

**CITY OF SPRING HILL**  
**BOARD OF MAYOR AND ALDERMEN**  
**MEETING MINUTES**  
**DECEMBER 15, 2025**  
**6:00 PM**

**Call Regular Meeting to Order**

At 6:00 PM, Mayor Matt Fitterer called the meeting to order.

**Stipulation of Members Present**

Board of Mayor and Aldermen: Alex Jimenez, Scott Wernert, Erinn Hartwell, Vincent Fuqua, Mayor Matt Fitterer, Brent Murray, Jaimee Davis, and John Canepari.

Vice Mayor Trent Linville arrived during Executive Session.

Also Present: Carter Napier, City Administrator; Patrick Carter, City Attorney; April Goad, City Recorder.

**Others Present**

Dan Allen, Assistant City Administrator / General Manager of Utilities; Tyler Scroggins, Public Works Director; Missy Stahl, CIP Director; Rebecca Holden, Finance Director; Graig Temple, Fire Chief; Don Brite, Police Chief; Chris Clausi, Assistant City Administrator; Kelly Tenace, Human Resources Director; Lucas Wright, Communications Director; Dara Sanders, Development Services Director; Kayce Williams, Parks and Recreation Director; Ryan LaMunyon, Assistant General Manager; Chelsey Perryman, Budget & Performance Manager; April Watson, Public Works Project Manager.

**Recess for Executive Session**

At 6:01 PM, the Board adjourned to Executive Session.

**Call meeting back to order**

At 6:45 PM, Mayor Matt Fitterer called the meeting back to order.

**Invocation**

Invocation was given by Vice Mayor Trent Linville.

**Pledge of Allegiance**

Led by the Board of Mayor and Aldermen.

**Approval of the Agenda**

Motion to approve the agenda was made by Vice Mayor Linville and seconded by Alderman Murray.

Motion carried 9--0 (Unanimous).

**Citizen Comments**

- Chris Smith, VP Goodall Homes, Land Team, Arbor Valley, spoke regarding the sewer moratorium and requested additional capacity and an amended proposal.
- Patrick Pitts, DR Horton, spoke regarding onsite wastewater standards and requested a timeline for when a resolution would become an ordinance.
- Ben Schaedel, Kedron Square Development, requested clarification on the sewer allocation process.

**Mayor's Comments**

Mayor Fitterer and BOMA presented Lucas Wright with a wedding gift.

Mayor Fitterer presented City Hall with the 1st Annual Christmas Tree Decorating Award.

**Christmas Parade Presentations**

Christmas Parade Awards presented by Mayor Fitterer:

- Sleighing It Award -- Spring Hill Public Library

- Fire Bell Award -- Jeepers of Spring Hill
- Gerald Beckham Holiday Spirit Award -- Cub Scout Pack 417
- Grand Marshal's Award -- Cub Scout Pack 351 (sponsored by Waste Management)
- Mayor's Award -- Roto Rooter

**City Administrator/Department Head Comments**

- City Administrator Carter Napier introduced Kelly Tenace, Human Resources Director.
- Mr. Napier thanked Chris Clausi for his service as Human Resources Director.
- Kayce Williams, Parks and Recreation Director, introduced TC Olsen, President of the Spring Hill Hawks.

**The Hawks League Update**

Mr. Olsen provided an update on the league.

- Alderman Fuqua commended the Hawks program.
- Alderman Jimenez asked what the City could do to reduce waitlists; Mr. Olsen noted facilities are the greatest need.
- Alderman Murray thanked Mr. Olsen for his involvement and commitment.

**Acknowledgements**

- Alderman Fuqua acknowledged the quality of the Christmas Parade entries and thanked Kayce Williams for her work.
- Mayor Fitterer shared that his daughters assisted with judging and awarded several perfect scores.
- Alderman Davis enjoyed visiting locations while judging the Christmas Trees.
- Alderman Murray participated in the parade with his child and shared positive feedback.
- Alderman Wernert wished everyone a Merry Christmas and stated that Spring Hill is a great place to live.
- Alderman Fuqua announced Gerald Bolden as the winner of the Board's Ugly Sweater Contest and presented him with an award.
- Alderman Jimenez thanked Tyler Scroggins, Missy Stahl, and the Police Department for their quick response to traffic issues at June Lake and Buckner Road.

**PUBLIC HEARING**

**Second Reading of Ordinance 25-27, enacting and adopting a Supplement (S-6) to the Code of Ordinances.**

**Public Comments on Public Hearing Item (None)**

**VOTING AGENDA**

**CONSENT ITEMS**

**Financial Reports, October 2025**

**BOMA Minutes**

**Department Reports**

**Committee/Commission Reports & Minutes**

**Consider Resolution 25-287, to authorize the purchase of firefighting turnout gear.**

**Consider Resolution 25-288, to authorize a grant application for fire prevention equipment.**

**Consider Resolution 25-289, authorizing acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for Dartford Townhomes.**

**Consider Resolution 25-290, authorizing acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for Dartford Phase 2.**

**Consider Resolution 25-291, to adopt a revised Schedule of Authorized Positions for Fiscal Year 2025-2026.**

**Consider Resolution 25-292, to adopt a revised Schedule of Authorized Positions for Fiscal Year 2025-2026.**

**Consider Resolution 25-293, to adopt a revised Schedule of Authorized Positions for Fiscal Year 2025-2026**

**Consider Resolution 25-294, to adopt a fiscal year 2026-2027 Budget Calendar.**

**Consider Resolution 25-295, to amend Resolution 22-242, to extend the term of the Development Agreement with Buckner Lane Partners LLC for the June Lake Water Storage Tank.**

**Consider Resolution 25-296, to approve a fee proposal with the Corradino Group for Professional Services for Battle Creek Way Survey and Design.**

Consider Resolution 25-297, to award the bid for the pre-purchase items for the Water Reclamation Centrifuge.

Consider Resolution 25-298, to renew contract for utility billing and property tax notice printing and mailing services.

Consider Resolution 25-301, a resolution to authorize staff to submit applications for state revolving loan funds to be used for water resources projects.

**Voting Results for Consent Agenda**

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.  
Motion carried 9--0 (Unanimous).

**PREVIOUS BUSINESS**

Consider Second and Final Reading of Ordinance 25-27, enacting and adopting a Supplement (S-6) to the Code of Ordinances.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.  
Motion carried 9--0 (Unanimous).

**NEW BUSINESS**

Consider First Reading of Ordinance 25-29, an ordinance establishing a sewer moratorium, adopting a one-time sewer capacity allocation framework, lifting prior suspensions of development applications subject to that framework and superseding prior actions that conflict herewith.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.  
Motion carried 8--0--1, with Alderman Fuqua abstaining.

- Mr. Napier provided context on the intent of the ordinance and thanked those involved or impacted by the moratorium.
- Mr. Carter stated he spoke with Mr. Smith's attorney and would follow up.
- BOMA discussion occurred.
- Mayor Fitterer clarified this was the first reading of the ordinance.

Consider Resolution 25-300, directing staff to submit draft of decentralized wastewater standards to the Tennessee Department of Environment and Conservation for review and approval and to coordinate with TDEC in support of the city's Consent Order Obligations and state law regarding alternative wastewater systems during sewer moratoria. proceed with state approvals with decentralized sewer specifications.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.  
Motion carried 9--0.  
Mr. Allen explained changes made from the original draft.

Consider First Reading of Ordinance 25-28, to adopt Budget Amendment #2 for Fiscal year 2025-2026

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.  
Motion carried 9--0.

Mr. Napier noted the budget amendment amount was reduced and an additional item was added.  
Vice Mayor Linville stated BFAC did not make a formal recommendation.

**WORK SESSION/DISCUSSION**

**Strategic Planning Update**

Introduction by Mr. Napier.  
Ms. Cory Plasch presented stakeholder results and the strategic plan.

**Discussion on Resolution to adopt a Budget Policy.**

Ms. Rebecca Holden reviewed updates to Finance policies and outlined changes in the draft budget policy.  
Vice Mayor Linville noted BFAC reviewed the policy favorably.  
Mayor Fitterer requested revisions to Section 2 responsibilities and minor changes to Section 2.1.1.

**Discussion on Station Hill Office Building**

Mr. Napier provided background on the lease and purchase option.  
Mayor Fitterer stated the property owner granted a 45-day lease extension.  
BOMA discussion followed.

**Discussion on Public Works Civil In-house Construction Standard Operating Policy and Procedure**

Ms. April Watson presented the Standard Operating Policy & Procedures..  
Alderman Fuqua, Mayor Fitterer, and Vice Mayor Linville suggested revisions.  
Extensive BOMA discussion occurred.

**Discussion on Cleburne Lift Upgrades**

Mr. Ryan LaMunyon presented an overview and recommendations.  
Direction was given to complete evaluations on 14 stations.

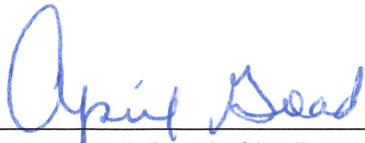
**Roundtable Discussion**

Alderman Hartwell wished Alderman Canepari a Happy Birthday.

**Citizen Comments (None)**

**Adjourn**

The meeting adjourned at 8:44 PM.



April Goad, City Recorder



Matt Fitterer, Mayor