



CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING PACKET
SEPTEMBER 2, 2025
6:00 PM

Board of Mayor and Aldermen:

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

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

Phone 931.486.2252
Fax 931.486.0516
www.springhilltn.org

**CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING AGENDA
SEPTEMBER 2, 2025
6:00 PM**

Call Regular Meeting to Order

Stipulation of Members Present

Invocation

Pledge of Allegiance

Approval of the Agenda

Mayor's Comments

Citizen Comments

City Administrator/Department Head Comments

Acknowledgements

PUBLIC HEARING (None)

VOTING AGENDA

CONSENT ITEMS

- 1. Consider Resolution 25-208, to accept a Tennessee Highway Safety Office Grant to the Police Department.**
Don Brite, Chief of Police

Attachment: [Resolution 25-208_THSO Grant PD X.pdf](#)

Attachment: [boma memo THSO.pdf](#)

Attachment: [THSO amount.pdf](#)

Attachment: [THSO contract.pdf](#)

- 2. Consider Resolution 25-209, to adopt a revised Schedule of Authorized Positions for fiscal year 2025-2026.**
Dara Sanders, Development Services Director

Attachment: [Resolution 25-209_authorized strength amendment.pdf](#)

Attachment: [Memo Resolution 25-209 Personnel Reclassification_Residential Plans Examiner_.pdf](#)

- 3. Consider Resolution 25-211, to approve amendment to Waste Management (sludge hauling) contract and Tipper Release of Liability.**
Ryan LaMunyon, AGM, Spring Hill Water

Attachment: [Resolution 25-211_Waste Managment Contract Amendment.pdf](#)

Attachment: [Waste Managemenrt Contract and Tipper Release.pdf](#)

Attachment: [Exhibit A-2025_amended.pdf](#)

Attachment: [Exhibit B-Mr. Builts Inc. Tipper Release Form.pdf](#)

- 4. Consider Resolution 25-212, authorizing the disposal of Surplus Furniture through GovDeals.**
Rebecca Holden, Finance Director

Attachment: [Resolution 25-212_disposal of surplus furniture through Gov Deals.pdf](#)

Attachment: [20250827163048067.pdf](#)

- 5. Consider Resolution 25-213, to adopt a revised Schedule of Authorized Positions for fiscal year 2025-2026.**
Kayce Williams, Parks and Recreation Director; Chris Clausi, HR Director

Attachment: [Resolution 25-213_Personnel Reclassification_Senior Center_.pdf](#)

Attachment: [Senior Center Memo.pdf](#)

6. Consider Resolution 25-214, to approve the purchase of Gear Extractor and Dryer for Fire Station 4.

Graig Temple, Fire Chief

Attachment: [Resolution 25-214_FS4 Extractor - Dryer X.pdf](#)

Attachment: [Resolution Memo - FS4 Gear Extractor - Dryer.pdf](#)

Attachment: [Alliance Unimac RFP.pdf](#)

7. Consider Resolution 25-215, to approve the purchase of furniture for Fire Station 4.

Graig Temple, Fire Chief

Attachment: [Resolution 25-215_FS4 Furniture.pdf](#)

Attachment: [Resolution Memo - FS4 Furniture.pdf](#)

Attachment: [Furniture RFP.pdf](#)

PREVIOUS BUSINESS (NONE)

NEW BUSINESS

1. Consider First Reading of Ordinance 25-20, (ZTA 1871-2025 Public Facilities; ZTA 1872-2025 Inactive Applications) to amend Article 8, Uses of the Unified Development Code, specifically Article 8-Table 8-1 Use Matrix, Article 8.5-Use Definitions, and Articles 13.1.A.7 and 17.5.D-Inactive Applications to Create a New Use Category for "Public Facilities" and create a process to revoke inactive applications.

Dara Sanders, Development Services Director

Attachment: [Ord 25-20_Public Facilities_Inactive Apps.pdf](#)

Attachment: [Memo Ordinance 25-20_UDC Amendments for Public Facilities and Inactive Applications_.pdf](#)

Attachment: [Ord 25-20_Exhibit A.pdf](#)

Attachment: [Ord 25-20_Exhibit B.pdf](#)

2. Consider First Reading of Ordinance 25-22, an Ordinance of the City of Spring Hill, TN, the First Amendment of the fiscal year 2025-2026 Budget.

Rebecca Holden, Finance Director

Attachment: [Ordinance 25-22.pdf](#)

Attachment: [MEMO.pdf](#)

3. Consider First Reading of Ordinance 25-23, (RZN 1869-2025 Hurt Road Rezoning) to amend Ordinance No. 18-21, the same being the Zoning Ordinance and Official Zoning Map of the City of Spring Hill, by rezoning approximately 47.52 acres of property, known as Williamson County Tax Map 166, Parcels 00609 00011166 (37.69 Acres) and parcel 00610 00011166 (9.83 acres) from Agricultural District (AG) to Institutional Campus District (IC).

Dara Sanders, Development Services Director

Attachment: [ORD 25-23_Hurt Road Rezoning_.pdf](#)

Attachment: [Memo Ordinance 25-23_Rezone City Owned Hurt Road Property_.pdf](#)

Attachment: [Map_ORD 25-23_Hurt Road Rezoning Exhibit A.pdf](#)

4. Consider First Reading of Ordinance 25-24, (RZN 1870-2025 Reservoir Rezoning) to amend Ordinance No. 18-21, the same being the Zoning Ordinance and Official Zoning Map of the City of Spring Hill, by rezoning approximately 153.41 acres of property, known as Maury County Tax Map 44, Parcel 27.00 (109 Acres) and parcel 27.03 (19.78 acres) from Planned Unit Development (PUD) Multi-Family District (R-6) to Institutional Campus District (IC).

Dara Sanders, Development Services Director

Attachment: [ORD 25-24_Reservoir Rezoning_.pdf](#)

Attachment: [Memo Ordinance 25-xx_Rezone City Owned Reservoir Property_.pdf](#)

Attachment: [Map_ORD 25-24 Reservoir Rezoning Exhibit A.pdf](#)

5. Consider Resolution 25-210, Amending The Neighborhood Traffic Calming Program (NTCP).

Tyler Scroggins, Public Works Director and Gerald Bolden, Corradino Group

Attachment: [Resolution 25-210_Amending the Neighborhood Traffic Calming Program_NTCP_.pdf](#)

Attachment: [Memo Re Amended Neighborhood Traffic Calming Program.pdf](#)

Attachment: [Redline Version of Changes.pdf](#)

Attachment: [Exhibit A - Neighborhood Traffic Calming Program_NTCP_.pdf](#)

WORK SESSION/DISCUSSION

1. Discussion on Code Enforcement Policy

Dara Sanders, Development Services Director

Attachment: [Memo Code Enforcement Policy.pdf](#)

2. Discussion on Implementation timeline for Onsite Alternative Sewer Systems

Dan Allen, ACA; Ryan LaMunyon, AGM, Spring Hill Water

3. Discussion on Compliance Update

Dan Allen, ACA, GM Utilities; Jessica Weaver, AGM, Spring Hill Water

4. Roundtable Discussion

Citizen Comments

Adjourn

Agenda Notes

Attachment: [BOMA Agenda Notes 09-02-2025 v3.pdf](#)

RESOLUTION 25-208

A RESOLUTION TO ACCEPT A TENNESSEE HIGHWAY SAFETY OFFICE GRANT TO THE POLICE DEPARTMENT

WHEREAS, the Spring Hill Police Departments Traffic Unit participates with the Tennessee Highway Safety Office with traffic enforcement and educational programs; and

WHEREAS, the Police Department has been awarded a \$65,000.00 grant from the Tennessee Highway Safety Office, Z24THS271, Community-Based Traffic Safety Enforcement and Education, to be used through September 30th, 2025; and

WHEREAS, funding is allocated to pay for overtime salaries for traffic enforcement programs, (\$58,374.00), Supplies and Capital, (\$6,626.00) by the Spring Hill Police Department; and

WHEREAS, no matching funds are required to receive this funding; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Alderman accepts the Tennessee Highway Safety Office grant, Z24THS271, Community Based Traffic Safety Enforcement and Education, of \$65,000.00 to be used by the Police Department towards Overtime Salaries, Supplies and Capital Purchases.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



REQUEST: Approval of Resolution 25-208

SUBMITTED BY: Don Brite, Chief of Police

DATE: September 2nd, 2025

RE: accept THSO grant from the State

ATTACHMENTS: Resolution
Contract and memo letter

PURPOSE: The purpose of this report is to authorize BOMA approval to accept THSO, Tn Highway Safety Office, grant for traffic division.

BACKGROUND: The Police Department applied for and received funding for the THSO grant which expires September 30th, 2025. Funding is for traffic enforcement, DUI checkpoints, and equipment. This is a non-matching grant, the State will reimburse the City for all expenditures.

Proposal Details: The department requests approval to accept the grant.

FINANCIAL IMPACT:

\$65,000.00 total grant awarded.

\$58,374.00 for salaries for traffic enforcement.

\$6,626.00 for equipment.

STAFF RECOMMENDATION: APPROVAL



TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY
TENNESSEE HIGHWAY SAFETY OFFICE

THS-10
(10-12)

GRANT MODIFICATION FORM
Grant Period: 10/01/2024 to 09/30/2025

Grantee: Spring Hill Police Department **Grant Title:** Enforcement of Tennessee Driving Under the Influence Laws
Fax Number: (931) 148-3433 **Phone Number:** (931) 148-2252

Requests Modification of Highway Safety Grant Number: 154ENFDG-25-137

Description of Requested Changes Including Cost Estimates:
Requesting Modification to move some of the equipment funds (\$8374.00) to overtime budget.

Please check all that apply:

Programmatic Change:
(Goals / Tasks)

Budget Change:
(Change in cost category)

Item cost ≥ \$10,000:
(Cost per item)

SPECIFIC CHANGES REQUESTED ARE AS FOLLOWS:

TOTAL GRANT BUDGET MODIFICATION
Please complete all fields using the most current budget

COST CATEGORY	EXISTING ALLOCATION	CHANGES (+ or -)	AMENDED ALLOCATION
A PERSONNEL SERVICES	\$50,000.00	\$8,374.00	\$58,374.00
B PROFESSIONAL FEES	\$0.00		\$0.00
C NON-PERSONNEL	\$15,000.00	-\$8,374.00	\$6,626.00
D TRAVEL	\$0.00		\$0.00
E OTHER NON-PERSONNEL	\$0.00		\$0.00
F INSURANCE	\$0.00		\$0.00
G CAPITAL PURCHASES	\$0.00		\$0.00
H INDIRECT COSTS	\$0.00		\$0.00
I TOTAL	\$65,000.00	\$0.00	\$65,000.00

ALL OTHER TASKS AND REQUIREMENTS OF THIS GRANT REMAIN UNCHANGED.

Submitted by: Stephanie Watson 06/09/2025
Grant Project Director Date

Recommended by: Stephanie Watson 06/09/2025
THSO Program Manager (Requires Mgt. Initial) Date

Approved by: THSO Admin 07/08/2025
Director, THSO Date

EFFECTIVE DATE OF CHANGE: 07/03/2025

ATTACHMENT ONE
PAGE 1

GRANT BUDGET	
Agency Name: Spring Hill Police Department	
Project Title: Enforcement of Tennessee Driving Under the Influence Laws	
The grant budget line-item amounts below shall be applicable only to expense incurred during the following	
Applicable Period: BEGIN: 10/01/2024 END: 09/30/2025	

POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1 & 2	Salaries, Benefits & Taxes	\$50,000.00	\$0.00	\$50,000.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$15,000.00	\$0.00	\$15,000.00
11, 12	Travel, Conferences & Meetings	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$65,000.00	\$0.00	\$65,000.00

1. Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted online at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-11/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

2. Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE/ GRANT & AWARD	AMOUNT
	\$0.00
TOTAL	\$0.00

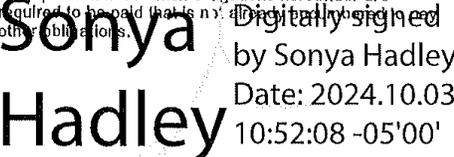
GRANT BUDGET LINE-ITEM DETAIL:

OTHER NON-PERSONNEL	AMOUNT
	\$0.00
TOTAL	\$0.00

GRANT BUDGET LINE-ITEM DETAIL:

CAPITAL PURCHASE	AMOUNT
	\$0.00
TOTAL	\$0.00

06.25.24v2.GG

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)					
Begin Date		End Date		Agency Tracking #	Edison ID
October 01, 2024		September 30, 2025		Z25THS286	83667 (ID)
Grantee Legal Entity Name				Edison Vendor ID	
Spring Hill Police Department				2036	
Subrecipient or Recipient		Assistance Listing Number - 20.607			
<input checked="" type="checkbox"/> Subrecipient					
<input type="checkbox"/> Recipient		Grantee's fiscal year end - June 30			
Service Caption (one line only)					
Enforcement of Tennessee Driving Under the Influence Laws					
Funding --					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2025		\$65,000.00			\$65,000.00
TOTAL:		\$65,000.00			\$65,000.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive Selection		Grants will be awarded based on the highest scores, data, and funding availability. Law enforcement grants will be awarded based on data provided by the Department of Safety and Homeland Security's Tennessee Integrated Traffic Analysis Network (TITAN) business unit. Data is imported into a funding allocation tool which places a dollar amount per county based on the data provided by TITAN.			
<input type="checkbox"/> Non-competitive Selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already obligated or otherwise obligated.				CPO USE - GG	
Digitally signed by Sonya Hadley Date: 2024.10.03 10:52:08 -05'00' 					
Speed Chart (optional)		Account Code (optional)			

06.25.24v2.GG

**GRANT CONTRACT
 BETWEEN THE STATE OF TENNESSEE,
 DEPARTMENT OF SAFETY AND HOMELAND SECURITY
 AND
 Spring Hill Police Department**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Safety and Homeland Security, hereinafter referred to as the "State" or the "Grantor State Agency" and Spring Hill Police Department, hereinafter referred to as the "Grantee," is for the provision of implementing a highway safety grant, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edlson Vendor ID # 2036

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The Grantee shall undertake Impaired Driving Countermeasures Highway Safety Project(s) as defined in the Tennessee Highway Safety Plan and may include: training for prosecutors and law enforcement officials in driving under the influence (DUI) prosecution techniques and reporting; law enforcement activities to decrease the number of DUI crashes; toxicology testing and training to reduce the backlog of pending DUI cases, youth programs designed to prevent the purchase and use of alcohol and DUI related crashes; programs to reduce DUI repeat offender behavior; designated driver programs; and programs to improve prosecution and reduce the backlog of DUI cases pending in courts.
- A.3. General Grant Requirements. The Grantee shall prepare and submit to the State claims and status reports at a minimum of quarterly on the form specified by the State, for the quarters of the Federal Fiscal Year ending December 31, March 31, June 30, and September 30. All claims and status reports are due in the State office no later than the first (1st) of the second month following the end of the covered reporting period as shown below:

Monthly Claims and Status Reports	
Reporting Period	Due Date
October	December 1st
November	January 1st
December	February 1st
January	March 1st
February	April 1st
March	May 1st
April	June 1st
May	July 1st
June	August 1st
July	September 1st
August	October 1st
September	November 1st

06.25.24v2.GG

Quarterly Claims and Status Reports	
Reporting Period	Due Date
October 1 through December 31	February 1st
January 1 through March 31	May 1st
April 1 through June 30	August 1st
July 1 through September 30	November 1st

The Grantee agrees:

- a. To prepare and submit to the State a final report for each grant, on the form specified by the State, thirty (30) days following the final quarter.
- b. That all manufactured products used in implementing the project which is funded under this Grant Contract are produced in the United States, in accordance with Section 165 of the Surface Transportation Act of 1982 (Pub.L. 97-424; 96 Stat. 2097), unless the Secretary of Transportation has determined under Section 165 that it is appropriate to waive this requirement.
- c. To comply with the Buy America requirement (23 U.S.C. § 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than twenty-five percent (25%). In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.
- d. To comply with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- e. To not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
- f. That it is encouraged to adopt and enforce, in accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential Initiative. Information and resources on traffic safety programs and policies for employers, including information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives, are available from the Network of Employers for Traffic Safety (NETS®, <https://trafficsafety.org/>), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. Information on statistics, campaigns, and program evaluations and references are available through NHTSA (www.nhtsa.gov).
- g. That, to receive funds under this Grant Contract, it has an acceptable financial management system pursuant to 49 CFR § 18.20.
- h. To identify, report, and use any Program Income generated from grant funds as defined in 23 CFR Part 1200.34.

06.25.24v2.66

- i. That, to receive funds under this Grant Contract, it has an acceptable procurement system pursuant to 49 CFR § 18.36.
- j. To assist the State in meeting the requirements of subrecipient monitoring and to permit the State and the U.S. Department of Transportation to inspect the Grantee's records as deemed necessary for grant monitoring purposes. The Grantee shall be aware that subrecipient monitoring is not the same as program monitoring and is conducted independently, although some Grantee activities may be monitored by both State program personnel and State subrecipient monitoring personnel. One aspect of the Grantee's assistance shall be that the Grantee have a written policy, and submit it to the State upon request, that clearly explains how the Grantee meets the U.S. Department of Labor's Fair Labor Standards Act's requirements for hours of work and overtime pay (see <https://www.dol.gov/agencies/whd/flsa>).
- k. That facilities and equipment acquired under this Grant Contract for use in the highway safety program shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of the Grantee, may cause the same to be used and kept in operation for highway safety purposes.
- l. That, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing the project funded in whole or in part with federal funds, such documents clearly state: 1) the percentage of the total cost of the project which will be financed with federal funds, and 2) the dollar amount of federal funds for the project.
- m. All law enforcement grantees must submit campaign data into the State's Tennessee Highway Safety Office ("THSO") website within two (2) weeks following conclusion of a National Highway Transportation Safety Administration ("NHTSA") campaign.

A.4. Drug-Free Workplace. The Grantee further agrees:

- a. To notify each employee engaged in the performance of this Grant Contract and to notify each such employee that as a condition of employment, he or she will abide by the terms of the Drug-Free Workplace Statement and notify his or her employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Notification by Grantee to employee shall take place by delivering a copy of the Drug-Free Workplace Guidelines established by the Tennessee Department of Human Resources to each employee.
- b. That, upon notification from an employee of any criminal drug statute conviction, the Grantee shall notify the State within ten (10) days after receiving notice from an employee of any criminal drug statute conviction.
- c. To take the following two (2) actions, within thirty (30) days of receiving notice from an employee of any criminal drug statute conviction, as provided in the second preceding paragraph:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- d. To make a good faith effort to continue to maintain a drug free workplace through implementation of the subject matter of the three (3) preceding paragraphs.

06.25.24v2 GG

- A.5. Interacting with Individuals under eighteen (18) years of age. This provision shall only apply if it is indicated that a purpose of any or all of the activities to be carried out under this Grant Contract is to benefit a set of individuals under eighteen (18) years of age ("Participating Minors"). If the purpose of any or all of the activities to be carried out under this Grant Contract is to benefit a set of Participating Minors, the Grantee, and any Subgrantee, shall make determinations of suitability for interacting with Participating Minors as set forth in federal guidelines. This determination of suitability must be made before individuals, regardless of employment status with the Grantee or Subgrantee, may interact with Participating Minors.
- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. This Grant Contract document with any attachments.
 - b. The Tennessee Highway Safety Office Grants Management Manual, including all federal certifications and assurance in Appendix A, located at <http://tntrafficsafety.org/grant-management-manual>.
 - c. The Grantee's application as marked "Grant Awarded" in TN Grants located at www.THSOGrants.org.
- A.7. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment Two, is incorporated in this Grant Contract.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on October 01, 2024 ("Effective Date") and extend for a period of twelve (12) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Sixty Five Thousand Dollars and Zero Cents (\$65,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment One is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A. of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as

06.25.24v2.GG

they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Department of Safety and Homeland Security
Tennessee Highway Safety Office
Tennessee Tower, 25th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Tennessee Department of Safety and Homeland Security / Tennessee Highway Safety Office.
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— It must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
 - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
 - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this Section C.5.

- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may request revisions of Grant Budget line-items by letter, giving full details supporting such request, provided that such revisions do not increase total Grant Budget amount. Grant Budget line-item revisions may not be made without prior,

06.25.24v2.GG

written approval of the State in which the terms of the approved revisions are explicitly set forth. Any increase in the total Grant Budget amount shall require a Grant Contract amendment.

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for Indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Central Procurement Office Policy Statement 2013-007 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other

06.25.24v2 GG

agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.

- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.
- D. **STANDARD TERMS AND CONDITIONS:**
- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the

06.25.24v2.GG

section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.

- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Clyde "Buddy" Lewis, Director
Tennessee Department of Safety and Homeland Security
Tennessee Highway Safety Office
Tennessee Tower, 25th Floor
312 Rosa L. Parks Avenue
Nashville, Tennessee 37243
Telephone #: (615) 741-2589

The Grantee:

Thomas Gray, FTO

06.25.24v2.GG

Spring Hill Police Department
 199 Town Center Parkway
 Spring Hill, Tennessee 37174
 Email Address: tgray@springhilltn.org
 Telephone #: 931486-2252
 FAX #: 931486-3433

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. As applicable, the State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

06.25.24v2 GG

- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

06.25.24v2 GG

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.
- At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.
- The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.
- For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds ten thousand dollars (\$10,000.00).

06.25.24v2.GG

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 through 67-6-608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.

06.25.24v2 GG

- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

13

06.25.24v2 GG

- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. [This provision only applies if the Maximum Liability in Section C.1. is \$30,000.00 or more]

Federal Funding Accountability and Transparency Act (FFATA).

This Grant Contract requires the Grantee to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable FFATA requirements, including but not limited to those below, are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
 - (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:

06.25.24vz GG

- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
- ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and sub awards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or § 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant Contract is established.
- c. If this Grant Contract is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant Contract becomes effective.
- d. The Grantee will obtain a Unique Entity Identifier (SAM) and maintain its number for the term of this Grant Contract. More information about obtaining a Unique Entity Identifier can be found at: <https://www.gsa.gov>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant Contract for which the State may terminate this Grant Contract for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

15

06.25.24v2 GG

IN WITNESS WHEREOF,

Spring Hill Police Department:

	SEP 20, 2024
GRANTEE SIGNATURE	DATE

Jim Nagaman Mayor City of Spring Hill
PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF SAFETY AND HOMELAND SECURITY: Received/TDOSHS Commissioner's Office
09/25/2024

Jeff Long - SBG	Digitally signed by Jeff Long - SBG Date: 2024.09.27 17:36:25 -05'00'
JEFF LONG, COMMISSIONER	DATE

ATTACHMENT ONE
PAGE 1

GRANT BUDGET
Agency Name: Spring Hill Police Department
Project Title: Enforcement of Tennessee Driving Under the Influence Laws
The grant budget line-item amounts below shall be applicable only to expense incurred during the following
Applicable Period: BEGIN: 10/01/2024 END: 09/30/2025

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1 & 2	Salaries, Benefits & Taxes	\$50,000.00	\$0.00	\$50,000.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$15,000.00	\$0.00	\$15,000.00
11, 12	Travel, Conferences & Meetings	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$65,000.00	\$0.00	\$65,000.00

¹. Each expense object line-item is defined by the U.S. OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted online at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-11/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office-cpo-library-.html>).

². Applicable detail follows this page if line-item is funded.

ATTACHMENT ONE
PAGE 2

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE/ GRANT & AWARD	AMOUNT
	\$0.00
TOTAL	\$0.00

GRANT BUDGET LINE-ITEM DETAIL:

OTHER NON-PERSONNEL	AMOUNT
	\$0.00
TOTAL	\$0.00

GRANT BUDGET LINE-ITEM DETAIL:

CAPITAL PURCHASE	AMOUNT
	\$0.00
TOTAL	\$0.00

06.25.24v2.GG

ATTACHMENT TWO

Federal Award Identification Worksheet

Subrecipient's name (must match name associated with its Unique Entity Identifier (SAM))	Spring Hill Police Department
Subrecipient's Unique Entity Identifier (SAM)	■ JSQJXQ8N45
Federal Award Identification Number (FAIN)	69A37524300001540TNA
Federal award date	10/01/2024
Subaward Period of Performance Start and End Date	10/01/2024 - 09/30/2025
Subaward Budget Period Start and End Date	10/01/2024 - 09/30/2025
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	20.607, Alcohol Open Container
Grant contract's begin date	10/01/2024
Grant contract's end date	09/30/2025
Amount of federal funds obligated by this grant contract	\$65,000.00
Total amount of federal funds obligated to the subrecipient	\$65,000.00
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$13,662,766.00
Federal award project description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	Alcohol Open Container
Name of federal awarding agency	National Highway Traffic Safety Administration (NHTSA)
Name and contact information for the federal awarding official	Atlanta Federal Center 61 Forsyth Street, SW Atlanta, GA 30303 Phone: (404) 562-3739 Fax: (404) 562-3763 E-mail: Region4@dot.gov
Name of pass-through entity	Tennessee Department of Safety and Homeland Security, Tennessee Highway Safety Office
Name and contact information for the pass-through entity awarding official	Buddy Lewis, Director Tennessee Highway Safety Office Tennessee Tower, 25th Floor 312 Rosa L. Parks Avenue Nashville, TN 37243 Telephone #: (615) 741-2589
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.332 for information on type of indirect cost rate)	0%



Tennessee Department of Safety & Homeland Security
Tennessee Highway Safety Office

SIGNATURE AUTHORITY CONSENT FORM

I Jim Hagaman as the Mayor, City of Spring Hill of
Name of Person Granting Signature Authority (Printed) Title of Person Granting Authority

Spring Hill Police Dept. hereby grant the person(s) identified below signatory authority
Name of Organization Receiving Grant

for the 2024-2025 grant awarded by the Tennessee Highway Safety Office. The following individual or individuals are entitled to sign all grant related documents on behalf of my organization.

Chief Dan Brite
Name and Title (Printed)

[Signature]
Signature

Sgt. Chad Kravgs
Name and Title (Printed)

[Signature]
Signature

FTO Thomas Gray
Name and Title (Printed)

[Signature]
Signature

The above signatory authority granted to the above individual(s) may be revoked by me or by my organization at any time by written notice to the Tennessee Highway Safety Office.

[Signature]
Signature of Person Granting Authority

9-20-24
Date

RESOLUTION 25-209

A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025-2026

WHEREAS, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

WHEREAS, a position allocation for a building inspector was authorized as part of the Comprehensive Budget 2025-2026 and is currently vacant; and

WHEREAS, the opportunity to implement a new staffing structure has occurred since the adoption of the budget; and

WHEREAS, industry standards for cities comparable to Spring Hill utilize one or more plans examiners to support one building official; and

WHEREAS, this reclassification of a building inspector (pay grade "H") to a residential plans examiner (pay grade "I") will benefit Spring Hill's customers and improve the City's review and response times for residential applications for both new and existing alterations.

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

Approve the reclassification of a building inspector position to a residential plans examiner.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September, 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



REQUEST: Resolution 25-209
SUBMITTED BY: Dara Sanders, Development Services Director
DATE: September 2, 2025
RE: Development Services Personnel Reclassification

BACKGROUND:

The Development Services Department Codes Division includes four (4) Building Inspectors that are responsible for performing new construction inspections to ensure compliance with federal, state and local regulations.

A typical staffing approach for a Codes Division within a city comparable to Spring Hill includes one Building Official, a Senior Plans Examiner, and a Residential Plans Examiner. The Plans Examiners perform the bulk of the review and approval work and utilize the Building Official to support the approval of large, complex projects and to provide building code interpretations. This support structure allows the Building Official to focus on operations, policy, employee training and management, and assisting the Department and City leadership.

PROPOSAL:

To convert one (1) Codes Inspector (pay grade "H") position to a Residential Plans Examiner (pay grade "I").

DISCUSSION:

Spring Hill's Chief Building Official position was vacated this year, and the vacant position was recently awarded to the City's Deputy Building Official. This shift in personnel has presented an opportunity to restructure the Codes Division to align with industry standards and to improve operations, customer service, and predictability.

This reclassification is expected to result in an improvement in operations in the Codes Division. Staff is requesting to reclassify a vacant Building Inspector position to Residential Plans Examiner.

On August 5, 2025, the Board of Mayor and Aldermen approved a request to reclassify the Deputy Building Official position (Pay Grade K) to the Senior Plans Examiner position (Pay Grade J), resulting in salary cost savings. As a result of those cost savings, this request to will not result in an increase to the Development Services Department salaries budgeted for fiscal year 2025-2026.

RESOLUTION 25-211

A RESOLUTION APPROVING AMENDMENT TO WASTE MANAGEMENT CONTRACT AND TIPPER RELEASE OF LIABILITY

WHEREAS, the City of Spring Hill's Water Reclamation Facility contracts with Waste Management for disposal and hauling of sludge to the Cedar Ridge Landfill; and

WHEREAS, the City of Spring Hill presented Resolutions 24-160 and 25-09 for the purchase of an International truck and four (4) trailers, which will allow the City to begin hauling sludge to the landfill without relying on contracted services.; and

WHEREAS, to accommodate this change in hauling/transportation, Waste Management has provided an amended Exhibit A which removes the transportation haul fees from the current contract exhibit A and itemizes a \$75.00 tipping fee that is applicable to each load; and

WHEREAS, located at the Waste Management Cedar Ridge Landfill, Mr. Built's Inc. (MBI) owns a piece of equipment called a "tipper," which is used to lift trailers for dumping. Mr. Built's Inc. (MBI) contracts directly with Waste Management for the use of this equipment, and the City will be required to utilize the tipper for each load. To comply with these requirements, Mr. Built's Inc. (MBI) requires completion of the Tipper Release Form; and

WHEREAS, this change in hauling will provide expected annual cost savings of \$275,000; and

WHEREAS, City staff recommends approval the amended Waste Management contract Exhibit A and the approval of Mr. Built's Inc. Tipper Release Form; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Alderman approve the amendment of the Waste Management Exhibit A and the Mr. Built's Inc. Tipper Release Form and authorize the Mayor to execute both.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 25-211*
SUBMITTED BY: Ryan LaMunyon, AGM-Reclamation
DATE: September 2, 2025
RE: Approval of amendment to Waste Management Contract and Mr. Built's Inc. (MBI) Tipper Release of Liability
ATTACHMENTS: Exhibit A; Exhibit B

PURPOSE:

The purpose of this resolution is to approve both the amendment of Waste Management contract Exhibit A and the approval of the Mr. Built's Inc. Tipper Release Form.

BACKGROUND:

The City of Spring Hill contracts with Waste Management for the disposal and hauling/transportation of sludge produced by the Water Reclamation Facility (WRF). The hauling services are performed by Mr. Built's Inc. (MBI), who is contracted separately through Waste management

Resolutions 24-160 and 25-09 were approved for the purchase of an International truck and four (4) trailers, which would allow the City to haul sludge to the landfill without relying on contracted services. To accommodate this change, Waste Management has provided an amended exhibit A that removes related transportation fees and adds a tipping/disposal fee which is currently collected in the current contract exhibit A.

At the Waste Management Cedar Ridge Landfill, Mr. Built's Inc. (MBI) owns a piece of equipment called a "tipper," which is used to lift trailers for dumping. Mr. Built's Inc. (MBI) contracts directly with Waste Management for the use of this equipment, and the City will be required to utilize the tipper for each load. To comply with these requirements, Mr. Built's Inc. (MBI) requires completion of the Mr. Built's Inc. Tipper Release Form and insurance to be completed.

FINANCIAL IMPACT:

The change in hauling will provide an approximate annual cost savings of \$275,000.



STAFF RECOMMENDATION:

City staff recommends approval of Resolution 25-211 to approve the amended Waste Management contract Exhibit A and the approval of the Mr. Built's Inc. Tipper Release Form.



Industrial Waste & Disposal Services Agreement

Exhibit A

F. COMMENTS

See Attached

- The Company reserves the right to refuse any load or discontinue any waste stream should such waste pose a threat to human health or safety, prove to be operationally challenging, or is in violation of any Company permit.
- All loads must be accompanied by proper shipping paper.
- If the Company received authorization to make changes to your waste profile during the approval process, your acceptance and execution of this Exhibit A confirms the accuracy of the changes.
- If WM (or a WM contracted hauler) is not providing the transportation services, you must ensure that the transporter is licensed and approved to haul the applicable Special Waste and/or Hazardous Waste. All third-party transporters must comply with WM safety requirements and procedures (including without limitation, wearing a hard hat, safety glasses, steel-toe boots, and safety vest). If transporting to a Chemical WM facility, a Tyvek suit and respirator are also required. Please review and abide by safety information by visiting WMSolutions.com/safety.
- Prices quoted herein are valid for 30 days. Unless WM is hired for this project prior to the expiration of this 30 day period in which case pricing remains valid in accordance with the terms of the Service Agreement.
- Pricing is based on the information provided on your profile and the representative data previously submitted. Charges incurred for additional services not listed above will be subject to standard rates and, payment of the invoice represents mutual agreement of those charges.
- The Energy Surcharge percentage can fluctuate on a weekly basis; please see www.wm.com/esc for more information on the Energy Surcharge and its calculation and historical values. The actual percentage rate applied to the total project invoice will be determined on the date each load is received.
- For profiled waste, facility and generator conditions will be listed in Industrial and Hazardous Waste Solutions | WMSolutions.com Account under the WAM Approval Form upon final approval confirmation. All completed profile approval form(s) including any generator conditions and special handling instructions in such form(s) also shall be part of this Industrial Waste & Disposal Services Agreement and binding upon Customer. Your execution of this Exhibit A confirms that you have read, understand, and agree to such generator conditions and special handling instructions.

The work contemplated by this Exhibit A is to be done in accordance with the terms and conditions of the Industrial Waste & Disposal Services Agreement or other contractual agreement between the parties dated: 02/26/2007

YOUR ACCEPTANCE OF THESE TERMS CREATES A BINDING AGREEMENT AS FOLLOWS: (I) TYPE OR SIGN YOUR NAME AND TITLE WHERE INDICATED BELOW OR (II) YOUR TENDER OR DELIVERY TO COMPANY OF THE INDUSTRIAL WASTE DESCRIBED IN THE COMPANY APPROVED PROFILE SHEET AND (IF APPLICABLE) CONFIRMATION LETTER SHALL CONSTITUTE YOUR ACCEPTANCE OF THESE TERMS WITHOUT YOUR SIGNATURE.

COMPANY		CUSTOMER	
By: _____	Date: _____	Signature: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

QUESTIONS? CALL 800 963 4776 FOR ASSISTANCE

Last revised on December 12, 2016
©2016 Waste Management

Mr. Bult's Inc. Tipper Release

_____ (herein called "CARRIER") assumes all responsibility for any injuries or other losses that may occur as the result of the tipper being in the care, custody, control or use by someone other than Mr. Bult's employees. Further, CARRRIER agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless Mr. Bult's Inc. and it's officers, shareholders, directors, agents, representatives, and successors from and against any and all claims, suits, actions, proceedings, losses, liabilities, or expenses (including attorneys' fees and all court costs and other expenses) arising out of or in connection with the use and or operation of the tipper. CARRIER shall provide Mr. Bult's Inc. with a certificate of insurance listing Mr. Bult's Inc, its subsidiaries and affiliates as additional insured on the Automobile Liability and Commercial General Liability policies, to the full extent of policies limits but not less than the limits and description list on page 2, and a waiver of subrogation on the Automobile Liability, Commercial General Liability, and Workers Compensation policies. CARRIER's coverage shall be primary and non-contributory to any insurance available to Mr. Bult's Inc, its subsidiaries, and affiliates.

Mr. Bult's make no guarantees of availability of tipper and may stop CARRIER at any time for convenience from using Mr. Bult's tipper.

CARRIER represents and warrants that its employees, agents, representatives, workers and contractors have the experience, knowledge and skills to properly operate the Tipper and that Mr. Bult's has no obligation to train CARRIER in their use of tipper. Carrier represents and warrants all equipment utilizing Mr. Bult's tipper has been designed by the OEM to safely dump on Mr. Bult's tipper and Mr. Bult's has no liability regardless of any prior communication.

CARRIER or WM will provide Mr. Bult's a monthly report of the number of tips during the previous month no later than 1 week after the preceding month. Mr. Bult's will invoice WM and WM shall pay Mr. Bult's. If WM fails to pay Mr. Bult's within 30 days of properly submitted invoices Carriers shall not be permitted to utilize the tipper until payment has been received.

By:	
Name:	
Title:	

By:	
Name:	Mr. Bult's Inc.
Title:	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 8/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insured COMPANY PROVIDING CERTIFICATE OF INSURANCE	CONTACT NAME: To Request a Certificate PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ EMAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
---	---

REVISION NUMBER: _____

COVERAGES **CERTIFICATE NUMBER: 596909696**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC OTHER: _____	X X		11/15/2016	11/15/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (EA OCCUR/OCCUR) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X X		11/15/2016	11/15/2017	COMBINED SINGLE LIMIT (EA OCCUR) \$2,000,000 SOCIAL INJURY (Per person) \$ SOCIAL INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB- EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$: _____					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A		11/15/2016	11/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						

CERTIFICATE HOLDER Mr. Builts, Inc. 2627 E 139th St Burnham, IL 60633	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

© 1988-2014 ACORD CORPORATION. All rights reserved.

Name/Address

Last:	First:	Middle Initial:	Title
Name of Business:			Tax I.D. Number
Address:			
City:	State:	ZIP:	Phone:

Company Information

Type of Business:	In Business Since:			
Legal Form Under Which Business Operates:				
Corporation <input type="checkbox"/>	Partnership <input type="checkbox"/>	Proprietorship <input type="checkbox"/>		
If Division/Subsidiary, Name of Parent Company:	In Business Since:			
Name of Company Principal Responsible for Business Transactions:	Title:			
Address:	City:	State:	ZIP:	Phone:
Name of Company Principal Responsible for Business Transactions:	Title:			
Address:	City:	State:	ZIP:	Phone:

Bank References

Institution Name:	Institution Name:	Institution Name:
Checking Account #:	Savings Account #:	Home Equity Loan: Loan Balance:
Address:	Address:	Address:
Phone: Fax:	Phone: Fax:	Phone: Fax:

Trade References

Company Name:	Company Name:	Company Name:
Contact Name:	Contact Name:	Contact Name:
Address:	Address:	Address:
Phone: Fax:	Phone: Fax:	Phone: Fax:
Account Opened Since:	Account Opened Since:	Account Opened Since:
Credit Limit:	Credit Limit:	Credit Limit:
Current Balance:	Current Balance:	Current Balance:

I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied for in order to verify the information contained herein.

Signature *Title* *Date*

RESOLUTION 25-212

A RESOLUTION OF THE CITY OF SPRING HILL, TENNESSEE, AUTHORIZING THE DISPOSAL OF SURPLUS FURNITURE THROUGH GOVDEALS

WHEREAS, the Finance Department of the City of Spring Hill has identified certain office furniture and equipment that is no longer needed for city operations; and

WHEREAS, pursuant to the City of Spring Hill purchasing policies and procedures, surplus items may be disposed of in a manner that is in the best interest of the City through Gov Deals; and

WHEREAS, GovDeals, an online auction platform for government surplus, provides a secure and efficient method for selling surplus property to the public; and

WHEREAS, the Board of Mayor and Aldermen finds it to be in the best interest of the City to dispose of the surplus furniture through GovDeals to recover value for items that are no longer useful to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, AS FOLLOWS:

1. The Finance Director is hereby authorized to list and sell the surplus furniture from the Finance Department through GovDeals.
2. Any proceeds from the sale shall be deposited into the City's general fund.
3. The Finance Department shall maintain proper documentation of all items sold, including descriptions, serial numbers (if applicable), and final sale amounts.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 2nd day of September, 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

APPROVED AS TO FORM:

Patrick Carter, City Attorney



MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Rebecca Holden, Finance Director

DATE: August 27, 2025

SUBJECT: Authorization to Dispose of Surplus Furniture via GovDeals

The Finance Department has identified various office furniture items that are no longer needed for daily operations. These items have been evaluated and determined to be surplus to the City's current needs.

To ensure proper disposal in accordance with the City's purchasing policies, I am requesting approval of the attached resolution, which authorizes the Finance Department to list and sell these surplus items through GovDeals, an online government auction platform. This process will allow the City to recover value for these items while ensuring proper documentation and compliance with disposal procedures.

Proceeds from the sale will be deposited into the City's general fund.



OFFICE OF THE FINANCE DIRECTOR

199 Town Center Parkway • Spring Hill, Tennessee 37174

931-486-2252, ext 263 Social media icons for Instagram, Facebook, YouTube, and Twitter.

www.springhilltn.org

RESOLUTION 25-213

A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025-2026

WHEREAS, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

WHEREAS, the Senior Center is currently staffed by two part-time Recreation Assistants of equal rank and title, without a designated lead position to oversee day-to-day operations; and

WHEREAS, the duties, responsibilities, and daily operations of the Senior Center more appropriately require a supervisory employee with the title of Senior Center Coordinator, rather than Recreation Assistant; and

WHEREAS, this reclassification will allow the Senior Center to extend operating hours, expand programming for seniors, and provide needed support for large community events; and

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

Approve the reclassification of one part-time Recreation Assistant position to a full-time Senior Center Coordinator position at pay grade "F."

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September, 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



REQUEST: *Approval of reclassification of one part-time Recreation Assistant position to a full-time Senior Center Coordinator position.*

SUBMITTED TO: Board of Mayor and Aldermen

SUBMITTED BY: Kayce Williams, Parks and Recreation Director

DATE: August 28, 2025

BACKGROUND:

The Senior Center provides essential programs and services for one of our most vulnerable populations. Currently, the facility is staffed only by two part-time Recreation Assistants with no designated staff member responsible for oversight. This leaves a gap in supervision and continuity of service. By converting one part-time position to a full-time Senior Center Coordinator, the city can ensure that the Senior Center has a dedicated professional overseeing day-to-day operations, coordinating programming, and ensuring our visitors receive consistent, high-quality services.

The Coordinator will also help expand hours of operation and introduce new programs that further enrich the lives of our senior residents, while assisting with large community events as needed.

FINANCIAL IMPACT:

The cost to reclassify one part-time Recreation Assistant to a full-time Senior Center Coordinator (Pay Grade F at \$22/hour) for the 10 months remaining in FY25 is \$63,412.61. This amount covers wages, taxes, estimated benefits, and overtime. Funding will be provided through a \$25,862.65 budget reallocation from the Recreation division to the Senior Center division (44420), with the remaining \$37,549.96 covered by Fund Balance.

The total annual cost of the Senior Center Coordinator position is \$78,862, representing an increase of \$52,999 compared to the cost of the part-time Recreation Assistant it replaces.

STAFF RECOMMENDATION:

Staff recommends approval of the attached Resolution 25-213, authorizing the reclassification of one part-time Recreation Assistant to a full-time Senior Center Coordinator, adoption of the necessary budget amendment, and assignment of the position at pay grade "F." This change will ensure effective leadership of the Senior Center, allow for expanded services and programs for Spring Hill seniors, and provide additional event support as needed.

RESOLUTION 25-214

A RESOLUTION TO APPROVE THE PURCHASE OF GEAR EXTRACTOR AND DRYER FOR FIRE STATION #4

WHEREAS, the City of Spring Fire Department operates a career fire department that responds to all hazards within the city; and

WHEREAS; the Fire Department will be placing a new station, Fire Station #4, in service in November of this year; and

WHEREAS; the department conducted an open RFP process for interested vendors to review specifications and submit bids for the Turnout Gear Extractor and Dryer units; and

WHEREAS, the department has previously approved funds in the total project costs for FF&E, and the department upon opening the RFPs have reviewed all bids and pricings and has selected a suitable vendor.

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen to approve the purchase of furniture from Alliance Laundry Systems in the amount of \$40,054.74

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



REQUEST: **Approval of Resolution 25-214**

SUBMITTED BY: **Graig Temple, Fire Chief**

DATE: **September 2, 2025**

RE: **To award RFP Vendor for Fire Station 4 Turnout Gear Extractor and Dryer**

PURPOSE:

The purpose of this resolution is to award the purchase of Fire Station 4 Turnout Gear Extractor and Dryer to the vendor who was selected following the RFP Process.

BACKGROUND:

Fire Department conducted an RFP process and solicited bids for specific turnout gear laundry appliances. Following a review of the submitted RFP packets and comparing the specifications and prices from each vendor, a vendor has been selected.

FINANCIAL IMPACT:

Funding for these items are part of the already approved budget for Fire Station 4; however, funding was not included in the FY26 budget line, so this correction will be made in Budget Amendment #1 under Capital Projects FF&E.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 25-214 to award the purchase of the Gear Extractor and Dryer to the vendor Alliance Laundry Systems in the amount of \$40,054.74.

CITY OF SPRING HILL, TENNESSEE
CONTRACT DOCUMENTS
&
SPECIFICATIONS
FOR
SPRING HILL FIRE DEPARTMENT FIRE TURNOUT GEAR WASHER/EXTRACTOR
AND PPE DRYING CABINET



July 25, 2025

REQUEST FOR PROPOSALS

For Spring Hill Fire Department – Fire Station 4 Turnout Gear Washer/Extractor and
PPE Drying Cabinet

City of Spring Hill, Tennessee

Sealed Bids will be received by the City of Spring Hill, Tennessee, for Spring Hill Fire Department at City Hall, 199 Town Center Parkway (**for hand delivery or courier service**), P.O. Box 789 (**for regular mail service**) Spring Hill, Tennessee 37174, on or before August 21, 2025 at 2:00pm. The envelope containing the bid must be sealed and plainly marked "Bid for Spring Hill Fire Department Turnout Gear Washer/Extractor & PPE Drying Cabinet"

Bids must be made on the Bid Form and in accordance with Instructions to Bidders furnished by the City of Spring Hill.

The defined terms appearing in the General Specifications apply to all Contract Documents.

The City reserves the right to reject any or all Bids, to waive irregularities and/or informalities in any Bids, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

INSTRUCTIONS TO BIDDERS
SPRING HILL FIRE DEPARTMENT TURNOUT GEAR WASHER/EXTRACTOR & PPE DRYING
CABINET

1. RECEIPT AND OPENING OF BIDS

The City of Spring Hill invites and will receive Bids on the forms attached hereto, all information on which must be appropriately completed. Bids will be received at City Hall until 2:00 p.m. on August 21, 2025, and publicly opened and read aloud on the aforesaid date. The envelopes containing the Bids must be sealed and addressed to April Goad, City Recorder, 199 Town Center Parkway (*for hand delivery or courier service*), P.O. Box 789 (*for regular mail service*), Spring Hill, TN 37174 and plainly marked "Bid for Spring Hill Fire Department – Turnout Gear Washer/Extractor & PPE Drying Cabinet".

2. PREPARATION OF THE BID

All Bids shall be made on the Bid Form attached hereto and shall give the amount of bids and must be signed by the Bidders.

If a unit price or a lump sum already entered by the Bidder on the Bid Form is to be altered, it shall be crossed out with ink and the new unit price or lump sum bid entered above or below it, and initialed by the Bidder in ink.

Each Bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, its address, and plainly marked "Bid for Spring Hill Fire Department Turnout Gear Extractor & Dryer". If forwarding by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed as specified in the Invitation to Bid. The City may consider as irregular any Bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Bids.

Any Bid may be withdrawn prior to the above-scheduled time for the opening of Bids or authorized postponement thereof.

Any Bid received after the time and date specified above shall not be considered.

3. AWARD OF THE BID

The Bid shall be deemed as having been awarded when formal notice of award shall have been mailed by the City to the Bidder.

The Bidder to whom the Bid shall have been awarded will be required to execute 3 copies of the Contract on the form attached. In case of the Bidder's refusal or failure to do so within ten (10) days after its receipt of formal notice of award, Bidder will be considered to have abandoned all rights and interests in the award and the award may then be made to the next best qualified Bidder or the work readvertised for Bids as the City may elect.

4. CONDITIONS

Each Bidder shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the Bid. Bidders shall thoroughly examine and be familiar with the Specifications.

The failure or omission of any Bidder to receive or examine any form, instrument, addendum or other document shall in no way relieve it of any obligations with respect to his Bid or to the Contract. The City shall make all such documents available to the Bidder.

5. ADDENDA AND EXPLANATIONS

Explanations desired by a prospective Bidder shall be requested of the City in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be posted on the City's website. Every request for such explanation shall be in writing (email) addressed to April Goad, Recorder at agoad@springhilltn.org. Any verbal statements regarding same by any person prior to the award shall be unauthoritative and not binding.

Addenda issued to Bidders prior to date of receipt of Bids shall become a part of the Bid Documents.

No inquiry received within seven (7) days of the date fixed for the submission and opening of Bids will be given consideration.

Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Bidders, not later than five (5) days prior to the date fixed for the opening of Bids.

6. NAME, ADDRESS, AND LEGAL STATUS OF THE BIDDER

The Bid must be properly signed in ink and the address of the Bidder given. The legal status of the Bidder whether corporation, partnership, or individual, shall also be stated in the Bid.

A corporation shall execute the Bid by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Bidder shall give full names of all partners. Partnership and individual Bidders will be required to state in the Bid the names of all persons interested therein.

The place of residence of each Bidder, or the office address in the case of a firm or company, with county and state and telephone number, must be given after his signature.

If the Bidder is a joint venture consisting of a combination of any or all of the above entities, each joint venturer shall execute the Bid.

Anyone signing a Bid as an agent of another or others must submit with his Bid, legal evidence of his authority to do so.

7. COMPETENCY OF BIDDER

The opening and reading of the Bid shall not be construed as an acceptance of the Bidder as a qualified, responsible Bidder. The City reserves the right to determine the competence and responsibility of a Bidder from its knowledge of the Bidder's qualifications or from other sources.

The City shall require submission with the Bid of the following supporting data regarding the qualifications of the Bidder in order to determine whether it is a qualified, responsible Bidder. The Bidder will be required to furnish the following information:

(a) Evidence that the Bidder is in good standing under the laws of the State of Tennessee, and, in the case of corporations organized under the laws of any other State, evidence that the Bidder is licensed

to do business (copy of city and county business license) and in good standing under the laws of the State of Tennessee.

In the event that the City shall require additional certified supporting data regarding the qualifications of the Bidder in order to determine whether he is a qualified responsible bidder, the Bidder may be required to furnish any or all of the following information sworn to under oath:

- (a) Evidence that the Bidder is capable of commencing performance as required in the Bid Documents.
- (b) Such additional information as will satisfy the City that the Bidder is adequately prepared to fulfill the Contract.

The Bidder may satisfy any or all of the experience and qualification requirements by submitting the experience and qualifications of its parent organization and subsidiaries or affiliates of the parent.

8. DISQUALIFICATION OF BIDDERS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Bidder and the rejection if it's Bid:

- (a) Evidence of collusion among Bidders.
- (b) Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.
- (c) Default on a previous municipal bid for failure to perform.

9. METHOD OF AWARD

The City reserves the right to accept any Bid or to reject any or all Bids, and to waive defects or irregularities in any Bid. In particular, any alteration, erasure or interlineations of the Contract Documents and of the Bid shall render the accompanying Bid irregular and subject to (but not requiring) rejection by the City.

10. TITLE VI POLICY

The City of Spring Hill will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

Verbal quotations or quotations received after the closing date will not be accepted. The City of Spring Hill reserves the right to reject any and all bids, to waive technicalities or informalities and to accept any bid deemed in the best interest of the City of Spring Hill.

11. COMPLIANCE WITH PUBLIC CHAPTER 775 – TCA, TITLE 12, CHAPTER 4, PART 1

In accordance with Tennessee Code Annotated, Title 12, Chapter 4, Part 1, the selected Consultant cannot be currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel.

12. TENNESSEE PUBLIC RECORDS ACT

Any and all documents submitted to the City of Spring Hill that are associated with this contract are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the City of Spring Hill and the Office of Open Records Counsel.

SPRING HILL FIRE DEPARTMENT TURNOUT GEAR
WASHER/EXTRACTOR AND PPE DRYING CABINET

1.00 GENERAL

The minimum requirements and the specification for the purchase, as well as certain requests for information to be provided by Vendor as part of its bid, are set forth below.

2.00 MINIMUM SPECIFICATIONS – TURNOUT GEAR EXTRACTOR/WASHER

- Fire Service Industry, Commercial Grade, Turnout Gear Easher/Extractor
- Minimum 85lb Load Capacity
- Hardmount floor type unit
- Front Load
- 200-240V/50-60Hz/3Ph-3W (L1,L2,L3)
- Dimension Requirements (max)
 - Height < 72 inches
 - Depth < 53 inches
 - Width < 42 inches
- Motor HP 7.5 to 10.0 (kW)
- Touchscreen controls
- Pre-Program Cycles
- (optional) Software or other means (e.g. App) to document, record, export, and/or log cycles of gear washed,
- Meets and/or exceeds NFPA 1851 Standards
- Meets and/or exceeds UL testing
- Staff Training (<= 1 hour)
- Minimum 1 year warranty with option to extend

3.00 MINIMUM SPECIFICATIONS – PPE DRYING CABINET

- Fire Service Industry, Commercial Grade, PPE Drying Cabinet
- Hardmount floor type unit
- 208-240V/50-60Hz 1-3Ph 35-70A Breakers
- Cabinet style construction
- Touchscreen controls
- Pre-Program Cycles
- Dimension Requirements (max)
 - Height < 82 inches
 - Depth < 34 inches
 - Width < 65 inches
- One or Two door opening
- Capacity for a minimum of 6 sets of turnout gear (pants/jackets)
- Accessory drying capability; e.g., boots, gloves, hoods, etc.
- Meets and/or exceeds NFPA 1851 Standards
- Meets and/or exceeds UL testing
- Staff Training (<= 1 hour)
- Minimum 1 year warranty with option to extend

4.00 BID COST FOR SPRING HILL FIRE DEPARTMENT TURNOUT GEAR
WASHER/EXTRACTOR AND PPE DRYING CABINET:

GEAR WASHER/EXTRACTOR	\$	<u>27,346.32</u>
PPE DRYING CABINET	\$	<u>8,493.12</u>
TOTAL	\$	<u>40,054.74</u>

[Signatures on next page]

Install - \$3000
Freight - \$1,215.30

Respectfully submitted,

Bidder: Alliance Laundry Systems

Address: 703 Runway Ct
Gallatin, TN

Phone: 513-259-3881

Email: Jeff.crosley@AllianceLaundry.com

By: 
(Authorized Signature for Bidder)

Name: Jeff Crosley

Title: Sales Rep

Date: 7-31-25



Bill To
 Spring Hill Fire Department
 Spring Hill, TN 37174
 United States

Ship To
 Spring Hill Fire Department
 Spring Hill, TN 37174
 United States

Quote #: Q-18392-1
Account #:
Date: 5/2/2025
Expires On: 6/1/2025
Salesperson: Jeff Crosley
Payment Terms: 20% Down/ Balance Due Prior to Delivery

Contact Information
 Graig Temple
 gtemple@springhilltn.org
 931-451-0636

QTY	SKU	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
1.00	UWT085V40VQ050EA00	UniMac 85lb Pocket Hardmount Washer-Extractor / UniLinc Touch/300-G / 200-240V/50-60Hz/3Ph - 3W(L1,L2,L3) /No Dispenser/No Heater/Prep Steam	\$27,346.32	\$27,346.32
1.00	UTGC6ENG4402W01	PPE Drying Cabinet - 208V/50-60Hz/1Ph	\$8,493.12	\$8,493.12
1.00	FI2020	Factory Freight	\$1,215.30	\$1,215.30
1.00	IN2020	Delivery and Installation	\$3,000.00	\$3,000.00
TOTAL:				\$40,054.74

South Region - Atlanta
 4035 Nine McFarland Drive
 Alpharetta, GA 30004 | 770.343.8455

South Region - Dallas
 631 Southwestern Blvd, Suite 140
 Coppell, TX 75019 | 833.288.5700

South Region - Gulf Breeze
 1626 Tradewinds Dr.
 Gulf Breeze, FL 32563 | 800.366.4168

South Region - Houston
 603 E. Sam Houston Pky South
 Pasadena, TX 77503 | 800.888.0074

South Region - Nashville
 3729 Charlotte Ave.
 Nashville, TN 37209 | 800.897.7570



5/2/2025
Quote #: Q-18392

Graig Temple
Spring Hill Fire Department
Spring Hill, TN 37174

Dear Graig Temple,

Thank you for your interest in UniMac products and for allowing us to submit the attached proposal.

At UniMac, Maximum Performance is more than just a tagline; it's the rally cry that drives everything we do as a leading manufacturer of industrial-quality laundry equipment.

Our equipment leverages high-performance features and technology to ensure superior efficiency, greater throughput, and premium finished-quality results. All those advantages combine to deliver an industry-leading lowest cost of ownership. Best of all, when you choose UniMac for your on-premises laundry, you'll also receive peace of mind that comes with exceptional warranties and a professional distributor network.

Thank you for your consideration.

Sincerely,

Jeff Crosley
5132593881
jeff.crosley@alliancels.com

South Region - Atlanta
4035 Nine McFarland Drive
Alpharetta, GA 30004 | 770.343.8455

South Region - Dallas
631 Southwestern Blvd, Suite 140
Coppell, TX 75019 | 833.288.5700

South Region - Gulf Breeze
1626 Tradewinds Dr.
Gulf Breeze, FL 32563 | 800.366.4168

South Region - Houston
603 E. Sam Houston Pky South
Pasadena, TX 77503 | 800.888.0074

South Region - Nashville
3729 Charlotte Ave.
Nashville, TN 37209 | 800.897.7570

RESOLUTION 25-215

A RESOLUTION TO APPROVE THE PURCHASE OF FURNITURE FOR FIRE STATION #4

WHEREAS, the City of Spring Fire Department operates a career fire department that responds to all hazards within the city; and

WHEREAS; the Fire Department will be placing a new station, Fire Station #4, in service in November of this year; and

WHEREAS; the department conducted an open RFP process for interested vendors to review specifications and submit bids for the Fire Station Furniture; and

WHEREAS, the department has previously approved funds in the total project costs for FF&E, and the department upon opening the RFPs have reviewed all bids and pricings and has selected a suitable vendor.

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen to approve the purchase of furniture from Fire Station Furniture in the amount of \$41,207.33

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



REQUEST: **Approval of Resolution 25-215**
SUBMITTED BY: **Graig Temple, Fire Chief**
DATE: **September 2, 2025**
RE: **To award RFP Vendor for Fire Station 4 Furniture**

PURPOSE:

The purpose of this resolution is to award the purchase of Fire Station 4 Furniture to the vendor who was selected following the RFP Process.

BACKGROUND:

Fire Department conducted an RFP process and solicited bids for specific furniture items for the new Fire Station 4. Following a review of the submitted RFP packets and comparing the specifications and prices from each vendor, a vendor has been selected.

FINANCIAL IMPACT:

Funding for these items are part of the already approved budget for Fire Station 4; however, funding was not included in the FY26 budget line, so this correction will be made in Budget Amendment #1 under Capital Projects FF&E.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 25-215 to award the furniture purchase to the vendor Fire Station Furniture in the amount of \$41,210.33.

CITY OF SPRING HILL, TENNESSEE
CONTRACT DOCUMENTS
&
SPECIFICATIONS
FOR
SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE



July 25, 2025

REQUEST FOR PROPOSALS
For Spring Hill Fire Department – Fire Station 4 Furniture

City of Spring Hill, Tennessee

Sealed Bids will be received by the City of Spring Hill, Tennessee, for Spring Hill Fire Department at City Hall, 199 Town Center Parkway (**for hand delivery or courier service**), P.O. Box 789 (**for regular mail service**) Spring Hill, Tennessee 37174, on or before August 21, 2025 at 2:00pm. The envelope containing the bid must be sealed and plainly marked "Bid for Spring Hill Fire Department Fire Station 4 Furniture"

Bids must be made on the Bid Form and in accordance with Instructions to Bidders furnished by the City of Spring Hill.

The defined terms appearing in the General Specifications apply to all Contract Documents.

The City reserves the right to reject any or all Bids, to waive irregularities and/or informalities in any Bids, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

INSTRUCTIONS TO BIDDERS
SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE

1. RECEIPT AND OPENING OF BIDS

The City of Spring Hill invites and will receive Bids on the forms attached hereto, all information on which must be appropriately completed. Bids will be received at City Hall until 2:00 p.m. on August 21, 2025, and publicly opened and read aloud on the aforesaid date. The envelopes containing the Bids must be sealed and addressed to April Goad, City Recorder, 199 Town Center Parkway (**for hand delivery or courier service**), P.O. Box 789 (**for regular mail service**), Spring Hill, TN 37174 and plainly marked "Bid for Spring Hill Fire Department – Fire Station 4 Furniture".

2. PREPARATION OF THE BID

All Bids shall be made on the Bid Form attached hereto and shall give the amount of bids and must be signed by the Bidders.

If a unit price or a lump sum already entered by the Bidder on the Bid Form is to be altered, it shall be crossed out with ink and the new unit price or lump sum bid entered above or below it, and initialed by the Bidder in ink.

Each Bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, its address, and plainly marked "Bid for Spring Hill Fire Department Fire Station 4 Furniture". If forwarding by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed as specified in the Invitation to Bid. The City may consider as irregular any Bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Bids.

Any Bid may be withdrawn prior to the above-scheduled time for the opening of Bids or authorized postponement thereof.

Any Bid received after the time and date specified above shall not be considered.

3. AWARD OF THE BID

The Bid shall be deemed as having been awarded when formal notice of award shall have been mailed by the City to the Bidder.

The Bidder to whom the Bid shall have been awarded will be required to execute 3 copies of the Contract on the form attached. In case of the Bidder's refusal or failure to do so within ten (10) days after its receipt of formal notice of award, Bidder will be considered to have abandoned all rights and interests in the award and the award may then be made to the next best qualified Bidder or the work readvertised for Bids as the City may elect.

4. CONDITIONS

Each Bidder shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the Bid. Bidders shall thoroughly examine and be familiar with the Specifications.

The failure or omission of any Bidder to receive or examine any form, instrument, addendum or other document shall in no way relieve it of any obligations with respect to his Bid or to the Contract. The City shall make all such documents available to the Bidder.

5. ADDENDA AND EXPLANATIONS

Explanations desired by a prospective Bidder shall be requested of the City in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be posted on the City's website. Every request for such explanation shall be in writing (email) addressed to April Goad, Recorder at agoad@springhilltn.org. Any verbal statements regarding same by any person prior to the award shall be unauthoritative and not binding.

Addenda issued to Bidders prior to date of receipt of Bids shall become a part of the Bid Documents.

No inquiry received within seven (7) days of the date fixed for the submission and opening of Bids will be given consideration.

Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Bidders, not later than five (5) days prior to the date fixed for the opening of Bids.

6. NAME, ADDRESS, AND LEGAL STATUS OF THE BIDDER

The Bid must be properly signed in ink and the address of the Bidder given. The legal status of the Bidder whether corporation, partnership, or individual, shall also be stated in the Bid.

A corporation shall execute the Bid by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Bidder shall give full names of all partners. Partnership and individual Bidders will be required to state in the Bid the names of all persons interested therein.

The place of residence of each Bidder, or the office address in the case of a firm or company, with county and state and telephone number, must be given after his signature.

If the Bidder is a joint venture consisting of a combination of any or all of the above entities, each joint venturer shall execute the Bid.

Anyone signing a Bid as an agent of another or others must submit with his Bid, legal evidence of his authority to do so.

7. COMPETENCY OF BIDDER

The opening and reading of the Bid shall not be construed as an acceptance of the Bidder as a qualified, responsible Bidder. The City reserves the right to determine the competence and responsibility of a Bidder from its knowledge of the Bidder's qualifications or from other sources.

The City shall require submission with the Bid of the following supporting data regarding the qualifications of the Bidder in order to determine whether it is a qualified, responsible Bidder. The Bidder will be required to furnish the following information:

(a) Evidence that the Bidder is in good standing under the laws of the State of Tennessee, and, in the case of corporations organized under the laws of any other State, evidence that the Bidder is licensed

to do business (copy of city and county business license) and in good standing under the laws of the State of Tennessee.

In the event that the City shall require additional certified supporting data regarding the qualifications of the Bidder in order to determine whether he is a qualified responsible bidder, the Bidder may be required to furnish any or all of the following information sworn to under oath:

- (a) Evidence that the Bidder is capable of commencing performance as required in the Bid Documents.
- (b) Such additional information as will satisfy the City that the Bidder is adequately prepared to fulfill the Contract.

The Bidder may satisfy any or all of the experience and qualification requirements by submitting the experience and qualifications of its parent organization and subsidiaries or affiliates of the parent.

8. DISQUALIFICATION OF BIDDERS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Bidder and the rejection if it's Bid:

- (a) Evidence of collusion among Bidders.
- (b) Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.
- (c) Default on a previous municipal bid for failure to perform.

9. METHOD OF AWARD

The City reserves the right to accept any Bid or to reject any or all Bids, and to waive defects or irregularities in any Bid. In particular, any alteration, erasure or interlineations of the Contract Documents and of the Bid shall render the accompanying Bid irregular and subject to (but not requiring) rejection by the City.

10. TITLE VI POLICY

The City of Spring Hill will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

Verbal quotations or quotations received after the closing date will not be accepted. The City of Spring Hill reserves the right to reject any and all bids, to waive technicalities or informalities and to accept any bid deemed in the best interest of the City of Spring Hill.

11. COMPLIANCE WITH PUBLIC CHAPTER 775 – TCA, TITLE 12, CHAPTER 4, PART 1

In accordance with Tennessee Code Annotated, Title 12, Chapter 4, Part 1, the selected Consultant cannot be currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel.

12. TENNESSEE PUBLIC RECORDS ACT

Any and all documents submitted to the City of Spring Hill that are associated with this contract are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the City of Spring Hill and the Office of Open Records Counsel.

SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE

1.00 GENERAL

The minimum requirements and the specification for the purchase, as well as certain requests for information to be provided by Vendor as part of its bid, are set forth below.

2.00 VENDOR EXPERIENCE

- Bidder must have experience providing furniture to Fire Station Projects
- Furniture is expected to be heavy duty and commercial grade
- A minimum list of three (3) references within the last 3 years of fire departments that furniture has been supplied. Include contact name of the department and phone number
- Preference will be made to bidders supplying products - Made in the U.S.A

3.00 MINIMUM SPECIFICATIONS

- Furniture
 - Custom tables with department specified artwork
 - Table Sizes will be as follows:
 - (1) 48x72 Conference table, oval shape with gray top and artwork
 - (1) 48x96 Conference table, boat shape with gray top and artwork
 - (1) 36x120 Dining table, rectangle with wood finish, gloss resin and artwork
 - Dining Room Chairs:
 - (12) Steel Frame Chairs
 - Black steel with Natural Wooden Seat (no padding or upholstery)
 - Minimum 500lb weight capacity
 - Dining Room Barstools
 - (4) Steel Frame Barstools
 - Black Steel with Natural Wooden Seat (no padding or upholstery)
 - Swivel Seat
 - Counter Height (25")
 - Laser Engraved Artwork to Seat Back
 - Theater Recliners
 - (12) Theater Style Recliners with cup holders
 - Large size to accommodate staff up to 6'7"
 - Tested to minimum of 400 lbs
 - Black medical grade vinyl material
 - Custom logo embroidered in headrest
 - Dimensions shall not exceed
 - 41.25"W
 - 39"D
 - 44.5"H
 - Heavy Duty Recliner (Battalion)
 - (1) Recliner (no cup holders)
 - Large Size to accommodate staff up to 6'7"
 - Tested to minimum of 400 lbs
 - Black Medical grade vinyl material
 - Custom logo embroidered in headrest
 - Dimensions shall not exceed
 - 42.5" W
 - 42"D

- 45.5"H
- Bed Frames
 - (13) Twin XL Heavy-gauge steel
 - Tested to 600lbs
 - Bedbug resistant; Powder Coat finish
- Office Chairs - Conference
 - (8) Heavy Duty Executive style – high back rolling chairs
 - 500 lb weight capacity
 - Adjustable lumbar support
 - Padded armrests (flip up capability)
 - Black mesh back support and black fabric cushion
- Office Chairs – Offices
 - (6) Heavy Duty Executive style – high back rolling chairs
 - 400 lb weight capacity minimum
 - Custom embroidery to center headrest
 - Lumbar support
 - Black bonded leather material
- Artwork
 - Provide cost for artwork; using city supplied pictures, drawings, vectors, images etc.
- Shipping
 - Provide cost for shipping to:
 - Spring Hill Fire Administration, 440 Beechcroft Rd., Spring Hill, TN 37174

4.00 BID COST FOR SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE.

Directions: Enter total bid per item group in the far-right column. If unable to supply the item listed enter N/A in the line. Note: Substitutions to the specifications are NOT allowed. If your product does not meet the minimum specifications above you must not bid on those items.

Table 48x72 (1)	\$	<u>2099.99</u>
Table 48x96 (1)	\$	<u>2399.99</u>
Table 36x120 (1)	\$	<u>2999.99</u>
Dining Room Chairs (12)	\$	<u>1679.88</u>
Dining Room Barstools (4)	\$	<u>1439.96</u>
Theater Recliner (12)	\$	<u>11,999.88</u>
Recliner (Battalion) (1)	\$	<u>1049.99</u>
Bed Frames (13)	\$	<u>5199.87</u>
Office Chairs – Conference (8)	\$	<u>3839.92</u>
Office Chairs – Offices (6)	\$	<u>2759.94</u>
Artwork Charges	\$	<u>750.00</u>
Shipping Charges	\$	<u>7621.37</u>
Notes / Bulk Discounts	\$	<u>-2630.45</u>

TOTAL BID	\$	<u>41,210.33</u>

[Signatures on next page]

Respectfully submitted,

Bidder: Working Fire Furniture & Mattress Co, Inc. dba FireStationFurniture.com

Address: PO Box 1310

Mebane NC 27302

Phone: 855-956-3473

Email: brandon@firestationfurniture.com

By:



(Authorized Signature for Bidder)

Name: E. Brandon Dunn

Title: President

Date: 08/04/2025



Quote

WORKING FIRE FURNITURE & MATTRESS CO.,
 INC.
 PO Box 1310
 Mebane NC 27302 US
 sales@firestationfurniture.com
 +18559563473

DATE	EXPIRATION	QUOTE #
5/16/2025	8/15/2025	14426
		PO #

BILL TO
 Graig Temple
 Spring Hill Fire
 440 Beechcroft Rd
 Spring Hill TN 37174

SHIP TO
 Graig Temple
 Spring Hill Fire
 440 Beechcroft Rd
 Spring Hill TN 37174

ITEM LIST	QTY	EACH	AMOUNT
DB-HBSLA-EMB Duty-Built® Custom Embroidered High-Back Swivel Office Chair w/Loop Arms	6.00	459.99	2,759.94
DB-MEEOC Duty-Built™ 500 lb. Rated Mesh Executive Ergonomic Office Chair	8.00	479.99	3,839.92
DB-VSDC-W Duty-Built® Vertical Slat Dining Chair - Wood Seat Blk/Nat	12.00	139.99	1,679.88
DB-HCBS-WW Duty-Built® CUSTOM Logo Wood-Back Swivel Counter-Height (25") Stool/Wood Seat	4.00	359.99	1,439.96
TD-Cus-L Laminate-Top Custom Logo Table 48x72 Oval Grey top	1.00	2,099.99	2,099.99
TD-Cus-L Laminate-Top Custom Logo Table 48x96 Boat Grey top	1.00	2,399.99	2,399.99
TD-Cus-W Solid-wood Custom Logo Table 36x120 Gloss Gold leaf	1.00	2,999.99	2,999.99
TD-Cra Crate fee for shipping custom table	1.00	500.00	500.00
FSF-Art-TAB Art setup fee for custom logo table	3.00	250.00	750.00
N-SHB Duty-Built® Steel Half Bunk Bed	13.00	399.99	5,199.87
DB-PTRN-B-EMB Duty-Built® Custom Embroidered PRO Plus Theater-Style Recliner - Blk	12.00	999.99	11,999.88
UFFN-R-B-EMB Duty-Built® Custom Embroidered Ultimate Firefighter Recliner - Rocking/Black	1.00	1,049.99	1,049.99

Terms & Conditions

Quote is valid for 60 days from quote date. Beyond 60 days, quote must be updated before placing order.

The shipping quote for some products is valid for less than 60 days, and an updated quote may be needed before we can process your order. This may change the total amount of your Estimate.

Our supplier agreement prohibits us from selling or delivering product to residential customers.

Order acknowledgement: Any changes to this order must be received and acknowledged no more than 3 business days after receipt of the order approval.

Order may be subject to a price increase after receipt of signed quote, order contract or receipt of signed purchase order.

Cancellation: If you wish to cancel an order, please notify us as quickly as possible. Generally, we are NOT able to cancel an order once it is placed. Once an order has been processed for shipping, it cannot be canceled. If we can cancel the order on eligible items before they ship, you will not be charged a restocking fee. If the order has shipped, you will be responsible for a 35% restocking fee and all applicable shipping costs (out and return). If a shipment is refused, you will be responsible for a 35% restocking fee and all applicable shipping costs.

Deliveries: Customers must be prepared for deliveries. Customer is responsible for offloading the furniture upon delivery. Drivers may assist with moving the boxes to the back of the trailer but will not offload or transport the boxes into the facility. Lift gates are not available with the carriers that we use for delivery. If you are not willing or able to unload the furniture, you can request a quote for "white glove" delivery. This cost will be the responsibility of the customer. It is your responsibility to let us know if any potential issues with accessing your delivery location - remote island, gated access, low bridges, restricted access, etc. If you fail to notify us of any potential accessibility issues, you will be responsible for any added costs incurred during the delivery.

Postponed Delivery/Installation: Some orders may be postponed/held without penalty. For those that can't be, any order postponed 30 days or longer from the original estimated ship date, without 60 days prior notice may be subject to storage charges of \$300 per trailer/container per month and a one-time handling charge of \$360 per trailer/container. Any order postponed with less than 14 days' notice will be subject to additional shipping, handling, and storage charges of up to \$1,000 per trailer/container per week. Payment will be due per the original terms. We will make every effort to reschedule postponed deliveries on customer's requested date. Due to other delivery commitments, we cannot guarantee delivery on the date you requested.

Payment terms: Terms are Net 30 days from invoice date when approved. Some customers may be required to pay a deposit before ordering. Payment may be made by check, ACH or credit card. When paying with credit card a 3% processing fee will be added to the total.

Collection costs: Customer agrees to pay all costs of collection, including reasonable attorney fees, collection fees and court costs in the event customer fails to pay any charges when due.

Warranty: Warranty varies from item to item, please check the individual item for specifics on that product's warranty.



Quote

WORKING FIRE FURNITURE & MATTRESS CO.,
 INC.
 PO Box 1310
 Mebane NC 27302 US
 sales@firestationfurniture.com
 +18559563473

DATE	EXPIRATION	QUOTE #
5/16/2025	8/15/2025	14426
		PO #

BILL TO
 Graig Temple
 Spring Hill Fire
 440 Beechcroft Rd
 Spring Hill TN 37174

SHIP TO
 Graig Temple
 Spring Hill Fire
 440 Beechcroft Rd
 Spring Hill TN 37174

ITEM LIST	QTY	EACH	AMOUNT
Discount			
Bulk Discount	1.00	-2,630.45	-2,630.45

SUBTOTAL	34,088.96
SHIPPING	7,121.37

TOTAL USD	41,210.33
------------------	------------------

* Office chairs are estimated to ship in 6-8 weeks from artwork approval.

* Built Firehouse Strong® furniture in non-standard finishes ships in an estimated 8-10 weeks.

* Custom wood tables ship in an estimated 10-12 weeks.

* Delivery to a business address is made by common carrier and does not include lift gate due to the table size. Customer will be responsible for unloading. Large protective crate is included in shipping cost.

* NOTE - shipping times are estimates only and may vary based on the current supply chain and production capabilities. Actual delivery times are determined by the carrier and can vary based on the geographic location of the delivery.

ORDINANCE – 25-20

AN ORDINANCE TO AMEND ARTICLE 8, USES OF THE UNIFIED DEVELOPMENT CODE, SPECIFICALLY ARTICLE 8 – TABLE 8-1 USE MATRIX, ARTICLE 8.5 – USE DEFINITIONS, AND ARTICLES 13.1.A.7 AND 17.5.D- INACTIVE APPLICATIONS TO CREATE A NEW USE CATEGORY FOR “PUBLIC FACILITIES” AND CREATE A PROCESS TO REVOKE INACTIVE APPLICATIONS

**ZTA 1871-2025 PUBLIC FACILITIES
ZTA 1872-2025 INACTIVE APPLICATIONS**

WHEREAS, on August 20, 2018 the Board of Mayor and Aldermen adopted Ordinance 18-21 to adopt the Unified Development Code, along with subsequent amendments thereto, that sets forth standards and requirements necessary for the preservation and protection of the public health, safety and general welfare; and

WHEREAS, the City of Spring Hill Board of Mayor and Alderman affirmed the intention to revise the development standards and requirements regulated to Public Facilities and Inactive Applications; and

WHEREAS, that all resolutions or parts of resolutions in conflict herewith, be and the same hereby, repealed or modified as the case may be; and

WHEREAS, the Spring Hill Planning Commission, after conducting a public meeting on August 11, 2025, has reviewed these proposed amendments in their entirety and provided a favorable recommendation for their adoption by the Board of Mayor and Alderman; and

WHEREAS, that this ordinance shall become effective immediately upon its adoption.

NOW, THEREFORE BE IT ORDAINED, by the City of Spring Hill Board of Mayor and Aldermen, that Article 8, Uses, be revised as shown in the exhibits to follow:

1. Exhibit A: Article 8.2, Use Matrix; Table 8-1, and Article 8.5, Use Definitions
2. Exhibit B: Articles 13.1.A.7, and 17.5.D

Passed and adopted by the City of Spring Hill Board of Mayor and Aldermen, this 2nd day of September 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

Approved on 1st Reading: (on agenda September 2, 2025)

Approved on 2nd Reading: _____

*Ord 25-20, Public Facilities_Inactive Apps and Article 13 and 17 Inactive Apps
Ordinance 25-20
September 15, 2025
Page 2 of 2*



REQUEST: Ordinance 25-20
SUBMITTED BY: Dara Sanders, Development Services Director
DATE: August 18, 2025
RE: To approve an ordinance amending the Unified Development Code

BACKGROUND:

The Unified Development Code, adopted in 2018, restructured and redefined permitted and special uses in Spring Hill for zoning purposes, and government offices and facilities were among those changes. The current definition specifically excludes public safety and public works facilities, and the code is absent of a use category that captures these critical facilities. In June 2025, City staff initiated an amendment to the UDC to incorporate this use category and allow for the construction and operation of these uses established primarily for the benefit, service, and protection of the population of the community.

The State recently amended the Vested Property Rights Act so that projects are vested in the regulations adopted by the City at the time of application submittal instead of at the time of project approval. The City has not adopted provisions that nullify an inactive application, and an applicant could submit several applications to the Planning Division ahead of amendments to the UDC and not act on the application until years later. This amendment is intended to prevent the possibility of inactive applications being vested into outdated versions of the Unified Development Code.

REQUEST:

The Development Services Department staff request to amend UDC, Article 8, Table 8-1, Article 8.5, Article 13.1.A.7, and Article 17.5.D. The code amendment to Article 8 would amend UDC, Article 8 (Uses) to include a new use category for “Public Facilities” and an associated use definition.

The code amendment Articles 13 and 17 would create a process for projects that remain inactive for 180 days following their designated Planning Commission deadlines which will be removed from the inactive list and revoked. To proceed thereafter, the project must re-enter and complete the full Planning Commission review process from the beginning.

Topic	UDC Section	Proposed	Reason
Public Facilities	Article 8, Table 8-1: Use Matrix	Update the Use Matrix to: <ul style="list-style-type: none"> include Public Facilities as a new use category 	Identify “Public Facilities” as an established Use in Table 8-1. Establish limited zoning districts that would allow



			the new use permitted by-right. Also establish the new use a special use in all other zoning districts.
	Article 8.5: Use Definitions	Adopt "Public Facilities" definition	Adopt a new definition to create a basic framework for a clear understanding of the new term in the UDC.
Revoke Inactive Projects	Article 13.1.A.7	7. Inactive Applications Projects that remain inactive for 180 days following their designated Planning Commission deadlines will be removed from the inactive list and revoked. To proceed thereafter, the project must re-enter and complete the full Planning Commission review process from the beginning.	Create a basic framework for inactive applications and establish clear criteria for what constitutes an inactive application.
	Article 17.5.D	D. Inactive Applications Projects that remain inactive for 180 days following their designated Planning Commission deadlines will be removed from the inactive list and revoked. To proceed thereafter, the project must re-enter and complete the full Planning Commission review process from the beginning.	Create a basic framework for inactive applications and establish clear criteria for what constitutes an inactive application.

RECOMMENDATION:

The Planning Commission voted unanimously to recommend BOMA approval of these amendments at their August 11, 2025 meeting.

Exhibit A

8.2 USE MATRIX

Table 8-1: Use Matrix
P = Permitted Use S = Special Use T = Temporary Use Blank = Use not allowed in the district

PRINCIPAL USE	R-A	R-R	R-1	R-2	R-3	R-4	R-5	R-6	R-7	R-M-H	C-1	C-2	C-3	C-4	C-5	C-D	C-G	I-1	I-2	RD	IC	AG	PR	NA	USE STANDARDS
Public Facilities	S	S	S	S	S	S	S	S	S	S	P	P	P	P	P	P	P	P	P	P	P	S	S	S	

8.5 USE DEFINITIONS

Public Facilities. A building, site, or structure used or intended to be used by any public utility or public agency, including but not limited to any gas treatment plant, reservoir, tank, or other storage facility; water treatment facility, well, reservoir, tank, or other storage facility; sanitary sewer treatment facility; electric generating plant, distribution, or transmission substation; telephone switching or other communications plant, earth station, or other receiving or transmission facility; any storage yard for public utility equipment or vehicles; any parking lot for parking vehicles or automobiles to serve a public utility; public works yard or facility; and police and fire protection.

Exhibit B

13.1 GENERAL PROCESSES

7. Inactive Applications

Applications that do not advance through the adopted Planning Review Schedule for 180 days will be deemed null and void. To proceed thereafter, the project must re-enter and complete the full Planning Commission review process from the beginning.

17.5 SUBDIVISION PROCESS STEPS

D. Inactive Applications

Applications that do not advance through the adopted Planning Review Schedule for 180 days will be deemed null and void. To proceed thereafter, the project must re-enter and complete the full Planning Commission review process from the beginning.

ORDINANCE NO. 25-22

AN ORDINANCE OF THE CITY OF SPRING HILL, TENNESSEE, THE FIRST 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 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	Description	Fund Balance	Revenue	Expenditures	Effect
110-42210-59802	E	Fire Apparatus	Rollover PO - Ladder truck estimated delivery March 2026.			\$646,733.00	Increase Expenditures
110-43120-52651	E	Repairs & Maintenance Grounds & Ground Improvement	Rollover PO - PO14565-R1-PROF SVCS-CMAQ GRANT SIGNAL TIMING SYNCH			\$26,337.97	Increase Expenditures
110-41800-52651	E	Repairs & Maintenance Grounds & Ground Improvement	Rollover PO - PO16363-HVAC upgrades FS3			\$5,200.00	Increase Expenditures
110-42123-59411	E	Vehicles	Rollover PO - PO16495- Remaining to outfit Vehicles			\$7,881.20	Increase Expenditures
110-43110-52672	E	Sidewalk - New	Rollover PO - PO16504-NSP CONCRETE FLATWORK			\$10,720.00	Increase Expenditures
110-42123-53261	E	Clothing	Rollover PO -PO16678 - Remaining Clothing			\$1,089.00	Increase Expenditures
110-42123-53261	E	Clothing	Rollover PO -PO16748 -Remaining Clothing			\$3,303.04	Increase Expenditures
110-41700-52545	E	Consultant's Services	Rollover PO - PO16751-GNRC LONG RANGE TRANSPORTATION PLAN			\$6,155.50	Increase Expenditures

110-43170-52611	E	Repairs and Maintenance Motor Vehicles	Rollover PO - PO16857-Vehicle Repairs to parks vehicle			\$10,439.77	Increase Expenditures
110-41700-52545	E	Consultant's Services	Rollover PO - PO16909-SHTC CEI / DESIGN MOD			\$11,847.50	Increase Expenditures
110-41800-52661	E	Repair and Maintenance Buildings	Rollover PO - PO16926-fire sprinkler system city hall			\$49,759.00	Increase Expenditures
110-41800-52661	E	Repair and Maintenance Buildings	Rollover PO - PO16927-fire protection upgrade city hall			\$35,692.18	Increase Expenditures
110-41700-52545	E	Consultant's Services	Rollover PO - PO16943-PROF SVCS - SHTC			\$1,153.00	Increase Expenditures
110-43170-52611	E	Repairs and Maintenance Motor Vehicles	Rollover PO - PO16952-vehicle repairs to fire engine			\$4,906.23	Increase Expenditures
110-43110-52672	E	Sidewalk - New	Rollover PO - PO16961-WILLIAMS PARK - NSP			\$20,345.00	Increase Expenditures
110-43170-52611	E	Repairs and Maintenance Motor Vehicles	Rollover PO - PO17008-repairs to ford explorer PD			\$23,000.00	Increase Expenditures
110-43110-52672	E	Sidewalk - New	Rollover PO - PO17009- ADDITIONAL FUNDING FOR NSP FY 25 FALL			\$5,000.00	Increase Expenditures
150-42100-59411	E	Vehicles	Rollover PO -PO16946			\$384,554.25	Increase Expenditures
150-42100-59411	E	Vehicles	Rollover PO -PO16948			\$152,257.53	Increase Expenditures
150-42100-59411	E	Vehicles	Rollover PO -REF PO16948-we are taking the labor, delivery and tint fees from the Prologic estimate and transferring those services to Columbia dodge			\$37,890.00	Increase Expenditures

410-52210-52621	E	Repairs and Maintenance Machinery and Equipment	Rollover PO - PO16940-Resolution 25-130 was approved for FY 24/25 which allowed PO 16940 to be opened for the purchase of the Denora Concrete Wier Blocks in the amount of \$28,800. Due to the product not being available due to backorder within the 24/25 budget year, we will now be purchasing the product in FY 25/26			\$28,800.00	Increase Expenditures
619-42100-59411	E	Vehicles	Rollover PO -PO17015			\$18,196.00	Increase Expenditures
311-48013-59123	E	Capital Design	Capital Project Rollover from FY25			\$9,000.00	Increase Expenditures
311-48001-59000	E	CAPITAL OUTLAY	Capital Project Rollover from FY25			\$231,002.93	Increase Expenditures
311-48001-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$9,277,514.65	Increase Expenditures
311-48001-59391	E	Capital Installation	Capital Project Rollover from FY25			\$382,813.30	Increase Expenditures
311-48002-59123	E	Capital Design	Capital Project Rollover from FY25			\$234,217.42	Increase Expenditures
311-48002-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$17,428,688.42	Increase Expenditures
311-48002-59131	E	Capital Easement Acquisition	Capital Project Rollover from FY25			\$5,109,748.35	Increase Expenditures
311-48002-59133	E	Capital Utility Relocation CEI	Capital Project Rollover from FY25			\$496,004.00	Increase Expenditures
311-48002-59391	E	Capital Installation	Capital Project Rollover from FY25			\$729,075.00	Increase Expenditures
311-48002-59601	E	Capital CEI	Capital Project Rollover from FY25			\$3,707,978.60	Increase Expenditures
311-48002-59849	E	Buckner Lane Widening	Capital Project Rollover from FY25			\$489,458.04	Increase Expenditures
311-48003-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$10,561,260.69	Increase Expenditures

311-48003-59131	E	Capital Easement Acquisition	Capital Project Rollover from FY25			\$6,500.00	Increase Expenditures
311-48003-59807	E	I-65 Interchange	Capital Project Rollover from FY25			\$48,888.00	Increase Expenditures
311-48005-59122	E	Capital Environment	Capital Project Rollover from FY25			\$8,800.00	Increase Expenditures
311-48005-59123	E	Capital Design	Capital Project Rollover from FY25			\$516,291.16	Increase Expenditures
311-48005-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$1,363,213.00	Increase Expenditures
311-48005-59601	E	Capital CEI	Capital Project Rollover from FY25			\$598,000.00	Increase Expenditures
311-48015-59123	E	Capital Design	Capital Project Rollover from FY25			\$74,000.00	Increase Expenditures
311-48026-59111	E	Capital Land Acquisition	Capital Project Rollover from FY25			\$1,600,000.00	Increase Expenditures
311-48026-59121	E	Capital Planning	Capital Project Rollover from FY25			\$144,600.00	Increase Expenditures
311-48026-59122	E	Capital Environment	Capital Project Rollover from FY25			\$47,200.00	Increase Expenditures
311-48026-59123	E	Capital Design	Capital Project Rollover from FY25			\$50,000.00	Increase Expenditures
311-48026-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$50,000.00	Increase Expenditures
313-48020-59122	E	Capital Environment	Capital Project Rollover from FY25			\$11,000.00	Increase Expenditures
313-48007-59123	E	Capital Design	Capital Project Rollover from FY25			\$19,740.65	Increase Expenditures
313-48007-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$1,400,000.00	Increase Expenditures
313-48007-59131	E	Capital Easement Acquisition	Capital Project Rollover from FY25			\$1,123,720.00	Increase Expenditures
313-48007-59132	E	Capital Utility Relocation	Capital Project Rollover from FY25			\$500,000.00	Increase Expenditures

313-48007-59601	E	Capital CEI	Capital Project Rollover from FY25			\$140,000.00	Increase Expenditures
313-48007-59860	E	Buckner & Port Royal Improvements	Capital Project Rollover from FY25			\$181,658.00	Increase Expenditures
313-48008-59123	E	Capital Design	Capital Project Rollover from FY25			\$196,821.18	Increase Expenditures
313-48008-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$600,000.00	Increase Expenditures
313-48010-59123	E	Capital Design	Capital Project Rollover from FY25			\$34,699.26	Increase Expenditures
313-48010-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$869,357.79	Increase Expenditures
313-48010-59601	E	Capital CEI	Capital Project Rollover from FY25			\$22,508.25	Increase Expenditures
313-48011-59123	E	Capital Design	Capital Project Rollover from FY25			\$1,171,733.06	Increase Expenditures
313-48012-59123	E	Capital Design	Capital Project Rollover from FY25			\$160,471.25	Increase Expenditures
313-48018-59123	E	Capital Design	Capital Project Rollover from FY25			\$672.00	Increase Expenditures
313-48018-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$87,943.56	Increase Expenditures
313-48018-59601	E	Capital CEI	Capital Project Rollover from FY25			\$8,800.00	Increase Expenditures
313-48019-59123	E	Capital Design	Capital Project Rollover from FY25			\$222,901.42	Increase Expenditures
313-48020-59123	E	Capital Design	Capital Project Rollover from FY25			\$67,797.58	Increase Expenditures
313-48020-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$715,722.00	Increase Expenditures
313-48022-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$30,000.00	Increase Expenditures
313-48023-59121	E	Capital Planning	Capital Project Rollover from FY25			\$50,000.00	Increase Expenditures

313-48023-59123	E	Capital Design	Capital Project Rollover from FY25			\$747,187.54	Increase Expenditures
313-48023-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$569,250.00	Increase Expenditures
313-48030-59123	E	Capital Design	Capital Project Rollover from FY25			\$30,000.00	Increase Expenditures
313-48036-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$252,874.00	Increase Expenditures
313-48037-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$448,941.21	Increase Expenditures
410-52100-53391	E	Other Repair and Maintenance Supplies	Capital Project Rollover from FY25			-\$400,000.00	Decrease Expenditures
410-52302-59123	E	Capital Design	Capital Project Rollover from FY25			\$500,000.00	Increase Expenditures
410-52308-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$50,000.00	Increase Expenditures
410-52309-59123	E	Capital Design	Capital Project Rollover from FY25			\$20,563.22	Increase Expenditures
410-52309-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$4,163,595.99	Increase Expenditures
410-52309-59601	E	Capital CEI	Capital Project Rollover from FY25			\$241,384.37	Increase Expenditures
410-52314-59123	E	Capital Design	Capital Project Rollover from FY25			\$20,447.35	Increase Expenditures
410-52316-59123	E	Capital Design	Capital Project Rollover from FY25			\$7,720.00	Increase Expenditures
410-52317-59123	E	Capital Design	Capital Project Rollover from FY25			\$14,420.00	Increase Expenditures
410-52319-59123	E	Capital Design	Capital Project Rollover from FY25			\$510,340.00	Increase Expenditures
410-52319-59131	E	Capital Easement Acquisition	Capital Project Rollover from FY25			\$59,078.18	Increase Expenditures
410-52320-59123	E	Capital Design	Capital Project Rollover from FY25			\$1,800.00	Increase Expenditures

410-52324-59123	E	Capital Design	Capital Project Rollover from FY25			\$214,500.00	Increase Expenditures
410-52405-59121	E	Capital Planning	Capital Project Rollover from FY25			\$430,804.95	Increase Expenditures
410-52405-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$428,803.74	Increase Expenditures
410-52409-59123	E	Capital Design	Capital Project Rollover from FY25			\$1,363,092.86	Increase Expenditures
410-52409-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$2,500,000.00	Increase Expenditures
410-52417-59123	E	Capital Design	Capital Project Rollover from FY25			\$21,919.30	Increase Expenditures
410-52417-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$7,783,357.00	Increase Expenditures
410-52420-59123	E	Capital Design	Capital Project Rollover from FY25			\$132,763.80	Increase Expenditures
410-52421-59123	E	Capital Design	Capital Project Rollover from FY25			\$707,688.78	Increase Expenditures
410-52422-59123	E	Capital Design	Capital Project Rollover from FY25			\$485,023.84	Increase Expenditures
410-52423-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$6,324,640.52	Increase Expenditures
410-52504-59123	E	Capital Design	Capital Project Rollover from FY25			\$750,000.00	Increase Expenditures
410-52610-59123	E	Capital Design	Capital Project Rollover from FY25			\$2,712,000.00	Increase Expenditures
410-52610-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$4,405,000.00	Increase Expenditures
410-52610-59601	E	Capital CEI	Capital Project Rollover from FY25			\$176,200.00	Increase Expenditures
410-52620-52361	E	Public Relations	Capital Project Rollover from FY25			\$51,693.75	Increase Expenditures
410-52620-59123	E	Capital Design	Capital Project Rollover from FY25			\$1,000,000.00	Increase Expenditures

416-52701-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$1,178,705.00	Increase Expenditures
416-52701-59601	E	Capital CEI	Capital Project Rollover from FY25			\$190,600.00	Increase Expenditures
416-52702-59123	E	Capital Design	Capital Project Rollover from FY25			\$1,725.00	Increase Expenditures
416-52702-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$1,239,144.00	Increase Expenditures
416-52702-59601	E	Capital CEI	Capital Project Rollover from FY25			\$33,100.00	Increase Expenditures
416-52703-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$666,635.00	Increase Expenditures
416-52703-59601	E	Capital CEI	Capital Project Rollover from FY25			\$33,100.00	Increase Expenditures
416-52704-59125	E	Capital Site Construction	Capital Project Rollover from FY25			\$1,104,950.00	Increase Expenditures
416-52704-59601	E	Capital CEI	Capital Project Rollover from FY25			\$33,100.00	Increase Expenditures
110-41800-52691	E	Repair and Maintenance - Other	Move elevator repair and maintenance to Facilities			\$5,000.00	Increase Expenditures
110-42160-52661	E	Repair and Maintenance Buildings	Move elevator repair and maintenance to Facilities			-\$5,000.00	Decrease Expenditures
110-44800-51133	E	Part-time Wages	Correct Library Wages & Benefits			\$24,200.00	Increase Expenditures
110-44800-51341	E	Christmas Bonus	Correct Library Wages & Benefits			-\$52,446.00	Decrease Expenditures
110-44800-51411	E	FICA	Correct Library Wages & Benefits			-\$69,514.00	Decrease Expenditures
110-44800-51421	E	Health Insurance	Correct Library Wages & Benefits			\$70,960.00	Increase Expenditures
110-44800-51461	E	Workers Comp	Correct Library Wages & Benefits			\$40.00	Increase Expenditures
110-44700-51111	E	Salaries	Correct budget- for park maintenance salaries			\$93,313.00	Increase Expenditures

110-42121-52723	E	Subscription Services	Digital Forensic Lab Software/Equipment.			\$28,540.00	Increase Expenditures
110-42121-52944	E	Sexual Offender Enforcement Expenses for Registry	Digital Forensic Lab Software/Equipment.- SOR funded			\$12,000.00	Increase Expenditures
110-42160-59421	E	Machinery and Equipment	Ice Machine			\$8,000.00	Increase Expenditures
110-41200-52723	E	Subscription Services	Pitney Bowes - Postage machine for HQ needed for mailing court documents			\$3,500.00	Increase Expenditures
110-42121-52944	E	Sexual Offender Enforcement Expenses for Registry	SOR - Digital Forensic Lab Software/Equipment.			\$5,200.00	Increase Expenditures
110-41100-57210	E	Regional Memberships	Increase in GNRC membership fees			\$3,000.00	Increase Expenditures
110-41700-51482	E	Tuition Reimbursement	Tuition Reimbursement			\$5,000.00	Increase Expenditures
110-42110-52611	E	Repairs and Maintenance Motor Vehicles	Motor vehicle repairs and maintenance -not included in the department's budget request			\$8,000.00	Increase Expenditures
110-42121-52611	E	Repairs and Maintenance Motor Vehicles	Motor vehicle repairs and maintenance -not included in the department's budget request			\$5,000.00	Increase Expenditures
110-42140-52611	E	Repairs and Maintenance Motor Vehicles	Motor vehicle repairs and maintenance -not included in the department's budget request			\$5,000.00	Increase Expenditures
110-42123-52611	E	Repairs and Maintenance Motor Vehicles	Motor vehicle repairs and maintenance -not included in the department's budget request			\$175,000.00	Increase Expenditures
110-42150-52611	E	Repairs and Maintenance Motor Vehicles	Motor vehicle repairs and maintenance -not included in the department's budget request			\$37,200.00	Increase Expenditures
110-43170-34000	R	Charges for Services	Fleet Revenue increase will offset increase in Police repair and maintenance		\$230,200.00		Increase Revenue
311-48400-56332	E	Interest 2024 Series GO Bond \$57M	Budgeted division correction			\$1,673,500.00	Increase Expenditures

311-44800-56332	E	Interest 2024 Series GO Bond \$57M	Budgeted division correction			-\$1,673,500.00	Decrease Expenditures
311-48026-59125	E	Capital Site Construction	Property Survey at Hurt Road Property			\$5,000.00	Increase Expenditures
313-48007-59131	E	Capital Easement Acquisition	Port Royal Rd/Buckner Ln Intersection. The last tract appraisal came in much higher than the engineer's estimate.			\$500,000.00	Increase Expenditures
313-30000-36962	R	Revenues	Port Royal Rd/Buckner Ln Intersection. The last tract appraisal came in much higher than the engineer's estimate.		\$500,000.00		Increase Revenue
124-43110-57606	E	Streets	Increasing transfer to offset revenue increase in Capital Projects fund			\$500,000.00	Increase Expenditures
140-47210-57909	E	Other Grants, Contributions and Indemnities	Resolution 25-206, authorize donation to BOFT			\$95,000.00	Increase Expenditures
416-43150-52651	E	Repairs & Maintenance Grounds & Ground Improvement	Stormwater Pipe Spraying			\$150,000.00	Increase Expenditures
410-52010-52521	E	Utilities Administration	Additional legal services due to moratorium/compliance			\$100,000.00	Increase Expenditures
110-27111	FB	Fund Balance - Unappropriated		-\$1,001,355.39			Decrease Fund Balance
124-27111	FB	Fund Balance - Unappropriated		-\$500,000.00			Decrease Fund Balance
140-27111	FB	Fund Balance - Unappropriated		-\$95,000.00			Decrease Fund Balance
150-27111	FB	Fund Balance - Unappropriated		-\$574,701.78			Decrease Fund Balance
311-27111	FB	Fund Balance - Unappropriated		\$53,169,253.56			Decrease Fund Balance
313-27111	FB	Fund Balance - Unappropriated		-\$9,663,798.75			Decrease Fund Balance
410-27111	FB	Fund Balance - Unappropriated		\$34,805,637.65			Decrease Fund Balance
416-27111	FB	Fund Balance - Unappropriated		-\$4,631,059.00			Decrease Fund Balance

619-27111	FB	Fund Balance - Unappropriated		-\$18,196.00			Decrease 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 2nd DAY OF September 2025.

MATT FITTERER, MAYOR

ATTEST:

APRIL GOAD, CITY
RECORDER LEGAL FORM
APPROVED:

PATRICK CARTER, CITY ATTORNEY

Passed on 1st Consideration:

Passed on 2nd Consideration:



STAFF MEMORANDUM

TO: Board of Mayor and Alderman
FROM: Rebecca Holden, Finance Director
DATE: 8/25/2025
RE: Ordinance 25-22 : FY 26 Budget Amendment #1

PURPOSE:

Ordinance 25-22 provides for the first 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:

Rollover Purchase Orders:

These items represent prior-year obligations that remain open and must be carried forward into FY 2025–2026. They ensure continuity of major equipment purchases, facility upgrades, vehicle repairs, and professional services already authorized. Below shows the total amount of rollover purchase orders by fund.

- General Fund - \$869,562.39
- Capital Equipment Replacement Fund - \$574,701.78
- Water/Sewer Fund - \$28,800.00
- Drug Fund - \$18,196.00



CITY OF SPRING HILL

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



Rollover Capital Projects:

These represent capital projects authorized in prior fiscal years that were not completed by year-end. The funds must be reappropriated to allow project continuation in FY 2025–2026. Below shows the total amount previously approved project funds being budgeted.

- 18-75 Capital Projects Fund - \$53,164,253.56
- Capital Projects Fund - \$9,663,798.75
- Water/Sewer Fund - 34,676,837.65
- Stormwater Fund - \$4,481,059.00

Ancillary/One-Time Items:

- Move elevator repair and maintenance from police building and grounds to Facilities with no financial impact.
- Correct library wages and benefits \$26,760 returned to fund balance due to an over budget allocation.
- Correct Park Maintenance salaries \$93,313 added to cover underbudgeted costs.
- Ice machine for kitchenette/community room \$8,000 to purchase the ice maker unit needed to pair with the previously ordered bin.
- Digital forensic lab software/equipment \$40,540 to establish a self-contained forensic lab and reduce case delays, with \$12,000 paid from the Sex Offender Registry Fund and \$28,540 from fund balance.
- Sex Offender Registry (SOR) computer \$5,200 to support digital forensic casework.
- Postage machine at new police headquarters \$3,500
- An additional \$3,000 is needed to cover the increase in Greater Nashville Regional Council membership fees.
- Tuition reimbursement of \$5,000 is included for CIP Administration to support educational expenses in accordance with the personnel policy.
- An additional \$230,200 is allocated for police motor vehicle repairs and maintenance across all divisions, as these costs were not included in the department’s budget request. The increase will result in an offsetting increase in Fleet revenue.
- Correct division for Interest 2024 Series GO Bond \$57M in 18-75 Capital Projects Fund with no impact on fund balance.
- Property survey at Hurt Road property for \$5,000 to document and confirm city-owned boundaries.



CITY OF SPRING HILL

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



- An additional \$500,000 is needed for the Port Royal Road/Buckner Lane intersection project after the final tract appraisal exceeded the engineer’s estimate, and this is offset with a \$500,000 increase in revenue from impact fees.
- An additional \$500,000 is allocated in the Impact Fees Fund as a transfer to the Capital Projects Fund, offset with fund balance.
- Resolution 25-206 authorizes a \$95,000 donation from Tourism funds to the Battle of Franklin Trust in support of historic preservation and cultural tourism initiatives.
- Stormwater pipe spraying \$150,000 to spray and repair damaged stormwater pipes throughout the city.
- Additional legal services due to moratorium and compliance in the amount of \$100,000 to address increased legal costs.

FINANCIAL IMPACT:

The financial impact of the changes is denoted in the attached documents and through the ordinance.

Summary - Financial Impact of Budget Amendment #1		
110	\$ (1,001,355.39)	Decrease Fund Balance
124	\$ (500,000.00)	Decrease Fund Balance
140	\$ (95,000.00)	Decrease Fund Balance
150	\$ (574,701.78)	Decrease Fund Balance
311	\$ (53,169,253.56)	Decrease Fund Balance
313	\$ (9,663,798.75)	Decrease Fund Balance
410	\$ (34,805,637.65)	Decrease Fund Balance
416	\$ (4,631,059.00)	Decrease Fund Balance
619	\$ (18,196.00)	Decrease Fund Balance
TOTAL	\$ (104,459,002.13)	

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Ordinance 25-22 as presented.



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

ORDINANCE 25-23

AN ORDINANCE TO AMEND ORDINANCE NO. 18-21, THE SAME BEING THE ZONING ORDINANCE AND OFFICIAL ZONING MAP OF THE CITY OF SPRING HILL, BY REZONING APPROXIMATELY 47.52 ACRES OF PROPERTY, KNOWN AS WILLIAMSON COUNTY TAX MAP 166, PARCELS 00609 00011166 (37.69 ACRES) AND PARCEL 00610 00011166 (9.83 ACRES) FROM AGRICULTURAL DISTRICT (AG) TO INSTITUTIONAL CAMPUS DISTRICT (IC)

RZN 1869-2025 (HURT ROAD REZONING)

WHEREAS, the City of Spring Hill Ordinance No. 18-21, the same being the Official Zoning Map of Spring Hill is hereby amended by rezoning the 47.52 acres of property described herein, and known as, Williamson County Tax Map 166 Parcels **00609 00011166** and **00610 00011166** from Agricultural (AG) to Institutional Campus (IC); and

WHEREAS, said portion of property to be rezoned from Agricultural (AG) to Institutional Campus (IC) is located within the corporate limits of the City of Spring Hill.

WHEREAS, the request has been found to meet the Approval Standards of Section 13.2.E.1 of the Unified Development Code:

WHEREAS, the Spring Hill Municipal Planning Commission forwarded the request to the Board of Mayor and Aldermen on August 11, 2025, with a recommendation for approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, WHILE IN REGULAR SESSION on September 2, 2025, to amend Ordinance No. 18-21, the same being the Zoning Map of the City of Spring Hill, adopted August 20, 2018, by 47.52 acres of property described herein, and known as, Williamson County Tax Map 166 Parcels **00609 00011166** and **00610 00011166** from Agricultural (AG) to Institutional Campus (IC) as depicted on the vicinity map herein referred to as Exhibit A, the public welfare requiring it.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 1: The rezoning of the referenced tax parcels shall be as displayed as shown on the vicinity map that is attached.

Matt Fitterer, Mayor

*Ordinance 25-23
September 15, 2025
Page 1 of 2*

ORD 25-23, (Hurt Road Rezoning) AG to IC

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

Passed on First Reading: (on agenda September 2, 2025)

Passed on Second Reading:

*Ordinance 25-23
September 15, 2025
Page 2 of 2*

ORD 25-23, (Hurt Road Rezoning) AG to IC



REQUEST: Ordinance 25-23
SUBMITTED BY: Dara Sanders, Development Services Director
DATE: August 18, 2025
RE: To rezone the Hurt Road property

BACKGROUND: The site is located on the west side of Hurt Road, north of Duplex Road. The lot is also adjacent to Allendale Elementary School. The property has large massing of trees and a few buildings on site. The zoning districts surrounding the property to the north, east, and west are zoned R-2 and R-3 with the property directly south being zoned IC. The applicant requests rezoning approval from AG to IC (Institutional Campus District).

The IC Institutional Campus Zoning District is intended to accommodate governmental uses, larger public and private educational facilities, cultural facilities, institutional uses, and similar uses located within the City.

REQUEST:
The applicant requests rezoning approval from AG to IC.

DISCUSSION:
The Unified Development Code requires that the following approval standards are considered in Article 13.2.E.1:

- 1. The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.**
The request for rezoning is consistent with the Spring Hill Comprehensive Plan. The Comprehensive Plan calls for this site to be a Residential Neighborhood area, these areas are for low to moderate density with more intense environments. The City's intent for this property is to provide recreational services to the surrounding neighborhoods.
- 2. The compatibility with the existing use and zoning of nearby property.**
IC zoning is compatible with the zoning of the existing sites nearby. The adjacent site to the south is already zoned IC. With the addition of a path that connects the school to the soccer fields, it will create more opportunities to enhance the quality of life of the surrounding areas.
- 3. The extent to which the proposed amendment creates nonconformities.**
The property is approximately 63 acres with significant road frontage and is currently vacant. Therefore, the rezoning would not create a nonconformity.
- 4. The trend of development in the general area of the subject property.**



The trend of development around the site is evolving. Surrounding developments include schools, single-family subdivisions, a commercial district, churches, farmland, and rural and low-density residential.

5. That there are no adverse impacts on public health, safety, and welfare.

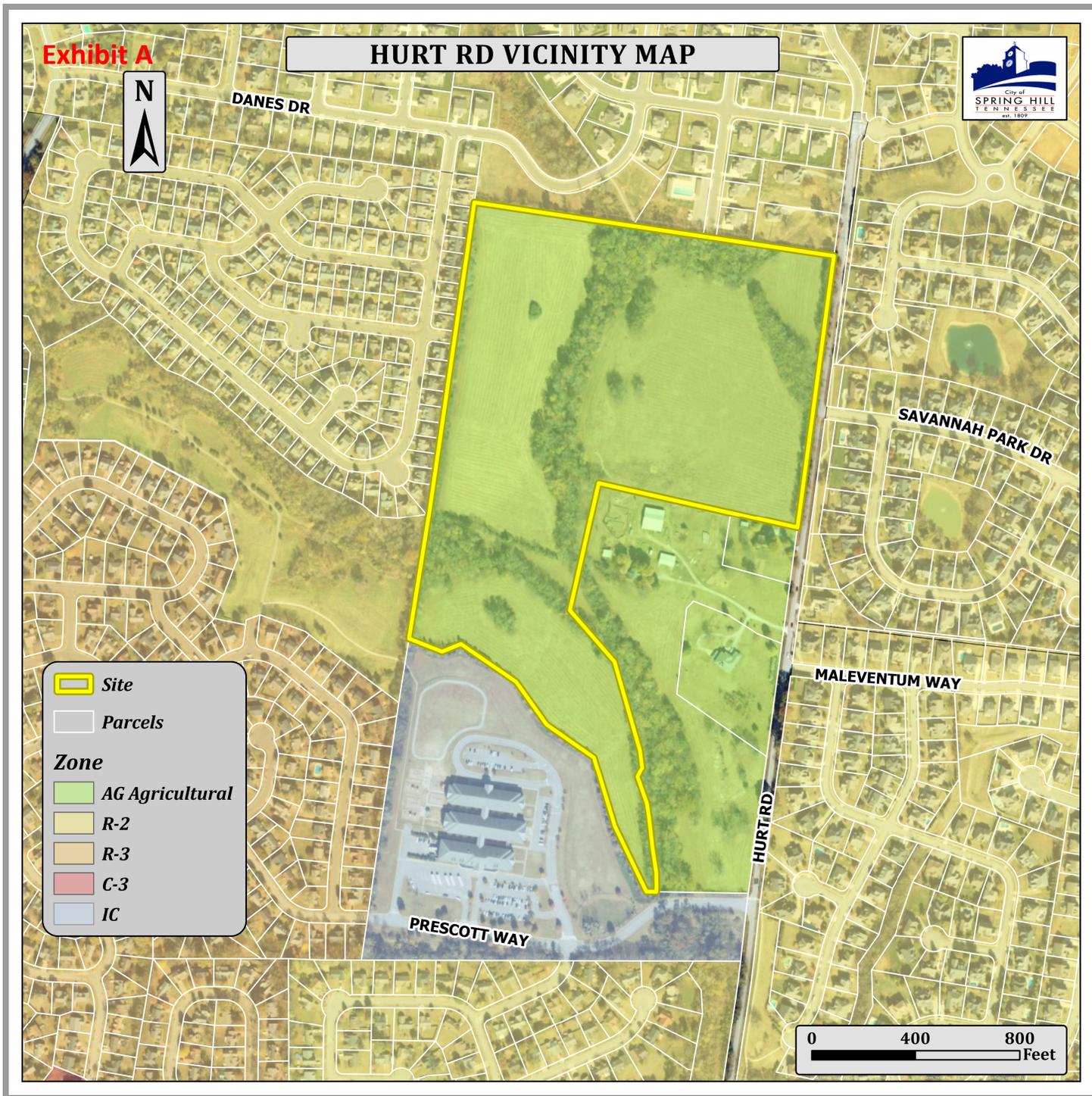
Rezoning the property to IC could result in positive impacts on public health and safety.

6. Whether adequate public facilities are available, including but not limited to, schools, parks, police, and fire protection, streets, and utilities, or whether adequate public facilities are reasonably capable of being installed with development.

There are five schools near the site, Allendale Elementary School is 0.6 miles south of the property, Summit High School is 1.9 miles northeast, Chapman's Retreat Elementary School is 2.1 miles southeast, Spring Station Middle School is 2.2 miles northeast, and Longview Elementary School is about 2.5 miles to the west. The site is located near two fire stations; Fire Station 3 is the closest to the site at 2.3 miles northwest with the next Fire Station being 3.4 miles west. The nearest police station is Spring Hill Police Department 4.2 miles southwest and the nearest park is Harvey Park 3.9 miles west, and Peter Jenkins Walking Trail is 1.2 miles to the west.

RECOMMENDATION:

The Planning Commission voted unanimously to recommend BOMA approval of these amendments at their August 11, 2025 meeting.



ORDINANCE 25-24

AN ORDINANCE TO AMEND ORDINANCE NO. 18-21, THE SAME BEING THE ZONING ORDINANCE AND OFFICIAL ZONING MAP OF THE CITY OF SPRING HILL, BY REZONING APPROXIMATELY 153.41 ACRES OF PROPERTY, KNOWN AS MAURY COUNTY TAX MAP 44, PARCEL 27.00 (109 ACRES), PARCEL 27.03 (19.78 ACRES), AND PARCEL 27.04 (24.63 ACRES) FROM PLANNED UNIT DEVELOPMENT (PUD) MULTI-FAMILY DISTRICT (R-6), TND TO INSTITUTIONAL CAMPUS DISTRICT (IC)

RZN 1870-2025 (RESERVOIR REZONING)

WHEREAS, the City of Spring Hill Ordinance No. 18-21, the same being the Official Zoning Map of Spring Hill is hereby amended by rezoning the 153.41 acres of property described herein, and known as, Maury County Tax Map **44** Parcels **27.00**, **27.03**, and **27.04** from Planned Unit Development (PUD), Multi-Family District (R-6), Traditional Neighborhood Development (TND) to Institutional Campus (IC); and

WHEREAS, said portion of property to be rezoned from Planned Unit Development (PUD), Multi-Family District (R-6), Traditional Neighborhood Development (TND) to Institutional Campus (IC) is located within the corporate limits of the City of Spring Hill.

WHEREAS, the request has been found to meet the Approval Standards of Section 13.2.E.1 of the Unified Development Code:

WHEREAS, the Spring Hill Municipal Planning Commission forwarded the request to the Board of Mayor and Aldermen on August 11, 2025, with a recommendation for approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, WHILE IN REGULAR SESSION on September 2, 2025, to amend Ordinance No. 18-21, the same being the Zoning Map of the City of Spring Hill, adopted August 20, 2018, by 153.41 acres of property described herein, and known as, Maury County Tax Map **44** Parcels **27.00**, **27.03**, and **27.04** from Planned Unit Development (PUD), Multi-Family District (R-6), Traditional Neighborhood Development (TND) to Institutional Campus (IC) as depicted on the vicinity map herein referred to as Exhibit A, the public welfare requiring it.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 1: The rezoning of the referenced tax parcels shall be as shown in Exhibit A.

Matt Fitterer, Mayor

ATTEST:

*Ordinance 25-24
September 15, 2025
Page 1 of 2*

ORD 25-24, (Reservoir Rezoning) PUD, R-6, TND to IC

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

Passed on First Reading: (on agenda September 2, 2025)

Passed on Second Reading:

*Ordinance 25-24
September 15, 2025
Page 2 of 2*

ORD 25-24, (Reservoir Rezoning) PUD, R-6, TND to IC



REQUEST: Ordinance 25-24
SUBMITTED BY: Dara Sanders, Development Services Director
DATE: August 18, 2025
RE: To rezone the reservoir property

BACKGROUND:

The site is known as Maury County Tax Map 44, Parcels 27.00, 27.03, 27.04, formerly known as Stone Creek and property the city had previously acquired through donation. The subject property is located on the west side of I-65, south of Derryberry Lane. The property is approximately 156.97 acres. The applicant is requesting to rezone from R-6, PUD, TND to IC.

The IC Institutional Campus Zoning District is intended to accommodate governmental uses, larger public and private educational facilities, cultural facilities, institutional uses, and similar uses located within the City.

REQUEST:

The Development Services Department requests to rezone from R-6, PUD, TND to IC. The purpose of the rezoning is to allow the planned reservoir on this newly acquired property for the Advanced Purification Project.

DISCUSSION:

The Unified Development Code requires that the following approval standards are considered in Article 13.2.E.1:

1. The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.

The request for rezoning is consistent with the Spring Hill Comprehensive Plan, as it calls for this site to be a Residential Neighborhood Area for moderate density and intensity. The Institutional Campus Zoning District is intended to accommodate governmental uses, larger public and private educational facilities, cultural facilities, institutional uses, and similar uses located within the City.

The IC zoning district is designed for governmental use. This rezoning request, along with the companion UDC amendment (ZTA 1871-2025), would allow the city to expand critical governmental services specifically related to essential infrastructure management. This project will address future wastewater needs of Spring Hill.



2. The compatibility with the existing use and zoning of nearby property.

The site does have compatibility with the existing sites nearby. As stated previously, IC districts call for moderate density and intensity.

3. The extent to which the proposed amendment creates nonconformities.

There is currently no development on the property as it sits vacant. Therefore, the rezoning would not create a nonconformity.

4. The trend of development in the general area of the subject property.

The trend of development around the site is evolving. Surrounding developments include schools, single-family subdivisions, farmland, and rural and low-density residential.

5. That there are no adverse impacts on public health, safety, and welfare.

Staff is not aware of any adverse impacts on public health or safety at the time of this request. Rezoning the property to IC could result in positive impacts on public health and safety.

6. Whether adequate public facilities are available, including but not limited to, schools, parks, police, and fire protection, streets, and utilities, or whether adequate public facilities are reasonably capable of being installed with development.

The subject property has significant acreage that will provide enough space for the reservoir project. It is reasonable to successfully install needed public facilities on the subject property. As our infrastructure needs continue to evolve, this new public resource will ensure Spring Hill will continue to allow responsible development needed to remain successful.

RECOMMENDATION:

The Planning Commission voted unanimously to recommend BOMA approval of these amendments at their August 11, 2025 meeting.



RESOLUTION 25-210

A RESOLUTION OF THE CITY OF SPRING HILL, TENNESSEE AMENDING THE NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen recognized the need and adopted Traffic Calming policies and procedures to address speeding traffic and related safety concerns within residential neighborhoods; and

WHEREAS, this Resolution amends Resolution 13-11 and Resolution 18-34; and

WHEREAS, the City of Spring Hill is committed to being a supporting partner in helping citizens and neighborhoods devise creative and workable ways to enhance neighborhood safety and livability by working closely with neighborhoods to implement effective and cost-efficient solutions relating to vehicular traffic in our residential areas; and

WHEREAS, a new method as attached in Exhibit A has been evaluated and, in turn, recommended by staff and the Transportation Advisory Committee; and

NOW, THEREFORE BE IT RESOLVED, by the City of Spring Hill Board of Mayor and Aldermen, that the Neighborhood Traffic Calming Program (NTCP) for the City of Spring Hill, Tennessee be amended as attached in Exhibit A.

BE IT FURTHER RESOLVED, this resolution shall take effect from and immediately after its passage, the public welfare requiring it.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September, 2025.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



SUBMITTED BY: Tyler Scroggins, Public Works Director
DATE: September 2, 2025
RE: Amendment to the Neighborhood Traffic Calming Program (NTCP)
ATTACHMENTS: Exhibit A

PURPOSE:

To amend the Neighborhood Traffic Calming Program as attached in Exhibit A.

BACKGROUND:

The Neighborhood Traffic Calming Program was adopted in 2013 as a guideline for HOA's and the city to manage and decrease speeding traffic through local neighborhood streets. The Neighborhood Traffic Program was later amended via Resolution 18-34 to include low impact Speed Bumps as a restricted alternative.

Since the NTCP adoption and amendment to the Program, the city has explored "test" areas and ways to improve the Neighborhood Traffic Program. The policy was revised based on review of resources from the Federal Highway Administration, Manual on Uniform Traffic Control Devices, the Institute of transportation Engineers, and the National Association of City transportation officials, along with peer review of other local municipalities and State traffic calming programs.

Staff presented the amended NTCP to the Transportation Advisory Committee on August 18, 2025, and received favorable recommendations.

NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)
CITY OF SPRING HILL, TENNESSEE
APRIL 2023 (REVISED ~~AUGUST~~ 2025)

Deleted: JULY

INTRODUCTION

This policy was written (revised), based on review of resources from the Federal Highway Administration (FHWA), the Institute of Transportation Engineers (ITE), and the National Association of City Transportation Officials (NACTO), along with peer review of other Local municipalities and State traffic calming programs.

Application

The City of Spring Hill Neighborhood Traffic Calming Program (NTCP) applies to local, residential streets only. Collector, arterial streets, along with streets located in commercial zoning districts, as designated by the City's Major Thoroughfare Plan, are not eligible for traffic calming measures. Additionally, cul-de-sacs and circles are not eligible for traffic calming measures.

PROCESS

Projects being considered for the NTCP must follow the procedure outlined below. A flowchart summarizing this procedure is provided in **Appendix A**.

To be able to evaluate the overall need for traffic calming throughout the City and the availability of funding, the NTCP will follow a set schedule for submission of requests. NTCP requests shall be received by **May 31** and **November 30** of each calendar year. These dates will allow for preliminary review, coordination with requesting HOA or property owners, a 90-day petition period, and adequate time for the collection of traffic data while schools are in session.

Step 1: Request Traffic Calming

A homeowner's association (HOA) or an official homeowner's group must submit a written request (utilizing Form TC-1) for traffic calming on a specific street segment or segments to the designated staff person within the City of Spring Hill Police Department (SHPD). The request must identify the perceived traffic problem (the Project) and must include contact information for a representative (the Requester) of the HOA or homeowner's group. Within a neighborhood with an organized HOA, individual homeowners are not eligible to initiate projects for the NTCP.

Deleted: Public Works Director, City Traffic Engineer or NTCP Manager...

If the neighborhood does not have an officially organized HOA, property owners within the neighborhood may organize and make an official request. In this case, a minimum of 2 individual property owners along the street for which traffic calming is being requested. If multiple streets are being included in the request, a minimum of 2 individual property owners from each street must be included as representatives of the request. A renter of a property cannot serve as a representative for the request. Individual citizens are not eligible to initiate projects for the NTCP.

Step 2: Data Collection and Evaluation

Upon receipt of an official request, the SHPD will deploy a radar speed limit trailer (RSLT) within the requested area identified in the Request. The RSLT shall remain in place for a minimum of seven (7) consecutive days to collect speed data. At the conclusion of the deployment, the collected speed should be shared with the designated Public Works traffic calming coordinator (PWTCC) and/or City Traffic Engineer. SHPD and PWTCC will evaluate the speed and volume data to determine the need for advancement to Step 3: Education and Enforcement.

If the collected speed data shows the 85th percentile speed to be 7 miles per hour (mph) higher than the posted speed limit, the Request shall advance to Step 3: Education and Enforcement.

Step 3: Education and Enforcement

At the completion of the evaluation, SHPD should conduct an Education and Enforcement campaign along the identified streets/segments of streets from the Request. The campaign may include, but not limited to:

1. Providing regular police presence and writing citations along the neighborhood streets.
2. Providing to citizens a flyer that provides information on how speeds impact driving characteristics, safety, etc.

The Education and Enforcement campaign should extend a minimum period of 60 days. At the conclusion of the campaign, the SHPD will deploy a RSLT and collect speed data. The RSLT shall remain in place for a minimum of seven (7) consecutive days to collect speed data. At the conclusion of the deployment, the collected speed should be shared with the designated Public Works Director. SHPD and PW will evaluate the speed and volume data to determine the need for advancement to Step 4: Preliminary Review.

Step 4: Preliminary Review

Upon completion of Step 3: Education and Enforcement if it is determined this action did not positively impact speed results in the neighborhood, Public Works (PW) will conduct an initial review of the street(s) identified in the Request. This review is to determine if the street(s) meet the following minimum criteria:

1. According to the City's MTP, the street(s) is a residential local street.
2. The Average Daily Traffic (ADT) volume greater than or equal to 750 vehicles per day (vpd) and less than or equal to 3,500 vpd. No significant roadway network changes, within the immediate vicinity of the identified street(s), should have occurred since the data had been collected.
3. The posted speed limit is 35 mph or less.
4. The street(s) is a through street. A through street is defined as: "a street connecting to higher classified streets that a driver can use as a "cut-through"."

For a street(s) to move forward through the process, at a minimum, it must satisfy the criteria for #1, #3 and #4.

Step 5: Conduct Petition

After completion of the Preliminary Review for determination of eligibility, the Public Works

Formatted: Superscript

Formatted: Indent Left: 0.08", No bullets or numbering

Formatted: Font: Not Bold, Not Italic

Deleted: the

Deleted: NOTE: If existing data is not available for #2, this criterion will not be considered during the Preliminary Review....

Deleted: 500

Deleted: 3,000

Deleted: Review any existing traffic volume data. This data must have been collected within the previous 6 months from the submittal of the Request. Additionally, n...

Deleted: 3

Deleted: City

staff will define the petition area. The petition area will typically include the following:

- Properties along the street that are being considered for traffic calming measures
- Properties along streets where access is substantially dependent upon the street that is proposed to be calmed
- Properties along any street that is expected to receive significant increases, as determined by City staff, in traffic volumes as a result of the traffic calming installation

City staff will prepare a petition packet that includes the petition form, a copy of the NTCP Program, a map of the study area, and an explanation of the NTCP procedures. The petition packet will be given to the requester, who will be responsible for conducting the petition. The requester must obtain supporting signatures, or "YES" votes, that represent 51 percent of the households within the petition area. Missing signatures or signatures of non-owners (aka renters) will be counted as "NO" votes. The requester will have 90 days from the date the petition packet was provided to the requester to submit the signature packet to Public Works. Public Works staff will review the petition to determine if the signatures are valid and if the petition is successful.

If the petition is successful, then the proposed project will proceed to Step 6. If the petition fails, or if the petition is not returned by the petition deadline, then the project is terminated, and the neighborhood will be ineligible to submit another request for traffic calming for a period of two years.

Step 6: Evaluate Problems and Identify Possible Solutions

City staff will evaluate the project to determine the need for traffic calming measures. This evaluation will typically include a site visit and the collection of data, such as traffic volumes and traffic speeds. The traffic data (volume and speed) shall be collected for a minimum of 48-hours during the typical week (Tuesday, Wednesday, Thursday) while schools are in session and 24-hours on a typical weekend. Traffic data will not be collected on holidays or the day preceding or following the holiday.

For a project to be considered for traffic calming measures, the following criteria must generally be met along with a qualifying score of 7 points based on the Point System Table.

- The Average Daily Traffic (ADT) volume is greater than or equal to 750 vpd and less than or equal to 3,500 vpd.
- The posted speed limit is 35 mph or less.
- The street is a through street. A through street is defined as: "a street connecting to higher classified streets that a driver can use as a "cut-through"."
- The maximum grade on the section of roadway that is being considered for traffic calming measures does not exceed 8 percent.
- The combination of horizontal and vertical curves along the roadway is not such that would result in inadequate stopping sight distance (according to AASHTO requirements) for motorists as they encounter the traffic calming devices.
- The street is not a transit route or a primary emergency access route.

If Public Works staff determines that the street segment does not qualify, then the project will be terminated. The project will be ineligible for the NTCP for a period of two years unless Public City of Spring Hill Neighborhood Traffic Calming Program (NTCP)

Deleted: the names and addresses of the property owners within the petition area,

Deleted: Prior to conducting the petition, the traffic calming petition must be presented at a neighborhood meeting...that is publicized by the City of Spring Hill in ... [1]

Deleted: that is publicized by the City of Spring Hill in a manner that is consistent with Spring Hill's standard public meeting notification procedures.

Deleted: City staff will attend the meeting to present the traffic calming request, identify the study area, and explain the NTCP procedures. After the meeting,

Deleted: t

Deleted: after the date of the neighborhood meeting to submit the petition results to the Public Works Director, City Traffic Engineer or NTCP Manager.

Deleted: 4

Deleted: one

Deleted: 4

Deleted: 500

Deleted: 3,000

Deleted: City

Deleted: City

Works staff determines that changing conditions have resulted in a traffic volume or speeding problem.

If Public Works staff determines that a street segment has a traffic volume or a traffic speed problem, but the above criteria or a score of 7 are not met, The street will not be considered for other traffic calming measures at this time. The project will be ineligible for the NTCP for a period of two years unless Public Works staff determine that changing conditions during this time have resulted in a traffic volume or speeding problem.

If Public Works staff determines that a street segment has a traffic volume or a traffic speed problem, and if the above criteria and a qualifying score of 7 are met, then the project will be included in the NTCP. Public Works staff will identify feasible and appropriate traffic calming solutions to address the identified traffic problem. Examples of traffic calming techniques can be found at [Traffic Calming – Institute of Transportation Engineers \(ite.org\)](#) and [Traffic Calming ePrimer | FHWA \(dot.gov\)](#).

Not all traffic calming devices are appropriate for every street typical section or type of roadway. The following general guidelines will be applied when determining potential solutions:

- Vertical deflection devices (speed humps, speed cushion, raised crosswalks, etc.) will not be considered for high volume (greater than 2,000 ADT) streets.
- Street width reduction devices (choker, median island, road diet, etc.) will not be used on streets where travel lane widths cannot be maintained at 10 feet or greater.
- Routing restriction devices (diagonal diverter, closure, turn restrictions, etc) will not be used where access to emergency vehicles hindered.

Public Works staff will then attend a meeting with the HOA Board or Requestor to present the analyses results and the identified solutions. Based on comments received at the meeting, Public Works staff will revise the solutions as appropriate. The project will then proceed to **Step 7**.

**TRAFFIC CALMING EVALUATION
SCORING MATRIX**

CRITERIA	VALUE	POINTS
SPEED	0 – 5 mph	Not Eligible
	6 mph	1
	7-8 mph	2
	9 mph	3

Deleted: City
Deleted: then City staff will work with the Spring Hill Police Department and the HOA/representatives to address the problem with education and enforcement efforts.
Deleted: City

Deleted: City
Deleted: City

Deleted: City
Deleted: public neighborhood
Deleted: City
Deleted: 5

Deleted: 3
Deleted: 4
Deleted: 5
Deleted: 6

	10 + mph	4
VOLUME	0 – 749 vpd	Not Eligible
	750 – 999 vpd	1
	1,000 – 1,499 vpd	2
	1,500 – 2,249 vpd	3
	2,250 – 2,749 vpd	2
	2,750 – 3,499 vpd	1
	3,500 + vpd	Not Eligible
SIDEWALK	Both Sides	0
	One Side	1
	Neither Side	2
CIVIC FACILITY	0 – 660 ft	3
	661 – 1,320 ft	2
	1,321 – 2,640 ft	1
	2,640 + ft	0
CRASHES ¹	< 1.0 / yr	0
	1.0 – 1.5 / yr	1
	1.5 + /yr	2

- Deleted: 7
- Deleted: 499
- Deleted: 500
- Deleted: 1,999
- Deleted: 2,000
- Deleted: 2,499
- Deleted: 2,500
- Deleted: 2,999
- Deleted: 3,000

¹ Crash data will be collected and evaluated for the most recent 3 years. Only crashes with contributable causes related to speeds, volumes, and pedestrian/bicyclist will be considered.

Step 7: Develop Construction Documents

Based on the feasible and appropriate solutions identified by Public Works staff during **Step 4**, Public Works staff will develop a complete set of construction documents for the proposed traffic calming measures.

- Deleted: 5
- Deleted: City
- Deleted: City

Step 8: Prioritize the Project

Projects that reach **Step 5** will be prioritized by Public Works staff based on a variety of factors, such as traffic speeds, traffic volumes, and implementation costs. Public Works staff will notify the requester of the project's status at this time. This prioritization will be used by Public Works staff to develop construction schedules for the projects.

- Deleted: 6
- Deleted: City
- Deleted: City
- Deleted: City

Step 9: Install the Proposed Traffic Calming Measures

Projects will be implemented according to priority and the availability of funding. Projects that have the highest priority will be implemented first. If sufficient funding is not available for the highest priority project, then the highest priority project that can be implemented with the City of Spring Hill Neighborhood Traffic Calming Program (NTCP)

- Deleted: 7

amount of funding that is available will be implemented first. A lower-priority project can be implemented ahead of schedule if the neighborhood association/group elects to pay 100 percent of the implementation costs and as long as doing so does not affect the construction schedules of higher-priority projects. Implementation of a project will not occur until all associated maintenance/landscape/payment agreements have been finalized. Installation of the traffic calming measures will be performed by City crews or by a contractor that is selected by the City.

Step 10: Monitor the Effectiveness of the Traffic Calming Measures

Approximately three months after the proposed traffic calming devices have been installed, City staff will evaluate the project to determine if the traffic calming devices have sufficiently addressed the traffic problem. If the traffic problem has been resolved, then the project will be considered complete. If the traffic problem has not been resolved, then City staff will consider other solutions. If an alternate solution is selected by City staff, then the project will return to **Step 7**. If City staff determines that there are no feasible alternatives, then the project will be terminated and will not be considered for inclusion in the NTCP again unless changing conditions have resulted in a feasible alternative. If this is the case, it will be the responsibility of the HOA/representatives to submit another written request for traffic calming to the Public Works Director, and the entire NTCP process must be repeated.

Deleted: 8

Deleted: 5

Deleted: , City Traffic Engineer or NTCP Manager

MODIFICATION OR REMOVAL OF A TRAFFIC CALMING DEVICE

Process

If City staff determines that a traffic calming device should be modified or removed due to public health/safety reasons, then City staff, with assistance from Public Works and the Street Department, shall modify or remove the device. If the HOA/representatives wishes to remove or significantly alter a traffic calming device, then the neighborhood must conduct the same petitioning process outlined in **Step 5**. If the petition supporting the removal/modification is successful, then the neighborhood must pay for the costs that are associated with the removal/modification and any repairs to the roadway that are necessary to provide an adequate driving surface. A traffic calming device will not be removed until all payment agreements have been finalized. If the removal/modification is initiated by the HOA/representatives, then the

Deleted: 3

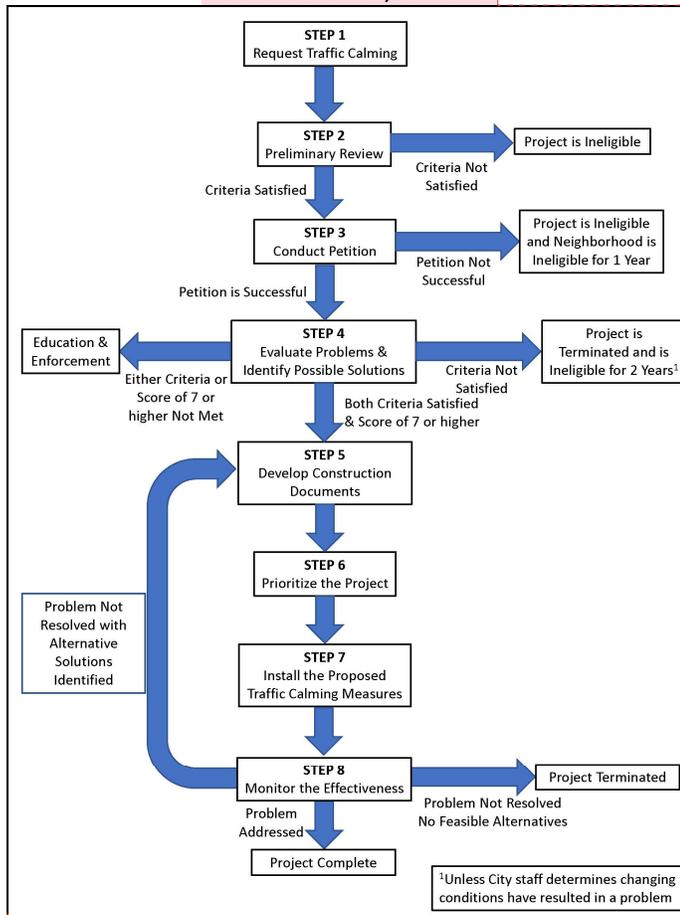
neighborhood will be ineligible to participate in the NTCP for a period of five years.

NEW DEVELOPMENTS

With the continued growth within the City of Spring Hill, traffic volumes will continue to increase, and drivers will continue to search for the quickest routes to traverse the city's roadway network. As such, as developments are planned and constructed, connectivity through existing developments to the major roadway network will continue to occur, creating challenges with increased volumes and vehicle speeds.

As a means to counter the potential for increased volumes and speeds through existing developments, all proposed developments requiring a traffic impact study (TIS) to be completed for approval of the development, shall include a section within the TIS pertaining to cross connectivity. This section should include an evaluation of the cross connectivity for the potential of increased traffic volumes and speeds, impacts to the existing development roadway network and identification of potential mitigation measures to address the impacts.

**APPENDIX A
PROCEDURAL FLOW CHART FOR THE
NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)
CITY OF SPRING HILL, TENNESSEE**



Commented [GB1]: To be revised based on result of text revisions

Formatted: Highlight

Page 3: [1] Deleted Gerald Bolden 8/13/2025 7:43:00 AM



August 2025

**NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)
CITY OF SPRING HILL, TENNESSEE
APRIL 2023 (REVISED AUGUST 2025)**

EXHIBIT A

INTRODUCTION

This policy was written (revised), based on review of resources from the Federal Highway Administration (FHWA), the Institute of Transportation Engineers (ITE), and the National Association of City Transportation Officials (NACTO), along with peer review of other Local municipalities and State traffic calming programs.

Application

The City of Spring Hill Neighborhood Traffic Calming Program (NTCP) applies to local, residential streets only. Collector, arterial streets, along with streets located in commercial zoning districts, as designated by the City's Major Thoroughfare Plan, are not eligible for traffic calming measures. Additionally, cul-de-sacs and circles are not eligible for traffic calming measures.

PROCESS

Projects being considered for the NTCP must follow the procedure outlined below. A flowchart summarizing this procedure is provided in ***Appendix A***.

To be able to evaluate the overall need for traffic calming throughout the City and the availability of funding, the NTCP will follow a set schedule for submission of requests. NTCP requests shall be received by ***May 31*** and ***November 30*** of each calendar year. These dates will allow for preliminary review, coordination with requesting HOA or property owners, a 90-day petition period, and adequate time for the collection of traffic data while schools are in session.

Step 1: Request Traffic Calming

A homeowner's association (HOA) or an official homeowner's group must submit a written request (utilizing Form TC-1) for traffic calming on a specific street segment or segments to the designated staff person within the City of Spring Hill Police Department (SHPD). The request must identify the perceived traffic problem (the Project) and must include contact information for a representative (the Requester) of the HOA or homeowner's group. Within a neighborhood with an organized HOA, individual homeowners are not eligible to initiate projects for the NTCP.

If the neighborhood does not have an officially organized HOA, property owners within the neighborhood may organize and make an official request. In this case, a minimum of 2 individual property owners along the street for which traffic calming is being requested. If multiple streets are being included in the request, a minimum of 2 individual property owners from each street must be included as representatives of the request. A renter of a property cannot serve as a representative for the request. Individual citizens are not eligible to initiate projects for the

August 2025

Step 2: Data Collection and Evaluation

Upon receipt of an official request, the SHPD will deploy a radar speed limit trailer (RSLT) within the requested area identified in the Request. The RSLT shall remain in place for a minimum of seven (7) consecutive days to collect speed data. At the conclusion of the deployment, the collected speed should be shared with the designated Public Works traffic calming coordinator (PWTCC) and/or City Traffic Engineer. SHPD and PWTCC will evaluate the speed and volume data to determine the need for advancement to Step 3: Education and Enforcement.

If the collected speed data shows the 85th percentile speed to be 7 miles per hour (mph) higher than the posted speed limit, the Request shall advance to Step 3: Education and Enforcement.

Step 3: Education and Enforcement

At the completion of the evaluation, SHPD should conduct an Education and Enforcement campaign along the identified streets/segments of streets from the Request. The campaign may include, but is not limited to:

1. Providing regular police presence and writing citations along the neighborhood streets.
2. Providing citizens with a flyer that provides information on how speeds impact driving characteristics, safety, etc.

The Education and Enforcement campaign should extend a minimum period of 60 days. At the conclusion of the campaign, the SHPD will deploy a RSLT and collect speed data. The RSLT shall remain in place for a minimum of seven (7) consecutive days to collect speed data. At the conclusion of the deployment, the collected speed should be shared with the designated Public Works Director. SHPD and PW will evaluate the speed and volume data to determine the need for advancement to Step 4: Preliminary Review.

Step 4: Preliminary Review

Upon completion of Step 3: Education and Enforcement, if it is determined that this action did not positively impact speed results in the neighborhood, Public Works will conduct an initial review of the street(s) identified in the Request. This review is to determine if the street(s) meet the following minimum criteria:

1. According to the City's MTP, the street(s) is a residential local street.
2. The Average Daily Traffic (ADT) volume greater than or equal to 750 vehicles per day (vpd) and less than or equal to 3,500 vpd. *No significant roadway network changes, within the immediate vicinity of the identified street(s), should have occurred since the data was collected.*
3. The posted speed limit is 35 mph or less.
4. The street(s) is a through street. A through street is defined as: "a street connecting to higher classified streets that a driver can use as a 'cut-through'."

For a street(s) to move forward through the process, at a minimum, it must satisfy the criteria for #1, #3 and #4.

August 2025

Step 5: Conduct Petition

After completion of the Preliminary Review for the determination of eligibility, the City's Public Works staff will define the petition area. The petition area will typically include the following:

- Properties along the street that are being considered for traffic calming measures
- Properties along streets where access is substantially dependent upon the street that is proposed to be calmed
- Properties along any street that is expected to receive significant increases, as determined by City staff, in traffic volumes as a result of the traffic calming installation

Public Works staff will prepare a petition packet that includes the petition form, a copy of the NTCP Program, a map of the study area, and an explanation of the NTCP procedures. The petition packet will be given to the requester, who will be responsible for conducting the petition. The requester must obtain supporting signatures, or "YES" votes, that represent 51 percent of the households within the petition area. Missing signatures or signatures of non-owners (aka renters) will be counted as "NO" votes. The requester will have 90 days from the date the petition packet was provided to the requester to submit the signature packet to Public Works. Public Works staff will review the petition to determine if the signatures are valid and if the petition is successful.

If the petition is successful, then the proposed project will proceed to **Step 6**. If the petition fails, or if the petition is not returned by the petition deadline, then the project is terminated, and the neighborhood will be ineligible to submit another request for traffic calming for a period of two years.

Step 6: Evaluate Problems and Identify Possible Solutions

City staff will evaluate the project to determine the need for traffic calming measures. This evaluation will typically include a site visit and the collection of data, such as traffic volumes and traffic speeds. The traffic data (volume and speed) shall be collected for a minimum of 48-hours during the typical week (Tuesday, Wednesday, Thursday) while schools are in session and 24-hours on a typical weekend. Traffic data will not be collected on holidays or the day preceding or following the holiday.

For a project to be considered for traffic calming measures, the following criteria must generally be met along with a qualifying score of 7 points based on the Point System Table.

- The Average Daily Traffic (ADT) volume is greater than or equal to 750 vpd and less than or equal to 3,500 vpd.
- The posted speed limit is 35 mph or less.
- The street is a through street. A through street is defined as: "a street connecting to higher classified streets that a driver can use as a 'cut-through'."
- The maximum grade on the section of roadway that is being considered for traffic calming measures does not exceed 8 percent.
- The combination of horizontal and vertical curves along the roadway is not such that would result in inadequate stopping sight distance (according to AASHTO requirements) for motorists as they encounter the traffic calming devices.
- The street is not a transit route or a primary emergency access route.

August 2025

If Public Works staff determines that the street segment does not qualify, then the project will be terminated. The project will be ineligible for the NTCP for a period of two years unless Public Works staff determines that changing conditions have resulted in a traffic volume or speeding problem.

If Public Works staff determines that a street segment has a traffic volume or a traffic speed problem, but the above criteria or a score of 7 are not met, the street will not be considered for other traffic calming measures at this time. The project will be ineligible for the NTCP for a period of two years unless Public Works staff determines that changing conditions during this time have resulted in a traffic volume or speeding problem.

If Public Works staff determines that a street segment has a traffic volume or a traffic speed problem, and if the above criteria and a qualifying score of 7 are met, then the project will be included in the NTCP. Public Works staff will identify feasible and appropriate traffic calming solutions to address the identified traffic problem. Examples of traffic calming techniques can be found at [Traffic Calming – Institute of Transportation Engineers \(ite.org\)](https://www.ite.org/) and [Traffic Calming ePrimer | FHWA \(dot.gov\)](https://www.fhwa.gov/eprimer/).

Not all traffic calming devices are appropriate for every street, typical section, or type of roadway. The following general guidelines will be applied when determining potential solutions:

- Vertical deflection devices (speed humps, speed cushion, raised crosswalks, etc.) will not be considered for high volume (greater than 2,000 ADT) streets.
- Street width reduction devices (choker, median island, road diet, etc.) will not be used on streets where travel lane widths cannot be maintained at 10 feet or greater.
- Routing restriction devices (diagonal diverter, closure, turn restrictions, etc) will not be used where access to emergency vehicles is hindered.

Public Works staff will then attend a meeting with the HOA Board/requester to present the analyses results and the identified solutions. Based on comments received at the meeting, Public Works staff will revise the solutions as appropriate. The project will then proceed to **Step 7**.

August 2025

**TRAFFIC CALMING EVALUATION
SCORING MATRIX**

CRITERIA	VALUE	POINTS
SPEED	0 – 5 mph	Not Eligible
	6 mph	1
	7-8 mph	2
	9 mph	3
	10+ mph	4
VOLUME	0 – 749 vpd	Not Eligible
	750 – 999 vpd	1
	1,000 – 1,499 vpd	2
	1,500 – 2,249 vpd	3
	2,250 – 2,749 vpd	2
	2,750 – 3,499 vpd	1
	3,500 + vpd	Not Eligible
SIDEWALK	Both Sides	0
	One Side	1
	Neither Side	2
CIVIC FACILITY	0 – 660 ft	3
	661 – 1,320 ft	2
	1,321 – 2,640 ft	1
	2,640 + ft	0
CRASHES ¹	< 1.0 / yr	0
	1.0 – 1.5 / yr	1
	1.5 + /yr	2

¹ Crash data will be collected and evaluated for the most recent 3 years. Only crashes with contributable causes related to speeds, volumes, and pedestrian/bicyclist will be considered.

Step 7: Develop Construction Documents

Based on the feasible and appropriate solutions identified by Public Works staff during **Step 4**, Public Works staff will develop a complete set of construction documents for the proposed traffic calming measures.

August 2025

Step 8: Prioritize the Project

Projects that reach **Step 5** will be prioritized by Public Works staff based on a variety of factors, such as traffic speeds, traffic volumes, and implementation costs. Public Works staff will notify the requester of the project's status at this time. This prioritization will be used by Public Works staff to develop construction schedules for the projects.

Step 9: Install the Proposed Traffic Calming Measures

Projects will be implemented according to priority and the availability of funding. Projects that have the highest priority will be implemented first. If sufficient funding is not available for the highest priority project, then the highest priority project that can be implemented with the amount of funding that is available will be implemented first. A lower-priority project can be implemented ahead of schedule if the neighborhood association/group elects to pay 100 percent of the implementation costs, and as long as doing so does not affect the construction schedules of higher-priority projects. Implementation of a project will not occur until all associated maintenance/landscape/payment agreements have been finalized. Installation of the traffic calming measures will be performed by City crews or by a contractor that is selected by the City.

Step 10: Monitor the Effectiveness of the Traffic Calming Measures

Approximately three months after the proposed traffic calming devices have been installed, Public Works staff will evaluate the project to determine if the traffic calming devices have sufficiently addressed the traffic problem. If the traffic problem has been resolved, then the project will be considered complete. If the traffic problem has not been resolved, then Public Works staff will consider other solutions. If an alternate solution is selected by Public Works staff, then the project will return to **Step 7**. If Public Works staff determines that there are no feasible alternatives, then the project will be terminated and will not be considered for inclusion in the NTCP again unless changing conditions have resulted in a feasible alternative. If this is the case, it will be the responsibility of the HOA/representatives to submit another written request for traffic calming to the Public Works Director, and the entire NTCP process must be repeated.

August 2025

MODIFICATION OR REMOVAL OF A TRAFFIC CALMING DEVICE

Process

If Public Works staff determines that a traffic calming device should be modified or removed due to public health/safety reasons, then Public Works shall modify or remove the device. If the HOA/representatives wish to remove or significantly alter a traffic calming device, then the neighborhood must conduct the same petitioning process outlined in **Step 5**. If the petition supporting the removal/modification is successful, then the neighborhood must pay for the costs that are associated with the removal/modification and any repairs to the roadway that are necessary to provide an adequate driving surface. A traffic calming device will not be removed until all payment agreements have been finalized. If the removal/modification is initiated by the HOA/representatives, then the neighborhood will be ineligible to participate in the NTCP for a period of five years.

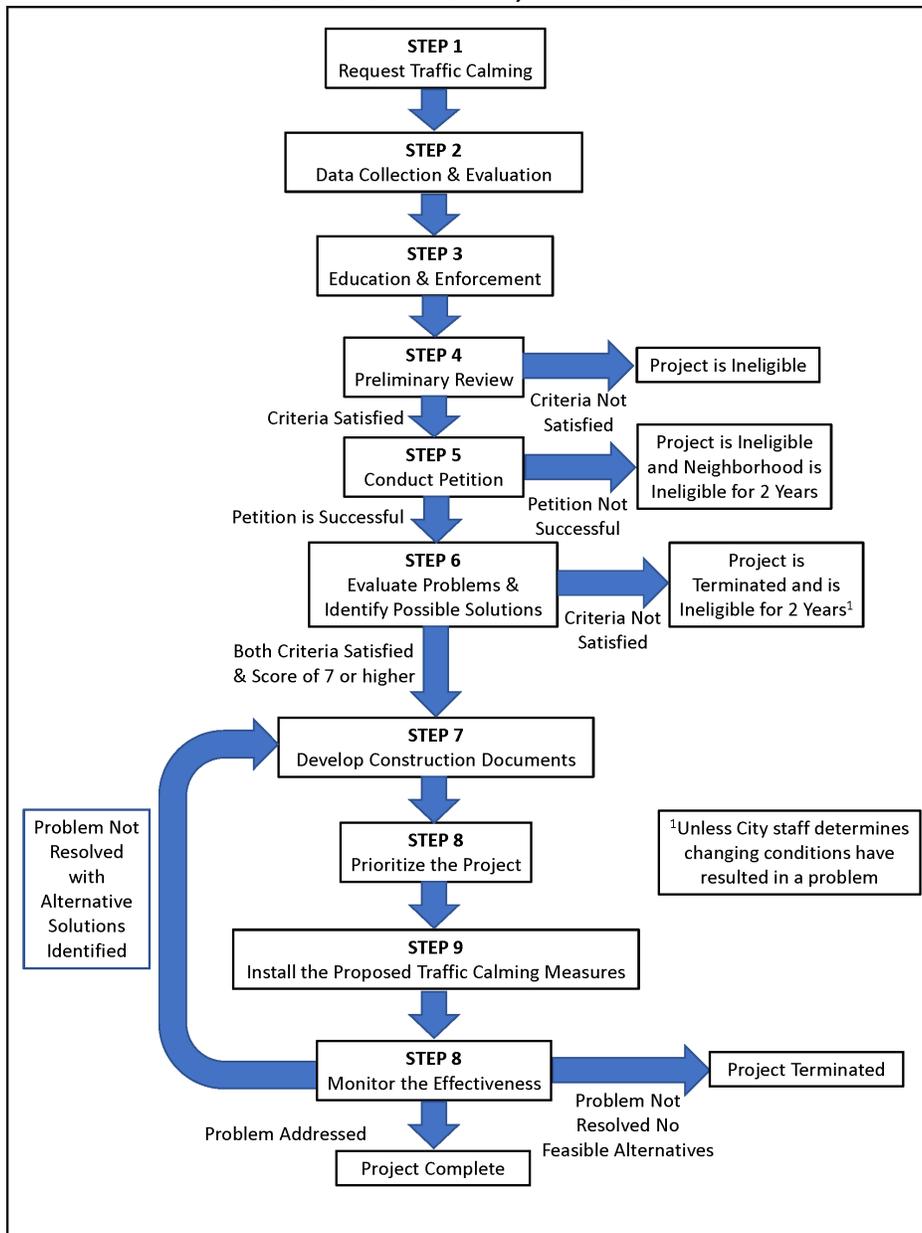
NEW DEVELOPMENTS

With the continued growth within the City of Spring Hill, traffic volumes will continue to increase, and drivers will continue to search for the quickest routes to traverse the city's roadway network. As such, as developments are planned and constructed, connectivity through existing developments to the major roadway network will continue to occur, creating challenges with increased volumes and vehicle speeds.

As a means to counter the potential for increased volumes and speeds through existing developments, all proposed developments requiring a traffic impact study (TIS) to be completed for approval of the development, shall include a section within the TIS pertaining to cross connectivity. This section should include an evaluation of the cross connectivity for the potential of increased traffic volumes and speeds, impacts to the existing development roadway network and identification of potential mitigation measures to address the impacts.

August 2025

**APPENDIX A
PROCEDURAL FLOW CHART FOR THE
NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)
CITY OF SPRING HILL, TENNESSEE**





SUBMITTED BY: Dara Sanders, Development Services Director

DATE: August 18, 2025

RE: Request for feedback and direction on a formal Code Enforcement Policy

BACKGROUND:

The Development Services Department has made adjustments to code enforcement over the past year and has been operating under an informal “complaint-driven” code enforcement policy. The following outlines our approach:

1. Under our complaint-driven code enforcement approach, City staff respond to citizen concerns related to code enforcement instead of seeking out Municipal and Zoning Code compliance issues.
2. In addition to our approach to complaint-driven code enforcement, the Development Services Department also takes a voluntary compliance approach with documented code compliance issues. Voluntary compliance means that City staff work with the associated resident, business, and/or property owner to resolve the code compliance issue without issuing a citation or court summons.
3. Deviations to the complaint-driven, voluntary compliance efforts are typically limited to the following:
 - a. Scenarios in which voluntary compliance could not be achieved;
 - b. Code compliance issues that resulted in a citation or court summons; and
 - c. Compliance issues observed by City staff that pose a threat to the health, safety, and welfare of the general public.

In these cases, staff performs periodic code compliance inspections and evaluates punitive measures to ensure compliance.

REQUEST:

Staff has received interested in adopting a formal code enforcement policy for consistency in the future should the department leadership change. The purpose of this work session discussion is to provide staff with feedback on the BOMA’s interest in adopting a formal code enforcement policy and the framework of that policy.

**CITY OF SPRING HILL BOARD
OF MAYOR AND ALDERMEN
AGENDA NOTES
SEPTEMBER 2, 2025
6:00 PM**

CONSENT ITEMS

1. **Consider Resolution 25-208, to accept a Tennessee Highway Safety Office Grant to the Police Department.** Police Department request approval to accept THSO Tennessee Highway Safety Office grant for \$65,000.00. Grant pays the salaries for DUI safety checkpoints, traffic enforcement and equipment. This is a non- matching grant, the State will reimburse all funding. Grant was approved by Mayor Hagaman, but resolution is needed for audit purposes. Grant will expire September 30, 2025. Don Brite, Chief of Police
2. **Consider Resolution 25-209, to adopt a revised Schedule of Authorized Positions for fiscal year 2025-2026.** Request to reclassify a Building Inspector position (pay grade H) to a Residential Plans Examiner position (pay grade I). The reclassified position is proposed to be one pay grade above the current Building Inspector pay grade; however, the recent reclassification of the Deputy Building Official (pay grade K) to a Senior Plans Examiner (pay grade J) was approved to be one grade lower. As a result, this adjustment will not increase the Development Services budget for salaries. Dara Sanders, Development Services Director
3. **Consider Resolution 25-211, to amend sludge hauling contract and authorize approval of tipping release agreement.** The purpose of this resolution is to approve both the amendment of Waste Management contract and the approval of the Mr. Buitt's Inc. Tipper Release of Liability. Ryan LaMunyon, AGM, Spring Hill Water
4. **Consider Resolution 25-212, authorizing the disposal of Surplus Furniture through GovDeals.** The Finance Department has identified various office furniture items that are no longer needed for daily operations. These items have been evaluated and determined to be surplus to the City's current needs. Rebecca Holden, Finance Director
5. **Consider Resolution 25-213, to adopt a revised Schedule of Authorized Positions for fiscal year 2025-2026.** This is a request to have a supervisor level employee at the Senior Center during normal business hours. Kayce Williams, Parks and Recreation Director; Chris Clausi, HR Director
6. **Consider Resolution 25-214, to approve the purchase of Gear Extractor and Dryer for Fire Station 4.** RFP was issued and bids were received on 8/21/25. Staff recommend moving forward with Alliance Laundry Systems for the purchase of specified equipment. Graig Temple, Fire Chief
7. **Consider Resolution 25-215, to approve purchase of furniture for Fire Station 4.** RFP was issued and bids were received on 8/21/25. Staff recommend this purchase to furnish Fire Station #4. Graig Temple, Fire Chief

PREVIOUS BUSINESS (NONE)

NEW BUSINESS

1. **Consider First Reading of Ordinance 25-20, (ZTA 1871-2025 Public Facilities; ZTA 1872-2025 Inactive Applications) to amend Article 8, Uses of the Unified Development Code, specifically Article 8-Table 8-1 Use Matrix, Article 8.5-Use Definitions, and Articles 13.1.A.7 and 17.5.D-Inactive Applications to Create a New Use Category for "Public Facilities" and create a process to revoke inactive applications.** Amend the Unified Development Code to adopt a new use category for "Public Facilities" and time limits for inactive applications. Dara Sanders, Development Services Director
2. **Consider First Reading of Ordinance 25-22, an Ordinance of the City of Spring Hill, TN, the First Amendment of the fiscal year 2025-2026 Budget.** This is the first amendment of the current fiscal year budget. Rebecca Holden, Finance Director

3. **Consider First Reading of Ordinance 25-23. (RZN 1869-2025 Hurt Road Rezoning) to amend Ordinance No. 18-21, the same being the Zoning Ordinance and Official Zoning Map of the City of Spring Hill, by rezoning approximately 47.52 acres of property, known as Williamson County Tax Map 166, Parcels 00609 00011166 (37.69 Acres) and parcel 00610 00011166 (9.83 acres) from Agricultural District (AG) to Institutional Campus District (IC).** A City-initiated request to rezone City-owned property from AG to IC. The purpose of this rezoning is to ensure the City's compliance with the UDC requirements for the improvement of the property for public recreational services and other community benefits permitted under the IC zoning designation. Dara Sanders, Development Services Director

4. **Consider First Reading of Ordinance 25-24. (RZN 1870-2025 Reservoir Rezoning) to amend Ordinance No. 18-21, the same being the Zoning Ordinance and Official Zoning Map of the City of Spring Hill, by rezoning approximately 153.41 acres of property, known as Maury County Tax Map 44, Parcel 27.00 (109 Acres) and parcel 27.03 (19.78 acres) from Planned Unit Development (PUD) Multi-Family District (R-6) to Institutional Campus District (IC).** A City-initiated request to rezone City-owned property from R-6 to IC. The purpose of this rezoning is to ensure the City's compliance with the UDC requirements for the improvement of the property for the reservoir. Dara Sanders, Development Services Director

5. **Consider Resolution 25-210. Amending The Neighborhood Traffic Calming Program (NTCP).** The amended traffic calming policy was presented to TAC on August 18th and received a favorable recommendation. This Resolution amends the previous traffic calming policy. Tyler Scroggins, Public Works Director and Gerald Bolden, Corradino Group

WORK SESSION/DISCUSSION

1. **Discussion on Code Enforcement Policy**
Dara Sanders, Development Services Director

2. **Discussion on Implementation timeline for Onsite Alternative Sewer Systems**
Dan Allen, ACA; Ryan LaMunyon, AGM, Spring Hill Water

3. **Discussion on Compliance Update**
Dan Allen, ACA, GM Utilities; Jessica Weaver, AGM, Spring Hill Water

4. Roundtable Discussion

Citizen Comments

Adjourn