiently trained and under the direction of a licensed roofer holding a Tennessee license.

5. CITY'S RESPONSIBILITIES.

- a. No applicable City responsibilities

6. INDEPENDENT CONTRACTOR. It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its agents or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be considered acting under the supervision, direction and control of City.

7. AMENDMENT AND TERMINATION. This Agreement may be terminated without cause at any time by either Party through the

issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.

8. **NO CONFLICT OF INTEREST.** No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.
9. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
10. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
11. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.
12. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
13. **TIME.** The Contractor shall finish within the agreed upon time frame.
14. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.

If to City: Kyle Therriault, Purchasing Agent
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.
Middle Tennessee Law Group, PLLC
d/b/a Wolaver, Carter & Heffington
809 South Main Street, Suite 100
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

21. **CAPTIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.

22. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements either written or oral, unless otherwise expressly stated herein.

23. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party associated with the enforcement of any of the provisions of any such document or this Agreement.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

CITY OF SPRING HILL, a Tennessee
municipality

By: _____

KYLE THERRIAULT

Purchasing Agent of Spring Hill

Date of Execution: _____

By: _____

VENDOR REPRESENTATIVE

Date of Execution: _____

RESOLUTION 26-35

A RESOLUTION TO APPROVE RENEWAL OF CONTRACT FOR ANNUAL HVAC SERVICES

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen previously approved the selection of Potts Heating and Cooling for HVAC services throughout the City and approved Resolution 25-31 for the acceptance of the contract with the option to renew for two additional one-year periods if both parties agree; and

WHEREAS, the City Staff recommends the renewal of the contract with Potts Heating and Cooling for HVAC services for a one-year period with the option to renew for an additional one-year if both parties agree; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, approves the renewal of the contract for HVAC services with Potts Heating and Cooling.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Tyler Scroggins, Public Works Director
DATE: January 28, 2026
SUBJECT: Authorize Renewal of Contract with Potts Heating and Cooling for HVAC Services

BACKGROUND:

The city's existing contract for HVAC services is set to expire February 3, 2026. Resolution 25-31 approved the contract with Potts Heating and Cooling for a period of one year with the option to renew for two additional one-year periods if both parties agree. Both parties have agreed to the first one-year renewal.

SUPPORTING DOCUMENTS:

Contract



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
tscroggins@springhilltn.org

SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF SPRING HILL, TENNESSEE (the “City”) and **Potts Heating and Cooling** (“Vendor”) (collectively as “Parties”), and is hereby renewed on **February 2, 2026**, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for HVAC that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued published a Request for Proposal (RFP) and Vendor previously submitted a bid;

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Renewal Agreement shall be **February 2, 2026**.
2. **TERM.** The term of this Agreement shall be from the Effective Date herein through **February 2, 2027**. The parties may extend this Agreement in writing, with or without modification, as agreed upon by the Parties for one additional (12) twelve-month period terms.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.

- a. Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;
- b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- c. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. **VENDOR RESPONSIBILITIES.**

- a. Provide standard proof of work documentation following the completion of work. The document must include sufficient information to identify the facility where the work was performed, equipment, and/or components on which the work was performed, the purpose of work, date and time of the work, parts used, types of refrigerants, and the name/cert. # of technicians executing the work. This should be submitted within 5 business days of the work being performed.
- b. Provide 24-hour emergency service as needed in all aspects of the HVAC emergency repair for the City of Spring Hill facilities. Emergency hours shall be Monday through Friday 5:00 p.m. to 7:00 a.m. and 24 hours each day on weekends and holidays. The company shall provide emergency response on-site within two (2) hours of notification but must also provide a call-back to City staff within 30 minutes to discuss the issue

and response plan. Failure to meet these requirements can result in the termination of this agreement.

- c. Provide a staffing level that will provide the desired level of customer service, program support, HVAC maintenance and repairs.
- d. Use technicians sufficiently trained and under the direction of a licensed HVAC mechanic holding a Tennessee license.
- e. Provide the ability to respond immediately (within 2 hours) to situations involving the health and safety of employees and/or the Public. Routine repairs, service requests, or other non-urgent tasks shall be completed within one (1) working day from the date of the request.

5. CITY'S RESPONSIBILITIES.

- a. No applicable City responsibilities

6. INDEPENDENT CONTRACTOR. It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its agents or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be considered acting under the supervision, direction and control of City.

7. AMENDMENT AND TERMINATION. This Agreement may be terminated without cause at any time by either Party through the issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.

8. NO CONFLICT OF INTEREST. No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection

with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.

9. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
10. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
11. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.
12. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
13. **TIME.** The Contractor shall finish within the agreed upon time frame.
14. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.
15. **INDEMNITY.** Vendor shall provide a defense, indemnify and hold the City harmless from and against any and all claims arising from Vendor or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or action arising there from.

16. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

17. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.

18. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors and assigns.

19. **SEVERABILITY.** In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof or thereof.

20. **NOTICES.** All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand-delivery or mailed by first class, postage prepaid, registered or certified mail and addressed as follows:

If to Vendor: Potts Heating and Cooling

If to City: Kyle Therriault, Purchasing Agent
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.
Middle Tennessee Law Group, PLLC
d/b/a Wolaver, Carter & Heffington
809 South Main Street, Suite 100
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

21. **CAPTIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.
22. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements either written or oral, unless otherwise expressly stated herein.
23. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party associated with the enforcement of any of the provisions of any such document or this Agreement.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

CITY OF SPRING HILL, a Tennessee
municipality

By: _____
KYLE THERRIAULT
Purchasing Agent of Spring Hill
Date of Execution: _____

By: _____
VENDOR REPRESENTATIVE
Date of Execution: _____

RESOLUTION NO. 26-36

**A RESOLUTION AUTHORIZING THE PURCHASE AND IMPLEMENTATION OF AN
ADDITIONAL ON-CALL PHONE FOR SPRING HILL WATER TO PROVIDE SEPARATE
DEDICATED ON-CALL PHONES FOR WATER DISTRIBUTION AND SEWER COLLECTIONS**

WHEREAS, the City of Spring Hill adopted the 2025–2026 fiscal year budget by Ordinance 25-13 in June 2025; and

WHEREAS, the Spring Hill Water Department is responsible for maintaining and operating the City’s water distribution system and wastewater collection system, including responding to after-hours emergencies and service interruptions; and

WHEREAS, the Water Department currently maintains an on-call phone to support after-hours response and operational coordination; and

WHEREAS, due to continued growth, increased service demand, and the need for efficient after-hours response, the Water Department has identified the need to add an additional on-call phone so that Water Distribution and Sewer Collections each have a dedicated on-call phone; and

WHEREAS, establishing separate dedicated on-call phones will improve communication efficiency, reduce response delays, and support continuity of operations when multiple incidents occur simultaneously; and

WHEREAS, City staff will purchase, activate, and maintain an additional on-call phone to support Water Distribution and Sewer Collections on an ongoing basis, subject to compliance with the City’s purchasing policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the purchase, implementation, and ongoing use of an additional on-call phone is hereby authorized for Spring Hill Water to provide separate dedicated on-call phones for Water Distribution and Sewer Collections, subject to compliance with the City’s purchasing policy and available appropriations.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Jeremy Vanderford – Spring Hill Water – AGM, Ryan LaMunyan – Spring Hill Water - AGM
DATE: 2/2/2026
SUBJECT: Resolution 26-36 | A Resolution Authorizing the Purchase and Implementation of an Additional On-Call Phone for Water Distribution and Sewer Collections

RECOMMENDATION: Staff recommend the approval of an additional on-call phone to provide separate dedicated on-call phones for Water Distribution and Sewer Collections within Spring Hill Water.

BACKGROUND: The City of Spring Hill Water Department is responsible for maintaining and operating the City's water distribution system and wastewater collection system, including responding to after-hours emergencies such as water main breaks, service interruptions, sanitary sewer overflows, and lift station alarms. Spring Hill Water currently utilizes an on-call phone to support after-hours response and coordination. As the City continues to grow and the volume of after-hours incidents increases, staff have identified the need for improved communication efficiency and quicker response coordination between operational areas. Staff is requesting approval to add an additional on-call phone so that Spring Hill Water will maintain two (2) dedicated on-call phones:

- on-call phone assigned to Water Distribution, and
- on-call phone assigned to Sewer Collections.

Establishing separate on-call phones will improve operational response by ensuring calls are routed directly to the appropriate team, reducing delays caused by multiple incident types being managed through a single device, and allowing simultaneous coordination when water and sewer incidents occur at the same time. The additional on-call phone will be used for after-hours operational purposes, including callouts, incident coordination, and emergency response communication. Staff will maintain on-call rotation and ensure proper documentation of after-hours callouts and response activity. Approval of this resolution will support continuity of operations and improve customer service response for both water distribution and sewer collections.

FINANCIAL IMPACT: Costs will be absorbed within the department's existing budget.

SUPPORTING DOCUMENTS: N/A



City of Spring Hill | Spring Hill Water
199 Town Center Parkway
Spring Hill, Tennessee 37174
jvanderford@springhilltn.org
931-486-2252

RESOLUTION 25-37

A RESOLUTION TO AMEND RESOLUTION 24-226 TO AUTHORIZE AN ADDITIONAL TASK ORDER WITH THOMAS & HUTTON FOR EVALUATION OF A SEWER LIFT STATION ASSOCIATED WITH THE I-65 INTERCHANGE INTERCEPTOR PROJECT

WHEREAS, the City of Spring Hill previously adopted Resolution 24-226 authorizing the Mayor to execute a Professional Services Agreement with Thomas & Hutton for the design of the I-65 Interchange Sewer Interceptor; and

WHEREAS, during continued evaluation of the proposed interceptor alignment and depth requirements, City staff has identified the need to evaluate the feasibility of a sewer lift station on the east side of Interstate 65 to potentially reduce gravity sewer depth and overall project impacts; and

WHEREAS, Thomas & Hutton has submitted Task Order No. 28298.0077 under the existing Master Services Contract dated January 15, 2026, to provide general consulting services for a feasibility evaluation of the design and construction of a sewer lift station to serve the June Lake Interchange area; and

WHEREAS, the Task Order includes evaluation of lift station assumptions, sizing, estimated construction and lifecycle costs, property requirements, and a comparison of lift station costs versus potential savings from reduced gravity sewer depth; and

WHEREAS, the Task Order is based on a time and expense budget not to exceed Seven Thousand Dollars (\$7,000.00) and will be completed within fourteen (14) calendar days upon authorization to proceed; and

WHEREAS, funding for this Task Order will be supported by available sewer funds and incorporated into the appropriate project budget; and

WHEREAS, the Board of Mayor and Aldermen finds that amending Resolution 24-226 to include this additional Task Order is in the best interest of the City and will support informed decision-making for the I-65 Interchange Sewer Interceptor project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that Resolution 24-226 is hereby amended to authorize the execution of Task Order No. 28298.0077 with Thomas & Hutton in an amount not to exceed \$7,000.00 for evaluation of a sewer lift station associated with the I-65 Interchange Sewer Interceptor project.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dan Allen, Assistant City Administrator, General Manager, Spring Hill Water
DATE: 2/2/2026
SUBJECT: Resolution 26-37, Amending Resolution 24-226 – Task Order for I-65 Interchange Sewer Lift Station Evaluation

RECOMMENDATION:

Staff recommends approval of Resolution 26-37, amending Resolution 24-226 to authorize an additional task order with Thomas & Hutton to evaluate the feasibility of a sewer lift station associated with the I-65 Interchange Sewer Interceptor project.

BACKGROUND:

Resolution 24-226 authorized the Mayor to execute a Professional Services Agreement with Thomas & Hutton for the design of the I-65 Interchange Sewer Interceptor. As the project has progressed, staff has identified the need to further evaluate potential alternatives that may reduce construction depth and overall project impacts.

Thomas & Hutton has submitted Task Order No. 28298.0077 under the existing Master Services Contract to perform a feasibility evaluation of a sewer lift station located on the east side of Interstate 65. The evaluation will analyze lift station assumptions, preliminary sizing, estimated construction and lifecycle costs, property requirements, and a comparison of lift station costs versus potential savings from reducing gravity sewer depth beneath I-65 and Aeon Creek.

This analysis will provide critical information to support informed decision-making as the interceptor project advances.

FINANCIAL IMPACT:

The Task Order is based on a time and expense budget not to exceed \$7,000.00. This cost will be absorbed within the current Water and Sewer budget, and no additional budget amendment is required.

SUPPORTING DOCUMENTS:

- Resolution 26-37
- Task Order No. 28298.0077 – Thomas & Hutton



City of Spring Hill – Office of Dan Allen
199 Town Center Parkway
Spring Hill, Tennessee 37174
dan.allen@springhilltn.org
931-451-0246

 <p style="text-align: center; font-size: small;">262 ROBERT ROASE DRIVE, SUITE 102 MURFREESBORO, TN 37129 615-220-5800 WWW.THOMASANDHUTTON.COM</p>	<p style="text-align: center;">Spring Hill, TN Interchange Interceptor Sewer Lift Station Evaluation Task Order Contract</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Task Order No:</td> <td style="text-align: center;">28298.0077</td> </tr> <tr> <td>Date:</td> <td style="text-align: center;">1/21/2026</td> </tr> </table>	Task Order No:	28298.0077	Date:	1/21/2026		
Task Order No:	28298.0077						
Date:	1/21/2026						
<p>The Professional Service Agreement - Task Order Contract between the City of Spring Hill and Thomas & Hutton for evaluation of the feasibility of design and construction of a sewer lift station on the east side of I-65. The Master Services Contract dated 1/15/2026 is hereby amended to include the following Task Order:</p>							
Task Description:	General Consulting Services to evaluate the feasibility of design and construction of a sewer lift station on the east side of I-65.						
Contact:	Dan Allen, Assistant City Administrator/General Manager						
Scope of Services:	<p><u>General Consulting Services for the evaluation of the feasibility of a sewer lift station on the east side of I-65.</u></p> <p>Services shall include the general consulting to evaluate the feasibility of a sewer lift station to be located on the east side of I-65 to serve the proposed gravity sewer that will extend to the June Lake Interchange area. The evaluation will compare the costs of the lift station to the potential reduction in gravity sewer depth required to extend under I-65 and Aeon Creek. The following items will be evaluated and compared.</p> <ul style="list-style-type: none"> List of assumptions for the lift station based on serving the proposed flows for the basin such as location, wet well size and depth, lift station type, electrical requirements, and need for backup generator. Approximate lift station sizing, pump and force main sizing and estimated design and construction cost. Approximate property size requirements and cost if property is not donated. Life cycle electrical costs and maintenance costs. Comparison of lift station costs to savings from reducing depth of the gravity sewer. <p>The service fees are based on a time and expense budget of approximately 32 hours of consulting services. Work will be completed within fourteen (14) calendar days upon approval to proceed. Should additional tasks or evaluations be requested the Engineer shall furnish additional services on a time and expense basis following written authorization from the Owner.</p> <p><u>EXCLUSIONS: Services do not include any type of detailed design, surveying, or permitting.</u></p>						
Deliverables:	1. Feasibility Study with recommended option						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">General Consulting Services</td> <td style="text-align: right;">Time and Expense (Budget): \$7,000.00</td> </tr> <tr> <td style="text-align: center;">Additional Services</td> <td style="text-align: right;">Time & Expense: See Consulting Services Rate Sheet</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total Task Order Amount: \$ 7,000.00</td> </tr> </table>	General Consulting Services	Time and Expense (Budget): \$7,000.00	Additional Services	Time & Expense: See Consulting Services Rate Sheet	Total Task Order Amount: \$ 7,000.00	
General Consulting Services	Time and Expense (Budget): \$7,000.00						
Additional Services	Time & Expense: See Consulting Services Rate Sheet						
Total Task Order Amount: \$ 7,000.00							
<p>This Agreement hereby amends the above referenced Master Services Contract between Thomas & Hutton and the City of Spring Hill. This Agreement of Services may only be amended, supplemented, modified, or cancelled by a duly executed written instrument. IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day written below,</p>							
Client:	CITY OF SPRING HILL	Engineer:	THOMAS & HUTTON				
Signed:		Signed:	<i>Ryan Chamblee</i>				
Name:		Name:	Ryan Chamblee, PE				
Title:		Title:	Environmental Group Leader				
Date:		Date:	1/21/2026				

RESOLUTION 24-226

A RESOLUTION TO AUTHORIZE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH THOMAS AND HUTTON FOR THE DESIGN OF THE I-65 SEWER INTERCEPTOR DESIGN

WHEREAS, the City of Spring Hill needs to plan a sewer interceptor to serve future development along the east side of I-65; and

WHEREAS, the Water and Sewer Capacity Study identifies the need to plan for this sewer line in the near term (prior to 2030); and

WHEREAS, Thomas and Hutton have provided a proposal for engineering services (tasks 1-8) under our current contract with the City of Spring Hill, TN for a lump sum fee of \$472,500.00, easement plat services at time and expense for \$45,000, and reimbursable expenses at time and expense for \$2,000; and;

WHEREAS, the project is proposed to be funded with uncommitted sewer development fees from the Sewer Development Fee Fund and be accounted for in the first budget amendment for FY22-23 and;

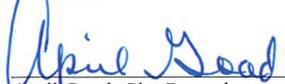
NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the City of Spring Hill authorizes the Mayor as follows:

1. To approve the Professional Services Agreement with Thomas and Hutton attached hereto for to perform Tasks 1-8 (Engineering Services referenced in attached proposal) for a total fee as described of \$519,500.00.
2. To authorize the Mayor to execute the agreement with Thomas and Hutton.

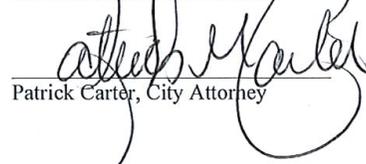
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 3rd day of September, 2024.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

 <p>502 HAZELWOOD DRIVE SMYRNA, TN 37167 615-220-5800 WWW.THOMASANDHUTTON.COM</p>	Spring Hill, TN 24-inch Interchange Gravity Sewer Interceptor Task Order Contract	
	Task Order No:	28298.0066
	Date:	08-13-2024
<p>The Professional Service Agreement – Task Order Contract between the City of Spring Hill and Thomas & Hutton for General Professional Engineering Consultant Services for completion of the design of the 24-inch Interchange Gravity Sewer Interceptor. The Professional Services Agreement (dated 10/4/2021) is hereby amended to include the following Task Order:</p>		
Task Description:	General Consulting, Survey, Design and Permitting of the proposed 24-inch gravity sewer interceptor that will service the I-65 Interchange area.	
Contact:	Dan Allen, P.E., Assistant City Administrator	
Scope of Services:	<p><u>Engineering Design Services</u> Engineering services will be provided for survey, design and permitting of the proposed 24-inch Interchange Gravity Sewer Interceptor that was identified in the sewer capacity study update completed in 2024. Engineering Services will include:</p> <ul style="list-style-type: none"> • General Consulting Phase to plan and layout the interceptor route • Survey Phase to provide topographic data along the proposed alignment including easement and plat services. • Design Phase to provide construction plan sheets, including plan and profiles view, manhole locations, pipe sizes and slopes, and details and appurtenances. • Development of hydraulic calculations including proposed design flows and open-channel flow calculations. • Permitting phase to include submittal to the Tennessee Department of Environment and Conservation (TDEC) for plans package review and approval. Permitting shall include development of Aquatic Resources Alteration Permits (ARAP) for utility line crossings of streams and development of the Storm Water Pollution Prevention Plan (SWPPP). • Permitting phase shall also include assisting with the Tennessee Department of Transportation (TDOT) application for crossing of Interstate-65. <p>As part of Thomas & Hutton's above referenced efforts, the following tasks and engineering services will be provided. A detailed Scope of Services is provided in the attached Exhibit A.</p> <ol style="list-style-type: none"> 1. Planning and general consulting 2. Surveying and Easement Plat Services 3. Civil Engineering Design 4. Hydraulic design and calculations 5. Plans and specifications development 6. Opinion of Probable Construction Cost 7. Submittal to TDEC (Construction package, ARAP and SWPPP) 8. Submittal to TDOT <p>EXCLUSIONS: Opinion of Probable Construction Cost will be based on similar projects of scope and size with similar components. Construction costs will be based on current market values and pricing. Due to recent price escalations in materials and labor, a contingency value will be included.</p>	
	<ol style="list-style-type: none"> 1. Engineering Consulting Services 2. Easement Plat Services 	
	Engineering Fee: Easement Plat Services: Reimbursable Expenses: Additional Services	Lump Sum \$472,500.00 Time & Expense (Budget): \$ 45,000.00 Time & Expense (Budget): \$ 2,000.00 Time & Expense See Consulting Services Rate Sheet
Total Task Order Amount:		\$ 519,500.00

TASK ORDER NO: 28298.0066

PAGE TWO

This Agreement hereby amends the above referenced Professional Services Agreement between Thomas & Hutton and the City of Spring Hill and supersedes all prior written or oral understandings. This Agreement of Services may only be amended, supplemented, modified, or cancelled by a duly executed written instrument. IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day written below,

Client:	CITY OF SPRING HILL	Engineer:	THOMAS & HUTTON
Signed:		Signed:	
Name:	William Ponteroy for Jim Hogeman	Name:	Trent Thompson, P.E.
Title:	Vice Mayor for Mayor	Title:	Vice President of Infrastructure
Date:	9.3.24	Date:	08/13/2024

COPY

TASK ORDER AGREEMENT FOR SERVICES BETWEEN THOMAS & HUTTON ENGINEERING CO. (CONSULTANT) AND
CITY OF SPRING HILL (CLIENT)
24-INCH INTERCHANGE GRAVITY SEWER INTERCEPTOR
EXHIBIT "A" – SCOPE OF SERVICES

AUGUST 13, 2024

Exhibit A

SCOPE OF SERVICES

Thomas & Hutton will provide General Consulting Phase, the Survey Phase, Design Phase, and Permitting Phase services and such Additional Services as you may request during the course of the Project.

Based on preliminary planning with the City of Spring Hill, it is anticipated that the 24-inch Sanitary Sewer Interceptor will be approximately 9,100 LF. The sanitary sewer is planned to generally follow the existing topography ridgeline down to cross under Interstate-65, Aeon Creek, and connect to an existing manhole located near Nealcrest Road.

1. SCOPE OF SERVICES

Engineering Consulting Services

A. General Consulting Phases

1. General Consulting Phase

Thomas & Hutton shall assist the City of Spring Hill (Client) through the design and permitting stages of the project. During the early stages of the project when the conceptual design details are being finalized, assistance may include assembling documents, responding to questions, and feasibility analyses.

2. Project Administrative/Clerical Phase

Consultant shall provide general clerical/administration duties to support the Project including typing, preparation of packages for submittal, and mailing.

3. Project Team Meetings

Consultant shall attend Project meetings and conference calls at the request of the Client.

B. Survey Phases

Based upon the final master plan approved by the Client, Consultant will perform the following Survey Phase tasks:

1. Easement Plat Services

- Consultant will conduct a survey for the location of boundary and right of way lines intersecting the proposed sewer alignment.
- This survey is for the location of physical boundary evidence (E.g. fences, iron pins, and concrete monuments) and for determining the relationship of such to the descriptions in record documents or the depictions on official right of way maps found or provided (E.g. deeds, plans, and plats).
- The survey will be performed in accordance with the Rules of the Tennessee State Board of Examiners for Land Surveyors, Chapter

 CLIENT'S INITIALS

 CONSULTANT'S INITIALS

**TASK ORDER AGREEMENT FOR SERVICES BETWEEN THOMAS & HUTTON ENGINEERING CO. (CONSULTANT) AND
CITY OF SPRING HILL (CLIENT)
24-INCH INTERCHANGE GRAVITY SEWER INTERCEPTOR
EXHIBIT "A" – SCOPE OF SERVICES**

AUGUST 13, 2024

0820-03, Standards of Practice.

- Consultant will prepare exhibit maps and legal descriptions for the permanent easements and the temporary construction easements required where the proposed sewer alignment crosses individual lots, parcels, roadways, etc.
- The exhibit maps will be certified by the professional surveyor responsible for the boundary resolutions and legal descriptions.
- The survey may be delivered in hard copy and/or digital formats [E.g. CAD file (dwg) and Portable Document File (pdf)].
- Document research by the surveyor will be limited to deeds and plats referenced at the property assessor's office, and any additional documents to be addressed must be provided for by the client (E.g., copies of those documents or specific references with book and page numbers).
- Visible and apparent easements, encroachments, projections, rights of way, uses, etc. that cross or form the boundary lines surveyed, as well as ambiguities regarding boundaries, which in the opinion of the Professional Land Surveyor in responsible charge of the survey require further action (I.e. property line agreements, quiet title actions, etc.) for resolution, will be clearly shown graphically on the survey map or plat along with explanatory notes quantifying the magnitude of any gaps, gores, or overlaps; such further actions, if required, will be the responsibility of the client.

2. Topographic Survey

- Consultant will conduct a survey for the locations and elevations of structures and/or pipe networks (including sizes, types, and inverts) and other physical features which are visible, obvious, and apparent from surface indications, such as buildings, drainage, pads, sanitary sewer, utilities, water bodies, etc.
- The survey will be performed in accordance with the Rules of the Tennessee State Board of Examiners for Land Surveyors, Chapter 0820-03, Standards of Practice.
- Vertical relief will be depicted as contours at intervals of two (2) feet and/or spot elevations.
- The survey may be delivered in hard copy and/or digital formats [E.g. CAD file (dwg) and Portable Document File (pdf)].
- The survey will be conducted relative to the Tennessee State Plane Coordinate System, TN-4100, NAD83(2011), U.S. Survey Feet.
- Elevations will be in terms of NAVD88 and will be equal to orthometric heights derived using GEOD18.

3. Reimbursable Expenses

- Lump sum fees do not include overnight or local delivery charges, or printing.

 CLIENT'S INITIALS

 CONSULTANT'S INITIALS

**TASK ORDER AGREEMENT FOR SERVICES BETWEEN THOMAS & HUTTON ENGINEERING CO. (CONSULTANT) AND
CITY OF SPRING HILL (CLIENT)
24-INCH INTERCHANGE GRAVITY SEWER INTERCEPTOR
EXHIBIT "A" – SCOPE OF SERVICES**

AUGUST 13, 2024

- Review and Recording fees, if requested, are not included in our fee schedule and shall be provided by the Client at the time of submittal.
- Underground utilities (i.e. power, communication, water and gas) that may exist within the project limits will be shown based upon the location of visible surface appurtenances. Subsurface utility designation is not included in this scope of work.

4. Exclusions

Items not included in the survey scope of services are as follows:

- Subdivision of or other platting of the property
- Recordation of survey plat
- Archaeological survey and report
- Wetland delineation, surveys, or permits unless specifically covered in the scope of services
- Geotechnical investigation or report
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Tree Survey unless specifically covered in the scope of services
- Off-site work unless specifically covered in the scope of services
- Act as an expert witness for legal activities
- Location of underground utilities other than from above ground features or markings
- ALTA/NSPS Land Title Survey

These items may be completed as additional services if requested by the Client.

C. Design Phases

1. Engineering Design Phase

After completion of Survey Phase and approval of the preliminary routing plan by the City of Spring Hill, Consultant shall prepare construction plans, which will include:

1. General Plan Sheets (Cover Sheet, General Notes, and Legend)
2. Sanitary Sewer design construction plans, including plan and profile views. Profiles shall show vertical and horizontal fittings, utility conflicts, manhole locations and proposed pipe depths along the selected route of the sanitary sewer main.

In addition, Thomas & Hutton shall prepare and submit the following items along with the preliminary plan submittal:

3. Prepare and submit the permits considered and required.



CLIENT'S INITIALS



CONSULTANT'S INITIALS

**TASK ORDER AGREEMENT FOR SERVICES BETWEEN THOMAS & HUTTON ENGINEERING CO. (CONSULTANT) AND
CITY OF SPRING HILL (CLIENT)
24-INCH INTERCHANGE GRAVITY SEWER INTERCEPTOR
EXHIBIT "A" – SCOPE OF SERVICES**

AUGUST 13, 2024

4. Engineer's Estimate of Probable Construction Cost.
5. Specifications, including Standard Contract Documents and Technical Specifications

D. Permit Phase

Consultant will provide the following services for the Permitting Phase:

1. Tennessee Department of Environment and Conservation (TDEC)

Consultant will assist Client during the TDEC permitting phase of the project by complying with the requirements of TDEC and submitting the appropriate applications including Utility Line Crossing ARAP Permit and Sewer Plan Review permit package applications including required construction plans and engineering calculations and reports to the agency.

2. Tennessee Department of Transportation (TDOT)

Consultant will assist Client during the TDOT permitting phase of the project by complying with the requirements of TDOT and submitting the permit package application including construction plans to the agency.

E. Exclusions

Unless a specific scope is included in this Agreement, these items are **not** included in the Scope of Services:

- Bidding Services
- Construction Administration and Observation
- Accessibility construction compliance verification
- Archaeological survey and report, unless specific scope is included in the Agreement
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report, unless specific scope is included in the Agreement
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Interior Courtyard Design
- Off-site work unless specifically covered in the Scope of Services
- Approvals or permits other than those related to the Scope of Services covered by this Agreement
- Act as an expert witness for legal activities
- Telephones, cable television, gas, and power distribution systems

These items can be coordinated or provided, if requested by Client in writing.

 CLIENT'S INITIALS

 CONSULTANT'S INITIALS

**TASK ORDER AGREEMENT FOR SERVICES BETWEEN THOMAS & HUTTON ENGINEERING CO. (CONSULTANT) AND
CITY OF SPRING HILL (CLIENT)
24-INCH INTERCHANGE GRAVITY SEWER INTERCEPTOR
EXHIBIT "A" – SCOPE OF SERVICES**

AUGUST 13, 2024

2. PERIODS OF SERVICE

A. General Consulting Phases

After receipt of a written notice to proceed from Client, Consultant will commence work within seven (7) calendar days after receipt.

B. Survey Phase

After Client approves the final master plan, Consultant will commence work within fourteen (14) calendar days after acceptance of the general sewer alignment.

C. Design Phase

After the Survey Phase required for design is complete, Consultant will commence work within seven (7) calendar days and complete design services within one-hundred and twenty (120) calendar days.

D. Permit Phase

After the Survey Phase required for design is complete, Consultant will commence work within seven (7) calendar days and complete permitting services within one-hundred and twenty (120) calendar days.

 CLIENT'S INITIALS

 CONSULTANT'S INITIALS

RESOLUTION 26-38

A RESOLUTION APPROVING RECOMMENDATION OF PROJECTS FOR THE NEIGHBORHOOD SIDEWALK PROGRAM PLAN FOR FY 2026 FALL

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen recognized the need to adopt neighborhood sidewalk policies and procedures to address citizen recreation and safety concerns within residential neighborhoods by adopting Resolution 14-25 in February 2014; and

WHEREAS, the City Staff advertised and accepted applications for sidewalks and, in conjunction with the City's Transportation and Advisory Committee on January 20, 2026, has identified the following sidewalk projects for FY 2026 Fall:

To be expensed from NSP New Sidewalk budgeted funds (110-43110-52672 - \$34,570):

Cherry Grove Addition - \$17,435

Hardin's Landing - \$17,135

NOW, THEREFORE BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the above referenced sidewalk projects are authorized to be completed, as recommended by the Transportation Advisory Committee, for a total cost of \$34,570.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Will Goats, CIP Project Manager
DATE: 2/2/2026
SUBJECT: Resolution 26-38 – To approve a recommendation for FY 26 Fall Neighborhood Sidewalk Program projects

RECOMMENDATION:

To approve a recommendation from the City's Transportation Advisory Committee to complete two projects for FY 26 Fall Neighborhood Sidewalk Program

BACKGROUND:

City staff advertised for submissions for FY 26 Fall for the Neighborhood Sidewalk Program and received 4 project requests. Two are not eligible and the remaining 2 were evaluated by staff. Based on the evaluations, staff recommends the following project for FY 2026:

To be expensed from NSP New Sidewalk budgeted funds (110-43110-52672 - \$34,570):
Cherry Grove Addition - \$17,435

Hardin's Landing - \$17,135

FINANCIAL IMPACT:

The costs will be expensed from the Streets Division (110-43110-52672) utilizing existing FY 26 budgeted funds.

SUPPORTING DOCUMENTS:

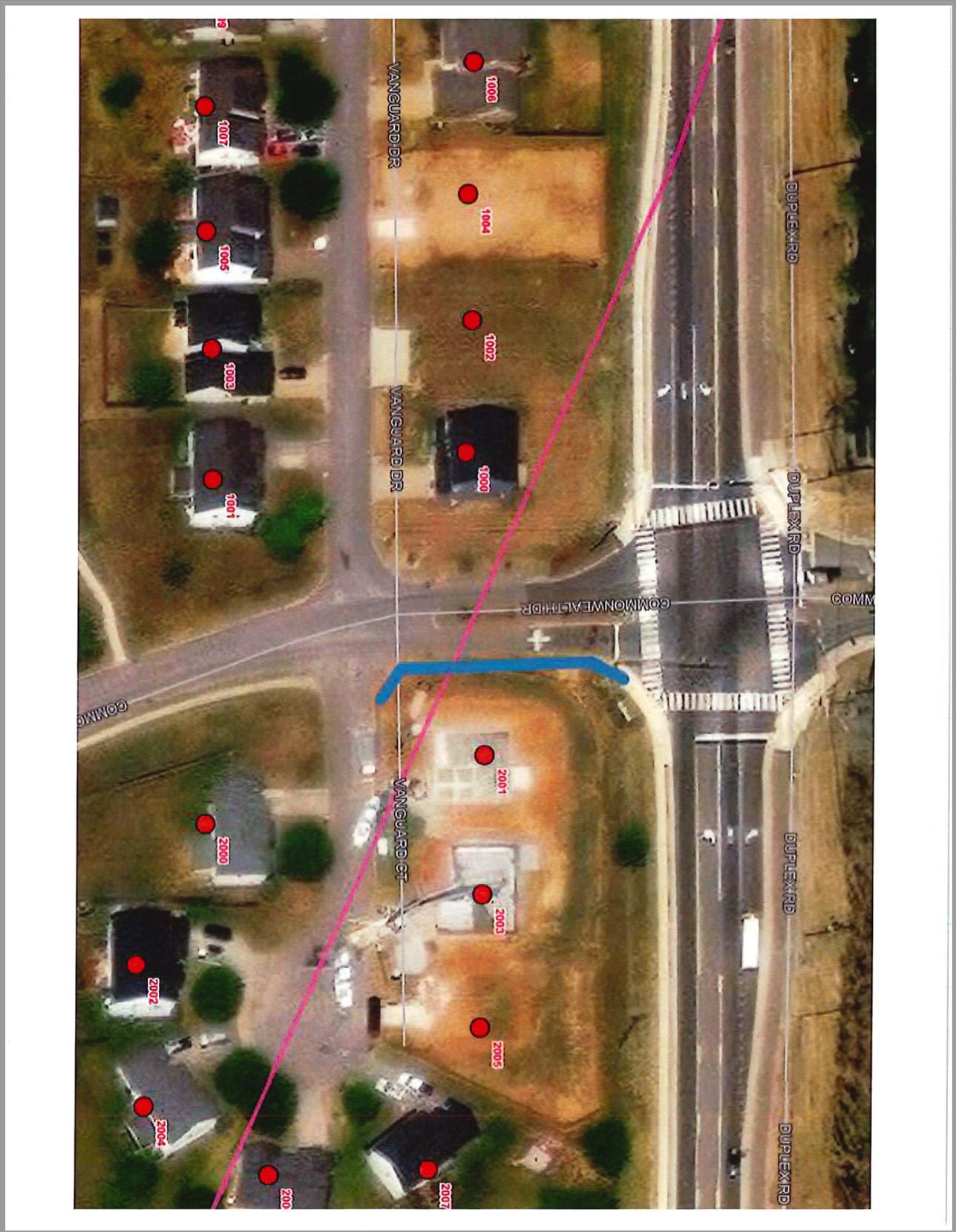
Evaluation review and maps

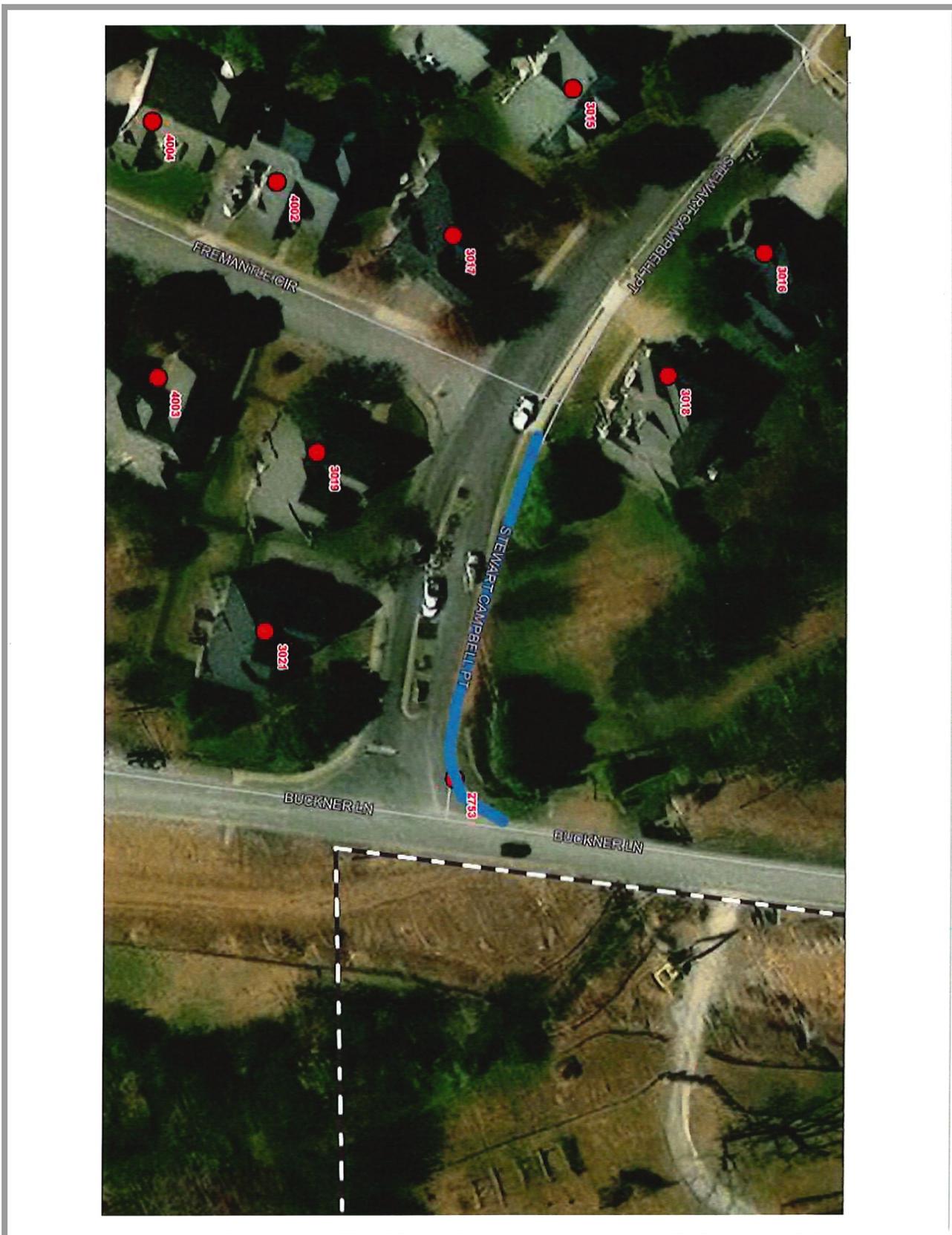


City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
wgoats@springhilltn.org
931-486-2252

NSP SUBMISSIONS - FALL FY 26

PROJECT NAME	PROJECT DESCRIPTION	LENGTH	EST. COST	COST SHARE BY SUBMITTER	TOTAL COST TO CITY	TOTAL PROJECT SCORE (BY STAFF)	NOTES
1	Cherry Grove Addition Install connecting sidewalk on Stewart Campbell Pointe from HOA entrance to Buckner Lane	1,250 sq ft	\$ 17,435	\$ -	\$ 17,435	40	Incl 1 ADA ramp
2	Hardin's Landing Install connecting sidewalk on Commonwealth Drive from HOA entrance to Duplex Road	950 sq ft	\$ 17,135	\$ -	\$ 17,135	46	Incl 1 ADA ramp and 50 LF of retaining wall; project is contingent on HOA participation to relocate some utilities and landscaping
3	Port Royal Road in front of Brandon Woods Install connecting sidewalk on Port Royal Road from new stop light at Brandon Woods to Fischer Park	-	\$ -	\$ -	\$ -	0	not constructible due to existing obstacles [significant relocation of stormwater structures, electric poles, guidewires, street lighting, underground boses, 2 new large bridges] cost prohibitive under NSP - possible CIP
4	The Laurels at Town Center Install sidewalk from The Laurels to shopping center (McDonald's, Food Lion)	-	\$ -	\$ -	\$ -	0	not constructible due to existing obstacles [shopping center not ADA compliant, AT & T poles and boxes, underground stormwater structures] cost prohibitive under NSP - possible CIP
TOTAL OF STAFF RECOMMENDED PROJECTS			\$ 34,570.00	\$ -	\$ 34,570.00		
TOTAL FY 26 BUDGETED FUNDS 110-43110-52672			\$ 101,165.00				





RESOLUTION 26-39

A RESOLUTION TO RELEASE A PERFORMANCE BOND AND ESTABLISH A MAINTENANCE BOND FOR SANCTUARY BLUFF ROAD

WHEREAS, the City of Spring Hill and NEY BEL Sanctuary Bluff LLC entered into a Developer Agreement to construct the extension of New Port Royal Road by Resolution 20-153 in October 2020; and

WHEREAS, New Port Royal Road has been completed indicating that, through inspections by City staff and engineering consultants, the design intent and purpose has been achieved; and

WHEREAS, the developer has submitted approved as-built construction plans as required by the City's Unified Development Code for public improvements; and

WHEREAS, it is recommendation of City staff that the Letter of Credit in the amount of \$1,250,000.00 be reduced to 30% according to Section 15.19 of the Spring Hill Unified Development Code, establishing a Maintenance Bond Letter of Credit in the amount of \$375,000.00 for a minimum of three (3) years from date of work completed.

NOW, THEREFORE BE IT RESOLVED, by the City of Spring Hill Board of Mayor and Aldermen that the existing bond Letter of Credit be reduced to establish a Maintenance Bond Letter of Credit for Sanctuary Bluff Road in the amount of \$375,000.00 is hereby approved.

Passed and adopted this 2nd day of February, 2026 .

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Will Goats, CIP Project Manager
DATE: 2/2/2026
SUBJECT: Resolution 26-39 – To reduce the performance bond for Sanctuary Bluff Road

RECOMMENDATION:

Approval of Resolution 26-39, to reduce the existing performance bond for Sanctuary Bluff to a 30% maintenance bond for a three-year period to ensure long-term performance.

BACKGROUND:

A performance bond was established in the amount of \$1,250,000.00 for Sanctuary Bluff for New Port Royal Road by Resolution 20-153. The performance bond guarantees the construction of New Port Royal Road. Final topping was completed in November 2025.

FINANCIAL IMPACT:

None.

SUPPORTING DOCUMENTS:

Resolution 20-153.



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
wgoats@springhilltn.org
931-486-2252

RESOLUTION 20-153

A RESOLUTION TO APPROVE A DEVELOPMENT AGREEMENT WITH NEY BEL SANCTUARY BLUFF LLC TO CREDIT ADEQUATE FACILITIES TAX IN CONSIDERATION OF CONSTRUCTION OF NEW PORT ROYAL ROAD EXTENSION

WHEREAS, NEY BEL Sanctuary Bluff LLC (“Developer”) desires to undertake the development of certain real property located on the south side of Thompsons Station Road in the City of Spring Hill, Williamson County, Tennessee, known as Sanctuary Bluff (“Sanctuary Bluff”); and

WHEREAS, the Developer has attained certain development entitlements from the City to develop Sanctuary Bluff as a multifamily residential development on a 34.84-acre site comprising 240 dwelling units along with associated amenity and maintenance facilities; and

WHEREAS, the Developer proposed in accordance with recommendations of the traffic impact study and approved engineering plans to provide for the construction of the extension of New Port Royal Road from its current terminus north to Thompson’s Station Road as illustrated in Exhibit A to Development Agreement; and

WHEREAS, the extension of New Port Royal Road from its current northerly terminus to Thompson’s Station Road has an estimated construction valuation as determined by the Developer of \$1,250,000; and

WHEREAS, the City adopted Major Thoroughfare Plan identifies the extension of New Port Royal Road from its current northern terminus to Thompson’s Station Road as a “medium” priority “collector” road improvement project for the City of Spring Hill; and

WHEREAS, the Developer has submitted a written request to the City of Spring Hill attached as Exhibit B to Development Agreement seeking in consideration of the construction of the extension of New Port Royal Road from its northerly terminus to Thompson’s Station Road a credit upon the payment of required Adequate Facilities Tax; and

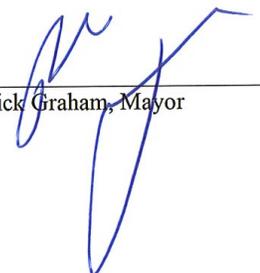
WHEREAS, the required Adequate Facilities Tax based upon the approved development program for Sanctuary Bluff is calculated to be \$136,961.00 as referenced in Exhibit C attached to Development Agreement.

WHEREAS, in consideration of the construction of the Public Improvement, same being the construction of the New Port Royal Road from its current northern terminus to Thompson’s Station Road, the Developer and/or the Developers successor and assigns shall be due and receive a credit in the amount of \$136,961.00 upon application for each and every building permit relative to said residential units located within Sanctuary Bluff multifamily project.

NOW, THEREFORE, BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen:

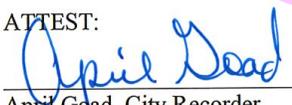
1. Approve the Development Agreement and exhibits contained therein as attached hereto to this Resolution.
2. Authorize the Mayor to sign said Development Agreement with the Developer of Sanctuary Bluff for construction of the Public Improvement said being the satisfactory construction and dedication of New Port Royal Road from its current northern terminus to Thompson's Station Road.
3. The Developer and/or the Developers successor and assigns shall be provided a credit in the total amount of \$136,931.00 as provided in the attached Development Agreement upon the satisfactory completion of said Public Improvement as determined by the City Engineer and formally accepted by the City of Spring Hill Board of Mayor and Aldermen.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 19th day of October, 2020.



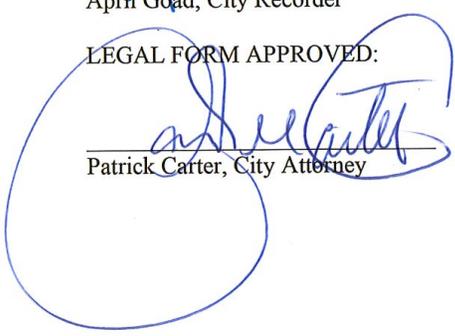
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

SANCTUARY BLUFF DEVELOPMENT AGREEMENT

THIS AGREEMENT, entered into this the ____ day of _____, 2020, by and between NEY BEL Sanctuary Bluff LLC, a Delaware limited liability company, (“Developer”), and the CITY OF SPRING HILL, TENNESSEE, a municipal corporation organized and existing under the laws of the State of Tennessee, hereinafter referred to as “City”.

WITNESSETH:

WHEREAS, the Developer desires to undertake the development of certain real property located on Thompsons Station Road in the City of Spring Hill, Williamson County, Tennessee, known as Sanctuary Bluff (“Sanctuary Bluff”); and

WHEREAS, the Developer has attained certain development entitlements from the City to develop Sanctuary Bluff as a multifamily residential development on a 34.84-acre site comprising 240 dwelling units along with associated amenity and maintenance facilities; and

WHEREAS, the Developer proposed in accordance with recommendations of the traffic impact study and approved engineering plans to provide for the construction of the extension of New Port Royal Road from its current terminus north to Thompson’s Station Road as illustrated in Exhibit A attached hereto and collectively referenced as “Public Improvements” serving Sanctuary Bluff; and

WHEREAS, the extension of New Port Royal Road from its current northerly terminus to Thompson’s Station Road has an estimated construction valuation as determined by the Developer of \$1,250,000; and

WHEREAS, the City adopted Major Thoroughfare Plan identifies the extension of New Port Royal Road from its current northern terminus to Thompson’s Station Road as a “medium” priority “collector” road improvement project for the City of Spring Hill; and

WHEREAS, the Developer has submitted a written request to the City of Spring Hill attached hereto as Exhibit B seeking in consideration of the construction of the extension of New Port Royal Road from its northerly terminus to Thompson’s Station Road a credit upon the payment of required Adequate Facilities Tax; and

WHEREAS, the required Adequate Facilities Tax based upon the approved development program for Sanctuary Bluff is calculated to be \$136,961.00 as referenced in Exhibit C attached hereto.

NOW, THEREFORE, in consideration of the mutual covenants and assurances set forth herein, the Developer and City do hereby agree as follows:

1. Recitals

The foregoing Recitals are incorporated into this Agreement and are made a part hereof.

2. Developer Responsibilities – Public Improvements and Surety

The Developer in accordance with the traffic impact study and engineering plans for Sanctuary Bluff planned for the construction of the extension of New Port Royal Road from its current northern terminus to Thompson’s Station Road including all associated improvements (“Public Improvements”) as illustrated in Exhibit A attached hereto and incorporated herein, the development plans for Sanctuary Bluff having received approval from the Spring Hill Planning Commission on September 14, 2020 as referenced in Planning Commission agenda item SPM 871-2020 that includes full development plans for Sanctuary Bluff including construction plans for Public Improvements. Said Public Improvements shall be satisfactorily completed in a timely manner by the Developer with an anticipated completion date of March 2022. A Performance Bond or other form of acceptable financial surety shall be provided and maintained by the Developer to the City as surety until such time as the Public Improvements have been satisfactorily completed as determined by the City Engineer and formally accepted by the City of Spring Hill Board of Mayor and Aldermen.

3. Reimbursement Due Developer

In consideration of Developer’s satisfactory completion of Public Improvements, Developer shall be due and receive a credit of \$136,961 from the required Adequate Facilities Tax applied to the application for each and every building permit relative to Adequate Facilities Tax assessed against said residential multifamily building or amenity building comprising the Development. The credit to Adequate Facilities Tax shall be as calculated in Exhibit C attached hereto. The credit shall not be provided by the City to the Developer until such time as the Public Improvements have been satisfactorily completed as determined by the City Engineer and said Public Improvements have been formally accepted by the City of Spring Hill Board of Mayor and Aldermen.

4. Agents for City and Developer

The agent of the City for the purposes of this Agreement is the City Administrator of Spring Hill, Tennessee, or his/her designee. The agent for the Developer is Joseph A. Fielden, Jr.

5. Further Assurances

The Parties each hereby agree to execute and deliver all of the agreements and documents required to be executed and delivered by them in this Agreement and the instruments attached hereto, and to execute and deliver such additional instruments and documents and to take such additional actions as may be reasonably required from time to time in order to effectuate the transactions contemplated by this Agreement and the instruments attached hereto.

6. Notices and Communication

All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand delivery or mailed by first class, postage prepaid, registered or certified mail or overnight couriers service such as Federal Express or UPS and addressed as follows:

Office of City Administrator of Spring Hill, TN.
ATTN: Victor Lay
199 Town Center Parkway
Spring Hill, TN 37174

With copy to:

Patrick Carter
City Attorney
809 South Main Street
Columbia, TN 38401

The mailing address of the Developer for the purposes of notification requirements of this Agreement shall be:

NEY BEL Sanctuary Bluff LLC
Attn: Joseph A. Fielden, Jr.
814 E Woodland Avenue
Knoxville, TN 37917

Either party may change it address for notification by delivering notice thereof in accordance with this Paragraph 6.

7. Non-Waiver

None of the terms, covenants or conditions of this Agreement shall be deemed waived by any act of either Party unless same is specified in writing executed by all Parties hereto.

8. Liability

The City shall have no liability except as specifically provided in this Agreement.

9. Governing Law

This Agreement shall be construed under and enforced pursuant to the laws of the State of Tennessee.

10. Venue and Jurisdiction

Exclusive venue and jurisdiction for any litigation brought pursuant to or with regard to this Agreement shall be in the Circuit Court for Maury County, Tennessee.

11. Severance

Should any provision of this Agreement be declared invalid, illegal or unenforceable by a court of competent jurisdiction, the invalidity, illegality or unenforceability shall not affect other provisions of this Agreement, which shall remain in full force and effect.

12. Captions

Captions of the sections of this Agreement are for convenience and reference only and shall in no way be held to explain, modify, amplify or aid in the interpretations, construction, or meaning of the provisions of this Agreement

13. Amendment

This Agreement shall be amended only in writing executed by all Parties hereto.

14. Assignment

This Agreement shall not be assigned by the Developer to a third party without prior written consent of the City, which shall not be unreasonably withheld.

15. Time is of the Essence

All Parties hereto acknowledge that time is of the essence, and each will commit to the completion of the project herein on an expedited basis.

16. Binding Effect

This Agreement shall be binding upon each of the parties hereto, their successors, heirs and assigns and that there are no understandings or agreements between them except as contained in this Agreement.

17. Entire Agreement

This writing constitutes the entire agreement between the Parties and supersedes all previous agreements, if any. No Party to this Agreement makes any representation to the other Party, except as expressly set forth in this Agreement.

18. Execution

This Agreement may be executed in one or more identical counterparts, each of which shall be deemed to be an original for all purposes, and all of which taken together shall constitute a single instrument.

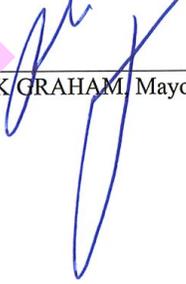
Approved by the City of Spring Hill Board of Mayor and Alderman on October 19
2020.

SO AGREED by the undersigned Parties as of the date first given.

NEY BEL SANCTUARY BLUFF LLC

CITY OF SPRING HILL, TENNESSEE

By: 
Print: Joseph A. Fielden Jr.

By: 
RICK GRAHAM, Mayor

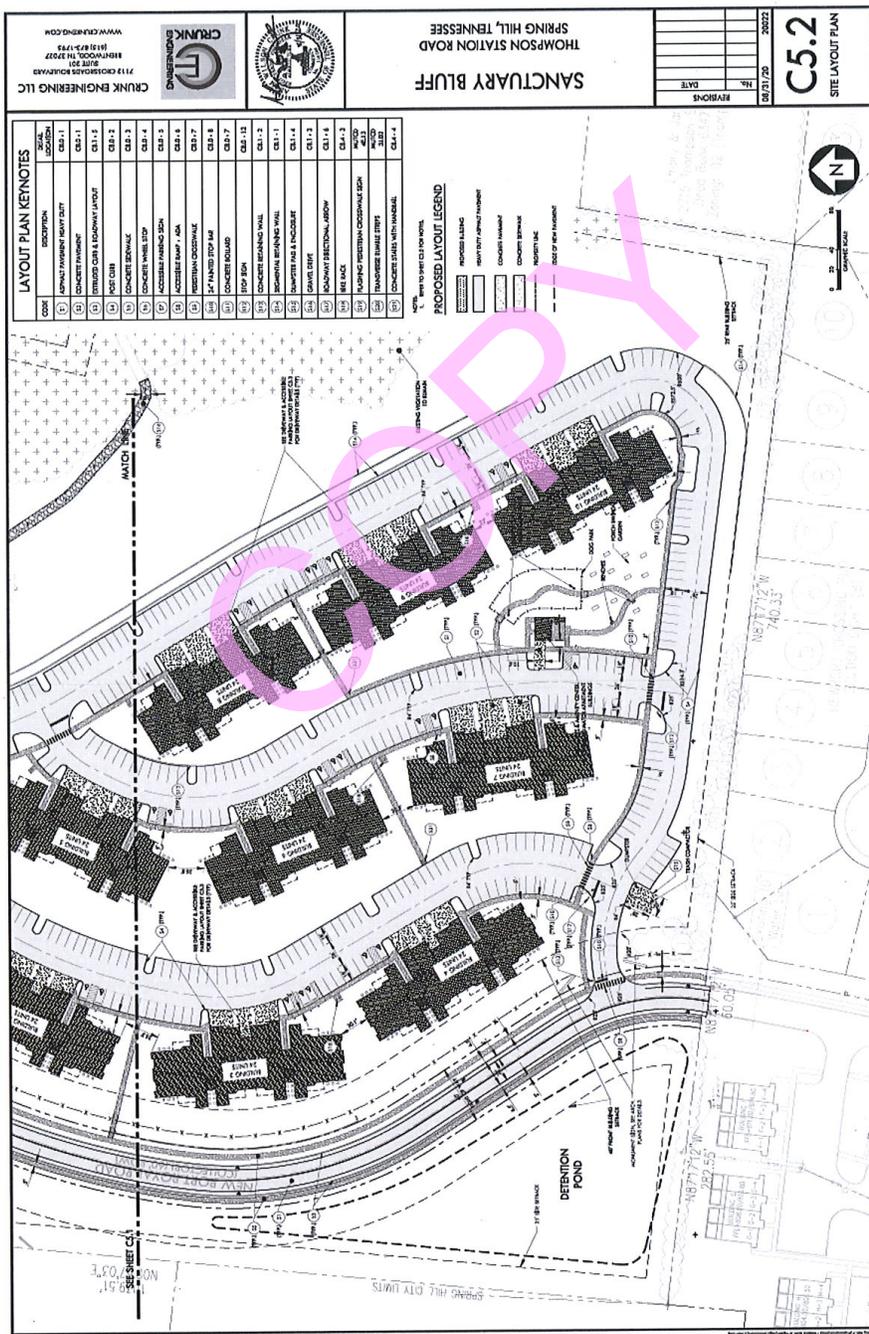


EXHIBIT B

Letter Request from Developer



September 28, 2020

Spring Hill Board of Mayor & Alderman
199 Town Center Parkway
Spring Hill, TN 37174

RE: New Port Royal Road Extension
Adequate Facilities Tax Credit Request

To Whom It May Concern:

This letter is a request for final consideration by the Board of Mayor and Alderman to provide a credit of the required Adequate Facilities Tax toward the construction of the New Port Royal Road extension. The aforementioned extension is to span from the present end of New Port Royal Road northerly to Thompson Station Road. This extension will be constructed as part of the Sanctuary Bluff development that was approved by the Planning Commission of September 14, 2020.

The New Port Royal Road extension will consist of approximately 55,471 sf (1,543 lf; 30 ft in width) of asphalt pavement, 14,122 sf of concrete sidewalk (5 ft in width), 3,318 lf of extruding curb, 48 sf of rumble strips, and two solar powered pedestrian crossing signs.

The adequate facilities for this development total 32 buildings and 261,922 sf of heated space.

NEY BEL Sanctuary Bluff LLC

Joseph A Fielden, Jr.

9/30/2020

Date

Neyland Associates, LLC 814 E Woodland Avenue Knoxville, TN 37917

EXHIBIT C

Calculation for Adequate Facilities Tax for Sanctuary Bluff

Building #	Total Heated SF	Base Tax	Tax per SF (\$0.50/sf)	Total Adequate Facilities Tax
A1	25,265	\$500.00	\$12,632.50	\$13,132.50
A2	25,265	\$500.00	\$12,632.50	\$13,132.50
B1	25,817	\$500.00	\$12,908.50	\$13,408.50
B2	25,817	\$500.00	\$12,908.50	\$13,408.50
B3	25,817	\$500.00	\$12,908.50	\$13,408.50
B4	25,817	\$500.00	\$12,908.50	\$13,408.50
C1	25,452	\$500.00	\$12,726.00	\$13,226.00
C2	25,452	\$500.00	\$12,726.00	\$13,226.00
C3	25,452	\$500.00	\$12,726.00	\$13,226.00
C4	25,452	\$500.00	\$12,726.00	\$13,226.00
Amenity Bldg.	5,116	\$500.00	\$2,558.00	\$3,058.00
Maintenance	1,200	\$500.00	\$600.00	\$1,100.00
TOTAL	261,922	\$6,000.00	\$130,961.00	\$136,961.00



REQUEST: Resolution 20-153 Approve Credit of Adequate Facilities Tax for Sanctuary Bluff in Consideration of Constructing Extension to New Port Royal Road

SUBMITTED BY: Chuck Downham, Assistant City Administrator

DATE: October 19, 2020

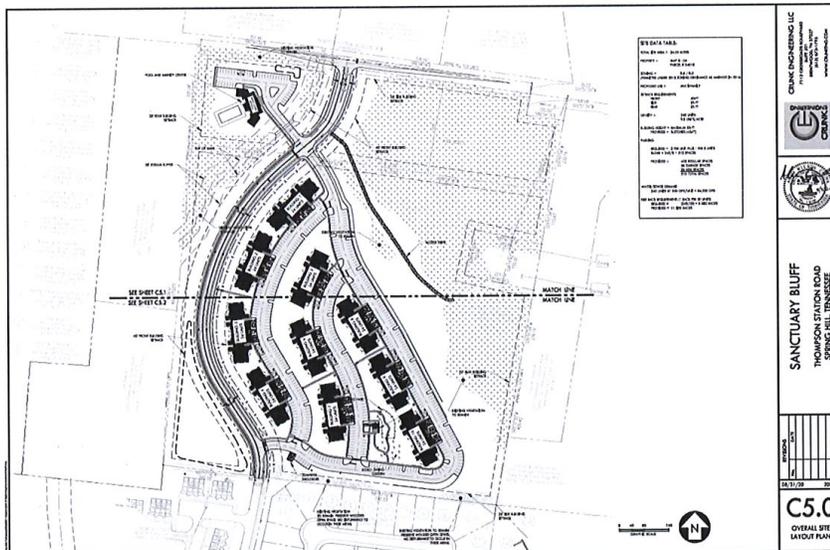
ATTACHMENTS: Resolution 20-153 and supporting documents

PURPOSE:

Approve Resolution 20-153 to approve a credit of the Adequate Facilities Tax owed for Sanctuary Bluff in consideration of the construction of the extension of New Port Royal Road from its current terminus to Thompson's Station Road.

BACKGROUND:

On September 14, 2020, the Spring Hill Planning Commission approved the site development plan for Sanctuary Bluff, a 34.84-acre multifamily development comprising 240 residential dwelling units along with associated amenity and maintenance facilities. The approved site plan provides for the construction of the extension of New Port Royal Road from its current northern terminus to Thompson's Station Road as depicted in the site plan below.



The developer, NEY BEL Sanctuary Bluff LLC, submitted a written letter (attached) requesting approval from the City for the issuance of a credit for Adequate Facilities Tax required for the project in consideration of the construction of the extension of New Port Royal Road from its northern terminus to Thompson’s Station Road. The developer indicated the valuation of the road construction project, excluding utilities, was approximately \$1.25M.

The extension of New Port Royal Road is identified on the City’s adopted Major Thoroughfare Plan as a “medium” priority collector street project. City staff notes the extension of the road as designed will provide a much needed connection for residential areas to the south with Thompson’s Station Road. Anticipated completion of the road extension is March 2022.

The Adequate Facilities Tax is calculated per building for all heated square footage. Based upon the approved development program, the following is a summary of the Adequate Facilities Tax that would be required:

Building #	Total Heated SF	Base Tax	Tax per SF (\$0.50/sf)	Total Adequate Facilities Tax
A1	25,265	\$500.00	\$12,632.50	\$13,132.50
A2	25,265	\$500.00	\$12,632.50	\$13,132.50
B1	25,817	\$500.00	\$12,908.50	\$13,408.50
B2	25,817	\$500.00	\$12,908.50	\$13,408.50
B3	25,817	\$500.00	\$12,908.50	\$13,408.50
B4	25,817	\$500.00	\$12,908.50	\$13,408.50
C1	25,452	\$500.00	\$12,726.00	\$13,226.00
C2	25,452	\$500.00	\$12,726.00	\$13,226.00
C3	25,452	\$500.00	\$12,726.00	\$13,226.00
C4	25,452	\$500.00	\$12,726.00	\$13,226.00
Amenity Bldg.	5,116	\$500.00	\$2,558.00	\$3,058.00
Maintenance	1,200	\$500.00	\$600.00	\$1,100.00
TOTAL	261,922	\$6,000.00	\$130,961.00	\$136,961.00

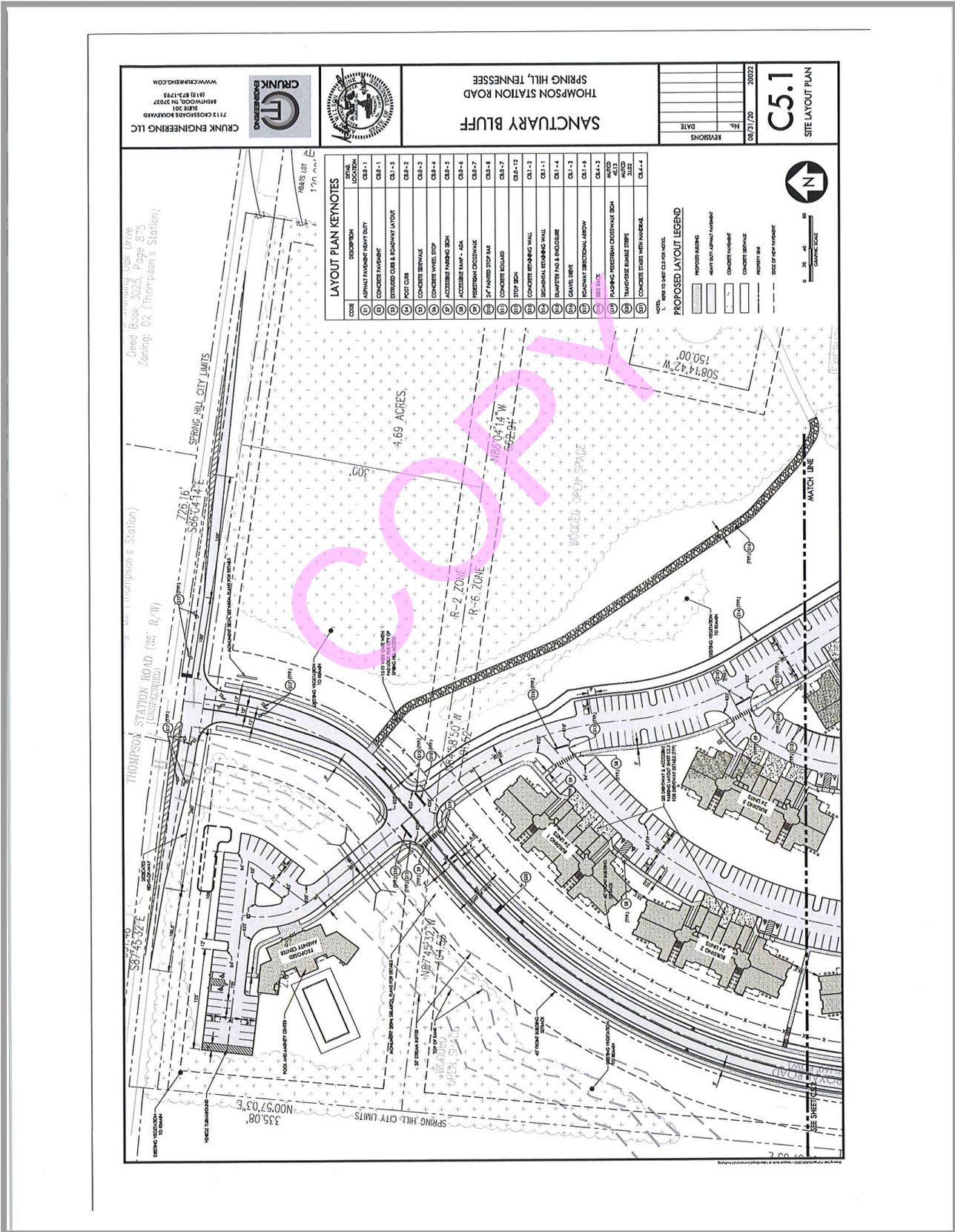
The total Adequate Facilities Tax eligible for consideration of a credit is \$136,961. Staff recommends that if favorable consideration is given to this request that the credit not be issued until such time as the public improvement work associated with the extension of New Port Royal Road has been satisfactorily completed as determined by the City Engineer and the road extension has subsequently been formally accepted by the Board of Mayor and Aldermen.

FINANCIAL IMPACT:

The Adequate Facilities Tax calculated based upon the approved development program for Sanctuary Bluff is \$136,961 with no portion to be withheld from consideration. Adequate Facilities Tax funds may be used for a variety of public improvement projects including street improvement projects

RECOMMENDATION:

Resolution 20-153 has been prepared along with a corresponding Development Agreement to properly memorialize the responsibilities of the Developer and the City for consideration by the Board outlining the terms under which a credit could be issued in consideration of the satisfactory completion of the extension of New Port Royal Road as determined by the City Engineer and as further signified with the formal acceptance of the road improvements by the Board of Mayor Aldermen.



CRUNK ENGINEERING LLC
 7112 CROSSROADS NORTHAVENUE
 SUITE 201
 BENTONVILLE, TN 37027
 WWW.CRUNKENG.COM



SANCTUARY BLUFF
 THOMPSON STATION ROAD
 SPRING HILL, TENNESSEE

REVISIONS	NO.	DATE

C5.1
 SITE LAYOUT PLAN
 08/27/20 2022

CODE	DESCRIPTION	DETAIL LOCATION
CEL-1	ASPHALT PAVEMENT (EXIST/NEW)	CEL-1
CEL-2	CONCRETE PAVEMENT	CEL-2
CEL-3	ENTREPRENEUR CURB & GUTTER LAYOUT	CEL-3
CEL-4	POST CURB	CEL-4
CEL-5	CONCRETE SIDEWALK	CEL-5
CEL-6	CONCRETE WHEEL STOP	CEL-6
CEL-7	ACCESSIBLE PARKING SIGN	CEL-7
CEL-8	ACCESSIBLE RAMP - ADA	CEL-8
CEL-9	PEDESTRIAN CROSSWALK	CEL-9
CEL-10	24" PAVED STOP BAR	CEL-10
CEL-11	CONCRETE ISLAND	CEL-11
CEL-12	STOP SIGN	CEL-12
CEL-13	CONCRETE RETAINING WALL	CEL-13
CEL-14	SECURITY RETAINING WALL	CEL-14
CEL-15	DIAMETER PAD & ENCLOSURE	CEL-15
CEL-16	GRAVEL DRIVE	CEL-16
CEL-17	ROADWAY DIRECTIONAL ARROW	CEL-17
CEL-18	SEE LAYOUT	CEL-18
CEL-19	FLORING (PEDESTRIAN CROSSWALK SIGN)	CEL-19
CEL-20	TRANSVERSE BUMBLE STEPS	CEL-20
CEL-21	WOODEN OPEN SPACE	CEL-21
CEL-22	CONCRETE SLABS WITH INCREASING	CEL-22

PROPOSED LAYOUT LEGEND

1" = 10' REF TO SHEET C5.1 FOR NOTES

- PROPOSED BUILDING
- EXISTING BUILDING
- NEW EXIST. ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- CONCRETE SIDEWALK
- PROPERTY LINE
- EDGE OF NEW PAVEMENT

0 20 40 80
 GRAPHIC SCALE
 CHAINING SCALE

LAYOUT PLAN KEYNOTES

1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

5. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

6. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

7. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

8. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

9. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

10. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

11. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

12. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

13. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

14. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

15. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

16. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

17. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

18. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

19. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

20. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

21. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

22. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

23. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

24. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

25. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

26. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

27. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

28. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

29. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

30. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

31. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

32. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

33. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

34. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

35. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

36. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

37. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

38. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

39. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

40. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

41. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

42. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

43. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

44. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

45. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

46. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

47. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

48. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

49. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

50. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

51. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

52. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

53. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

54. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

55. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

56. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

57. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

58. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

59. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

60. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

61. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

62. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

63. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

64. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

65. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

66. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

67. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

68. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

69. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

70. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

71. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

72. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

73. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

74. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

75. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

76. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

77. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

78. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

79. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

80. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

81. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

82. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

83. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

84. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

85. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

86. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

87. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

88. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

89. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

90. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

91. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

92. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

93. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

94. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

95. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

96. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

97. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

98. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

99. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

100. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.



September 28, 2020

Spring Hill Board of Mayor & Alderman
199 Town Center Parkway
Spring Hill, TN 37174

RE: New Port Royal Road Extension
Adequate Facilities Tax Credit Request

To Whom It May Concern:

This letter is a request for final consideration by the Board of Mayor and Alderman to provide a credit of the required Adequate Facilities Tax toward the construction of the New Port Royal Road extension. The aforementioned extension is to span from the present end of New Port Royal Road northerly to Thompson Station Road. This extension will be constructed as part of the Sanctuary Bluff development that was approved by the Planning Commission of September 14, 2020.

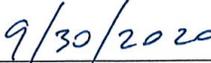
The New Port Royal Road extension will consist of approximately 55,471 sf (1,543 lf; 30 ft in width) of asphalt pavement, 14,122 sf of concrete sidewalk (5 ft in width), 3,318 lf of extruding curb, 48 sf of rumble strips, and two solar powered pedestrian crossing signs.

The adequate facilities for this development total 32 buildings and 261,922 sf of heated space.

NEY BEL Sanctuary Bluff LLC



Joseph A Fielden, Jr.



Date

Neyland Associates, LLC 814 E Woodland Avenue Knoxville, TN 37917

RESOLUTION NO. 26-40

A RESOLUTION TO AMEND RESOLUTION NO. 25-165 TO INCREASE PURCHASE ORDER NO. 156 IN THE AMOUNT OF \$7,200, FOR A TOTAL AUTHORIZED AMOUNT OF \$15,200

WHEREAS, the City of Spring Hill Water Reclamation Facility is required to perform wastewater sampling in accordance with its NPDES permit requirements; and

WHEREAS, Resolution No. 25-165 previously authorized Purchase Order No. 156 in the amount of \$8,000 to fund routine sampling services for the Water Reclamation Facility; and

WHEREAS, the original funding for Purchase Order No. 156 has been exhausted due to additional, unplanned sampling events required as a result of the City's participation and coordination with the Tennessee Department of Environment and Conservation (TDEC) through the Tennessee Plant Optimization Program (TNPOP); and

WHEREAS, participation in the TNPOP has aided the Water Reclamation Facility in improving treatment performance, reducing total nitrogen loadings, and achieving compliance with permit requirements; and

WHEREAS, continued sampling is required for the remainder of Fiscal Year 2025/2026 to meet NPDES permit obligations; and

WHEREAS, sufficient budgeted funds are available in account **410-52210-52534** to cover the requested increase with no additional budget amendments required.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that Resolution No. 25-165 is hereby amended to increase Purchase Order No. 156 by **\$7,200**, bringing the total authorized amount to **\$15,200**, for the purpose of funding required wastewater sampling services for the remainder of Fiscal Year 2025/2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dan Allen, ACA, GM Water; Ryan LaMunyon, AGM-Reclamation
DATE: 02/02/2026
SUBJECT: Amendment to Resolution 25-165: Increase to PO No. 156 for Wastewater Sampling

RECOMMENDATION: Staff recommends approval to amend Resolution No. 25-165 to increase the original Purchase Order (PO) No. 156 by \$7,200.00, bringing the total authorized amount to \$15,200.00, to support required wastewater sampling activities for the remainder of Fiscal Year 2025/2026.

BACKGROUND: Blanket Purchase Order No. 156 as referenced in Resolution 25-165 was originally established in the amount of \$8,000.00 to fund routine wastewater sampling requirements associated with the Water Reclamation Facility's NPDES permit. The original allocation has been exhausted due to additional sampling events that were not initially anticipated. These additional sampling requirements resulted from the City of Spring Hill's participation and coordination with the Tennessee Department of Environment and Conservation (TDEC) through enrollment in the Tennessee Plant Optimization Program (TNPOP). As part of this program, increased monitoring and sampling were necessary to evaluate operational improvements and document performance outcomes.

Participation in TNPOP has provided significant benefits to the Water Reclamation Facility by assisting staff with operational optimization, reducing total nitrogen loading, and ultimately achieving compliance with permit requirements. This proactive collaboration has improved treatment performance while supporting long-term regulatory compliance.

FINANCIAL IMPACT: The requested increase of \$7,200.00 will fund required wastewater sampling activities outlined in the NPDES permit for the remainder of Fiscal Year 2025/2026. Sufficient budgeted funds are available in account **410-52210-52534**, and no additional budget amendment is required.

SUPPORTING DOCUMENTS: TNPOP welcome and participation letter



City of Spring Hill | Spring Hill Water
199 Town Center Parkway
Spring Hill, Tennessee 37174
dan.allen@springhilltn.org
931-486-2252

TNPOP Welcome – Spring Hill
Page 1 of 2



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES
Davy Crockett Tower
500 James Robertson Parkway, 9th Floor
Nashville, Tennessee 37243-1102

December 17, 2024

Chris Clausi, City Administrator

e-copy: Chris Clausi, Spring Hill
Jessica Weaver, Spring Hill
Greg Shouse, Spring Hill
Sarah Elias, DWR
DeWitt Logsdon, DWR
Karina Bynum, DWR

Re: Tennessee Plant Optimization Program – TNPOP (City of Spring Hill, TN0075868)

Dear Mr. Clausi

We are excited to welcome you to the Tennessee Plant Optimization Program (TNPOP). Over the last few years, a number of wastewater treatment plants in Tennessee have been successful in reducing the amount of nutrients they discharge to streams while improving energy efficiency and we look forward to working with you this year to see what your wastewater operators will be able to achieve. As the population grows, cities across the country have seen negative impacts from increased nutrient loading to our streams. This includes harmful algal blooms which can be disastrous to a drinking water supply. We have found that optimization for nutrient removal is a common-sense and cost-effective way to reduce nutrients for many wastewater treatment plants, and we commend you for joining this effort.

The goal of this project is to provide technical assistance and training for plant optimization. We have dedicated personnel based at the Fleming Training Center to provide technical assistance in leading the optimization process at your wastewater treatment plant. Training materials and various resources are available on our Tennessee Plant Optimization ([TNPOP](#)) website. We also loan out testing equipment for use by the facilities. In previous pilot studies we developed training materials for Tennessee and worked closely with several volunteer facilities. Beyond reduced effluent nutrients, facilities saw meaningful reductions in electrical and chemical costs, and even reduced the scope of a facility upgrade.

TNPOP Welcome – Spring Hill
Page 2 of 2

As a selected facility, your wastewater treatment plant operators will be learning about the foundations of biological nutrient removal and spend a year on improving nutrient removal process and energy optimization of their plant. During this project, facilities across the state will be working collaboratively with Division staff and other technical partners. The Division will engage in flexible, informed regulatory oversight with the understanding that operational changes in the pursuit of improved effluent may create other challenges, and that operators must have the space and support to make adjustments without fear of immediate punitive measures. Our goal is to use enforcement discretion and engender mutual trust and cooperation centered on our shared commitment to environmental stewardship. Good communication and good faith efforts will be key during the optimization process.

Thank you for participating in this round of plant optimization. We look forward to working with you and your team, and again, we applaud you for taking this important step in a program that we believe has the potential to be valuable in many ways for your organization.

Sincerely,



April Grippo, Director
Division of Water Resources
Department of Environment and Conservation
State of Tennessee

e-cc: cclausi@springhilltn.org
jweaver@springhilltn.org
gshouse@springhilltn.org
dewitt.logsdon@tn.gov
sarah.elias@tn.gov
karina.bynum@tn.gov

RESOLUTION 26-44

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BTA CONSULTING FOR A PAY PLAN UPDATE AND CONVERSION TO A STEP-BASED PAY STRUCTURE.

WHEREAS, the Board of Mayor and Aldermen recognizes the importance of maintaining a fair, transparent, and competitive compensation system for City employees; and

WHEREAS, BTA Consulting conducted a comprehensive pay and compensation study for the City in June 2023, which serves as the foundation of the City’s current pay plan; and

WHEREAS, staff has identified the need to update portions of the existing pay plan, review areas of potential pay disparity, and convert the current structure into a clearly defined step-based pay plan using updated market data; and

WHEREAS, BTA Consulting possesses significant institutional knowledge of the City’s job classifications, compensation data, and pay plan framework, and the Board of Mayor and Aldermen finds that, due to this historical knowledge, it is in the best interest of the City to bypass the Request for Proposals process and continue working with BTA Consulting to ensure the timely completion and delivery of the pay plan update.

NOW, THEREFORE, BE IT RESOLVED that the Board of Mayor and Aldermen approve this resolution authorizing the City to enter into a professional services agreement with BTA Consulting in an amount not to exceed \$11,930, for the purpose of updating the City’s pay plan and converting it to a step-based pay structure.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

Passed and adopted on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Kelly Tenace, Human Resources Director

DATE: 01/28/2026

SUBJECT: Resolution 26-44 | PROFESSIONAL SERVICES AGREEMENT WITH BTA CONSULTING FOR PAY PLAN UPDATE AND CONVERSION TO A STEP-BASED PAY STRUCTURE

STAFF RECOMMENDATION:

Staff recommends the Board approve a professional services agreement with BTA Consulting in the amount of \$11,930, to be paid from undesignated and unencumbered funds in the General Fund, to conduct a targeted update of the City's existing pay and compensation plan and convert the plan to a structured step-based pay system.

BACKGROUND:

In June 2023, through an engagement between the City and BTA Consulting, they completed a comprehensive pay and compensation study. That work included an in-depth review of job descriptions, internal equity, external market data, and the development of the City's current pay plan framework. Since that time, the City's pay plan has been implemented and relied upon as the foundation for employee compensation decisions.

Following delivery of the original study, certain modifications were made to the pay plan outside of BTA's recommended structure. Those adjustments were not consistently applied, nor were they supported by documented market data or internal equity analysis. As a result, staff has identified pay disparities and inconsistencies within the current plan that warrant further review.

Given BTA Consulting's familiarity with the City's workforce, compensation data, and job classification system, staff believes it is both practical and fiscally responsible to re-engage the original consultant to perform this work. The proposed scope includes updating relevant market data, reviewing areas of the plan where inconsistencies exist, and converting the current structure into a clearly defined step-based pay plan. This approach will promote transparency, consistency, and fairness in employee compensation and provide a more sustainable framework for future pay administration.

FINANCIAL IMPACT:

The cost of this agreement is \$11,930, funded in the General Fund using vacancy savings from the Human Resources Director position. This item covers consulting services only; any pay adjustments would require separate Board approval.

SUPPORTING DOCUMENTS:

None



City of Spring Hill
 199 town Center Parkway
 P.O. Box 789
 Spring Hill, Tennessee 37174
 931-486-2252

RESOLUTION 26-41

A RESOLUTION OF THE CITY OF SPRING HILL ADOPTING A FUND BALANCE POLICY AND REPEALING PRIOR ADOPTED FUND BALANCE POLICIES

WHEREAS, the City of Spring Hill is charged with the responsibility for the sound financial management of the City’s funds; and

WHEREAS, Governmental Accounting Standards Board (GASB) Statement No. 54 establishes fund balance classifications for governmental funds; and

WHEREAS, the Tennessee Comptroller of the Treasury, Division of Local Government Finance, recommends adoption of formal fund balance and reserve policies; and

WHEREAS, the Board of Mayor and Aldermen finds that adoption of a Fund Balance Policy promotes fiscal discipline, transparency, long-term planning, and preservation of the City’s financial credibility;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SPRING HILL:

1. The Fund Balance Policy, attached hereto and incorporated by reference, is hereby adopted as official financial policy of the City of Spring Hill, Tennessee.
2. Any Fund Balance Policy previously adopted by the City is hereby repealed and replaced in its entirety by the Fund Balance Policy adopted through this Resolution.
3. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 01/14/2026
SUBJECT: Fund Balance Policy Update – Summary of Changes and Recommendation

RECOMMENDATION:

Staff recommends adoption of the updated Fund Balance Policy. The proposed changes advance previously discussed financial policy objectives, enhance transparency and fiscal discipline, and support the Board's long-term stewardship of the City's financial resources.

BACKGROUND:

The proposed Fund Balance Policy update is part of a broader financial policy modernization plan that has been discussed with the Budget and Finance Advisory Committee as the City continues to strengthen its long-term fiscal framework.

The revised policy incorporates guidance from the Government Finance Officers Association (GFOA), the Tennessee Comptroller of the Treasury, and evolving expectations from auditors and credit rating agencies.

SUMMARY OF KEY POLICY CHANGES

1. Clarified Fiscal Philosophy and Governance
 - a. Establishes explicit alignment with GFOA best practices.
 - b. Affirms the City's obligation to regularly measure and evaluate financial condition, liquidity, and fiscal health.
 - c. Formalizes a commitment to living within the City's means each budget year through structurally balanced budgets.
 - d. Clarifies that fund balance is a tool for stability and resilience, not a substitute for disciplined financial planning.
2. Updated General Fund Reserve Targets
 - a. Replaces the prior target of 15%–30% of operating revenues with a clearer and more robust target of: Four (4) to six (6) months of General Fund operating expenditures (approximately 33%–50%).
 - b. Requires a formal restoration plan if reserves fall below minimum levels.



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org

3. Reestablish Rainy Day Commitment (Resolution 22-152)
 - a. Creates a defined Stabilization Reserve with a: Minimum of 10% and target of up to 15% of General Fund expenditures.
 - b. Limits use to emergencies, significant revenue shortfalls, or critical one-time needs.
 - c. Requires Board approval and a replenishment plan within three fiscal years following use.
4. Formal Order of Use for Fund Balance
 - a. Establishes a clear and consistent order of use: Restricted → Committed → Assigned → Unassigned
 - b. Aligns with GASB 54 intent and improves transparency and audit clarity.
5. Bond Rating and Financial Credibility Considerations
 - a. Adds explicit recognition of the importance of credit ratings and financial credibility.
 - b. Requires consideration of rating impacts when adopting budgets, approving amendments, or authorizing reserve use.

FINANCIAL IMPACT:

Adoption of the updated policy does not require new expenditures. The policy provides guidance for future budget decisions and responsible use of existing reserves while strengthening the City's long-term financial position.



City of Spring Hill | Finance
199 Town Center Parkway
Spring Hill, Tennessee 37174

City of Spring Hill, Tennessee

FUND BALANCE POLICY

Adopted by: Board of Mayor and Aldermen

Effective Date: _____

PURPOSE & AUTHORITY

This policy establishes guidelines for the classification, maintenance, and use of fund balance for the City of Spring Hill, Tennessee. It supports long-term fiscal sustainability, adequate cash flow, and responsible reserve management, and operates in coordination with the City's adopted Budget Policy and annual budget ordinance. The policy complies with Governmental Accounting Standards Board (GASB) Statement No. 54, applicable provisions of Tennessee law, and guidance issued by the Tennessee Comptroller of the Treasury.

This policy is further informed by recognized best practices of the Government Finance Officers Association (GFOA), which emphasize the importance of maintaining adequate reserves, adopting clear policies governing their use, and aligning financial decisions with long-term fiscal sustainability. The City acknowledges its obligation to regularly measure and evaluate current financial condition, liquidity, and overall fiscal health through the budget process, periodic financial reporting, and ongoing monitoring of revenues, expenditures, and fund balance levels.

The City affirms a commitment to living within its means each budget year by adopting structurally balanced budgets, ensuring that recurring expenditures are supported by recurring revenues, and limiting the use of fund balance to one-time, nonrecurring, or emergency purposes except under extraordinary circumstances. Fund balance and reserves are intended to provide financial stability, flexibility, and resilience, and are not a substitute for disciplined financial planning or prudent fiscal decision-making.

SCOPE

This policy applies to all governmental funds of the City, with particular emphasis on the General Fund.

FUND BALANCE CLASSIFICATIONS (GASB 54)

Nonspendable Fund Balance – Amounts not in spendable form or legally required to remain intact.

Restricted Fund Balance – Amounts constrained by external parties, constitutional

provisions, or enabling legislation.

Committed Fund Balance – Amounts constrained by formal action of the Board of Mayor and Aldermen.

Assigned Fund Balance – Amounts intended for specific purposes as designated by the City Administrator. The Finance Director will be responsible for reporting all assigned fund balances to the Board of Mayor and Alderman.

Unassigned Fund Balance – Residual amounts available for general use in the General Fund.

FUND BALANCE TARGETS

General Fund

The City shall maintain an unassigned General Fund balance equal to no less than four (4) months and no more than six (6) months of regular operating expenditures (approximately 33%–50%). If fund balance falls below the minimum target, a restoration plan shall be presented to the Board of Mayor and Aldermen during the next budget cycle. The restoration plan should have a timeline no longer than three (3) fiscal years to restore unassigned fund balance to the appropriate targets. This evaluation shall happen after the annual audit is published each year.

USE OF FUND BALANCE

Fund balance shall be used in the following order unless otherwise required by law or contract: Restricted, Committed, Assigned, Unassigned.

When an expenditure is eligible to be funded from more than one classification of fund balance, the City applies resources in the order of Restricted, Committed, Assigned, and Unassigned to ensure compliance with legal and contractual requirements, honor formal policy decisions of the Board of Mayor and Aldermen, and preserve the City's most flexible financial resources. This approach is consistent with the intent of GASB Statement No. 54 and recognized best practices of the Government Finance Officers Association, and helps maintain financial stability, transparency, and strong internal controls by ensuring that resources with the greatest constraints are used before less-restricted funds.

Use of fund balance is limited to one-time, nonrecurring, or emergency purposes and requires approval of the Board of Mayor and Aldermen. Use for recurring operating expenditures is discouraged except under extraordinary circumstances with a defined exit strategy.

STABILIZATION RESERVE

The City shall maintain a Stabilization Reserve equal to a minimum of ten percent (10%) and a target of up to fifteen percent (15%) of General Fund operating expenditures, within a committed fund balance line item.

Use of the Stabilization Reserve requires approval of the Board of Mayor and Aldermen and is limited to declared emergencies, significant revenue shortfalls, or one-time expenditures necessary to protect public health, safety, or critical operations.

When reserves are used, the City Administrator and Finance Director shall present a replenishment plan to restore balances within three (3) fiscal years.

BOND RATING & FINANCIAL CREDIBILITY

The City recognizes the importance of maintaining strong creditworthiness and favorable bond ratings. Fund balance targets and reserve practices established by this policy are intended to demonstrate prudent financial management, adequate liquidity, and long-term planning. The impact on bond ratings shall be considered when adopting budgets or authorizing use of reserves.

POLICY REVIEW & REVISION

This policy shall be reviewed yearly by the Finance Director and City Administrator and may be amended by the Board of Mayor and Aldermen as financial conditions, legal requirements, or best practices change.

RESOLUTION 26-42

A RESOLUTION AUTHORIZING A TRUE-UP OF FUND BALANCE CLASSIFICATIONS AND REIMBURSEMENT TO THE GENERAL FUND FROM THE PARKLAND COMMITMENT FOR THE HURT ROAD PARKLAND ACQUISITION

WHEREAS, the Board of Mayor and Alderman, City of Spring Hill, previously established a committed fund balance by Resolution 23-113 for the purpose of parkland acquisition; and

WHEREAS, in 2024 the City paid an invoice in the amount of \$1,110,149.00 from the General Fund for the purchase of Hurt Road Parkland; and

WHEREAS, subsequent review of the City’s fund balance classifications determined that this expenditure aligns with the purpose and intent of the committed fund balance established for parkland acquisition; and

WHEREAS, GASB Statement No. 54 defines committed fund balance as amounts constrained to specific purposes by formal action of the governing body; and

WHEREAS, reimbursement of the General Fund from the Parkland Commitment for this qualifying expenditure is consistent with the original intent of the commitment and will improve the accuracy of the City’s fund balance reporting; and

WHEREAS, this action does not represent new spending, a retroactive commitment, or an expansion of the purpose of the committed fund balance, but rather a correction to ensure the expenditure is charged to the appropriate funding source.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen, City of Spring Hill, Tennessee, authorizes a reimbursement to the General Fund in the amount of \$1,110,149.00 from the Parkland Commitment established by Resolution 23-113, related to the 2024 purchase of Hurt Road Parkland.

Passed and adopted by the Board of Mayor and Alderman of the City of Spring Hill, Tennessee on the 2nd day of February 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 01/14/2026
SUBJECT: Resolution 23-113 Parkland Commitment

RECOMMENDATION:

Staff recommends approving a true-up of fund balance classifications by reimbursing the General Fund for the 2024 property acquisition invoice in the amount of \$1,110,149.00 from the Parkland Commitment as set aside by 23-113. This action ensures that the expenditure is charged to the appropriate funding source consistent with the original commitment and governing body intent.

This reimbursement does not represent new spending, a retroactive commitment, or an expansion of the purpose of the committed fund balance. Rather, it corrects the funding source used for a qualifying expenditure and aligns the municipality's financial records with GASB 54 requirements and GFOA best practices regarding the appropriate use of committed resources.

BACKGROUND:

In 2024, the City of Spring Hill paid an invoice in the amount of \$1,110,149.00 for the purchase of Hurt Road Parkland from the General Fund. Subsequent review of fund balance classifications has identified that this expenditure aligns with the purpose of a committed fund balance previously established by Resolution 23-113 for parkland acquisition.

Under GASB Statement No. 54, committed fund balance consists of amounts constrained by the governing body for a specific purpose. GFOA guidance supports the principle that when expenditures qualify, the most restrictive funding sources should be used prior to less restrictive resources, such as the General Fund.

FINANCIAL IMPACT:

The recommended action will result in a reimbursement to the General Fund and a corresponding reduction of the committed fund balance. There is no net fiscal impact to the municipality as a whole. This adjustment improves the accuracy of fund balance reporting, preserves General Fund capacity for less restricted purposes, and ensures committed resources are utilized in accordance with their intended use.



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org

RESOLUTION 26-43

A RESOLUTION TO APPROVE FUNDS FOR PHASE 2 WALNUT STREET SKATE PARK.

WHEREAS, the governing body recognizes the importance of strategically investing in parks and recreational facilities to meet community needs; and

WHEREAS, \$950,000 is needed to complete Phase 2 of the Walnut Street Skate Park;

NOW, THEREFORE, BE IT RESOLVED that the Board of Mayor and Aldermen approve this resolution to allocate up to \$950,000.000 of undesignated and unencumbered funds from the General Fund for the construction of Phase 2 of the Walnut Street Skate Park from.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

Passed and adopted on the 2nd day of February, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Alderman Brent Murray, Parks and Recreation Commission Chair
DATE: 01/27/2026
SUBJECT: Resolution 26-43 | A RESOLUTION TO APPROVE FUNDS FOR PHASE 2 WALNUT STREET SKATE PARK

STAFF RECOMMENDATION:

The Board allocate \$950,000.00 to be used for the completion of Phase 2 of the Skate Park and include in the upcoming CIP.

BACKGROUND:

For many years, the Parks and Recreation Commission has been trying to get Phase 2 of the Skate Park completed.

Skate Park Phase 2 – Construction. Phase 1 of the Walnut Street Skate Park was completed in 2015. Designs for Phase 2 were completed in 2022 with a projected cost of \$675,000.00. Staff has confirmed the updated estimate to complete which is \$915,000.00. This estimate includes construction drawings and construction of the final phase of the skate park. The estimate does not include restroom facilities. The estimated cost reflects potential variables related to import/export of materials and drainage, which may impact final construction costs. The design consultant has indicated that value engineering (VE) options may be available to align the project scope with future budget constraints, if necessary. An amount of \$950,000.00, which is \$35,000 more than the estimate, is being requested to cover any construction contingencies and/or unanticipated costs such as permit fees, 3rd party testing/inspections, etc.

FINANCIAL IMPACT:

\$950,000 to be allocated from undesignated and unencumbered funds in the General Fund.

SUPPORTING DOCUMENTS:

Spring Hill-TN Cost Estimate 12.11.25.pdf



City of Spring Hill
199 town Center Parkway
P.O. Box 789
Spring Hill, Tennessee 37174
931-486-2252

COST ESTIMATE

WALNUT STREET SKATEPARK EXPANSION
CITY OF SPRING HILL, TENNESSEE
DECEMBER 11, 2025

SCOPE OF WORK:	ESTIMATED COST:
CONSTRUCTION DOCUMENTS	\$25,000.00
MOBILIZATION & GENERAL CONSTRUCTION REQUIREMENTS	\$90,000.00
DRAINAGE	\$35,000.00
EARTHWORK	\$190,000.00
CONCRETE ELEMENTS/TERRAIN	\$275,000.00
CONCRETE FLATWORK	\$160,000.00
STEEL COPING, EDGE PROTECTION & GRIND RAILS	\$115,000.00
BONDING	\$25,000.00
TOTAL ESTIMATED COST:	\$915,000.00



ASSUMPTIONS:

- Estimate assumes Owner to provide access to potable water source within 150' of skatepark footprint, delivered via ¾" garden hose (minimum 45 psi)
- Estimate assumes Owner to provide power access within 150' of skatepark footprint (minimum two 20-amp circuits (110v))
- Estimate does not include prevailing wage
- Estimate does not include permit fees
- Estimate does not include 3rd party testing/inspections
- Estimate does not include taxes other than payroll taxes and sales taxes on materials
- Estimate does not include landscaping
- Estimate does not include any work not expressly described in Spohn Ranch's scope of work
- Estimate is valid for 30 days from 12.11.25





STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dan Allen | Assistant City Administrator
Dara Sanders | Development Services Director
DATE: 02/02/2026
SUBJECT: Sewer Capacity Reserve Allocation Request – 5221 Port Royal Road

REQUEST:

This is a request from Southern Roots Endodontics, located at 5221 Port Royal Road, to allocate 240 gallons per day (GPD) for year 1 and 440 gallons per day for year two and three from the City's sewer capacity reserve.

PROPOSAL:

This business has requested building permits from Development Services for the third floor of a 3-story medical and office building located near the intersection of Port Royal Road and Duplex Road. They submitted their application prior to the date the suspension occurred. The tenant spaces on the first and second floors have been completed and occupied; however, the third floor has not been completed or improved for tenants. The property owner has entered into a lease agreement for a portion of the third floor – an endodontist practice (Southern Roots). Southern Roots is expected to generate 240 GPD of new sewer flows from the site.

Under the provisions of Ordinance 25-29, Development Services is authorized to approve building permits for tenant improvements that are equal to or less than the previous tenant's sewer demand. Because the tenant space has not been previously occupied, Development Services cannot issue the permit unless the Board of Mayor and Aldermen first approve an allocation from the City's sewer capacity reserve or made available through other means.

Staff is bringing the Southern Roots Endodontics request forward for discussion. The business owner and representative plan to attend the work session to answer any questions the Board of Mayor and Alderman may have.

SUPPORTING DOCUMENTS:

Sewer demand study provided by hired engineer



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
email@springhilltn.org
XXX.XXX.XXXX

301 Industrial Boulevard
 Tullahoma, TN 37388
 Phone: 931.454.9940
 Fax: 931.454.2338



2605 Elm Hill Pike
 Suite C
 Nashville, TN 37214
 Phone: 615.678.6022

19 January, 2026

Jim Nickle
 Nickle Architects
 Nashville, TN

Re: Southern Roots Sewer Usage

Jim,

We have reviewed the potential sewer discharge for this facility. We have reviewed this with the City of Spring Hill requirements per their Appendix C, prepared our own estimation of water usage, and a third approach considering the billed Utility usage for a comparator facility.

Spring Hill Appendix C Estimate:

APPENDIX C: TABLE OF WATER/WASTEWATER LOADS

(A) Projected water use and wastewater loads of developments shall be determined using the following standards as a guide:

<i>Drainage Facility</i>	<i>Flow in GPD</i>	<i>Design Units</i>
Apartment - Two Bedroom	300	per unit
Apartment - Three Bedroom	350	per unit
Mobile Home Parks	300	per mobile home space
Single Family Dwelling	350	per unit
Assembly Hall (No Food Service)	2	per seat
Beauty Shop, Styling Salon	200	per station
Bowling Alleys (no food service)	75	per lane
Car Wash (stand-alone)	2500	per bay
Child Care Center	10	per child and adult
Churches (small)	5	per sanctuary seat

Initial Day 1 Usage			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	3	20	60
Patients	10	10	100
Wash Down (GPD)			5
Total Use (GPD)			240

Full Build-out Usage (2 – 3 Years)			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	6	20	120
Patients	24	10	240
Wash Down (GPD)			5
Total Use (GPD)			440

Comparator Facility Usage:

We reviewed a similar facility of another doctor. The billed consumption for this facility was averaging 405 gallons per month.

The comparator facility includes a dental practice with one doctor, two employees, and sixteen patients. Using the Appendix C values provides the below projected usage:

Comparator Practice			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	2	20	40
Patients	16	10	160
Wash Down (GPD)			5
Total Use (GPD)			280

The actual measured usage for this operating practice, however, with the above 405 gallons per month is much less. If a 5-day patient week is considered, this would be an average usage of just over 20 GPD assuming a 4-week month. If only a four day patient week and a 4-week month this would only be 25 GPD, again still less than the 280 projected with the Appendix C values.

Please let us know any questions or other.

Sincerely,

Tim Little, PE
Mechanical Engineer



OLG File: 41125

Conceptual Raw Water Transmission Line – Routing Intent Exhibit



The proposed raw water transmission line is routed to efficiently connect the existing intake infrastructure to the future reservoir site while minimizing impacts to surrounding properties and utilities. The new line will tee off the existing 18-inch raw water intake line and proceed north along Port Royal Road for approximately 150 linear feet before turning east and continuing along Rice Road for approximately 900 linear feet. This initial routing follows existing roadway corridors which allows for improved accessibility during construction and limits disturbance to undeveloped or private lands. Overall, this alignment represents the most economical option and has the least impact to the surrounding community by avoiding the acquisition of new easements and by utilizing existing easements already held by the City.

From Rice Road, the pipeline will enter the existing TVA right-of-way and continue within the northern edge of that right-of-way for approximately 4,000 linear feet. Spring Hill Water is currently coordinating with the Tennessee Valley Authority (TVA) to evaluate feasibility and obtain necessary approvals to utilize this right-of-way. Utilizing the TVA right-of-way provides a clear, linear corridor that avoids residential areas and sensitive improvements while taking advantage of land already designated for utility use.

The alignment then turns north onto reservoir property and extends approximately 3,000 linear feet to the approximate location of the proposed reservoir. This final segment remains entirely on property controlled for utility purposes (City-owned property and/or dedicated utility easements), providing long-term protection of the pipeline, facilitating maintenance access, and supporting the overall reliability and constructibility of the raw water supply system.



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Carter Napier, City Administrator
DATE: 01/30/2026
SUBJECT: Legislative Update

RECOMMENDATION:

For the Board to adopt the proposed legislative agenda for the 2026 legislative season.

BACKGROUND:

The legislative season has begun with the advent of the 114th session of the Tennessee General Assembly, which began on January 13th. It is helpful for staff to have formal support and to understand the Board's direction concerning the legislative priorities as the Legislature deliberates a number of topics important to the City of Spring Hill.

While several perennial topics regarding local funding are included for the Board's consideration, other topics may also be of significant interest as well given the circumstances the city is facing at this moment in time. As the Board is probably aware, some topics have already risen to the level of being considered as a part of a draft bill while some topics may not get any traction thereby lending itself to potential future conversations at the State level. With this in mind, Staff proposes the following as items to be included as priority considerations for Staff to follow up on throughout the legislative session:

- Restore the historical State-shared sales tax split with cities.
 - During a State budget crisis in 2002, the General Assembly voted to raise the base sales tax rate from 6% to 7% without allowing cities to share in the historic rate of 4.6% for the added increment. Legislation of this nature would allow the 4.6% to be applied to the full 7% base rate instead of just the historic base rate of 6%.
- Remove or relax the single article tax cap
 - State Statute allows for single article personal property purchases to only be taxed for the first \$1600 of the purchase as it pertains to the local option tax rate of 2.25%. Legislation of this nature would either remove the cap entirely or broaden the range of dollars the local tax rate could be applied to or raise the tax rate and the range of dollars the new rate could be applied to in a manner similar to what the State single article tax rate and cap is set at.
- Share transfer tax receipts with counties and cities for roads.
 - \$.37 per \$100 of value is collected with the transfer of all real property transfers for the State's use. 48% of the 5% commission is kept by the County Register for collecting and reporting. 52% of that commission goes to the state general fund. Bills of this nature would require the State to share these receipts with the County and/or cities for road work.



City of Spring Hill | City Administrator

199 Town Center Parkway
Spring Hill, Tennessee 37174
cnapier@springhilltn.org
931-486-2252

- Allow cities to utilize design build means and methods of project construction delivery in a similar way that State and IDB agencies currently do.
 - The design build alternative for project delivery would be made available directly to certain cities and towns for projects of a certain threshold if a bill could be adopted by the General Assembly. This would be the second alternative delivery method granted to cities and towns along with the Construction Manager at Risk delivery method (CMAR) now being used.
- Oppose requirements for cities to reimburse counties for ambulance services.
 - Counties have the responsibility to provide the cost for ambulance services in cities throughout TN. Bills of this nature would require cities to cost share these services.
- Oppose efforts to require local elections to become partisan.
 - Local control would be more clouded particularly for communities that are divided between two counties.

As for a couple items that are items to keep a look out for but may not surface as topics for legislative deliberation in this session:

- Utility regionalization efforts that do not recognize asset investment and proportionate representation
- E-bike regulation at the State level

FINANCIAL IMPACT: There is no financial impact on adopting this proposal as the 2026 legislative agenda.

SUPPORTING DOCUMENTS: None



City of Spring Hill | City Administrator
199 Town Center Parkway
Spring Hill, Tennessee 37174
cnapier@springhilltn.org
931-486-2252