



**CITY OF SPRING HILL**  
**BOARD OF MAYOR AND ALDERMEN**  
**MEETING PACKET**  
**MARCH 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](http://www.springhilltn.org)***

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

**Call Regular Meeting to Order**

**Stipulation of Members Present**

**Invocation and Pledge of Allegiance**

**Approval of the Agenda**

**Mayor's Comments**

**City Administrator/Department Head Comments**

**Citizen Comments**

**Acknowledgements**

**PUBLIC HEARING**

- 1. Ordinance 26-01, to amend Ordinance 25-29, Section 2(F), regarding the Sewer Capacity Reserve.**

**Citizen Comments on Public Hearing Item**

**VOTING AGENDA**

**CONSENT ITEMS**

- 1. Consider Resolution 26-56, to authorize the exchange of Fire Department Equipment with the City of Brentwood Fire Department.**

Authorizes SHFD and Brentwood Fire Dept., to exchange Bluetooth voice amplifiers that SHFD are no longer using in exchange for standard voice amplifiers and also access to the Brentwood BlueCard Command Simulator for all SHFD Officers. Graig Temple, Fire Chief

Attachment: [Resolution 26-56 Authorize Equipment Exchange x.pdf](#)

Attachment: [Resolution Memo 26-56 Exchange of FD Equipment .pdf](#)

- 2. Consider Resolution 26-57, to vacate a 10-foot portion of a drainage easement to the rear of lot 237 Cherry Grove Addition, Phase 5, better known as 2981 Stewart Campbell Pointe.**

Approves the vacation of a 10-foot portion of the rear drainage easement on the property known as 2981 Stewart Campbell Pointe. Planning Commission recommended approval on February 9, 2026. Dara Sanders, Development Services Director

Attachment: [Resolution 26-57 Vacate a portion of the rear drainage easement on 2981 Stewart Campbell Pointe x.pdf](#)

Attachment: [Memo 2981 Stewart Campbell Pointe Easement Reduction.pdf](#)

- 3. Consider Resolution 26-58, authorizing the City of Spring Hill, TN to enter into multiple Master Service Agreements for Professional Engineering Services.**

Purpose of this resolution is to authorize the mayor to execute Master Service Agreements with Multiple Engineering Firms for Spring Hill Water Engineering Services. Dan Allen, ACA, GM, Spring Hill Water

Attachment: [Resolution 26-58 authorizing the City to execute MSA s Bulk-SH-FN-D-8WJRXB4.pdf](#)

Attachment: [Memo - SH MSA BOMA.pdf](#)

Attachment: [Link: LDA](#)

Attachment: [Link: MSA](#)

**PREVIOUS BUSINESS**

- 1. Consider Second and Final Reading of Ordinance 26-01, to amend Ordinance 25-29, Section 2(F), regarding the Sewer Capacity Reserve.**

Final consideration of Ordinance to amend Ordinance 25-29, allocation from the sewer reserve. Dan Allen, ACA; Dara Sanders, Development Services Director

Attachment: [Ordinance 26-01 to amend Ordinance 25-29 and allocate from the Sewer Reserve x.pdf](#)

Attachment: [Agenda Packet - 02.17.26 Spring Hill BOMA 1\\_.pdf](#)

## NEW BUSINESS

### 1. Consider Resolution 26-59, a resolution of the City of Spring Hill adopting an updated Net Position Policy.

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

Attachment: [Resolution 26-59 Net Position Policy.pdf](#)

Attachment: [Memo - NP Policy.pdf](#)

Attachment: [Net Position Policy - NEW.pdf](#)

### 2. Consider First Reading of Ordinance 26-02, an Ordinance of the City of Spring Hill, TN, the third amendment to the fiscal year 2025-2026 Budget.

This is the third amendment to the budget for fiscal year 2025-2026. Carter Napier, City Administrator; Rebecca Holden, Finance Director

Attachment: [Ordinance 26-02 Budget Amendment 3 2025-2026.pdf](#)

Attachment: [MEMO BA 3.pdf](#)

### 3. Consider Resolution 26-60, a resolution declaring the intent of the City of Spring Hill, TN to reimburse itself for certain expenditures in the aggregate principal amount of not to exceed twenty-five million dollars (\$25,000,000) related to municipal projects of the city with the proceeds of bonds or other debt obligations to be issued by the City of Spring Hill, TN.

This resolution declares the City's official intent to reimburse itself for certain qualifying expenditures related to municipal projects, including public facilities and water and sewer improvements, from the proceeds of future bonds or other debt obligations in an amount not to exceed \$25,000,000. Adoption of this resolution ensures compliance with federal Treasury regulations and preserves the City's ability to reimburse eligible costs incurred prior to any future bond issuance. John Werner, Cumberland Securities and Rebecca Holden, Finance Director

Attachment: [Resolution 26-60 Spring Hill 2026 25mm Reimbursement.pdf](#)

Attachment: [Memo -Reimbursement Resolution.pdf](#)

### 4. Consider Resolution 26-61, delegating certain administrative and personnel authority to the City Administrator.

This resolution formally clarifies and establishes the division of administrative, personnel, and organizational authority between the Board of Mayor and Aldermen and the City Administrator. Carter Napier, City Administrator; Kelly Tenace, HR Director

Attachment: [Resolution 26-61 delegation of authority.pdf](#)

Attachment: [StaffMemo Delegation of Administrative Authority KT.pdf](#)

Attachment: [Delegation of Authority Board v CA.pdf](#)

## WORK SESSION/DISCUSSION

### 1. Capital Presentation

Presentation-Carter Napier, City Administrator

Attachment: [Memo for Capital Presentation.pdf](#)

Attachment: [FB Balance.pdf](#)

Attachment: [Projects.pdf](#)

Attachment: [Resolution 18-75 adopting a Capital Improvement Plan CIP for the City of Spring Hill.pdf](#)

Attachment: [Resolution 26-19 affirm status of Capital Projects approved by Resolution 18-75.pdf](#)

### 2. Update on Flow Monitoring Requirements for Moratorium Compliance

Discussion regarding flow monitoring Technical Specifications and recommendation to comply with Ordinance 25-29 Section 7. Will Brasfield, Water Dept, SPARTAN Division, Engineer; Ryan LaMunyon, AGM-Reclamation

Attachment: [Ordinance 25-29 Section 7 Enforcement Review and Flow Monitoring Recommendation.pdf](#)

Attachment: [Link: Developer FM](#)

### 3. Discussion-Small Tenant Grease Trap Regulation

Administration is requesting authorization to approve a demonstration project to test smaller and more economical grease traps for specific uses within the City. The proposed unit allows the city to adequately protect the sewer system while also providing a significantly more economical option to assist small businesses opening within the community. Dan Allen, ACA, GM Spring Hill Water

Attachment: [MEMO - Tenant Improvement Request - Undersink Grease Interceptor - Self Serve Yogurt Shop - 03022026.pdf](#)

#### **4. Discussion-Ordinance 25-29 Exemption for 2536 Duplex Road**

Request to exempt property at 2536 Duplex Road from tenant improvement restrictions. The existing use began operating in the building prior to obtaining property permits and was included in the baseline sewer capacity prior to the preparation and adoption of Ordinance 25-29. Dara Sanders, Development Services Director

Attachment: [2536 Duplex Road Exemption Request.pdf](#)

#### **5. Discussion-Southside Water Tank Working Hours Request and Paint Containment**

Discussion regarding contractor request for working hours and update on paint containment discussion onsite. Will Brasfield, AGM SPARTAN

Attachment: [Southside Tank Memo.pdf](#)

Attachment: [Southside Tank Work Schedule Memo.pdf](#)

Attachment: [253306 Spring Hill - Localized Containment Letter.pdf](#)

Attachment: [253306 Spring Hill - Proposed Sunday Work Letter.pdf](#)

#### **6. Discussion-Centrifuge Project, Contract Amendment #1**

Discuss first contract amendment as we prepare to finalize construction packages. Project is at 90% design, and staff is accelerating to break ground in calendar year 2026. Carollo will present the details of the amendment for discussion with BOMA. Dan Allen, ACA, GM Spring Hill Water; Will Brasfield - AGM SPARTAN; Jason Ogg, Carollo

Attachment: [Draft Amendment 1 Spring Hill Centrifuge Design Scope 2 11 26.pdf](#)

Attachment: [Draft Amendment 1 Budget Spring Hill Centrifuge Design Fee 2 11 26.pdf](#)

#### **7. Discussion-Reconsideration of Resolution 25-164 Terms**

Discussion for reconsidering the terms of Resolution 25-164, which approved a funding agreement between the City and the Reagan Ridge developers. Carter Napier, City Administrator; Dara Sanders, Development Services Director

Attachment: [Memo - Reconsideration of Resolution 25-164 - Reagan Ridge Subdivision - x.pdf](#)

Attachment: [Resolution 25-164 COPY.pdf](#)

Attachment: [Kedron Road Connection Concept - Reagan Ridge .pdf](#)

#### **8. Roundtable Discussion**

##### **Citizen Comments**

##### **Adjourn**

**RESOLUTION 26-56**

**A RESOLUTION TO AUTHORIZE THE EXCHANGE OF FIRE DEPARTMENT EQUIPMENT WITH CITY OF BRENTWOOD FIRE DEPARTMENT**

**WHEREAS**, the City of Spring Hill operates a career fire department that responds to all fire, rescue, and medical emergencies within the city; and

**WHEREAS**, partnerships between local fire departments extend beyond normal automatic aid and mutual aid to include equipment exchanges where needs and benefits exist; and

**WHEREAS**, Spring Hill Fire Department and the Brentwood Fire Department operate the same 3M/Scott Self-Contained Breathing Apparatus and accessories; and

**WHEREAS**, Spring Hill Fire Department has surplus Bluetooth voice amplifiers that are compatible with Brentwood Fire's needs and Brentwood Fire have non-Bluetooth voice amplifiers that are compatible with Spring Hill's needs; and

**WHEREAS**, the Fire Chiefs of Spring Hill and Brentwood have agreed that this mutual exchange of equipment is beneficial to both departments. In addition to the exchange of devices is access to the Brentwood BlueCard Command Simulator for all SHFD Officers free of charge which is otherwise valued at \$395 per person if registered elsewhere.

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen authorize the Spring Hill Fire Department to exchange 3M/Scott Voice Amps with Brentwood Fire Department and to accept access into the Command Lab for all SHFD Officers.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of March 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:** Graig Temple, Fire Chief  
**DATE:** March 2, 2026  
**SUBJECT:** Resolution 26-56 – Exchange of Fire Department Equipment w/Brentwood FD

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### RECOMMENDATION:

Staff recommends approval of Resolution that authorizes the exchange of voice amplifiers that are surplus and not in use, in lieu of, useful voice amplifiers and training offered by Brentwood FD.

### BACKGROUND:

SHFD and Brentwood FD both utilize 3M/SCOTT SCBA. SHFD has surplus BlueTooth Voice Amplifiers that are not in use and have been discontinued from our service. Brentwood FD has standard Voice Amplifiers that are compatible with the SHFD's need and a mutual exchange is beneficial to both departments. Additionally, Brentwood Fire has agreed to host all SHFD Officers in their BlueCard Command Simulator which is of operational benefit to the SHFD.

### FINANCIAL IMPACT:

As the current SHFD voice amps have been discontinued from service and would otherwise be sold via GovDeals for between \$85 and \$135 average per device (42 device total) revenue potential could be approximately \$3,570 to \$5,670. The cost of the Command Simulator registration alone offered by Brentwood FD is \$395/pp (\$8,295) for all SHFD Officers to attend.

### SUPPORTING DOCUMENTS:

N/A



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

**RESOLUTION 26-57**

**A RESOLUTION TO VACATE A 10 FOOT PORTION OF A DRAINAGE EASTMENT TO THE REAR OF LOT 237, CHERRY GROVE ADDITION, PHASE 5 BETTER KNOWN AS 2981 STEWART CAMPBELL POINTE**

**WHEREAS**, the City of Spring Hill is dedicated to promoting public health, safety, and general welfare and to minimize public and private losses due to flood conditions; and

**WHEREAS**, drainage easements are reserved for the City for the performance of governmental services, including water, storm, and sanitary sewer service and maintenance, and to those public utility companies that operate under franchises from the City, and their successors and assigns; and

**WHEREAS**, there are no known negative impacts to this neighborhood's drainage system at this point; and

**WHEREAS**, the City of Spring Hill staff determined that, due to another drainage easement dedicated on the adjoining properties to the south, the drainage easement on the subject property could be reduced from 20 to 10 feet on this property without creating stormwater or maintenance access issues; and

**WHEREAS**, this 10 foot portion of the easement is no longer needed for public use; and

**WHEREAS**, this portion of the easement is officially vacated and abandoned and the homeowner now has full use of the previously restricted area, subject to any other zoning and building codes.

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

Approve the vacation of a 10 foot portion of the rear drainage easement on the property known as 2981 Stewart Campbell Pointe.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the March 2nd day of March 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:** Dara Sanders | Development Services Director  
**DATE:** 3/2/2026  
**SUBJECT:** Resolution 26-57 (2981 Stewart Campbell Pointe – Partial Easement Vacation)

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**REQUEST:**

The property owner of 2981 Stewart Campbell Pointe requests to reduce a platted drainage easement from 20 feet to 10 feet.

**BACKGROUND:**

The property is developed with a single-family home. The property owner submitted a building permit to install a swimming pool and deck at the rear of the property. Upon review of the information submitted by the property owner, staff found that the pool was proposed to be constructed outside the existing drainage easement. A permit for the pool was subsequently issued. However, after further research staff discovered the information submitted by the applicant labeled a 10' Drainage Easement when it was actually 20 feet. The Codes Division stopped work on the proposed pool until an evaluation of the entire neighborhood was conducted related to drainage.

Development and Public Works staff evaluated the potential to reduce the drainage easement in order to create a path forward for the property owner to continue to install the swimming pool. It was determined that, due to another drainage easement dedicated on the adjoining properties to the south, the drainage easement on the subject property could be reduced to 10 feet without creating stormwater or maintenance access issues.

**FINANCIAL IMPACT:**

There are no known financial impacts.

**SUPPORTING DOCUMENTS:**

None



City of Spring Hill | Development Services  
8060 Station Hill Drive  
Spring Hill, Tennessee 37174  
dsanders@springhilltn.org

**RESOLUTION 26-58**

**A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL, TENNESSEE TO ENTER INTO MULTIPLE MASTER SERVICES AGREEMENTS FOR PROFESSIONAL ENGINEERING SERVICES**

**WHEREAS**, the City of Spring Hill, Tennessee (the “City”) periodically requires professional engineering services to support Spring Hill Water in the planning, design, permitting, and construction administration of water system infrastructure and related facilities; and

**WHEREAS**, pursuant to Resolution 26-26, the Board of Mayor and Aldermen authorized City staff to negotiate contracts with selected engineering firms to provide Spring Hill Water engineering services to the City; and

**WHEREAS**, City staff has negotiated a Master Services Agreement with the firms identified on Exhibit A, attached hereto and incorporated herein by reference, establishing the general terms and conditions under which professional engineering services may be provided on an as-needed basis; and

**WHEREAS**, each Master Services Agreement provides for an initial term not to exceed three (3) years, with the option for renewal upon mutual agreement of the parties; and

**WHEREAS**, the Master Services Agreements do not authorize specific project work, compensation, or expenditures, which shall be approved separately through task orders and in accordance with the City’s purchasing policies and applicable budget appropriations.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the Master Services Agreements between the City of Spring Hill and the firms listed on Exhibit A, in substantially the form presented to the Board, are hereby approved, and the Mayor is authorized to execute each of said Agreements and any documents necessary to effectuate their intent.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2<sup>nd</sup> day of March, 2026.**

\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

\_\_\_\_\_  
Patrick Carter, City Attorney

**EXHIBIT A**

Attached hereto and incorporated herein by reference is the list of firms with whom the City of Spring Hill, Tennessee, is authorized to execute Master Services Agreements for professional engineering services.

Black and Veatch Corporation
J.R. Wauford & Company, Consulting Engineers, Inc., an Ardurra Company
Hazen and Sawyer, P.C.
Carollo Engineers, Inc.
Kimley-Horn and Associates, Inc.
Strand Associates, Inc.
Innovative Contracting & Engineering LLC
Pape-Dawson Consulting Engineers, LLC
HMB Professional Engineers, LLC
EnviroScience, Inc.
Orchard, Hiltz & McCliment, Inc. (d/b/a OHM Advisors)
Survey and Mapping, LLC
RJN Group, Inc.
Lamar Dunn & Associates, Inc. d/b/a LDA Engineering



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen

**FROM:** Dan Allen, PE, Assistant City Administrator

**DATE:** March 2, 2026

**SUBJECT:** Resolution 26-58 | A Resolution Authorizing the City of Spring Hill, Tennessee to Enter into Multiple Master Services Agreements for Professional Engineering Services

**RECOMMENDATION:**

Staff recommends approval of a resolution authorizing the City to enter into Master Services Agreements with the engineering firms listed on Exhibit A for Spring Hill Water engineering services.

**BACKGROUND:**

The City of Spring Hill periodically requires professional engineering services to support the planning, design, permitting, and construction administration of water system infrastructure and related facilities for Spring Hill Water.

Pursuant to Resolution 26-26, the Board of Mayor and Aldermen authorized staff to negotiate contracts with selected engineering firms to provide engineering services on an as-needed basis. Staff has negotiated Master Services Agreements (MSAs) with the firms identified on Exhibit A. These agreements establish the general terms and conditions under which professional engineering services may be provided to the City.

Each agreement provides for an initial term not to exceed three (3) years, with renewal options upon mutual agreement of the parties. The MSAs do not authorize specific project work or expenditures. Individual projects and associated costs will be approved separately through task orders in accordance with the City's purchasing policies and applicable budget appropriations.

Executing multiple MSAs allows the City flexibility to assign projects based on expertise, availability, and project-specific needs while maintaining consistency in contractual terms and conditions.

**FINANCIAL IMPACT:**

Approval of these Master Services Agreements does not obligate the City to any specific expenditure. Funding for services performed under these agreements will be approved on a project-by-project basis through individual task orders and will be subject to available budget appropriations within the Spring Hill Water Fund.



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

Remote Attachment:

[Link: LDA \(https://play.champds.co ... 06110eb22c563b2c968b6543ab35e.pdf\)](https://play.champds.co ... 06110eb22c563b2c968b6543ab35e.pdf) (LINK)

Remote Attachment:

[Link: MSA \(https://play.champds.co ... dabee97f1d1f214385bde23155e8f.pdf\)](https://play.champds.co ... dabee97f1d1f214385bde23155e8f.pdf) (LINK)

**ORDINANCE 26-01**

**AN ORDINANCE TO AMEND ORDINANCE NO. 25-29, SECTION 2(F), REGARDING THE SEWER CAPACITY RESERVE**

**WHEREAS**, Ordinance No. 25-29 established a Sewer Capacity Reserve of 100,000 gallons per day (GPD) for discretionary allocation; and

**WHEREAS**, Section 2(F) authorizes the Board of Mayor and Aldermen to allocate reserve capacity for nonresidential tenant improvements within existing buildings not included in Group 1 or Group 2; and

**WHEREAS**, Spring Hill Healthcare Investments, LLC has requested an allocation to complete tenant improvements within the existing medical office building located at 5221 Port Royal Road; and

**WHEREAS**, the requested allocation is consistent with the discretionary reserve framework established in Ordinance No. 25-29;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, THAT:**

**SECTION 1. Amendment to Section 2(F)**

Pursuant to Section 2(F) of Ordinance No. 25-29, a one-time allocation of 500 gallons per day (GPD) from the Sewer Capacity Reserve is hereby granted to Spring Hill Healthcare Investments, LLC, for the existing building located at 5221 Port Royal Road, for nonresidential tenant improvements. This allocation shall be reserved solely for the tenant spaces to be occupied by Southern Roots Endodontics and TwelveStone Chronic Care, and shall not be transferable to other uses or tenants.

**SECTION 2. Remaining Provisions**

All other provisions of Ordinance No. 25-29 shall remain in full force and effect.

**SECTION 3. Effective Date**

This Ordinance shall take effect upon its final passage, the public welfare requiring it.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 2<sup>nd</sup> day of March, 2026.**

\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

\_\_\_\_\_  
Patrick Carter, City Attorney

PASSED ON 1<sup>ST</sup> READING: February 17<sup>th</sup>, 2026

PASSED ON 2<sup>ND</sup> READING: March 2<sup>nd</sup>, 2026

## REQUEST FOR SEWER CAPACITY ALLOCATION



**Ownership Entity:** Spring Hill Healthcare Investments, LLC

**Manager:** CMK Properties

**Project:** 5221 Port Royal Road, Spring Hill, TN 37174 (3rd Floor Medical Suites)

**Tenants:** Southern Roots Endodontics; TwelveStone Chronic Care

**Allocation Requested:** Up to 455 GPD from the Sewer Capacity Reserve (Ordinance 25-29, Section 2(F))

### **Summary of Request:**

5221 Port Royal Road is an existing, substantially occupied medical office building with two remaining third-floor suites pending building permits. Because these suites have not been previously occupied, Development Services has indicated the permits cannot be issued unless BOMA approves an allocation from the Sewer Capacity Reserve. This request aligns with our tenant's on-going work with the City to finalize the allocation.

## I. THE "RESERVE FIT" JUSTIFICATION

Under Ordinance 25-29 (Section 2F), this Board established a 100,000 GPD Sewer Capacity Reserve specifically for non-residential tenant improvements of existing buildings when the property is not in Group 1/Group 2 and does not qualify under Section 3.

- **Our Project fits this criteria exactly:** 5221 Port Royal Road is an existing, 83% occupied medical building. We are seeking to finalize the remaining 16.8% of the structure.
- **Impact:** Our request for 455 GPD represents only **0.455%**, or less than **½%** of the City's established reserve.

## II. VESTED RIGHTS & FISCAL COMPLIANCE

We have met all financial and engineering obligations required by the City of Spring Hill:

- **August 2022:** Paid \$218,595.89 in Water/Sewer Reserve and Tap Fees associated with this development. These payments were made under City approvals well before the current moratorium framework and reflect substantial prior compliance and investment. We have continued to proceed in good faith based on those approvals.
- **Pre-Suspension Submittal:** The Southern Roots permit application was submitted in September 2025, prior to the City's October 6, 2025 suspension/tolling date.
- **Staff Recognition:** In the Feb. 2, 2026 staff materials/memo, City staff acknowledged Southern Roots as a pre-suspension submittal and identified the remaining steps required for permit issuance.

## III. COMMITMENT TO INFRASTRUCTURE HEALTH

We are not asking to bypass the moratorium, but to operate within the new framework:

- **Metering:** We acknowledge the requirement of Ordinance 25-29 and will install **City-approved flow meters** for both suites prior to issuance of a Certificate of Occupancy.
- **Healthcare Impact:** These providers (Endodontics and Chronic Care) offer specialized services that are currently underserved in Spring Hill.

## REQUESTED ACTION

**Grant a one-time allocation of 455 GPD from the Sewer Capacity Reserve to 5221 Port Royal Road to allow for the completion of the 3rd-floor medical build-outs. If the final agreed upon GPD estimate is less this allocation can be reduced.**

Thank you!

## TIMELINE

Date	Milestone / Action	Importance
July 28, 2021	<b>Sanitary Sewer Design Approval</b>	Spring Hill formally approved system capacity for the full 34,709 square foot building.
August 2022	<b>Permit C-00460-22 Paid (\$218,595.89) - Invoice Attached</b>	Demonstrates significant prior investment and compliance with City fee requirements.
Sept 25, 2023	<b>Main Building CO Issued</b>	Building shell officially completed.
Oct 1, 2023	<b>Williamson Health Opens</b>	Suites 101/200 occupying 66% of the building.
Nov 2024	<b>Family Care Center TI Permit Issued</b>	3rd Floor build-out begins (Suite 301).
May 2025	<b>Family Care Center Opens</b>	CO Issued. 83% of the building is now fully operational.
Aug 5, 2025	<b>TDEC Moratorium Enacted</b>	Establishes the broader constraint environment the City is managing.

<b>Sept 2025</b>	<b>Southern Roots Permit Applied</b>	Submitted before Ordinance 25-29's stated effective tolling date of Oct. 6, 2025.
<b>Oct 6, 2025</b>	<b>Permit Suspension (Res 25-238)</b>	BOMA pauses all permit processing for new sewer demand.
<b>Nov 2025</b>	<b>TwelveStone Permit Applied</b>	Final tenant application to complete the 3rd floor.
<b>Jan 5, 2026</b>	<b>Ordinance 25-29 Passed</b>	Created the 100,000 GPD Sewer Capacity Reserve.
<b>Jan 19, 2026</b>	<b>Usage Letter Submitted</b>	Professional engineer's GPD estimation formally provided to the City.
<b>Feb 2, 2026</b>	<b>Staff Recognition - Notes BOMA reserve allocation is required</b>	Staff formally acknowledges Southern Roots' pre-suspension status and that the permits can't be issued without a reserve allocation due to lack of prior occupancy.
<b>Feb 17, 2026</b>	<b>BOMA Meeting</b>	Requested Allocation: 455 GPD for Southern Roots and TwelveStones. Which is less than ½% of the established reserve..

# SUPPORTING DATA & REGULATORY COMPLIANCE

**Project:** 5221 Port Royal Road

**Reference:** Ordinance 25-29

## 1. ELIGIBILITY UNDER ORDINANCE 25-29

Our request aligns with the specific discretionary powers reserved for BOMA in the current moratorium framework:

- **Section 2(F):** Establishes the 100,000 GPD Sewer Capacity Reserve and allows BOMA to consider allocations for nonresidential TI of existing buildings under stated conditions.
- **Section 3(B)(2):** Applications may be accepted/processed/approved when a building has existing or previous flows and the resulting flow is  $\leq$  those flows: this is the comparison test staff uses.
- **Section 7(A):** Flow meters are required for projects receiving allocations and must be installed/accepted before CO.

Accordingly, BOMA action is needed here and the framework exists for the same. City staff has stated that because the tenant space has not been previously occupied, Development Services cannot issue the permit unless BOMA approves an allocation from the Sewer Capacity Reserve (or capacity is made available through other means).

## 2. ALLOCATION IMPACT ANALYSIS

This request represents a minimal draw on the City's current reserves:

Category	Data Point
Total Sewer Capacity Reserve	100,000 GPD
Current Request (Southern Roots 280 + TwelveStone 175)	455 GPD

Percentage of Reserve Utilized	0.455%
Building Occupancy upon Approval	100%

**3. TENANT PROFILES**

- **Southern Roots Endodontics:** Specialized dental surgery and root canal therapy.
- **TwelveStone Chronic Care:** Infusion services and chronic disease management for high-risk patients.
- *Both tenants are essential medical services that support the local health infrastructure without requiring heavy industrial water use.*

In addition to the medical need the tenants support, we respectfully ask the Board to consider the significant investment already made under City approvals. The City reviewed/approved the project’s sewer design, and the project paid City-required water/sewer fees in August 2022. This request is to complete an existing, substantially occupied building using the Sewer Capacity Reserve mechanism BOMA adopted in Ordinance 25-29

## SPRING HILL SEWER ALLOCATION APPROVAL FOR ENTIRE BUILDING



**Jim Vrdoljak**  
Wastewater Collections Superintendent  
TDEC CSII Operator permit # 4239

Office: (931) 486-2253 Ext. 482 . Cell: (931) 384-0633 . jvrdoljak@springhilltn.org

RE (Project) Duplex Road Development  
(County) Williamson

The City has reviewed and approved the design of the sanitary sewer collection system for the above mentioned project and agrees to own, operate, and maintain all "Public" portions of this project once in operation.

We have conducted an analysis and determined the system has adequate capacity and that this project will not create or exacerbate any overflow problems.

7-28-21



**THE CITY OF SPRING HILL**  
199 Town Center Parkway • Spring Hill, Tennessee 37174  
931-486-2252  
www.springhilltn.org



PAID 9/8/2022 CK#1063 INVOICE FOR WATER & SEWER  
RESERVE TAP FEE FOR ENTIRE BUILDING \$218,595.89

**INVOICE**

**BILLING CONTACT**  
Solomon Builders  
Solomon Builders  
4539 Trousdale Dr  
Nashville, TN 37204



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
00018409	08/30/2022	08/30/2022	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
C-00460-22	Backflow	\$25.00
	Backflow	\$25.00
	COM-Building Permit	\$30,010.00
	COM-Commercial Adequate Facilities Tax Fee	\$17,608.00
	COM-Commercial Adequate Facilities Tax Fee #1	\$500.00
	COM-Meter Set Fee	\$1,866.80
	COM-Meter Set Fee	\$3,744.00
	COM-Plumbing Additional Water Fixture W/Drain	\$60.00
	COM-Plumbing Bath	\$300.00
	COM-Sewer Connection 6" Tap	\$1,300.00
	COM-Sewer Reserve	\$5,413.00
	COM-Sewer Reserve	\$11,930.00
	COM-Water Reserve	\$3,977.00
	COM-Water Tap Fee	\$2,100.00
General Office Bldg.	\$139,737.09	
5221 Port Royal Road Duplex Road Office Spring Hill, TN		<b>SUB TOTAL</b>
		\$218,595.89

**TOTAL** \$218,595.89

**TwelveStones - Engineer calculations estimated water use 150-175 GPD**

301 Industrial Boulevard  
Tullahoma, TN 37388  
Phone: 931.454.9940  
Fax: 931.454.2538



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

26 January, 2026

Cindy Nix  
Manager of Facilities  
TwelveStone Health Partners  
352 W. Northfield Boulevard, Suite 3  
Murfreesboro, TN 37129

Re: TwelveStone Health Partners Sewer Usage – 5221 Port Royal Road

Dara,

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,

**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.

Drainage Facility	Flow in GPD	Design Units
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

Based on the Staff and Patient count projections, below is the anticipated usage based on Appendix C.

TwelveStone Health Partners			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	8	20	160
Patients	11	10	110

Other	N/A	N/A	0
Total Use (GPD)			345

**Comparator Facility Usage:**

We reviewed a similar TwelveStone Facility for comparison. The billed consumption for this facility was averaging 1610 gallons per month.

The comparator facility includes a one doctor, four employees, and seven patients per day. 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	4	20	80
Patients	7	10	70
Other	N/A	N/A	N/A
Total Use (GPD)			225

The actual measured usage for this operating practice, however, with the above 1610 gallons per month is much less. If a 5-day patient week is considered, this would be an average usage of just over 81 GPD assuming a 4-week month. If only a four day patient week and a 4-week month this would only be 100 GPD, again still less than the 225 GPD projected with the Appendix C values.

Based on the above comparator, as the actual usage is less than half the Appendix C value, we feel a more realistic water usage for the new tenant location in Spring Hill is nearer 150 – 175 GPD.

Please let us know any questions or other.

Sincerely,



Tim Little, PE  
Mechanical Engineer

OLG File: 40426

**Southern Roots - Engineer calculations estimated water use 25 GPD**

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:

Drainage Facility	Flow in GPD	Design Units
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

**RESOLUTION 26-59**

**A RESOLUTION OF THE CITY OF SPRING HILL ADOPTING AN  
UPDATED NET POSITION POLICY**

**WHEREAS**, the City of Spring Hill desires to maintain sound financial management and long-term financial sustainability for its Enterprise Funds; and

**WHEREAS**, the City previously adopted an Enterprise Net Position Policy; and

**WHEREAS**, the Board of Mayor and Aldermen find it necessary and appropriate to update the Enterprise Net Position Policy to provide clear guidance for the classification, maintenance, and use of Enterprise Fund net position, including reserve targets that support adequate cash flow and rate stability; and

**WHEREAS**, the Enterprise Net Position Policy attached hereto establishes a target range for Unrestricted Net Position and provides oversight standards for the appropriate use and replenishment of reserves; and

**WHEREAS**, the City intends that the Enterprise Net Position Policy be reviewed periodically and updated as needed to reflect changes in law, financial conditions, utility operations, or best practices.

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

1. The City of Spring Hill hereby adopts the updated Enterprise Net Position Policy, attached hereto and incorporated into this Resolution.
2. Any Enterprise Net Position Policy previously adopted by the City is hereby repealed and replaced in its entirety by the Enterprise Net Position Policy adopted through this Resolution.
3. This Resolution shall take effect immediately upon its adoption.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 2<sup>nd</sup> day of March 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:** 02/13/2026  
**SUBJECT:** Resolution 26–59: Adoption of Enterprise Net Position Policy

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### STAFF RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen adopt the Enterprise Fund Net Position Policy as presented.

### BACKGROUND:

Enterprise funds operate as self-supporting activities and rely primarily on user charges to fund operations, capital improvements, and debt service. Given the capital-intensive nature of utility operations and potential revenue variability, a formal policy framework is essential to ensure adequate liquidity, rate stability, and long-term financial sustainability.

The proposed policy aligns with GASB Statement No. 34 and establishes a defined Unrestricted Net Position target of three (3) to twelve (12) months of operating and maintenance expenses. It also clarifies permitted uses, requires replenishment planning if balances fall below the minimum threshold, and provides for annual monitoring and periodic review.

### FINANCIAL IMPACT:

Adoption of this policy does not immediately require additional appropriations. Current enterprise fund balances will be evaluated against the established target range during the audit review process. If balances fall below the minimum target in the future, staff will present a phased replenishment plan, not to exceed three to five fiscal years. The policy strengthens financial discipline without creating an automatic spending requirement.

### SUPPORTING DOCUMENTS:

N/A



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

## **City of Spring Hill, Tennessee**

### **NET POSITION POLICY**

Adopted by: Board of Mayor and Aldermen

Effective Date: \_\_\_\_\_

#### **PURPOSE & AUTHORITY**

This policy establishes guidelines for the classification, maintenance, and use of net position for the City of Spring Hill's Enterprise Funds. It supports long-term financial sustainability, adequate cash flow, and responsible reserve management, and operates in coordination with the City's adopted Fund Balance Policy, Budget Policy, annual budget ordinance, and long-term financial and capital planning efforts.

This policy complies with Governmental Accounting Standards Board (GASB) Statement No. 34, applicable provisions of Tennessee law, and guidance issued by the Tennessee Comptroller of the Treasury. It is further informed by recognized best practices of the Municipal Technical Advisory Service (MTAS), the Government Finance Officers Association (GFOA), and the American Water Works Association (AWWA).

The City affirms its commitment to operating enterprise funds as self-supporting activities and limiting the use of unrestricted net position to appropriate, nonrecurring, or emergency purposes except under extraordinary circumstances.

Reserves and unrestricted net position of the City's enterprise funds are intended to meet the operational, maintenance, capital, and debt-related needs of the respective utility system and are not intended for nonutility purposes. Any temporary interfund borrowing, if permitted by law, shall require governing body approval and a defined repayment schedule.

#### **SCOPE**

This policy applies to all Enterprise Funds of the City of Spring Hill, with particular emphasis on the Water and Sewer Enterprise Fund.

Because enterprise funds vary in size, complexity, and capital intensity, larger and more capital-intensive funds are expected to maintain unrestricted net position toward the upper end of the target ranges established by this policy.

#### **NET POSITION CLASSIFICATIONS (GASB 34)**

Net position of enterprise funds shall be reported in the following classifications:

Net Investment in Capital Assets: Capital assets, net of accumulated depreciation and related

outstanding debt.

Restricted Net Position: Amounts constrained by external parties, enabling legislation, or bond covenants.

Unrestricted Net Position: Amounts available for lawful enterprise fund purposes.

#### **RELATIONSHIP TO FUND BALANCE POLICY (GASB 54)**

The City's Fund Balance Policy governs governmental funds pursuant to GASB Statement No. 54. Enterprise funds are governed by GASB Statement No. 34. While classification terminology differs, both policies emphasize adequate liquidity, long-term sustainability, use of reserves for one-time or emergency purposes, and avoidance of structural operating imbalances.

#### **POLICY OBJECTIVES**

The City shall maintain net position in its enterprise funds sufficient to:

- Provide adequate working capital and liquidity
- Support rate stability and mitigate the need for abrupt rate increases
- Protect against revenue volatility, operational disruptions, or unforeseen expenditures
- Maintain compliance with bond covenants and debt service coverage requirements
- Support long-term capital maintenance and infrastructure reinvestment
- Demonstrate prudent financial management to regulators, auditors, and credit markets

#### **UNRESTRICTED NET POSITION TARGET**

The City shall maintain unrestricted net position in enterprise funds equal to no less than three (3) months and no more than twelve (12) months of annual operating and maintenance expenses, inclusive of debt service and exclusive of depreciation.

Calculation Basis: For purposes of this policy, operating and maintenance expenses shall include routine operating costs and debt service and shall exclude unusual, one-time, or abnormal expenses that could distort the reserve calculation.

The appropriate level within this range shall be evaluated based on operational size, revenue stability, capital intensity, and risk exposure.

In evaluating the adequacy of unrestricted net position, the City may consider the enterprise fund's exposure to operating risk, revenue volatility, capital renewal and replacement needs, emergency capital risks, and debt service requirements.

#### **USE OF NET POSITION**

When an expenditure is eligible to be funded from more than one classification, restricted net position shall be used prior to unrestricted net position.

Use of unrestricted net position is limited to one-time, nonrecurring, or emergency purposes and requires approval of the Board of Mayor and Aldermen. Unrestricted net position supports rate stability by providing a financial buffer against revenue volatility and unexpected cost increases, reducing the need for abrupt rate adjustments.

**REPLENISHMENT**

If unrestricted net position falls below the minimum target, a replenishment plan shall be presented during the next budget cycle. The plan shall generally restore balances within three (3) to five (5) fiscal years.

**MONITORING & REPORTING**

Net position shall be evaluated annually during the budget process and after publication of the City's annual audit.

**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.

**ORDINANCE NO. 26-02**

**AN ORDINANCE OF THE CITY OF SPRING HILL, TENNESSEE, THE THIRD AMENDMENT OF THE FISCAL YEAR 2025-26 BUDGET**

**WHEREAS**, the Board of Mayor and Aldermen has been made aware that the previously approved budget for the fiscal year July 1, 2025 through June 30, 2026 needs to be amended; and

**WHEREAS**, the Board of Mayor and Aldermen desire to amend Ordinance 25-13, the same being the Appropriation Ordinance for the City of Spring Hill, Tennessee for the Fiscal Year July 1, 2025 through June 30, 2026;

**NOW THEREFORE BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, AS FOLLOWS:**

**SECTION 1.** That amounts hereinafter set out to constitute the estimated revenues and the budgeted expenditures for the City of Spring Hill, Tennessee, and the said sums specified herein are hereby appropriated for the purpose of meeting the expenses of the various departments and programs of the City of Spring Hill for the fiscal year beginning July 1, 2025 and ending June 30, 2026, to wit:

**LINE-ITEM AMENDMENTS**

GL Code	R/E	Division	Notes	Fund Balance	Revenue	Expenditures	Effect
110-41100-59202	E	Legislation	Building Acquisition			\$6,038,709.14	Increase Expenditures
110-42220-52452	E	Fire Operations	Cellular			-\$7,200.00	Decrease Expenditures
110-42210-52452	E	Fire Administration	Cellular			\$3,000.00	Increase Expenditures
110-42230-52452	E	Fire Training	Cellular			\$1,200.00	Increase Expenditures
110-42240-52452	E	Fire Marshal	Cellular			\$3,000.00	Increase Expenditures
410-52430-59125	E	Cleburne Rd Lift Station Repairs	Capital Site Construction			\$121,597.88	Increase Expenditures
410-52424-59125	E	Pickets Ridge Lift Station Replacement	Capital Site Construction			\$145,000.00	Increase Expenditures
410-52417-59125	E	WWTP Expansion from 5 to 7.5 MGD	Capital Site Construction			-\$266,597.88	Decrease Expenditures
110-42220-59802	E	Fire Operations	Fire Apparatus			-\$646,733.00	Decrease Expenditures

150-42200-59411	E	Fire	Vehicles			\$1,235,000.00	Increase Expenditures
110-42200-36966	R	Fire	Transfer in from CERF		\$1,235,000.00	-	Decrease Revenue
110-42200-59802	E	Fire	Fire Apparatus			\$1,881,733.00	Increase Expenditures
121-48043-59123	E	Jim Warren Road (Port Royal to I65)	Capital Design			\$1,260,000.00	Increase Expenditures
311-48001-59000	E	Police HQ	Capital Outlay			-\$225,204.58	Decrease Expenditures
311-48001-59125	E	Police HQ	Capital Site Construction			-\$9,257,599.90	Decrease Expenditures
311-48001-59391	E	Police HQ	Capital Installation			-\$44,603.90	Decrease Expenditures
311-48002-59123	E	Buckner Lane	Capital Design			-\$1,066,440.00	Decrease Expenditures
311-48002-59125	E	Buckner Lane	Capital Site Construction			-\$2,464,366.25	Decrease Expenditures
311-48002-59131	E	Buckner Lane	Capital Easement Acquisition			-\$5,000,000.00	Decrease Expenditures
311-48002-59391	E	Buckner Lane	Capital Installation			-\$1,000,000.00	Decrease Expenditures
311-48002-59601	E	Buckner Lane	Capital CEI			-\$3,707,978.60	Decrease Expenditures
311-48002-59849	E	Buckner Lane	Buckner Lane Widening			-\$474,145.27	Decrease Expenditures
311-48003-59125	E	I-65 L1C1 & L1C2	Capital Site Construction			\$10,505,098.09	Decrease Expenditures
311-48003-59131	E	I-65 L1C1 & L1C2	Capital Easement Acquisition			-\$6,500.00	Decrease Expenditures
311-48003-59807	E	I-65 L1C1 & L1C2	I-65 Interchange			-\$128,888.00	Decrease Expenditures
311-48005-59122	E	Harvey Park Greenway	Capital Environment			-\$8,800.00	Decrease Expenditures

311-48005-59123	E	Harvey Park Greenway	Capital Design			-\$457,249.81	Decrease Expenditures
311-48005-59125	E	Harvey Park Greenway	Capital Site Construction			-\$1,363,213.00	Decrease Expenditures
311-48005-59601	E	Harvey Park Greenway	Capital CEI			-\$598,000.00	Decrease Expenditures
311-48013-59123	E	Port Royal and Countess Roundabout	Capital Design			\$15,830.00	Increase Expenditures
311-48026-59111	E	Project Parkland	Capital Land Acquisition			-\$1,599,951.74	Decrease Expenditures
311-48026-59121	E	Project Parkland	Capital Planning			-\$144,600.00	Decrease Expenditures
311-48026-59122	E	Project Parkland	Capital Environment			-\$47,200.00	Decrease Expenditures
311-48026-59123	E	Project Parkland	Capital Design			-\$50,000.00	Decrease Expenditures
311-48026-59125	E	Project Parkland	Capital Site Construction			-\$780.00	Decrease Expenditures
313-48007-59123	E	Port Royal Road & Buckner Ln Intersection	Capital Design			-\$8,028.01	Decrease Expenditures
313-48007-59125	E	Port Royal Road & Buckner Ln Intersection	Capital Site Construction			-\$1,400,000.00	Decrease Expenditures
313-48007-59132	E	Port Royal Road & Buckner Ln Intersection	Capital Utility Relocation			-\$500,000.00	Decrease Expenditures
313-48007-59601	E	Port Royal Road & Buckner Ln Intersection	Capital CEI			-\$140,000.00	Decrease Expenditures
313-48007-59860	E	Port Royal Road & Buckner Ln Intersection	Buckner & Port Royal Improvements			-\$155,966.81	Decrease Expenditures
313-48010-59123	E	Fire Station #4	Capital Design			-\$34.09	Decrease Expenditures
313-48010-59125	E	Fire Station #4	Capital Site Construction			-\$105,736.56	Decrease Expenditures

313-48010-59391	E	Fire Station #4	Capital Installation			-\$18,489.49	Decrease Expenditures
313-48010-59601	E	Fire Station #4	Capital CEI			-\$23.75	Decrease Expenditures
313-48011-59123	E	Port Royal Road (Duplex to Kedron)	Capital Design			-\$857,714.62	Decrease Expenditures
313-48012-59123	E	Kedron Road (US31 to I65)	Capital Design			-\$156,626.75	Decrease Expenditures
313-48018-59123	E	LPRF Grant - Fischer Park	Capital Design			-\$672.00	Decrease Expenditures
313-48018-59125	E	LPRF Grant - Fischer Park	Capital Site Construction			-\$82,943.56	Decrease Expenditures
313-48018-59601	E	LPRF Grant - Fischer Park	Capital CEI			-\$8,000.00	Decrease Expenditures
313-48019-59123	E	Jim Warren Bridge Improvements	Capital Design			-\$74,637.27	Decrease Expenditures
313-48020-59122	E	Peter Jenkins Greenway	Capital Environment			\$3,962.50	Increase Expenditures
313-48020-59123	E	Peter Jenkins Greenway	Capital Design			\$3,507.25	Increase Expenditures
313-48020-59125	E	Peter Jenkins Greenway	Capital Site Construction			-\$715,722.00	Decrease Expenditures
313-48022-59125	E	Port Royal Sidewalks	Capital Site Construction			-\$30,000.00	Decrease Expenditures
313-48030-59123	E	Bellagio Villas	Capital Design			-\$30,000.00	Decrease Expenditures
313-48030-59125	E	Bellagio Villas	Capital Site Construction			-\$2,000,000.00	Decrease Expenditures
313-48034-59125	E	New Playground at Harvey Park	Capital Site Construction			\$505,747.00	Increase Expenditures
313-48036-59125	E	Park Expansion Reserve	Capital Site Construction			-\$252,874.00	Decrease Expenditures
313-48037-59125	E	Fire Training Site	Capital Site Construction			-\$448,941.21	Decrease Expenditures

313-48043-59123	E	Jim Warren Road (Port Royal to I65)	Capital Design			-\$1,260,000.00	Decrease Expenditures
110-27111	FB	Fund Balance - Unappropriated		-\$6,038,709.14			Decrease Fund Balance
121-27111	FB	Fund Balance - Unappropriated		-\$1,260,000.00			Decrease Fund Balance
150-27111	FB	Fund Balance - Unappropriated		-\$1,235,000.00			Decrease Fund Balance
311-27111	FB	Fund Balance - Unappropriated		\$38,134,789.14			Increase Fund Balance
313-27111	FB	Fund Balance - Unappropriated		\$7,733,193.37			Increase Fund Balance

**BE IT FURTHER ORDAINED**, that all other Ordinances and Resolutions in conflict herewith be, and the same hereby, are repealed.

**PASSED AND ADOPTED BY THE BOARD OF MAYOR & ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, THIS THE 16<sup>th</sup> DAY OF March 2026.**

\_\_\_\_\_  
MATT FITTERER, MAYOR

ATTEST:

\_\_\_\_\_  
APRIL GOAD, CITY RECORDER

LEGAL FORM APPROVED:

\_\_\_\_\_  
PATRICK CARTER, CITY ATTORNEY

Passed on 1st Consideration: March 2, 2026

Passed on 2nd Consideration:

**SPRING HILL**  
T E N N E S S E E

**STAFF MEMORANDUM**

**TO:** Board of Mayor and Aldermen  
**FROM:** J. Carter Napier, City Administrator & Rebecca Holden, Finance Director  
**DATE:** 2/17/2025  
**SUBJECT:** Ordinance 26-02: FY 26 Budget Amendment #3

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**RECOMMENDATION:**

Staff recommends that the Board of Mayor and Aldermen approve Ordinance 26-02 as presented.

**PURPOSE:**

Ordinance 26-02 provides for the third budget amendment for the FY 26 budget. The provided ordinance is meant to provide modification to the previously adopted budget and detail those changes for BOMA consideration.

**DESCRIPTIONS:**

The attached ordinance and spreadsheet provide details pertaining to the proposed changes to the various lines throughout the budget. Some of the more significant items are as follows:

**Purchase of Station Hill (Resolution 26-07)**

The City's purchase of Station Hill, as approved in Resolution 26-07, is included in this budget amendment. This acquisition will be funded through unassigned fund balance in the General Fund. As a result of the purchase, General Fund cost savings are expected going forward because lease payments previously budgeted within the Facilities division will no longer be required. This amendment decreases the General Fund unassigned fund balance by \$6,038,709.14.

**Fire Department -100' Ladder Truck Budget Correction (Resolution 23-158)**

This budget amendment corrects the FY26 budget to align with Resolution 23-158 and to properly budget for the purchase of the 100-foot ladder truck, with an estimated delivery date of March 2026. The amendment appropriates \$1,235,000 from Capital Equipment Replacement Fund fund balance for the vehicle purchase and records a \$646,733 transfer within the General Fund to align the Fire apparatus budgets with the approved funding plan. This amendment is funded through CERF and existing General Fund appropriations and does not result in a net change to General Fund fund balance.



CITY OF SPRING HILL  
199 Town Center Pkwy, PO Box 789, Spring Hill TN, 37174  
931-451-0782  
rholden@springhilltn.org

**Fire Department – Division Allocation Correction**

The Fire Department includes multiple divisions, and cell phone expenses are billed and allocated by division. During the FY26 budget process, the department budgeted all cell phone expenses in the Fire Administration division; however, actual billing is split across divisions. This amendment reallocates budget among Fire divisions to more accurately reflect costs by division and improve reporting consistency. Because this change is a transfer within the same fund and department/divisions, there is no impact to fund balance.

**Spring Hill Water Capital Project Budget Reallocations**

This amendment reallocates existing capital project budget within Spring Hill Water to address current fiscal year needs. Budget is being added to three capital projects, funded by a corresponding reduction in the WWTP Expansion from 5.0 to 7.5 MGD project, which has been delayed approximately two years. Because this is a reallocation of existing budget within the fund, there is no impact to fund balance. The projects receiving additional budget are:

- **Cleburne Road Lift Station Rehabilitation (Resolution 26-18)**  
As approved in Resolution 26-18, this amendment allocates additional budget for the purchase and installation of new parts and rehabilitation of the Cleburne Road Lift Station. John Bouchard & Sons Co., the City's existing awarded pump and motor repair contractor, will perform the work under the approved contract to ensure compliance with procurement requirements.
- **Pickets Ridge Lift Station Replacement (Resolution 26-50)**  
Construction bids for the Pickets Ridge Lift Station Replacement exceeded the engineer's estimate, requiring additional funds to fully cover project costs. Due to the critical need for lift station reliability and the risk of sanitary sewer overflows, this project remains a priority for completion within the current fiscal year.

**Capital Projects**

Budget Amendment #3 reflects the reconciliation of capital project budgets within Fund 311 (18-75 Capital Projects) and Fund 313 (Capital Projects). Each project was reviewed for current budget, expenditures, encumbrances, and remaining balance to ensure appropriations align with actual project status and current priorities. As part of this reconciliation, the Jim Warren Road (Port Royal to I-65) project is being moved to the State Street Aid Fund to align the project with the appropriate funding source resulting in a decrease of fund balance. Unused project appropriations are being returned to fund balance in both capital funds, including \$38,134,789.14 in Fund 311 and \$7,733,193.37 in Fund 313.



**CITY OF SPRING HILL**  
199 Town Center Pkwy, PO Box 789, Spring Hill TN, 37174  
931-461-0782  
rholden@springhilltn.org

**FINANCIAL IMPACT:**

Budget Amendment #3 results in a decrease to General Fund unassigned fund balance of \$6,038,709.14 related to the Station Hill purchase (Resolution 26-07). Other General Fund items included in this amendment are budget reallocations and do not result in a net change to General Fund fund balance. There is also a decrease to the Capital Equipment Replacement Fund fund balance of \$1,235,000.00 related to the ladder truck purchase (Resolution 23-158). Spring Hill Water capital project changes are funded through reallocations of existing project budgets and have no impact to fund balance. As a result of the capital project reconciliation, Fund 311 (18-75 Capital Projects) returns \$38,134,789.14 to fund balance and Fund 313 (Capital Projects) returns \$7,733,193.37 to fund balance through the removal of unused project appropriations and realignment of project budgets. The amendment also decreases State Street Aid Fund (Fund 121) fund balance by \$1,260,000.00 to accommodate the Jim Warren Road project budget being moved into State Street Aid as part of the capital project reconciliation.

<b>Summary - Financial Impact of Budget Amendment #3</b>		
110 - General Fund	\$ (6,038,709.14)	Decrease Fund Balance
121 - State Street Aid Fund	\$ (1,260,000.00)	Decrease Fund Balance
150 - Capital Equipment Replacement Fund	\$ (1,235,000.00)	Decrease Fund Balance
311 - 18-75 Capital Projects Fund	\$ 38,134,789.14	Increase Fund Balance
313 - Capital Projects Fund	\$ 7,733,193.37	Increase Fund Balance
<b>TOTAL:</b>	<b>\$ 37,334,273.37</b>	



**CITY OF SPRING HILL**  
199 Town Center Pkwy, PO Box 789, Spring Hill TN, 37174  
931-451-0782  
rholden@springhilltn.org



**RESOLUTION 26-60**

**A RESOLUTION DECLARING THE INTENT OF THE CITY OF SPRING HILL, TENNESSEE TO REIMBURSE ITSELF FOR CERTAIN EXPENDITURES IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED TWENTY-FIVE MILLION DOLLARS (\$25,000,000) RELATING TO MUNICIPAL PROJECTS OF THE CITY WITH THE PROCEEDS OF BONDS OR OTHER DEBT OBLIGATIONS TO BE ISSUED BY THE CITY OF SPRING HILL, TENNESSEE**

**WHEREAS**, municipalities in the State of Tennessee are authorized to finance certain public works projects by the issuance of bonds, notes or other obligations; and

**WHEREAS**, it is the intention of the Board of Mayor and Aldermen (the "Governing Body") of the City of Spring Hill, Tennessee (the "Municipality") to provide for the funding of construction, improvements and equipping to public buildings and facilities within the Municipality and to the Municipality's water and sewer system, including a reservoir system and any associated legal, fiscal, administrative, architectural and engineering costs incident thereto; and

**WHEREAS**, it is anticipated that it will be necessary to make expenditures in payment of said costs prior to the issuance of said bonds or debt obligations; and

**WHEREAS**, the Governing Body wishes to state its intentions with respect to reimbursements for said expenditures in accordance with the requirements of the regulations applicable thereto promulgated by the United States Department of Treasury.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, as follows:

**Section 1.** It is reasonably expected that the Municipality will reimburse itself for certain expenditures made by the Municipality in connection with the activity hereinabove described, including legal, fiscal, administrative, architectural and engineering costs incident to the foregoing. The Municipality intends, upon receiving the necessary legislative approvals to do so, to reimburse all such expenditures by issuing its bonds or other debt obligations.

**Section 2.** The maximum principal amount of bonds or other debt obligations expected to be issued, upon receiving the necessary legislative approvals to do so, to finance the activities hereinabove described is \$25,000,000.

**Section 3.** This resolution shall be placed in the minutes of the Governing Body and shall be made available for inspection by the general public at the office of the City Recorder.

**Section 4.** The Municipality reasonably anticipates that it will be permitted to reimburse the original expenditures from the proceeds of bonds or other debt obligations.

**Section 5.** This resolution constitutes a declaration of official intent under Treas. Reg. §1.150-2.

**Section 6.** All resolutions or parts of resolutions in conflict herewith are hereby repealed, and this resolution shall be in immediate effect from and after its adoption.

Adopted and approved this 2<sup>nd</sup> day of March, 2026.

\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

\_\_\_\_\_  
Patrick Carter, City Attorney

STATE OF TENNESSEE )

COUNTY OF MAURY )

I, April Goad, certify that I am the duly qualified and acting City Recorder of the City of Spring Hill, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regular meeting of the governing body of the Municipality held on March 2, 2026; that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to an intent to reimburse the Municipality from bond proceeds for capital expenditures.

WITNESS my official signature of said Municipality on this the 2<sup>nd</sup> day of March, 2026.

\_\_\_\_\_  
City Recorder



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Rebecca Holden | Finance Director  
**DATE:** 02/27/2026  
**SUBJECT:** Resolution 26-60: Intent to Reimburse Expenditures from Future Bond Proceeds

---

### STAFF RECOMMENDATION:

Staff recommends approval of Resolution 26-60 declaring the City's intent to reimburse itself for certain qualifying expenditures related to municipal projects from the proceeds of future bonds or other debt obligations in an amount not to exceed \$25,000,000.

### BACKGROUND:

The city anticipates incurring expenditures related to construction, improvements, and equipping of public buildings and facilities, as well as improvements to the water and sewer system, including the reservoir system and associated professional services. In certain instances, it is necessary for the City to expend funds prior to the issuance of bonds or other debt obligations intended to finance such projects.

Federal Treasury Regulations (Treas. Reg. §1.150-2) require the City to adopt a formal declaration of official intent if it intends to reimburse itself for these expenditures from future tax-exempt bond proceeds. This resolution satisfies that requirement and preserves the City's ability to issue bonds later and reimburse qualifying expenditures incurred prior to issuance.

This resolution does not authorize the issuance of debt at this time. Any future bond issuance will require separate approval by the Board of Mayor and Aldermen in accordance with applicable state law and City policy.

### FINANCIAL IMPACT:

The resolution establishes a maximum reimbursement amount of \$25,000,000 for eligible municipal projects. Approval does not create new debt or obligate the City to issue bonds but ensures compliance with federal regulations so that qualifying expenditures may be reimbursed from future bond proceeds when such debt is authorized.

### SUPPORTING DOCUMENTS:

N/A



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

**RESOLUTION 26-61**

**A RESOLUTION OF THE CITY OF SPRING HILL, TENNESSEE, DELEGATING CERTAIN ADMINISTRATIVE AND PERSONNEL AUTHORITY TO THE CITY ADMINISTRATOR**

**WHEREAS**, the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee is responsible for establishing policy, adopting budgets, and determining authorized staffing levels for the City; and

**WHEREAS**, the Board recognizes that efficient municipal operations require the timely management of routine administrative and personnel matters; and

**WHEREAS**, in recent years, certain routine administrative and personnel matters have required Board approval, resulting in operational inefficiencies; and

**WHEREAS**, the Board desires to clarify the respective roles of the Board and City Administration by reserving policy, budgetary, and staffing level decisions to the Board while authorizing the City Administrator to manage routine administrative and personnel functions within adopted policies and approved budgetary limitations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE**, that the attached Exhibit A, “Delegation of Authority” is hereby approved and incorporated herein by reference as an integral part of this Resolution.

Adopted and approved on this 2<sup>nd</sup> day of March 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:** 03/02/2026  
**SUBJECT:** Delegation of Administrative Authority to the City Administrator

---

### STAFF RECOMMENDATION:

Staff recommend that the board adopt a protocol delegating certain administrative and personnel authorities to the City Administrator within adopted policy and budgetary limitations.

### BACKGROUND:

In recent years, a number of routine administrative and personnel matters have required Board approval. While Board oversight of policy and budget matters remains essential, this practice has created inefficiencies in day-to-day operations.

The proposed delegation of authority clarifies the respective roles of the Board and City Administration by reserving policy, budget, and staffing level decisions to the Board while authorizing the City Administrator and staff to manage routine administrative and personnel functions within approved parameters.

### FINANCIAL IMPACT:

There is no financial impact associated with this action. The proposed delegation does not authorize additional expenditures, increase authorized positions, or modify compensation or benefit plans.

### SUPPORTING DOCUMENTS:

N/A



City of Spring Hill | Human Resources  
199 Town Center Parkway  
Spring Hill, Tennessee 37174  
ktenace@springhilltn.org

## Delegation of Authority

### Board of Mayor and Aldermen

1. Adopt Annual Budget
  - a. Compensation Plan/Updates
  - b. Annual Benefit Plan/Updates
2. Personnel Administration
  - a. Increase in the total number of authorized positions.
  - b. Job reclassifications that increase the overall personnel costs beyond the adopted annual budget.
  - c. Interdepartmental job reclassifications.
3. Organizational Management
  - a. Significant organizational or structural changes within departments.

### City Administrator

1. Personnel Administration
  - a. Hire, promote, discipline, and terminate employees in accordance with adopted personnel policies and applicable laws.
  - b. Direct, supervise, and coordinate the activities of all City departments and employees.
  - c. Establish internal administrative policies, procedures, and work rules consistent with state and federal law.
  - d. Job reclassifications **that do not:**
    - i. Increase the total number of authorized positions, or
    - ii. Increase overall budgeted personnel costs beyond appropriated levels.
  - e. Oversee performance management, corrective actions, and workplace investigations, unless otherwise provided by City policy.
2. Organizational Management
  - a. Assign and reassign work.
  - b. Implement minor organizational or structural adjustments within departments that do not constitute significant organizational or structural changes.
  - c. Establish or revise job descriptions consistent with the adopted compensation plan.
3. Policy Implementations
  - a. Develop, interpret, update, and administer personnel policies that do not have a meaningful budget impact.
4. The City Administrator has the authority to negotiate on behalf of the City when such authority is granted by the Board.



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Carter Napier, City Administrator  
**DATE:** 02/27/2026  
**SUBJECT:** Capital Presentation

**STAFF RECOMMENDATION:**

That the Board develop and adopt the ten -year capital funding plan (non-utilities) by providing guidance as it relates to long term funding strategies for CSA-Buildings, Jim Warren, and the Library among other projects the Board has ranked as priority items.

**SUMMARY:**

The Board has been critically helpful in putting together a rank order of projects that they would like to see completed over the next ten or so years. As the Board is aware, many of the higher level, larger projects are also intertwined with very specific funding guidelines and complicated timetables driven by commitments made in development agreements or requirements connected to the large utility projects staff is tasked with completing over the next several years. Many of the first steps needed to be taken by the Board revolves around how the plan will be funded over the ten years and with what the Board would like to see allocated. Debt service will certainly play a pivotal role particularly as it relates to many of the projects in 18-75 (and of course, utilities.)

For purposes of the discussion for the meeting of March 2, 2026, the Board should understand that the dollars available on a cash basis are becoming more and more limited and will require specific guidance as to how to allocate those remaining dollars as effectively as possible. The biggest pots of funds available to the Board for projects not related to utility enterprises are the 18-75 fund to the extent of nearly \$39M (unencumbered) and the unencumbered fund balance in the general fund of approximately \$19M. Certainly, the Impact Fees fund and others will have a role but will need to be relegated to the eligibility guidelines associated with each. Critical questions that need to be answered by the Board include:

- Can funds associated with 18-75 be used in any other way besides what is noted on the resolution?
- Can the Board tolerate a delay in many of the ranked projects that are not tied to a funding source for either complete construction or to offset bonding obligations?
- Is the Board comfortable with using the available cash on a limited basis and bonding for actual construction moving forward?
- Is the Board comfortable having a revenue discussion to move the capital agenda forward more aggressively?

Guidance on these matters and with respect to a trajectory as it relates to several of our larger more transformational project will provide staff adequate guidance at this stage in order to continue building a strategy for smaller capital objectives needed to be accomplished in the near term.

**FINANCIAL IMPACT:**

Undetermined at this time.



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

110 - General Fund	
Current Estimated Balance	\$40,361,999.36
Unassigned Fund Balance	\$21,267,210.86
Unassigned Fund Balance Policy Target	\$19,094,788.50
Stabilization Reserve	
Committed Monies	\$6,000,000.00

311 - 18-75 Capital Projects	
Current Estimated Balance	\$24,358,073.12
2024 Series GO Bond - 18-75 Projects	
Total Available	\$14,072,391.06
<b>Total in 18-75</b>	<b>\$38,430,464.18</b>

Total Available Funds	
Current Estimated Balance	\$78,646,664.18

124 - Impact Fees	
Current Estimated Balance	\$8,134,269.40

125 - Adequate Facilities	
Current Estimated Balance	\$132,179.43

140 - Tourism	
Current Estimated Balance	\$679,162.24

210 - Sanitation	
Current Estimated Balance	\$2,919,313.05

416 - Stormwater	
Current Estimated Balance	\$7,007,896.97

121 - State Street Aid	
Current Estimated Balance	\$371,636.78

Active/Committed Projects - Funding Secured	FY26 Budget	FUNDING SOURCE
BUCKNER LANE WIDENING	\$ 16,195,240.00	18-75 (Bond Proceeds)
I-65 JUNE LAKE INTERCHANGE OWNERS REP SERVICES	\$ 71,163.00	18-75 (Bond Proceeds)
CSA - Site Development & Design	\$ 6,416,438.00	313 - Adequate Facilities
FIRE STATION NO. 4	\$ 3,657,281.00	Committed Funds
MAHLON MOORE RD/BATTLE CREEK WAY (mast arm and prelim design)	\$ 480,000.00	State Street Aid
CITY HALL BASEMENT ELECTRICAL/STRUCTURAL RENOVATIONS	\$ 1,000,000.00	313 - Adequate Facilities
HARVEY PARK PLAYGROUND RENOVATIONS	\$ 1,000,000.00	313 - Adequate Facilities
CLEBURNE RD/BEECHCROFT RD INTERSECTION	\$ 2,266,821.00	313 - Impact Fees
WIDENING/REALIGNMENT OF JIM WARREN RD (PORT ROYAL RD TO I65) - Design	\$ 1,260,000.00	State Street Aid
US-31 (Main Street) Widening	\$ 1,281,101.00	18-75

Committed Projects - Funding Not Secured	TOTAL	FUNDING SOURCE
WIDENING/REALIGNMENT OF JIM WARREN RD (PORT ROYAL RD TO I65) - Construction	\$ 21,000,000.00	
CSA -Building Construction	\$ 23,078,250.00	
MAHLON MOORE RD/BATTLE CREEK WAY Intersection	\$ 1,020,000.00	
PROPOSED BATTLE CREEK PARKLAND	\$ 500,000.00	

Grant Funds	TOTAL	MATCHING SOURCE
HARVEY PARK GREENWAY	\$ 1,643,362.00	18-75
PETER JENKINS GREENWAY CONNECTOR	\$ 1,905,000.00	313 - Adequate Facilities

Prelim Work in Process - Funding Not Secured	TOTAL	FUNDING SOURCE
PORT ROYAL ROAD/BUCKNER LN INTERSECTION	\$ 1,911,123.83	
Countess Roundabout	\$ 24,830.00	18-75
Alex Drive Drainage Improvements	\$ -	
Deerfield at Kedron Road Intersection Drainage Improvements	\$ -	

<b>18-75 Projects - Committed - Not Funded (RANKED)</b>	<b>Est. Cost</b>	<b>Funding Source</b>
New Library	\$ 41,574,000.00	18-75
Buckner Road Widening	\$ -	18-75
Sports Complex	\$ -	18-75
Fire Station #1	\$ -	18-75
<b>Not Committed Not Funded (RANKED)</b>	<b>Est. Cost</b>	<b>Funding Source</b>
Kedron Road/Mahlon Moore Intersection (Add turns lanes on Kedron)	\$ 4,500,000.00	
Port Royal Road Widening (South of 396 to Kedron Road)	\$ 67,450,000.00	
Old Kedron Road/US 31 (Main Street) Widening	\$ 29,100,000.00	
Port Royal Road Widening (Lovell Lane to 396/Saturn Parkway)	\$ 21,400,000.00	
Land Acquisition - Fire Station #5	\$ 2,000,000.00	
Replacement Lighting For Evans Park Ball Fields	\$ 5,000,000.00	
New Playground and Resurfacing at Fischer Park	\$ 1,800,000.00	
Bellagio Villas Drainage/Street Improvements	\$ 3,550,000.00	
Fire Station No. 5	\$ 5,630,003.00	
Visitor Center at Rippavilla	\$ 3,000,000.00	
Old Kedron Road/Kedron Road Intersection Realignment	\$ 24,100,000.00	
Port Royal Road/Kedron Road Realignment	\$ 6,000,000.00	
City Hall Driveway/Parking Lot Resurface	\$ 2,000,000.00	
Safety Improvements to Wilkes Lane	\$ 600,000.00	
Widening of Mahlon Moore Road	\$ 27,450,000.00	
Spuce Street Drainage/Street Improvement	\$ 7,000,000.00	
New Playground Set - McLemore Park	\$ 200,000.00	
McLemore Rd/US 31 (Main Street) Intersection Improvements	\$ 4,850,000.00	
Derryberry Lane/Rice Road Intersection Drainage Improvements	\$ 2,250,000.00	
Derryberry Lan Passive Park Design/Engineering	\$ 1,920,000.00	
Skate Park PH2 Engineering & Construction Plans	\$ 1,160,000.00	
Fire Training Ground	\$ 1,000,000.00	
Trails and Greenways Development Fund (Annual Contribution)	\$ 25,000.00	
Fire Station No. 6	\$ 9,466,083.00	
Fire Station No. 6 Apparatus Rescue Engine	\$ 1,450,000.00	

**RESOLUTION 18-75**

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN ADOPTING  
THE CITY OF SPRING HILL CAPITAL IMPROVEMENT PLAN**

**WHEREAS**, a formal capital budget provides elected officials with a tool for evaluating and prioritizing capital improvement projects on the basis of urgency and importance to the public health, safety and general welfare; and

**WHEREAS**, the Capital Improvement Plan (“CIP”) is a planning document that provides direction and guidance for the City of Spring Hill to carefully plan and manage its capital and infrastructure needs for new and expanded facilities and the renovation/rehabilitation or upkeep of existing facilities; and

**WHEREAS**, in the CIP, identification of capital projects and their anticipated funding sources assists in the planning and scheduling of financing for projects and staff and program resources needed to plan, design, and construct the projects; and

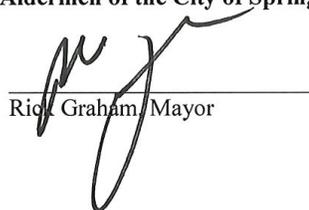
**WHEREAS**, while the Ten-Year CIP serves as the long-range capital plan for the City, the CIP is to be reviewed and updated annually as part of the City’s annual budget process; and

**WHEREAS**, on June 4, 2018, the Budget & Finance Committee favorably recommended approval of Resolution 18-75; and

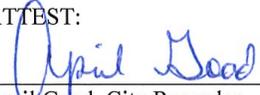
**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Alderman hereby adopts the ten-year Capital Improvement Plan for Fiscal Years 2018/19 through 2027/28, a copy of which is attached hereto as Exhibit “A”.

Be it further resolved that the Board of Mayor and Aldermen hereby adopts the Capital Improvement Plan for Fiscal Year 2018-19, a copy of which is attached hereto as Exhibit “B”.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill Tennessee on this 20<sup>th</sup> day of August, 2018.**

  
\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney





General Attachment: Resolution 18-75\_ adopting a Capital Improvement Plan \_CIP\_ for the City of Spring Hill.pdf

Category	Item	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total	Notes		
N	Water Distribution System	Design (Cleaning Bridge)	\$15,000												\$15,000	Construction of a water pump station on 12-inch cross country main near CIPWS installation and a new 12-inch diameter water line connection under the bridge at Crossing Circle North at P11 2018. Present improvements will improve overall flow and distribution capacity throughout system.		
		Design (Pump Station)	\$10,000												\$10,000			
		Design (Pumping Station to Moshier)	\$70,000		\$100,000										\$170,000			
		Construction (Bridge Cleanup)		\$600,000											\$600,000			
		Construction (Pump Station)				\$1,100,000									\$1,100,000			
		Construction (Pumping Station to Moshier)													\$0			
		Construction (Engineering and Inspection)													\$0			
		Subtotal Project Cost	\$0	\$195,000	\$600,000	\$120,000	\$1,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$1,995,000	
		FUNDING SOURCES																
		Interfund - Operating Fund		\$85,000		\$100,000												\$185,000
Utility - Development Fees		\$110,000	\$600,000		\$1,100,000									\$1,770,000				
Revenue - Bond														\$0				
Other														\$0				
Subtotal Funding Sources	\$0	\$195,000	\$600,000	\$120,000	\$1,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,995,000				
D	Sewer System I & Repairs	Capital Pumps (Pumps & Monitoring equipment)	\$0	\$0	\$0	\$0									\$0	The project consists of reducing infiltration and efflow (ISE) into the City's Sewer Collection System. It will include 100 construction hours in 2018 and 2020 covers repair work of the collection main and 100 work consists of routine testing, manhole sealing and repair, and sewer pipe repair.		
		Construction (Pumps, 300-bore and Manhole Joints, and Sealing)	\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,400,000			
		Construction (Program Administration including program consultant)	\$100,000	\$100,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		\$180,000	
		Construction (Laboratory Services, Testing, & Non-Workshops)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000		\$360,000	
		Subtotal Project Cost	\$0	\$280,000	\$280,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,800,000	
		FUNDING SOURCES																
		Interfund - Operating Fund		\$280,000	\$280,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,810,000	
		Utility - Development Fees															\$0	
		Revenue - Bond															\$0	
		Other															\$0	
Subtotal Funding Sources	\$0	\$280,000	\$280,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$2,810,000				
F	Sewer Plant Expansion	Construction (Pumping Station)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,000,000	Project includes repairs to existing treatment plant along with expansion to the existing wastewater treatment plant. Specifics, funding in 2018 and 2020 covers repair work of the collection main and 100 work consists of routine testing, manhole sealing and repair, and sewer pipe repair.		
		Construction (Pumps, 300-bore and Manhole Joints, and Sealing)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,000,000			
		Construction (Program Administration including program consultant)	\$100,000	\$100,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$180,000			
		Construction (Laboratory Services, Testing, & Non-Workshops)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$360,000			
		Subtotal Project Cost	\$0	\$280,000	\$280,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,800,000	
		FUNDING SOURCES																
		Interfund - Operating Fund		\$280,000	\$280,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,810,000	
		Utility - Development Fees															\$0	
		Revenue - Bond															\$0	
		Other															\$0	
Subtotal Funding Sources	\$0	\$280,000	\$280,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$2,810,000				
T	Spring Hill Sports Complex	Construction (Engineering and Inspection)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,000,000	Other than Pool Replacement, the City of Spring Hill does not have an athletic complex to support multiple soccer, baseball, football and other activities. According to the October 2015 Spring Hill Parks Recreation and Recreation Plan, the City is in need of a sports complex consisting of four soccer fields, one baseball field, one multi-use athletic field, one adult basketball field, one adult tennis court, one basketball court, one playground, and four picnic areas along with associated parking and restroom facilities. The facility should be completed by the end of FY18-20.		
		Construction (Pumps, 300-bore and Manhole Joints, and Sealing)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,000,000			
		Construction (Program Administration including program consultant)	\$100,000	\$100,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$180,000			
		Construction (Laboratory Services, Testing, & Non-Workshops)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$360,000			
		Subtotal Project Cost	\$0	\$280,000	\$280,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,800,000	
		FUNDING SOURCES																
		Interfund - Operating Fund		\$280,000	\$280,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,810,000	
		Utility - Development Fees															\$0	
		Revenue - Bond															\$0	
		Other															\$0	
Subtotal Funding Sources	\$0	\$280,000	\$280,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$2,810,000				
E	Tim Linn Road (Collector Street)	Design	\$100,000												\$100,000	This project consists of reconstructing the roadway to a total collector width of 22 to 24 feet of asphalt concrete. The roadway will include utility and drainage, sidewalks on both sides, drainage, and utility. Funding sources will include grant, interfund, and other. The project will be completed by the end of FY18-20.		
		Construction (Pumps, 300-bore and Manhole Joints, and Sealing)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,000,000			
		Construction (Program Administration including program consultant)	\$100,000	\$100,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$180,000			
		Construction (Laboratory Services, Testing, & Non-Workshops)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$360,000			
		Subtotal Project Cost	\$100,000	\$1,000,000	\$260,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$3,000,000			
		FUNDING SOURCES																
		Interfund - Operating Fund		\$100,000	\$100,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,810,000	
		Utility - Development Fees															\$0	
		Revenue - Bond															\$0	
		Other															\$0	
Subtotal Funding Sources	\$100,000	\$1,000,000	\$260,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$2,810,000				
F	Pool Replacement (Moshier)	Design	\$50,000												\$50,000	This project consists of design and construction of a replacement pool located near Moshier Street, Commercial Drive, and Courthouse Drive adding a modern recreation configuration to optimize facility flow. Funding sources will include grant, interfund, and other. The project will be completed by the end of FY18-20.		
		Construction (Pumps, 300-bore and Manhole Joints, and Sealing)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000			
		Construction (Program Administration including program consultant)	\$50,000	\$50,000	\$10,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$45,000			
		Construction (Laboratory Services, Testing, & Non-Workshops)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$180,000			
		Subtotal Project Cost	\$50,000	\$50,000	\$1,000,000	\$260,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$3,000,000			
		FUNDING SOURCES																
		Interfund - Operating Fund		\$50,000	\$50,000	\$160,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000		\$2,810,000	
		Utility - Development Fees															\$0	
		Revenue - Bond															\$0	
		Other															\$0	
Subtotal Funding Sources	\$50,000	\$50,000	\$1,000,000	\$260,000	\$260,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$2,810,000				

General Attachment: Resolution 18-75\_ adopting a Capital Improvement Plan \_CIP\_ for the City of Spring Hill.pdf

R	Fire Dept Aerial Ladder Truck (Replacement)	Land Ladder Truck (Replacement)																	\$0	The Fire Department is requesting to replace an existing ladder truck with an aerial truck. The existing ladder truck will be placed in reserve status. Shoplifters bond financing may be the financial tool for financing the equipment purchase.
	Subtotal Project Cost	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000	
	FUNDING SOURCES																		\$1,600,000	
	Short Term Bond Issue - 4 or 5 year		\$1,600,000																\$1,600,000	
I	Fire Hall #1 Renovation	Design Construction P/E/Technology Class A Pumper (new equipment)		\$300,000	\$3,500,000	\$300,000			\$1,500,000										\$5,300,000	Station #1000 is a volunteer fire station that can only house 1 piece of the apparatus and therefore, the aging apparatus and station were not designed and built out for a future fire department that will require. With the purchase of an additional Class A pumper to the existing station is in need of additional bedrooms and bay areas to house staff and the apparatus and the call for Fire Station 1 continues to grow as development continues in the west further supporting the need for replacing the facility and adding new fire apparatus to the complement of apparatus available at the station. The addition of a new fire apparatus will require the buying of additional fire personnel.
	Subtotal Project Cost	\$0	\$0	\$300,000	\$3,500,000	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,300,000	
	FUNDING SOURCES			\$300,000															\$300,000	
	Bond Issue				\$3,200,000														\$3,200,000	
AA	Harvey Park Greenway Pk1	Planning & Design Land Acquisition/Right of Way Construction Commission Engineering and Inspection		\$200,000	\$1,000,000	\$1,400,000													\$2,600,000	City of Spring Hill was awarded grant from MPO for completion of environmental permitting and design. MPO grant requires a 20% match from City.
	Subtotal Project Cost	\$0	\$0	\$200,000	\$1,000,000	\$1,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,600,000		
	FUNDING SOURCES			\$200,000															\$200,000	
	Subject to BOCA approval				\$1,200,000	\$1,100,000													\$1,100,000	
S	Police Training Facility	Land Acquisition Design Construction Commission Engineering and Inspection		\$400,000	\$100,000	\$1,400,000	\$0												\$1,800,000	The City is searching for a parcel suitable for construction a training facility. S400K has been appropriated from Amalgamated Firemen Tax Fund to purchase the parcel and make improvements to establish the training facility.
	Subtotal Project Cost	\$0	\$400,000	\$100,000	\$1,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	
	FUNDING SOURCES			\$400,000															\$400,000	
	Police Training Facility				\$1,000,000	\$1,100,000													\$1,100,000	
Q	Shannon Glen Sewer Project	Permitting/Planning/Design Construction S&M Services		\$1,000,000	\$500,000	\$1,500,000													\$2,000,000	The project entails the design and construction of a sewer system to serve the Shannon Glen subdivision. Design is complete. Construction will include 20 manholes. Project will serve approximately 50 residences in Shannon Glen subdivision. Need to confirm if residents will be paying sewer/sewerage fees and other related expenses.
	Subtotal Project Cost	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	
	FUNDING SOURCES																		\$2,000,000	
	Revenue Bond (S&M)				\$500,000	\$500,000													\$500,000	
AB	Renovation Facilities (5500K in Select Years)	Construction Engineering and Inspection Planning & Design Construction Governmental Planning and Preliminary Design		\$500,000	\$500,000	\$500,000													\$1,500,000	Cause projects not specified. 5500K appropriation annual for park facility projects in select years if funding is available.
	Subtotal Project Cost	\$0	\$0	\$500,000	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	
	FUNDING SOURCES				\$400,000	\$400,000		\$500,000											\$1,300,000	
	Public Safety Ordinance will require BOCA approval				\$100,000	\$100,000													\$200,000	
TOTAL ESTIMATED COST FOR CIP			\$600,000	\$14,841,000	\$14,670,200	\$14,134,000	\$23,690,000	\$14,610,000	\$20,200,000	\$1,874,000	\$3,916,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$160,600,200	







**RESOLUTION 26-19**

**A RESOLUTION TO AFFIRM STATUS OF CAPITAL PROJECTS  
APPROVED BY RESOLUTION 18-75**

**WHEREAS**, the City of Spring Hill Board of Mayor and Aldermen adopted a Capital Improvement Plan (“CIP”) August 2018 by Resolution 18-75 and identified a funding source by Resolution 19-40 to commit proceeds from a property tax increase to this CIP; and

**WHEREAS**, the CIP resolution approved a list of twenty-two capital projects, including general projects and water/sewer projects; and

**WHEREAS**, staff recommends affirmation of approved projects to declare general fund projects that have been completed and/or constructed, as shown on Exhibit A attached hereto; and

**WHEREAS**, additionally staff recommends identification of water/sewer projects as enterprise fund projects as these projects cannot be funded with property tax revenues from the General Fund, as shown on Exhibit A attached hereto, and to establish a separate CIP for all water/sewer projects; and

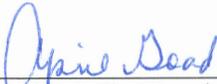
**WHEREAS**, no new projects are to be added to Resolution 18-75 in lieu of completed and/constructed projects.

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen approved to affirm the status of general fund projects approved by Resolution 18-75 as completed and/or constructed and to identify all water/sewer projects as enterprise fund projects for which a separate CIP would be established, as shown in Exhibit A attached hereto.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20<sup>th</sup> day of January, 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:** Missy Stahl, CIP Director  
**DATE:** 01/20/2026  
**SUBJECT:** Resolution 26-19 – To affirm the status of capital projects approved by Resolution 18-75

---

### RECOMMENDATION:

To approve a resolution to affirm the status of CIP projects approved by Resolution 18-75

### BACKGROUND:

The City of Spring Hill Board of Mayor and Aldermen approved Resolution 18-75 which established a CIP Plan and identified twenty-two projects that were to be included in the CIP Plan. Subsequently, Resolution 19-40 was approved which identified the funding source for all projects under Res. 18-75. The funding is the percentage of the property tax increase (general fund revenue) was designated to fund these projects only.

In the past eight years, eight projects have been completed/constructed. Another five water/sewer projects were included in the master project list. By state law, these projects cannot be paid for using general fund revenues. Therefore, these projects will not be completed under Resolution 18-75 and will be included in a separate water/sewer CIP. Nine projects remain either started/not completed or not started.

Staff recommends to approve a new resolution to reflect the status of the approved projects under Resolution 18-75 to demonstrate the City and staff's commitment to completing the projects and improving the health, welfare and safety of the City and its citizens.

### FINANCIAL IMPACT:

No change in financial impact.

### SUPPORTING DOCUMENTS:

Resolution and Exhibit A revisions



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

## Exhibit A – Resolution 26-19

### **Resolution 18-75 – Capital Improvement Priority Projects FY 2017-2018 to FY 2027-2028**

(Approved August 2018)

Police Headquarters  
Library Expansion/Addition  
Crossings Circle North  
US 31 Widening  
I-65 Interchange at Buckner Road  
Buckner Road Widening (Buckner Lane to US 31)  
Buckner Road Extension (Interchange to Buckner Lane)  
Buckner Road Extension (Interchange to Lewisburg Pike)  
Buckner Lane Widening (Duplex Road to Buckner Road)  
Water Plant Expansion (4.5MGD to 6.0MGD)  
Water Distribution System  
Sewer System I & I Repairs  
Sewer Plant Expansion  
Spring Hill Sports Complex  
Tom Lunn Road  
Port Royal Road/Commonwealth/Countess Roundabout  
Fire Dept Aerial Ladder Truck  
Fire Hall #1 Renovation  
Harvey Park Grenway Ph 1  
Police Training Facility  
Shannon Glen Sewer Project  
Recreation Facilities

## Exhibit A – Resolution 26-19

### **Resolution 18-75 – Capital Improvement Priority Projects FY 2017-2018 to FY 2027-2028**

(Approved August 2018)

**REDLINED TO REVISE**

**Status as of January 2026**

Police Headquarters – **CONSTRUCTED/COMPLETED with bond issuance (2022 GO Bond)**  
Library Expansion/Addition  
Crossings Circle North – **CONSTRUCTED/COMPLETED with bond issuance (2020 GO Bond)**  
US 31 Widening  
I-65 Interchange at Buckner Road  
Buckner Road Widening (Buckner Lane to US 31)  
Buckner Road Extension (Interchange to Buckner Lane) – **CONSTRUCTED/COMPLETED with  
bond issuance (2022 GO Bond)**  
Buckner Road Extension (Interchange to Lewisburg Pike) – **CONSTRUCTED/COMPLETED  
with bond issuance (2022 GO Bond)**  
Buckner Lane Widening (Duplex Road to Buckner Road)  
Water Plant Expansion (4.5MGD to 6.0MGD) – **ENTERPRISE FUND PROJECT**  
Water Distribution System – **ENTERPRISE FUND PROJECT**  
Sewer System I & I Repairs – **ENTERPRISE FUND PROJECT**  
Sewer Plant Expansion – **ENTERPRISE FUND PROJECT**  
Spring Hill Sports Complex  
Tom Lunn Road – **CONSTRUCTED/COMPLETED**  
Port Royal Road/Commonwealth/Countess Roundabout  
Fire Dept Aerial Ladder Truck – **CONSTRUCTED/COMPLETED with bond issuance (2020 GO  
Bond)**  
Fire Hall #1 Renovation  
Harvey Park Grenway Ph 1  
Police Training Facility – **CONSTRUCTED/COMPLETED**  
Shannon Glen Sewer Project – **ENTERPRISE FUND PROJECT**  
Recreation Facilities – **CONSTRUCTED/COMPLETED**

## Exhibit A – Resolution 26-19

### **Resolution 18-75 – Capital Improvement Priority Projects FY 2017-2018 to FY 2027-2028**

(Approved August 2018)

**Status as of January 2026**

#### NOT CONSTRUCTED/COMPLETED:

Library Expansion/Addition  
US 31 Widening  
I-65 Interchange at Buckner Road  
Buckner Road Widening (Buckner Lane to US 31)  
Buckner Lane Widening (Duplex Road to Buckner Road)  
Spring Hill Sports Complex  
Harvey Park Grenway Ph 1  
Fire Hall #1 Renovation  
Port Royal Road/Commonwealth/Countess Roundabout

#### CONSTRUCTED/COMPLETED:

Police Headquarters – bond issuance (2022 GO Bond)  
Crossings Circle North – bond issuance (2020 GO Bond)  
Buckner Road Extension (Interchange to Buckner Lane) – bond issuance (2022 GO Bond)  
Buckner Road Extension (Interchange to Lewisburg Pike) – bond issuance (2022 GO Bond)  
Tom Lunn Road  
Fire Dept Aerial Ladder Truck – bond issuance (2020 GO Bond)  
Police Training Facility  
Recreation Facilities

#### ENTERPRISE FUND PROJECTS:

Water Plant Expansion (4.5MGD to 6.0MGD)  
Water Distribution System  
Sewer System I & I Repairs  
Sewer Plant Expansion  
Shannon Glen Sewer Project



## STAFF MEMORANDUM

**TO:** Dan Allen, ACA, GM Water

**FROM:** Ryan LaMunyon, AGM-Reclamation; Jeremy Vanderford, AGM-Water; Will Brasfield, SPARTAN Engineer

**DATE:** 2/10/2026

**SUBJECT:** Ordinance 25-29 Section 7 – Enforcement Review and Flow Monitoring Recommendation

---

### RECOMMENDATION

Staff recommends adoption of a tiered flow monitoring approach for projects receiving sewer capacity allocations under Ordinance 25-29, Section 7. Domestic water meter data should be used as the primary compliance tool for commercial developments. Residential developments with higher flow allocations should be required to utilize a combination of domestic water meter data and ADS flow monitoring equipment installed in accordance with the City's adopted ADS Specification.

### BACKGROUND

The City of Spring Hill is operating under wastewater capacity limitations established through TDEC Consent Order WPC2025-0093. Ordinance 25-29 was adopted to allocate remaining wastewater treatment capacity in a controlled and enforceable manner while allowing limited development activity to proceed.

Section 7 of the ordinance requires projects receiving sewer capacity allocations to install flow monitoring to verify compliance with approved allocations. The ordinance authorizes Spring Hill Water to approve monitoring methods and requires installation and acceptance prior to issuance of a Certificate of Occupancy.

### DISCUSSION

For commercial developments, domestic water meter data provides an effective and practical means of monitoring wastewater generation. Spring Hill Water utilizes Badger Meter technology with data managed through the BEACON Advanced Metering Analytics platform. Commercial wastewater flows generally correlate closely with metered potable water use, allowing existing water meter data to be used for compliance verification without the need for additional infrastructure. Residential developments, particularly those with higher flow allocations, experience greater variability in wastewater flows, including peak flow conditions that are not fully captured by water meter data alone. In these cases, ADS flow monitoring equipment provides direct measurement of sewer flows, supports evaluation of peak conditions, and establishes defensible baseline data.



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

The City has standardized ADS Environmental Services equipment and the PRISM data platform for wastewater flow monitoring. Requiring ADS equipment for qualifying residential developments ensures compatibility with existing systems, consistent data reporting, and long-term operational efficiency, with responsibility for installation and data services remaining with the developer.

**CONCLUSION**

A tiered flow monitoring approach provides the most accurate, cost-effective, and enforceable method for implementing Ordinance 25-29, Section 7. Using domestic water meter data for commercial developments and combining water meter data with ADS flow monitoring for higher-allocation residential developments ensures effective compliance monitoring, supports regulatory obligations, and strengthens Spring Hill Water’s ability to manage limited system capacity.



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

Remote Attachment:

[Link: Developer FM \(https://play.c ... 787184836381413f7a5438870c0ae.pdf\)](https://play.c...787184836381413f7a5438870c0ae.pdf) (LINK)



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Daniel Allen, PE | Assistant City Administrator and GM – Spring Hill Water  
**DATE:** 03/02/2026  
**SUBJECT:** Tenant Improvement Request – Undersink Grease Interceptor

---

### STAFF RECOMMENDATION:

Staff recommends that the Mayor and Board of Aldermen authorize Administration to approve this undersink grease interceptor **as a demonstration project** for the proposed yogurt shop, subject to:

- Staff approval of final specifications and installation
- Execution of a maintenance agreement and cleaning schedule
- Inspection and compliance monitoring by the City
- Removal or upgrade if performance issues occur

This demonstration project will allow the City to evaluate the effectiveness of undersink grease interceptors for low-volume food service operations. Based on the results, staff intends to return with proposed updates to **Title 18, Chapter 4** to provide flexibility for similar establishments while maintaining protection of the wastewater system.

### BACKGROUND:

Staff has received a tenant improvement request for a proposed self-serve yogurt shop. As part of the build-out, the applicant is requesting approval to install a small, undersink grease interceptor similar to the unit shown in the attached product literature. This type of interceptor is designed for low-volume food service operations and is commonly used for facilities with limited grease discharge potential.



City of Spring Hill | Water  
199 Town Center Parkway  
Spring Hill, Tennessee 37174  
Dan.allen@springhilltn.org

### CODE REQUIREMENTS:

Spring Hill Municipal Code **Title 18, Chapter 4 (Sewer Use and Wastewater Control)** establishes grease interceptor requirements for food service establishments.

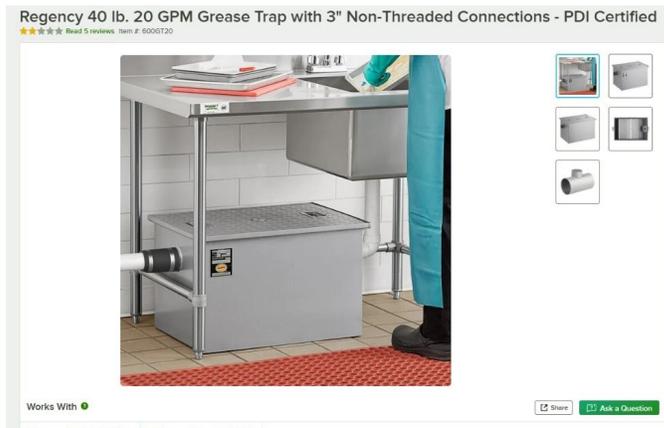
Specifically, **§ 18-405(E)** requires food service establishments to install grease interceptors meeting minimum sizing and installation criteria established by the City. These standards are intended to ensure adequate separation capacity for commercial kitchen operations and typically require interceptors substantially larger than undersink units used for low-volume establishments.

Because of the minimum sizing requirements contained within **§ 18-405(E)**, the proposed interceptor does not meet the current code standard.

### STAFF EVALUATION:

Based on the nature of the proposed business, anticipated grease output, and comparable regulatory practices, staff believes the requested interceptor is appropriate for this use. The installation would:

- Serve a low-volume, limited-grease operation
- Reduce installation costs and space impacts for a small tenant space
- Provide effective grease control when properly maintained
- Allow the City to evaluate performance and maintenance compliance



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



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen

**FROM:** Dara Sanders | Development Services Director

**DATE:** 03/02/2026

**SUBJECT:** Exemption Request from Ordinance 25-29

**STAFF RECOMMENDATION:**

Staff recommends approval of an exemption from the Tenant Improvement restrictions of Ordinance 25-29.

**BACKGROUND:**

The subject property, located at 2536 Duplex Road, is an historically significant property listed on the Secretary of Interior’s National Register of Historic Places. It is regulated by the CD (Downtown District) zoning district.

In early 2025, the Development Services Department notified the property owner of several Unified Development Code (UDC) and Building Code violations observed on the property – the structure was converted from residential to commercial without obtaining site plan approval or a building permit, a gravel parking lot was installed without obtaining permits, the gravel parking lot does not meet the parking lot standards of the UDC, signage was installed on the property without obtaining a permit, and the sign was noncompliant with the UDC.

The property owner was advised on the actions required to resolve these violations, and several of the required actions have been taken, except for obtaining building permits for the work performed on the interior of the building.

Ordinance 25-29 allows the Building Official from approving a building permit for tenant improvements IF the sewer demand of the proposed use is equal to or less than the sewer demand of the previous use. In this case, the sewer demand of the cosmetic procedure business exceeds the residential use of the property; however, the cosmetic procedure business was already operating and impacting the City’s sanitary sewer plant. In other words, the business’s sewer demand was being served in the 4.25 GPD baseline used during the preparation and adoption of Ordinance 25-29, which means a sanitary sewer reserve allocation is not required in this very unique case.



**City of Spring Hill | Development Services**  
 8060 Station Hill Drive  
 Spring Hill, Tennessee 37174  
 dsanders@springhilltn.org

**FINANCIAL IMPACT:**

This request does not have an impact on the City's 25-26 budget and does not require a budget amendment or City expenditure.

**SUPPORTING DOCUMENTS:**

N/A



**City of Spring Hill | Development Services**  
8060 Station Hill Drive  
Spring Hill, Tennessee 37174  
dsanders@springhilltn.org



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Dan Allen, ACA, GM Water; Jeremy Vanderford, AGM-Water; Will Brasfield, AGM-SPARTAN  
**DATE:** 02/23/2026  
**SUBJECT:** Southside 2.0 MGD Tank Project – Containment Modification Request

---

**RECOMMENDATION:** To discuss and receive direction from the Board regarding the contractor’s request to utilize a smaller, more localized containment system in lieu of the standard full-tank secondary containment system for the Southside 2.0 MGD Tank project.

**BACKGROUND:** The contractor for the Southside Tank project, CB&I, has submitted a request to modify the containment approach associated with the exterior paint process. The project specifications anticipate a traditional full-tank secondary containment system during surface preparation and coating activities.

CB&I has indicated that site constraints significantly limit the available space surrounding the tank. Based on the current layout and adjacent conditions, the contractor believes that installation of a full-tank containment system may not be feasible without substantial logistical challenges and potential impacts to the site.

As an alternative, CB&I is requesting approval to utilize a smaller, more localized containment system that would be positioned only around the active work area at any given time, rather than enclosing the entire tank structure. The contractor maintains that this approach will provide adequate environmental and property protection while better accommodating the physical limitations of the site.

This request is being presented to the Board for discussion and direction regarding whether to allow the proposed deviation from the standard full containment design.

**FINANCIAL IMPACT:** There is no direct financial impact to the City associated with the proposed additional containment materials, as these would be provided by the contractor. Any liability for paint-related damages to surrounding properties would be assumed by CB&I.

### SUPPORTING DOCUMENTS:



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



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Dan Allen, ACA, GM Water; Jeremy Vanderford, AGM-Water; Will Brasfield, AGM-SPARTAN  
**DATE:** 02/23/2026  
**SUBJECT:** Southside 2.0 MGD Tank Project – Sunday Work Request

---

**RECOMMENDATION:** To discuss and receive direction from the Board regarding the contractor’s request to perform construction activities on Sundays to recover schedule delays associated with the Southside 2.0 MGD Tank project.

**BACKGROUND:** The contractor for the Southside Tank project, CB&I, has informed staff that the project is currently behind schedule due to weather delays and other construction-related impacts. To mitigate further delays and accelerate progress toward completion, the contractor has formally requested permission to conduct work activities on Sundays.

The City’s current ordinances prohibit routine Sunday construction activities. However, CB&I has indicated that limited Sunday work would assist in regaining lost time and help ensure the project remains on track to meet operational deadlines. The contractor has stated that Sunday work would primarily involve critical path construction tasks and would be managed to minimize disruption to surrounding properties.

Staff is presenting this request to the Board for consideration and policy direction regarding whether a temporary exemption to the Sunday construction restriction should be granted for this project.

**FINANCIAL IMPACT:** There is no direct financial impact to the City associated with allowing Sunday work. The contractor remains responsible for all project costs. Approval of Sunday work may help reduce the risk of extended project duration and associated indirect impacts.

**SUPPORTING DOCUMENTS:**



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



CB&I Storage Tank Solutions, LLC  
1725 Hughes Landing Suite 600  
The Woodlands, TX 77380  
Tel: 832-513-1000  
[www.cbi.com](http://www.cbi.com)

February 20, 2026

City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

Attention: Ryan Chamblee, Project Manager Thomas & Hutton

**Subject: Localized Paint Containment**

Mr. Chamblee,

CB&I Storage Tank Solutions proposes the use of localized paint containment in lieu of a full containment system due to the limited space around the tank site. The localized containment will include installing tarps around the manlift while in use and additional tarps hung off the tank when blasting and priming the lower ball and bell areas. A tent or similar structure wrapped in containment tarps will be utilized on the topside.

We will use Garnet Classic Cut 80 which is a low dusting abrasive and the zinc primer applied to the exterior weld seams will be sprayed but will dry before reaching the ground in most instances. The intermediate and finish coats will be applied by roller. The wind will be factored in during all phases of the coating work and we'll avoid blasting and painting on the exterior during windy conditions.

CB&I will take full responsibility for any damage to nearby structures or vehicles and make the necessary repairs as warranted.

Please feel free to reach out with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Standard', written over a light blue horizontal line.

John Standard  
Project Manager  
CB&I Storage Tank Solutions, LLC  
[john.standard@cbi.com](mailto:john.standard@cbi.com)



CB&I Storage Tank Solutions, LLC  
1725 Hughes Landing Suite 600  
The Woodlands, TX 77380  
Tel: 832-513-1000  
[www.cbi.com](http://www.cbi.com)

February 20, 2026

City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

Attention: Ryan Chamblee, Project Manager Thomas & Hutton

**Subject: Proposed Sunday Work**

Mr. Chamblee,

CB&I Storage Tank Solutions would like the opportunity to accelerate the paint schedule by working Sundays. To start off, the work scope would include all available fronts including blasting and priming the exterior and/or interior of the tank. Later in the scheduled paint duration would be focused on applying the intermediate and finish coats to both the exterior and interior. We propose 9:00am – 6:00pm if possible but will utilize any available timeframe that is acceptable to the City of Spring Hill and nearby residents.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Standard', written over a light blue horizontal line.

John Standard  
Project Manager  
CB&I Storage Tank Solutions. LLC  
[john.standard@cbi.com](mailto:john.standard@cbi.com)



---

## Draft Scope of Services

### Spring Hill, TN Amendment 1 to Task Order 1 Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (WW-PDC-1)

#### Introduction

Carollo Engineers, Inc. is pleased to submit this scope of work for amendments to its engineering services for the City of Spring Hill, Tennessee, for consideration. This proposed scope defines professional engineering and technical consulting services related to the additional services requested for the Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (Project) at Spring Hill's wastewater treatment plant (WWTP). These technical services include preliminary and final design of a new solids storage tank, dual polymer feed (tanks and totes), a stormwater detention pond, solids transfer pumps from the existing aerobic digesters to the solids storage tank(s), a filtrate/centrate pump station modification, and the I&C programming for the new and modified facilities.

#### Project Understanding

Carollo has been performing services for the City to support replacing its two aging Phoenix 2.0-meter belt filter presses (BFPs). During the course of project design, Spring Hill has identified additional items to be included in the design of the centrifuge dewatering project. These items will support the operation of both the new centrifuge dewatering system and the overall plant. The additional items include:

1. Improved stormwater management via routing to a stormwater detention pond.
2. Detention pond to manage stormwater runoff.
3. A new solids storage tank to provide additional redundancy and support consistent feed to the centrifuges.
4. New solids transfer pumps from the existing aerobic digesters to the solids storage tank(s) to provide the large capacity needed for the larger dewatering equipment.
5. Dual polymer feed (tanks and totes) to allow Spring Hill to continue to use totes for polymer while the plant is growing and also provide provisions for tanks when flows increase.
6. Replace pumps in the filtrate pump station with new centrate pumps to accommodate the increased capacity needed for the larger dewatering equipment.
7. I&C control strategies and control schematics for the new and modified facilities so operators can monitor and control the new equipment via SCADA.

---

City of Spring Hill  
Replacement of BFPs with Centrifuge Dewatering System  
Amendment 1 Scope of Services  
January 2026

1-1

## Scope of Work

The following scope has been developed to deliver Spring Hill the necessary design documents and information to begin pricing and construction for the additional items detailed above. The scope of services includes the following Tasks:

- Task 1.0 – Design Project Management/Progress Meetings
- Task 2.0 – Additional Site Survey
- Task 3.0 – New Stormwater Detention Pond
- Task 4.0 – New Solids Storage Tank
- Task 5.0 – New Solids Transfer Pumps
- Task 6.0 – Dual Polymer Feed
- Task 7.0 – New Centrate Pump Station
- Task 8.0 – I&C for New and Modified Facilities
- Task 9.0 – Bid Phase Services

The scope of services for these tasks are presented below:

### Task 1.0: Design Project Management/Progress Meetings

Throughout all tasks completed under this Amendment 1 to Task Order 1, Carollo will proactively manage scope, schedule, and budget and perform quality assurance control activities to check that the submission of final deliverables conforms to Carollo's standards and Spring Hill's expectations. Hours included for this task are the additional hours related to management and meetings for the additional scope items included within this scope of work.

### Task 2.0: Additional Site Survey

Additional survey work will be required to establish accurate routing for the proposed force mains associated with the solids transfer pumps and the centrate return line back to the headworks. This work is necessary to confirm alignment, identify potential conflicts with existing utilities or site features, and provide a reliable basis for detailed design and construction.

### Task 3.0: New Stormwater Detention Pond

Under this task, Carollo will design a detention pond to manage stormwater runoff generated from the project site. The pond is necessary to temporarily store peak stormwater flows and release them at a controlled rate, thereby reducing downstream flooding risks, protecting receiving waters from erosion, and promoting regulatory compliance with stormwater management requirements.

Specific task components include:

#### Subtask 3.1: Stormwater Modeling

Perform hydrologic and hydraulic modeling to determine the required storage volume and outlet configuration for the detention pond.

**Subtask 3.2: Pond Design**

Prepare engineering design documents for the detention pond, including grading, outlet structures, and details necessary for construction. This information was submitted to Spring Hill at the 75% milestone and for the Storm Water Pollution Prevention Plan (SWPPP).

**Task 4.0: New Solids Storage Tank**

Carollo will design a new solids storage tank to match existing. This will include three new mixers (2 in new tank, one in the existing), level measurement (low level float, high level float, and continuous monitoring), piping, and other appurtenances as required to have a fully redundant solids storage tank.

**Task 5.0: New Solids Transfer Pumps**

New solids transfer pumps (Sludge Day Tank Feed Pumps) will be designed to convey sludge from the existing aerobic digesters to the solids storage tanks. The pumps will be sized to provide the higher capacity required to support the new, larger dewatering equipment. The work will include hydraulic evaluation, pump selection, design, and integration with the facility's existing systems.

**Subtask 5.1: Hydraulic Evaluation and Design Criteria**

Perform calculations to establish design flow, total dynamic head, solids concentrations, and operating ranges to determine pumping requirements. Document design criteria for capacity, redundancy, and reliability.

**Subtask 5.2: Piping and Routing Design**

Develop preliminary and final layout of suction and discharge piping, including valves, fittings, and connections to the aerobic digesters and solids storage tanks. Identify potential conflicts with existing utilities. Routing assumes existing pipe in the yard will be reused.

**Subtask 5.3: Electrical and I&C**

Develop electrical, instrumentation, and controls documents to power, control, and monitor the new pump station. This will include flow monitoring of the common sludge line.

**Task 6.0: Dual Polymer Feed**

The polymer feed system will be expanded from the polymer tote source to a new two-tank neat polymer storage tank source capable of holding 4,500 gallons of neat polymer in each tank. This will allow the City to reduce polymer costs by purchasing in bulk. The tote storage system will remain, as designed, to give the City flexibility for polymer sourcing. Additional design effort was required to accommodate both tote and tank systems across civil, structural, mechanical, electrical, and I&C disciplines. New tanks will include polymer recirculation pumps, cone bottom tanks, tank fill station located in the truck bay, and a hot water flush system preferred by the City.

**Subtask 6.1: Layout and Piping Design**

Prepare layouts and piping design to accommodate both tote connections and future tank tie-ins. Include recirculation (mixing) pumps, suction/discharge piping, valving, and chemical feed lines to the polymer blenders.

**Subtask 6.2: Tank Mechanical Equipment and Appurtenances**

Specify polymer transfer pumps, mixers, and accessories capable of serving either totes or tanks. Identify isolation and changeover requirements to allow operational flexibility.

**Subtask 6.3: Structural, Architectural, Electrical, and I&C Provisions**

Design secondary containment, housekeeping pads, tank foundations, and structural accommodations for both totes and tanks. Incorporate space planning for future tank installation without major rework. Develop electrical design for pumps, mixers, and controls, including provisions for additional loads when tanks are added. Provide instrumentation for level monitoring, alarms, and operational control for both feed configurations.

**Task 7.0: Centrate Pump Station**

The existing filtrate pumps are undersized to accommodate the near-term and future dewatering centrifuges' load. The pumps and discharge piping in the existing filtrate pump station wet well will be replaced with higher-capacity pumps. This may require structural modifications to the structure to expand the hatch and anchor new piping and pump discharge elbow. The pump station discharge locations will not change as part of this project. The combined force main will not be upsized as part of this effort to accommodate the future third centrifuge, but the pumps will be sized to accommodate that flow, assuming the force main is replaced in the future with an 8-inch line. The scope includes evaluation, design, and coordination of civil, structural, mechanical, electrical, and I&C elements necessary for reliable and maintainable operation. The task consists of the following subtasks:

**Subtask 7.1: Site Civil and Utility Coordination**

Address grading, drainage, access, and utility connections required for the pump station. Identify and resolve conflicts with existing utilities or site features.

**Subtask 7.2: Hydraulic Evaluation and Design Criteria**

Perform hydraulic calculations to establish required pumping capacity, total dynamic head, and anticipated variability of centrate flows. Develop design criteria including duty/standby configuration, redundancy, and reliability.

**Subtask 7.3: Pump Station Layout and Piping Design**

Develop station layout, suction and discharge piping, valves, and tie-ins to the existing system. Identify provisions for future expansion and maintainability.

**Subtask 7.4: Structural, Electrical, and I&C Design**

Develop electrical, instrumentation, and controls documents to accommodate the change in design for larger pumps, variable frequency drives, and new wet well level monitoring. A new control panel will be required to replace the existing panel.

### **Task 8.0: I&C for New and Modified Facilities**

Instrumentation and controls services will be provided to develop construction documents to allow operators to monitor and control the new and modified facilities through the existing SCADA system. We have assumed I/O space is available in some existing panels. This includes configuration of control strategies for the existing solids storage tank (level and proposed mixers), monitoring of the aerobic digesters, and integration of new process equipment installed as part of the project and control schematics for the new dewatering facility equipment. The work will provide reliable operation, operator visibility, and alarm handling consistent with facility standards to allow for the new systems to be automated.

### **Task 9.0: Bid Phase Services**

Hours included for this task are the additional hours related to additional work during the bid phase associated with the added items. Carollo will provide support during the bidding period as follows:

#### **Subtask 9.1: Respond to Bidders Questions**

Carollo will respond to substantive questions from bidders during the bid period. It is assumed that questions and responses will be transmitted electronically.

#### **Subtask 9.2: Issuance of Addenda**

Carollo will prepare and issue up to one addenda to the contract documents if needed.

#### **Subtask 9.3: Conformed Documents**

Carollo will revise the contract documents according to addenda issued during the bid period. Conformed documents will be of similar format to the bid ready plans and specifications. We have assumed modifications to ten (10) drawings under this additional scope and three (3) specifications.

## **Assumptions**

The following are the assumptions for this project and scope:

1. Spring Hill will make available all data requested by Carollo that is pertinent to development and completion of the evaluation and design.
2. Carollo's standard drawing and typical detail format will be used.
3. Carollo's standard technical specifications will be used.
4. For added upstream equipment, adequate power has been assumed at each local MCC to power the new equipment, and no upstream electrical changes are anticipated to be required.

## Design Phase Summary of Meetings

1. 90% project review
2. Final TDEC review

## Proposed Schedule

The schedule has been extended to account for additional design time. The updated schedule is shown below:

- 90%/Permit Set Documents to City and TDEC – 2/20/26
- Receive Comments from TDEC – 3/23/26
- Contract Documents to City – 4/15/26
- City Review of Contract Documents – 4/16/26 through 6/3/26
- Bid Advertise – 5/28/26
- Construction Bids Due – 7/1/26



CLIENT: Spring Hill, TN  
 PROJECT NAME: Replacement of Aging Belt Presses with Centrifuge Dewatering System  
 PROJECT #: WW-PDC-1 - Amednment 1  
 DATE: 2/5/2026 (REVISION - 4.0)  
 PREPARED BY: Carollo Engineers, Inc.

		Name(s) of Team Members	
		Billing Rate (Burdened)	
Task No.	Description of Task	Task Summary	
		Task Hours	Task Fee
<b>1.0 Design Project Management/Progress Meetings</b>			
1.1	Project Management	22	\$ 5,480
	TOTAL TASK HOURS	22	\$ 5,480
1.7%	TASK SUBTOTAL		\$5,480
<b>2.0 Additional Site Survey</b>			
2.1	Additional Site Survey	10	\$ 2,370
	TOTAL TASK HOURS	10	\$ 2,370
0.7%	TASK SUBTOTAL		\$2,370
<b>3.0 Stormwater Detention Pond</b>			
3.1	Stormwater Modeling	120	\$ 20,100
3.2	Detention Pond Design	82	\$ 16,210
	TOTAL TASK HOURS	202	\$ 36,310
11.4%	TASK SUBTOTAL		\$36,310
<b>4.0 New Solids Storage Tank</b>			
4.1	New Solids Storage Tank	295	\$ 61,800
	TOTAL TASK HOURS	295	\$ 61,800
19.3%	TASK SUBTOTAL		\$61,800
<b>5.0 New Solids Transfer Pumps</b>			
5.1	Hydraulic Evaluation and Design Criteria	44	\$ 10,700
5.2	Piping and Routing Design	130	\$ 25,715
5.3	Electrical and I&C	108	\$ 23,570
	TOTAL TASK HOURS	282	\$ 59,985
18.8%	TASK SUBTOTAL		\$59,985
<b>6.0 Dual Polymer Feed</b>			
6.1	Layout and Piping Design	28	\$ 7,480
6.2	Tank Mechanical Equipment and Appurtenances	85	\$ 17,740
6.3	Structural, Architectural, Electrical, and I&C Provisions	129	\$ 27,905
	TOTAL TASK HOURS	242	\$ 53,125
16.6%	TASK SUBTOTAL		\$53,125
<b>7.0 Centrate Pump Station</b>			
7.1	Site Civil and Utility Coordination	40	\$ 9,440
7.2	Hydraulic Evaluation and Design Criteria	36	\$ 9,440
7.3	Pump Station Layout and Piping Design	143	\$ 28,820
7.4	Structural, Electrical, and I&C Design	117	\$ 25,385
	TOTAL TASK HOURS	336	\$ 73,085
22.9%	TASK SUBTOTAL		\$73,085
<b>8.0 I&amp;C for New and Modified Facilities</b>			
8.1	I&C for New and Modified Facilities (Tank, Poly, Exist Bldg...)	108	\$ 27,260
	TOTAL TASK HOURS	108	\$ 27,260
8.5%	TASK SUBTOTAL		\$27,260
<b>9.0 Bid Phase Services</b>			
9.1	Respond to Bidders' Questions	8	\$ 1,990
9.2	Issuance of Addenda	38	\$ 7,910
9.3	Conformed Documents	52	\$ 11,600
	TOTAL TASK HOURS	98	\$ 21,500
	TASK SUBTOTAL		\$21,500
<b>Design Services</b>			
Design Services Labor Hours Subtotal		1,497	
Estimated Design Fee			\$319,415
<b>Bidding Services</b>			
Bidding Services Subtotal		98	
Estimated Bidding Services Fee			\$21,500
<b>TOTAL CONSULTANT LABOR</b>			
Total Labor Hours		1,595	
Total Design, Bidding, and Construction Admin Fee			\$340,915
		% Allocation to Project	
<b>SUBCONSULTANTS</b>			
SUBCONSULTANTS		Average Hourly Rate	Estimated Hours
Geotech/Structural - Geo/Structural Services Group, Inc.			\$153,000
Geotechnical			\$10,000
Structural			\$143,000
Architectural & Testing - Cornerstone Engineering, Inc.			\$16,000
Schematic			
Development			\$16,000
CD's			
Bid			



CLIENT: Spring Hill, TN  
 PROJECT NAME: Replacement of Aging Belt Presses with Centrifuge Dewatering System  
 PROJECT #: WW-PDC-1 - Amednment 1  
 DATE: 2/5/2026 (REVISION - 4.0)  
 PREPARED BY: Carollo Engineers, Inc.

		Name(s) of Team Members	
		Billing Rate (Burdened)	
Task No.	Description of Task	Task Summary	
		Task Hours	Task Fee
	Material Testing		
	<b>Survey</b>		\$5,000
	Additional Site		\$5,000
	<b>Electrical/I&amp;C - IC Thomasson</b>		\$34,000
	Electrical		\$34,000
	I&C		
	10% Subconsultant Markup		
	<b>Subconsultants Total Fee</b>		\$228,800
<b>Total Design, Bidding Services, and Construction Admin Fee</b>		\$340,915	
<b>Total Subconsultant Fee</b>		\$228,800	
Travel Expenses -		\$ -	
Travel Expenses		\$ -	
Printing / Mileage / Misc.		\$ -	
<b>Total Estimated "Not to Exceed" Project Fee:</b>		\$ 569,715	



## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen

**FROM:** Carter Napier | City Administrator  
Dara Sanders | Development Services Director

**DATE:** 03/02/2026

**SUBJECT:** Resolution 25-164, funding agreement with SSVM Mitchum SUB LLC and KCTN LLC

**STAFF RECOMMENDATION:**

Staff recommends "Option 2" identified on the second page of this memo.

**BACKGROUND:**

In 2025, the Maury County Regional Planning Commission granted preliminary plat approval for property within the Spring Hill Urban Growth Boundary for the construction of 290 single-family homes. The approval did not include a direct connection to a City street, though the project would result in increased traffic and maintenance requirements on Kedron Road, including the intersection of Kedron Road and Port Royal Road.

On July 7, 2025, the Board of Mayor and Aldermen approved Resolution 25-164 authorizing a funding agreement between the project developers and the City to offset the project's impact on City roadway infrastructure by paying \$2,000,000 in exchange for the City's approval of a connection from the developer's property to Kedron Road. The agreement was based on a connection concept submitted by the developer showing three (3) external street connections - Kedron Road, Ragan Road, and Pumpkin Creek Lane.

Since the full execution of the agreement by all effected parties, the City has received neither payment for the connection nor a formal application to the Planning Commission to approve specific design and construction details for the connection to Kedron Road. Maury County staff has coordinate with Development Services staff to understand what actions are required for the developer to obtain City approval for the agreed upon connection.



**City of Spring Hill | Development Services**  
 8060 Station Hill Drive  
 Spring Hill, Tennessee 37174  
 dsanders@springhilltn.org

The developer has reported difficulty in obtaining the necessary right-of-way to make

the required connections, including difficulties related to cost and effort. As a result, the developer requested Maury County approval to amend the project. The connections to Ragan Road and Pumpkin Creek Lane were proposed to be removed, with Pumpkin Creek Lane serving as emergency access only for Fire Code compliance. This amendment, if approved, would result in Kedron Road being the only access in and out of the development.

The Maury County Regional Planning Commission considered the amendment on February 23, 2026, and denied the request unanimously. Among the reasons for denial, the development team did not coordinate with the City on these amendments, and the developer could not provide information on the timing and design of the Kedron Road connection.

The proposal to eliminate the Ragan Road and Pumpkin Creek Lane is expected to have a greater traffic and maintenance impact on Kedron Road between the project's direct connection and the Kedron/Port Royal intersection.

Because of the anticipated increased impact associated with this significant change in scope, staff requests BOMA's direction on how to proceed. There are several options available, which could include:

1. Cancel the funding agreement. Should the project move forward without the direct connection to Kedron Road, it is still anticipated to have a capacity and maintenance impact on the Kedron/Port Royal intersection, and the project would not be required to mitigate its traffic impact.
2. Renegotiate the funding agreement due to the significant change in scope. This option presents an opportunity to renegotiate stronger funding terms that adequately mitigate the project's impact on the City's roadways.

**FINANCIAL IMPACT:**

Option 1 could have a yet unknown financial burden on the City. Option 2 could result in an improved financial impact, depending on the negotiated terms.

**SUPPORTING DOCUMENTS:**

Resolution 25-164 (fully executed)

Kedron Road connection concept with areas of change identified



City of Spring Hill | Development Services  
8000 Station Hill Drive  
Spring Hill, Tennessee 37174  
dsanders@springhilltn.org

**RESOLUTION 25-164**

**A RESOLUTION OF THE CITY OF SPRING HILL, TENNESSEE, AUTHORIZING THE MAYOR TO SIGN A FUNDING PARTICIPATION AGREEMENT WITH SSVM MITCHUM SUB LLC AND 3586 KCTN LLC**

**WHEREAS**, SSVM Mitchum Sub LLC and 3586 KCTN LLS is the owner of +/- 365 acres of property located in Maury County, Tennessee on the south side of Kedron Road, west of Interstate 65, adjacent to the City boundary line; and

**WHEREAS**, the SSVM Mitchum Sub LLC and 3586 KCTN LLS has obtained preliminary plat approval from the Maury County Planning Commission for the construction of a 290 single family home subdivision on the Developer Property ("Ragan Ridge Estates"), which will increase traffic volume on Kedron Road and Port Royal Road; and

**WHEREAS**, the portion of Kedron Road that will connect with the Development Property is under the maintenance and control of the City; and

**WHEREAS**, it has been determined by the City that the Kedron Road and Port Royal intersection will experience and increase in traffic volume from the Developer Property, and that a realignment of the intersection and improvements to Kedron Road, Port Royal Road, and Greens Mill Road are warranted; and

**WHEREAS**, Developer agrees to pay \$2,000,000 to the City (the "Developer's Payment") in exchange for the City's approval of the connection of the Developer Property to Kedron Road.

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

**Section 1.** The Mayor is hereby authorized to sign the Funding Participation Agreement with SSVM Mitchum Sub LLC and 3586 KCTN LLC attached herein as Exhibit A.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 7th day of July, 2025.**

  
Matt Fitterer, Mayor

ATTEST:

  
\_\_\_\_\_

April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_

Patrick Carter, City Attorney

**FUNDING PARTICIPATION  
AGREEMENT**

THIS AGREEMENT, entered into this the \_\_\_ day of \_\_\_\_\_, 2025, by and between SSV M MITCHUM SUB LLC and 3586 KCTN LLC, c/o Suncrest, Tennessee limited liability companies ("Developer"), and the CITY OF SPRING HILL, TENNESSEE, a municipal corporation organized and existing under the laws of the State of Tennessee (the "City").

**WITNESSETH**

**WHEREAS**, Developer is the owner of +/- 365 acres of property located in Maury County, Tennessee on the south side of Kedron Road, west of Interstate 65, adjacent to the City boundary line (the "Developer Property"), as more particularly described on the attached Exhibit A; and

**WHEREAS**, the Developer has obtained preliminary plat approval from the Maury County Planning Commission for the construction of a 290 single family home subdivision on the Developer Property ("Ragan Ridge Estates"), which will increase traffic volume on Kedron Road and Port Royal Road; and

**WHEREAS**, the portion of Kedron Road that will connect with the Development Property is under the maintenance and control of the City; and

**WHEREAS**, it has been determined by the City's traffic engineer that the Kedron Road and Port Royal intersection cannot adequately accommodate the increased traffic from the Developer Property, and that a realignment of the intersection and improvements to Kedron Road, Port Royal Road, and Greens Mill Road (the "Improvements") are warranted, all of which are more particularly described in the Development Access Review attached as Exhibit B (the "Review"); and

**WHEREAS**, Developer agrees to pay \$2,000,000 to the City (the "Developer's Payment") in exchange for the City's approval of the perpetual, and except as otherwise provided herein, the unconditional connection of the Developer Property to Kedron Road.

**NOW, THEREFORE**, in consideration of the mutual covenants and assurances set forth herein, the Developer and the 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**

A. Prior to the issuance of a building permit for the construction of the first home on the Developer Property, Developer shall pay the Developer's Payment via certified funds or electronic wire to the City to be used for the Improvements.

B. If work has not commenced on the Improvements upon the completion of Ragan Ridge Estates, Developer, in coordination with and upon the City's approval, which approval shall not be unreasonably withheld, conditioned, or delayed, shall be entitled to optimize the traffic signal at Kedron Road and Port Royal at Developer's sole expense.

C. Developer agrees that until the Developer's Payment is made to the City, the City has the right to restrict access onto Kedron Road except for construction traffic associated with construction on the Developer Property and the existing driveway access to the Developer Property.

D. As part of the Ragan Ridge Estates development and the connection of the Property to Kedron Road, Developer, in coordination with the City, agrees to construct left and right hand turn lanes from Kedron Road onto the new access road at the Property. The connection to Kedron Road from the Property will be constructed in accordance with the Tennessee Department of Transportation and the City's roadway design standards. The City shall not unreasonably withhold, condition, or delay approval of the connection point from the new Property access road to Kedron Road.

### **3. City Responsibilities**

A. The City will be responsible for the construction of the Improvements. Developer will have no responsibility for the Improvements other than the payment pursuant to Section 2 of this Agreement.

B. The City agrees that Developer shall be allowed access to Kedron Road at the time of the payment of the Developer's Payment whether the planned Improvements have been made by the City to the Kedron Road and Port Royal intersection or not. For the avoidance of doubt, once the Developer has paid the Developer's Payment to the City, the City shall not take any future action that would eliminate or restrict access to the Developer Property.

C. The City will establish a designated fund account for the improvements to the Kedron Road and Port Royal intersection. This fund account will hold funds dedicated to the improvement of Kedron Road and Port Royal Intersection. The City is not obligated to improve the intersection until the necessary funds have been dedicated to the project and the Board of Mayor and Aldermen adopt a Capital Improvement Project budget and plan for the intersection.

### **4. 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 furtherance of this Agreement, 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.

### **5. 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.

### **6. Governing Law**

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

### **7. 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.

### **8. 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.

**9. 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.

**10. Amendment**

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

**11. Assignment**

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

**12. Time is of the essence.**

All Parties hereto acknowledge that time is of the essence, and each party will commit to its timely compliance with this Agreement.

**13. 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.

**14. 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.

**15. 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 Aldermen on \_\_\_\_\_,  
2025.**

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

**CITY OF SPRING HILL, TENNESSEE**

**SSVM MITCHUM SUB LLC**

By:  \_\_\_\_\_

Title: Authorized Signatory

By:  \_\_\_\_\_

Title: Mayor

**3586 KCTN LLC**

By:  \_\_\_\_\_

Title: Authorized Signatory

COPY

**Exhibit A**  
**Developer Property**

COPY

EXHIBIT A  
DEVELOPER PROPERTY



CONNECTION TO KEDRON ROAD

**Exhibit B**  
**Development Access Review**

COPY



