



**CITY OF SPRING HILL**  
**BOARD OF MAYOR AND ALDERMEN**  
**REGULAR MEETING PACKET**  
**MONDAY, MARCH 21, 2016**  
**7:00 P.M.**

Board of Mayor and Aldermen:

Rick Graham, Mayor

Bruce Hull, Jr., Vice-Mayor

Jonathan Duda

Matt Fitterer

Keith Hudson

Chad Whittenburg

Kayce Williams

Amy Wurth

Susan Zemek

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

*Phone 931.486.2252*  
*Fax 931.486.0516*  
*[www.springhilltn.org](http://www.springhilltn.org)*

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
PUBLIC HEARING AGENDA  
MONDAY, MARCH 21, 2016  
7:00 P.M.**

Call Public Hearing to order

Stipulation of Aldermen present

*General Announcement – The procedural rules for public comment will be as follows: Items will be taken in order of the agenda. Audience members wishing to speak must be recognized by the Mayor and will have five minutes to address the Board of Mayor and Aldermen. No rebuttal remarks are permitted.*

1. Consider Resolution 16-21, to approve the purchase of ProQA Software for Emergency Communications Services. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Brandi Smith, Emergency Communications Director.
2. Consider Resolution 16-22, to authorize the acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for The Reserve at Port Royal Phase 1-A. *(recommended by the Planning Commission on January 11, 2016)* Tom Wolf, City Engineer.
3. Consider Resolution 16-23, to authorize the acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for The Reserve at Port Royal Phase 2-A. *(recommended by the Planning Commission on January 11, 2016)* Tom Wolf, City Engineer. This item will not be on the consent agenda.
4. Consider Resolution 16-24, to authorize the acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for The Reserve at Port Royal Phase 2-B. *(recommended by the Planning Commission on January 11, 2016)* Tom Wolf, City Engineer.
5. Consider Resolution 16-25, to approve the extension of the 2014 Annual Paving Contract. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Jeff Foster, Public Works Director.
6. Consider Resolution 16-26, to approve sale of two surplus pickup trucks in the Public Works Department. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Jeff Foster, Public Works Director.
7. Consider Resolution 16-27, to award contract for the sandblasting and painting of the City Hall Water Tank. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director.
8. Consider Resolution 16-28, to approve funding for Solar Bee Mixer for Water Tank. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director; Caryl Giles, Water Treatment Plant Superintendent.

9. Consider Resolution 16-29, to approve Change Order No. 3 on Fire Station 2. (*recommended by the Budget and Finance Advisory Committee on March 7, 2016*) Dan Allen, Infrastructure Director; Terry Hood, Fire Chief.
10. Consider Resolution 16-11, to adopt an Access Management Policy on U.S. 31 from Campbell Station Parkway to Buckner Road. Dan Allen, Infrastructure Director.
11. Consider Second and Final Reading of Ordinance 16-03, to approve rezoning of property known as Cadence Crossing from R-2, Medium Residential to B-2, Neighborhood Shopping and R-4, High Density Residential. (*recommended by the Planning Commission on February 8, 2016*) Dara Sanders, City Planner
12. Consider Second and Final Reading of Ordinance 16-04, to approve rezoning of property known as 5238 Main Street, from B-2, Neighborhood Shopping to B-4, Central Business. (*denial recommended by the Planning Commission on February 8, 2016*) Dara Sanders, City Planner
13. Consider Resolution 16-10, to terminate agreement with Retail Strategies. (*deferred on January 19, 2016*)
14. Consider Resolution 16-30, to approve Addendum No. 3 of the Professional Services Agreement with CDM Smith, Inc. for field surveying, right of way exhibit drawings, legal description updates, right of way appraisals, right of way acquisitions, and right of way appraisal reviews for Duplex Road Widening Project. Dan Allen, Infrastructure Director
15. Consider Resolution 16-31, to authorize the agreed dismissal of the Williamson County, TN Chancery Court Lawsuit styled *H.B. & T.S. Utility District of Williamson County, Tennessee v. Town of Spring Hill, Tennessee*, case no. 33612. Patrick Carter, City Attorney.
16. Consider Resolution 16-32, a resolution of support for enhanced, sustainable funding for transportation needs for the State of Tennessee and for Local Communities. Rick Graham, Mayor. Mayor Graham explained.
17. Consider Resolution 16-33, authorizing the issuance of interest bearing General Obligation Water and Sewer Improvement Capital Outlay Notes of the City of Spring Hill, Tennessee, in an aggregate principal amount of not to exceed three million dollars (\$3,000,000.00); making provision for the issuance, sale and payment of said notes, establishing the terms thereof and the disposition of proceeds therefrom; and providing for the levy of tax for the payment of principal thereof and interest thereon. (*considered by the Budget and Finance Advisory Committee on March 7, 2016*) Jim Smith, Finance Director.
18. Consider Resolution 16-34, to authorize funding not to exceed the amount of \$105,000.00 for additional work to complete the I-65/Buckner Road interchange study. (*recommended by the Budget and Finance Advisory Committee on March 7, 2016*) Dan Allen, Infrastructure Director.
19. Consider Resolution 16-35, to authorize Dempsey, Dilling, and Associates to provide design and inspection services for expansion of City Hall. (*recommended by the Budget and Finance Advisory Committee on March 7, 2016*) Dan Allen, Infrastructure Director.

20. Consider Resolution 16-36, to approve change order/closeout of Spring Station Drive Trail Project. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director,
21. Consider Resolution 16-37, to approve change order/closeout of Tanyard Springs Bridge. *(recommend by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director.
22. Consider Resolution 16-38, to approve procurement and installation of additional splash pad amenities at Port Royal Park. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director.
23. Consider Resolution 16-39, to extend the maintenance bond for Autumn Ridge, Phase 3, Section 2. Tom Wolf, City Engineer.
24. Consider Resolution 16-40, to extend the maintenance bond for Cherry Grove Addition, Phase 4, Sections 2 and 3. Tom Wolf, City Engineer.
25. Consider Resolution 16-41, to extend the maintenance bond for Cherry Grove Addition, Phase 4, Section 4. Tom Wolf, City Engineer.
26. Consider Resolution 16-422, to approve land acquisition purchase for Tract 106 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
27. Consider Resolution 16-423, to approve land acquisition purchase for Tract 107 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
28. Consider Resolution 16-424, to approve land acquisition purchase for Tract 124 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
29. Consider Resolution 16-425, to approve land acquisition purchase for Tract 139 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
30. Consider Resolution 16-426, to approve land acquisition purchase for Tract 121 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
31. Consider Resolution 16-427, to approve land acquisition purchase for Tract 215 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
32. Consider Resolution 16-428, to approve land acquisition purchase for Tract 224 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

Concerned Citizens

Adjourn

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
REGULAR MEETING  
MONDAY, MARCH 21, 2016  
7:00 P.M.**

Call the meeting to order

Stipulation of Aldermen present

Pledge of Allegiance

Invocation

Approval of the Agenda

Concerned Citizens

Comments by the Mayor

**CONSENT AGENDA**

1. Board approval:
  - a. Financial Reports of February 2016
  - b. Public Hearing and Regular Meeting Minutes of February 16, 2016
  - c. Public Hearing and Special Call Meeting Minutes of March 7, 2016
  
2. Departmental Reports for February 2016:
  - a. Legislative Department (V. Lay) (none)
  - b. Fire Department (Hood)
  - c. Police Department (Brite)
  - d. Emergency Communications (B. Smith)
  - e. Library (Bivins)
  - f. Building/Planning, Codes Enforcement (Brooks)
  - g. Utility Billing (Younger)
  - h. Parks & Rec (Fischer) (none)
  - i. Court Report (J. Mitchell/B. Morgan)
  - j. Public Works (Streets, Water Distribution, and Sewer Collection System and Storm Water/MS4) (Foster/Norman) (none)
  - k. Water Treatment (Giles) (none)
  - l. Waste Water Treatment (Massey)
  - m. GIS/IT (Pewitt) (none)
  - n. Human Resources (Taylor) (none)
  - o. Safety Committee (M. Bryan) (none)
  
3. Committee/Commission Minutes to be accepted in monthly records:
  - a. Planning Commission minutes of February 8, 2016 (Sanders)
  - b. Board of Zoning Appeals minutes January, 2016 (Sanders)
  - c. Historic Commission minutes of January 7, 2016 (approved) and February 4, 2016 (unapproved) (Hull, Duda)
  - d. Budget and Finance Advisory Committee minutes of February 1, 2016 (approved) (Whittenburg, Wurth, Hull)
  - e. EDC Minutes of February 19, 2016 (Hull, Schoenbrodt)
  - f. Parks and Recreation Committee minutes January 28, 2016 (Williams/Fischer)

- g. Storm Water Advisory Committee (Polk/Zemek) (no meetings)
  - h. Library Board of Trustees Minutes, November and December 2015 (T. Jones)
  - i. Transportation Advisory Committee Minutes February 16, 2016 (unapproved) (Fitterer, Whittenburg, Williams)
4. Consider Resolution 16-21, to approve the purchase of ProQA Software for Emergency Communications Services. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Brandi Smith, Emergency Communications Director.
  5. Consider Resolution 16-25, to approve the extension of the 2014 Annual Paving Contract. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Jeff Foster, Public Works Director.
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  8. Consider Resolution 16-28, to approve funding for Solar Bee Mixer for Water Tank. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director; Caryl Giles, Water Treatment Plant Superintendent.
  9. Consider Resolution 16-29, to approve Change Order No. 3 on Fire Station 2. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director; Terry Hood, Fire Chief.
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  12. Consider Resolution 16-32, a resolution of support for enhanced, sustainable funding for transportation needs for the State of Tennessee and for Local Communities. Rick Graham, Mayor.
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17. Consider Resolution 16-37, to approve change order/closeout of Tanyard Springs Bridge. *(recommend by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director.
18. Consider Resolution 16-38, to approve procurement and installation of additional splash pad amenities at Port Royal Park. *(recommended by the Budget and Finance Advisory Committee on March 7, 2016)* Dan Allen, Infrastructure Director. This item will be on the consent agenda.

### **PREVIOUS BUSINESS**

1. Consider Resolution 16-11, to adopt an Access Management Policy on U.S. 31 from Campbell Station Parkway to Buckner Road. Dan Allen, Infrastructure Director.
2. ~~Consider Second and Final Reading of Ordinance 16-04, to approve rezoning of property known as 5238 Main Street, from B-2, Neighborhood Shopping to B-4, Central Business. *(denial recommended by the Planning Commission on February 8, 2016)* Dara Sanders, City Planner *Cannot be considered due to lack of notification.*~~
3. Consider Resolution 16-10, to terminate agreement with Retail Strategies. *(deferred on January 19, 2016)*
4. Consider Second and Final Reading of Ordinance 16-03, to approve rezoning of property known as Cadence Crossing from R-2, Medium Residential to B-2, Neighborhood Shopping and R-4, High Density Residential. *(recommended by the Planning Commission on February 8, 2016)* Dara Sanders, City Planner

### **NEW BUSINESS**

1. Consider Resolution 16-22, to authorize the acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for The Reserve at Port Royal Phase 1-A. *(recommended by the Planning Commission on January 11, 2016)* Tom Wolf, City Engineer.
2. Consider Resolution 16-23, to authorize the acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for The Reserve at Port Royal Phase 2-A. *(recommended by the Planning Commission on January 11, 2016)* Tom Wolf, City Engineer.
3. Consider Resolution 16-24, to authorize the acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for The Reserve at Port Royal Phase 2-B. *(recommended by the Planning Commission on January 11, 2016)* Tom Wolf, City Engineer.
4. Consider First Reading of Ordinance 16-05, to amend the Spring Hill Zoning Ordinance, Articles IV and XIV and add Article XVIII, related to Planned Zoning Districts. *(recommended by the Planning Commission on January 11, 2016)* Dara Sanders, City Planner

5. Consider Resolution 16-422, to approve land acquisition purchase for Tract 106 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director
6. Consider Resolution 16-423, to approve land acquisition purchase for Tract 107 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director
7. Consider Resolution 16-424, to approve land acquisition purchase for Tract 124 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director
8. Consider Resolution 16-425, to approve land acquisition purchase for Tract 139 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director
9. Consider Resolution 16-426, to approve land acquisition purchase for Tract 121 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director
10. Consider Resolution 16-427, to approve land acquisition purchase for Tract 215 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director
11. Consider Resolution 16-428, to approve land acquisition purchase for Tract 224 of the Duplex Road Widening Project.  
Dan Allen, Infrastructure Director

Concerned Citizens

Adjourn

# BEER BOARD

**CITY OF SPRING HILL  
BEER BOARD AGENDA  
MONDAY, MARCH 21, 2016  
7:00 P.M.**

Call Meeting to Order

Stipulation of Aldermen present

Concerned Citizens

1. Consider request from John B. Jewell of Twice Daily's #6665, 1001 Reserve Blvd, Spring Hill, TN, for an off premise beer permit.
2. Consider request from Shannon Rudderham of The Office Hangout, Inc., 3525 Kedron Road, Spring Hill, TN for an on premise beer permit.

Adjourn

# BEER PERMIT CHECKLIST

**Name and Address of Beer Applicant:**

**Twice Daily #6665**

**John B. Jewell IV and William Kimbro**

**1001 Reserve Boulevard**

**Spring Hill, TN 37174**

**Departments: Answer, Initial, and Date**

**Distance to/from Nearest School: 5,000 Feet (Wright Elementary)**

**Background check completed by Police Department: J. Whitwell 3/15/16**

**Correct Zoning Verified: B-4**

**Other: \_\_\_\_\_**



**DON BRITE**  
*Chief of Police*

**JASON FOGLE**  
*Deputy Chief of Police*

3/15/2016

To: Jennifer Mitchell  
Chief Don Brite *DB*  
Deputy Chief Jason Fogle

Re: Beer permit for Twice Daily's; Tri Star Energy LLC

I received a packet for a new business in Spring Hill that will provide off-premise sell of beer. The business is Twice Daily's and the location will be 1001 Reserve Blvd. The application was filled out by John Jewell who works for Tri Star Energy, the parent company of Twice Daily's.

Tri Star Energy is a local based company out of Nashville and owns/operates over 80 stores. We currently have 2 other Twice Daily's located in our city. To my knowledge there have been no issues with selling alcohol to minors.

I searched the Better Business Bureau for Twice Daily's and Tri Star Energy; no findings were revealed.

I searched the Spring Hill Police Department's database and contacted Williamson and Maury County Courts regarding John Jewell; No finding's were revealed.

I searched the Department of Justice 's Sex Offender Registry for Mr. Jewell; no findings were revealed.

A complete criminal history can be obtained by contacting the Tennessee Bureau of Investigation for a monetary fee.

Sincerely,

*Geoff Betts*

Det. Geoff Betts  
Criminal Investigation Division

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**SPRING HILL POLICE HEADQUARTERS**

3636A ROYAL PARK BLVD., P. O. BOX 789, SPRING HILL, TN 37174  
PHONE: 931.486.2252 - FAX: 931.499.7237 - DISPATCH: 931.486.3270

City of Spring Hill  
Counties of Maury &  
Williamson

APPLICATION FOR BEER PERMIT



Business Name: Twice Daily # 6665

Location: 1001 Reserve Blvd., Spring Hill, TN 37174

Primary Phone: 615-313-3600 Other Phone: \_\_\_\_\_

Applicant is seeking a permit which would allow the sale of beer for:

(Check One)

- On-Premise Consumption Consumption
- Off-Premise
- Both On-Premise & Off-Premise Consumption
- Manufacturer or Distributor's Permit
- Special Events Permit

I hereby make application for a beer permit to sell, store, manufacture or distribute beer or other beverages authorized to be sold under the provisions of Chapter 69 of the Public Acts of 1933, Tennessee General Assembly, Section 57-5-101, et seq. Tennessee Code Annotated, and the amendments thereto, and base my application upon the following statements:

1. John B. Jewell IV - Tri Star Energy LLC  
Name of Applicant (Owner of business, whether a sole proprietorship \_\_\_\_, Partnership \_\_\_\_, Club \_\_\_\_, Firm \_\_\_\_, Corporation \_\_\_\_, LLC X, Association \_\_\_\_, Joint-Stock Company \_\_\_\_)

Individual Owner's:

Date of Birth 04-30-67 Driver's License # 061810765 State TN  
(MM/DD/')

Social Security Number ON FILE

Corporations':

Representative: \_\_\_\_\_

Location General Manager: \_\_\_\_\_

General Manager's Contact Number: \_\_\_\_\_

- 2. Are you a resident of the City of Spring Hill? NO
- 3. If the answer to the above question is no, is this application made in behalf of a firm, lodge, club, corporation, or similar organization? Similar Organization

City of Spring Hill  
Counties of Maury &  
Williamson

APPLICATION FOR BEER PERMIT



Business Name: Twice Daily # 6665  
Location: 1001 Reserve Blvd, Spring Hill, TN 37174  
Primary Phone: 615-313-3600 Other Phone: \_\_\_\_\_

Applicant is seeking a permit which would allow the sale of beer for:

(Check One)

- On-Premise Consumption Consumption       Off-Premise
- Both On-Premise & Off-Premise Consumption       Manufacturer or Distributor's Permit
- Special Events Permit

I hereby make application for a beer permit to sell, store, manufacture or distribute beer or other beverages authorized to be sold under the provisions of Chapter 69 of the Public Acts of 1933, Tennessee General Assembly, Section 57-5-101, et seq. Tennessee Code Annotated, and the amendments thereto, and base my application upon the following statements:

1. William C. Kimbro TRistar Energy, LLC  
Name of Applicant (Owner of business, whether a sole proprietorship \_\_\_\_, Partnership \_\_\_\_, Club \_\_\_\_, Firm \_\_\_\_, Corporation \_\_\_\_, LLC X, Association \_\_\_\_, Joint-Stock Company \_\_\_\_)

Individual Owner's:

Date of Birth 04/05/55 Driver's License # 041615303 State TN  
(MM/YY)

Social Security Number on file

Corporations':

Representative: \_\_\_\_\_

Location General Manager: \_\_\_\_\_

General Manager's Contact Number: \_\_\_\_\_

2. Are you a resident of the City of Spring Hill? No
3. If the answer to the above question is no, is this application made in behalf of a firm, lodge, club, corporation, or similar organization? Similar Organization

4. At what location will business be conducted? 1001 Reserve Blvd.,  
Spring Hill, TN 37174
5. If you are not the owner of this property, state the true owners thereof and submit a copy of your lease or state the agreement between you and the property owners. Welton Investments, LLC to lease to  
TRI STAR ENERGY, LLC - Lease attached.
6. List the names and addresses of all persons or firms who have any financial interest whatsoever in the beer business you propose to conduct. TRI STAR ENERGY, LLC, 1740 ED TEMPLE BLVD.,  
NASHVILLE, TN 37208
7. Will you operate this business in person? NO If no, give the *names, addresses* and *social security number(s)* of any other agents who will operate the business:  
Alan Byrd - 210 CHEROKEE DR., White Bluff, TN 37187 - 414-33-2605

8. Describe the nature of the business which you intend to operate. Convenience/Retail  
Example; retail sales, hotel, restaurant or other  
Sales with gasoline

9. List your record in the beer business for the last ten (10) years, if any:

Date		Location	Employer	Type of Business
From	To			
<u>Current</u>		<u>5261 main st. Spring Hill, TN 37174</u>	<u>n/a</u>	<u>Convenience store</u>
<u>Current</u>		<u>4800 Columbia PK Thompson Station, TN 37179</u>	<u>n/a</u>	<u>Convenience store</u>

10. If granted a permit, do you state to the Beer Board that you will not employ any person in the storage or sale of beer who:
- Who has been convicted, within the past ten (10) years from the date of this application, of any law relating to the sale, possession, manufacture, or transportation of intoxicating beverages, including beer as defined by Ordinance No. 92-2, as amended, of the City of Spring Hill; or
  - Who has been convicted of any felony or any crime involving moral turpitude within the past ten (10) years? YES

11. Do you state to the Beer Board that you will not engage in the sale of beer except at the location for which the Beer Board has issued a permit? YES
12. Do you state to the Beer Board that you will not make any sales of beer in conflict with the permit as issued? YES
13. Do you state to the Beer Board, if this is an application for a permit to sell for consumption off the premises, that no sale shall be made for consumption on the premises, and that no such consumption will be allowed? YES
14. Do you intend to allow dancing on the premises? NO
15. Do you hereby represent and state to the Beer Board that you will strictly comply with all laws in regard to the sale of beer to minors, and will not permit minors or disorderly and disreputable persons to loiter about your place of business? YES
16. If granted a permit, you will be responsible for any gambling on the premises, and are you aware that allowing gambling on the premises will subject the permit to revocation? YES
17. Will you allow your business to become a public nuisance or a nuisance to law enforcement agents, or allow it to materially contribute to places of like character in creating or maintaining a public nuisance? NO
18. Have you secured, and is there attached to this application a certificate or statement from the Chief of Police or other designated officials that the premises meets the requirements of Ordinance 92-2, as amended, of the City of Spring Hill? YES
19. If granted a permit, will your business cause traffic congestion or interfere with schools, or otherwise interfere with public health, safety, and morals? NO
20. Have you, within the past ten (10) years, been convicted of violating the law relating to illegal possession, sale, manufacture, or transportation of intoxicating beverages which term specifically includes beer or other beverages of five percent (5%) or less alcohol by weight? NO
21. Have you, within the past ten (10) years, been convicted of a felony or any crime involving moral turpitude? NO

If you answered yes to either question 21 or 22, state offense, places convicted, and the dates on the back of this application.

23. Have you previously been issued a permit by this Beer Board? YES If yes, was your place of business, in the period immediately preceding this application, operating in such a manner as to create a public nuisance or was it operated in such a manner as to materially contribute to places of like character in its vicinity in the creation or maintenance of a public nuisance? NO Have you violated any of the provisions of Ordinance No. 92-2, as amended, of The City Spring Hill within the past ten (10) years? NO
24. Will the premises be open between the hours of 12:30 a.m. and 6:00 a.m.? YES  
If yes, what type of business activities will be conducted within those hours?  
Convenience Retail Sales with gasoline - Normal Hours

25. Does your premises provide and maintain adequate and separate toilet facilities for both men and women? YES

26. How far are the business premises from the nearest school, measured nearest corner to nearest corner? Discovery Lane Preschool - approx 1-mile

27. Have you ever had a Beer permit revoked in the State of Tennessee? NO  
If yes, give date, place, and grounds for revocation. \_\_\_\_\_

28. Describe your company's training policy, including training regarding the sale of beer to minors and/or attach your written policy:

Please see attached.

The applicant, being duly sworn, hereby vows that (Initial each blank):

Each and every statement in this application is true and correct and agrees that if any statement therein is false, the permit issued on this application may be revoked by the Beer Board upon notice and hearing, in which event the burden shall be on the applicant to prove the correctness of all the statements in this application. JD

I have read and am familiar with the provisions of the Spring Hill Beer Ordinance 92-2 and all amendments. JD

I hereby grant the City of Spring Hill permission to do a background investigation. JD

Attached to this application is a copy of signed and executed lease agreement, or I certify that I am the owner of the building/property in which the beer will be sold and/or consumed. JD

This 1<sup>st</sup> day of March, 2016.

[Signature]  
Applicant Signature

[Signature]  
Co-Applicant Signature

Sworn to and subscribed before me this 1<sup>st</sup> day of March, 2016.

Lisa K. Davis (Lisa K. Davis)  
Notary

My commission expires: November 5<sup>th</sup>, 2019



FOR OFFICE USE ONLY

Date received: \_\_\_\_\_

App. Fee/Rec. #: \_\_\_\_\_

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

# BEER PERMIT CHECKLIST

**Name and Address of Beer Applicant:**

**The Office Hangout Inc.**

**Shannon Rudderham**

**3525 Kedron Road**

**Spring Hill, TN 37174**

**Departments: Answer, Initial, and Date**

**Distance to/from Nearest School: 4,500 Feet (Spring Hill Elementary)**

**Background check completed by Police Department: J. Whitwell 3/15/16**

**Correct Zoning Verified: B-4**

**Other: \_\_\_\_\_**

**DON BRITE**  
*Chief of Police*



**JASON FOGLE**  
*Deputy Chief of Police*

3/14/2016

To: Jennifer Mitchell  
Chief Don Brite  
Deputy Chief Jason Fogle

Re: Beer permit for The Office Hangout.

I received a packet for a new business in Spring Hill that will provide on premise consumption of alcohol. The business will be located at 3525 Kedron Road. The application was filled out by the general manager, Shannon Rudderham. The business will be a bar/restaurant.

The Office Hangout is a new business therefore no information was found on the internet.

I searched the Better Business Bureau for The Office Hangout; no findings were revealed.

I searched the Spring Hill Police Department's database and contacted Williamson and Maury County Courts regarding Shannon Rudderham; Ms. Rudderham has been arrested for a driving on a suspended license and also had 2 civil lawsuits in Maury County that were in 2007 and 2010.

I searched the Department of Justice 's Sex Offender Registry for Ms. Rudderham; no findings were revealed.

A complete criminal history can be obtained by contacting the Tennessee Bureau of Investigation for a monetary fee.

Sincerely,

*Geoff Betts*

Det. Geoff Betts  
Criminal Investigation Division

---

**SPRING HILL POLICE HEADQUARTERS**

3636A ROYAL PARK BLVD., P. O. BOX 789, SPRING HILL, TN 37174  
PHONE: 931.486.2252 - FAX: 931.499.7237 - DISPATCH: 931.486.3270

City of Spring Hill  
Counties of Maury &  
Williamson

APPLICATION FOR BEER PERMIT

**PAID**  
\$450.00  
MAR 08 2016

BY \_\_\_\_\_



Business Name: The Office Hangout Inc.  
Location: 3525 Redron Rd.  
Primary Phone: 931-489-9233 Other Phone: 615-944-3622

Applicant is seeking a permit which would allow the sale of beer for:  
(Check One)

- On-Premise Consumption Consumption
- Off-Premise Consumption
- Both On-Premise & Off-Premise Consumption
- Manufacturer or Distributor's Permit
- Special Events Permit

I hereby make application for a beer permit to sell, store, manufacture or distribute beer or other beverages authorized to be sold under the provisions of Chapter 69 of the Public Acts of 1933, Tennessee General Assembly, Section 57-5-101, et seq. Tennessee Code Annotated, and the amendments thereto, and base my application upon the following statements:

1.

Name of Applicant (Owner of business, whether a sole proprietorship \_\_\_\_, Partnership \_\_\_\_, Club \_\_\_\_, Firm \_\_\_\_, Corporation , LLC \_\_\_\_, Association \_\_\_\_, Joint-Stock Company \_\_\_\_)

Individual Owner's:

Date of Birth 12/10/78 Driver's License # 77121463 State TN  
Social Security Number ON FILE

Corporations':

Representative: Cynthia Nowell  
Location General Manager: Shannon Rudderham  
General Manager's Contact Number: 615-944-3622

- 2. Are you a resident of the City of Spring Hill? yes
- 3. If the answer to the above question is no, is this application made in behalf of a firm, lodge, club, corporation, or similar organization? -NA-

4. At what location will business be conducted? 3525 Kedron Rd.

5. If you are not the owner of this property, state the true owners thereof and submit a copy of your lease or state the agreement between you and the property owners. \_\_\_\_\_

Crosby Keltner

6. List the names and addresses of all persons or firms who have any financial interest whatsoever in the beer business you propose to conduct. \_\_\_\_\_

Shannon Rudderham 2945 Buckner Ln.

7. Will you operate this business in person? yes If no, give the *names, addresses* and *social security number(s)* of any other agents who will operate the business:

-NA-

8. Describe the nature of the business which you intend to operate. \_\_\_\_\_  
Example; retail sales, hotel, restaurant or other

Bar / Restaurant.

9. List your record in the beer business for the last ten (10) years, if any:

Date		Location	Employer	Type of Business
From	To			
<u>-NA-</u>		_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. If granted a permit, do you state to the Beer Board that you will not employ any person in the storage or sale of beer who:

a. Who has been convicted, within the past ten (10) years from the date of this application, of any law relating to the sale, possession, manufacture, or transportation of intoxicating beverages, including beer as defined by Ordinance No. 92-2, as amended, of the City of Spring Hill; or

b. Who has been convicted of any felony or any crime involving moral turpitude within the past ten (10) years? yes.

11. Do you state to the Beer Board that you will not engage in the sale of beer except at the location for which the Beer Board has issued a permit? yes.
12. Do you state to the Beer Board that you will not make any sales of beer in conflict with the permit as issued? yes.
13. Do you state to the Beer Board, if this is an application for a permit to sell for consumption off the premises, that no sale shall be made for consumption on the premises, and that no such consumption will be allowed? yes.
14. Do you intend to allow dancing on the premises? yes.
15. Do you hereby represent and state to the Beer Board that you will strictly comply with all laws in regard to the sale of beer to minors, and will not permit minors or disorderly and disreputable persons to loiter about your place of business? yes.
16. If granted a permit, you will be responsible for any gambling on the premises, and are you aware that allowing gambling on the premises will subject the permit to revocation? yes.
17. Will you allow your business to become a public nuisance or a nuisance to law enforcement agents, or allow it to materially contribute to places of like character in creating or maintaining a public nuisance? No.
18. Have you secured, and is there attached to this application a certificate or statement from the Chief of Police or other designated officials that the premises meets the requirements of Ordinance 92-2, as amended, of the City of Spring Hill? \_\_\_\_\_
19. If granted a permit, will your business cause traffic congestion or interfere with schools, or otherwise interfere with public health, safety, and morals? No.
20. Have you, within the past ten (10) years, been convicted of violating the law relating to illegal possession, sale, manufacture, or transportation of intoxicating beverages which term specifically includes beer or other beverages of five percent (5%) or less alcohol by weight? No.
21. Have you, within the past ten (10) years, been convicted of a felony or any crime involving moral turpitude? No.

If you answered yes to either question 21 or 22, state offense, places convicted, and the dates on the back of this application.

23. Have you previously been issued a permit by this Beer Board? No. If yes, was your place of business, in the period immediately preceding this application, operating in such a manner as to create a public nuisance or was it operated in such a manner as to materially contribute to places of like character in its vicinity in the creation or maintenance of a public nuisance? -NA- Have you violated any of the provisions of Ordinance No. 92-2, as amended, of The City Spring Hill within the past ten (10) years? No.
24. Will the premises be open between the hours of 12:30 a.m. and 6:00 a.m.? yes.  
If yes, what type of business activities will be conducted within those hours?  
Business Hours: Sun - Thurs. 11AM - 2AM } Regular Business  
Fri + Sat. 11AM - 3AM } Between 12:30AM - Close.

25. Does your premises provide and maintain adequate and separate toilet facilities for both men and women? Yes.
26. How far are the business premises from the nearest school, measured nearest corner to nearest corner? \_\_\_\_\_
27. Have you ever had a Beer permit revoked in the State of Tennessee? No.  
If yes, give date, place, and grounds for revocation. -NA-
28. Describe your company's training policy, including training regarding the sale of beer to minors and/or attach your written policy:  
All employees who serve Alcohol (Servers, Bartenders, & Management) will have to obtain and comply with ABC licensing. They will also know that NO alcohol sales will be made to customers after 3am.

The applicant, being duly sworn, hereby vows that (Initial each blank):

Each and every statement in this application is true and correct and agrees that if any statement therein is false, the permit issued on this application may be revoked by the Beer Board upon notice and hearing, in which event the burden shall be on the applicant to prove the correctness of all the statements in this application. SRK

I have read and am familiar with the provisions of the Spring Hill Beer Ordinance 92-2 and all amendments. SRK

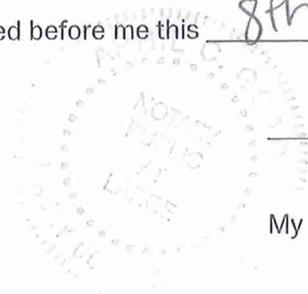
I hereby grant the City of Spring Hill permission to do a background investigation. SRK

Attached to this application is a copy of signed and executed lease agreement, or, I certify that I am the owner of the building/property in which the beer will be sold and/or consumed. SRK

This 8th day of ~~February~~ March, 2016  
SRK Reddell  
Applicant Signature

Co-Applicant Signature

Sworn to and subscribed before me this 8th day of March, 2016



April C. Good  
Notary

My commission expires: June 22, 2016

FOR OFFICE USE ONLY

Date received: \_\_\_\_\_

App. Fee/Rec. #: \_\_\_\_\_

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

**NOTICE TO BEER PERMIT HOLDERS  
IN THE CITY OF SPRING HILL, TENNESSEE**

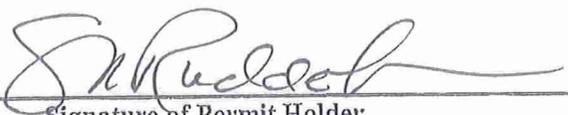
PUBLIC CHAPTER 297 OF THE ACTS OF 1993 REQUIRES EACH PERSON HOLDING A BEER PERMIT AS OF MAY 6, 1993 TO RESPOND TO THE FOLLOWING QUESTIONS. A RESPONSE MUST BE MAILED OR DELIVERED TO THE CITY RECORDER OF THE CITY OF SPRING HILL, TENNESSEE.

1. Full name and address of present permit holder  
Shannon Rudderham  
2945 Buckner Lane  
Spring Hill, TN 37174
2. Full name and address of owner of business where permit is used  
The Office Hangout Inc.  
(Shannon Rudderham)  
3525 Kedron Rd.  
Spring Hill, TN 37174
3. Under what name does this business operate?  
The Office
4. Location of business by street address or other geographical description and telephone number  
3525 Kedron Rd.  
Spring Hill, TN 37174  
(615-241-2281)
5. Will permit be used to operate two or more restaurants or other businesses within the same building? No., Specify number -NA- and list (on another attached sheet) the names of the restaurants or other businesses. Describe all locations  
-NA-
6. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed)  
Shannon Rudderham - sole owner.
7. Specify the identity and address of the person to receive annual tax notices and any other communication  
Cynthia Nowell, accountant  
5016 Spedale Ct. #358  
Spring Hill, TN 37174

8. Have you, or any person having at least a 5% ownership interest, or any person employed in the distribution or sale of beer, been convicted of any violation of the laws against possession, sale, manufacture, or transportation of beer, or other alcoholic beverages or any crime (other than minor traffic violations) within the last ten years? No . If so, give details or each charge, court and date convicted.

-NA-

9. Does your permit allow for: Only On premises consumption? Yes . ; Only Off premises consumption? \_\_\_\_\_ ; Both On and Off premises consumption? \_\_\_\_\_

  
Signature of Permit Holder

3/8/16  
Date

\_\_\_\_\_  
Signature of Owner or Corporate Officer

\_\_\_\_\_  
Date

You should mail or deliver your response to the following address:

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

# CONSENT AGENDA

**CITY OF SPRING HILL  
EXECUTIVE SUMMARY FINANCIAL STATEMENT  
February 29, 2016**

Updated:		3/7/2016	Change Formula						
Annual Budget	Description	Budget Year to Date	Actual Year to Date	% of Act/Budget Year to Date	Prior Year Year to Date	Budget Month	Actual Month	% of Act/Budget Month	Prior Year Month
<b>Revenues:</b>					02/28/15				01/31/15
\$ 20,041,500	GENERAL FUND	\$ 13,361,000	\$ 12,561,923	94%	\$ 20,694,079	\$ 1,670,125	\$ 2,539,046	152%	\$ 1,769,529
\$ 1,157,400	STATE STREET AID	\$ 771,600	\$ 932,576	121%	\$ 862,666	\$ 96,450	\$ 73,700	76%	\$ 77,643
\$ 1,301,000	ADEQUATE FACILITIES/DE	\$ 867,333	\$ 1,112,971	128%	\$ 1,195,990	\$ 108,417	\$ 96,844	89%	\$ 124,719
\$ 2,256,400	SANITATION FUND	\$ 1,504,267	\$ 1,584,880	105%	\$ 1,451,801	\$ 188,033	\$ 200,613	107%	\$ 182,366
\$ 15,793,500	WATER-SEWER FUND	\$ 10,529,000	\$ 7,457,196	71%	\$ 6,700,395	\$ 1,316,125	\$ 721,480	55%	\$ 882,576
\$ 1,165,400	STORM WATER-MS4	\$ 776,933	\$ 548,311	71%	\$ 514,584	\$ 97,117	\$ 69,453	72%	\$ 66,132
\$ 25,000	LIBRARY FUND	\$ 16,667	\$ 19,513	117%	\$ 20,711	\$ 2,083	\$ -	0%	\$ 5,454
\$ 30,400	DRUG FUND	\$ 20,267	\$ 24,627	122%	\$ 43,929	\$ 2,533	\$ 8,425	333%	\$ 5,793
<b>\$ 41,770,600</b>	<b>Total Revenues</b>	<b>\$ 27,847,067</b>	<b>\$ 24,241,996</b>	<b>87%</b>	<b>\$ 31,484,155</b>	<b>\$ 3,480,883</b>	<b>\$ 3,709,562</b>	<b>107%</b>	<b>\$ 3,114,211</b>
<b>Expenses:</b>									
\$ 20,017,600	GENERAL FUND	\$ 13,345,067	\$ 10,668,703	80%	\$ 14,211,873	\$ 1,668,133	\$ 1,270,278	76%	\$ 1,948,662
\$ 1,099,300	STATE STREET AID	\$ 732,867	\$ 695,288	95%	\$ 1,045,850	\$ 91,608	\$ 79,246	87%	\$ 28,377
\$ 2,145,100	ADEQUATE FACILITIES/DE	\$ 1,430,067	\$ 1,057,367	74%	\$ 331,198	\$ 178,758	\$ 11,400	6%	\$ 2,985
\$ 2,230,000	SANITATION FUND	\$ 1,486,667	\$ 1,354,756	91%	\$ 1,453,012	\$ 185,833	\$ 197,516	106%	\$ 186,447
\$ 15,143,732	WATER-SEWER FUND	\$ 10,095,821	\$ 7,023,789	70%	\$ 5,587,376	\$ 1,261,978	\$ 943,333	75%	\$ 664,294
\$ 1,566,500	STORM WATER-MS4	\$ 1,044,333	\$ 404,145	39%	\$ 303,075	\$ 130,542	\$ 60,041	46%	\$ 37,181
\$ 23,150	LIBRARY FUND	\$ 15,433	\$ 7,532	49%	\$ 12,916	\$ 1,929	\$ 1,586	82%	\$ 295
\$ 25,500	DRUG FUND	\$ 17,000	\$ 22,026	130%	\$ 35,721	\$ 2,125	\$ -	0%	\$ 10,599
<b>\$ 42,250,883</b>	<b>Total Expenses</b>	<b>\$ 28,167,255</b>	<b>\$ 21,233,606</b>	<b>75%</b>	<b>\$ 22,981,021</b>	<b>\$ 3,520,907</b>	<b>\$ 2,563,400</b>	<b>73%</b>	<b>\$ 2,878,839</b>
<b>SURPLUS OR DEFICIT</b>		<b>\$ (320,188)</b>	<b>\$ 3,008,391</b>		<b>\$ 8,503,134</b>	<b>\$ (40,023)</b>	<b>\$ 1,146,161</b>		<b>\$ 235,372</b>

Description	Year to Date Revenue Minus Expenses		Month Revenue Minus Expenses	
	Actual	Prior Year	Actual	Prior Year
GENERAL FUND	\$ 1,893,220	\$ 6,482,206	\$ 1,268,768	\$ (179,134)
STATE STREET AID	\$ 237,289	\$ (183,184)	\$ (5,546)	\$ 49,266
ADEQUATE FACILITIES TAX	\$ 55,604	\$ 864,792	\$ 85,444	\$ 121,734
SANITATION FUND	\$ 230,124	\$ (1,211)	\$ 3,097	\$ (4,081)
WATER-SEWER FUND	\$ 433,407	\$ 1,113,020	\$ (221,853)	\$ 218,282
STORM WATER UTILITY FUND	\$ 144,166	\$ 211,509	\$ 9,412	\$ 28,950
LIBRARY FUND	\$ 11,980	\$ 7,795	\$ (1,586)	\$ 5,159
DRUG ENFORCEMENT FUND	\$ 2,601	\$ 8,208	\$ 8,425	\$ (4,807)
<b>Difference Revenues Minus Expenses</b>	<b>\$ 3,008,391</b>	<b>\$ 8,503,134</b>	<b>\$ 1,146,161</b>	<b>\$ 235,370</b>

RECONCILED BALANCES	AS OF 7/31/15	AS OF 8/31/15	AS OF 9/30/15	AS OF 10/31/15	AS OF 11/30/15	AS OF 12/31/15	AS OF 1/31/16	AS OF 2/29/16
GENERAL FUND	\$ 1,695,926	\$ 1,824,813	\$ 1,409,462	\$ 2,174,052	\$ 1,434,431	\$ 4,763,392	\$ 4,622,786	\$ 5,953,722
STATE STREET AID	\$ 508,493	\$ 487,891	\$ 504,585	\$ 437,226	\$ 535,638	\$ 639,100	\$ 649,127	\$ 643,581
ADEQUATE FACILITIES TAX	\$ 2,641,069	\$ 2,757,619	\$ 2,595,397	\$ 2,235,741	\$ 2,116,402	\$ 2,231,395	\$ 2,354,249	\$ 2,439,693
SANITATION FUND	\$ 271,953	\$ 80,206	\$ 116,079	\$ 41,510	\$ 11,760	\$ 257,737	\$ 210,868	\$ 193,696
WATER-SEWER FUND 410-11211	\$ 5,876,552	\$ 6,153,700	\$ 8,641,118	\$ 6,176,273	\$ 1,033,429	\$ 7,761,655	\$ 10,718,037	\$ 524,720
SEWER RESERVE FUND 413-11315	\$ 4,013,721	\$ 4,116,773	\$ 4,117,179	\$ 4,131,338	\$ 4,153,801	\$ 4,249,427	\$ 4,565,231	\$ 4,566,666
WATER RESERVE FUND 413-11316	\$ 964,775	\$ 996,797	\$ 997,002	\$ 1,001,515	\$ 1,007,633	\$ 1,036,857	\$ 1,133,569	\$ 1,133,957
STORMWATER FUND	\$ 916,525	\$ 885,721	\$ 826,528	\$ 860,126	\$ 842,687	\$ 1,040,959	\$ 949,653	\$ 1,005,262
LIBRARY FUND	\$ 29,527	\$ 31,332	\$ 33,078	\$ 34,921	\$ 35,353	\$ 34,204	\$ 36,257	\$ 34,671
DRUG ENFORCEMENT FUND	\$ 54,602	\$ 56,500	\$ 53,393	\$ 53,781	\$ 52,982	\$ 51,777	\$ 43,827	\$ 51,253
<b>TOTAL</b>	<b>\$ 16,973,144</b>	<b>\$ 17,391,352</b>	<b>\$ 19,293,822</b>	<b>\$ 17,146,483</b>	<b>\$ 11,224,115</b>	<b>\$ 22,066,503</b>	<b>\$ 25,283,604</b>	<b>\$ 16,546,220</b>

MONEY MARKET BALANCES (BALANCES ARE NOT INCLUDED IN ABOVE BUDGET NUMBERS):								
GENERAL FUND MONEY MARKET	\$ 797,978	\$ 801,978	\$ 802,140	\$ 802,140	\$ 802,140	\$ 802,301	\$ 802,413	\$ 688,639
WATER/SEWER FUND MONEY MARKET	\$ 6,957,753	\$ 7,041,086	\$ 7,124,419	\$ 7,124,419	\$ 7,209,859	\$ 7,295,375	\$ 7,295,375	\$ 7,295,375

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
PUBLIC HEARING MINUTES  
TUESDAY, FEBRUARY 16, 2016  
7:00 P.M.**

Mayor Graham called the Public Hearing to order at 7:00 p.m.

Aldermen present; Chad Whittenburg, Matt Fitterer, Keith Hudson, Bruce Hull, Kayce Williams, Jonathan Duda, and Amy Wurth. Absent was Susan Zemek. Also present: Victor Lay, City Administrator; Patrick Carter, City Attorney; Jim Smith, Finance Director; April Goad, City Recorder.

*General Announcement – The procedural rules for public comment will be as follows: Items will be taken in order of the agenda. Audience members wishing to speak must be recognized by the Mayor and will have five minutes to address the Board of Mayor and Aldermen. No rebuttal remarks are permitted.*

**Item #1** Consider Resolution 16-09, a resolution to recognize the Independence Eagles High School Football Team.

**Item #2** Consider Resolution 16-12, to approve the purchase of two trucks in the water and sewer departments. *(Recommended by the Budget and Finance Advisory Committee on February 1, 2016)* Jeff Foster, Public Works Director

**Item #3** Consider Resolution 16-13, to authorize the purchase mobile data terminals for the Police Department. *(Recommended by the Budget and Finance Advisory Committee on February 1, 2016)* Don Brite, Police Chief

**Item #4** Consider Second and Final Reading of Ordinance 15-27, to approve rezone of property known as Stonecreek from R-2 PUD to R-6, Traditional Neighborhood Development. *(Not recommended by the Planning Commission on October 12, 2015; amended on first reading; deferred on November 16, 2015; removed from agenda on December 21, 2015; deferred on January 19, 2016)* Dara Sanders, City Planner

**Item #5** Consider Resolution 16-11, to adopt an Access Management Policy on U.S. 31 from Campbell Station Parkway to Buckner Road. *(Deferred on January 19, 2016)* Dan Allen, Infrastructure Director

**Item #6** Consider Resolution 16-404, to approve Land Acquisition Purchase of Tract 31 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

**Item #7** Consider Resolution 16-14, to approve Certificate of Compliance for Kroger, Port Royal, for sale of wine in grocery store.

**Item #8** Consider Resolution 16-15, to approve Certificate of Compliance for Food Lion, for sale of wine in grocery store.

**Item #9** Consider Resolution 16-16, to approve Certificate of Compliance for Publix, for sale of wine in grocery store.

**Item #10** Consider Resolution 16-17, – to authorize the Mayor to enter into negotiations for the purchase of vacant land on Kedron Road. Dan Allen, Infrastructure

**Item #11** Consider Resolution 16-18, to approve settlement with contractor. Patrick Carter, City Attorney

**Item #12** Consider Resolution 16-19, to approve Major Thoroughfare Plan Right of Way. Dan Allen, Infrastructure Director

**Item #13** Consider Resolution 16-20, to authorize the purchase of bowl assembly for Raw Water Pump #2 at the Water Treatment Plant. Caryl Giles, Water Treatment Superintendent

**Item #14** Consider Resolution 16-411, to approve Land Acquisition Purchase of Tract 118 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

**Item #15** Consider Resolution 16-412, to approve Land Acquisition Purchase of Tract 179 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

**Item #16** Consider Resolution 16-413, to approve Land Acquisition Purchase of Tract 214 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

Concerned Citizens: None

Adjourn: motion by Alderman Fitterer; Seconded by Alderman Wurth.  
Adjourned at 7:02 p.m.

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April Goad, City Recorder

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Rick Graham, Mayor

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 16, 2016  
7:02 P.M.**

Mayor Graham called the meeting to order at 7:02 p.m.

Aldermen present were Chad Whittenburg, Matt Fitterer, Keith Hudson, Bruce Hull, Kayce Williams, Jonathan Duda, and Amy Wurth. Absent was Susan Zemek. Also present: Victor Lay, City Administrator; Patrick Carter, City Attorney; Jim Smith, Finance Director; April Goad, City Recorder.

Vice Mayor Hull gave the background of the Independence Minute Men.

Pledge of Allegiance was led by Keegan Hudson

Invocation was led by Adam and the Minute Men

Approval of the Agenda: Motion by Mrs. Wurth; seconded by Mr. Fitterer. Vote: Unanimous. 8-0.

Concerned Citizens: moved to the beginning of the Consent

Comments by the Mayor moved to after.

**SPECIAL PRESENTATION**

**Item #1** Consider Resolution 16-09, a resolution to recognize the Independence Eagles High School Football Team. Motion to approve by Vice Mayor Hull. Motion seconded by Alderman Williams. Vote: Unanimous. Alderman Keith Hudson read the resolution and the Board of Mayor and Aldermen presented the team with a plaque and each a certificate.

Concerned Citizens: Will Hartnett, having issue concerning water bill, late, problem is short time period to pay the bill. 10 days to pay, online bill pay. He wants city to change the time frame. Electronic Funds Transfer, 21 days minimum.

Casey Kinnan, 2176 Spring Hill Circle, in opposition of the Cadence Crossing Development. Does not want retail business so close to his home.

Beverly Frederick, Tanyard Springs, in opposition to Cadence Crossings. Moved to Spring Hill for small town feel, proud of Spring Hill. Traffic on 31 is terrible.

Daryl Dismukes, Arnst Way, Spring Hill Estates, spoke in opposition because of bad traffic. Discussed flooding concerns.

Nicola Stadler, 2111 Spring Hill Circle, spoke against rezone of Cadenced Crossing property. Discussed growth. Drew Logston, Spring Hill Circle, spoke against the rezone also.

Lori Kors, 4009 Amber Way, spoke regarding her opposition to the rezone, encouraged the board to put a cap on development. She spoke of her experience in New Jersey.

Leann, Spring Hill Circle discussed flood, etc. opposed the rezone, I think. She encouraged the board to say no and to catch up.

Nicole, 2505 Preston Way, sold her home in Spring Hill because of this project.

Isong Isong, spoke in opposition to the rezone.

Comments by the Mayor: Encouraged everyone to vote.

## CONSENT AGENDA

1. Board approval:
  - a. Financial Reports of January 2016
  - b. Public Hearing and Regular Meeting Minutes of January 19, 2016
  - c. Public Hearing and Special Call Meeting Minutes of January 4, 2016
  - d. Public Hearing and Special Call Meeting Minutes of February 1, 2016
  
2. Departmental Reports for January 2016:
  - a. Legislative Department (V. Lay) (none)
  - b. Fire Department (Hood)
  - c. Police Department (Brite)
  - d. Emergency Communications (B. Smith) (none)
  - e. Library (Adkins) (none)
  - f. Building/Planning, Codes Enforcement (Brooks)
  - g. Utility Billing (Younger)
  - h. Parks & Rec (Fischer) (none)
  - i. Court Report (J. Mitchell/B. Morgan)
  - j. Public Works (Streets, Water Distribution, and Sewer Collection System and Storm Water/MS4) (Foster/Norman) (none)
  - k. Water Treatment (Giles) (none)
  - l. Waste Water Treatment (Massey)
  - m. GIS/IT (Pewitt) (none)
  - n. Human Resources (Taylor) (none)
  - o. Safety Committee (M. Bryan) (none)
  
3. Committee/Commission Minutes to be accepted in monthly records:
  - a. Planning Commission minutes of January 11, 2016 (Sanders)
  - b. Board of Zoning Appeals minutes January, 2016 (Sanders) (no meetings)
  - c. Historic Commission minutes of January 7, 2016 (approved) and February 4, 2016 (unapproved) (Hull, Duda)
  - d. Budget and Finance Advisory Committee minutes of January 19, 2016 (approved) (Whittenburg, Wurth, Hull)
  - e. EDC Minutes of June-November 2015 (Hull, Schoenbrodt) (approved)
  - f. Parks and Recreation Committee minutes January 28, 2016 (Williams/Fischer)
  - g. Storm Water Advisory Committee (Polk/Zemek) (no meetings)
  - h. Library Board of Trustees Minutes, October, 2015-January 2016 (T. Jones) (unavailable)
  - i. Transportation Advisory Committee Minutes January 21, 2016 (unapproved) (Fitterer, Whittenburg, Williams)
  
4. Consider Resolution 16-12, to approve the purchase of two trucks in the water and sewer departments.  
*(Recommended by the Budget and Finance Advisory Committee on February 1, 2016) Jeff Foster, Public Works Director*
  
5. Consider Resolution 16-13, to authorize the purchase mobile data terminals for the Police Department.  
*(Recommended by the Budget and Finance Advisory Committee on February 1, 2016) Don Brite, Police Chief*

Motion to approve by Alderman Duda; motion seconded by Alderman Williams. Approved 8-0

## PREVIOUS BUSINESS

**Item #1** Consider Second and Final Reading of Ordinance 15-27, to approve rezone of property known as Stonecreek from R-2 PUD to R-6, Traditional Neighborhood Development. *(Not recommended by the Planning Commission on October 12, 2015; amended on first reading; deferred on November 16, 2015; removed from agenda on December 21, 2015;*

*deferred on January 19, 2016 for developer to revise booklet* ) Dara Sanders, City Planner  
Motion to approve by Alderman Fitterer; motion seconded by Alderman Williams. Alderman Fitterer moved to strike condition number one, sixth bubble concept. Motion seconded by Mr. Duda.

Roll call to amend Second and Final Reading of Ordinance 15-27: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye. Motion carried 8/0.

Motion on approval of resolution as amended: Alderman Wurth asked what the total financial impact (roads) would be to the city. Victor discussed.

Roll call to approve Second and Final Reading of Ordinance 15-27 as amended: Chad Whittenburg, nay; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye. Motion carried 7/1.

Mrs. Wurth asked if the TND would come back before them. Victor stated that it would.

**Item #2** Consider Resolution 16-11, to adopt an Access Management Policy on U.S. 31 from Campbell Station Parkway to Buckner Road. (*Deferred on January 19, 2016*) Dan Allen, Infrastructure Director  
Motion to approve by Alderman Wurth; motion seconded by Alderman Williams. Discussion: Alderman Wurth stated that the traffic study was discussed by the board at the work session. She asked if it was premature to approve this with more discussions to be had. Victor stated he would rather have it less definitive and more flexible. He stated that they can amend it or defer it. Alderman Duda stated the purpose is to provide direction to PC and property owners. He feels that we need to be more purposeful and wait for the traffic study. He appreciates TAC recommendation, but he feels that he does not have an amendment for the resolution at this time. Alderman Whittenburg stated that TAC did not make a recommendation as it stands, just on the content. It was discussed tonight at TAC but he would support a deferral. He would prefer that the Traffic Study be performed first. Corridors access management plan. Motion to defer was made by Alderman Wurth and seconded by Vice Mayor Hull.

Roll call to defer Resolution 16-11: Chad Whittenburg, aye; Matt Fitterer, nay; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye. Motion carried 7/1.

**Item #3** Consider Resolution 16-404, to approve Land Acquisition Purchase of Tract 31 of the Duplex Road Widening Project. (*Deferred on January 19, 2016*) Dan Allen, Infrastructure Director  
Motion to approve made by Mr. Fitterer, seconded by Vice Mayor Hull.

Roll call to approve Resolution 16-404: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye. Motion carried 8/0.

## **NEW BUSINESS**

**Item #1** Consider First Reading of Ordinance 16-03, to approve rezoning of property known as Cadence Crossing from R-2, Medium Residential to B-2, Neighborhood Shopping and R-4, High Density Residential. (*Recommended by the Planning Commission on February 8, 2016*) Dara Sanders, City Planner

Motion to approve by Vice Mayor Hull; seconded by Alderman Duda. Discussion: Alderman Duda gave a report from the Planning Commission. This was recommended by the PC because it was consistent with the land use plan. 3-2 Vote. He feels that the plan has been carefully prepared. Mayor moved to suspend the rules. Motion seconded by Vice Mayor. Jeff Rosiac, Kiser, representing the developer spoke. Matt Fitterer called for the orders

of the day. Alderman Wurth stated she isn't going to support any development that only has one way in and out. Mayor Graham read the permitted uses for the zoning requested. Vice Mayor Hull discussed. He will support. Alderman Fitterer comments: Moved to strike density in second, Density shall be limited to 5 units per acre. Motion seconded by Alderman Duda. Discussion.

Roll call to amend Ordinance 16-03: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

Alderman Whittenburg discussed not having a plan for 31. He discussed a traffic study and that it needs to move forward. He would like to see a traffic study before second reading. Mrs. Williams stated that it is a beautiful development. She appreciates the extra consideration of the surrounding subdivisions and businesses.

Roll call to approve Ordinance 16-03 as amended: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, abstain; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, nay.  
Motion carried 6/1/1.

**Item #2** Consider First Reading of Ordinance 16-04, to approve rezoning of property known as 5238 Main Street, from B-2, Neighborhood Shopping to B-4, Central Business. (*Denial recommended by the Planning Commission on February 8, 2016*) Dara Sanders, City Planner

Motion to approve by Vice Mayor Hull. Seconded by Alderman Wurth. Mr. Fitterer comments. Planning Commission voted to deny. Supports and asked that all do the same. Mr. Hudson stated he is also in support. Alderman Wurth is also in favor. Alderman Williams comments. Mayor Graham stated it can be a car lot or storage facility.

Roll call to approve First Reading of Ordinance 16-04: Chad Whittenburg, aye; Matt Fitterer, nay; Keith Hudson, aye; Bruce Hull, aye; Mayor, nay; Kayce Williams, nay; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 5/3.

**Item #3** Consider Resolution 16-14, to approve Certificate of Compliance for Kroger, Port Royal, for sale of wine in grocery store.

Motion to approve by Mr. Fitterer, seconded by Mr. Hudson. Discussion: None.

Roll call to approve Resolution 16-14: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #4** Consider Resolution 16-15, to approve Certificate of Compliance for Food Lion, for sale of wine in grocery store.

Motion to approve by Mr. Fitterer; seconded by Mr. Whittenburg.

Roll call to approve Resolution 16-15: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #5** Consider Resolution 16-16, to approve Certificate of Compliance for Publix, for sale of wine in grocery store.  
Motion to approve by Mr. Fitterer. Motion seconded by Mrs. Williams.

Roll call to approve Resolution 16-16: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #6** Consider Resolution 16-17, to authorize the Mayor to enter into negotiations for the purchase of vacant land on Kedron Road. Dan Allen, Infrastructure  
Mr. Fitterer made a motion to approve, seconded by Mayor Graham.

Roll call to approve Resolution 16-17: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #7** Consider Resolution 16-411, to approve Land Acquisition Purchase of Tract 118 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director  
Motion to approve by Alderman Fitterer, seconded by Alderman Wurth.

Roll call to approve Resolution 16-411: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #8** Consider Resolution 16-412, to approve Land Acquisition Purchase of Tract 179 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director  
Motion by Mr. Fitterer; seconded by Mr. Hull.

Roll call to approve Resolution 16-412: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #9** Consider Resolution 16-413, to approve Land Acquisition Purchase of Tract 214 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director  
Motion to approve by Alderman Fitterer. Motion seconded by Alderman Hudson. Mr. Duda questioned about those using the area but do not own.

Roll call to approve Resolution 16-413: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #10** Consider Resolution 16-19, to approve Major Thoroughfare Plan Right of Way. Dan Allen, Infrastructure Director.  
Motion by Mr. Fitterer; seconded by Mayor Graham. Discussion: Mr. Duda: New Language since work session. Dan Allen explained. Mr. Duda stated this doesn't address property with straight zoning. Does not have master development plan that is in effect. Alderman Whittenburg stated that further classification of roads is the way w

Roll call of Resolution 16-19: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #11** Consider Resolution 16-20, to authorize the purchase of bowl assembly for Raw Water Pump #2 at the Water Treatment Plant. Caryl Giles, Water Treatment Superintendent.

Mr. Hull made a motion to approve, seconded by Mrs. Wurth.

Roll call to approve Resolution 16-20: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

**Item #12** Consider Resolution 16-18, to approve settlement with contractor. Patrick Carter, City Attorney

Mr. Fitterer made a motion to approve, seconded by Mr. Whittenburg. Discussion: None.

Roll call to approve Resolution 16-18: Chad Whittenburg, aye; Matt Fitterer, aye; Keith Hudson, aye; Bruce Hull, aye; Mayor, aye; Kayce Williams, aye; Jonathan Duda, aye; Amy Wurth, aye.  
Motion carried 8/0.

Concerned Citizens: Charlie Schoenbrodt comments on zoning.

Mr. Fitterer made a motion to adjourn, seconded by Mr. Whittenburg.

Meeting adjourned at 9:21 p.m.

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April Goad, City Recorder

Rick Graham, Mayor

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
PUBLIC HEARING MINUTES  
MONDAY, MARCH 7, 2016  
6:00 P.M.**

Mayor Rick Graham called the public hearing to order.

Stipulation of Aldermen present: Chad Whittenburg, Matt Fitterer, Kayce Williams, Susan Zemek, Amy Wurth. Absent were: Jonathan Duda and Keith Hudson.

*General Announcement – The procedural rules for public comment will be as follows: Items will be taken in order of the agenda. Audience members wishing to speak must be recognized by the Mayor and will have five minutes to address the Board of Mayor and Aldermen. No rebuttal remarks are permitted.*

1. Consider Resolution 16-414, to approve land acquisition purchase for Tract 119 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
2. Consider Resolution 16-415, to approve land acquisition purchase for Tract 122 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
3. Consider Resolution 16-416, to approve land acquisition purchase for Tract 125 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
4. Consider Resolution 16-417, to approve land acquisition purchase for Tract 265 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
5. Consider Resolution 16-418, to approve land acquisition purchase for Tract 108 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
6. Consider Resolution 16-419, to approve land acquisition purchase for Tract 140 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
7. Consider Resolution 16-420, to approve land acquisition purchase for Tract 178 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
8. Consider Resolution 16-421, to approve land acquisition purchase for Tract 128 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

Concerned Citizens: None

Alderman Fitterer moved to adjourn; motion seconded by Vice Mayor Hull. Meeting adjourned at 6:02 p.m.

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April Goad, City Recorder

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Rick Graham, Mayor

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
SPECIAL CALL MEETING AGENDA  
MONDAY, MARCH 7, 2016  
6:00 P.M.**

Mayor Rick Graham called the meeting to order at 6:02 p.m.

Stipulation of Aldermen present: Stipulation of Aldermen present: Chad Whittenburg, Matt Fitterer, Kayce Williams, Susan Zemek, Amy Wurth. Absent were: Jonathan Duda and Keith Hudson.

Alderman Whittenburg made a motion to move all items to the consent agenda; motion seconded by Alderman Williams. Vote: Unanimous.

Concerned Citizens: None.

1. Consider Resolution 16-414, to approve land acquisition purchase for Tract 119 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
2. Consider Resolution 16-415, to approve land acquisition purchase for Tract 122 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
3. Consider Resolution 16-416, to approve land acquisition purchase for Tract 125 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
4. Consider Resolution 16-417, to approve land acquisition purchase for Tract 265 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
5. Consider Resolution 16-418, to approve land acquisition purchase for Tract 108 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
6. Consider Resolution 16-419, to approve land acquisition purchase for Tract 140 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
7. Consider Resolution 16-420, to approve land acquisition purchase for Tract 178 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director
8. Consider Resolution 16-421, to approve land acquisition purchase for Tract 128 of the Duplex Road Widening Project. Dan Allen, Infrastructure Director

Motion to approve consent agenda by Vice Mayor Hull. Motion seconded by Wurth.7-0, Approved

Adjourn: Whittenburg. Seconded by Fitterer. 6:03 p.m.

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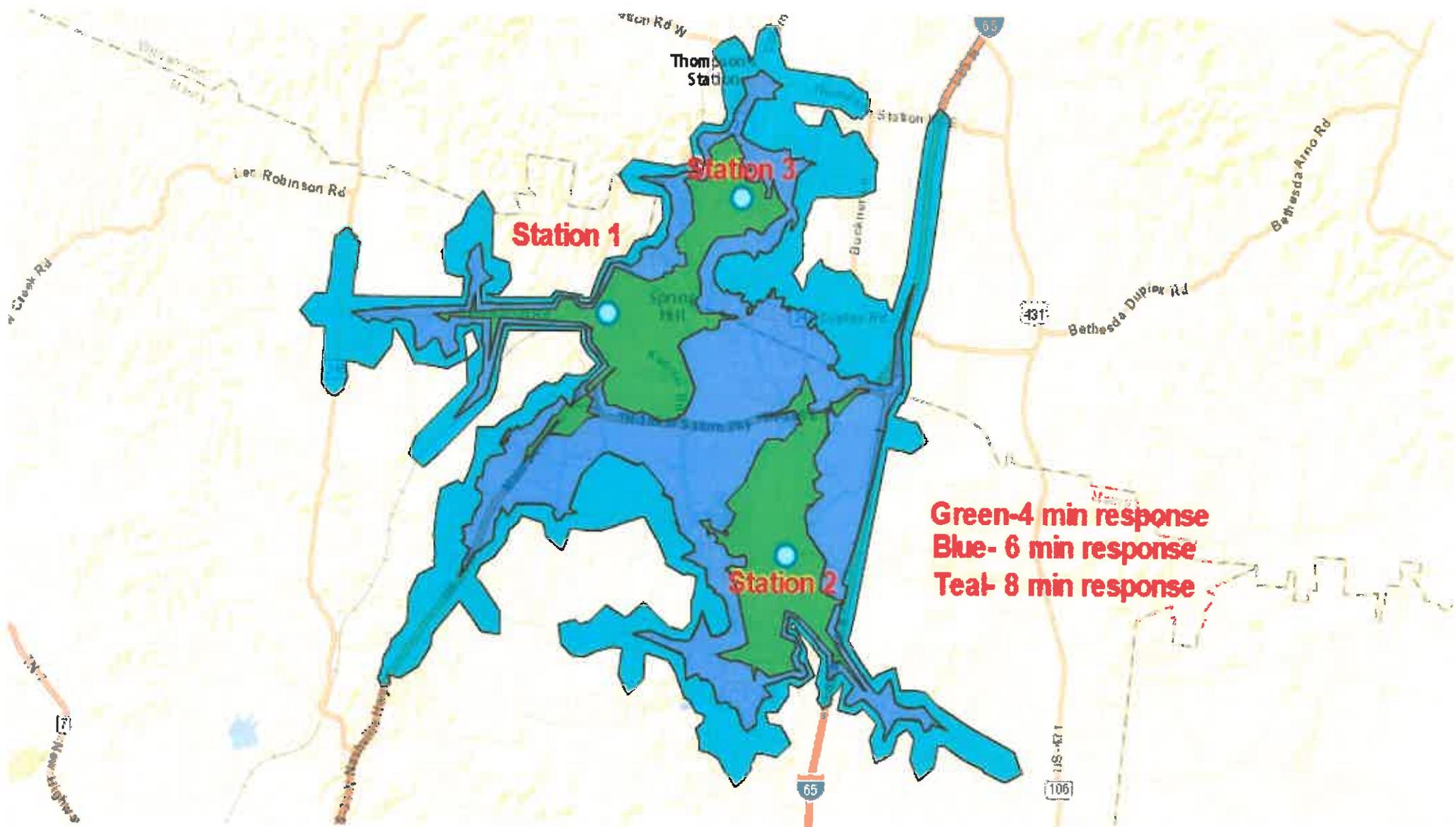
April Goad, City Recorder

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Rick Graham, Mayor

# DEPARTMENTAL REPORTS



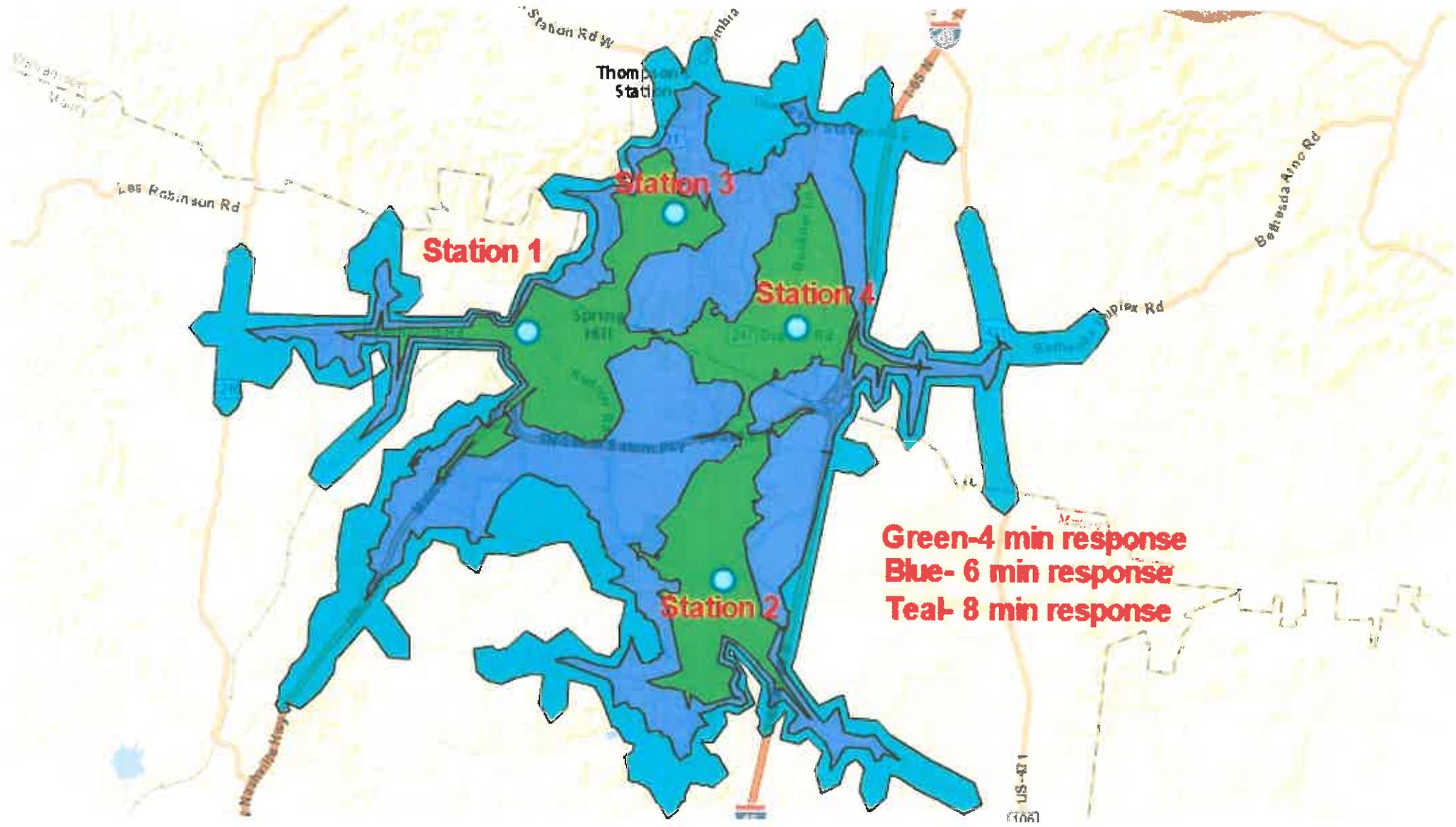


**Station 1**

**Station 3**

**Station 2**

**Green-4 min response**  
**Blue- 6 min response**  
**Teal- 8 min response**



**Station 1**

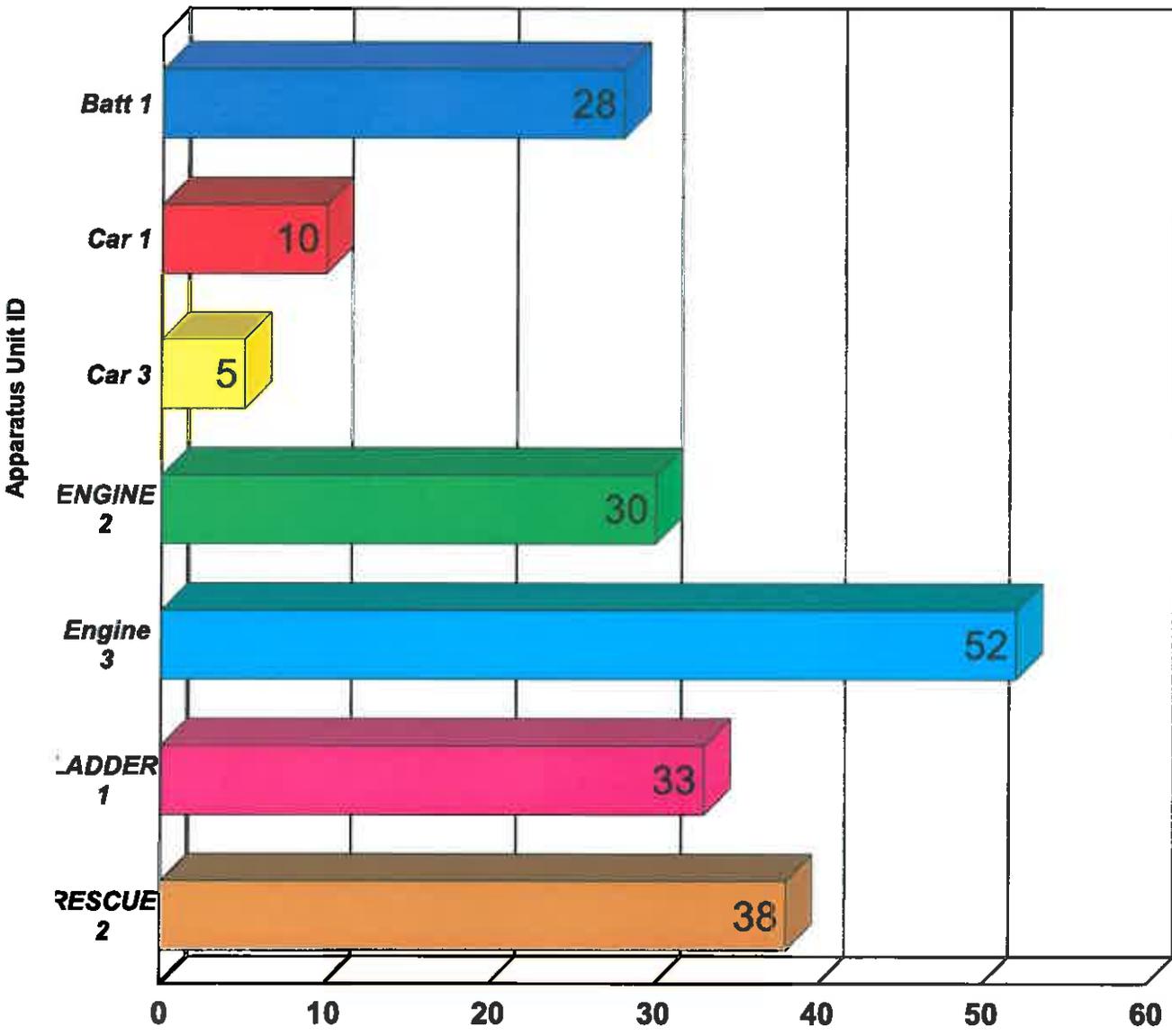
**Station 3**

**Station 4**

**Station 2**

**Green-4 min response**  
**Blue- 6 min response**  
**Teal- 8 min response**

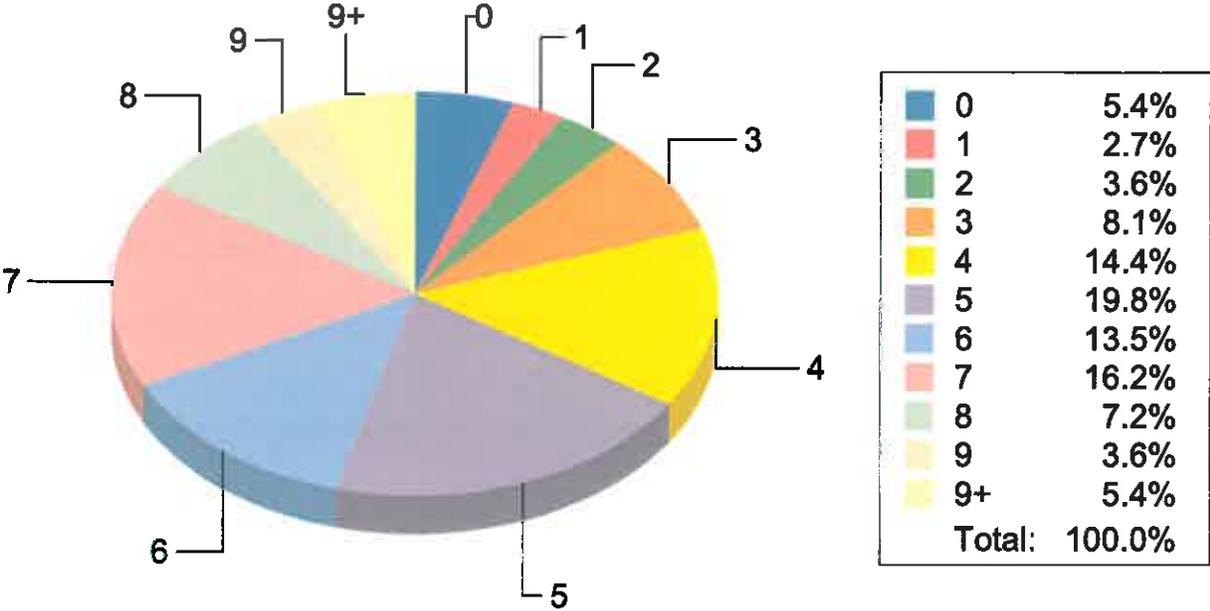
**Apparatus Responding to Incidents**



Number of Incidents

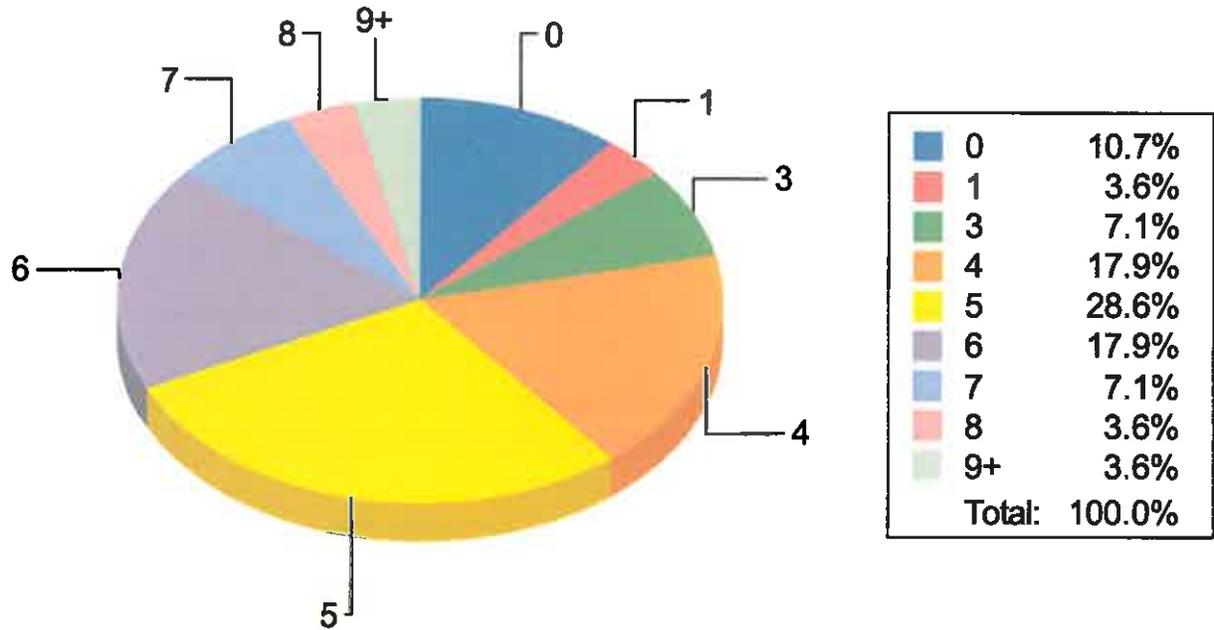
Total Amount of Incidents: 115  
Apparatus Count: 7

# Response Times (In Minutes)



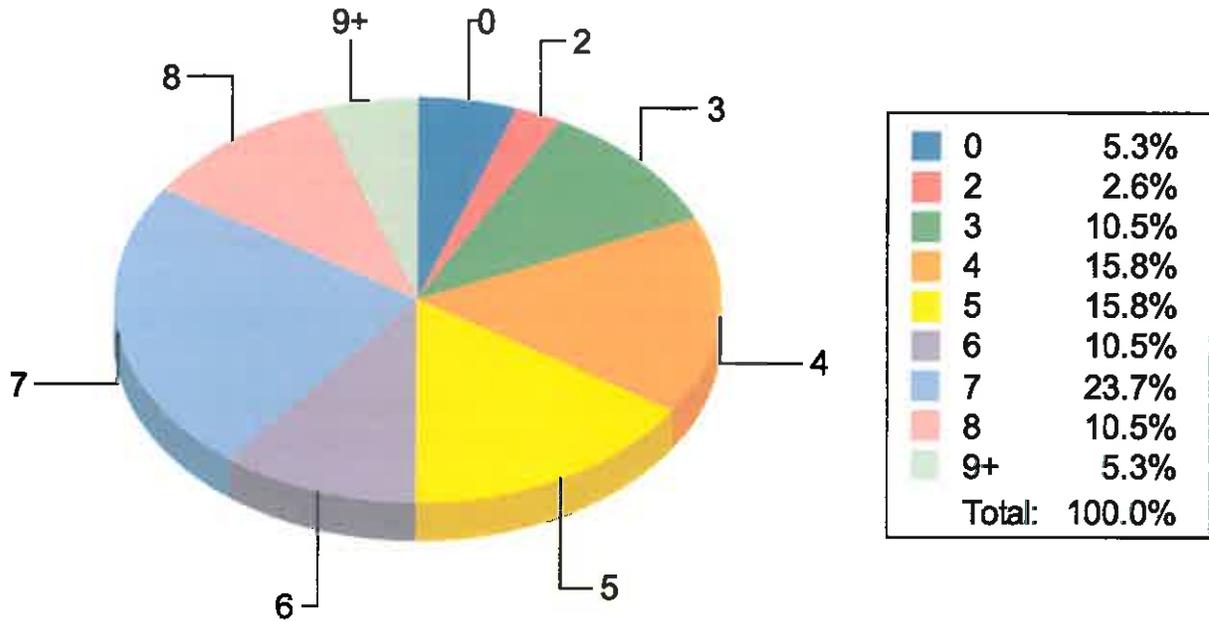
*Whole Department*

# Response Times (In Minutes)



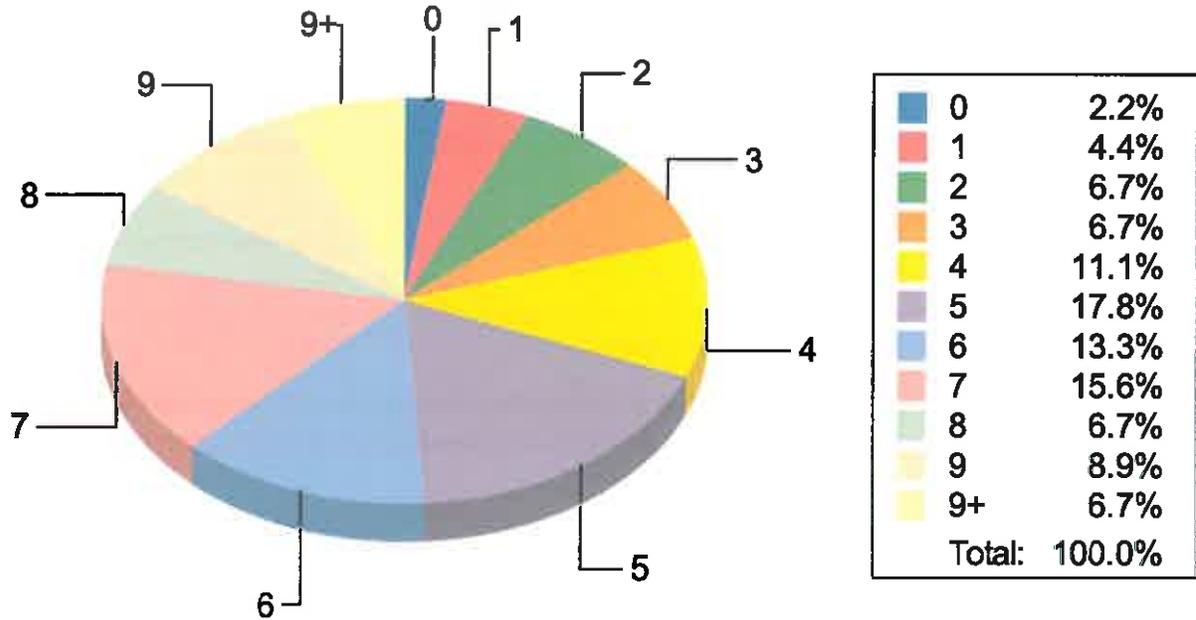
*Station 1*

# Response Times (In Minutes)



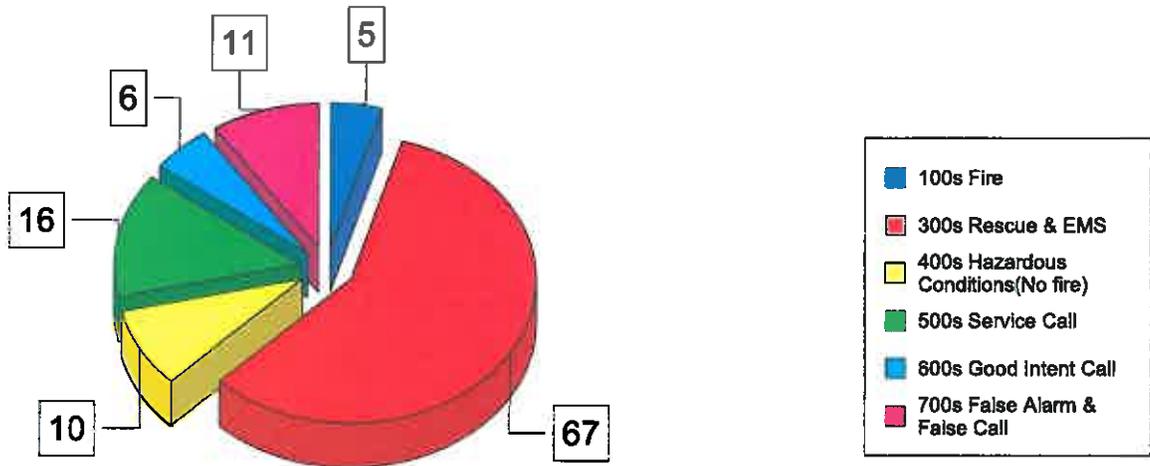
*Station 2*

# Response Times (In Minutes)



*Station 3*

Station 1



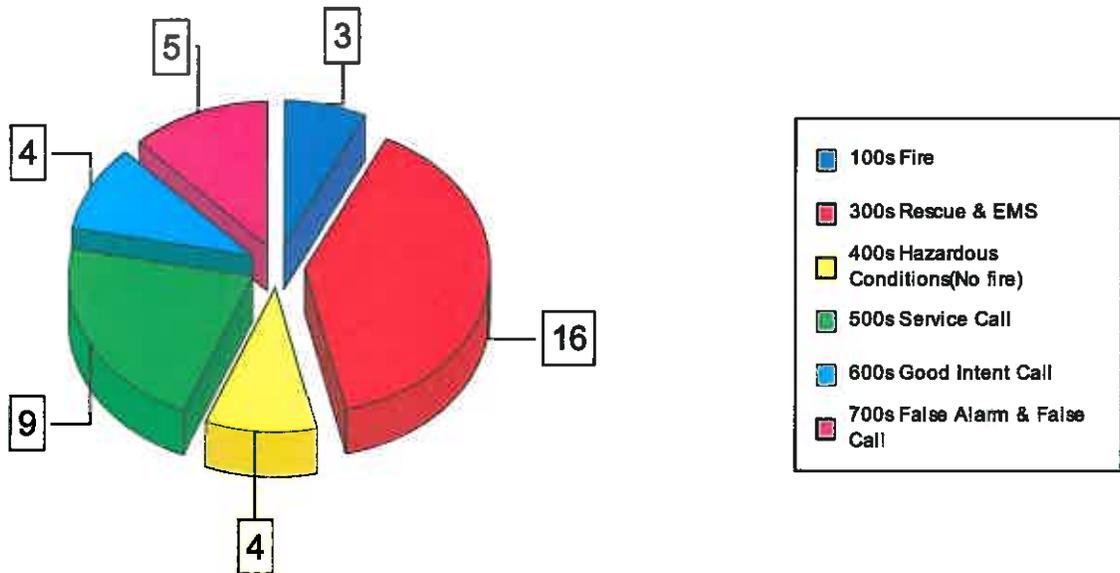
*Graphed Items are sorted by Incident Type*

Type Of Incident:	Total Of Incidents:	Percentage Value:
100 Series-Fire	5	4.35%
300 Series-Rescue & EMS	67	58.26%
400 Series-Hazardous Conditions (No fire)	10	8.70%
500 Series-Service Call	16	13.91%
600 Series-Good Intent Call	6	5.22%
700 Series-False Alarm & False Call	11	9.57%

**Grand Total: 115**

**Type Of Incident Most Frequent: 300 Series-Rescue & EMS**

Station 2



Graphed Items are sorted by Incident Type

Type Of Incident:

Total Of Incidents:

Percentage Value:

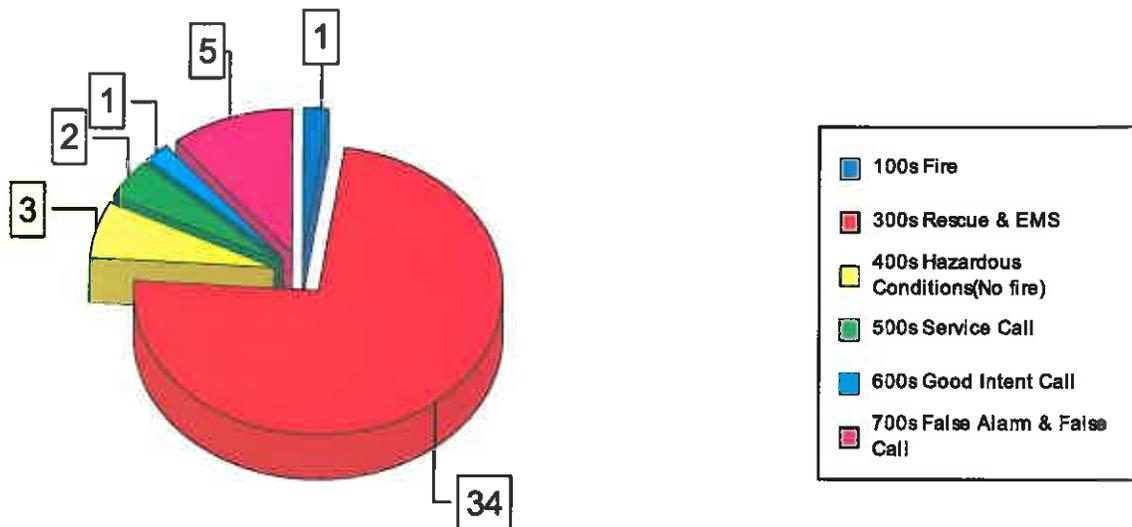
100 Series-Fire	3	7.32%
300 Series-Rescue & EMS	16	39.02%
400 Series-Hazardous Conditions(No fire)	4	9.76%
500 Series-Service Call	9	21.95%
600 Series-Good Intent Call	4	9.76%
700 Series-False Alarm & False Call	5	12.20%

Grand Total: 41

Type Of Incident Most Frequent: 300 Series-Rescue & EMS

Print Date: 3/1/2016

Station 3



Graphed Items are sorted by Incident Type

Type Of Incident:

Total Of Incidents:

Percentage Value:

100 Series-Fire	1	2.17%
300 Series-Rescue & EMS	34	73.91%
400 Series-Hazardous Conditions(No fire)	3	6.52%
500 Series-Service Call	2	4.35%
600 Series-Good Intent Call	1	2.17%
700 Series-False Alarm & False Call	5	10.87%

Grand Total: 46

Type Of Incident Most Frequent: 300 Series-Rescue & EMS

Print Date: 3/1/2016

**Incident Response Times, Summary**

Page 1 of 4

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1600988	0	02/03/2016	12:00:00 am	12:00:00 am	12:00:00 am	0.00
1601008	0	02/07/2016	12:08:10 pm	12:08:11 pm	12:31:43 pm	0.02
1601012	0	02/09/2016	7:35:27 am	7:35:29 am	7:58:16 am	0.03
1601030	0	02/13/2016	2:42:19 pm	2:42:33 pm	2:54:48 pm	0.23
1601055	0	02/19/2016	9:04:04 am	9:04:06 am	9:40:27 am	0.03
1601057	0	02/19/2016	11:59:53 am	12:00:00 pm	12:10:33 pm	0.12
1601088	0	02/27/2016	9:44:05 pm	9:44:06 pm	9:56:10 pm	0.02

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**Total Incidents: 7**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1601027	0	02/12/2016	11:53:08 am	11:54:40 am	12:13:07 pm	1.53
1601068	0	02/22/2016	4:32:18 pm	4:33:39 pm	4:54:57 pm	1.35

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**Total Incidents: 2**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1600978	0	02/01/2016	4:30:30 pm	4:33:19 pm	4:44:09 pm	2.82
1600979	0	02/01/2016	4:48:14 pm	4:50:17 pm	5:11:06 pm	2.05
1600984	0	02/02/2016	7:26:00 pm	7:28:00 pm	7:46:00 pm	2.00
1601007	0	02/07/2016	11:23:16 am	11:25:58 am	11:48:54 am	2.70
1601045	0	02/16/2016	6:49:09 pm	6:51:10 pm	7:10:36 pm	2.02
1601049	0	02/18/2016	5:00:53 pm	5:03:01 pm	6:18:14 pm	2.13
1601053	0	02/19/2016	7:54:39 am	7:57:09 am	8:12:53 am	2.50
1601065	0	02/22/2016	12:09:39 am	12:12:20 am	12:22:01 am	2.68
1601078	0	02/25/2016	11:46:06 am	11:49:05 am	12:34:04 pm	2.98
1601079	0	02/25/2016	1:24:38 pm	1:27:33 pm	1:34:52 pm	2.92

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**Total Incidents: 10**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1600981	0	02/02/2016	7:48:18 am	7:52:10 am	8:02:04 am	3.87
1600992	0	02/04/2016	2:44:58 am	2:48:02 am	3:05:03 am	3.07
1600995	0	02/04/2016	3:23:07 pm	3:26:47 pm	3:46:54 pm	3.67
1600996	0	02/04/2016	8:05:09 pm	8:08:40 pm	8:33:09 pm	3.52
1601005	0	02/06/2016	5:54:12 pm	5:57:57 pm	6:26:13 pm	3.75
1601094	0	02/28/2016	5:05:56 pm	5:09:38 pm	5:23:10 pm	3.70
1601097	0	02/28/2016	7:26:33 pm	7:30:20 pm	7:48:43 pm	3.78

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**Total Incidents: 7**

Incident Num.	Exp #	Date	Alarm Time	Arrival Time	Last Unit Cleared	Respn. Mins
161010	0	02/08/2016	12:01:13 pm	12:05:41 pm	12:19:53 pm	4.47
161015	0	02/09/2016	10:16:03 am	10:20:57 am	10:39:46 am	4.90
161066	0	02/22/2016	6:24:13 am	6:28:56 am	6:34:24 am	4.72
1600212	0	02/11/2016	10:43:36 pm	10:48:10 pm	11:15:06 pm	4.57
1600990	0	02/04/2016	10:44:32 pm	10:48:59 pm	11:02:12 pm	4.45
1600994	0	02/04/2016	2:39:22 pm	2:43:35 pm	2:56:04 pm	4.22
1601000	0	02/05/2016	2:01:48 pm	2:06:15 pm	2:29:18 pm	4.45
1601001	0	02/05/2016	2:23:21 pm	2:28:10 pm	2:41:49 pm	4.82
1601016	0	02/10/2016	7:26:52 am	7:31:29 am	7:33:46 am	4.62
1601019	0	02/11/2016	7:53:58 am	7:58:23 am	8:12:18 am	4.42
1601023	0	02/11/2016	7:54:05 pm	7:58:06 pm	8:18:07 pm	4.02
1601024	0	02/11/2016	10:03:52 pm	10:08:44 pm	10:40:51 pm	4.87
1601028	0	02/12/2016	9:42:32 pm	9:46:48 pm	9:57:38 pm	4.27
1601031	0	02/13/2016	4:00:35 pm	4:05:30 pm	4:13:47 pm	4.92
1601047	0	02/17/2016	6:17:53 pm	6:22:31 pm	6:27:12 pm	4.63
1601054	0	02/19/2016	8:35:33 am	8:39:52 am	8:43:26 am	4.32
1601064	0	02/21/2016	7:34:38 pm	7:39:28 pm	8:03:40 pm	4.83
1601073	0	02/24/2016	9:41:47 am	9:46:42 am	10:00:17 am	4.92
1601080	0	02/25/2016	4:43:38 pm	4:47:55 pm	4:55:58 pm	4.28
1601081	0	02/25/2016	9:15:49 pm	9:20:40 pm	9:32:29 pm	4.85
1601082	0	02/25/2016	9:29:33 pm	9:33:53 pm	9:44:16 pm	4.33
1601084	0	02/26/2016	8:56:48 am	9:01:04 am	9:16:28 am	4.27
1601092	0	02/28/2016	2:15:50 pm	2:20:29 pm	3:00:37 pm	4.65
1601095	0	02/28/2016	5:55:26 pm	5:59:52 pm	6:01:26 pm	4.43
1601098	0	02/28/2016	7:50:53 pm	7:55:10 pm	8:30:04 pm	4.28
1601100	0	02/29/2016	6:57:15 pm	7:01:24 pm	7:15:37 pm	4.15

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Total Incidents: 26

Incident Num.	Exp #	Date	Alarm Time	Arrival Time	Last Unit Cleared	Respn. Mins
1600980	0	02/01/2016	5:28:54 pm	5:34:16 pm	5:37:29 pm	5.37
1600991	0	02/04/2016	12:31:41 am	12:37:02 am	12:42:18 am	5.35
1600993	0	02/04/2016	1:01:29 pm	1:06:59 pm	1:56:23 pm	5.50
1601004	0	02/06/2016	1:07:48 pm	1:13:47 pm	1:29:32 pm	5.98
1601006	0	02/07/2016	12:08:33 am	12:13:43 am	12:22:50 am	5.17
1601029	0	02/13/2016	10:00:28 am	10:06:22 am	10:15:03 am	5.90
1601033	0	02/13/2016	7:30:00 pm	7:35:44 pm	7:47:32 pm	5.73
1601040	0	02/15/2016	10:18:16 am	10:23:20 am	10:34:44 am	5.07
1601041	0	02/15/2016	4:19:02 pm	4:24:05 pm	4:47:02 pm	5.05
1601042	0	02/15/2016	9:07:44 pm	9:13:39 pm	9:26:25 pm	5.92
1601052	0	02/18/2016	11:14:55 pm	11:20:14 pm	11:37:20 pm	5.32
1601059	0	02/19/2016	8:26:31 pm	8:31:38 pm	8:50:15 pm	5.12
1601067	0	02/22/2016	7:36:22 am	7:41:24 am	7:56:42 am	5.03
1601072	0	02/24/2016	9:27:35 am	9:33:26 am	9:44:09 am	5.85
1601086	0	02/27/2016	4:44:38 pm	4:49:53 pm	5:00:31 pm	5.25
1601099	0	02/29/2016	6:42:28 pm	6:48:20 pm	7:06:44 pm	5.87

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Total Incidents: 16

Incident Num.	Exp #	Date	Alarm Time	Arrival Time	Last Unit Cleared	Respn. Mins
1600982	0	02/02/2016	10:07:12 am	10:13:36 am	10:35:03 am	6.40
1600985	0	02/02/2016	5:35:47 pm	5:42:00 pm	5:54:21 pm	6.22
1600986	0	02/02/2016	1:04:30 am	1:11:23 am	1:35:59 am	6.88
1601002	0	02/06/2016	2:35:58 am	2:42:31 am	3:06:34 am	6.55
1601009	0	02/07/2016	5:01:56 pm	5:08:12 pm	5:17:50 pm	6.27
1601017	0	02/10/2016	5:06:56 pm	5:13:37 pm	5:29:48 pm	6.68
1601018	0	02/11/2016	1:21:26 am	1:27:56 am	1:32:44 am	6.50
1601020	0	02/11/2016	3:23:47 pm	3:30:19 pm	3:42:32 pm	6.53
1601022	0	02/11/2016	4:30:13 pm	4:37:00 pm	4:40:42 pm	6.78
1601038	0	02/15/2016	8:15:02 am	8:21:22 am	8:23:58 am	6.33
1601039	0	02/15/2016	9:09:29 am	9:16:03 am	9:30:35 am	6.57
1601044	0	02/16/2016	6:07:37 pm	6:14:22 pm	6:21:50 pm	6.75
1601051	0	02/18/2016	10:22:21 pm	10:29:15 pm	10:43:29 pm	6.90
1601056	0	02/19/2016	9:53:31 am	10:00:00 am	10:31:20 am	6.48
1601061	0	02/20/2016	9:54:38 am	10:00:42 am	10:55:56 am	6.07
1601062	0	02/20/2016	4:06:30 pm	4:13:19 pm	4:33:46 pm	6.82
1601085	0	02/27/2016	11:36:56 am	11:42:59 am	11:57:09 am	6.05
1601089	0	02/28/2016	11:11:38 pm	11:17:50 pm	11:49:59 pm	6.20
1601091	0	02/28/2016	10:29:41 am	10:35:44 am	11:06:20 am	6.05
1601093	0	02/28/2016	3:41:28 pm	3:48:18 pm	4:02:16 pm	6.83

Total Incidents: 20

Incident Num.	Exp #	Date	Alarm Time	Arrival Time	Last Unit Cleared	Respn. Mins
1600998	0	02/05/2016	12:35:50 pm	12:43:46 pm	12:51:52 pm	7.93
1601032	0	02/13/2016	6:27:27 pm	6:34:42 pm	6:52:35 pm	7.25
1601036	0	02/14/2016	5:06:44 pm	5:14:00 pm	5:15:13 pm	7.27
1601037	0	02/14/2016	6:48:22 pm	6:55:46 pm	7:16:28 pm	7.40
1601048	0	02/19/2016	6:56:36 am	7:03:38 am	7:05:36 am	7.03
1601060	0	02/20/2016	1:08:55 am	1:16:53 am	1:39:13 am	7.97
1601076	0	02/25/2016	6:37:19 am	6:44:40 am	6:52:18 am	7.35
1601077	0	02/25/2016	9:10:59 am	9:18:36 am	9:35:59 am	7.62
1601087	0	02/27/2016	7:14:10 pm	7:21:10 pm	7:33:11 pm	7.00
1601096	0	02/28/2016	6:33:55 pm	6:41:02 pm	7:02:18 pm	7.12

Total Incidents: 10

Incident Num.	Exp #	Date	Alarm Time	Arrival Time	Last Unit Cleared	Respn. Mins
1600134	0	02/14/2016	12:28:09 am	12:36:11 am	12:47:00 am	8.03
1600987	0	02/02/2016	6:03:15 am	6:11:57 am	6:31:05 am	8.70
1600997	0	02/05/2016	7:30:43 am	7:39:30 am	7:50:40 am	8.78
1600999	0	02/05/2016	12:56:37 pm	1:05:21 pm	1:21:59 pm	8.73
1601021	0	02/11/2016	4:14:26 pm	4:23:03 pm	4:42:17 pm	8.62
1601026	0	02/12/2016	2:39:59 am	2:48:56 am	3:06:44 am	8.95
1601058	0	02/19/2016	2:52:00 pm	3:00:55 pm	3:06:50 pm	8.92

Total Incidents: 7

**Incident Response Times, Summary**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1600989	0	02/03/2016	7:14:36 pm	7:24:15 pm	7:39:00 pm	9.65

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**Total Incidents: 1**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1601011	0	02/08/2016	7:19:25 pm	7:29:27 pm	7:33:30 pm	10.03

---

**Total Incidents: 1**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1601003	0	02/06/2016	8:27:19 am	8:39:00 am	8:41:31 am	11.68
1601070	0	02/23/2016	11:13:44 pm	11:25:09 pm	11:35:05 pm	11.42

---

**Total Incidents: 2**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1601069	0	02/22/2016	10:55:19 pm	11:07:36 pm	11:21:18 pm	12.28

---

**Total Incidents: 1**

<b>Incident Num.</b>	<b>Exp #</b>	<b>Date</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Last Unit Cleared</b>	<b>Respn. Mins</b>
1601043	0	02/16/2016	3:58:56 pm	4:17:07 pm	4:27:50 pm	18.18

---

**Total Incidents: 1**

**Total Response Minutes: 596.37**  
**Total Incidents In This Report: 111**

**Average Response Minutes: 5.37**

**Print Date: 3/1/2016**

**Incident Reports By Shift, Summary**

**Shift**

**Total Incidents:**

A

48

B

34

C

33

**Total Shifts: 3**

**Grand Total:**

115

**Print Date: 3/1/2016**

Station 1

Incident Type	Total Incidents:
131 Passenger vehicle fire	1
300 Rescue, emergency medical call (EMS) call, other	1
311 Medical assist, assist EMS crew	10
321 EMS call, excluding vehicle accident with injury	4
322 Vehicle accident with injuries	1
350 Extrication, rescue, other	1
462 Aircraft standby	1
463 Vehicle accident, general cleanup	2
510 Person in distress, other	1
531 Smoke or odor removal	1
553 Public service	1
554 Assist invalid	2
671 Hazmat release investigation w/ no hazmat	1
743 Smoke detector activation, no fire - unintentional	1
<b>Total Number of Incidents:</b>	<b>28</b>
<b>Total Number of Incident Types:</b>	<b>14</b>

Print Date: 3/1/2016

**Incident Reports By Incident Type**

**Incident Type: 100 Fire, other**

Incident #	Exp #	Date	Time
1601037	0	2/14/2016	6:48:22PM

**Total Incidents: 1**

**Incident Type: 113 Cooking fire, confined to container**

Incident #	Exp #	Date	Time
1601098	0	2/28/2016	7:50:53PM

**Total Incidents: 1**

**Incident Type: 131 Passenger vehicle fire**

Incident #	Exp #	Date	Time
1600978	0	2/1/2016	4:30:30PM
1601092	0	2/28/2016	2:15:50PM

**Total Incidents: 2**

**Incident Type: 143 Grass fire**

Incident #	Exp #	Date	Time
1601004	0	2/6/2016	1:07:48PM

**Total Incidents: 1**

**Incident Type: 300 Rescue, emergency medical call (EMS) call, other**

Incident #	Exp #	Date	Time
1600981	0	2/2/2016	7:48:18AM
1600998	0	2/5/2016	12:35:50PM

**Total Incidents: 2**

**Incident Type: 311 Medical assist, assist EMS crew**

Incident #	Exp #	Date	Time
161010	0	2/8/2016	12:01:13PM
161066	0	2/22/2016	6:24:13AM
1600212	0	2/11/2016	10:43:36PM
1600992	0	2/4/2016	2:44:58AM
1600997	0	2/5/2016	7:30:43AM
1600999	0	2/5/2016	12:56:37PM
1601001	0	2/5/2016	2:23:21PM
1601002	0	2/6/2016	2:35:58AM
1601005	0	2/6/2016	5:54:12PM
1601006	0	2/7/2016	12:08:33AM
1601011	0	2/8/2016	7:19:25PM
1601017	0	2/10/2016	5:06:56PM
1601021	0	2/11/2016	4:14:26PM
1601023	0	2/11/2016	7:54:05PM
1601026	0	2/12/2016	2:39:59AM
1601028	0	2/12/2016	9:42:32PM
1601032	0	2/13/2016	6:27:27PM
1601041	0	2/15/2016	4:19:02PM
1601042	0	2/15/2016	9:07:44PM
1601043	0	2/16/2016	3:58:56PM
1601045	0	2/16/2016	6:49:09PM
1601047	0	2/17/2016	6:17:53PM
1601051	0	2/18/2016	10:22:21PM
1601057	0	2/19/2016	11:59:53AM
1601064	0	2/21/2016	7:34:38PM
1601067	0	2/22/2016	7:36:22AM
1601070	0	2/23/2016	11:13:44PM
1601076	0	2/25/2016	6:37:19AM
1601077	0	2/25/2016	9:10:59AM
1601082	0	2/25/2016	9:29:33PM
1601093	0	2/28/2016	3:41:28PM
1601096	0	2/28/2016	6:33:55PM
1601097	0	2/28/2016	7:26:33PM
1601099	0	2/29/2016	6:42:28PM
1601100	0	2/29/2016	6:57:15PM

**Total Incidents: 35**

**Incident Type: 320 Emergency medical service incident, other**

Incident #	Exp #	Date	Time
1601086	0	2/27/2016	4:44:38PM

**Total Incidents: 1**

**Incident Type: 321 EMS call, excluding vehicle accident with injury**

Incident #	Exp #	Date	Time
161015	0	2/9/2016	10:16:03AM
1600134	0	2/14/2016	12:28:09AM
1600982	0	2/2/2016	10:07:12AM
1600989	0	2/3/2016	7:14:36PM
1600993	0	2/4/2016	1:01:29PM
1600995	0	2/4/2016	3:23:07PM
1600996	0	2/4/2016	8:05:09PM
1601000	0	2/5/2016	2:01:48PM
1601007	0	2/7/2016	11:23:16AM
1601020	0	2/11/2016	3:23:47PM
1601024	0	2/11/2016	10:03:52PM
1601029	0	2/13/2016	10:00:28AM
1601030	0	2/13/2016	2:42:19PM
1601040	0	2/15/2016	10:18:16AM
1601052	0	2/18/2016	11:14:55PM
1601060	0	2/20/2016	1:08:55AM
1601065	0	2/22/2016	12:09:39AM
1601069	0	2/22/2016	10:55:19PM
1601073	0	2/24/2016	9:41:47AM
1601085	0	2/27/2016	11:36:56AM
1601087	0	2/27/2016	7:14:10PM
1601088	0	2/27/2016	9:44:05PM
1601094	0	2/28/2016	5:05:56PM

Total Incidents: 23

**Incident Type: 322 Vehicle accident with injuries**

Incident #	Exp #	Date	Time
1600988	0	2/3/2016	12:00:00AM

Total Incidents: 1

**Incident Type: 324 Motor vehicle accident with no injuries**

Incident #	Exp #	Date	Time
1601044	0	2/16/2016	6:07:37PM
1601048	0	2/18/2016	6:56:36AM
1601053	0	2/19/2016	7:54:39AM

Total Incidents: 3

**Incident Type: 350 Extrication, rescue, other**

Incident #	Exp #	Date	Time
1600985	0	2/2/2016	5:35:47PM

Total Incidents: 1

**Incident Type: 356 High angle rescue**

Incident #	Exp #	Date	Time
1601008	0	2/7/2016	12:08:10PM

**Total Incidents: 1**

**Incident Type: 412 Gas leak (natural gas or LPG)**

Incident #	Exp #	Date	Time
1601078	0	2/25/2016	11:46:06AM

**Total Incidents: 1**

**Incident Type: 445 Arcing, shorted electrical equipment**

Incident #	Exp #	Date	Time
1601062	0	2/20/2016	4:06:30PM
1601091	0	2/28/2016	10:29:41AM

**Total Incidents: 2**

**Incident Type: 462 Aircraft standby**

Incident #	Exp #	Date	Time
1601089	0	2/27/2016	11:11:38PM

**Total Incidents: 1**

**Incident Type: 463 Vehicle accident, general cleanup**

Incident #	Exp #	Date	Time
1601009	0	2/7/2016	5:01:56PM
1601012	0	2/9/2016	7:35:27AM
1601019	0	2/11/2016	7:53:58AM
1601027	0	2/12/2016	11:53:08AM
1601061	0	2/20/2016	9:54:38AM
1601079	0	2/25/2016	1:24:38PM

**Total Incidents: 6**

**Incident Type: 500 Service Call, other**

Incident #	Exp #	Date	Time
1600979	0	2/1/2016	4:48:14PM
1600984	0	2/2/2016	7:26:00PM

**Total Incidents: 2**

**Incident Type: 510 Person in distress, other**

Incident #	Exp #	Date	Time
1601018	0	2/11/2016	1:21:26AM

**Total Incidents: 1**

**Incident Type: 511 Lock-out**

Incident #	Exp #	Date	Time
1601038	0	2/15/2016	8:15:02AM
1601058	0	2/19/2016	2:52:00PM
<b>Total Incidents: 2</b>			

**Incident Type: 531 Smoke or odor removal**

Incident #	Exp #	Date	Time
1600990	0	2/3/2016	10:44:32PM
1601039	0	2/15/2016	9:09:29AM
1601049	0	2/18/2016	5:00:53PM
1601081	0	2/25/2016	9:15:49PM
<b>Total Incidents: 4</b>			

**Incident Type: 553 Public service**

Incident #	Exp #	Date	Time
1600991	0	2/4/2016	12:31:41AM
1601055	0	2/19/2016	9:04:04AM
<b>Total Incidents: 2</b>			

**Incident Type: 554 Assist invalid**

Incident #	Exp #	Date	Time
1600994	0	2/4/2016	2:39:22PM
1601054	0	2/19/2016	8:35:33AM
1601068	0	2/22/2016	4:32:18PM
<b>Total Incidents: 3</b>			

**Incident Type: 561 Unauthorized burning**

Incident #	Exp #	Date	Time
1601059	0	2/19/2016	8:26:31PM
1601080	0	2/25/2016	4:43:38PM
<b>Total Incidents: 2</b>			

**Incident Type: 611 Dispatched & canceled en route**

Incident #	Exp #	Date	Time
1600135	0	2/14/2016	7:58:19AM
1601046	0	2/17/2016	11:01:55AM
1601050	0	2/18/2016	6:09:14PM
1601075	0	2/24/2016	8:32:10PM
<b>Total Incidents: 4</b>			

**Incident Type: 661 EMS call, party transported by non-fire agency**

Incident #	Exp #	Date	Time
1601022	0	2/11/2016	4:30:13PM
<b>Total Incidents: 1</b>			

**Incident Type: 671 Hazmat release investigation w/ no hazmat**

Incident #	Exp #	Date	Time
1600980	0	2/1/2016	5:28:54PM

**Total Incidents: 1**

**Incident Type: 700 False alarm or false call, other**

Incident #	Exp #	Date	Time
1600986	0	2/2/2016	1:04:30AM
1601036	0	2/14/2016	5:06:44PM
1601072	0	2/24/2016	9:27:35AM

**Total Incidents: 3**

**Incident Type: 733 Smoke detector activation due to malfunction**

Incident #	Exp #	Date	Time
1600987	0	2/2/2016	6:03:15AM
1601031	0	2/13/2016	4:00:35PM

**Total Incidents: 2**

**Incident Type: 735 Alarm system sounded due to malfunction**

Incident #	Exp #	Date	Time
1601056	0	2/19/2016	9:53:31AM

**Total Incidents: 1**

**Incident Type: 741 Sprinkler activation, no fire - unintentional**

Incident #	Exp #	Date	Time
1601003	0	2/6/2016	8:27:19AM

**Total Incidents: 1**

**Incident Type: 743 Smoke detector activation, no fire - unintentional**

Incident #	Exp #	Date	Time
1601016	0	2/10/2016	7:26:52AM
1601095	0	2/28/2016	5:55:26PM

**Total Incidents: 2**

**Incident Type: 744 Detector activation, no fire - unintentional**

Incident #	Exp #	Date	Time
1601084	0	2/26/2016	8:56:48AM

**Total Incidents: 1**

**Incident Type: 745 Alarm system sounded, no fire - unintentional**

Incident #	Exp #	Date	Time
1601033	0	2/13/2016	7:30:00PM

**Total Incidents: 1**

Print Date: 3/1/2016

Total Number of Incidents: 115  
Total Number of Incident Types: 33



**DEPARTMENT:** SUPPORT SERVICES  
**AUTHOR:** LT. SHAUNA DOOLEY  
**DATE:** March 1, 2016  
**RE:** February Report  
**ATTACHMENTS:**

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**Lt. Dooley / Jason Lovett:**

- Officer Keith Bennett was hired and began employment February 29<sup>th</sup>. He will be assigned to the K-9 Position. Due to the exigent circumstances with the K-9, Ofc. Bennett will be subjected to a short training program. He was previously a K-9 handler with Williamson County SO.
- Applicant Drew Fox withdrew from his conditional offer. He took a position with Vanderbilt PD. A conditional offer has been given to Flavis Burroughs. He is currently undergoing the background investigation.
- Due to the limited number of certified applicants that applied and the quality of applicants applying, we have re-posted the vacancies until filled.
- I (Dooley) conducted the October monthly audit on February 29<sup>th</sup>. I reviewed 10 items from 2016. These are the things I look for:
  - Could I locate the paperwork? Is it completed correctly?
  - Was the computer entry correct? Was the location correct?
  - Could I find the item? Was it packaged correctly?
  - Was policy followed?
- The Special Response Team had their monthly training on February 18<sup>th</sup> for 8 hours.
- The 2016 Citizens Police Academy is now open for registration.
- We had CPR training on the 25<sup>th</sup>, for those who have expired or had not received training.
- J. Lovett assisted the Law Enforcement Training Academy Recruit Class with Emergency Vehicle Operations.
- J. Lovett instructed several officers on the new LEAPS4E software.

**PROJECT UPDATES:**

- Jason Lovett and I continue to add equipment lists and training documents into the new LEAPS software program.

**Evidence: Roger & Melissa**

- A total of 9 items were submitted to the TBI Lab. This is an 53% decrease from last month.
- A total of 53 items were submitted into the Evidence Room. This is a 29% decrease from last month.
- We removed 9.5 pounds of pills from the Prescription Drug Box.
- We returned 0 items from the evidence room to their owners.



- A total of 4 Right of Refusals was issued. This is an 71% decrease from last month. Right of Refusal is a form used by evidence clerks to notify an officer of mistakes made on paperwork and/or submittal.
- We destroyed 77 items.
- The February audit revealed a zero% error rate.

#### **Fleet Maintenance: Don Greve**

- We rotated and balanced tires on 1 vehicle.
- There was 1 vehicle needing oil change.
- Zero vehicle needed front brakes and rotors replaced
- We had zero vehicle involved in accident.
- Four people were fingerprinted for \$80.00.
- We are working on several vehicles to be placed on GovDeals.

#### **COPS: Mary Beth Lovett**

- Beth assists with Traffic Court every Tuesday.
- Beth conducted 4 school walk-throughs and 9 juvenile check(s).
- Feb 1<sup>st</sup> Longview Elementary safety discussion
- Feb 3-4<sup>th</sup> Spring Meadow Day Care safety talk
- Feb 20<sup>th</sup> First Responder Event at TriStar
- Feb 26<sup>th</sup> Mom's Group Tour
- Feb 29<sup>th</sup> Chapmans Retreat Safety Discussion
- Six car seat were checked and zero were replaced.
- Eight Juvenile Detention checks were completed.

#### **Upcoming:**

- Working on Police Memorial and Citizen's Police Academy
- March 1<sup>st</sup>-4<sup>th</sup> Chapmans Retreat
- March 12<sup>th</sup> Cub Scouts
- March 18<sup>th</sup> Mom's Group Tour
- March 21<sup>st</sup>-24<sup>th</sup> Teaching Domestic Violence in Columbia



**DEPARTMENT: Police**

**AUTHOR: Lt. Justin Whitwell**

**DATE: March 3, 2016**

**RE: CID Monthly Report for February, 2016**

**ATTACHMENTS: None**

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**OVERVIEW:**

**Criminal Investigations:**

There were 35 cases assigned to CID this month; down from 72 cases assigned in February 2015.

The predominant crime investigated this month were Domestic related incidences with ten incidences being reported.

One Sex Offender registered with the Spring Hill Police Department this month (see below for information on the new offender). All sex offenders residing in the city are in compliance with the Sex Offender Registry guidelines with one pending indictment.

CID was assigned seven background checks for the month; two Solicitor Permits, three Liquor Compliance Checks for wine in Grocery Stores and two for Police Employment.

Other crimes assigned to CID:

1 Aggravated Assault	1 Vandalism
1 Assault	2 Vehicle Burglaries
1 Child Abuse	1 Violation of Order of Protection
3 Death Investigations	
3 Identity Thefts	
5 Thefts	

8 Cases assigned this month were felony related cases.

Of the cases assigned this month 6 have been closed and 2 have been placed in suspended status.

## Narcotics Investigations:

There were 19 cases worked this month.

Completed cases as follows:

- ❖ 3 Sale of Schedule 2 School zone
- ❖ 6 Possession of Schedule 2 Methamphetamine
- ❖ 6 Sale of Schedule 2 Methamphetamine
- ❖ 2 Sales of schedule 2 crack cocaine
- ❖ 2 Federal case with crystal methamphetamine

## HIGHLIGHTS:

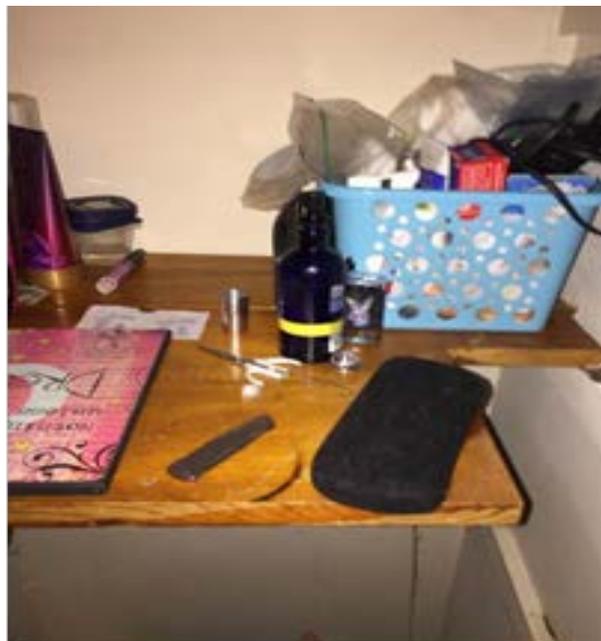
2/9/2016, the Spring Hill Police Department Criminal Investigations Division added another Sex Offender to the list of offenders reporting to our department.

**Brad Counts** transferred from Davidson County and moved to 2721 Jacob Dr. Spring Hill. Mr. Counts was charged with two counts of Aggravated Statutory Rape in Williamson County in 2009.



- Spring Hill Police Department currently supervises fourteen Sex Offenders residing in the city; all are in compliance and one has been recently indicted by a Williamson County Grand Jury for Registry Violation

During this month Narcotic Investigators worked on several long standing investigations. The investigators were involved in taking down five of the areas half pound to pound dealers of methamphetamines. This take down has put a large dent on the availability of methamphetamine in our district. Also during one of the investigative buy busts investigators were able to help a small child find a better living environment.



**PROJECT/CONTRACT UPDATES:**

- None

**ACTION ITEMS:**

- None

**CONCERNS/ISSUES/PROBLEMS:**

- None



**DEPARTMENT: Police**

**AUTHOR: Lt. Kenneth Seibold**

**DATE: February 31, 2016**

**RE: Field Operations Monthly Statistics for February, 2016**

**ATTACHMENTS: None**

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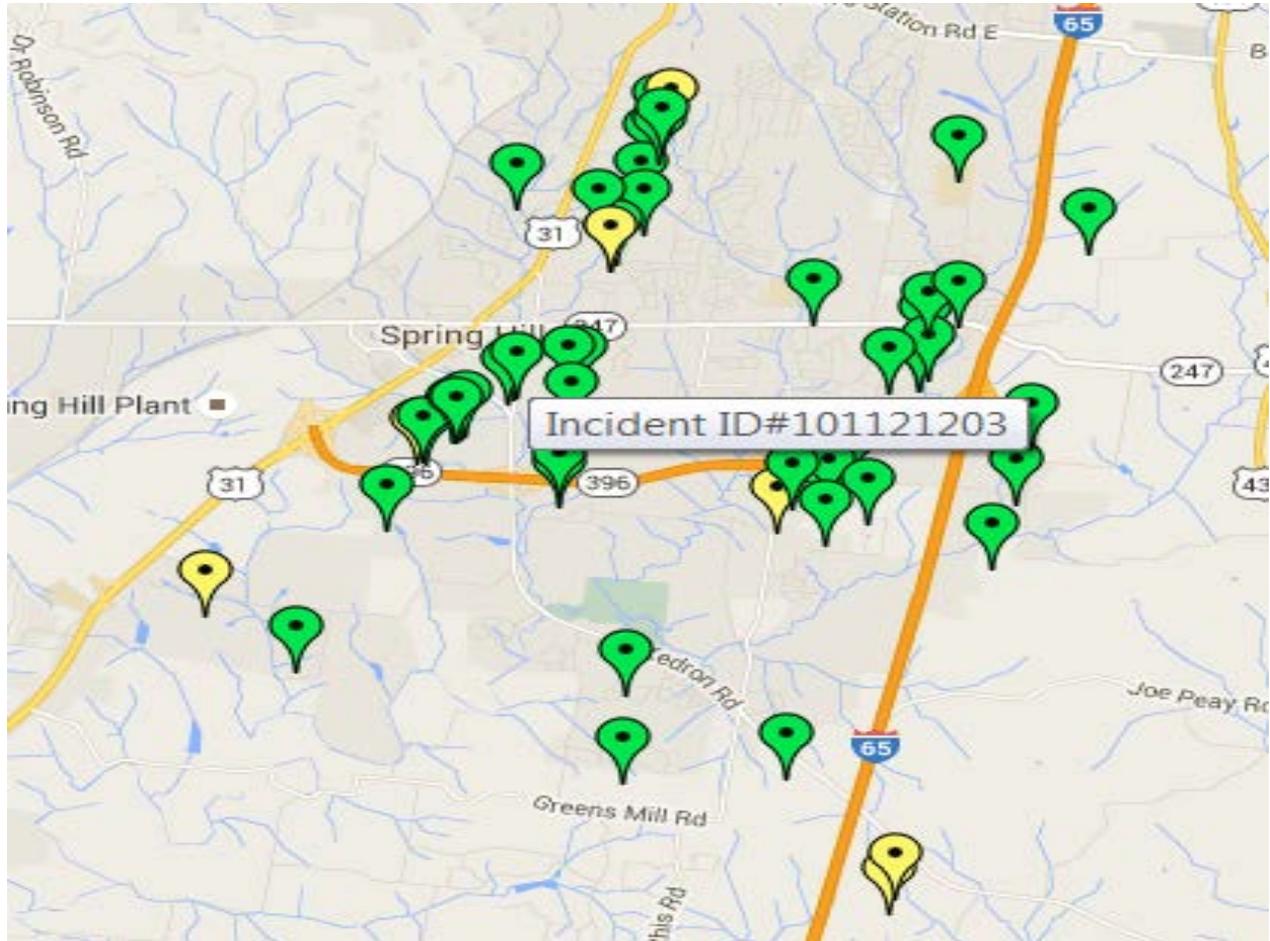
**OVERVIEW:**

**Field Operations:**

- ❖ Created 156 incident reports.
- ❖ **2,417** calls for service.
  
- ❖ Made 77 arrests
  - Male – 54
  - Female – 1623
  - Unknown -
  - White – 63
  - Black – 13
  - Other – 0
  
- ❖ Conducted 966 traffic stops
- ❖ Wrote 207 citations
  - Male – 131
  - Female – 76
  - White – 183
  - Black – 18
  - Other - 1
  
- ❖ Responded to 68 accidents
  - 57 of the accidents were property damage only.
  - 9 of the accidents involved injuries.
  - 0 accidents resulted in fatalities.
  - Total of 13 injuries.

**Average number of Police Officers on shift **5**.**

## Location of accidents



Patrol responded to the following incidents:

	2/2016
911 HANGUP	7
911 MISDIAL	4
911 OPEN LINE	13
911 TEST LINE	3
ABANDONED VEHICLE	13
ABUSE CHILD/ELDERLY	2
ADVISE LEGALS	20
ANIMAL COMPLAINT	19
ASSIST ANOTHER AGENCY	13
ASSIST CITIZEN	15
ASSIST MOTORIST	78
ATTEMPTED SUICIDE	5
AUTO ACCIDENT/PERSONAL IN	16
AUTO ACCIDENT/PROPERTY D	51
B & E - BUSINESS	1
B & E VEHICLE	3
B&E - RESIDENCE	1
BAD CHECK/FORGERY/COUNT	1
BOLO	54
	2/2016
BURGLAR ALARM	69
BUSINESS ESCORTS	161

CAD Report Only	12
CARDIAC/RESPIRATORY/DEATH	1
CIVIL ESCORTS	14
COMMUNITY POLICING	1
CONDUCT INVESTIGATION	29
CONSTRUCTION VIOLATIONS	6
CUSTODY ISSUE	4
DEAD ON ARRIVAL/DEAD PERS	1
DEBRIS IN ROADWAY	10
DELIVER MESSAGE	6
DIABETIC PROBLEMS	1
DISORDERLY PERSON	1
DISTURBANCE/UNKNOWN P	5
DOMESTIC PROBLEM/TROUBL	9
DRIVING UNDER THE INFLUEN	12
DRUG RELATED	5
DUPLICATE	33
FALLS	1
FIGHT	1
FIRE ALARM	3
FOLLOW UP	25
FUNERAL ESCORTS	1
HAZMAT	2
HIT AND RUN	11
HOUSE FIRE	2
IDENTIFICATION FRAUD / FR	8

ILLEGAL PARKING	18
INACCESSIBLE/ENTRAPMENT	1
JUVENILE PROBLEM/TROUBLE	15
KIDNAPPING	1
LARCENY/THEFT	14
LITTERING	1

2/2016

LOST/FOUND PROPERTY	6
MENTAL TRANSPORT	5
MENTALLY DISTURBED PERSON	1
MISSING ADULT	1
MISSING CHILD	1
NEIGHBOR DISPUTE	1
NOISE COMPLAINT	7
OPEN DOOR	3
PANIC ALARM	9
PEDESTRIAN/HITCHHIKER	1
PHYSICAL ASSAULT	10
PROPERTY CHECK	213
PUBLIC WORKS	1
PUBLICLY INTOXICATED PERSONS	1
RECKLESS DRIVING	31
REPOED VEHICLE	6
ROAD RAGE	4
SEIZURES	1
SERVING WARRANTS	6

SHOPLIFTER	1
SHOTS FIRED	1
SICK PERSON	2
SOLICITOR	6
SPEEDING VEHICLE	1
STOLEN VEHICLE	3
SUSPICIOUS PERSON	35
SUSPICIOUS VEHICLE	64
TEST	13
THREATENING/HARASSING	9
TRAFFIC CONTROL	146
TRAFFIC LIGHT - P.W. REQU	4
TRAFFIC STOP	966
TRANSFER MAURY	4
TRANSFER TO THP	1
TRANSFER WILLIAMSON	2
TRESPASSING	3
UNAUTHORIZED BURN	1
UNCONSCIOUS/FAINTING	6
UNKNOWN PROBLEM	1
UNWANTED SUBJECT	4
VANDALISM	6
VEHICLE FIRE	2
VERBAL DOMESTIC	2
WELFARE CHECK	23

Total

2,417

- **C.I.R.T: No call out this month**
- **S.R.T: No call out this month**

On March 2, 2016 Ofc. Chapman and Ofc. Lopez responded to a possible deceased person. Dispatch was informing officers that the neighbor had found the victim cold, not breathing and unresponsive. When Officer Chapman arrived, he found a female in the bedroom doing chest compressions. The female frantically told the Officer Chapman that she did not know what she was doing and to please help. Ofc. Chapman began doing chest compressions. Realizing the bed was a poor location for CPR, Ofc. Chapman moved the victim to the floor. He resumed CPR until Ofc. Lopez arrived to assist. The two Officers continued CPR rotations until medical teams were on scene. Officer Chapman and Officer Lopez did not perform these heroic actions for recognition, they did it because they truly care about the lives of others and have always performed their duties as Police Officers in a caring and professional way.

**PROJECT/CONTRACT UPDATES:**

- None

**ACTION ITEMS:**

- None

**CONCERNS/ISSUES/PROBLEMS:**

None





## DEPARTMENT: LIBRARY

**AUTHOR: Hulen Bivins**

**DATE: 3/2/2016**

## Director's Report to BOMA for February 2016

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### HIGHLIGHTS:

- **New Director:** Hulen Bivins began as Public Library Director on February 16. The Library's Friends group held a reception on Thursday, February 18.
- **E-Rate:** Time was spent to determine the applicability of the FCC's E-Rate program for the Library. A partial answer concerns the probability that a carrier might underbid the Windstream system used by the City and thereby invalidate the connectivity that the Library presently has with the City's system. Certain provisions of the E-Rate program, as managed by the FCC, require an open bid process for connectivity services. A low bidder might not be the same as the provider (Windstream) for the City thereby establishing an undesired separate nature of the City's and the Library's connectivity services. The Library shall continue to explore any E-Rate discounts available without severability of the City and Library cooperative status.
- **Regional Meeting in Marshall County:** The Director and the Assistant Director of the Spring Hill Public Library, along with the Director of the Buffalo River Regional Library and the Director of the Williamson County Public Library, participated in a forum discussion at the public library in Lewisburg on the evening of February 25. The forum topic concerned the plus and minus factors of outside consultants hired to aid the development of a building plan for a new library facility. The Spring Hill Assistant Director spoke with regard to the process of the City of Spring Hill using Providence, Associates. The Spring Hill Director spoke in terms of experiences personally encountered working as an independent consultant with other libraries in multiple states.
- **Dr. Seuss:** The Dr. Seuss Birthday Celebration held at the Library on Saturday, February 27 was a big success. Many citizens in the community brought their children during the 3 hour celebration.
- **Budget Request:** On February 25, the Library submitted its budget request for the forthcoming Fiscal Year to Maury County. The Library's request to both the City of Spring Hill and to Williamson County shall be submitted in early March
- **Library Board:** The next meeting of the Library Board shall be on Tuesday, March 8 at 6 PM.

### UPCOMING MARCH EVENTS at the Spring Hill Public Library:

Baby Time - Tuesday & Friday mornings at 9:15AM  
An interactive lap-sit program for caregivers & babies up to 24 mo.

Story Time for Preschoolers - Monday through Thursday, 10:00AM  
Enjoy stories, songs and a craft project. New theme each week!

Tuesday, March 1 -  
5:30 PM Night Owls Book Club Monthly mystery book club for adults.

Wednesday, March 2 - Library Opens Late at 9:30AM  
4:30 PM NEW! 4OJOS: After School Spanish Story Time Stories, games & music in Spanish. For Spanish-speaking children as well as those who want to learn Spanish. Twice a month, 1st & 3rd Wednesdays.

Friday, March 4 - Homeschool LEGO Club, 10:30AM-12:00PM \*\*New time!  
LEGO provided. First Friday of every month.

Saturday, March 5 -

10:00 AM - Chicks with Sticks 1st & 3rd Saturdays, see also Sat Mar 19.  
10:00 AM - Saturday LEGO Club Monthly club for school-aged LEGO lovers.  
1:00 PM - College Planning Workshop with Dennis May. Call to sign up.

Monday, March 7 - American Girl Club: Addy, 4:30PM  
Enjoy crafts, activities and more! (See also Sat Mar 19 at 3:30PM)

Tuesday, March 8 - Financial Course... 5:30 PM

Wednesday, March 9 - Adult Coloring Class, 5:00PM - 6:30 PM  
Snacks & supplies provided. Limited to 25. Call to sign up: 931-486-2932.

Thursday, March 10 -  
1:00 - 5:00 PM AARP Smart Driver Class Part 1 of 2 Sign up early!  
5:30 PM Teen Financial Course...?

Friday, March 11 - AARP Smart Driver Class: Part 2, 1:00 - 5:00PM

Saturday, March 12 -  
10:00 AM - I Cre8 Art Class All ages! Project: Orange poppies watercolor.  
10:00 - 11:30AM - The Award Goes To...Readers! NEW adult book club!

Monday, March 14 -  
4:30 PM Teen Time Yoga: Stretch and relax with instructor Jessica Gray.  
4:30 PM Read with Skye Children can sign up to read with this therapy dog.

Tuesday, March 15 -  
9:00AM - 4:30 PM FREE Healthcare Help with certified counselors.  
4:00 PM Teens & Tweens Sculpture Class, Nick DePalma, Artist of the Month.

Wednesday, March 16 -  
4:30PM - NEW! 4OJOS: After School Spanish Story Time Stories, games & music in Spanish. For Spanish-speaking children as well as those who want to learn Spanish. Twice a month, 1st & 3rd Wednesdays.  
5:00 - 6:30 PM Finances for Teens & Tweens with...?

Thursday, March 17 -  
11:00 AM - Creative Movement with dance instructor Chelsea Howell.  
4:30-6:00 PM Teen & Tween Game Night third Thursday of the month.  
X-Box One, Zombie Dice, board games and snacks. Play. Eat. Enjoy.

Saturday, March 19 -  
10:00 AM - Chicks with Sticks Knitting club open to all.  
1:00-3:00 PM - Pokemon Club Bring your DS & cards.  
3:30 PM - American Girl Club: Addy - Bring your doll and enjoy crafts, activities and more! (See also Mon Mar 7 at 4:30PM)

Monday, March 21 - How To Stage Your Home, 6:00 - 7:00PM  
Text

Wednesday, March 23 - I Cre8 Art, 4:30PM  
Art for all ages. Project: White ocean pastel & watercolor

Thursday, March 24 - Home Buyers Seminar, 5:30PM

Friday, March 25 - Library Closed: Good Friday

Saturday, March 26 -  
10:00 AM - Writing Workshop for ages 6 and up.

12:00 - 4:00 PM - Quilt Club  
 1:00-4:00PM - Outdoor Skills 101

Monday, March 28 - Read with Skye, 4:30-5:30PM

Tuesday, March 29 - Outdoor Skills 101, 1:00-2:00PM

**Concerns & Issues:**

- **Personnel:** As the use of the library continues to grow, the Library is seeing a need for more staff. It is hoped that soon, some of the Library's present part-time staff can be converted to full-time status. Such would allow for staff services at a high level at the same time as while other staff are occupied with the myriad programs provided by the Library during the morning and afternoon periods, as well as on Saturdays and four evenings per week.
- **Polaris upgrade:** The Library continues to await a response from Polaris regarding the price for a new in-house server. This price shall be compared with the cost of a Polaris cloud server. It is believed that, from a functional perspective, an in-house server would be preferred. The cost comparison data is the delay in the decision process. The Library needs a new server and hopes to include the acquisition of such in the budget request due this month
- **Capital Expenditures Account:** The Spring Hill Library wants to explore the possibility of establishing a budget line for Capital Expenditures that could be allowed to grow and provide funds in the future to help pay for furnishings in the new Spring Hill Public Library Building..

**Library Report to BOMA for January and February 2016**

<b>LIBRARY STATISTICS FOR Feb 2016</b>							
<b>New Accounts</b>				<b>Jan</b>	<b>Feb</b>		
<b>Spring Hill - Maury County</b>				<b>86</b>	<b>50</b>		
<b>Spring Hill - Williamson County</b>				<b>75</b>	<b>84</b>		
<b>Maury County (outside city limits)</b>				<b>19</b>	<b>42</b>		
<b>Williamson County (outside city limits)</b>				<b>17</b>	<b>11</b>		
<b>Other counties</b>				<b>3</b>	<b>3</b>		
<b>Total New Patrons</b>				<b>200</b>	<b>190</b>		
<b>Patrons visiting the library</b>				<b>11,196</b>	<b>12,620</b>		
<b>Library-sponsored programs</b>				<b>76</b>	<b>108</b>		
<b>Attendance of programs</b>				<b>2,414</b>	<b>2,677</b>		
<b>Circulation</b>							
<b>Books (fiction and nonfiction)</b>				<b>17,413</b>	<b>18,362</b>		
<b>Other media (audiobooks, CD, DVD, etc.)</b>				<b>14,205</b>	<b>13,608</b>		
<b>Total Circulation</b>				<b>31,618</b>	<b>31,970</b>		
<b>Public Computer usage</b>				<b>761</b>	<b>955</b>		



**MONTHLY WATER REPORT  
SPRING HILL WATER DEPARTMENT  
MONTH OF FEBRUARY 2016**

<b>New Customers Added</b>	<b>230</b>
<b>Number of New Meters Installed (Builders)</b>	<b>47</b>
<b>Irrigation Meters</b>	<b>3</b>
<b>Revenue Generated from Water Bill Payments</b>	<b>\$870,168.08</b>
<b>Revenue from Water Taps, Sewer Taps, &amp; Meters Sold</b>	<b>\$109,367.00</b>
<b>Number of cut-offs</b>	<b>73</b>



**Department: Wastewater Plant**

Travis Massey, WWTP Superintendent

March 1, 2016

February Monthly Staff Report

For the month we received 4.65 inches of rain. The average Influent flow was 3.6323 MGD with a max flow of 4.8516 MGD. The Effluent average flow was 2.9653 MGD with a max flow of 4.2012 MGD. The BOD effluent average was 1.08 mg/l and the permit limit is 6.0 mg/l, the removal was 99.57%. The Ammonia effluent average was 0.18 mg/l and the permit limit is 2.7 mg/l, the removal was 99.21 %. The Suspend Solids effluent average was 0.231 mg/l and the permit limit is 30.0 mg/l, the removal was 99.9 %. The E-coli average was 1.0 colony per 100 ml and the permit limit is 126 colonies per 100 ml sample. We pressed 619.87 tons in 23 loads for an average of 26.95 tons a load. We passed the 1<sup>st</sup> quarter of Biomointoring >100%.

**COMMITTEE/COMMISSION  
MINUTES/REPORTS**

**SPRING HILL  
MUNICIPAL PLANNING COMMISSION  
REGULAR MEETING MINUTES  
MONDAY, FEBRUARY 8, 2016  
5:30 P.M.**

Vice Chairman Matt Koss called the meeting to order

Members present were: Alderman Jonathan Duda, Matt Koss, Paula Hepp, Alderman Matt Fitterer, and Charles Schoenbrodt. Also present were: City Attorney Patrick Carter, Dara Sanders, Bonnie Turnbow, City Engineer, Tom Wolf. Absent were Paul Downing and Pat Hairston.

*Announcement – audience members wishing to speak to an agenda item will have the opportunity to speak at the beginning of the agenda and will have five minutes to address the Planning Commission. No rebuttal remarks are permitted. Please silence all cell phones and electronic devices.*

Concerned Citizens (Non-Agenda Items) No concern citizens.

Public Comment (Agenda Items)

Nicola Stadler, 2111 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.  
Casey Kinnan, 2176 Spring Hill Circle. Voiced his concerns and disapproval of RZN 130-2015.  
Kathleen Butler. Voiced her concerns and disapproval of RZN 130-2015.  
Isong Isong, 4000 Williford Way. Voiced his concerns and disapproval of RZN 130-2015.  
Leanne West-Malm, 2158 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.  
Michael Lax, 2106 Spring Hill Circle. Voiced his concerns and disapproval of RZN 130-2015 and No traffic study.  
Rachel Stadler, 2111 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.  
Liz Watkins, 2126 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.  
Alicia Kiefer, 2155 Spring Hill Circle. Voiced her concerns and disapproval of RZN 130-2015.

Alderman Fitterer made a motion to add Resolution 16-20 and Resolution 16-21 to the agenda under New Business. Motion seconded by Commissioner Hepp. Motion passed 5/0.

Alderman Duda made a request to move FPL 122-2016 from the Consent agenda to the Regular agenda.

Approval of January 11, 2016 meeting minutes: Alderman Fitterer made a motion to approve the January 11, 2016 meeting minutes. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

Approval of the agenda: Alderman Fitterer made a motion to approve the agenda with amendments. Motion seconded by Alderman Duda. Motion passed 5/0.

Consent Agenda:

1. Resolution 16-06: To Establish a Performance Bond for Woodland Trace Phase 2.
2. Resolution 16-07: To Establish a Maintenance Bond for Woodland Trace Phase 2.
3. Resolution 16-08: To Reduce the Performance Bond and Establish a Maintenance Bond for TN Spring Hill Wilkes

3. **RZN 130-2015**: Submitted by Kiser & Vogrin Design, LLC for property located at 4820 Main St. The property is zoned R-2 and contains approximately 20 acres. The applicant is requesting rezoning of the property from R-2 to B-2 and R-4.

**Staff Conditions:**

Staff recommends forwarding the request to the Board of Mayor and Aldermen with a recommendation for approval, subject to the following conditions:

1. The applicant shall provide additional supporting documentation for the traffic projections presented.
2. Permitted uses in the R-4 shall be limited to the proposed density, layout, and dwelling types, as indicated on the concept plan.

Alderman Fitterer made a motion to approve **RZN 130-2015** with staff conditions. Motion seconded by Alderman Duda. Motion passed 3/2.

4. **ADM 131-2015**: Submitted by the Planning Department. The proposal is to amend the zoning ordinance to include provisions for Planned Zoning District.

Alderman Fitterer made a motion to amend **ADM 131-2015** to strike the red text in Section 3-A. Motion seconded by Commissioner Hepp. Motion to amend passed 5/0.

Alderman Fitterer made a motion to approve **ADM 131-2015** as amended. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

**New Business:**

- 1.) **Resolution 16-20**: To Establish a Performance Bond for Port Royal Reserve Phase 5, Section 1, 2 & 4.

Alderman Fitterer made a motion to approve **Resolution 16-20**. Motion seconded by Alderman Duda. Motion passed 5/0.

- 2.) **Resolution 16-21**: To Establish a Performance Bond for Port Royal Reserve Phase 5, Section 3.

Alderman Fitterer made a motion to approve **Resolution 16-21**. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

- 3.) **STP 125-2015**: Submitted by TSquare Engineering Inc. for property located at 3793 Old Port Royal Rd North. The property is zoned M-1 and contains approximately 6.79 acres. The applicant request site plan approval for a 5250 sq/ft storage facility.

**Staff Conditions:**

1. **Design Review Commission determination of compliance with the Design Review Guidelines**. Staff recommends approval, finding that the proposed building will be identical to those already constructed on the property and compatible with the surrounding area.
2. Approval of the site plan shall remain valid for a period of two (2) years from Planning Commission approval, during which time a building permit must be submitted for review and approval.
3. Modification to the approved site plan shall require Planning Commission approval prior to the submittal of a building permit application. The modification may be denied if the proposal alters the proposed use, increases the overall area of the project, increases the density of the development, or increases any local government expenditure necessary to implement or sustain the proposed use.

6.) RZN 138-2016 Submitted by Huntley Gordon for property located at 5238 Main Street. The property is zoned B-2 and contains approximately 2.3 acres. The applicant request approval for rezoning from a B-2 (Neighborhood Shopping District) to B-4 (Central Business District).

Alderman Duda made a motion to forward RZN 138-2016 to the Board of Mayor and Alderman with a recommendation of approval. Motion seconded by Commissioner Hepp. Motion fails 1/4.

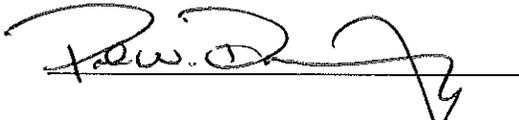
Alderman Fitterer made a motion to forward RZN 138-2016 to the Board of Mayor and Alderman with a recommendation for denial. Motion seconded by Commissioner Hepp. Motion passed 4/1.

Other Business

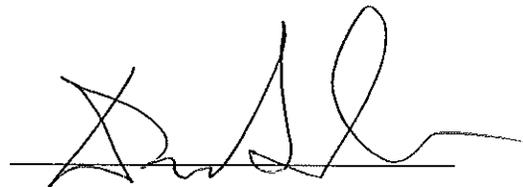
Revised 2016 Meeting Schedule

Alderman Duda made a motion to approve the Revised 2016 Planning Commission Meeting Schedule. Motion seconded by Commissioner Schoenbrodt. Motion passed 5/0.

Adjourn



Paul Downing, Chairman



Dara Sanders P.C. Secretary

**SPRING HILL  
MUNICIPAL BOARD OF ZONING APPEALS  
REGULAR MEETING MINUTES  
TUESDAY, JANUARY 26, 2016  
5:30 P.M.**

Chairman Cantrell called the meeting to order.

Members present were: Terry Cantrell; Rob Roten; Jim Hagaman and Mario Milani. Also present were: Dara Sanders and Bonnie Turnbow. Kayce Williams was absent.

Jim Hagaman moved to approve the October 6, 2015 BOZA minutes. Motion seconded by Mario Milani. Motion passed 4/0.

*General Announcement – The procedural rules for public comment will be as follows: The items will be taken in order of the agenda. Audience members wishing to speak must be recognized by the Chairman and will have five minutes to address the Board of Zoning Appeals. No rebuttal remarks will be allowed.*

**AGENDA**

1. **BZA 120-2015:** (Gospel Light Baptist Church): Submitted by Bill Adams, Pastor. The request is for approval of a variance for gravel parking and for use of property for a church in the AG zoning district.

Jim Hagaman moved to approve **BZA 120-2015**. Motion seconded by Mario Milani. Motion passed 4/0.

There were no concern citizen's comments.

Meeting adjourned.

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Terry Cantrell, Chairman

CITY OF SPRING HILL  
HISTORIC COMMISSION  
REGULAR MEETING MINUTES  
MONDAY, January 7, 2016  
6:00 P.M.

**MINUTES**

Chairman Jonathan Duda called the meeting of the City of Spring Hill Historic Commission to order at 6:01 P.M.

**Present** were Chairman Jonathan Duda, Secretary:Deanne Collins and At Large: Hazel Nieves. Susan Zemek and Bill Alsup were absent. Also present were Ricky Newman, Blair Morgan and Quint Qualls

**Approval** of the December 3, 2015 Historic Commission meeting minutes. Jonathan Duda moved to approve the December 3, 2015 minutes. Motion was seconded by Hazel Nieves. Motion to approve the December 3, 2015 Historic Commission meeting minutes passes 3yes-0 no.

**Comments of Interested Citizens**

**Chairman Comments** Chairman Duda announced the loss of Bill Alsup due to his retirement and residence outside the city limits. Mr. Duda introduced the subject of Spring Hill Commission's issues/goals and strategic planning.. Stated that after Consideration of Resolution 16-01 the meeting will focus on continuing projecting the 2016 year.

**NEW BUSINESS**

**Item #1**-Consideration of Resolution 16-01, a resolution to endorse and affirm support of St. Mark's United Primitive Baptist Church's grant application to the Tennessee Historic Commission Federal Preservation Program. A motion to adopt the resolution was made by Jonathan Duda and seconded by Deanne Collins. Motion Passed 3-0

**Item#2**-Blair Morgan spoke about the St. Mark's project and asked for help on the committee to restore the church. Deanne Collins volunteered to work with the committee as a representative/delegate of the Historic Commission.

**OLD BUSINESS**

**Item** –Soul Searchers, Ricky Newman updated the commission on the filming date for Grace Episcopal Church scheduled for January or February. Ms Newman also stated that they would redo the Cemetery shoot in March or April. The commission will vote on the Cemetery film at the regular February meeting.

## **OLD BUSINESS and ROUND TABLE DISCUSSION**

### **2016 Historic Commission Goals and Strategic Planning**

**Item #1** Jonathan Duda presented information concerning the Certified Local Government Program and the importance of being a Certified Local Government (CLG). Designated CLG groups are eligible for federal historic preservation grants. A copy of the application was made available to commissioners and after discussion, it was agreed that this would be the major focus for this year, perhaps taking 6 months to complete.

**Item #2** Cemetery and Historic Site survey GPS/data to be completed by June 1<sup>st</sup>. The manner in which the information is distributed and made available will be decided at that time.

**Item #3** –Soul Searchers interview and documentation of Grace Episcopal Church and the Spring Hill Cemetery will be completed.

**Item #4** Battle of Spring Hill Signage for the Spring Hill Battlefield Driving Tour. Jonathan Duda recommended that we use the City of Spring Hill sign shop to make the signs once we have decided on the design. This item will be placed on the February meeting agenda.

**Item #5** As a means of educating and reaching out into the community a marketing product of some kind will be produced. Hazel Nieves will work on ideas and present them at the March meeting.

### ROUND TABLE DISCUSSION

The Vision for the Historic commission and strategies to accomplish the vision.

1. Apply to the Certified Local Government (CLG) Program to become eligible for federal historic preservation funds.
2. Conduct cultural resources survey to create a working inventory list of Spring Hill's historic and cultural resources ie historic properties, structures, landscapes, artistic and human resources.
3. Seek local designation of existing National Register properties to ensure long-term preservation of the resources, and/or identify incentives for their preservation.
4. Pursue Main Street designation by National Trust for Historic Presevation and Tennessee Department of Economic Development.
5. Reaching out for community involvement and educational programs and brochures to enrich and excite the community about Spring Hill's historic value.

Jonathan Duda moved to adjourn the meeting. Motion seconded by Hazel Nieves. Motion to adjourn the meeting passes unanimously. Meeting adjourned at 7:00 p.m.

  
\_\_\_\_\_  
Deanne Collins, Secretary

  
\_\_\_\_\_  
Jonathan Duda, Chairman

**CITY OF SPRING HILL, TENNESSEE  
HISTORIC COMMISSION  
RESOLUTION 16-01**

**A RESOLUTION OF THE CITY OF SPRING HILL HISTORIC COMMISSION TO  
ENDORSE AND AFFIRM SUPPORT OF A TENNESSEE HISTORIC COMMISSION  
FEDERAL PRESERVATION GRANT APPLICATION FOR ST. MARK UNITED  
PRIMITIVE BAPTIST CHURCH**

**WHEREAS**, it is the purpose of the City of Spring Hill Historic Commission to promote the preservation and protection of the physical character and quality of life in the city; to promote the educational, cultural civic awareness and general welfare of the city while providing a sense of commitment and continuity between the past and present through the encouragement of preservation and protection of historically significant sites and structures; and to foster civic pride and historic recognition through the preservation of the City's heritage; and

**WHEREAS**, Spring Hill's Comprehensive Plan, "Spring Hill Rising: 2040", recommends the City ensure that historic and cultural resources are preserved to maintain the community's unique history and character; and

**WHEREAS**, the Tennessee Historic Commission administers the Historic Preservation Grant program made available through funds under the provisions of the National Historic Preservation Act (NFPA); and

**WHEREAS**, under the Historic Preservation Grant program, owners or administrators of properties listed in the National Register of Historic Places (NRHP) may apply for funds to restore or to plan for the restoration of these properties; and

**WHEREAS**, St. Mark United Primitive Baptist Church (St. Mark's) located on Maury Hill Street in Spring Hill, Tennessee, circa 1900, is listed on the NRHP since 2000 and has been identified as the oldest standing Primitive Baptist Church in Maury County and one of the oldest in the State of Tennessee; and

**WHEREAS**, St. Mark's throughout its history has served at the center of community life for African-Americans in Spring Hill, as a church, and notably as a school for African-American children until 1920; and

**WHEREAS**, St. Mark's is in much need of physical restoration to be returned to its historic appearance as outlined in a report of "Physical Condition Assessment and Restoration Recommendations for St. Mark United Primitive Baptist Church" completed in December 2006 under the Tennessee Civil War National Heritage Area (TCWNHA) administered by the Center for Historic Preservation at Middle Tennessee State University (MTSU Center for Historic Preservation); and

**WHEREAS**, through assistance and guidance provided by MTSU Center for Historic Preservation, a new roof was installed in February 2007 in order to stabilize the structure and preserve the structure from further deterioration; and

**WHEREAS**, the African American Heritage Society of Maury County (AAHSMC), a registered non-profit agency under § 501(c)(3) of the Internal Revenue Code, which has a stated primary objective to preserve the heritage and history of African-Americans in Maury County, will be submitting a Historic Preservation Grant application on behalf of St. Mark's in an effort to continue the physical restoration and preservation of the structure that began in 2007.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill, Tennessee Historic Commission hereby affirms and pledges its full support for a Tennessee Historic Commission Federal Preservation Grant Application request for St. Mark United Primitive Baptist Church and requests the Tennessee Historic Commission give thoughtful consideration to the application submitted by the African American Heritage Society of Maury County.

**Passed and adopted by the City of Spring Hill, Tennessee Historic Commission, this 7<sup>th</sup> Day of January, 2016.**

**ATTEST:**

  
Secretary

  
Chairman

CITY OF SPRING HILL  
HISTORIC COMMISSION  
REGULAR MEETING MINUTES  
Thursday, February 4, 2016  
6:00 P.M.

**MINUTES**

Chairman Jonathan Duda called the meeting of the City of Spring Hill Historic Commission to order at 6:06 P.M.

**Present** were Chairman Jonathan Duda, Secretary: Deanne Collins and At Large: Hazel Nieves. Susan Zemek was absent. Also present were Ricky Newman, Quint Qualls and Charlie Schoenbrodt.

**Approval of Minutes**. Jonathan Duda moved to approve the January 7, 2016 minutes. Motion was seconded by Hazel Nieves. Motion to approve the January 7, 2016 Historic Commission meeting minutes passes 3yes-0 no.

**Comments of Interested Citizens** –

Ricky Newman asked if and when we would be replacing the missing commissioners. Chairman Duda explained that the Mayor appointed commissioners and there were Alderman interested in serving.

**Chairman Comments** Chairman Duda mentioned that agendas would be posted 48 hours before the meeting and meeting minutes within 5 days of meeting. Chairman Duda also stated that he was in conversations with Jaimie Page concerning the progress being made on the Web channel. A monitor will be placed in the entrance area of City Hall.

**NEW BUSINESS**

**Item #1** Ricky Newman requested approval of the filming of the Historic Spring Hill Cemetery. Bill Alsup will be interviewed. It will be filmed in March and ready in May.. Jonathan Duda made a motion that we approve the daylight filming of the cemetery for \$250. Motion seconded by Deanne Collins. Motion passed 3-0.

**Item #2- Spring Hill Battlefield Driving Tour Signage and Logo.** Jonathan Duda presented photo of previous signage and explained the need for its replacement. Hazel Nieves suggested we approach the High School Art Teachers and offer a contest for the student logo designs. The designs will have to be submitted and the entry chosen by mid-March.

**Item #3-Certified Local Government Program in Tennessee** Jonathan Duda distributed an updated version of the Guidelines for the Certified Local Government Program, the mandatory agreement statement and the Tennessee Code/Title 13 Public

Planning and Housing/Chapter7 Zoning/Part 4- Historic Zoning document. After discussion, it was agreed that we would look at it again at a future date.

### **ROUND TABLE DISCUSSION**

Hazel Nieves asked to review our goals again for this year. Among them were the completion of the Video segments, the Cemetery GPS survey to be completed by June, the Spring Hill Battlefield Driving Tour Signage, the annual open house, ideas on marketing products to be presented at the March meeting. We as a commission are ready to support quality community ideas and projects of a historical nature such as past activities including SCATHE, Firebelle, and the Oral History project. Deanne Collins and Jonathan Duda discussed the St. Mark's Church project January meeting and its future direction.

Deanne Collins moved to adjourn the meeting. Motion seconded by Jonathan Duda. Motion to adjourn the meeting passes unanimously. Meeting adjourned at 7:30 p.m.

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Deanne Collins, Secretary

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Jonathan Duda, Chairman

**CITY OF SPRING HILL  
BUDGET AND FINANCE ADVISORY COMMITTEE  
MONDAY, FEBRUARY 1, 2016  
4:30PM**

Present were: Members: Chairman Amy Wurth, Bruce Hull, and Chad Whittenburg.  
Also present were: Victor Lay, Mayor Rick Graham,  
April Goad, Jim Smith, Matt Fitterer, and Jeff Foster

Chairman Wurth called the meeting to order at 4:33 p.m.

***Item #1 – Recommendation on Resolution 16-12 to authorize the purchase of two trucks in the water and sewer departments – Jeff Foster, Public Works Director***

– Jeff Foster explained that one will have a utility bed and one will not, it is being purchased off state contract and is a budgeted item. The total cost of this purchase is \$60,979.00. Bruce Hull made a motion to recommend Resolution 16-12. Seconded by Chad Whittenburg. Motion carried; 3-0.

***Item #2 – Recommendation on Resolution 16-13 – Authorize the purchase of Mobile Data Terminals (MDTs) for the Police Department.*** Chairman Wurth stated that Chief Brite is unable to be here but she spoke to him earlier today. The police department is phasing these in. The existing ones don't interface with Tyler Technologies software. This is for 11 units and docking stations. He is using two line items in his budget and it is funded in the budget. The total cost is \$54,966.45. Victor Lay stated that this is needed so that dispatch can communicate with police. This is a proprietary unit. Jim Smith states that it also interfaces with court and records. Bruce Hull made a motion to recommend Resolution 16-13. Seconded by Chad Whittenburg. Motion carried; 2-0.

***Item #3 – Discussion of 2016-2017 Budget Process and Calendar*** – Chairman Wurth distributed a schedule of meetings for budget approval. She stated that there will be fewer meetings by the Budget Finance Committee. Jim Smith went over the process and discussed the schedule. See attached.

Bruce Hull requested that during the beginning of the presentation of the budget, Jim give a projection of revenue and expenditures for the new 2016-2017 budget. He also stated that bond funding should not be a part of revenue projections. He also stated that we also need to establish a fund balance policy as discussed during the retreat. Chairman Wurth suggested that the Fund Balance Policy be ready by April 2016 and the Debt Policy be updated. Committee discussed this for benefit of a better bond rating also. The Committee discussed Special Call Meetings of the Board of Mayor and Alderman for budget discussion and approval. Committee set the date of Tuesday, April 12 for Water and Tuesday, April 19 for General Fund. Location will be at the Library. Mayor Graham stated that he would send out an email tomorrow.

***Item #4 – Executive Summary Review of YTD 2015/2016 Budget (Jim Smith, Finance Director)*** – Jim distributed the executive summary through January. He stated we are looking pretty good so far and reviewed some of the numbers. Jim Smith discussed the request of Mr. Morgan regarding property tax relief. He had requested that the city help with the difference of what the state withdrew due to changes in their process. Williamson County is making up the difference for 100% disabled veterans. Bruce Hull stated that he wasn't in support. Chad Whittenburg stated that he would support

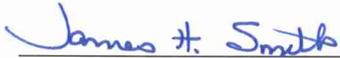
it if it was low income. Chairman Wurth stated that she will add it to the next agenda and get some background information.

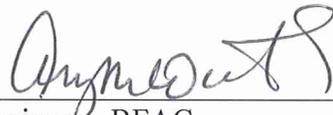
**Item #5 – Approval of BFAC meeting minutes – January 4, 2016** – Bruce Hull made a motion to approve the BFAC meeting minutes for January 4, 2016. Seconded by Chairman Wurth. Motion carried; 2-0.

**Roundtable Discussion** – Victor Lay discussed agendas and minutes.

(Audio recording of meeting is available on Company server file.)

Chairman Wurth made a motion to adjourn; seconded by Alderman Hull. Motion carried 2-0; meeting adjourned at 5:03 p.m.

  
\_\_\_\_\_  
James H. Smith, Finance Director

  
\_\_\_\_\_  
Chairman, BFAC

## City of Spring Hill

### 2016 - 2017 Budget Calendar

Department Budget Submission Due	Friday, February 12, 2016
Departmental Meetings - City Administrator, Finance Director and Infrastructure Director	To be scheduled with each department between Wednesday, February 17, 2016 through Thursday, February 25th, 2016
Legislative, Finance, GIS, City Hall,	Wednesday, February 17, 2016
Water, Wastewater, MS4 Stormwater	Friday, February 19, 2016
Police, Streets, Dispatch	Tuesday, February 23, 2016
Fire, Parks, Library, Codes	Thursday, February 25, 2016
Final Review - City Administrator, Finance Director and Infrastructure Director	March 1 - 7, 2016 Operational Budget
End of Year projections using February 2016 numbers	March 7, 2016
CIP Review - City Administrator, Finance Director and Infrastructure Director	March 8 - 25, 2016
Proposed Budget compiled for BOMA	Thursday, March 31, 2016
Presentation of Budget to BOMA	Monday - Monday, April 4, 2016
Special Called Meeting - Water/Sewer/MS4	Thursday, April 12, 2016
Special Called Meeting - General Fund/SSA/AFT	Thursday, April 19, 2016
BFAC meeting - overall review of budget	Thursday, April 26, 2016
BOMA work session item	Monday, May 2, 2016
First reading of Budget Ordinance	Monday, May 16, 2016
Annual Budget Notice	* To be sent to media, Tuesday, May 17, 2016
Second Reading of Budget Ordinance	Monday, June 20, 2016
New Fiscal Year	Tuesday, July 1, 2016

\* Cannot be sent until after 1st reading of budget ordinance has passed

## SPRING HILL ECONOMIC DEVELOPMENT COMMISSION

Meeting minutes Friday, February 19, 3:00 pm

Members present: Bruce Hull, Sue Jeffers, David St. Charles, Mario Milani

Members absent: Chairman Jim Grimes, Will Tennpenny, Charlie Schoenbrodt.

Others present: Mayor Rick Graham, Victor Lay, Kayce Williams, Quint Qualls – Reporter, Spring Hill Homepage.

Meeting was called to order at 3:01pm

Item 1: Group discussed the 3<sup>rd</sup> regional property owners meeting. A date of 4/7/16 was discussed and decided on. Sue distributed a list of property owners. Group is to review and report back to Sue. Group decided that a letter would be sent out, as opposed to an invitation. Bruce will draft letter and send to group for review. All RSVPs will go through Amanda. It was decided that the members will have name badges. All further planning for this project will be conducted through email.

Item 2: Project Crossroads – There was nothing new to report.

Item 3: Planning Commission report – No one was available to report on this item.

Item 4: BOMA report – Bruce report on the passage on first reading of the development known as Cadence Crossing.

Item 5: Maury County TNECD Property Development Program – Nothing new to report.

Item 6: Williamson County update – No one was available to report on this item.

Item 7: Discussion regarding Cool Springs Developers meeting – This item was deferred to next meeting.

Item 8: Update – Vegas trip. Group discussed travel arrangements and logistics. Kayce will ensure that group has full access to all areas of the conference.

Round Table – nothing on this item

Meeting adjourned at 3:49pm

\*\*Group did not approved minutes. These will be approved at the next meeting.

Parks & Rec Commission  
Thursday January 28, ~~2015~~ 2016  
6:30pm

Members Present: Alderman Kayce Williams, Ricky Newman, Rob Dewitt, Vilma Cueva, Eliot Mitchell, Keri Price, Clint Qualls, Tim Hidley

Public Comments: None

Agenda Items:

1 . BOMA Retreat Recap:

Kayce Williams shared that Dan presented on behalf of Parks about our goals and plans for the coming year. Hope is to establish a recurring amount of money for park improvements and land acquisition. Kayce says it was a good retreat and they got a lot done.

2. Selection of Commission Officers:

Eliot Mitchell nominated Brooke Barrett to be the secretary. Velma Cueva seconded the nomination. Commission voted, Brooke will serve as secretary.

Rob DeWitt nominated Kayce Williams for Chair of the Parks and Rec Commission. It was seconded by Eliot Mitchell and voted on by the commission. Kayce will serve as Chair.

Kayce nominated Eliot Mitchell for Vice Chair; it was seconded by Tim Hidley and approved by the commission. Eliot will serve as Vice Chair.

Other Items:

Keri asked if Sonja will be attending meetings in the future to fill in for Kevin as needed. Kayce says it is still unclear if she will have time for that. Kayce does plan to send her recordings of meetings to keep Sonja and Kevin in the loop.

Kayce asked about time and location for meetings, wanted to know if the group was okay with when we are meeting and the location. The commission decided to keep the meetings at the same time, discussed possibility of meeting at some of the area parks. Commission will continue to meet on the fourth Thursday of the month at 6:30.

Kayce shared that she attended a recent Thompson's Station parks and rec commission meeting; they have just formed a group for the first time. She says it is important to keep the lines of communication open with them. We could end up doing joint events together, potential to create important relationship there. Kayce talked about doing the same with Columbia. Kayce encouraged the commission to attend future Thompson's Station parks and rec meetings. Kayce talked about inviting Thompson's Station to our meetings in the future and possibly asking them for a tour of the 200 acres they plan to develop.

Alisha from Kimley-Horn contacted Kayce about a section of grants that will be coming up soon. Kayce and Kevin will try to meet with Alisha.

Kayce shared she is still getting a lot of positive comments about the Christmas tree lighting event. Kayce says she really wants to include the Merriment on Main idea next year to include Main Street businesses and residents.

Tim Hidley shared that he has seen some communities do luminaries downtown, it might look nice in our downtown as well.

Eliot shared that he still thinks more signage is needed for traffic information during the Christmas parade.

Keri shared she thinks it is important that we create Facebook events and invite people to all of our parks events; it would encourage more turnout at our events.

Kayce wants to set dates for important events next meeting, everyone bring their calendar. Keri asked that Sonja and Jamie attend the meeting when we set dates. Kayce said we will invite them after the dates are set. Ricky said Arts Commission is willing to help with any of the Parks and Rec events. Kayce said it is important that we set our dates and events soon because she has to present a budget. Budget and finance committee wants to know our plans.

### 3. Approval of Minutes:

Rob DeWitt moved to approve the minutes. Eliot Mitchell seconded the motion; minutes were approved by the Commission. Eliot Mitchell abstained from voting approval because he did not attend the last meeting.

### 4. Round Table:

Tim Hidley shared he has talked with a vendor for Pump Tracks, working on a plan for a BMX bike track behind the skate park. Vendor will be in town March 8<sup>th</sup>, he would like to meet with the Parks & Rec Commission when he is town.

Ricky with Arts Commission shared again that the Arts Commission is willing to work with Parks on any projects we have.

Keri shared that she was not impressed with the quality of the Spring Hill Christmas parade this year. She thinks there needs to be some kind of uniformity. Eliot shared it might be worth investing in banners to put on each float or for each group to carry. Kayce said it might be better cost wise if we just required a certain kind of sign on each float. Eliot suggested we make guidelines for float signage next year.

Velma mentioned that we need to consider other options for the parade route; she thinks the current route is not very safe.

Eliot shared that we should look for areas that might be a good fit for a community garden. Eliot wants to discuss community garden possibilities next month.

Adjourn:

Kayce motioned to adjourn.

Next Meeting: Thursday, February 25 at 6:30pm

Prepared By: Brooke Barrett  
Brooke Barrett, Commission Secretary

Approved: [Signature] Date 2/25/16

# LBOT Minutes

Regular Bi Monthly Meeting		
11.17.2015	6:00 pm	Spring Hill Library
Meeting called by	Trent Jones	
Type of meeting	Regular Called Meeting	
Call to Order	7:17 pm	
Board Members Present	Trent Jones, Brandon McCulloch, Blair Morgan, Ross Stevenson	
Board Members Not Present	Erin Grugett	
Attendees	Gail Adkins, Marion Bryant, Wendy Lord	
Topics Discussed		
<b><u>Old Business:</u></b>		
<ul style="list-style-type: none"> <li>Reading and Approval of September 2015 minutes Motion to Approve Minutes – Mr. McCulloch Second – Ms. Morgan Unanimous approval</li> </ul>		
<b><u>New Business:</u></b>		
<ul style="list-style-type: none"> <li>Election of New LBOT Officers – Motion to elect new officers at the January Regular Meeting to allow for a full board of 7 members to be in attendance – Mr. McCulloch 2<sup>nd</sup> – Ms. Morgan Unanimous approval</li> <li>Selection of committee members – postponed to next regular meeting</li> <li>Discussion of changes to the Bylaws to set Board terms to begin on July 1 and end on June 30. Openings will be posted by BOMA in March to allow for approval by July 1. The BOMA representative will not be eligible to serve as a Board Officer. There will be no term limit for holding office with reelection.</li> <li>Director interviews will be held on Dec. 10, 2015 to coincide with the Library Open House. Interviews are set for 9:00, 10:00, 11:00, 1:00, 2:00, and 3:00.</li> <li>Ms. Morgan handed out new Director Evaluation forms and Staff Surveys to be considered for use in the future.</li> </ul>		
<b><u>Reports:</u></b>		
<ul style="list-style-type: none"> <li>Director's report – Awaiting applicant answers to interview questions. Riverbend Nurseries donated 100 pumpkins. There is a possibility to receive a \$20,000 grant from Dell in January. The First Lady of TN hosted Story Time and children's author Eric Litwin visited the library. New staff member Christina Holland started work on 10/12. Total value of inventory is approximately \$1,640,000. READS will be offering a free trial on on-line magazines. There are some lighting issues in the building and parking lot that Public Works are addressing. Microsoft updates over Veteran's Day have caused some computer issues.</li> <li>Buffalo River Region – Jan. 25 is the Regional Board Meeting. Other programs are available. The TN Trustee Certification Program is available. Service Area Agreements have been sent to the Director. R.E.A.D.S. Digital Magazines will start</li> </ul>		

# LBOT Minutes

Dec. 1.

- Friends of Library – Book sale generated over \$1,470 and had more books than ever before. Generated \$6,078 YTD with the Alcove generating \$3,595.

Next Regular Meeting – Jan. 26, 2016 at 6:00.

Motion to adjourn – Mr. McCulloch  
2<sup>nd</sup> – Mr. Stevenson  
8:19 pm

# LBOT Minutes

Director Search Meeting		
12.15.2015	6:00 pm	Spring Hill Library
Meeting called by	Trent Jones	
Type of meeting	Special Called Meeting	
Call to Order		
Board Members Present	Trent Jones, Brandon McCulloch, Blair Morgan, Ross Stevenson, Erin Gruett	
Board Members Not Present		
Attendees	Gail Adkins, Marion Bryant, Shelley Taylor	
Topics Discussed		
<b><u>Candidate Interviews:</u></b>		
<ul style="list-style-type: none"> <li> <p>Motion to authorize Human Resources to pursue negotiations with Hulen Bivens with a salary up to the budgeted amount with salary reserves used for moving expenses or a signing bonus. – Mr. Stevenson  2<sup>nd</sup> – Mr. Jones  Roll Call Vote:  Mr. McCulloch – I  Mr. Stevenson – I  Ms. Morgan – I  Mr. Jones – I  Ms. Gruett - absent  Approved</p> </li> <li> <p>Motion that in the event Mr. Bivens does not accept the offer to authorize Human Resources to move forward with background and reference check for Lee Ann Fisher.  – Mr. Stevenson  2<sup>nd</sup> – Mr. Jones  Roll Call Vote:  Mr. McCulloch – I  Mr. Stevenson – I  Ms. Morgan – I  Mr. Jones – I  Ms. Gruett - absent  Approved</p> </li> </ul>		

CITY OF SPRING HILL  
TRANSPORTATION ADVISORY COMMITTEE  
REGULAR MEETING MINUTES  
Tuesday February 16, 2016  
5:30 P.M.

**MINUTES**

Chair Whittenburg called the meeting of the Spring Hill Transportation Advisory Committee to order at 5:30 p.m in the Conference Room at City Hall.

Present were Alderman Whittenburg, Williams and Fitterer. Also present were Mayor Graham, Victor Lay, Dan Allen, and Tom Wolf. Also present were a number of citizens and reporters.

**Adoption of minutes**

Fitterer moved to adopt January 2016 Minutes. Second by Williams. Motion passed 3-0.

**Citizen Comments**

Whittenburg invited citizens to speak. Casey Kinnan of Spring Hill Circle inquired as to costs associated with Hwy 31 widening.

**New Business**

**1. STANDING ITEM #1 Proposed HWY 31 Widening Plan  
10' Lane Concept Design.**

Mr Allen has meet with Wiser explaining desired design. Awaiting cost estimate from Wiser. Potential to pay for in FY 15/16 budget. BFAC to further determine. Mr Dempsey is close to completion of work for Hwy 31 package engineering design.

**2. Hwy 31 Access Management Plan**

No changes to tonight's BOMA resolution. Discussion on expanding scope of plan to include greater length of roadway. Whittenburg in favor of expanding scope if staff felt need for additional direction. Fitterer in favor of expanding scope as part of zoning and subdivision regulations update, spot plans as needed by staff. Staff stated they felt they had the direction needed at this time. Whittenburg requested update from staff as development progressed.

**3. Buckner Road Estimate**

Mr. Allen discussed estimates provided by Volkert. Attached to these minutes. Mr. Allen reminded TAC that 3 lane concept is expected to fail within next 20 years. 5 lane buildout is only viable long term solution. Discussion on timing improvements to match potential Buckner/65 interchange build.

**4. Maury Co Schools Meeting discussion**

Mr. Allen met with Maury Co. Schools regarding transportation concerns. Some larger busses are having issues navigating streets due to on street parking, phased developments and construction traffic. Maury Co. to provide specifics to Mr. Allen. Mr. Allen to work on spot improvements and coordinate with development, etc. Mr. Allen stated City and County would begin quarterly meetings to discuss potential developments in northern Maury Co. that could affect school growth. Mr. Lay stated the City and Co. have discussed need for potential additional elementary and high school. Possibility of joint venture could exist, with City to participate in park development.

**5. Duplex Update**

Mr. Allen discussed CDM proposal for additional \$58,000 in funding to add additional closing agents. Would allow for outsourcing of 50 tracts. TAC supportive.

Mr. Allen discussed concept of 'friendly' condemnation to meet February 2017 goal.

**6. Planning Commission Update**

Fitterer provided update on FPL 122-2015 and RZN 130-2015.

TAC requested update from staff on necessity of signalization at entrance to Port Royal Kroger with updated traffic counts within next 6 months.

**7. Citizen request, problem areas, etc**

Mr. Lay updated that Publix/WalMart connection is now awaiting Public signature. WalMart to construct and is prepared.

Whittenbur moved to adjourn the meeting. Motion seconded by Williams. Motion to adjourn passes unanimously. Meeting adjourned at 6:30 p.m.

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Alderman Matt Fitterer, Secretary

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Alderman Chad Whittenburg, Chairman

**Buckner Road Transportation Study**  
**3-Lane Typical Section**  
**Engineer's Opinion of Probable Cost**

Roadway Construction	YES	\$7,800,000	\$7,800,000		
<u>Context Sensitive</u>					
Fence	YES	\$680,000	\$680,000		
Landscaping	YES	\$200,000	\$200,000		
Benches, Trash Receptacles, Sign Posts	YES	\$180,000	\$180,000		
<u>Buckner Road at Buckner Lane</u>					
Enhanced Landscaping	YES	\$19,000	\$19,000		
Four (4) Arch Monuments / Signal Structures	YES	\$1,000,000	\$1,000,000		
<u>Buckner Road at New Port Royal Road</u>					
Eight (8) Decorative Columns	YES	\$80,000	\$80,000		
Enhanced Landscaping	YES	\$70,000	\$70,000		
Two (2) Pedestrian Plazas	YES	\$31,000	\$31,000		
TOTAL Construction			\$10,060,000		
Engineering (10% of Construction)			\$1,006,000		
CEI (10% of Construction)			\$1,006,000		
Right-Of-Way	5.1 acres	\$30,000	TO \$30,000	\$153,000	TO \$153,000
Relocations	0 EACH	\$300,000	TO \$300,000	\$0	TO \$0
TOTAL			\$12,225,000	TO \$12,225,000	

NOTE 1 - The 3-lane typical section, with 80' Right-Of-Way, is anticipated to impact approximately 75 parcels



**Kimley»Horn**

**VOLKERT**

**Buckner Road Transportation Study  
5-Lane Typical Section (without Roundabout)  
Engineer's Opinion of Probable Cost**

Roadway Construction	YES	\$9,800,000	\$9,800,000		
<u>Context Sensitive</u>					
Fence	YES	\$680,000	\$680,000		
Landscaping	YES	\$200,000	\$200,000		
Benches, Trash Receptacles, Sign Posts	YES	\$180,000	\$180,000		
<u>Buckner Road at Buckner Lane</u>					
Enhanced Landscaping	YES	\$19,000	\$19,000		
Four (4) Arch Monuments / Signal Structures	YES	\$1,400,000	\$1,400,000		
<u>Buckner Road at New Port Royal Road</u>					
Eight (8) Decorative Columns	YES	\$80,000	\$80,000		
Enhanced Landscaping	YES	\$70,000	\$70,000		
Two (2) Pedestrian Plazas	YES	\$31,000	\$31,000		
TOTAL Construction			\$12,460,000		
Engineering (10% of Construction)			\$1,246,000		
CEI (10% of Construction)			\$1,246,000		
Right-Of-Way	10.2 acres	\$30,000	TO	\$30,000	\$306,000 TO \$306,000
Relocations	0 EACH	\$300,000	TO	\$300,000	\$0 TO \$0
TOTAL			\$15,258,000	TO	\$15,258,000

NOTE 1 - The 5-lane typical section, with 100' Right-Of-Way, is anticipated to impact approximately 110 parcels



Kimley»Horn

VOLKERT

**Buckner Road Transportation Study  
5-Lane Typical Section (with Roundabout)  
Engineer's Opinion of Probable Cost**

Roadway Construction	YES	\$10,500,000	\$10,500,000		
<u>Context Sensitive</u>					
Fence	YES	\$680,000	\$680,000		
Landscaping	YES	\$200,000	\$200,000		
Benches, Trash Receptacles, Sign Posts	YES	\$180,000	\$180,000		
<u>Buckner Road at Buckner Lane</u>					
Enhanced Landscaping	YES	\$19,000	\$19,000		
Four (4) Arch Monuments / Signal Structures	YES	\$1,400,000	\$1,400,000		
<u>Buckner Road at New Port Royal Road</u>					
Eight (8) Decorative Columns	YES	\$80,000	\$80,000		
Enhanced Landscaping	YES	\$70,000	\$70,000		
Two (2) Pedestrian Plazas	YES	\$31,000	\$31,000		
TOTAL Construction			\$13,160,000		
Engineering (10% of Construction)			\$1,316,000		
CEI (10% of Construction)			\$1,316,000		
Right-Of-Way	10.2 acres	\$30,000	TO \$30,000	\$306,000	TO \$306,000
Relocations	2 EACH	\$300,000	TO \$300,000	\$600,000	TO \$600,000
TOTAL			\$16,698,000	TO \$16,698,000	

NOTE 1 - The 5-lane typical section, with 100' Right-Of-Way, is anticipated to impact approximately 110 parcels



**Kimley»Horn**

**VOLKERT**

**CONSENT  
AGENDA  
ITEMS**

**RESOLUTION 16-21**

**A RESOLUTION TO AUTHORIZE THE PURCHASE OF PRO QA  
AUTOMATED CALL TAKING SOFTWARE FOR POLICE, FIRE, & EMS**

**WHEREAS**, the City of Spring Hill is currently using a flip-chart system to provide medical dispatch services; and

**WHEREAS**, call taking is a vital part of the Spring Hill Emergency Communications Center and an multi-department automated system will make this process more efficient and reliable; and

**WHEREAS**, City Staff released a RFP and Priority Dispatch was the sole responder; and

**WHEREAS**, the City of Spring Hill, Board of Mayor and Alderman allocated funds for this purchase in the 2015-2016 fiscal year budget; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen authorizes the purchase of Pro QA Automated Call Taking Software for Police, Fire, & EMS in an amount of \$106,413.00, as recommended by the Budget and Finance Advisory Committee on March 7, 2016.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Purchase of ProQA Automated Calltaking Software for Police, Fire, & Ems.

**DATE:** March 2, 2016

**ATTENTION:** Board of Mayor & Aldermen

**DEPARTMENT HEAD:** Brandi Arabie-Smith,  
Emergency Communications Director



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## **STAFF MEMORANDUM**

Currently the Emergency Communications Department uses a flip-chart to provide instruction for medical calls in the City of Spring Hill. With this Automated Calltaking Software, we will be able to provide a faster and more accurate service with less room for calltaker error. This software will provide guided questions for Police, Fire, and EMS services through a computer based program.

Being told that Priority Dispatch was not the sole provider for this software, we released an RFP for three bids. Priority Dispatch was the only vendor to respond to the RFP. Priority Dispatch is the same company that we currently use for the guided flip-chart medical protocol, and we are happy with the services that this vendor provides.

The Spring Hill Board of Mayor and Alderman budgeted \$105,000 under Capital Outlay line item #945 for this purchase. Due to a price increase with the company in July, this bid comes in at \$106,413.00. Staff asks that you approve purchase of this software.



# Sales Quote #124326

by Dixon Brown

Date 1/20/2016

110 South Regent Street, Suite 500  
Salt Lake City, UT 84111  
(801) 363-9127 \* (801) 363-9144 fax  
(800) 363-9127 toll-free

Bill To: Spring Hill Emergency Communications  
Attn: Brandi Smith  
199 Town Center Pky  
P.O. Box 789  
Springhill, TN 37174

Ship To: Spring Hill Emergency Communications  
Attn: Brandi Smith  
199 Town Center Pky  
P.O. Box 789  
Springhill, TN 37174

For: Spring Hill Emergency Communications  
Attn: Brandi Smith  
199 Town Center Pky  
P.O. Box 789  
Springhill, TN 37174

Phone: 93-486-2252 Fax:

Qty	Description	Unit Price	Discount Amount	Extended Price
1	XLerator Server Suite 11-20 Users (North American English) Client server software application suite	\$4,500.00		\$4,500.00
3	ProQA Software Licenses (Medical - Paramount - Standard - North American English) Automated calltaking software	\$3,500.00		\$10,500.00
3	ProQA Software Licenses (Fire - Paramount - Standard - North American English) Automated calltaking software	\$3,500.00		\$10,500.00
3	ProQA Software Licenses (Police - Paramount - Standard - North American English) Automated calltaking software	\$4,900.00		\$14,700.00
1	AQUA Software Licenses (Medical - Standard - North American English) Quality Assurance (case review) software base engine and discipline module	\$1,500.00		\$1,500.00
1	AQUA Software Licenses (Fire - Standard - North American English) Quality Assurance (case review) software base engine and discipline module	\$1,500.00		\$1,500.00
1	AQUA Software Licenses (Police - Standard - North American English) Quality Assurance (case review) software base engine and discipline module	\$1,500.00		\$1,500.00
3	Backup Cardset (Fire - 6.1 - Standard - North American English) Licensed manual protocol set for backup	\$495.00		\$1,485.00
3	Backup Cardset (Police - 5.0 - Standard - North American English) Licensed manual protocol set for backup	\$495.00		\$1,485.00
1	Backup Cardset (Medical - 13.0 - Standard - North American English) Licensed manual protocol set for backup	\$495.00		\$495.00
12	Certification Course Registrant (Host) (Fire - North American English) Materials, tuition and certification.	\$340.00		\$4,080.00
12	Certification Course Registrant (Host) (Police - North American English) Materials, tuition and certification.	\$340.00		\$4,080.00
1	AQUA Software Training (North American English) 8-hour course	\$1,500.00		\$1,500.00

*"To lead the creation of meaningful change in public safety and health."*



# Sales Quote #124326

by Dixon Brown

Date 1/20/2016

110 South Regent Street, Suite 500  
Salt Lake City, UT 84111  
(801) 363-9127 \* (801) 363-9144 fax  
(800) 363-9127 toll-free

5	Certification Course Registrant (Host) (Medical - North American English) Materials, tuition and certification.	\$340.00		\$1,700.00
3	ProQA Software Training (M/F/P - Standard - North American English) 2 or more disciplines require 8 hours of training (a maximum of 2 sessions a day for a total of 8 hours)	\$1,500.00		\$4,500.00
1	Mobile Software Training Lab (M/F/P) Individual laptop computers and one configured server with the latest versions of ProQA, AQUA and XLerator software programs (short-term use)	\$1,500.00		\$1,500.00
1	National Q Service (M/F/P - Standard - North American English) Expert case review and reporting. Includes one AQUA license (discipline specific) for the length of the National Q service. This additional license is absolved upon termination of National Q service.	\$36,400.00	\$36,400.00	\$0.00
1	Project Management/Implementation Support (M/F/P) Implementation support and quality management program development	\$30,000.00		\$30,000.00
1	Annual Maintenance/Support - ESP (P) License renewal, service and support	\$10,848.00		\$10,848.00
			Sub-Total:	\$106,373.00
			Tax:	\$0.00
			Shipping & Handling:	\$40.00
			Total:	\$106,413.00

This quote is valid for 120 days from date of issue. Unless otherwise agreed to in writing, all prices quoted are exclusive of any applicable sales, use, withholding and other taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. Payment terms are Net 30 unless otherwise noted.

Seller will use reasonable efforts to deliver products on time, but will not be liable for any expenses or damages incurred as a result of late delivery or for circumstances beyond Seller's reasonable control. Shipments are made F.O.B. origin, which is Salt Lake City, UT, USA. All insurance expenses and risk of loss are assumed by Buyer.

Purchasing or signing below acknowledges your agreement to the terms above and to the "break the seal" or "click to accept" license agreement associated with the licensed product(s). The license agreement is included with the licensed product(s) and you will have the opportunity to read it before opening or installing. If unacceptable, you may return the licensed product(s) within 10 days of receipt for a refund, less any applicable restocking fees and original shipping charges.

Sign here  \_\_\_\_\_ Date \_\_\_\_\_

Payment Method: (Check enclosed, or...)

Purchase Order # \_\_\_\_\_

VISA/MasterCard/AMEX # \_\_\_\_\_

Expiration: \_\_\_\_\_

*"To lead the creation of meaningful change in public safety and health."*

**RESOLUTION 16-25**

**A RESOLUTION TO AUTHORIZE EXTENSION OF CONTRACT FOR ANNUAL ASPHALT PAVING PROJECTS**

**WHEREAS**, the City of Spring Hill authorized a contract for Annual Asphalt Paving Projects on April 21, 2014; and

**WHEREAS**, various projects have been completed and in order to continue progress, city staff request that the current contract be extended in accordance with the provisions in the existing contract.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill authorizes the extension of the annual paving contract for one additional year to Tennessee Valley Paving.

**BE IT FURTHER RESOLVED** that funding for 2016 paving projects to be drawn from State Street Aid and General Fund Streets, as approved by the Board of Mayor and Aldermen, as recommended by the Budget and Finance Advisory Committee.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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



**DATE: MARCH 3, 2016**

**TO: BOMA**

**FROM: JEFF FOSTER, Public Works Director**

**RE: Authorize Extension of Annual Paving Contract**

---

**OVERVIEW:** Due to the way the contract was bid, the City has the option to extend the contract for one year with an extension for one additional year upon both parties agreeing to this.

**HIGHLIGHTS:**

- City staff recommends extending the contract for one year based on price index

**PROJECT/CONTRACT UPDATES:**

- Contract terms remain the same
- Pricing per ton has dropped based on the oil index from \$79.00/ton to \$68.22/ton

**ACTION ITEMS:**

- Request that this be approved.

**CONCERNS/ISSUES/PROBLEMS:**

- None

Respectfully,  
Jeff Foster, Public Works Director

**RESOLUTION 16-26**

**A RESOLUTION TO AUTHORIZE THE SALE OF TWO SURPLUS PICKUP TRUCKS IN THE PUBLIC WORKS DEPARTMENT**

**WHEREAS**, the City of Spring Hill desires to dispose of two dated pickup trucks in the public works department; and

**WHEREAS**, Section XX (i) of the Spring Hill Purchasing Policy, established by Resolution 08-65, allows for the sale of surplus property; and

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill authorizes the sale of a 1997 Chevrolet ½ ton pickup truck, VIN # 6718, and a 1997 Chevrolet ½ ton pickup truck, VIN # 2077, as recommended by Staff and the Budget Finance Advisory Committee on March 7, 2016.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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



PUBLIC WORKS



City of  
SPRING HILL  
TENNESSEE

**RESOLUTION 16-27**

**A RESOLUTION TO AUTHORIZE THE INTERIOR AND EXTERIOR COATING OF CITY HALL WATER STORAGE TANK**

**WHEREAS**, the City Hall water storage tank is in need of interior and exterior coating removal and replacement; and

**WHEREAS**, during inspections revealed the need for this project to maintain quality and health of the water system; and

**WHEREAS**, sealed bids were received on March 2, 2016; and

**WHEREAS**, the City of Spring Hill, Board of Mayor and Alderman allocated \$300,000.00 in funds for this project in the 2015-2016 fiscal year budget; and

**WHEREAS**, Scott I. Enterprises of Maryville, TN was the lowest bid amount received using the specified paint at \$158,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen authorizes Scott I. Enterprises to perform the removal and replacement of the interior and exterior coating of the City Hall water storage tank in the amount of \$158,000.00, as recommended by the Budget Finance Advisory Committee on March 7, 2016.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 21<sup>th</sup> day of March 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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



**REQUEST:** *Approval of Resolution 16-27*

**SUBMITTED BY:** Victor Lay, City Administrator  
Caryl A. Giles, Water Plant, Superintendent

**DATE:** March 3, 2016

**RE:** Interior & Exterior Blasting & Coating of City Hall Water Storage Tank

**ATTACHMENTS:** Summary of Bids

---

**PURPOSE:**

Interior and exterior blasting and coating of this tank is necessary to maintain water quality and protect the tank from degradation.

**BACKGROUND:**

Several years have passed since the coating on the City Hall tank has been addressed. Professional inspections of the water tank have revealed the need for this project to be performed. Upon completion of the Hardins Landing Tank it is possible for City staff to remove this tank from service and complete this project without interruption of service and without compromising pressure in the adjacent area of the tank.

**FINANCIAL IMPACT:**

The cost to remove and replace the coating; and paint the City logo has been budgeted at \$300,000.00. Bids were received on March 2, 2016. Staff recommends Scott I. Enterprises of Maryville, TN, whose bid amount using the specified TNEMEC paint was \$158,000.00.

**STAFF RECOMMENDATION:**

Staff reviewed and scored the seven bids received. A favorable recommendation of the contractor has been made. Due diligence revealed favorable for this contractor.

**ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):**

This project will require sixty (60) calendar days. In order for the staff to have this project completed and the tank online prior to the peak demand water season. Notice to proceed of construction will need to be as close to April 1<sup>st</sup> as possible.

## Summary of Bids

 <p style="text-align: center;">City of <b>SPRING HILL</b> T E N N E S S E E est. 1809</p>	<p><b>ISSUE DATE:</b> February 11, 2016  <b>CONTACT:</b> Caryl Ann Giles  <b>PHONE NUMBER:</b> (931) 489-5791  <b>EMAIL:</b> cgiles@springhilltn.org</p>
<p style="text-align: center;">SUBMIT PROPOSAL/OFFER PRIOR TO:  <b>CLOSING DATE:</b> Wednesday March 2, 2016  <b>CLOSING TIME:</b> 1:00 P.M. (Local Time)</p>	<p style="text-align: center;">SUBMIT TO:  <b>See Section 4.0</b>          VERBAL/FAX/EMAIL NOT ACCEPTED</p>
<p><b>DESCRIPTION:</b></p> <p><b>Work involves preparing surfaces, painting interior, exterior and logo and protecting surroundings of the City's 1.0 MG ground level storage tank located at 199 Town Center Parkway, Spring Hill, TN 37174</b></p>	

Company	Proposal Amount:
1) Preferred Sandblasting & painting	\$ 235,000. <sup>00</sup>
2) Southern Road & Bridge	\$ 365,000. <sup>00</sup>
Alt-	\$ 355,000. <sup>00</sup>
3) Charlie Irwin Painting	\$ 217,000. <sup>00</sup>
Alt Sherwin Williams	\$ 197,000. <sup>00</sup>
4) Worldwide Industries	\$ 209,910. <sup>00</sup>
5) Utilih Service	\$ 274,500. <sup>00</sup>
6) Scott I Enterprises	\$ 158,000. <sup>00</sup>
Alt	\$ 155,000. <sup>00</sup>

- 7) ~~CFH~~ - Huffman Paint      \$ 246,000.<sup>00</sup>  
     ALT: SWP      250,000.<sup>00</sup>
- 8) ~~Deerfield Const~~

**CITY OF SPRING HILL**  
**PROPOSALS RECEIVED**  
**FOR**  
**Painting and Cleaning of City Hall Water Tank**  
**Wednesday, March 2, 2016**  
**1:00 P.M.**

The following proposals were received for the above referenced project:

Name/Company	Email Address
Preferred Sandblasting LLC	
TNEMec mark Goulet	mark@nexgen-cr.com
Robin Bates	COSH
Jim Smith	
Jeremy Vanderferl	
Caryl Giles	
April Goad	

**RESOLUTION 16-28**

**A RESOLUTION TO AUTHORIZE THE PURCHASE OF A SOLAR  
POWERED TANK CIRCULATION SYSTEM FOR THE HARDINS  
LANDING TANK**

**WHEREAS**, to ensure consistent water quality, the City of Spring Hill desires to purchase solar powered water tank circulation equipment for the Hardins Landing tank; and

**WHEREAS**, this will be a sole source purchase: and

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen authorizes the purchase and installation of solar powered tank circulation equipment for Hardins Landing Tank in the amount of \$42,570.00 from Medora Corporation, as recommended by the Budget Finance Advisory Committee on March 7, 2016.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 21<sup>th</sup> day of March 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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



**REQUEST:** *Approval of Resolution 16-28*  
**SUBMITTED BY:** Victor Lay, City Administrator  
Caryl A. Giles, Water Plant, Superintendent  
**DATE:** March 3, 2016  
**RE:** Purchase of Solar Powered Tank Circulation System  
**ATTACHMENTS:** Medora Corporation Sole Source Justification

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**PURPOSE:**

To provide thorough mixing of the water storage tank, reducing water age, stagnation, stratification and short circuiting. Thorough mixing not only helps maintain water quality it also maintains chlorine residuals, bacteriological quality and disinfectant by-products.

**BACKGROUND:**

Buckner Road and Northside Tanks have been equipped with Medora SolarBee solar powered mixers. This will be a single sole source purchase because: vendor is a single sole provider of patented goods. Attached is the justification.

**FINANCIAL IMPACT:**

Total Cost of the SB1250PWc Solar Powered Mixer is \$42,570.00. (\$27,380 for equipment; \$15,190 for delivery and installation) Excess budgeted funding from City Hall painting project can be reallocated for this purchase.

**STAFF RECOMMENDATION:**

Favorable Recommendation

**ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):**

None

## SB1250PWc v18 FEATURES

Technology Description:	Floating, solar powered, circulation equipment for potable water reservoirs. Day/night operation on solar only by utilizing a battery to store excess daytime power for nighttime operation.
Minimum Access Opening / Machine Size/Weight:	Machine can be installed through 24 inch (61 cm) diameter opening in collapsed position. Assembled machine is 10 feet (3.0 meter) in diameter in floating position, weighs 200 pounds (90 kg).
Shipping Size/Weight:	Machine can be crated and shipped in a 4 feet (1.2 m) wide X 6 feet (1.8 m) long X 5 feet (1.5 m) high crate, estimated shipping weight is 500 pounds (225 kg). Hose lengths greater than 40 ft (12m) and pole mount solar panel stands may require additional crating.
Materials of Construction NSF/ANSI Standard 61:	 316 stainless steel construction. Foam-filled high-density polyethylene (HDPE) floats. Thermoplastic rubber intake hose. HDPE strainer. <b>SB1250PWc is NSF/ANSI Standard 61 Certified, includes NSF/ANSI 61, Annex G.</b>
Drive System:	High torque, direct drive (no gearbox), low voltage brushless D.C. motor.
Power Supply/Control System:	Photovoltaic (PV) Solar Panel, Battery and Electronic Controller are mounted on rack outside.
PV Solar Panels	80-watt PV solar panel. Battery storage for day/night operation.
Electronic Controller	Digital, solid-state controller, mounted in weather-tight (NEMA 4X) enclosure with internally fused disconnect. SCADA output through RS-232 Serial Communication (Modbus RTU), DB9 male connection point inside enclosure. Wireless options available, not included.
Wiring	Corrosion-resistant, industrial cord with molded watertight connectors that are indexed to prevent improper wiring. Low voltage in reservoir, less than 36 VDC.
Rotating Assembly:	Removable assembly with easy access to impeller and impeller shaft.
Flotation System:	Three floats in triangular pattern with total float buoyancy of 600 pounds (270 kg).
Fluid Intake Assembly:	Intake hose banded to bottom of structural assembly.
Intake Hose	20 to 100+ feet (6 to 30+ m) available in 8-inch (20 cm) diameter X 20 feet (6 m) sections.
Intake Assembly at Bottom of Hose	Rectangular intake with openings around perimeter.
Chlorine Boosting	Chlorine boost hose, accessible at top of reservoir spans down and connects to intake for fast chlorine dispersion during in-reservoir boosting.
Intake Depth Adjustment	No depth adjustment is necessary for fluctuations in water level. Intake draws water in a horizontal layer within 1 inch (2.5 cm) of the tank or reservoir floor.
Minimum Water Depth:	At depths below 2 feet (0.6 meters), the impeller will be out of the water and the machine will stop circulating water. No damage to machine if ran dry in shallow water.
Accessories Available:	(1) Portable Chlorine Boost System, (2) LED RPM Indicator (3) Supplemental Power Kit, and (4) Wireless SCADA Kit
Life/Maintenance/Warranty:	Expect 25-year life, minimal maintenance. Limited 2-year parts and labor warranty. Limited 25 year photovoltaic module manufacturer performance warranty and 10 year motor warranty.

Patent Pending

Subject to change without notice.

March 3, 2016

Ms. Caryl A. Giles  
Water Plant Superintendent  
Spring Hill Water Plant  
4151 Kedron Road  
Spring Hill, TN 37174

Dear Ms. Giles,

This letter is to certify that the SolarBee Solar-Powered Circulator, Model SB1250PWc v18, potable water mixing equipment, which the City of Spring Hill is considering purchasing, is available only through Medora Corporation of Dickinson, North Dakota.

Medora Corporation is the sole licensee of this technology and exclusive manufacturer of this equipment, which encompasses more than 13 patents, over 50 patent claims, and additional patents pending. A patent list is available: <http://www.medoraco.com/about>. Also, our unique equipment warranty is far longer than any other in the industry:

In addition, the machines come with the following features:

- The circulation equipment shall operate continuously, all day and all night, during seasons including winter.
- 316 Stainless Steel Construction. Foam-filled high-density polyethylene (HDPE) floats.
- NSF/ANSI Standard 61 Listed includes NSF/ANSI 61, ANNEX G.
- Chlorine boost hose, accessible at top of reservoir spans down and connects to intake for fast chlorine dispersion during in-reservoir boosting.
- LED RPM Indicator available at top of tank as an optional item.
- 2-yr machine warranty, that covers parts and labor w/optional extended warranty.
- V18 machines: 10-yr motor warranty (proprietary brushless motor exclusive to Medora Corporation).
- 25-yr solar panel performance warranty.
- Factory Installation Crews trained for: at heights, over water and confined spaces.

The purchase price presented in the open quotation for this equipment is the same price charged to all U.S. agencies, after allowing for small differences in delivery and installation charges based on quantity and mileage differences from the factory.

Sincerely,

  
Joel Bleth, President  
Medora Corporation



The above individual signed this letter in my presence on March 3, 2016. Attested to by  
Kristy Hintz, Notary Public, Stark County, State of North Dakota.

(Notary Seal)

**RESOLUTION 16-29**

**A RESOLUTION TO APPROVE  
CHANGE ORDER NO. 3 FOR FIRE STATION 2**

**WHEREAS**, the Spring Hill Board of Mayor and Aldermen awarded the contract to Baron Construction for the construction for Fire Station 2 on March 17, 2014 ; and

**WHEREAS**, Baron Construction has submitted a change order request for the addition of two (2) roof ventilators over the training room which was extended for fire rating purposes per code requirements.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill, Board of Mayor and Aldermen approves Change Order No. 3 at cost of \$7,085.00.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Change Order Request #3 for  
Fire Station No. 2

**DATE:** March 3, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a change order request #3 for fire station 2.

### **Background:**

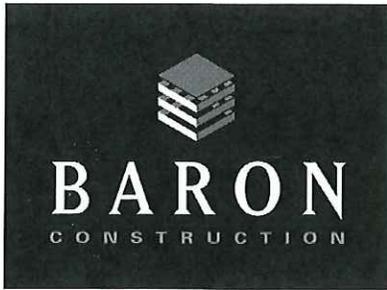
Baron Construction has submitted a change order request #3 for the addition of two roof ventilators over the training room. These are required since the training room wall, located adjacent to the apparatus bay, had to be extended to the underside of the roof for fire rating purposes per code requirements. Once the wall was extended it isolated the roof attic system over the training room which was once joined to the apparatus bay roof attic.

### **Staff Recommendation:**

Staff recommends approval of the proposal.

**SPRING HILL FIRE STATION 2  
REQUEST FOR CHANGES**

<b>RFC</b>	<b>DESCRIPTION</b>	<b>COST</b>	<b>STATUS</b>
1	Replace brick veneer color 1 at the soldier course and at the base courses with General Shale Greystone Velour. Includes a brick ledge above the lower courses.	\$3,160.75	Approved
2	Omit "eyebrow" roof louver on front of building over apparatus bay.	(\$1,400.00)	Approved
3	Omit shower curtains.	(\$ 135.00)	Approved
4	Add exit sign/light in Decon Room.	\$1,222.67	Approved
5	Add insulation to wall between sleeping quarters and kitchen and all of office 105.	\$ 642.28	Approved
6	Add Radon piping as requested by Codes Inspector.	\$ 317.18	Approved
7	Add framing and drywall to construct one hour fire rated walls located above block walls at apparatus bay.	\$14,765.96	Approved
8	Omit kitchen hood with ductwork due to the city hiring with outside vendor/contractor to install a commercial grade stove and hood ventilation system.	(\$2,246.40)	Approved
	<b>Total Change Order No.1</b>	<b>\$16,327.44</b>	<b>Approved 12-15-14 Resolution 14-159</b>
9	Omit interior panel signs for room identification.	(\$ 884.93)	Approved
10	Omit Public Address System due to City hiring installer/vendor. Credit will equal the allowance in the contract.	(\$4,000.00)	Approved
11	Installation of tile at wet walls in rooms 111, 112 and 113 (male restroom, female restroom, and laundry room wet walls). A total of 190 square feet of tile with 120 bullnose pieces behind toilets, urinals and laundry equipment.	\$3,428.83	Approved
12	Additional ceiling insulation to achieve a R-30 rating per Codes Department.	\$5,712.28	Approved
13	Omit portion of the kitchen cabinets for redesign and revised layout	(\$1,470.19)	Approved
	<b>Total Change Order No.2</b>	<b>\$2,785.99</b>	<b>Approved 12-15-14 Resolution 14-159</b>
14	Addition of two roof ventilators over the training room, to be installed on roof curbs to match existing ventilators currently located over the apparatus bay. These ventilators are required since the training room wall, located adjacent to the apparatus bay, had to be extended to the underside of the roof for fire rating purposes per code requirements. Once the wall was extended it isolated the roof attic system over the training room which was once joined to the apparatus bay roof attic.	\$7,085.00	Pending
	<b>Total Change Order No. 3</b>	<b>\$7,085.00</b>	<b>Pending</b>



February 5, 2016

Jerome Dempsey  
Dempsey Dilling & Associates  
502 Hazelwood Drive  
Smyrna, TN 37167

RE: Spring Hill Fire Station #2

Mr. Dempsey:

Patrick Carter called me for the City of Spring Hill to resolve the fire station outstanding issues. I took from the call that if we could resolve the roof ventilators that we could close the project and retainage will be released. He also said that he had recommended that the retainage be released last week on all of the project except for an amount that would cover the roof ventilator open issue. Please confirm that this is in process and when we might receive this payment so that we can pass that information along to subcontractors and suppliers.

Baron Construction received a request from D.D.A. by email on 9-14-15 to install two (2) roof ventilators over the training bay. These ventilators will match those that are currently installed over the west side of the apparatus bay and are of the type previously approved by Wayne Oakley. Please note that D.D.A. never sent written approval and we would request that approval before any new installations. On 9-25-15 we provided a cost proposal of \$7,085.00 to furnish and install two ventilators over the training bay. I believe in subsequent emails I have inadvertently stated that it was three (3) ventilators.

Baron Construction will furnish and install these two ventilators along with three matching ventilators over the living quarters if we are released to do both sets at the same time. We will need a change order or work order to proceed with ordering materials and scheduling the subcontractor. Marion and Green is the roofing subcontractor that will install the ventilators. They inform me that they are currently scheduling 5 to 6 weeks ahead. They will not be able to install these items until approximately March 21, 2016 if released for scheduling early next week.

It is my understanding from the conversation with Patrick Carter that this ventilator installation will satisfy the city on all open issues other than warranty items and this project will be closed.

With this work complete, we request that the remaining portion of the retainage bill be processed and retainage released.

After reviewing comments from Berridge regarding roof penetrations we have determined that 6" round pipe vents could be placed on/in the roof to provide static ventilation that would not affect the warranty. If the placement of 5 of the 6" round vents at each location would suffice, the cost to the city would be reduced from \$7,085 to \$3,000.00. This cost is based on installing 10 vents at a time. If 5 at the training bay and 5 at the living quarters is not enough there would not be nearly as much savings. If this is a method for ventilation that you would like to discuss further please call.

Respectfully,  
Baron Construction, LLC



Paul Henthorn  
Project Manager

CC: Patrick M. Carter, City Attorney

**RESOLUTION 16-30**

**A RESOLUTION TO APPROVE ADDENDUM NO. 3, OF THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH, INC. FOR FIELD SURVEYING, RIGHT OF WAY EXHIBIT DRAWINGS, LEGAL DESCRIPTION UPDATES, RIGHT OF WAY APPRAISALS, RIGHT OF WAY ACQUISITIONS, AND RIGHT OF WAY APPRAISAL REVIEWS FOR DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, Requests for Proposals for this project were received on February 6, 2009, and City Staff were authorized to negotiate a contract with CDM Smith Inc., formerly known as Wilbur Smith Associates for the above referenced project on March 16, 2009, per Resolution 09-13; and

**WHEREAS**, the Board of Mayor and Aldermen for the City of Spring Hill has approved a contract with CDM Smith Inc., formerly known as Wilbur Smith Associates for the Engineering and Design of improvements to Duplex Road (SR 247); and

**WHEREAS**, this project shall be conducted consistent with the requirements of the Tennessee Department of Transportation Locally Managed Program; and

**WHEREAS**, the scope of the Addendum 3, (See attached documentation), is attached to this resolution and consists of right of way acquisition assistance; and

**WHEREAS**, the fee schedule below is as stated in agreement as “Addendum 3”:

<u>SERVICE</u>	<u>Cost</u>
<b><u>Field Survey:</u></b>	
ROW Staking, Slope Lines and Construction Easements On (30) Tracts	
Sub Total	\$ 6,540.32
<b><u>Roadway Design – Additional Tasks</u></b>	
Develop sketches for ROW and Easement staking; Update Legal Descriptions; Generate (4) ROW Exhibits; Revise Plans to Avoid Neighborhood Signs	
Sub Total	\$30,521.77
<b><u>Right of Way Appraisals and Acquisitions</u></b>	
Appraisals, Acquisition, Review Appraisal, and Closing Fees	
Sub Total	\$177,175.00
<b>Total Addendum No. 3 services</b>	<b>\$214,237.09</b>
Original Contracted Amount	\$1,587,627.00
Contract Including Addendum No. 2	\$2,904,919.83
Total Contract Including Addendum No. 3	<b><u>\$3,119,156.92</u></b>

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Mayor and Aldermen approve the cost of Addendum 3, (See Attached Documentation) in the amount of \$214,237.09. Amounts for any additional phase of services shall be brought before the Board of Mayor and Aldermen for approval and ratification of negotiated amounts at future public meetings.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 21<sup>st</sup> day of March, 2016.**

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**SUBJECT:** CDM Smith, Inc. Contract  
Addendum #3

**DATE:** March 2, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a request from CDM Smith, Inc. to increase their contracted amount with the City for services provided for the widening of Duplex Road TDOT project with an Addendum #3.

### **Background:**

The City entered into a contract with CDM Smith, Inc. (formerly Wilbur Smith Associates) in 2009 to provide engineering and design services related to the TDOT project of widening and improvements of Duplex Road. Due to changes in tract ownerships, re-evaluations of slope and construction easements, revisions to the construction plans and the addition of another closing agent (per TDOT's advice), the current contract amount does not sufficiently cover these costs. CDM Smith, Inc. has submitted an Addendum #3 in the amount of \$214,237.09 for approval by BOMA.

### **Staff Recommendation:**

Staff recommends approval of the request.



210 25<sup>th</sup> Avenue North, Suite 1102  
Nashville, Tennessee 37203  
tel: 615-320-3161  
fax: 615-320-6560

February 25, 2016

Mr. Victor Lay, City Administrator  
City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

RE: STP-M-247(9), 60LPLM-F2-019  
SR-247 (Duplex Road)  
From SR-6 to West of I-65  
Maury and Williamson County

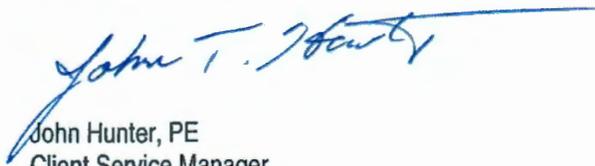
Dear Mr. Lay:

We are pleased to submit this scope and estimate for work on the above referenced project. Additional work is necessary to provide easement staking for the property acquisition negotiations, to update the roadway design plans to minimize impacts to neighborhood signs and to negotiate and acquire right-of-way. Also, previous contract agreements only provided a portion of the compensation that CDM Smith has agreed to pay the review appraiser sub-consultant, so this proposal includes a request for compensation of the remaining amount. The total work order request is for **\$ 214,237.09**. In summary, the requested estimate is distributed as follows:

Tasks	Fees
Field Survey – Easement Staking	\$ 6,540.32
Roadway Design – Additional Tasks	\$ 30,521.77
ROW Appraisals and Acquisitions	\$ 33,900.00
ROW Appraisal Reviews	\$ 85,775.00
ROW Property Closing Fees	\$ 57,500.00
<b>Total</b>	<b>\$ 214,237.09</b>

This estimate for CDM Smith's portion of the work includes our contracted overhead rate of 176.14% for Federally Funded projects with a fee of 13.0% calculated on a multiplier of 2.35. If you have any questions or comments please let us know.

Sincerely,



John Hunter, PE  
Client Service Manager  
CDM Smith Inc.





cc: Dan Allen, P.E. – City of Spring Hill  
Patrick Murray, P.E. – CDM Smith  
Randy Button – Randy Button & Associates  
Ed Adams – Adams & Company Surveyors  
Nancy King Crawford, Attorney at Law

Attachments: Exhibit A – Project Scope  
Exhibit B – Field Survey – Easement Staking Estimate  
Exhibit C – Roadway Design Additional Tasks Estimate  
Exhibit D – ROW Appraisals and Acquisitions Estimate  
Exhibit E – ROW Appraisals Review Documentation  
Exhibit F – ROW Property Closing Fee Estimate

## **Exhibit A Project Scope**

STP-M-247(9), 60LPLM-F2-019  
SR-247 (Duplex Road)  
From SR-6 to West of I-65  
Maury and Williamson County

**February 25, 2016**

CDM Smith is pleased to submit this scope of services for additional work on the above referenced project. Additional work is necessary to provide easement staking for the property acquisition negotiations, to update the roadway design plans to minimize impacts to neighborhood signs and to negotiate and acquire right-of-way. Also, previous contract agreements only provided a portion of the compensation that CDM Smith has agreed to pay the review appraiser sub-consultant, so this proposal includes a request for compensation of the remaining amount.

- ROW and easement staking as requested by ROW acquisition negotiators. This work will be performed by Adams & Company Surveyors. See Exhibit B.
- Development of sketches for ROW and easement staking. This work will be performed by CDM Smith. See Exhibit C.
- Update of legal descriptions and design plans for easement description changes. This work will be performed by CDM Smith. See Exhibit C.
- The development of four (4) right-of-way exhibits. These exhibits were requested by Randy Button & Associates but the exhibits will be generated by CDM Smith. See Exhibit C.
- Revise roadway design plans to avoid neighborhood signs. This work will be performed by CDM Smith. See Exhibit C.
- The appraisal and negotiation fees for one (1) added ROW tract and for re-appraisals and re-negotiations due to property owner changes. This work will be performed by Randy Button & Associates. See Exhibit D.
- The appraisal review fees that have not been included in previous contracts:
  - \$98,500 – Amount in Addendum 1 to the original Professional Services Agreement provided for review appraisals (see Exhibit E-1).
  - \$10,725 - Amount in Addendum 2 to the original Professional Services Agreement provided for review appraisals (see Exhibit E-2).
  - \$109,225 – Total amount provided in Addendums 1 and 2 for review appraisals.
  - \$195,000 – Total amount that CDM Smith has agreed to compensate review appraisers for 200 ROW tracts at \$975 per tract (see Exhibit E-3).
  - \$85,775 – Amount obligated to review appraisers that has not been included in previous Professional Services Agreement addendum.
- The closing fees for fifty (50) ROW tracts. This work will be performed by Nancy King Crawford, Attorney at Law. See Exhibit F.

CDM Smith appreciates the opportunity to continue to support the design and future construction of Duplex Road and provide these design services to the City of Spring Hill. If you have any questions about this proposal, please do not hesitate to contact us. We are ready to initiate this work upon your notice to proceed.

**TENNESSEE DEPARTMENT OF TRANSPORTATION**  
**MANDAY ESTIMATE AND FEE PROPOSAL**

**For Survey Only**

**SR-247 (Duplex Road)**

**From SR-6 (US-31, Main Street) in Spring Hill to 0.11 Miles West of I-65**

**Maury & Williamson County**

**Project Identification Number (PIN): 103169.00**

**General Comments:**  
  
Miscellaneous Staking R-O-W, Slope Lines, Construction Easements on 30 Tracts

**Adams & Company Surveyors, LLC**  
Ed Adams  
1113 Murfreesboro Road, Suite 309A Franklin, TN 37064  
(615) 370-8830  
(615) 370-8845  
[edams@aol.com](mailto:edams@aol.com)

**Prepared By:**  
**Ed Adams**

**Date prepared:**  
**7/23/2015**

**Project No.:**  
**94092-1224-14**



SURVEY MANDAY ESTIMATE

ESTIMATE FOR FIELD SURVEYS

PROJECT DESCRIPTION:

Version 2.24

Route: SR-247 (Duplex Road)  
 Description: From SR-6 (US-31, Main Street) In Spring Hill to 0.11 Miles West of I-65  
 County: Maury & Williamson Prepared By: Ed Adams  
 Consultant: Adams & Company Surveyors, LLC Date Prepared: 7/23/2015  
 Project No.: <00000-0000-00>

TOTAL LENGTH(miles): 0.00  
 OFFICE TRAVEL TIME PER DAY(hrs): 0.00  
 CREW TRAVEL TIME PER DAY(hrs): 0.00



ACTIVITY	PROJECT MANAGER	OFFICE CADD TECH.	PARTY CHIEF	INSTRUMENT MAN	RODMAN	RODMAN	FLAGGER	FLAGGER	Total
	PM	O	P	I	R	R	F	F	
1. Establish & Stake Alignments									
2. Update Survey	0.4	0.4	2.7	2.7	2.7	2.7			11.6
3. Control Traverses									
4. Set Aerial Control									
5. Bench Levels									
6. Develop Digital Terrain Model									
7. R.O.W., Deed & Utility Research									
8. Property Owner Contact									
9. Locate Property & Pres. R.O.W. Lines									
10. Obtain Topo/Verify Aerial									
11. Drainage Surveys (Culverts)									
12. Bridge Surveys (bridge details, stream alignment, topo, profile, flood plain sections, high water, etc.)									
13. Railroad Surveys									
14. Utilities									
15. Stake R.O.W. & Easements									
16. Stake Sounding Holes									
17. Note Reduction & other Calculations									
18. Plot Plan, Profiles, Property Map, Drainage Map, Bridge Survey, Control Point Table, etc.									
19. Supervision									
20. Travel Time (8 HOUR MAN-DAYS)									
<b>TOTALS (8 HOUR MAN-DAYS)</b>	0.4	0.4	2.7	2.7	2.7	2.7			11.6
21. Travel Time (10 HOUR MAN-DAYS)									
<b>TOTALS (ADJ. TO 8 &amp; 10 HR MAN-DAYS)</b>			2.1	2.1	2.1	2.1			9.2
<b>TOTAL CALENDAR DAYS SAVED</b>			0.6	0.6	0.6	0.6			

SURVEY LABOR DIRECT EXPENSES

**SURVEY DIRECT LABOR COST**

PROJECT DESCRIPTION:

ROUTE: SR-247 (Duplex Road)  
 DESCRIPTION: From SR-6 (US-31, Main Street) in Spring Hill to 0.11 Miles West of I-65  
 COUNTY: Maury & Williamson  
 CONSULTANT: Adams & Company Surveyors, LLC  
 TOTAL LENGTH(miles): 0.00

Prepared By: Ed Adams  
 Date Prepared: 7/23/2015



	Abbrv.	Personnel Classification	8 - Hr Man-Days	10 - Hr Man-Days	Approved Hours	Rate Per Hr	Direct Labor	* Premium
1	PM	PROJECT MANAGER	0.4		8.0	\$ 39.16	\$ 125.31	
2	O	OFFICE CADD TECH.	0.4		8.0	\$ 35.00	\$ 112.00	
3	P	PARTY CHIEF	2.7	2.1	10.0	\$ 31.44	\$ 660.24	\$ -
4	I	INSTR. MAN	2.7	2.1	10.0	\$ 19.20	\$ 403.20	\$ -
5	R	RODMAN	2.7	2.1	10.0	\$ 15.00	\$ 315.00	\$ -
6	R	RODMAN	2.7	2.1	10.0	\$ 15.00	\$ 315.00	\$ -
7	F	FLAGGER	0.0	0.0	10.0	\$ 12.00	\$ -	\$ -
8	F	FLAGGER	0.0	0.0	10.0	\$ 12.00	\$ -	\$ -
		TOTALS	11.6	8.4			\$ 1,930.75	\$ -
		TOTALS (Combined 8 & 10 Hour Days)		9.2				

Average Direct Labor Cost Per (Combined 8 - Hour & 10 - Hour) Man-Day	\$ 209.86
Modified 8 - Hour Labor Cost Per Man-Day	\$ 170.86

\* Premium Labor is only eligible if the survey crew works greater than a 40 hour work week.

Version 2.24

SURVEY LABOR DIRECT EXPENSES

Version 2.24

SURVEY DIRECT EXPENSES					
<b>PROJECT DESCRIPTION:</b> ROUTE: SR-247 (Duplex Road) DESCRIPTION: From SR-6 (US-31, Main Street) in Spring Hill to 0.11 Miles West of I-65 COUNTY: Maury & Williamson CONSULTANT: Adams & Company Surveyors. TOTAL LENGTH(miles): 0.00					
				Prepared By: Ed Adams	
				Date Prepared: 7/23/2015	
				Project No.: <00000-0000-00>	
				<b>Item Subtotal</b>	<b>Item Total Cost</b>
<b>Reproduction Costs</b>					
	Item Description	Number / Unit	Unit Price		
	Xerographic Bond	0	\$ 49.04	\$ -	
	Blueline Fullsize	0	\$ 0.25	\$ -	
	Photo-Copies	0	\$ 0.25	\$ -	
	Deeds	0	\$ 0.50	\$ -	
				<b>Subtotal</b>	<b>\$ -</b>
<b>Travel</b>					
<b>Survey Crew Travel Calculations</b>					
From: _____					
To: _____					
	Number of Trips	No. of Miles/No. of People	* RATE		
Travel Day Per Diem	1.00 Man-Days	X 0.00 People X	\$ 0.00 Per Day	\$ -	
Non Travel Day Per Diem	2.00 Man-Days	X 0.00 People X	\$ 0.00 Per Day	\$ -	
Transportation	3.00 Man-Days	X 0.00 Miles X	\$ 0.47 Per Mile	\$ -	
Lodging	2.00 Nights	X 0.00 People X	\$ 0.00 Per Person	\$ -	
				<b>Subtotal</b>	<b>\$ -</b>
<b>Office Personnel Travel Calculations</b>					
From: _____					
To: _____					
	Number of Trips	No. of Miles/No. of People	* RATE		
Travel Day Per Diem	0.00 Man-Days	X 0.00 People X	\$ 0.00 Per Day	\$ -	
Non Travel Day Per Diem	0.00 Man-Days	X 0.00 People X	\$ 0.00 Per Day	\$ -	
Transportation	0.00 Round Trips	X 0.00 Miles X	\$ 0.47 Per Mile	\$ -	
Lodging	0.00 Nights	X 0.00 People X	\$ 0.00 Per Person	\$ -	
				<b>Subtotal</b>	<b>\$ -</b>
<b>Other Expenses</b>					
	Item Description	Number / Unit	Unit Price		
	FIELD BOOK	0	\$ 6.55	\$ -	
	PK NAILS	0	\$ 12.99	\$ -	
	PAINT	3	\$ 4.00	\$ 12.00	
	FLAGGING	3	\$ 1.00	\$ 3.00	
	STAKES (BUNDLES)	2	\$ 25.00	\$ 50.00	
		0	\$ -	\$ -	
		0	\$ -	\$ -	
				<b>Subtotal</b>	<b>\$ 65.00</b>
<b>TOTAL DIRECT EXPENSES</b>					<b>\$ 65.00</b>

\* Rate must agree with most current State of Tennessee travel regulations.  
 First and last day of travel must be at the 75% Per Diem Rate.

FEE PROPOSAL

<b>FEE PROPOSAL</b>							
ROUTE:	SR-247 (Duplex Road)	Project No.:	<00000-0000-00>				
DESCRIPTION:	From SR-6 (US-31, Main Street) in Spring Hill to G	PIN No.:	<000000.00>				
COUNTY:	Maury & Williamson						
CONSULTANT:	Adams & Company Surveyors, LLC						
Prepared By:	Ed Adams						
Date Prepared:	7/23/2015						
<b>COMPLETE SURVEY SHEETS FIRST IF SURVEY IS INCLUDED IN THE CONTRACT. PROCEED WITH FEE PROPOSAL IF SURVEY IS NOT INCLUDED.</b>							
This sheet computes percent net fee and performs fee proposal calculations for each phase of the project and total project.							
Enter the appropriate overhead rate & fill in shaded boxes that apply for each phase.							
						Version 2.24	
<b>Data For Fee Calculations</b>							
Overhead Rate =		2.0482 **					
** (State Project Maximum overhead rate = 1.45)							
** (Federal Project Maximum overhead rate per External Audit Report)							
Design Direct Labor =	\$ -						
Survey Direct Labor =	\$ 1,930.75						
Total Direct Labor =	\$ 1,930.75						
Cost for net fee basis =	\$ 5,885.32 *		NOTE: Net Fee for Supplements shall be the same				
Net Fee = (Rounded to Nearest Tenth)	13.0% *		as the original contract. It may be necessary to modify net fee calculated on supplement requests.				
* Net fee is based on cost of contract not including direct cost and net fee as follows:							
Survey & Design / Design Only Rates			Survey Only Rates				
\$ 0 - \$ 100,000 =	13.0%	\$ 0 - \$ 50,000 =	13.0%				
\$ 100,000 - \$ 500,000 =	12.5%	\$ 50,000 - \$ 200,000 =	12.5%				
> \$ 500,000 =	12.0%	> \$ 200,000 =	12.0%				
(Place X in adjacent box to remove instructions prior to printing.)							
<b>SURVEYS</b>							
				COST FOR	COST FOR	SAVINGS FOR	
				10 - Hr Days	8-HR DAY	10 - Hr Days	
1	Direct Labor	=	\$ 1,930.75	\$ 1,979.14	\$ 48.38		
2	Overhead	(Overhead Rate = 2.0482 )	=	\$ 3,954.57	\$ 4,053.67	\$ 99.10	
	(Overhead rate X direct labor)						
3	<b>Subtotal 1 + 2</b>	=	\$ 5,885.32	\$ 6,032.81	\$ 147.49		
4	Net Fee =	13.0%	(Rounded to nearest \$10.)	=	\$ 590.00	\$ 604.63	\$ 14.63
	(Direct labor X 2.35 X 0.NF)						
5	<b>Subtotal 3 + 4</b>	=	\$ 6,475.32	\$ 6,637.44	\$ 162.12		
6	Direct Expense	=	\$ 65.00	\$ 65.00	\$ -		
7	Premium Labor	=	\$ -	\$ -	\$ -		
	(Premium Labor is only eligible if the survey crew works greater than a 40 hour work week.)						
8	<b>Total Survey</b>	=	\$ 6,540.32	\$ 6,702.44	\$ 162.12		
	(Total 5 + 6 + 7)						

FEE PROPOSAL SUMMARY

FEE PROPOSAL SUMMARY

ROUTE: SR-247 (Duplex Road) Project No.: <00000-0000-00>  
 DESCRIPTION: From SR-6 (US-31, Main Street) in Spring PIN No.: <000000.00>  
 COUNTY: Maury & Williamson  
 CONSULTANT: Adams & Company Surveyors, LLC  
 Prepared By: Ed Adams



Date Prepared: 7/23/2015  
 mark the appropriate box below an values for the initial ceiling will be calculated.

Version 2.24

Survey Fee Proposal Summary								
	Direct Labor	Overhead	Subtotal Direct Labor & Overhead	Net Fee	Subtotal Direct Labor, Overhead, & Net Fee	Direct Expense	Premium Labor	Total Phase
SURVEY	\$ 1,930.75	\$ 3,954.57	\$ 5,885.32	\$ 590.00	\$ 6,475.32	\$ 65.00	\$ -	\$ 6,540.32

Design Fee Proposal Summary								
	Direct Labor	Overhead	Subtotal Direct Labor & Overhead	Net Fee	Subtotal Direct Labor, Overhead, & Net Fee	Direct Expense	Premium Labor	Total Phase
PRELIMINARY PLANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RIGHT-OF-WAY PLANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Preliminary & Right-of-Way Plans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONSTRUCTION PLANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Preliminary, R.O.W., & Construction Plans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Survey &amp; Design</b>	<b>\$ 1,930.75</b>	<b>\$ 3,954.57</b>	<b>\$ 5,885.32</b>	<b>\$ 590.00</b>	<b>\$ 6,475.32</b>	<b>\$ 65.00</b>	<b>\$ -</b>	<b>\$ 6,540.32</b>

(Place a X in appropriate box indicating the point of the initial contract ceiling. Only one (1) block should have an X placed.)  
 (Note: (Survey thru Const. Plans) can be checked if no initial contract ceiling is to be set.)

- Survey
- Survey thru Prel. Plans
- Survey thru R.O.W. Plans
- Survey thru Const. Plans
- Prel. Plans
- Prel & R.O.W. Plans
- Prel. Thru Const. Plans

INITIAL CONTRACT CEILING								
	Direct Labor	Overhead	Subtotal Direct Labor & Overhead	Net Fee	Subtotal Direct Labor, Overhead, & Net Fee	Direct Expense	Premium Labor	Total Ceiling
Contract will initially be authorized for:								

(Place X in adjacent box to remove instructions prior to printing.)

**EXHIBIT C  
ROADWAY DESIGN, ADDITIONAL  
PROJECT DEVELOPMENT TASKS**

**REGION 3  
MAURY AND WILLIAMSON COUNTY  
STP-M-247(9), 60LPLM-F2-019  
SR-247 (Duplex Road)  
From SR-6 to West of I-65**

2/11/2016

PROJECT DEVELOPMENT TASKS	HOURS PER PERSONNEL CLASS				
	Proj. Mgr.	Senior Rdwy. Eng.	Design Engineer	CADD Technician	Survey Mgr. (RLS)
Develop Sketches for ROW and Easement Staking (30 ROW Tracts)	15				
Update Legal Descriptions with Applicable Plan Changes	5		48.5	14.5	12
Generate ROW Exhibits (4)					25
Revise Plans to Avoid Neighborhood Signs	48	36	21.5	20	8
<b>HOURS PER CLASSIFICATION</b>	<b>68</b>	<b>36</b>	<b>70</b>	<b>34.5</b>	<b>45</b>
<b>MANDAYS</b>	<b>8.5</b>	<b>4.5</b>	<b>8.8</b>	<b>4.3</b>	<b>5.6</b>
<b>TOTAL HOURS</b>	<b>253.5</b>				
<b>TOTAL DAYS</b>	<b>31.7</b>				

DIRECT (LABOR)	RATE		HOURS		LABOR
Project Manager	\$ 52.57	x	68	=	\$ 3,574.76
Senior Roadway Engineer	\$ 43.42	x	36	=	\$ 1,563.12
Design Engineer	\$ 30.39	x	70	=	\$ 2,127.30
CADD Technician	\$ 22.17	x	34.5	=	\$ 764.87
Survey Manager (RLS)	\$ 42.71	x	45	=	\$ 1,921.95
<b>LABOR =</b>					<b>\$ 9,952.00</b>

OVERHEAD (DL x 1.7614)					
	\$ 9,952.00		X	176.14%	\$ 17,529.44

FEE (DL x 2.35 x 13.0%)						
\$	9,952.00	X	2.35	X	13.0%	\$ 3,040.33

DIRECT EXPENSES					
Mileage			X	0.540	\$ -
Printing (Half-size Bond)			X	0.25	\$ -
Lodging			X	142.61	\$ -
Per Diem			X	49.5	\$ -
Postage/Shipping					\$ -
<b>DIRECT EXPENSES =</b>					<b>\$ -</b>

**FINAL DESIGN = \$ 30,521.77**

# Randy Button & Associates, Inc.

*Real Estate Appraisers & Consultants*

January 25, 2016

Patrick Murray, PE, CPESC  
Project Manager  
CDM Smith  
210 25<sup>th</sup> Avenue North, Suite 1102  
Nashville, TN 37203

Re: ROW Appraisal & Acquisition – Update Appraisals and Re-Negotiations  
Spring Hill Duplex Road Project

Dear Mr. Murray:

As requested, I have prepared the following fee estimate for additional work associated with the addition of Tract 155, updating appraisals due to plan changes or property owners selling their tracts, and re-negotiating of offers as a result of the aforementioned circumstances. To date we have experienced six (6) re-negotiations and five are anticipated for 2016, and (8) properties have sold after completion of appraisals in 2015 and this same number is anticipated for 2016.

My fee proposal for the listed tracts is as follows:

Appraisal of new Tract 155	=	\$ 2,100.00
Negotiation of new Tract 155	=	800.00
17 re-appraisals @ \$1,111.75 average per tract	=	18,900.00
6 re-negotiations @ \$300.00 each	=	1,800.00
8 anticipated re-appraisals @ \$1,100 each	=	8,800.00
5 anticipated re-negotiations @ \$800.00 each	=	<u>1,500.00</u>
<b>Total for Additional Tracts</b>	=	<b>\$ 33,900.00</b>

Thanks for the opportunity to provide this service and don't hesitate to contact me if further information is needed.

Respectively Submitted,



Randy Button, MAI, SRA, AI-GRS  
State Certified General Real Estate Appraiser CG-3

This is EXHIBIT C, referred to in and part of the Addendum No. 1 to Professional Services Agreement.

**Notice to Proceed Schedule**

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*Following is a schedule indicating when each scope item should be initiated by the City in the form of a Notice to Proceed to Consultant. Consultant will not begin services prior to receipt of Notice to Proceed from City.*

**NOTICE TO PROCEED UPON EXECUTION OF ADDENDUM NO. 1**

<b><u>SERVICE</u></b>	<b><u>Cost</u></b>
<b>TASK 1: FIELD SURVEY</b>	
a) Field Work	\$26,300.00
c) Updated Property Owner/Deed Search	\$18,700.00
<b>TASK 2: BOX CULVERT DESIGN AND NEPA DOCUMENT REVISIONS</b>	
a) Plans Revisions	\$18,500.00
b) NEPA Categorical Exclusion Revision	\$7,100.00
	<hr/>
<b>SUBTOTAL</b>	<b>\$70,600.00</b>

**NOTICE TO PROCEED UPON TDOT APPROVAL OF RIGHT OF WAY PLANS**

<b><u>SERVICE</u></b>	<b><u>Cost</u></b>
<b>TASK 1: FIELD SURVEY</b>	
b) Right-of-Way Staking	\$49,600.00
<b>TASK 2: RIGHT OF WAY ACQUISITION ASSISTANCE</b>	
a) Appraisal, Acquisition, Relocation Assistance	\$729,500.00
b) Review Appraisal	\$98,500.00
c) Title Services	\$189,000.00
d) Legal Descriptions	\$88,000.00
	<hr/>
<b>SUBTOTAL</b>	<b>\$1,154,600.00</b>
<b>TOTAL</b>	<b>\$1,225,200.00</b>



210 25<sup>th</sup> Avenue North, Suite 1102  
Nashville, Tennessee 37203  
tel: 615-320-3161  
fax: 615-320-6560

April 16, 2015

Mr. Victor Lay, City Administrator  
City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

RE: STP-M-247(9), 60LPLM-F2-019  
SR-247 (Duplex Road)  
From SR-6 to West of I-65  
Maury and Williamson County

Dear Mr. Lay:

We are pleased to submit this scope and estimate for work on the above referenced project. Changes along the project corridor have increased the number of properties from which right-of-way will be acquired and altered the topography adjacent to the road. The additional work will be necessary to update the topographic survey and appraise and acquire right-of-way from the additional properties affected by the project. The total work order request is for \$ 92,092.83. In summary, the requested estimate is distributed as follows:

Tasks	Fees
Field Survey Update	\$ 20,683.06
Process Field Survey, ROW Exhibit Drawings and Legal Description Updates	\$ 24,284.77
ROW Appraisals and Acquisitions	\$ 36,400.00
ROW Appraisal Reviews	\$ 10,725.00
<b>Total</b>	<b>\$ 92,092.83</b>

This estimate for CDM Smith's portion of the work includes our contracted overhead rate of 176.14% for Federally Funded projects with a fee of 13.0% calculated on a multiplier of 2.35. If you have any questions or comments please let us know.

Sincerely,

John Hunter, PE  
Client Service Manager  
CDM Smith Inc.



# STANDIFER & ASSOCIATES, INC.

*Real Estate Appraisers & Consultants*

101 Southeast Parkway Court  
Suite 130  
Franklin, TN 37064

615/371-9910  
615/371-8099 Fax  
[gstandifer@comcast.net](mailto:gstandifer@comcast.net)

March 13, 2015

Patrick Murray, PE, SPESC  
Project Manager  
CDM Smith  
210 25<sup>th</sup> Avenue North, Suite 1102  
Nashville, TN 37203

Re: Appraisal Review Reports and Form 2s – Additional Tracts  
Spring Hill Duplex Road Project

Dear Mr. Murray:

As requested, I have prepared the following fee estimate for additional tracts which were added since my original proposal submitted in 2014. The addition of 11 tracts will require additional fees. The additional tracts include:

Tracts 267, 268, 269, 270, 271, 272, 273, 274, 275, 276 & 277

My fee proposal for the listed tracts is as follows:

11 Appraisal Reviews and Form 2 @ \$975 = \$10,725.00

Total for Additional Tracts = \$10,725

Thanks for the opportunity to provide this service and don't hesitate to contact me if further information is needed.

Respectfully submitted,

Sincerely,

**STANDIFER & ASSOCIATES, INC.**



Gary R. Standifer, MAI, CCIM

GRS:da

**EXHIBIT A TO AGREEMENT  
BETWEEN  
ENGINEER AND SUBCONTRACTOR  
FOR  
PROFESSIONAL SERVICES**

**DESCRIPTION OF BASIC SUBCONTRACTOR SERVICES AND RELATED MATTERS**

This is an exhibit attached to and made a part of and incorporated by reference into the Agreement dated September 17, 2014, between CDM Smith Inc. (CDM Smith) (ENGINEER) and Standifer & Associates, INC. (SUBCONTRACTOR) for professional services.

1. SUBCONTRACTOR shall provide for ENGINEER under Article 1 of the Agreement, the following Basic Services in accordance with the terms and conditions of the Agreement:

Without exception, all services provided are to be in accordance with TDOT policy and procedures for federally funded projects. Each service will be administered utilizing the necessary forms and documentation to meet current TDOT standards. All professionals assigned to this project meet or exceed the necessary professional requirements for the services rendered. The scope of services includes the following for up to 189 tracts:

SUBCONTRACTOR will provide review appraisal services. The Uniform Act requires that a qualified review appraiser examine the real property appraisal to ensure that it meets the appraisal requirements established by the Uniform Act, the Uniform Standards of Professional Appraisal Practice (USPAP), and the Tennessee Eminent Domain Law. The review appraiser delivers a report on each property and identifies each appraisal report as one of the following:

- Recommended as the basis for the establishment of the amount believed to be just compensation;
- Accepted (meets all of the requirements but is not selected as recommended or approved); or
- Not accepted.

Review appraisers must be licensed and possess a licensing status within the scope of the review appraisal assignment similar to that outlined above for appraisers.

2. The time periods for the performance of SUBCONTRACTOR's services are as follows:

Twelve Months.

3. Compensation for services of principals and employees of SUBCONTRACTOR rendered pursuant to Article 1 will be on the following basis:

The services under this contract shall be billed in increments as services are performed based on a total fee of \$975 per review appraisal. Based on 189 total tracts currently identified the total contract amount is established as a not to exceed amount of \$184,275.

**STANDIFER & ASSOCIATES, INC.**

*Real Estate Appraisers & Consultants*

101 Southeast Parkway Court  
Suite 130  
Franklin, TN 37064

615/371-9910  
615/371-8099 Fax  
[gstandifer.tn@gmail.com](mailto:gstandifer.tn@gmail.com)

July 21, 2014

Mr. Robby Dickenson  
CDM Smith  
830 Crescent Centre Drive, Suite 400  
Franklin, TN 37076

Re: City of Spring Hill Duplex Road Right-of-Way Acquisition Project

Dear Mr. Dickerson:

I appreciate the opportunity to provide you a fee quote for the above referenced project. This proposal is to provide appraisal review services.

All appraisal reviews will be in compliance with USPAP, The Uniform Act & TDOT guidelines for appraisers. It is my understating this is a federally funded project. In addition to the appraisal review reports, I will provide an Approved Recommendation of Offer on Form 2, as required by TDOT. My proposed fee shall be \$975 per tract. This includes appraisal review report in TDOT format, as well as the Form 2 to accompany the appraisal review with recommendation for just compensation.

Any subsequent revised reviews and/or revised Form 2s shall be billed at a rate per parcel of \$150 - \$500. This amount will depend on the level of complication and scope of work required for any subsequent changes. This fee per tract will be in effect for a term of nine (9) months from the date of the original appraisal report. After appraisals are in excess of nine (9) months old, the appraisal will require updating to a current date of valuation. This agreement for appraisal review services does not extend beyond the time frames as stated in this proposal letter.

Both parties may end this agreement with thirty (30) days written notice. All appraisal review work in process will be completed and submitted subject to this agreement.

If you have any questions or desire additional information, please advise.

Respectfully submitted,

**STANDIFER & ASSOCIATES, INC.**



Gary R. Standifer, MAI, CCIM

NANCY KING CRAWFORD  
ATTORNEY AT LAW  
1929 21ST AVENUE SOUTH  
NASHVILLE, TENNESSEE 37212-3801

(615) 292-2331  
nk Crawford@crawfordls.com

February 10, 2016  
Revised Proposal

FAX (615) 383-9871

Mr. Patrick Murray  
CDM Smith  
210 25th Avenue North  
Nashville, Tennessee 37203

Re: Request for Proposal - State Route 247 (Duplex Road) Williamson/Maury  
County, TN 50 Tracts initial scope

Dear Mr. Murray:

Thank you for the opportunity to submit this proposal for the captioned project.  
My fees per tract are as follows:

Title Update, Warranty Deed/Easement preparation from legal description of acquisition area provided,  
and Closing Fee for standard closing: \$650.00

Expenses reimbursed at actual costs include lender review/processing fee (\$0.00 - \$500.00), and  
instrument recording costs with Register of Deeds.

Direct expenses per tract not to exceed \$500.00 per tract.

The proposed initial contract ceiling is \$57,500.00.

We discussed that some tracts have ownership complexities. For example, multiple family members who  
live in different States may own a tract; the property owner may be incarcerated; the owner of record may  
have died and Estate activity has not been initiated or may be incomplete. In cases such as these, our  
closing fee would be increased commensurate with work required.

Some property owners have one or more mortgages, judgment liens or tax liens. Working through these  
encumbrances to provide clear title with necessary Partial Release or Consent to Easement would result in  
additional charges as well.

These proposal numbers are based on telephone conversations and the ROW Plans disk you provided. I  
have not had the opportunity to review the Engagement Contract. There may be contract requirements  
which would cause me to alter this proposal.

I have performed title and closing services for TDOT in several middle Tennessee counties since I opened  
my private law practice twenty-one years ago. Prior to that, I was an attorney for TDOT and last served  
as Assistant General Counsel in the Headquarters Office. We have encountered myriad situations and take  
pride in results. We consider ourselves to be goodwill ambassadors for the government that is acquiring  
rights-of-way and emphasize courtesy and respectful, personal attention. I look forward to the  
opportunity to work with you.

Best regards,



Nancy King Crawford

**RESOLUTION 16-31**

**A RESOLUTION TO AUTHORIZE THE AGREED DISMISSAL OF THE WILLIAMSON COUNTY, TENNESSEE, CHANCERY COURT LAWSUIT STYLED *H. B. & T. S. UTILITY DISTRICT OF WILLIAMSON COUNTY, TENNESSEE v. TOWN OF SPRING HILL, TENNESSEE*, CASE No. 33612**

**WHEREAS**, the City of Spring, Tennessee (“the City”), has been involved in litigation in the Chancery Court of Williamson County, Tennessee, in the matter styled *H. B. & T. S. Utility District of Williamson County, Tennessee v. Town of Spring Hill, Tennessee*, Case No. 33612 as the defendant; and

**WHEREAS**, the matter has been resolved between the parties and should be dismissed without prejudice.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen (“BOMA”) authorizes the agreed upon dismissal of the above-referenced matter and all necessary and related actions to effectuate said dismissal.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of March, 2016.

---

Rick Graham, Mayor

ATTEST:

---

April Goad, City Recorder

LEGAL FORM APPROVED:

---

Patrick Carter, City Attorney

**RESOLUTION 16-32**

**A RESOLUTION OF SUPPORT FOR ENHANCED, SUSTAINABLE FUNDING FOR TRANSPORTATION NEEDS FOR THE STATE OF TENNESSEE AND FOR LOCAL COMMUNITIES**

**WHEREAS**, transportation in its many forms is the backbone for the economic vitality and quality of life for communities across the State of Tennessee; and

**WHEREAS**, maintaining our vital transportation infrastructure is a critical role shared by federal, state, and local governments; and

**WHEREAS**, the transportation needs of the State of Tennessee and Tennessee communities require more than a one-time allocation of resources; and

**WHEREAS**, the State of Tennessee's funding structure for transportation has not been modified in over a quarter of a century while inflationary pressures and improved vehicle fuel efficiency have lessened the capacity of existing funding sources; and

**WHEREAS**, the State of Tennessee has an opportunity to show leadership in partnering with communities across the state in meeting critical transportation needs through providing much needed planning and sustainable funding assistance;

**NOW THEREFORE, BE IT RESOLVED** by the City of Spring Hill, Tennessee that Governor Haslam and the Tennessee General Assembly is urged to take action regarding transportation funding that incorporates the following key components:

1. Identify additional, ongoing State funding for transportation needs that incorporates a mechanism to keep pace with future inflation.
2. Ensure that the Tennessee Department of Transportation continues have the discretion to select transportation projects working collaboratively with local communities.
3. Allow for a local option for dedicated revenue to fund local transportation and transit initiatives

Passed and adopted on this 21<sup>st</sup> day of March, 2016.

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

ATTEST:

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

LEGAL FORM APPROVED:

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

## **RESOLUTION 16-33**

A RESOLUTION AUTHORIZING THE ISSUANCE OF INTEREST BEARING GENERAL OBLIGATION WATER AND SEWER IMPROVEMENT CAPITAL OUTLAY NOTES OF THE CITY OF SPRING HILL, TENNESSEE, IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED THREE MILLION DOLLARS (\$3,000,000); MAKING PROVISION FOR THE ISSUANCE, SALE AND PAYMENT OF SAID NOTES, ESTABLISHING THE TERMS THEREOF AND THE DISPOSITION OF PROCEEDS THEREFROM; AND PROVIDING FOR THE LEVY OF TAX FOR THE PAYMENT OF PRINCIPAL THEREOF AND INTEREST THEREON.

WHEREAS, pursuant to authority granted by Sections 9-21-101 et seq., Tennessee Code Annotated, subject to the approval of the State Director of State and Local Finance, local governments in Tennessee are authorized to issue interest bearing capital outlay notes for all local governments purposes for which general obligation bonds can be legally authorized and issued for a period of not to exceed three (3) years except as the same may be legally extended; and

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee (the "Municipality") has determined that it is necessary and desirable to issue not to exceed \$3,000,000 in aggregate principal amount of capital outlay notes to provide funds for the purpose of (i) acquisition, construction and installation of water tanks and water and sewer distribution lines and upgrades and enlargements of existing lines within the Municipality; (ii) acquisition of all property, real and personal appurtenant to the foregoing; (iii) payment of legal, fiscal, administrative, architectural and engineering costs incident to the foregoing (the "Projects"); (iv) reimbursement for funds previously expended for the Projects costs, if any; and (v) the payment of costs incident to the issuance and sale of the Notes authorized herein; and

WHEREAS, it appears to the Board of Mayor and Aldermen of the Municipality that it will be advantageous to the Municipality to issue not to exceed \$3,000,000 in aggregate principal amount of capital outlay notes for said purposes; and

WHEREAS, it is the intention of the Board of Mayor and Aldermen of the Municipality to adopt this resolution for the purpose of authorizing such notes, establishing the terms thereof, providing for the issuance, sale and payment of the notes and disposition of proceeds therefrom, and providing for the levy of a tax for the payment of principal thereof and interest thereon.

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

Section 1. Authority. The notes authorized by this resolution are issued pursuant to Sections 9-21-101 et seq., Tennessee Code Annotated, and other applicable provisions of law.

Section 2. Definitions. The following terms shall have the following meanings in this resolution unless the text expressly or by necessary implication requires otherwise:

(a) “Code” shall mean the Internal Revenue Code of 1986, as amended, and all regulations promulgated or proposed thereunder;

(b) “Governing Body” shall mean the Board of Mayor and Aldermen of the Municipality;

(c) “Municipality” shall mean the City of Spring Hill, Tennessee;

(d) “Notes” shall mean the not to exceed \$3,000,000 General Obligation Water and Sewer Improvement Capital Outlay Notes, Series 2016 of the Municipality, to be dated the date of issuance, or having such other designation or such other dated date as shall be determined by the Mayor, authorized to be issued by this resolution;

(e) “Projects” shall mean (i) acquisition, construction and installation of water tanks and water and sewer distribution lines and upgrades and enlargements of existing lines within the Municipality; (ii) acquisition of all property, real and personal appurtenant to the foregoing; (iii) payment of legal, fiscal, administrative, architectural and engineering costs incident to the foregoing; and

(f) “Registration Agent” shall mean the City Recorder who shall serve as registration and paying agent or any successor registration agent and paying agent appointed by the Governing Body.

Section 3. Authorization and Terms of the Notes. (a) For the purpose of funding the Projects and reimbursing the Municipality for funds previously expended for Project costs, if any, subject to the adjustments permitted pursuant to Section 7 hereof, including the costs incident to the issuance and sale of the Notes as more fully set forth in Section 7 hereof, there are hereby authorized to be issued interest bearing capital outlay notes of the Municipality, in certificated form, in an aggregate principal amount of not to exceed \$3,000,000. Subject to the adjustments permitted in Section 7 hereof, the Notes shall be issued in one or more emissions, in fully registered form, without coupons, shall be known as “General Obligation Water And Sewer Improvement Capital Outlay Notes, Series 2016” and shall be dated the date of issuance, or having such other designation or such other dated date as shall be determined by the Mayor; and shall bear interest at a rate or rates not to exceed four percent (4.00%) per annum, payable, subject to the adjustments permitted pursuant to Section 7 hereof, semi-annually on April 1 and October 1 until the Notes mature or are redeemed, commencing October 1, 2016. The Notes shall be issued initially in \$5,000 denominations or integral multiples thereof, as shall be requested by the original purchaser thereof. Subject to the adjustments permitted by Section 7 hereof, the Notes shall mature serially or be subject to mandatory redemption and be payable on April 1 of each year in such manner that will retire not less than one ninth (1/9) or the original principal amount of the Notes but in no event shall the Notes mature later than the end of the third fiscal year following the fiscal year in which the Notes are issued provided, that, with the approval of the State Director of State and Local Finance, the maturity of the Notes may be extended or renewed for not more than two (2) additional periods not exceeding three (3) years each and periodic retirement may not be required. Subject to the adjustments permitted by Section 7 hereof, the Notes shall be subject to redemption prior to maturity at the option of the Municipality, as a whole or in part, at any time at the redemption price of par plus accrued

interest to the redemption date. If less than all the Notes shall be called for redemption, the maturities to be redeemed shall be designated by the Governing Body, in its discretion, and, if less than all of the Notes of a maturity shall be called for redemption, the Notes within the maturity to be redeemed shall be selected by the Registration Agent by lot or such other random manner as the Registration Agent in its discretion shall determine.

(c) Pursuant In Section 7 hereof, the Mayor is authorized to sell the Notes, or any maturities thereof, as term notes (“Term Notes”) with mandatory redemption requirements as determined by the Mayor, In the event any or all the Notes are sold as Term Notes, the Municipality shall redeem Term Notes on redemption dates in aggregate principal amounts equal to the maturity amounts determined by the Mayor at a price of par plus accrued interest thereon to the date of redemption. The Term Notes to be redeemed within a single maturity shall be selected in the manner described in subsection (b) above.

At its option, to be exercised on or before the forty-fifth (45th) day next preceding any such mandatory redemption date, the Municipality may (i) deliver to the Registration Agent for cancellation Notes to be redeemed, in any aggregate principal amount desired, and/or (ii) receive a credit in respect of its redemption obligation under this mandatory redemption provision for any Notes of the maturity to be redeemed which prior to said date have been purchased or redeemed (otherwise than through the operation of a mandatory sinking fund redemption provision) and canceled by the Registration Agent and not theretofore applied as a credit against any redemption obligation under this mandatory sinking fund provision. Each Note so delivered or previously purchased or redeemed shall be credited by the Registration Agent at 100% or the principal amount thereof on the obligation of the Municipality on such payment date and any excess shall be credited on future redemption obligations in chronological order, and the principal amount of Notes to be redeemed by operation of this mandatory sinking fund provision shall be accordingly reduced. The Municipality shall on or before the forty-fifth (45th) day next preceding each payment date furnish the Registration Agent with its certificate indicating whether or not and to what extent the provisions of clauses (i) and (ii) of this subsection are to be availed of with respect to such payment and confirm that funds for the balance of the next succeeding prescribed payment will be paid on or before the next succeeding payment date.

(d) Notice of call for redemption, whether optional or mandatory, shall be given by the Registration Agent on behalf of the Municipality not less than thirty (30) nor more than sixty (60) days prior to the date fixed for redemption by sending an appropriate notice to the registered owners of the Notes to be redeemed by first-class mail, postage prepaid, at the addresses shown on the Note registration records of the Registration Agent as of the date of the notice; but neither failure to mail such notice nor any defect in any such notice so mailed shall affect the sufficiency of the proceedings for redemption of any of the Notes for which proper notice was given. The Registration Agent shall mail said notices as and when directed by the Municipality pursuant to written instructions from an authorized representative of the Municipality (other than for a mandatory sinking fund redemption, notices of which shall be given on the dates determined by the Mayor) given at least forty-five (45) days prior to the redemption date (unless a shorter notice period shall be satisfactory to the Registration Agent). From and after the redemption date, all Notes called for redemption shall cease to bear interest if funds are available at the office of the Registration Agent for the payment thereof and if notice has been duly provided as set forth herein.

(e) The Municipality hereby authorizes and directs the Registration Agent to maintain Note registration records with respect to the Notes, to authenticate and deliver the Notes as provided herein, either at original issuance or upon transfer, to effect transfers of the Notes, to give all notices of redemption as required herein, to make all payments of principal and interest with respect to the Notes as provided herein, to cancel and destroy Notes which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer, to furnish the Municipality at least annually a certificate of destruction with respect to Notes canceled and destroyed, and to furnish the Municipality at least annually an audit confirmation of Notes paid, Notes outstanding and payments made with respect to interest on the Notes.

(f) The Notes shall be payable, both principal and interest, in lawful money of the United States of America at the main office of the Registration Agent. The Registration Agent shall make all interest payments with respect to the Notes by check or draft on each interest payment date directly to the registered owners as shown on the Note registration records maintained by the Registration Agent as of the close of business on the fifteenth day of the month next preceding the interest payment date (the "Regular Record Date") by depositing said payment in the United States mail, postage prepaid, addressed to such owners at their addresses shown on said Note registration records, without, except for final payment, the presentation or surrender of such registered Notes, and all such payments shall discharge the obligations of the Municipality in respect of such Notes to the extent of the payments so made. Payment of principal of and premium, if any, on the Notes shall be made upon presentation and surrender of such Notes to the Registration Agent as the same shall become due and payable. All rates of interest specified herein shall be computed on the basis of a three hundred sixty (360) day year composed of twelve (12) months of thirty (30) days each. If requested by the Owner of at least \$1,000,000 in aggregate principal amount of the Notes, payment of interest on such Notes shall be paid by wire transfer to a bank within the continental United States and written notice of any such election is given to the Registration Agent prior to the record date.

(g) Any interest on any Note that is payable but is not punctually paid or duly provided for on any interest payment date (hereinafter "Defaulted Interest") shall forthwith cease to be payable to the registered owner on the relevant Regular Record Date; and, in lieu thereof, such Defaulted Interest shall be paid by the Municipality to the persons in whose names the Notes are registered at the close of business on a date (the "Special Record Date") for the payment of such Defaulted Interest, which shall be fixed in the following manner: the Municipality shall notify the Registration Agent in writing of the amount of Defaulted Interest proposed to be paid on each Note and the date of the proposed payment, and at the same time the Municipality shall deposit with the Registration Agent an amount of money equal to the aggregate amount proposed to be paid in respect of such Defaulted Interest or shall make arrangements satisfactory to the Registration Agent for such deposit prior to the date of the proposed payment, such money when deposited to be held in trust for the benefit of the persons entitled to such Defaulted Interest as in this Section provided. Thereupon, not less than ten (10) days after the receipt by the Registration Agent of the notice of the proposed payment, the Registration Agent shall fix a Special Record Date for the payment of such Defaulted Interest which Date shall be not more than fifteen (15) nor less than ten (10) days prior to the date of the proposed payment to the registered owners. The Registration Agent shall promptly notify the Municipality of such Special Record Date and, in the name and at the expense of the Municipality, not less than ten (10) days prior to such Special Record Date, shall cause notice of

the proposed payment of such Defaulted Interest and the Special Record Date therefor to be mailed, first class postage prepaid, to each registered owner at the address thereof as it appears in the Note registration records maintained by the Registration Agent as of the date of such notice. Nothing contained in this Section or in the Notes shall impair any statutory or other rights in law or in equity of any registered owner arising as a result of the failure of the Municipality to punctually pay or duly provide for the payment of principal of, premium, if any, and interest on the Notes when due.

(h) The Notes are transferable only by presentation to the Registration Agent by the registered owner, or his legal representative duly authorized in writing, of the registered Note(s) to be transferred with the form of assignment on the reverse side thereof completed in full and signed with the name of the registered owner as it appears upon the face of the Note(s) accompanied by appropriate documentation necessary to prove the legal capacity of any legal representative of the registered owner. Upon receipt of the Note(s) in such form and with such documentation, if any, the Registration Agent shall issue a new Note or the Note to the assignee(s) in \$5,000 denominations, or integral multiples of \$1,000 in excess thereof, as requested by the registered owner requesting transfer. The Registration Agent shall not be required to transfer or exchange any Note during the period commencing on a Regular or Special Record Date and ending on the corresponding interest payment date of such Note, nor to transfer or exchange any Note after the notice calling such Note for redemption has been made, nor to transfer or exchange any Note during the period following the receipt of instructions from the Municipality to call such Note for redemption; provided, the Registration Agent, at its option, may make transfers after any of said dates. No charge shall be made to any registered owner for the privilege of transferring any Note, provided that any transfer tax relating to such transaction shall be paid by the registered owner requesting transfer. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and neither the Municipality nor the Registration Agent shall be affected by any notice to the contrary whether or not any payments due on the Notes shall be overdue. The Notes, upon surrender to the Registration Agent, may, at the option of the registered owner, be exchanged for an equal aggregate principal amount of the Notes of the same maturity in any authorized denomination or denominations.

(i) The Notes shall be executed in such manner as may be prescribed by applicable law, in the name, and on behalf, of the Municipality with the manual or facsimile signature of the Mayor and with the official seal, or a facsimile thereof, of the Municipality impressed or imprinted thereon and attested by the manual or facsimile signature of the City Recorder.

(j) The Registration Agent is hereby authorized to authenticate and deliver the Notes to the original purchaser, upon receipt by the Municipality of the proceeds of the sale thereof and to authenticate and deliver Notes in exchange for Notes of the same principal amount delivered for transfer upon receipt of the Note(s) to be transferred in proper form with proper documentation as hereinabove described, The Notes shall not be valid for any purpose unless authenticated by the Registration Agent on the certificate set forth herein on the Note form.

(k) In case any Note shall become mutilated, or be lost, stolen, or destroyed, the Municipality, in its discretion, shall issue, and the Registration Agent, upon written direction from the Municipality, shall authenticate and deliver, a new Note of like tenor, amount, maturity



April 1 and October 1. Both principal hereof and interest hereon are payable in lawful money of the United States of America by check or draft at the office of the City Recorder, Spring Hill, Tennessee as registration and paying agent (the "Registration Agent"). The Registration Agent shall make all interest payments with respect to this Note on each interest payment date directly to the registered owner hereof shown on the Note registration records maintained by the Registration Agent as of the close of business on the fifteenth day of the month next preceding the interest payment date (the "Regular Record Date") by check or draft mailed to such owner at such owner's address shown on said note registration records, without, except for final payment, the presentation or surrender of this Note, and all such payments shall discharge the obligations of the Municipality to the extent of the payments so made. Any such interest not so punctually paid or duly provided for on any interest payment date shall forthwith cease to be payable to the registered owner on the relevant Regular Record Date; and, in lieu thereof, such defaulted interest shall be payable to the person in whose name this Note is registered at the close of business on the date (the "Special Record Date") for payment of such defaulted interest to be fixed by the Registration Agent, notice of which shall be given to the owners of the Notes of the issue of which this Note is one not less than ten (10) days prior to such Special Record Date. Payment of principal hereof shall be made upon presentation and surrender of this Note to the Registration Agent when due.

Notes of the issue of which this Note are subject to redemption at any time prior to maturity at the option of the Municipality at a price of par plus accrued interest to the redemption date. [The Municipality shall redeem Notes maturing on \_\_\_\_\_ on the redemption dates set forth below, in aggregate principal amounts equal to the respective dollar amounts set forth below opposite the respective redemption dates at a price of par plus accrued interest thereon to the date of redemption. Subject to any credits as permitted by the terms of the Resolution as hereafter defined, the dates of redemption and principal amount of Notes to be redeemed on said dates are as follows:

<u>Maturity</u>	<u>Redemption Date</u>	<u>Principal Amount to be Redeemed</u>
April 1, 20__	April 1, 20__ April 1, 20__* ]	\$

This Note is transferable by the registered owner hereof in person or by such owner's attorney duly authorized in writing at the principal corporate trust office of the Registration Agent set forth on the front side hereof, but only in the manner, subject to limitations and upon payment of the charges provided in the Resolution and upon surrender and cancellation of this Note. Upon such transfer a new Note or Notes of authorized denominations of the same maturity and interest rate for the same aggregate principal amount will be issued to the transferee in exchange therefor. The person in whose name this Note is registered shall be deemed and regarded as the absolute owner thereof for all purposes and neither the Municipality nor the Registration Agent shall be affected by any notice to the contrary whether or not any payments due on the Note shall be overdue. Notes, upon surrender to the Registration Agent, may, at the option of the registered owner thereof, be exchanged for an equal aggregate principal amount of the Notes of the same maturity in authorized denomination or denominations, upon the terms set forth in the Resolution. The Registration Agent shall not be required to transfer or exchange any

Note during the period commencing on a Regular Record Date or Special Record Date and ending on the corresponding interest payment date of such Note, nor to transfer or exchange any Note after the notice calling such Note for redemption has been made, nor during a period following the receipt of instructions from the Municipality to call such Note for redemption.

It is hereby certified, recited, and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note exist, have happened and have been performed in due time, form and manner as required by law, and that the amount of this Note does not exceed any limitation prescribed by the constitution and statutes of the State of Tennessee.

This Note is one of a total authorized issue aggregating \$3,000,000 and issued by the Municipality for the purpose of providing funds for the for the purpose of (i) acquisition, construction and installation of water tanks and water and sewer distribution lines and upgrades and enlargements of existing lines within the Municipality; (ii) acquisition of all property, real and personal appurtenant to the foregoing; (iii) payment of legal, fiscal, administrative, architectural and engineering costs incident to the foregoing; (iv) reimbursement for funds previously expended for the Projects costs, if any; and (v) the payment of cost incident to the issuance and sale of the Note. The Note is issued pursuant to Sections 9-21-101 et seq., Tennessee Code Annotated, and pursuant to a resolution (the "Resolution") duly adopted by the Board of Mayor and Aldermen of the Municipality on the 21<sup>st</sup> day of March, 2016.

This Note is payable from unlimited ad valorem taxes to be levied on all taxable property within the Municipality and additionally payable from other legally available funds of the Municipality. For the prompt payment of principal of and interest on this Note, the full faith and credit of the Municipality are irrevocably pledged. For a more complete statement of the general covenants and provisions pursuant to which this Note is issued, reference is hereby made to said Resolution.

This Note and the income therefrom are exempt from all present state, county and municipal taxes in Tennessee except (a) inheritance, transfer and estate taxes, (b) Tennessee excise taxes on interest on the Note during the period the Note is held or beneficially owned by any organization or entity, other than a sole proprietorship or general partnership, doing business in the State of Tennessee, and (c) Tennessee franchise taxes by reason of the inclusion of the book value of the Note in the Tennessee franchise tax base of any organization or entity, other than a sole proprietorship or general partnership, doing business in the State of Tennessee.

IN WITNESS WHEREOF, the City of Spring Hill, Tennessee, has caused this Note to be signed by its Mayor with his manual [facsimile] signature and attested by its City Recorder with her manual [facsimile] signature under an impression [facsimile] of the corporate seal of the Municipality, all as of the day and date hereinabove set forth.

CITY OF SPRING HILL

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

(SEAL)

ATTESTED:

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

Transferable and payable at the  
principal office of:

City Recorder  
Spring Hill, Tennessee

Date of Registration: \_\_\_\_\_

This Note is one of the issue of Notes issued pursuant to the Resolution hereinabove described.

City Recorder  
Registration Agent

\_\_\_\_\_

(FORM OF ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto \_\_\_\_\_, whose address is \_\_\_\_\_ (Please insert Social Security or Federal Tax Identification Number \_\_\_\_\_), the within Note of the City of Spring Hill, Tennessee and does hereby irrevocably constitute and appoint \_\_\_\_\_, attorney, to transfer the said Note on the records kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

---

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears on the face of the within Note in every particular, without alteration or enlargement or any change whatsoever.

Signature guaranteed:

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NOTICE: Signature(s) must be guaranteed by a member of a medallion program acceptable to the Registration Agent.

Section 6. Levy of Tax. The Municipality, through its Governing Body, shall annually levy and collect a tax upon all taxable property within the Municipality, in addition to all other taxes authorized by law, sufficient to pay principal of and interest on the Notes when due, and for that purpose there is hereby levied a direct tax in such amount as may be found necessary each year to pay principal and interest coming due on the Notes. Principal and interest falling due at any time when there are insufficient funds from this tax levy on hand shall be paid from the current funds of the Municipality and reimbursement therefor shall be made out of the taxes hereby provided to be levied when the same shall have been collected. The tax herein provided may be reduced to the extent of direct appropriations from the general funds or other legally available funds of the Municipality to the payment of debt service on the Notes.

Section 7. Sale of Notes. (a) The Notes shall be sold at private negotiated sale, as permitted by law, at a price of not less than ninety-nine percent (99%) of par, plus accrued interest, if any, as a whole or in part from time to time as shall be determined by the Mayor, in consultation with Public Financial Management Inc., Memphis, Tennessee, the Municipality's financial advisor (the "Financial Advisor").

(b) If the Notes are sold in more than one emission, the Mayor is authorized to designate the series of each emission, to cause to be sold in each emission an aggregate principal amount of Notes less than that shown in Section 3 hereof for each emission, and to make corresponding adjustments to the maturity schedule of each emission designated in Section 3

hereof, so long as the total aggregate principal amount of all emissions issued does not exceed the total aggregate of Notes authorized to be issued herein.

(c) The Mayor is authorized (i) to change the dated date of the Notes to a date other than the date of issuance; (ii) to change the designation of the Notes to a designation other than “General Obligation Water And Sewer Improvement Capital Outlay Notes, Series 2016”; (iii) to change the first interest payment date on the Notes to a date other than October 1, 2016 but not later than twelve (12) months from the dated date of the Notes; (iv) to adjust the principal and interest payment dates and maturity amounts of the Notes, provided that (A) the total principal amount of all emissions of the Notes does not exceed the total amount of Notes authorized herein, (B) the first maturity date of the Notes or any emission thereof is a date not earlier than April 1, 2017, (C) the final maturity date of each emission shall not exceed the end of the third fiscal year following the fiscal year in which the Notes are issued, unless the maturity shall have been extended with the approval of the Office of State and Local Finance ; and (D) such maturity schedule is approved by the Office of State and Local Finance, if required; (v) to change the Municipality’s optional redemption provisions of the Notes, provided that, if the Notes are sold at not less than par, the redemption premium, if any, shall not exceed one percent (1%) of the par amount of the Notes called for redemption; (vi) to sell less than the authorized principal amount of Notes authorized herein; (vii) to sell the Notes, or any emission thereof, or any maturities thereof as Term Notes with mandatory redemption requirements corresponding to the maturities determined by the Mayor, as he shall deem most advantageous to the Municipality; and (viii) to cause all or a portion of the Notes to be insured by a bond insurance policy issued by a nationally recognized bond insurance company to achieve the purposes set forth herein and to serve the best interests of the Municipality and to enter into an agreement with such insurance company with respect to the Notes to the extent not inconsistent with this Resolution.

(d) The Mayor is authorized to sell the Notes, or any emission thereof, simultaneously with any other bonds or notes authorized by resolution or resolutions of the Governing Body. The Mayor is further authorized to sell the Notes, or any emission thereof, as a single issue of notes with any other general obligation capital outlay notes with substantially similar terms authorized by resolution or resolutions of the Governing Body, in one or more emissions or series as he shall deem to be advantageous to the Municipality; provided, however, that the total aggregate principal amount of combined notes to be sold does not exceed the total aggregate principal amount of Notes authorized by this resolution or notes authorized by any other resolution or resolutions adopted by the Governing Body.

(e) The Mayor is authorized to sell the Notes, or any emission thereof, to a purchaser pursuant to negotiated sale, provided the rate or rates on any of the Notes does not exceed four percent (4.00%) per annum. The Mayor is authorized to enter into a purchase agreement with the purchaser of the Notes consistent with the terms of this resolution. Such agreement shall be binding on the Municipality, and no further action of the Governing Body with respect thereto shall be required. The form of the Note set forth in Section 5 hereof, shall be conformed to reflect any changes made pursuant to this Section 7 hereof.

(f) The Mayor and City Recorder, or either of them, are authorized to cause the Notes to be authenticated and delivered by the Registration Agent to the original purchaser and to execute, publish, and deliver all certificates and documents, including an official statement and

closing certificates, as they shall deem necessary in connection with the sale and delivery of the Notes. The Mayor and City Recorder are hereby authorized to enter into a contract with Public Financial Management Inc. as Financial Advisor for financial advisory services in connection with the sale of the Notes.

(g) The Notes, nor any emission thereof, shall not be issued until after the approval of the State Director of State and Local Finance shall have been obtained as required by Sections 9-21-101 et seq., Tennessee Code Annotated.

#### Section 8. Disposition of Note Proceeds.

(a) All accrued interest, if any, shall be deposited to the appropriate fund of the Municipality to be used to pay interest on the Notes on the first interest payment date following delivery of the Notes.

(b) The remainder of the proceeds of the sale of the Notes shall be paid to the City Recorder to be deposited with a financial institution regulated by the Federal Deposit Insurance Corporation or similar or successor federal agency in a special fund known as the 2016 Note Fund (the "Note Fund") to be kept separate and apart from all other funds of the Municipality. The monies in the Note Fund shall be solely used by the Municipality to pay the costs of the Projects, to pay the costs incident to the sale and issuance of the Notes and, if applicable, to reimburse the Municipality for any funds previously expended for Project costs. Moneys in the Note Fund shall be invested at the direction of the Municipality's Finance Director in such investments as shall be permitted by applicable law. Earnings from such investments shall be retained in the Note Fund and used as other proceeds of the Notes. Funds remaining in the Note Fund after the completion of the Projects and reimbursement to the Municipality for funds previously expended for Project costs, if any, shall be used to pay principal and interest on the Notes.

(c) In accordance with state law, the various department heads responsible for the fund or funds receiving and disbursing funds are hereby authorized to amend the budget of the proper fund or funds for the receipt of proceeds from the issuance of the obligations authorized by this resolution including bond and note proceeds, accrued interest, reoffering premium and other receipts from this transaction. The department heads responsible for the fund or funds are further authorized to amend the proper budgets to reflect the appropriations and expenditures of the receipts authorized by this resolution.

Section 9. Official Statement. The Mayor, working with Public Financial Management Inc., Memphis, Tennessee (the "Financial Advisor"), is hereby authorized to provide for the preparation and distribution of a Preliminary Official Statement or Preliminary Offering Circular describing the Notes. No Official Statement or Offering Circular need be prepared if the Notes are sold to a purchaser that does not intend to reoffer the Notes to the public. After bids have been received and the Notes have been awarded, if sold at public sale, or after the Notes have been sold, if sold at negotiated sale, the Mayor shall make such completions, omissions, insertions and changes in the Preliminary Official Statement or Preliminary Offering Circular not inconsistent with this resolution as are necessary or desirable to complete it as a final Official Statement or final Offering Circular for purposes of Rule 15c2-12(e)(3) of the Securities and

Exchange Commission. The Mayor shall arrange for the delivery to the successful bidder, if sold at public sale, or to the original purchaser, if sold at negotiated sale, of the Notes of a reasonable number of copies of the Official Statement or Offering Circular within seven business days after the Notes have been awarded, if sold at public sale, or sold, if sold at negotiated sale, for delivery, by the successful bidder, if sold at public sale, or, if sold at negotiated sale, the original purchaser, on the Notes, to each potential investor requesting a copy of the Official Statement or Offering Circular and to each person to whom such bidder and members of his bidding group, if sold at public sale, or, if sold at negotiated sale, to each person to whom its selling group, initially sell the Notes.

The Mayor and the City Recorder are authorized, on behalf of the Municipality, to deem the Preliminary Official Statement or Preliminary Offering Circular and the Official Statement or Offering Circular in final form, each to be final as of its date within the meaning of Rule 15c2-12(b)(1), except for the omission in the Preliminary Official Statement or Preliminary Offering Circular of certain pricing and other information allowed to be omitted pursuant to such Rule 15c2-12(b)(1). The distribution of the Preliminary Official Statement or Preliminary Offering Circular and the Official Statement or Offering Circular in final form shall be conclusive evidence that each has been deemed in final form as of its date by the Municipality except for the omission in the Preliminary Official Statement or Preliminary Offering Circular of such pricing and other information.

If the Notes, or any emission thereof, are sold to a purchaser that does not intend to reoffer the Notes to the public as evidenced by a certificate executed by the purchaser, then an Official Statement is authorized, but not required, as shall be determined by the Mayor.

Section 10. Tax Covenants. The Municipality recognizes that the purchasers and owners of the Notes will have accepted them on, and paid therefor a price that reflects, the understanding that interest thereon is excluded from gross income for purposes of federal income taxation under laws in force on the date of delivery of the Notes. In this connection, the Municipality covenants that it shall take no action or omit to take any action which may render the interest on any of said Notes subject to inclusion in gross income for purposes of federal income taxation. It is the reasonable expectation of the Governing Body of the Municipality that the proceeds of the Notes will not be used in a manner which will cause the Notes to be “arbitrage bonds” within the meaning of Section 148 of the Code including any lawful regulations promulgated or proposed thereunder, and to this end the said proceeds of the Notes and other related funds established for the purposes herein set out, shall be used and spent expeditiously for the purposes described herein. The Governing Body further covenants and represents that in the event it shall be required by Section 148(f) of the Code to pay any investment proceeds of the Notes to the United States government, it will make such payments as and when required by said Section 148(f) and will take such other actions as shall be necessary or permitted to prevent the interest on the Notes from becoming taxable. The Mayor and City Recorder, or either of them, are authorized and directed to make such certifications in this regard in connection with the sale of the Notes as either or both shall deem appropriate, and such certifications shall constitute a representation and certification of the Municipality.

Section 11. Continuing Disclosure. The Municipality hereby covenants and agrees that it will provide annual financial information and material event notices if and as required by Rule

15c2-12 of the Securities Exchange Commission for the Notes. The Mayor is authorized to execute at the Closing of the sale of the Notes, an agreement for the benefit of and enforceable by the owners of the Notes specifying the details of the financial information and material event notices to be provided and its obligations relating thereto. Failure of the Municipality to comply with the undertaking herein described and to be detailed in said closing agreement, shall not be a default hereunder, but any such failure shall entitle the owner or owners of any of the Notes to take such actions and to initiate such proceedings as shall be necessary and appropriate to cause the Municipality to comply with their undertaking as set forth herein and in said agreement, including the remedies of mandamus and specific performance.

Section 12. Qualified Tax-Exempt Obligations. The Governing Body hereby authorizes the Mayor to designate the Notes as “qualified tax-exempt obligations”, to the extent the Notes, or any emission thereof, may be designated, within the meaning of and pursuant to Section 265 of the Internal Revenue Code of 1986, as amended.

Section 13. Reasonably Expected Economic Life. The “reasonably expected economic life” of the Projects within the meaning of Section 9-21-101 et seq., Tennessee Code Annotated, is not less than ten (10) years .

Section 14. Resolution a Contract. The provisions of this resolution shall constitute a contract between the Municipality and the registered owners of the Notes, and after the issuance of the Notes, no change, variation or alteration of any kind in the provisions of this resolution shall be made in any manner until such time as the Notes and interest due thereon shall have been paid in full.

Section 15. Separability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Section 16. Repeal of Conflicting Resolutions and Effective Date. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed and this resolution shall be in immediate effect from and after its adoption.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Mayor

ATTEST:

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CITY RECORDER

LEGAL FORM APPROVED

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CITY ATTORNEY

STATE OF TENNESSEE )

COUNTY OF MAURY )

I, April Goad, hereby certify that I am the duly qualified and acting City Recorder of the City of Spring Hill, Tennessee, and as such official I further certify that attached hereto is a copy of the resolution adopted at a regular meeting of the governing body of the Municipality held on March 21, 2016; that the minutes recording the adoption of such resolution were promptly and fully recorded and are open to public inspection; that I have compared said copy of the resolution with the original resolution made a part of minute record of said meeting in my official custody; and that said copy is a true, correct and complete copy of such resolution from said original minute record insofar as said original record relates to not to exceed \$3,000,000 General Obligation Water And Sewer Improvement Capital Outlay Notes, Series 2016 of said Municipality.

WITNESS my official signature and seal of said Municipality this \_\_\_\_day of \_\_\_\_\_, 2016.

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

(SEAL)

**RESOLUTION 16-34**

**A RESOLUTION TO AUTHORIZE FUNDING NOT TO EXCEED THE AMOUNT OF \$105,000.00 FOR ADDITIONAL WORK TO COMPLETE THE I-65 AND BUCKNER ROAD INTERCHANGE ACCESS STUDY**

**WHEREAS**, the Spring Hill Board of Mayor and Aldermen has declared that the Buckner Road interchange at I-65 is one of the city's most important transportation needs; and

**WHEREAS**, significant work is needed to complete the study based on a large number of comments from the Federal Highway Administration; and

**WHEREAS**, the City of Spring Hill is currently funding this project through an Interlocal agreement with Williamson County.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill, Board of Mayor and Aldermen authorizes funding not to exceed \$105,000.00 for additional work to be performed on the I-65 and Buckner Road Interchange Access Study.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**RESOLUTION 16-35**

**A RESOLUTION TO APPROVE A PROPOSAL FOR  
SPRING HILL CITY HALL EXPANSION**

**WHEREAS**, the City of Spring Hill has the necessity to expand the existing City Hall building due to increased growth; and

**WHEREAS**, the City of Spring Hill has received a proposal for the expansion from Dempsey, Dilling & Associates, P.C. for a total of \$267,400, as follows; and

Preliminary Design Development	\$ 14,000
Survey	\$ 12,400
Geotechnical Exploration and Report	\$ 18,000
Construction Documents (Plans & Specifications)	\$ 94,000
Bidding	\$ 12,000
Construction Administration & Onsite Representation (9 months)	\$117,000

**WHEREAS**, the construction administration and onsite representation will not impact the budget until construction is started; and

**WHEREAS**, staff recommends this proposal less the construction administration and onsite representation cost of \$117,000.00 be funded in the current fiscal year (FY 2015-2016) budget with Adequate Facilities Tax revenue.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Mayor and Aldermen approve the proposal from Dempsey, Dilling & Associates, P.C. in the amount of \$267,400.00 for Spring Hill City Hall expansion.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Proposal for expansion of City Hall building

**DATE:** March 3, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a proposal from Dempsey, Dilling and Associates for expansion of the existing City Hall building.

### **Background:**

Dempsey, Dilling & Associates has submitted a proposal to the City to expand City Hall. Due to increased growth, extra offices and facility rooms are needed to accommodate staff. The proposal includes all costs that would be associated with this expansion, to include construction inspection costs that would not be incurred until actual construction begins at a later date. Proposed funding less the construction inspection costs (\$117,000) would be in this current fiscal year and paid for with Adequate Facilities Tax revenues.

### **Staff Recommendation:**

Staff recommends approval of the proposal.



March 2, 2016

File No. 0100-409

Mr. Victor Lay  
City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

**Re: SPRING HILL CITY HALL EXPANSION  
EXISTING CONTRACT ENGINEERING SERVICES**

Mr. Lay:

Thank you for allowing Dempsey, Dilling & Associates, P.C. (DDA), the opportunity to submit this proposal for engineering and architectural design services pertaining to the proposed City Hall Expansion. The services being proposed are under the existing contract between Dempsey, Dilling & Associates and the City of Spring Hill.

It is our understanding our design services for the above referenced project will consist of:

- Proposed addition to be approximately 6,000 - 7,000 square feet and based on the attached sketch
- Facility to be designed per the 2012 International Building Code and 2012 International Energy Conservation Code
- Professional services included are:
  - Civil Site
  - Architectural
  - Structural
  - Mechanical
  - Plumbing
  - Electrical
- Professional services NOT included and to be considered as additional services are:
  - Landscape Architecture
- Proposed Addition to include:
  - Addition to be used as various administration offices for the City of Spring Hill
  - Addition to be on the north and west sides of the existing facility
- Very minor renovation of existing interior spaces
- Design service phases are to include:
  - Preliminary Design Development
  - Design Development
  - Construction Documents
  - Bidding and contractor recommendation
- Design service phases NOT included:
  - Conceptual Design Renderings

## Design Services:

Scope of Design Services to include the following checked (☒) items:

### **Preliminary Design Development**

- Conceptual Site Layout
- Conceptual Floor Plans
- Conceptual Building Elevations & Rendering
- Space Program Study

**Design Development** – We will develop proposed floor plan and proposed building elevations for preliminary submission for approval with local governmental agencies. Further information regarding services to be provided in this design phase includes:

### **Civil Site Design**

- Site layout plan
- Site utilities plan
- Site grading and drainage plan
- Parking layout
- EPSC plan
- Post-construction plan
- Landscape design (minimum per zoning ordinance)
- Details and specifications
- Assist Owner in applying for approval from municipal approvals
- Preparation of drainage calculations
- Storm water permit application
- Utility service availability requests
- Preparation of Notice of Intent and Storm Water Pollution Prevention Plan
- Tennessee Department of Environmental Conservation for NPDES permit
- On site storm detention design and floodplain cut/fill
- Survey – full boundary, utility and topographic survey in AutoCAD format. The survey is to be tied to the State Plane Coordinates and datum, and is to include all existing site features, nearest public utilities and fire hydrants, nearest two downstream storm water conveyances, and trees >6" caliper. Survey is to be provided at beginning of Design Development Phase.
- Geotechnical Services: soil exploration test pits or borings for sub-surface conditions with written report for foundation specification and design requirements. Report to include:
  - General information regarding the site and subsurface conditions
  - Laboratory tests performed on selected samples
  - Shallow foundation recommendations
  - Seismic site classification recommendation
  - Ground supported concrete floor slab recommendation
  - Geologic hazard comments and recommendation
  - Recommendation for additional exploration, if required

### **Architectural Design**

- Field measurement of existing facility
- Design meetings with Owner up to two (2) meetings
- Preparation of preliminary floor plans and building elevations
- Preparation of preliminary building elevations for planning commission submittal if required
- Preparation of one (1) exterior rendering for planning commission submittal if required
- Coordination of floor and site plans
- Preliminary reflected ceiling plan
- Evaluation and selection of building structural system(s)
- Evaluation and coordination of owner furnished equipment, furnishings, etc
- Evaluation and selection of mechanical, plumbing and electrical systems.

### **Landscape Architecture**

- Landscape plan and details
- Irrigation plans and details

### **Miscellaneous**

- Wetland, Flood and other Environmental Studies**
- Hazardous Materials** – subsoil materials, asbestos, lead paint, etc. testing and abatement
- Traffic Studies** – evaluation of road structures around the facility for adequate traffic volumes related to traffic increase by the new facility.
- Off-Site Utility Improvements** – all utilities are expected to be available and have adequate capacity at the property line. Onsite and offsite utility and roadway improvements are not included.

**Preparation of Building and Construction Plans and Documents** - We will develop the construction drawings and specifications required for the actual construction of the proposed City Hall Expansion and minimum related site improvements. These drawings and specifications will be suitable for use in making applications for the building permits required for construction.

### **Architectural Design**

- Dimensioned and detailed floor plans
- Enlarged plans and details (as required)
- Reflected ceiling plans and details
- Roof plan and details
- Exterior elevations
- Wall sections and details
- Enlarged stair plans and details (as required)
- Door and window schedules, types and hardware requirements
- Millwork elevations, sections, and details
- Finish material plan, schedule, and details (interior design by others)
- Owner special furnishing, equipment, and specialty item coordination

### **Structural Design**

- Foundation plan and details for a shallow foundation system
- Wall framing details load bearing wall system
- Roof framing and details for conventional steel frame system
- Roof framing and details for pre-engineered truss system
- Pre-engineered truss floor and roof system (to be designed by manufacturer)
- Pre-engineered steel structural system (to be designed by manufacturer)
- Standard structural specifications
- Quality assurance plan for special inspections required by Chapter 17 of the International Building Code

### **Mechanical (HVAC) Design**

- HVAC system; unit types, sizes, and selections
- Sizing of ductwork and air diffusers
- Heating/air conditioning zones selections
- Compliance with applicable energy conservation requirements
- Kitchen exhaust hoods

### **Plumbing Design**

- Coordination with local water and sewer companies
- Plumbing fixture selection
- Potable water supply (cold and hot) and sewer line layout and sizing, as required for new plumbing fixtures (for future lines to be stubbed for future tenant spaces)
- Plumbing riser diagrams as necessary
- Oil water separator
- Grease interceptors/traps for kitchen equipment
- Sizing of gas, water, and sewer lines for use by the civil engineer

### **Electrical Design**

- Coordination with local power company
- Lighting design and layout of interior light fixtures
- Electrical power distribution system
- Appliance and equipment coordination
- Coordination of low voltage (computer, telephone, cable television, security, etc.) infrastructure (rough-in conduit only)
- Compliance with applicable energy conservation requirements
- Exterior power for items such as signage
- Exterior lighting design and Photometric Plan

### **Life and Safety Design**

- Building fire sprinkler design intent layout if required
- Fire alarm system design and layout if required
- Fire extinguisher locations as required by Fire Marshal
- Safety fixtures as required as required by Fire Marshal

- Low Voltage Systems** – phone, computer, television, security, access control, audio and video systems, including coordination with service providers. SOA has connections with a local company that can provide all the systems listed above and can provide coordination of these systems.
- Interior Design** – interior finish color selections
- Specifications Manual**
- Building Code submission on behalf of the Owner for applicable building permits**

#### **Bidding Phase Services**

- Answer general contractor questions about project
- Prepare addendums as required
- Review Bids, Qualifications and Make Recommendation

#### **Construction Administration and Project Representation During Construction Phase -**

This phase of work includes the construction administration such as shop drawing reviews, pay request reviews and recommendations, change order request reviews and recommendations, change order development, monthly progress meetings, and correspondence with contractor and vendors during construction phase. Breakdown of services in this design phase include:

Shop drawing review for a maximum of two (2) submittals for each item

- Civil
- Architectural
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire Sprinkler
- Life Safety
- Landscape
- Shop Drawing review of items designed by others for coordination purposes only
- Site visits by Civil Engineer for observation of construction and progress meetings up to 6 site visits
- Site visits by Architect for observation of construction and progress meetings up to 6 site visits
- Site visits by Structural Engineer for observation of construction up to 2 site visit
- Site visits by MPE Engineer for observation of construction up to 2 site visits
- Change orders review and recommendation
- Monthly Payment Application Review
- Project Closeout
- Punch List
- Closeout Document review
- Preparation of Certificate of Substantial Completion
- Record drawings – revision of construction documents as provided by on-site markups by general contractor for items changed during construction.**

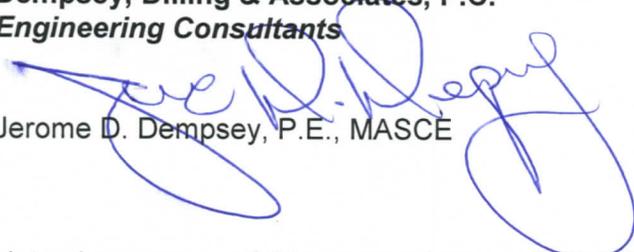
The proposed total lump sum fees for the above-referenced services are listed as follows:

Preliminary Design Development	\$ 14,000
Survey	\$ 12,400
Geotechnical Exploration and Report	\$ 18,000
Construction Documents (Plans & Specifications)	\$ 94,000
Bidding	\$ 12,000
Construction Administration & Onsite Representation (9 months)	\$ 117,000
Total Fees:	\$ 267,400

DDA will invoice on a monthly basis for all work completed during that month based on percent complete, up to the total amounts shown above. Additional services as requested by the client or services required outside the scope of services outlined above, will be billed at our existing contract hourly rates. Should additional services for outside consultants be required, their rates plus 15% will be invoiced.

Additional site visits (not included in contract proposal description by Civil Engineer, Architect, Structural, Mechanical, Plumbing, Electrical Engineers or other required professionals will be considered additional services. If this proposal is acceptable we can perform this work within our existing contract with the City of Spring Hill. If acceptable, please have the proper representative sign a copy and return to our office. Thank you for requesting our proposal on this project, we look forward to working with the City on this important project.

Sincerely,  
**Dempsey, Dilling & Associates, P.C.**  
**Engineering Consultants**

  
Jerome D. Dempsey, P.E., MASCE

Note: Acceptance of this proposal also conveys the Terms and Conditions of Dempsey, Dilling & Associates, P.C. current contract with the City of Spring Hill.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative

**PROFESSIONAL ENGINEERING SERVICES**  
**CONTRACT TERMS AND CONDITIONS**

**DEMPSEY, DILLING & ASSOCIATES, P.C.**  
**ENGINEERING CONSULTANTS**

**CITY OF SPRING HILL, TENNESSEE**  
**08-08-08**

**Access to the Site/Job Site Safety**

Unless otherwise stated, Dempsey, Dilling & Associates, P.C. Engineering Consultants (DDA) will have access to the site for activities necessary for the performance of the services. The Client/Owner (City of Spring Hill, TN) understands that DDA is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or job site safety. DDA will not be responsible for any losses or injuries that occur at the project site.

**The Owner's Responsibilities:**

Provide DDA with all available information, which is pertinent to the project.

Guarantee access to the work and make all provisions for DDA to enter upon public lands as required to perform work essential to the development of the project.

Give thorough consideration to all reports and other documents presented by DDA and inform DDA of all decisions within a reasonable time so as not to delay the work of DDA.

Furnish DDA with any standards to be required to follow.

Furnish approvals from all government authorities having jurisdiction over the project and such approvals and consents from others as may be necessary for the completion of the project.

Provide all legal, accounting, independent cost estimating and insurance counseling services as may be required for the project.

Give prompt written notice to DDA whenever it is observed or otherwise becomes apparent that any substantial changes in the scope of work or physical conditions, of the existing geographical features, have occurred which would significantly impact the project.

**Fees**

Hourly rate charges will be as follows:

<u>Classification</u>	<u>Standard Hourly Charge</u>
Principal Engineer	125.00
Engineer	100.00
Engineering Intern	90.00
Sr. CADD Designer	65.00
CADD Technician	50.00
Construction Representative	50.00
Administrative Assistant	50.00
Clerical	40.00

Outside services contracted for a specific project, such as professional or technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the sub-consultant's statement plus 15% for overhead and profit (if applicable).

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a) Travel by private vehicle: standard IRS mileage rate (currently 0.505 cents per mile).
- b) In-house printing, reproduction and photography.

Lump sum fees, when applicable for certain projects, shall be understood to be an estimate and shall not be exceeded without written approval of the Client/Owner. DDA's hourly fee rates may be adjusted during the extent of this contract according to annual review by DDA.

### **Termination of Services**

This Agreement may be terminated by the Client/Owner or DDA should the other fail to perform its obligations hereunder. The Client/Owner and DDA may also, at any time, terminate the Contract for the Client/Owner's or DDA's convenience, with or without cause. Upon receipt of written notice from the Client/Owner or DDA of such termination for the Client/Owner's or DDA's convenience, DDA shall cease work. In the event of termination by either party, the Owner/Client shall pay for all services rendered to the date of termination and all-reimbursable expenses. The Client/Owner or DDA shall have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination.

### **Payment**

DDA will invoice the City of Spring Hill on a monthly basis. Payment is expected within 30 days of the date of invoice. Any invoices which exceed 30-days in payment shall be assessed a 5% fee per 30 days it remains unpaid. Should an invoice be paid in a time less than 30 days then a prorated fee will be paid to DDA.

### **Insurance**

DDA shall secure and maintain professional liability insurance in the amount of \$1,000,000.00 as will protect it from claims of bodily injury, death or property damage, which may arise from the performance of service under this Agreement. DDA will provide the City of Spring Hill a certificate of insurance for their professional liability coverage.

### **Ownership of Documents**

All documents, including, but not limited to, drawings, specifications, reports, calculations and computer software documents, programs and spreadsheets prepared by DDA pursuant to this Agreement are instruments of service in respect to any project. They are not intended or represented to be suitable for reuse by Client/Owner or others on modifications or extensions of this project in the future or on any other project. Any reuse without prior written approval by DDA for the specific purpose intended will be at the Client/Owner's sole risk and without liability or legal exposure to DDA. Client/Owner shall defend, indemnify and hold harmless DDA and its sub-consultants against all judgments, losses, damages, injuries, and expenses, including reasonable attorney's fees, arising out of or as a result from such reuse, to the extent permitted by law. Any verification for another purpose or adaptation of documents will entitle DDA to additional compensation at rates to be agreed upon by Client/Owner and DDA. Except as otherwise provided herein, documents, drawings, and specifications prepared by DDA and furnished to Client/Owner as

part of the services under this Agreement shall become the property of the Client/Owner, provided,

however, that DDA shall have the unrestricted right to their use. DDA shall retain any copyright and ownership rights in its design, drawing details, specifications, databases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the services under this Agreement shall remain the property of DDA.

### **Changes**

The Client/Owner may request changes in the Scope of Services of any project to be performed hereunder. Such changes, including any increase or decrease in the amount of lump sum compensation, which are mutually agreed upon by and between the Client/Owner and DDA shall be incorporated into the agreement for each particular project. Any changes made to the construction documents by the Client/Owner or the Client's/Owner's representatives are strictly prohibited without the knowledge and written consent of DDA. DDA shall be released from any liability resulting from damages, injuries, and or death resulting from the unauthorized alteration of construction documents.

### **Applicable Laws**

This Agreement shall be governed by the laws of the State of Tennessee.

### **Opinion of Construction Cost**

Any opinion of probable construction cost or estimates prepared by DDA represents DDA's judgment as engineering design professionals and is supplied for general guidance to the Client/Owner. Since DDA has no control over the construction marketplace, economic factures, elapsed time between opinion of probable construction cost and actual bidding, DDA does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client/Owner.

**RESOLUTION 16-36**

**A RESOLUTION TO APPROVE A FINAL CHANGE ORDER FOR  
THE SPRING STATION TRAIL PROJECT**

**WHEREAS**, the City of Spring Hill is committed to developing pedestrian trails and sidewalks for the benefit of citizens; and

**WHEREAS**, the City of Spring Hill entered into a unit bid contract with Rogers Group, LLC for \$89,738.50 to complete the Spring Station Trail project for which the City received grant funding from TDOT, per Resolution 15-76; and

**WHEREAS**, the actual pricing of materials used by contractor was higher than the bid unit price.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Mayor and Aldermen approve the final change order for Rogers Group, LLC per the attached Documentation for \$1,850.69 with a final contract price of \$91,589.19.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Final Change order for Spring Station Trail Project

**DATE:** March 3, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a request from Dempsey, Dilling and Associates to approve a final change order for the Spring Station Trail project.

### **Background:**

The City entered into a contract with Rogers Group LLC to complete this project in 2015. The City received funding from TDOT in the form of a grant. It was bid as a unit bid contract for a total bid of \$89,738.50. The actual cost of materials per unit used was \$1,850.69 over bid price. The final change order requests approval of the additional \$1,850.69, bringing the final contract amount to \$91,589.19.

### **Staff Recommendation:**

Staff recommends approval of the request.

**Supplemental Agreement and/or Request for Construction Change  
Change Order Request #2 (Final Adjusting)**

Project Title/Termini:	SPRING STATION TRAIL	
Owner:	CITY OF SPRING HILL	PIN: 117522.00
Address:	199 TOWN CENTER PKWY	State Project No.: 94LPLM-F3-055
	SPRING HILL, TN 37174	Federal Project No.: STP-M-9323(2)
Date Prepared:	MARCH XX, 2016	Contract No.: 117522
		County: WILLIAMSON

Whereas, we ROGERS GROUP, INC. with TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, as a Surety, entered into a contract with CITY OF SPRING HILL, on 08-24-2015, for the construction by said Contractor of the above designated contract; and *Whereas, certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:*

The purpose of this Change Order is to:

Balance out the quantities to zero to account for quantity overruns and under-runs since the project is now complete. Saw cutting was added to the project since it was not included in the plans for the asphalt tennis courts to be saw cut for a clean joint with the concrete sidewalk. The contract time has been extended 5 days due to wet weather conditions beyond the control of the contractor.

As a result of this Change Order, contract time shall:

Not Change,  Increase by 5 days,  Decrease by      days

Original contraction Completion Time: 30 days (Date: 11-04-2015)

Approved Change Orders: 0

Current Change Order: 5

Contract Completion Time with Change Orders: 35 days (Date: 11-08-2015)

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
<b>See attached spreadsheet.</b>							

Bid Contract Amount:	\$ <u>89,738.50</u>
Current Change Order:	\$ 1,850.69
Approved Change Orders:	\$ <u>0.00</u>
Pending Change Orders:	\$ <u>0.00</u>
Total Change Orders to Date:	\$ 1,850.69

**Supplemental Agreement and/or Request for Construction Change  
 Change Order Request #2 (Final Adjusting)**

Project Title/Termini:	SPRING STATION TRAIL	
Owner:	CITY OF SPRING HILL	PIN: 117522.00
Address:	199 TOWN CENTER PKWY	State Project No.: 94LPLM-F3-055
	SPRING HILL, TN 37174	Federal Project No.: STP-M-9323(2)
Date Prepared:	MARCH XX, 2016	Contract No.: 117522
		County: WILLIAMSON

Now, Therefore, We, ROGERS GROUP, INC., Contractors, and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, Surety, hereby agree to the Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

**Recommended for Approval**

By: \_\_\_\_\_ 03/XX/2016 \_\_\_\_\_  
 Engineer/CEI Date

**Approved By:**

By: \_\_\_\_\_  
 Contractor Date

By: \_\_\_\_\_  
 Surety Date

By: \_\_\_\_\_  
 Owner Date

**Approved for Eligibility:**

By: \_\_\_\_\_  
 Local Programs Planner Date

CHANGE ORDER #2 FINAL ADJUSTING  
 TDOT PIN #117522.00  
 State Project # 94LPLM-F3-055  
 Federal Project # STP-M-9323(2)

Item#	Description	Units	Current/ Pending	Revised Quantities	QTY Over + QTY Under (-)	Contract Price	Net Amount Due Change
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	S.Y.	20	25.17	5.17	\$30.00	\$155.10
202-08.10	REMOVAL OF CURB	L.F.	80	89.53	9.53	\$8.00	\$76.24
209-08.03	TEMPORARY SILT FENCE (WITHOUT BACKING)	L.F.	925	824.00	-101.00	\$1.20	-\$121.20
303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	440	445.24	5.24	\$39.75	\$208.29
402-01	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	TON	2	0.00	-2.00	\$765.00	-\$1,530.00
407-20.05	SAW CUTTING ASPHALT PAVEMENT	L.F.	0	112.00	112.00	\$3.75	\$420.00
411-01.11	ACS MIX (PG64-22) GRADING E RDWY	TON	145	159.90	14.90	\$101.50	\$1,512.35
701-01.01	CONCRETE SIDEWALK (4 ")	S.F.	1550	1543.33	-6.67	\$3.30	-\$22.01
701-02.03	CONCRETE HANDICAP RAMP	S.F.	463	550.39	87.39	\$17.00	\$1,485.63
702-01	CONCRETE CURB	C.Y.	2	1.35	-0.65	\$195.00	-\$126.75
713-13.02	FLAT SHEET ALUMINUM SIGNS (0.080" THICK)	S.F.	62	51.00	-11.00	\$14.00	-\$154.00
716-05.03	PAINTED PAVEMENT MARKING (CROSS-WALK)	L.F.	158	150.00	-8.00	\$3.20	-\$25.60
716-05.05	PAINTED PAVEMENT MARKING (STOP LINE)	L.F.	22	21.00	-1.00	\$9.50	-\$9.50
801-01	SEEDING (WITH MULCH)	UNIT	12	12.93	0.93	\$19.50	\$18.14
801-02	SEEDING (WITHOUT MULCH)	UNIT	2	0.00	-2.00	\$17.00	-\$34.00
805-12.01	EROSION CONTROL BLANKET (TYPE I)	S.Y.	150	148.00	-2.00	\$1.00	-\$2.00
						Accumulated Change Order Amount	<b>\$1,850.69</b>

DRAFT

**RESOLUTION 16-37**

**A RESOLUTION TO APPROVE A FINAL CHANGE ORDER FOR  
THE TANYARD SPRINGS TRAIL PROJECT**

**WHEREAS**, the City of Spring Hill is committed to developing pedestrian trails and sidewalks for the benefit of citizens; and

**WHEREAS**, the City of Spring Hill entered into a unit bid contract with DMC, Inc. for \$97,227.69 to complete the Tanyard Springs Trail project for which the City received grant funding from TDOT, per Resolution 15-90; and

**WHEREAS**, the actual pricing of materials used by contractor was lower than the bid unit price.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Mayor and Aldermen approve the final change order for DMC, Inc. per the attached Documentation for a credit amount of (\$1,829.80) with a final contract price of \$95,397.89.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 21<sup>st</sup> day of March, 2016.**

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Final Change order for Tanyard Springs Trail Project

**DATE:** March 3, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a request from Dempsey, Dilling and Associates to approve a final change order for the Tanyard Springs Trail project.

### **Background:**

The City entered into a contract with DMC Inc. to complete this project in 2015. The City received funding from TDOT in the form of a grant. It was bid as a unit bid contract for a total bid of \$97,227.69. The actual cost of materials per unit used was \$1,829.80 under bid price. The final change order requests approval of a credit of (\$1,829.80), bringing the final contract amount to \$95,397.89.

### **Staff Recommendation:**

Staff recommends approval of the request.

**Supplemental Agreement and/or Request for Construction Change  
Change Order Request #1 (Final Adjusting)**

Project Title/Termini:	TANYARD SPRINGS WALKING TRAIL		
Owner:	CITY OF SPRING HILL	PIN:	114960.00
Address:	199 TOWN CENTER PKWY	State Project No.:	94LPLM-F3-080
	SPRING HILL, TN 37174	Federal Project No.:	STP-EN-9323(1)
Date Prepared:	MARCH XX, 2016	Contract No.:	114960.00
		County:	WILLIAMSON

Whereas, we DMC, INC. with MERCHANTS BONDING COMPANY, as a Surety, entered into a contract with CITY OF SPRING HILL, on 09-08-2015, for the construction by said Contractor of the above designated contract; and *Whereas*, certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:

The purpose of this Change Order is to:

Balance out the quantities to zero remaining since the project is now complete. The contract time has been extended due to weather conditions beyond the control of the contractor. The project is located within a wet weather conveyance, and water conditions impeded the contractor's ability to drill and pour the concrete footings and perform site grading. In addition, the contractor performed additional work including riprap and landscaping which were not included as part of the design.

As a result of this Change Order, contract time shall:

Not Change,  Increase by 21 days,  Decrease by \_\_\_\_\_ days

Original contraction Completion Time: 45 days (Date: 11-11-2015)

Approved Change Orders: 0

Current Change Order: 21

Contract Completion Time with Change Orders: 66 days (Date: 12-02-2015)

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
<b>See attached spreadsheet.</b>							

Bid Contract Amount:	\$	<u>97,227.69</u>
Current Change Order:	\$(	<u>1,829.80</u> )
Approved Change Orders:	\$	<u>0.00</u>
Pending Change Orders:	\$	<u>0.00</u>
Total Change Orders to Date:	\$(	<u>1,829.80</u> )

**Supplemental Agreement and/or Request for Construction Change  
 Change Order Request #1 (Final Adjusting)**

Project Title/Termini:	TANYARD SPRINGS WALKING TRAIL		
Owner:	CITY OF SPRING HILL	PIN:	114960.00
Address:	199 TOWN CENTER PKWY	State Project No.:	94LPLM-F3-080
	SPRING HILL, TN 37174	Federal Project No.:	STP-EN-9323(1)
Date Prepared:	MARCH XX, 2016	Contract No.:	114960.00
		County:	WILLIAMSON

Now, Therefore, We, DMC, INC., Contractors, and MERCHANTS BONDING COMPANY, Surety, hereby agree to the Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

**Recommended for Approval**

By: \_\_\_\_\_ 03/XX/2016 \_\_\_\_\_  
 Engineer/CEI Date

**Approved By:**

By: \_\_\_\_\_  
 Contractor Date

By: \_\_\_\_\_  
 Surety Date

By: \_\_\_\_\_  
 Owner Date

**Approved for Eligibility:**

By: \_\_\_\_\_  
 Local Programs Planner Date



**RESOLUTION 16-38**

**A RESOLUTION TO APPROVE A PROPOSAL FOR THE EXPANSION  
OF THE EXISTING SPLASH PAD AT PORT ROYAL PARK**

**WHEREAS**, the City of Spring Hill would like to expand the existing splash pad amenities at the Port Royal Park; and

**WHEREAS**, the City of Spring Hill has received a proposal for the expansion from Aquatic Recreation Company (ARC) to procure and install the new equipment for a total of \$42,598.00; and

**WHEREAS**, staff recommends this be funded in the current fiscal year (FY 2015-2016) budget with Adequate Facilities Tax revenues.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Mayor and Aldermen approve the proposal from Aquatic Recreation Company (ARC) in the amount of \$42,598.00 for procurement and installation of new equipment to expand the existing splash pad at Port Royal Park.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 21<sup>st</sup> day of March, 2016.**

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**SUBJECT:** Proposal for expansion of splash pad at Port Royal Park

**DATE:** March 3, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a proposal Aquatic Recreation Company to expand the splash pad.

### **Background:**

Aquatic Recreation Company has submitted a proposal to procure and install new equipment to expand the existing splash pad at Port Royal Park. Proposal consists of six new water play features (\$35,480), freight (\$1,425) and installation services (\$5,693). Total proposed price is \$42,598. Proposed funding would be in this current fiscal year and paid for with Adequate Facilities Tax revenues.

### **Staff Recommendation:**

Staff recommends approval of the proposal.



NOW A PART OF



# Proposal

<b>Dated:</b> 12/16/2015	<b>Project Name:</b> Port Royal Park, TN
<b>Prepared For:</b> Kevin Fischer Director Parks & Rec. City of Spring Hill TN <a href="mailto:kfischer@springhilltn.org">kfischer@springhilltn.org</a>	<b>ARC Proposal Number:</b> 16116

Dear Kevin:

Aquatic Recreation Company (ARC) is pleased to provide a quote of products for the referenced project. This proposal is based on the information provided in the bid request. Detailed product specifications are attached.

It is our understanding that ARC is to provide the following water play features for the above referenced project.

### Water Play Features

<u>Qty</u>	<u>Description</u>	<u>Unit Sales Price</u>	<u>Final Sales Price</u>
2	Water Spout	\$4,640.00	\$9,280.00
1	Tall Water Tent	\$2,900.00	\$2,900.00
1	Rotating Spray Display	\$10,500.00	\$10,500.00
1	Aim N Spray- SS	\$6,500.00	\$6,500.00
1	Shower Water Dome	\$6,300.00	\$6,300.00

Water play feature design notes:

- All above water play features are to be the standard product of Aquatic Recreation Company (ARC).
- Product materials are to be of FRP or structural plastics unless otherwise noted as Stainless Steel (SS).
- All ground spray features are imbed and installed prior to concrete being poured.

### Pricing Summary

**Total Price for Equipment as described above: \$35,480**

**FOB Eden Prairie Freight: \$1,425**

#### Optional Services:

**Product Installation Services: Add: \$5,693**

ARC to provide (1) factory direct technician for mounting and installation of the above listed water spray features by ARC. Service is for product installation only and does not include any concrete or infrastructure work if needed.

\*Quote is for product supply only.

## General Conditions

\*Terms of payment are 25% down with order and balance due prior to shipment.

\*Proposal is subject to the attached terms and conditions.

\*Proposal and pricing valid for 30 days.

\*This proposal and pricing is based on our interpretation of the sections of the RFP or specification that have been made available to us. Exceptions have been noted where ever possible. In the event of a conflict between the language in the specification and the proposal, the language in the proposal takes precedence and is the basis of the proposed pricing. ARC reserves the right to reject any order based on differences in pricing. ARC reserves the right to reject any order based on differences in interpretation of the specification, or for any reason, at the time an order is tendered.

\*ARC will not initiate work with out a fully executed contract or purchase order. Fabrication will not be initiated until complete submittal approvals have been received.

\*Submittals will be provided within two-three weeks of receipt of a fully executed contract or purchase

\*The proposed equipment can generally be shipped within 6-8 weeks after receipt of completely approved submittals. Lead time will be updated at the time of order execution.

\*Sales tax is not included in the prices quoted. All applicable Federal, State and Local sales or use taxes must be paid by the customer.

If you have any questions or comments concerning this information, please feel free to call me at 952-345-6440. Thank you for the opportunity to bid on this project.

Sincerely,

Amy Altman  
Sales Manager

Acceptance of Proposal

Client Name:

Company:

Address:

Final Contract Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Client Authorized Signature

\_\_\_\_\_  
Date

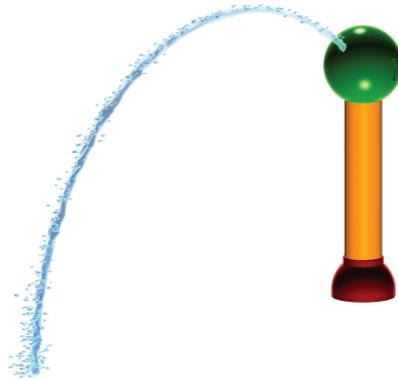
\_\_\_\_\_  
Print

The signing of this proposal hereby authorizes the client's acceptance of the above work as described. The client has read, understands and agrees with the terms and conditions of this proposal.

*The fun is in the water*



## Aim N Spray



The **Aim N Spray** is an interactive structure that emits a single stream of water from the 14" rotating head spray on the top of the feature.

<b>Flow Range</b>	5 GPM 18.93 LPM
<b>Size</b>	3' 6" x 0' 14" 1.1 x .356 m
<b>Splash zone</b>	15' 0" Radius 4.57 m Radius

*The fun is in the water*



## Rotating Spray Display

The **Rotating Spray Display** is a platform in which users can rotate to create four different spray effects.



<b>Flow Range</b>	5 to 20 GPM 18.93 to 75.71 LPM
<b>Size</b>	2' 8" x 3' 0" .853 x .914 m
<b>Splash zone</b>	10' 0" Diameter 3.048 m Diameter

*The fun is in the water*



## Shower Water Dome

The **Shower Dome** is a structure that emits a water effect from the top of a 5' 6" diameter dome that spreads out around the perimeter and falls to users below.



<b>Flow Range</b>	15 to 40 GPM 56.78 to 151.42 LPM
<b>Size</b>	9' 6" x 5' 6" 2.92 x 1.71 m
<b>Splash zone</b>	15' 0" Diameter 4.57 m Diameter



*The fun is in the water*



## Tall Water Tent



The **Tall Water Tent** is a 6ft structure that emits a "tent like" sheet of water from it's top onto users.

<b>Flow Range</b>	15 to 30 GPM 151.42 to 227.12 LPM
<b>Size</b>	6' 0" x 0' 6" 1.83 x .15 m
<b>Splash zone</b>	15' 0" Diameter 4.57 m Diameter

*The fun is in the water*



## Water Spout



The **Water Spout** is a structure that emits an angular fan nozzle effect from a bent pipe directly down on top of the users below.

<b>Flow Range</b>	10 to 20 GPM 37.85 to 75.71 LPM
<b>Size</b>	9' 0" x 3' 0" 2.74 x .914 m
<b>Splash zone</b>	10' 0" x 8' 0" 3.05 x 2.44 m

**RESOLUTION 14-156**

**RESOLUTION TO APPROVE AGREEMENT BETWEEN THE CITY OF SPRING HILL PARKS AND RECREATION, THE ROTARY CLUB OF SPRING HILL, AND PARTNERS 4 PARKS**

**WHEREAS**, the City of Spring Hill is in the process of building Port Royal Road Park; and

**WHEREAS**, the Rotary Club of Spring Hill desires to sponsor the Splash Pad at Port Royal Road Park; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE** to authorize the agreement that the Rotary Club of Spring Hill shall sponsor the Splash Pad for a term of five (5) years, in the amount of seventeen thousand, five hundred dollars (\$17,500.00) to be paid in annual installments of three thousand, five hundred dollars (\$3,500.00) beginning on January 1, 2015.

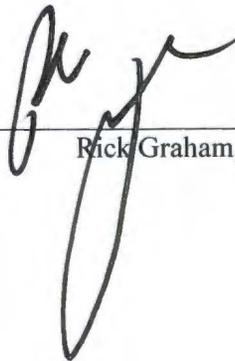
**BE IT FURTHER RESOLVED** that, in exchange for the consideration above, a suitable sign will be permitted to be placed indicating the sponsorship of the Splash Pad for stated term, as agreed by all parties.

**BE IT FURTHER RESOLVED** that the Board of Aldermen authorizes the Mayor to sign the agreement and is to be attached and part of this resolution.

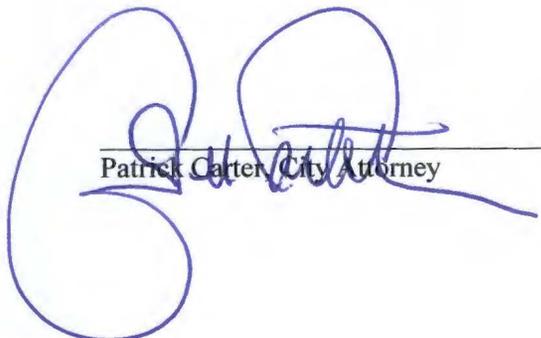
Passed and adopted this 15<sup>th</sup> day of December, 2014.

ATTEST:

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

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

LEGAL FORM APPROVED:

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

**AGREEMENT**

This Agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between The City of Spring Hill, Tennessee, Department of Parks and Recreation ("Spring Hill") and The Rotary Club of Spring Hill and Partners 4 Parks ("Rotary").

WHEREAS, the Rotary desires to sponsor the Splash Pad at the Port Royal Park (the "Splash Pad").

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree that Rotary shall sponsor the Splash Pad for a term of five (5) years in the amount of Seventeen Thousand Five Hundred (\$17,500.00) Dollars to be paid in annual installments of Three Thousand Five Hundred (\$3,500.00) Dollars beginning January 1, 2015, and in exchange shall be permitted to place a suitable sign to be agreed upon by the Parties indicating said sponsorship of the Splash Pad for said term. Either party may terminate this Agreement at any time upon a 60-day written notice to do same and removal of Rotary's sign.

IN WITNESS WHEREOF, this instrument is executed on the date first above written.

THE CITY OF SPRING HILL, TENNESSEE  
DEPARTMENT OF PARKS AND RECREATION

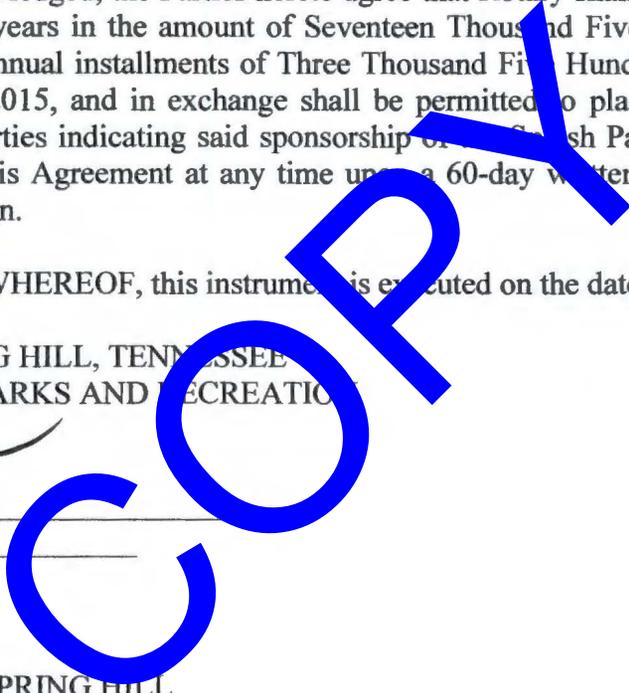
By: \_\_\_\_\_  
Its: Mayor

ROTARY CLUB OF SPRING HILL

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

PARTNERS 4 PARKS

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



# **PREVIOUS BUSINESS**

## **RESOLUTION 16-11**

### **A RESOLUTION TO ADOPT AN ACCESS MANAGEMENT POLICY ON US 31 FROM CAMPBELL STATION PARKWAY TO BUCKNER ROAD**

**WHEREAS**, the City of Spring Hill desires to be proactive in the development of future infrastructure; and

**WHEREAS**, with growth there is an increase in both traffic volumes and demand for accessibility to US 31; and

**WHEREAS**, access to a signalized arterial roadway must be planned and controlled so that the safety, capacity and operating conditions of the road will not be adversely impacted;

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen adopts an Access Management Policy on US 31 from Buckner Road to Campbell Station Parkway as follows:

1. One (1) Traffic Signal shall be permitted at the entrance of Tanyard Springs Subdivision, which is the intersection of US 31 and Williford Court. The responsibility for warrant studies, design, easement acquisition, and construction shall be solely borne by new development in this corridor.
2. A traffic signal shall not be permitted at Wilkes Lane and US 31. Furthermore, this intersection shall be converted from a full access intersection into a right-in/right-out only intersection.
3. All new requests for direct access to US 31 in this corridor shall be right-in/right-out only.
4. The western frontage road parallel to US 31 shall be required to extend to the north and provide connectivity to the stubout at the commercial development where Starbucks is currently located. The responsibility for design, easement acquisition, and construction shall be solely borne by new development in this corridor.
5. All new developments in this corridor shall be required to dedicate Right of Way along US 31 for future widening as determined by the Infrastructure Director.
6. All new developments in this corridor shall be required to construct dedicated turn lanes into their property. Additionally, all new development shall be required to provide two (2) access points where possible. The Infrastructure Director shall have the authority

to approve waivers of the requirements in this paragraph based on engineering judgement, existing conditions, and supplemental engineering data. The responsibility for design, easement acquisition, and construction shall be solely borne by new development in this corridor.

7. All new developments in this corridor shall be required to perform traffic studies. Should the traffic studies not demonstrate warrants for improvements, the City reserves the right to require improvements above and beyond the recommendations of the traffic studies provided and paid for by new development as determined by the Infrastructure Director.
8. The City shall perform regular timing updates of the traffic signals in this corridor every three to five years.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of March, 2016.**

---

Mayor Rick Graham

ATTEST:

---

April Goad, City Recorder

LEGAL FORM APPROVED:

---

Patrick Carter, City Attorney



**Volkert, Inc.**

330 Mallory Station Road  
Suite A-1  
Franklin, TN 37067

Office 615.656.1845  
Fax 615.656.1870

[www.volkert.com](http://www.volkert.com)

March 4, 2016

Mr. Dan Allen  
Assistant City Administrator  
City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

**RE: US 31 (Buckner Road to Campbell Station Parkway) Access Management Study**

Dear Mr. Allen:

This technical letter is being submitted to the City to provide guidance for the access management and potential traffic signalization on US 31 between Buckner Road and Campbell Station Parkway.

**General Project Information**

The US 31 corridor serves as the primary regional connection for Spring Hill to the north and south. The roadway is classified as major arterial with one travel lane in each direction. At most intersections on the corridor there are dedicated left turn lanes; however dedicated right turn lanes are not as prevalent. On the segment between Buckner Road and Campbell Station Parkway, the posted speed limit is 45 miles per hour (mph). The total distance from Buckner Road to Campbell Station Parkway is approximately 3,800 feet. Williford Court is approximately 1,250 feet south of Buckner Road and Wilkes Lane is approximately 3,100 feet south of Buckner Road.

In the latter part of 2015, a proposed development, Cadence Crossing, was presented to the City of Spring Hill for a vacant parcel of land located on the eastern side of US 31 between the Spring Hill Circle intersections. The only access for the proposed development is located directly opposite Williford Court on US 31. The traffic impact study for the proposed development was submitted to the City in January 2016.

The continued growth along the corridor, as evidenced by this proposed Cadence Crossing, along with the continued concerns about traffic congestion and safety along this vital corridor, led the City staff and the Transportation Advisory Committee (TAC) to consider developing and adopting an Access Management Policy for the segment of US 31 from Buckner Road to Campbell Station Parkway. As such, the City staff contracted with Volkert to complete a review of the corridor between Buckner Road and Campbell Station Parkway, which includes consideration of the Policy Points in Resolution 16-11. These Points include:

1. One (1) traffic signal shall be permitted at the entrance of Tanyard Springs subdivision, which is the intersection of US 31 and Williford Court.
2. One (1) traffic signal shall be permitted within the zone identified in Figure 1. The zone is described as beginning approximately 950 feet north from the center of Campbell Station Parkway and US 31 and ending approximately 1,275 feet north from the center of Campbell Station Parkway and US 31.

**Office Locations:**

Birmingham, Foley, Mobile, Alabama • Gainesville, Orlando, Pensacola, Tampa, Florida • Atlanta, Georgia  
Collinsville, Illinois • Baton Rouge, New Orleans, Slidell, Louisiana • Biloxi, Mississippi • Jefferson City, Missouri  
Raleigh, North Carolina • Columbia, South Carolina • Chattanooga, Franklin, Tennessee • Alexandria, Virginia • Washington, D.C.





FIGURE 1  
US 31 ACCESS MANAGEMENT STUDY AREA

3. A traffic signal shall not be permitted at Wilkes Lane and US 31. Furthermore, this intersection shall be converted from a full access intersection into a right-in/right-out only intersection.
4. All new requests for direct access to US 31 in this corridor shall be right-in/right-out only.
5. The western frontage road parallel to US 31 shall be required to extend to the north and provide connectivity to the stubout at the commercial development where Starbucks is currently located.
6. All new developments in this corridor shall be required to dedicate Right-of-Way along US 31 for future widening as determined by the Infrastructure Director.
7. All new developments in this corridor shall be required to construct dedicated turn lanes into their property. Additionally, all new developments shall be required to provide two (2) access points.
8. All new developments in this corridor shall be required to perform traffic studies.

This technical letter will provide the City staff, TAC and BOMA, the information needed to make a sound decision on the adoption of an Access Management Policy for US 31 from Buckner Road to Campbell Station Parkway.

### **Traffic Signal Spacing and Access Management**

Traffic signal spacing and access management studies are not a new focus area for governmental agencies. There are numerous studies that have been conducted and many resources available to help guide the development of policies and assist in the decision making process.

First, the basic principles of access management should be considered when evaluating a corridor(s). As noted in the *Traffic Engineering Handbook, 7<sup>th</sup> Edition* published by Institute of Transportation Engineers (ITE), the basic principles are:

1. Provide a specialized roadway system in which different roads are planned, designed and managed to ensure appropriate levels of safety and mobility for all users.
2. Promote intersection hierarchy.
3. Locate signals to favor through movements. Signalized access connections should fit into an overall traffic signal coordination plan. Long, uniform spacing of full-movement signalized intersections on major roadways improves the ability to coordinate signals for continuous movement of traffic at desired speeds.
4. Preserve the functional area of intersections and interchanges.
5. Limit the number of conflict points.
6. Separate conflict areas through appropriate access spacing.
7. Remove turning vehicles from through traffic lanes.
8. Use nontraversable medians on major roadways.
9. Provide a supporting street network along arterials and other major travel routes.
10. Provide unified site access and circulation systems within and between development sites along major travel routes.

Several of these should be heavily considered in regards to the US 31 corridor. In regards to #3 above, as quoted from *Traffic Engineering Handbook*, "Closely spaced or irregularly spaced traffic signal on arterial roadways result in frequent stops, unnecessary delay, increased fuel consumption, excessive vehicular emissions and high crash rates. Alternatively, long and uniform signal spacing allows timing plans that can efficiently accommodate varying traffic conditions during peak and off-peak periods."

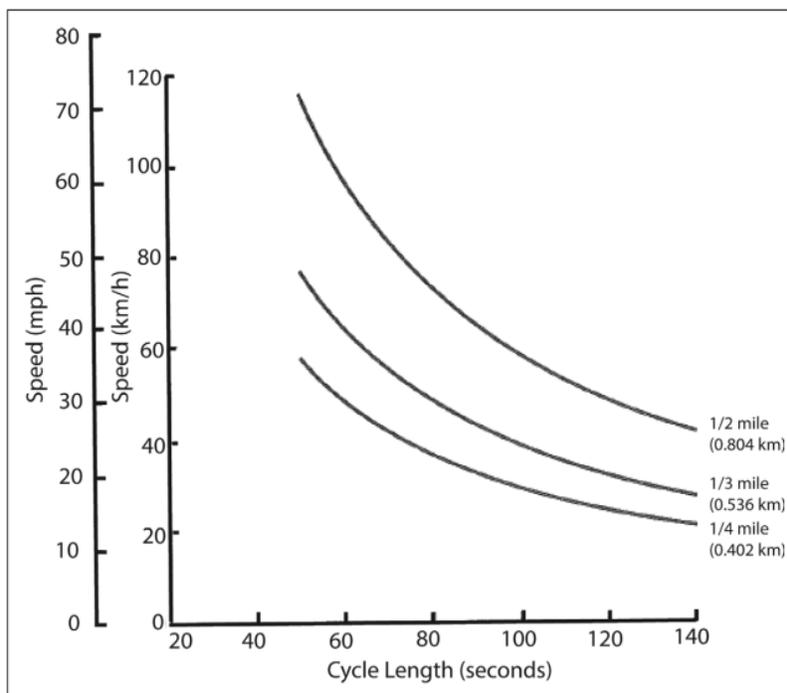
There are several references that provide guidance on spacing and documented studies with data presented to show the impacts of the various traffic signal spacing. However, there is not a written standard that fits every scenario.

- “spacing between coordinated signals should be no less than 1,000 feet.” - *2009 Edition of the Manual on Uniform Traffic Control Devices (MUTCD)*
- “for most arterial streets with signal spacing between 500 feet to 0.5 mile (2,640 feet), coordinated operation can often yield benefits by improving progression between signals” - *US Department of Transportation Federal Highway Administration’s Signal Timing Manual*
- “In a system of closely or irregularly spaced traffic signals, each traffic signal per mile added to a roadway reduces speeds by about 2 to 3 mph. Several studies have found that the number of crashes and crash rates increase as the frequency of traffic signal increases.” - *ITE’s Traffic Engineering Handbook, 7<sup>th</sup> Edition*

Figure 2, obtained from *Traffic Engineering Handbook*, shows the impacts on vehicle speeds along a corridor as the signal spacing changes from 0.5 miles to 0.25 miles and Table 1 shows the percent increase in travel time as the density signalized intersections increase.

As shown In Figure 2, assuming a standard cycle length of 120 seconds, signals spaced at uniform intervals of 0.25 miles (1,320 feet), 0.33 miles (1,760 feet) and 0.5 miles (2,640 feet) result in a progression speed of approximately 16 mph, 21 mph and 30 mph, respectively.

FIGURE 2  
PROGRESSION SPEED AS A FUNCTION OF SIGNAL SPACING AND CYCLE LENGTH



Source: Stover and Koepke (2002).

The baseline for the US 31 corridor is two existing traffic signals (Buckner Road and Campbell Station Parkway). As shown in Table 1, if one traffic signal is added between the two existing traffic signals there is an expected nine (9) percent increase in travel time over this mile. Additionally, if two traffic signals are added in this same stretch of the corridor, there is an expected 16 percent increase in travel time over this mile.

TABLE 1  
PERCENTAGE INCREASE IN TRAVEL TIMES AS SIGNALIZED DENSITY INCREASES

Signals per Mile	Percent Increase in Travel Times (Compared with Two Signals per Mile)
2.0	0
3.0	9
4.0	16
5.0	23
6.0	29
7.0	34
8.0	39

Source: NCHRP Report 420 (Cluck, Levinson, and Stover, 1999).

In summary of this section, traffic signal spacing and access management are critical to the operational characteristics and safety of a corridor. As additional traffic signals or conflict points are introduced in the system, there can be negative safety impacts and negative operational impacts.

### Traffic Analyses

The review and evaluation of this segment of the US 31 corridor included operational analyses utilizing Synchro 9 Traffic Signal Coordination Software and HCS 2010. The base model from the US 31 Signal Optimization Study, completed in January 2015, was used to compare the US 31 segment (Buckner Road to Campbell Station Parkway) with current traffic control conditions to proposed traffic control conditions. The No-Build conditions is the corridor with the existing traffic control configuration in place – traffic signals at Buckner Road and Campbell Station Parkway and the other intersections as two-way stop controlled.

There were three proposed traffic control conditions evaluated.

- **Scenario 1** – Two additional traffic signals within the study corridor. The first at US 31 and Williford Court. The second at US 31 and the approximate center of the red box overlay shown on Figure 1. This is generally at the Saint Thomas Heart and Spring Hill Business Park driveways. Additionally, this option also includes converting US 31 and Wilkes Lane/Spedale Court into a right-in/right-out only intersection.
- **Scenario 2** – Two additional traffic signals within the study corridor. The first at US 31 and Williford Court. The second at US 31 and the approximate center of the red box overlay shown on Figure 1. This is generally at the Saint Thomas Heart and Spring Hill Business Park driveways. Additionally, this option includes abandonment of Wilkes Lane from the newly designed western frontage road to US 31. The newly designed frontage road would run parallel to US 31, providing a connection to the stubout at the commercial development where Starbucks is currently located. The abandonment of Wilkes Lane is needed to assist in diverting traffic to potential signalized intersection to help warrant the signal.

- Scenario 3 – One additional signal at the intersection of US 31 and Williford Court. In addition to this improvement, it is proposed for US 31 and Wilkes Lane/Spedale Court to be converted from a full access intersection into a right-in/right-out only intersection.

The analyses were conducted for existing 2016 AM and PM, the 2021 AM, PM and Off-Peak No-Build conditions, and the 2021 AM, PM and Off-Peak Build conditions for each of the three scenarios.

#### 2016 Existing and 2021 No Build Conditions

As shown Table 2, the 2021 No Build scenario will experience a significant increase in delay and travel time over the 2016 existing conditions and will have speeds significantly lower than the posted 45 mph speed limit. This can be contributed to the continued overall traffic growth along the corridor.

#### 2021 Conditions

As shown Table 2, the 2021 No Build scenario or 2021 Build Scenario 3 will tend to have the lower overall delay and travel time when compared with the other 2021 scenarios. Each of these will also tend to have the highest arterial speed of all of the conditions analyzed. The only exceptions will be the PM and Off-Peak travel time for northbound US 31 with Build Scenario 2.

TABLE 2  
ARTERIAL LEVEL OF SERVICE SUMMARY TABLE

		AM			PM			Off Peak		
		Delay (s/veh)	Travel time (s)	Arterial Speed	Delay (s/veh)	Travel time (s)	Arterial Speed	Delay (s/veh)	Travel time (s)	Arterial Speed
NB US 31	2016 Existing	62.9	197.3	34	60.9	125.8	24			
	2021 No Build	252	369.3	18	130.4	569.2	16	<b>33.5</b>	167.7	40
	2021 Build Scenario 1	231.7	364.5	19	174.3	591.1	13	48.8	178.6	38
	2021 Build Scenario 2	230.7	364	20	171.1	<b>416.3</b>	13	38.2	<b>166.8</b>	40
	2021 Build Scenario 3	<b>228.4</b>	<b>356.2</b>	20	<b>114.3</b>	446.9	17	46.9	177	38
SB US 31	2016 Existing	46.9	132.6	32	59.9	149.2	29			
	2021 No Build	<b>161.6</b>	<b>247.8</b>	17	236.7	625.9	13	<b>27</b>	<b>114.7</b>	37
	2021 Build Scenario 1	198.3	315.8	15	206.6	526.2	15	40.9	127.4	33
	2021 Build Scenario 2	211.9	351.6	14	221.2	634.8	14	32.9	121.2	35
	2021 Build Scenario 3	199.6	331.7	15	<b>203.1</b>	<b>521.7</b>	15	38.2	124.6	14

\*The bold-italicized number indicates the minimum of the 2021 Scenarios

#### **Traffic Signal Warrant Analysis**

Throughout this technical letter the discussion has centered around the location of future traffic signals and access management. The other piece to the overall puzzle is the warranting of the traffic signal at either of the locations evaluated on this segment of US 31. The MUTCD provides support for engineering decision making by setting quantitative criteria and specific thresholds that can be applied to evaluate the potential need for a traffic signal. These criteria are referred to as Traffic Signal Warrants. There are nine (9) warrants to consider when evaluating

the need for a traffic signal; however it should be noted that satisfying the warrants does not itself indicate that a traffic signal should be installed.

As noted in the *Traffic Engineering Handbook* and in the *MUTCD*, traffic signal can eliminate or at least substantially reduce the number and severity of conflicts. They also provide regular interruptions to heavy traffic streams, allowing other vehicular traffic to enter or cross the traffic stream. Therefore, traffic signals are considered, especially by the general public, “a panacea for all traffic problems at intersections”. This belief, however ignores the potential disadvantages of traffic signals, especially those that are not warranted. Some of these disadvantages are:

- Excessive delay
- Excessive disobedience of the signal indications
- Increased use of less adequate routes as road users attempt to avoid the traffic control signals
- Significant increases in the frequency of collisions (especially rear-end collisions)

As part of the review of the corridor, the traffic signal warrant information provided in the Cadence Crossing Traffic Impact Study was evaluated for the intersection of US 31 and Williford Court along with a preliminary evaluation of the potential for a traffic signal to be warranted at the second location near the Spring Hill Business Park driveway.

As detailed in the Cadence Crossing Traffic Impact Study, it was concluded that “at full build-out, the Cadence Crossing project site will satisfy seven of the eight hours required for Warrant 1 – Condition B and are very close to satisfying this warrant for an eighth hour. Also, the existing traffic volumes from Cadence Crossing will satisfy Warrant 2 – Four Hour Volume. Based on these results, it would be appropriate to collect new traffic counts and conduct a Traffic Signal Warrant analysis for the intersection when the project is complete and fully occupied”.

Based on the review of the information in the traffic impact study and the operational analysis completed as part of this study, it is anticipated that traffic volumes from the Cadence Crossing development should meet some of the traffic signal warrant criteria; however this will be dependent on the side street design (one exiting lane vs. two exiting lanes) and the actual trip distribution from the site.

As for the second potential traffic signal evaluated for this segment of US 31. The future developments on the vacant parcels along the western boundary of US 31 will create several new trips on the network and the realignment of Wilkes Lane will divert trips to the potential new intersection. However, it is not anticipated that the side street traffic volumes will meet the thresholds for the traffic signal volume warrants.

## Conclusions

As noted above and in the Access Management Policy, consideration should be given to the guidance of locating up to two new traffic signals on US 31 between Buckner Road and Campbell Station Parkway.

### Traffic Signal Spacing

- **US 31 and Williford Court** – located 1,250 feet south of Buckner Road, 1,300 feet north of US 31 and Existing Driveways (Saint Thomas Heart/Spring Hill Business Park), and 2,600 feet north of Campbell Station Parkway.
- **US 31 and Existing Driveways (Saint Thomas Heart/Spring Hill Business Park)** – located 2,550 feet south of Buckner Road, 1,300 feet south of US 31 and Williford Court, and 1,300 feet north of Campbell Station Parkway.

### Traffic Analysis

Although it is acceptable to add two additional signals to this coordinated signal system while maintaining appropriate traffic signal spacing, the operational analysis showed that the addition of two traffic signals had a reasonably significant negative impact on delay and travel time and a reduction in the arterial speed for this segment of US 31.

As shown in Table 2, the 2021 No-Build and the 2021 Build Scenario 3 (only one new traffic signal) have similar operational results and tend to split which operates with the lower delay and travel of the 2021 scenarios.

### Traffic Signal Warrant Analysis

It is anticipated the traffic generated by the Cadence Crossing development should meet some of the traffic signal warrant criteria; however this will be dependent on the side street design (one exiting lane vs. two exiting lanes) and the actual trip distribution from the site.

The potential traffic generated by future development of the vacant parcels along the western boundary of US 31 will create several new trips on the network and the realignment of Wilkes Lane will divert trips to the potential new intersection. However, it is not anticipated that the side street traffic volumes will meet the thresholds for the traffic signal volume warrants.

## Recommendations

- The only potential signalization considered for this segment of US 31 between Buckner Road and Campbell Station Parkway should be at US 31 and Williford Court. This location should not be approved for a traffic signal until the appropriate traffic warrants are satisfied and an engineering study is completed that shows there will be negligible negative impacts to the operational characteristics and no negative safety impacts to the US 31 corridor.
- The City should minimize additional access locations on US 31. If an access is granted, the access should be designed as a right-in/right-out only configuration.
- The City should redesign Wilkes Lane as a right-in/right-out only configuration

- The City should continue the frontage road concept from Wilkes Lane to the existing stubout at Starbucks.
- The City should conduct regular traffic signal timing reviews/optimization of the entire US 31 corridor. The recommended timeframe for signal timing updates for major corridors is every 3-5 years.
- Due to the heavy congestion during the peak periods and the unknown timeframe for major improvements to US 31, the City should evaluate alternative connections parallel to US 31. This is in support of the basic principles of access management.

Please contact me at your convenience should you have any questions.

Respectfully Submitted,  
Volkert, Inc.

A handwritten signature in blue ink that reads "Gerald Bolden". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gerald Bolden, PE, PTOE  
Transportation Design Manager

CC: File

**ORDINANCE 16-04**

**AN ORDINANCE TO AMEND ORDINANCE NO. 86-47, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF SPRING HILL, BY REZONING PROPERTY BEING TAX MAP 0250, PARCEL B 019.00 FROM B-2, NEIGHBORHOOD SHOPPING DISTRICT, TO B-4, CENTRAL COMMERCIAL DISTRICT**

**WHEREAS**, the City of Spring Hill Zoning Ordinance, the same being Ordinance No. 86-47, and the zoning maps therein adopted, should be amended by rezoning the property herein described as Maury County Tax Map 0250, Parcel B 019.00 from B-2, Neighborhood Shopping District, to B-4, Central Business District; and

**WHEREAS**, said property to be rezoned from B-2 to B-4 is located within the corporate limits of the City of Spring Hill; and

**WHEREAS**, this Ordinance was not recommended by the Spring Hill Municipal Planning Commission on February 8, 2016, with notice of said hearing being given fifteen (15) days or more before said approval; and

**WHEREAS**, all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN**, that the Zoning Ordinance 86-47 and the zoning maps therein adopted be, and the same are hereby amended by rezoning the property herein-described as Maury County Tax Map 0250, Parcel B 019.00 from B-2, Neighborhood Shopping District, to B-4, Central Business District, which amendment shall take effect from and after its adoption, the public welfare requiring it.

**BE IT FURTHER ORDAINED**, that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

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

ATTEST:

---

April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

Passed on First Reading: February 16, 2016

Passed on Second Reading: (on agenda March 21, 2106)

**SUBJECT:** ORD 16-04 (5238 Main Street)

**DATE:** February 16, 2016

**ATTENTION:** Board of Mayor and Aldermen (BOMA)

**DEPARTMENT HEAD:** Dara Sanders, City Planner



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**STAF**

**F MEMORANDUM**

**Property description and history:** This property is currently developed for a single-family dwelling. The properties to the north, northwest, and southeast are developed for nonresidential uses. In December of 2015, the Board of Mayor and Aldermen rezoned the property from R-1, Low Density Residential, to B-2, Limited Retail.

**Request:** The applicant now requests to rezone the property from B-2, Limited Retail, to B-4, Central Business District.

**Planning Commission Recommendation:** On February 8<sup>th</sup>, the Planning Commission voted 4-1 (Commissioner Duda voted “no”) to forward the request to the Board of Mayor and Aldermen with a recommendation for **denial**, based on the following findings:

- rezoning the property to the most intense, highest traffic generating, and unpredictable zoning district available in the Zoning Ordinance does not promote the City’s planning policies and principles;
- that sufficient undeveloped and underutilized property currently regulated by the B-4 zoning district exists in the immediate area; and
- that the property can be developed and used for nonresidential purposes and in accordance with the City’s planning policies and principles under the current zoning designation of the property.

**Discussion:** When considering a rezoning request, the Planning Commission must consider compatibility with the surrounding area and consistency with the City’s planning policies and principles. Staff does not find that the proposed B-4 zoning district at this location promotes the City’s planning policies and principles and would be detrimental to the public good. Despite the opening “intent” description, the B-4 zoning district is designed produce a development form specifically for accommodating the vehicle, which is counterproductive to the intent of the Downtown/City Center character area. The requested zoning district is the primary tool for encouraging and permitting suburban, high traffic volume development associated with big box shopping centers, gas stations, and drive-thru fast food businesses. Further, the B-4 zoning district permits mini-warehousing and manufacturing uses that are more appropriate outside of a downtown area and central commercial corridor.

The Planning Commission must also consider the relationship between land use and transportation. The surrounding area already experiences significant traffic and congestion issues. Staff finds that the proposal will have a negative impact on the transportation network due to the high traffic volume development permitted by-right. Staff also finds that the proposed B-4 zoning district will not result in a unique or new development form that will benefit the community.

The applicant has argued with this request and the similar request to the south, denied by the Board of Mayor and Aldermen, that the justification for the rezoning request is due to the minimum setback requirements of the B-4 zoning district. Rezoning a property for setback relief without regard for the incompatible and inappropriate land uses permitted by-right in that zoning district is not a proper planning practice.

The traditional development form surrounding area, which was historically the City's original downtown, has been compromised for decades with the suburban development form permitted under the B-4 zoning district, and approval of this request will continue to allow for the deterioration of what was once the heart of this town.

Mrs. Leola Parham Beard  
1964 Sugar Ridge Road  
Spring Hill, TN 37174

Date December 28 2015

Ms. Dara Sanders  
City Planner  
P.O. Box 789  
Spring Hill, TN 37174

Dear Ms. Sanders:

I, Leola Parham Beard, owner of property located at 5238 Main Street, Spring Hill, TN have listed said property as "For Sale". The property is currently zoned and request is made that said property be rezoned from B-2 to B-4. The Property ID is 0600250 B 01900 and is 2.3 acres.

Thank you for your consideration of this rezoning request.

Signed *Leola Parham Beard*  
Leola Parham Beard

Date *Dec 28 2015*

---

City of Spring Hill, Tennessee  
**Planning Commission Agenda Application**

199 Town Center Parkway, Spring Hill TN 37174  
(931) 486-2252 Fax: (931) 486-3596

**FOR STAFF USE ONLY**

Date Application submitted: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date Accepted as complete: \_\_\_\_\_ Case number: \_\_\_\_\_  
Map/Parcel: \_\_\_\_\_ Public hearing date: \_\_\_\_\_

Date: 12 Jan 16 Project Name: Beans Property / Spring Hill Express  
Property Address/Location: 5238 Main Street  
Spring Hill, TN 37174  
Current Zoning District(s): B-2 rezoned to B-4 Property Size: 1/2 - 2.3 Acres

Type of request being made —

- Annexation
- Rezoning
- Major Modification
- Minor Modification
- Easement/Right-of-way Vacation
- Sketch Plan
- Neighborhood Concept Plan
- Lot Split
- Property Line Adjustment
- Preliminary Plat
- Concurrent Plat
- Final Plat
- Site Plan
- Master Development Plan (PUD) Preliminary/Final
- Traditional Neighborhood Development
- Other \_\_\_\_\_

Materials required to be submitted with application

- Letter of request
- Proof of ownership
- Four (4) hard copies of the proposal, including all required information as outlined in the applicable checklist.
- A CD containing a copy of all required submittal items in PDF format.

**Note to the applicant:**

- \* Applications and all required submittals must be filed with the Planning Department by the established deadline.
- \* Both the applicant/representative and property owner must sign the application. Applications not signed by the property owner will not be accepted.
- \* All applications must be accompanied by completed checklist.

APPLICANT OR REPRESENTATIVE:

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the submittal misses any of the information listed. I also understand that other information may be requested by staff, Planning Commission and Aldermen during review relevant to the request.

Name (printed): Robert R. Szeliga Date: 12 Jan 16  
Address: C/O HUNTER GORDON LLC  
PO Box 461 Thompson Station, TN 37179  
Phone number: 615/302-0100  
Email: hunter@huntergordon.com  
Signature: [Handwritten Signature] [Handwritten Initials]

PROPERTY OWNER(S) OR AUTHORIZED AGENT:

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**APPLICANT OR REPRESENTATIVE:**

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the submittal misses any of the information listed. I also understand that other information may be requested by staff, Planning Commission and Aldermen during review relevant to the request.

Name (printed): \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) OR AUTHORIZED AGENT:**

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): Leola Parham Beard

Date: 12-28-15

Address: 1964 Sugar Ridge Road  
Spring Hill TN 37174

Phone number: 931 486-2543

Email: \_\_\_\_\_

Signature: Leola Parham Beard

Name (printed): \_\_\_\_\_

Date: Dec 28-2015

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

BEARD LEOLA PARHAM  
 1968 SUSAR RIDGE RD  
 SPRING HILL TN 37174  
 DATE UPDATED 10/5/2015  
 DATE PRINTED 10/5/2015  
 OF 1  
 APPRAISED VALUE RECAP  
 IMP 73000  
 LAND 53700  
 TOTAL APPR 126700  
 TOTAL W/USE 0  
 ASSESSMENT 31675  
 PROP TYPE 00 25%  
 AREA DIMENSIONS

FOUNDATION CONTINUOUS FOOTING  
 FLOOR SYSTEM WOOD W/ SUB FLOOR  
 EXT WALL SIDING AVERAGE  
 STRUCT FRAME  
 ROOF FRAMING GABLE/HIP  
 ROOF COV DEC COMPOSITION SHINGLE  
 CAB MILLWORK AVERAGE  
 FLOOR FINISH HARDWOOD/PARQUE  
 INTER FINISH DRYWALL  
 PAINT DECOR AVERAGE  
 HTG/AIR COND /  
 PLUMBING FIX 6  
 BATH TILE  
 ELECTRICAL AVERAGE  
 QUALITY AVERAGE

SUBDIV2  
 ADDITIONAL DESCRIPTION DIMENSIONS  
 PER WILL  
 Hgury  
 TOTAL LAND UNITS  
 DEED  
 CALC  
 RMS  
 PF 0  
 WT/AREA  
 0  
 BRP  
 0  
 IMP TYPE  
 SINGLE FAMILY

TOTAL UNITS  
 SHAPE FAC  
 SIZE FAC  
 ADJ UNITS  
 BASE RATE  
 ADJ BASE  
 ACT YR  
 EFF YR  
 1900 1954

AREA DESC	PCT RATE	ADJ SF	RT	AREA	RATE	SQ FT	REPL COST
SAS						1324	
USF						1324	78840
GPF						248	4920
UTU						70	1390
LITU						168	3330
EPB						104	4130

TOTAL AUX AREAS: 1324 TOT BASE AREA 1324 No STOR 2

AGE	NORM	OTHR	FUNC	ECON	% COND	REPL COST	NEW	DEPR	LND APP	BY	SSD	WARD	EDD	PLAN	OTR	MORT	MH	MH NO	AREA CODE
60	60	0	0	0		118740	69730		2006-01-01	15									101

XFSB DESC	QUAL	SIZE	UNIT PRICE	UNITS	EF YR BUILT	ANW DEPR	PERCENT COND	DEPR VAL	PARCEL STAT	DIST TREND	TOPO	TYPE OWNER	ROAD NO	ROAD TYPE	CONST CODE	SUBD TRACT	N-S COORD	E-W COORD
RESIDENTIAL GREENHOUSE DETACHED GARAGE UNFINISHED	AVERAGE	24X48		0	1972			2750				STABLE LEVEL		PAVED			-86.92	35.75

500 CENSUS TRACT BLOCK BLK FACE AREA CON DIST OPTIONAL  
 BS1200 3

BLDG APP	APP BY	SOURCE	DWL UNITS	WAT	SEM	SLEC	GAS ZONING	OCC	COND
		OWNER		PUBLIC	INDIVIDUAL	PUBLIC			AV

XFSB APPR DATE APP BY TOTAL XFSB VALUE 3250  
 PERMIT NO 0  
 FHA NO 0  
 RENTAL SOURCE 0  
 RENTAL AMT 0  
 RENT SCHED

LAND DESC	DESC CODE	DIMS	SOIL	UM	FLD	LDC	SIZE	DEPT FAC	COND FAC	UNIT PRICE	LAND UNIT PRICE	LAND UNITS	MARKET VALUE	COND FAC	LAND USE UNIT PRICE	USE LAND VAL
RESIDENTIAL												2.3 AC	53740			

LAND USE CODES 1. 11 2. 00 3. 00 4. 00  
 MARKET DATA  
 LAND TOTAL THIS CARD 2.3 53740

DATE	PRICE	BOOK	PAGE	VI	IMS	Q	DEED TRANS	BOOK	PAGE	NOTES
1981-09-16		NBP	438							
		373	19							

# Real Estate Assessment Data

<a href="#">Home</a>	<a href="#">About</a>	<a href="#">New Search</a>	<a href="#">Return to List</a>
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County Number: 060

County Name: MAURY

Tax Year: 2016

## Property Owner and Mailing Address

Jan 1 Owner:  
BEARD LEOLA PARHAM  
1964 SUGAR RIDGE RD  
SPRING HILL, TN 37174

## Property Location

Address: MAIN ST 5238

Map: 0250 Grp: B Ctrl Map: 0250 Parcel: 019.00 Pl: S/I: 000

## Value Information

Reappraisal Year: 2014

Land Mkt Value: \$53,700

Improvement Value: \$73,000

Total Market Appraisal: \$126,700

Assessment %: 25

Assessment: \$31,675

## General Information

Class:	00 - RESIDENTIAL		
City #:	701	City:	SPRING HILL
SSD1:	000	SSD2:	000
District:	03	Mkt Area:	V01
# Bldgs:	1	# Mobile Homes:	0
Utilities - Water / Sewer:	03 - PUBLIC / INDIVIDUAL	Utilities - Electricity:	01 - PUBLIC
Utilities - Gas / Gas Type:	00 - NONE	Zoning:	

## Subdivision Data

Subdivision:

Plat Bk: Plat Pg: Block: Lot:

## Additional Description

PER WILL

## Building Information

Building # 1

Improvement Type:	01 - SINGLE FAMILY	Stories:	2
Living/Business Sq. Ft.:	2,648		
Foundation:	02 - CONTINUOUS FOOTING	Floor System:	04 - WOOD W/ SUB FLOOR
Exterior Wall:	04 - SIDING AVERAGE	Structural Frame:	00 - NONE
Roof Framing:	02 - GABLE/HIP	Roof Cover/Deck:	03 - COMPOSITION SHINGLE
Cabinet/Millwork:	03 - AVERAGE	Floor Finish:	09 - HARDWOOD/PARQUE
Interior Finish:	07 - DRYWALL	Paint/Decor:	03 - AVERAGE
Heat and A/C:	00 - NONE	Plumbing Fixtures:	6
Bath Tile:	00 - NONE	Electrical:	03 - AVERAGE

1601

6

5228

18

4.12AC

5232 20

**MAIN ST 5238**



0600250 B 01900

2.30 AC

19

18.01

14.01



----- 47.5 feet right-of-way from centerline

— Edge of existing front building footprint

— Front setback for B-4

— Front setback for B-2

**Please click here to view**  
**Alderman William's**  
**recommendations**  
**On Ordinance 16-04**

**RESOLUTION 16-10**

**A RESOLUTION TO TERMINATE AGREEMENT WITH RETAIL STRATEGIES**

**WHEREAS**, the City of Spring Hill, Board of Mayor and Aldermen entered into a professional consulting and ancillary services agreement with Retail Strategies on April 21, 2014; and

**WHEREAS**, Retail Strategies was provided with written notice to cure on December 6, 2015; and

**WHEREAS**, Retail Strategies failed to satisfactorily cure deficiencies within 30 days as prescribed by said agreement.

**NOW, THEREFORE, BE IT BE RESOLVED**, that the Spring Hill Board of Mayor and Aldermen hereby terminate the agreement with Retail Strategies pursuant to section 13 of said agreement.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on this 21<sup>st</sup> day of March, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

# Spring Hill, Tennessee Correspondence

Due to the confidential nature of the contacts, a portion of this report is blacked out. The advantage of out-sourcing your retail real estate recruitment efforts is not only the knowledge of the industry and the contacts, but also the ability to collect information that should not be shared in a public setting. Several of the retailers, developers and brokers are extremely conservative regarding the information they will share with the public sector. Retail Strategies appreciates Spring Hill understanding that our company cannot risk our relationships by allowing information to leak publically that should remain confidential. The below report includes a portion, but not all, of the correspondence we've had with the industry as it relates to marketing Spring Hill.

Month/Date	Company	Message	Contact	Phone	Email
4/28/2014		Reached out to a dominate tenant representation firm in Nashville and were informed of a pet store and women's clothing store that were interested in the market.			
5/1/2014		Met with Colliers to offer assistance in marketing broker's listings to retailers. Received property fliers and insight on market.			
5/5/2014		Received property information on the Overlook Center across from Wal-Mart from Kroeger Realty to help with leasing efforts.			
5/10/2014		After reaching out to a national pet store, we discovered their interest in the market.			
5/13/2014		Had conversation with Turnberry Land Company regarding the Crossings in Spring Hill.			
6/17/2014		Presented QSR who is interested in market to Kroeger Real Estate Company for further development. KREC had parcels fronting Wall Street available.			
7/3/2014		Updated city flyer			
7/15/2014		Toured market. Completed 'Boots On Ground' tour and property catalog.			
7/24/2014		Had conversation with Triad Development. Sent us marketing information on a project within the city boundaries. Want us to assist with the project and asked for any information we had in 5 markets. Primarily looking for 1-5 AC tracts of land.			

7/30/2014	Compiled pictures for marketing material and city flyer
8/18/2014	Reached out to the Maury Alliance to enhance communications within the community and how best to collaborate our efforts.
9/2/2014	Delivered first draft of Strategic Plan. Created Property Catalog and Full Retail Prospect List.
9/5/2014	Through marketing Spring Hill to a tenant representation firm, discovered a full service restaurant has toured market and extremely interested in locating in the market. We provided market information.
9/15/2014	Reached out to electronics retailer. However, they are not currently expanding at this time and might be a long term prospect.
9/29/2014	Spoke with Tenant Rep for Full Service Restaurant. They were not interested in the market because they are focused on developing West Nashville at the time.
9/30/2014	Spoke with grocery store at ATL ICSC 2014. We sent them proposed development and they ended up locating there.
10/3/2014	Contacted fashion retailer to discuss market and expansion plans.
10/3/2014	Contacted Full Service Restaurant's corporate office to get contact name in order to discuss the market and expansion plans.
10/3/2014	Met with QSR at Chicago ICSC 2014 to present market to them.
10/3/2014	Contacted Fast Casual to go over market. They are interested and we presented a site at the crossings phase II.
10/4/2014	Reached out to Fast Casual with city flyer. Expressed interest in the market but stated it could be a few years.

10/6/2014		Contacted sporting goods store. Columbia location would prevent them from opening a store in the market.	
10/6/2014		Full service Restaurant has actively targeted Spring Hill Market. Reached out to them to offer help with site selection.	
10/8/2014		Set meeting with clothing retailer for ATL ICSC 2014	
10/9/2014		Reached out to big box retailer. Currently not expanding in TN but wil begin looking for sites again in 12-24 months.	
10/14/2014		Reached out to local restaurant to see if they were interested in opening additional locations.	
10/17/2014		Met with broker from Colliers at Atlanta ICSC. Informed us of McAlister's Deli lease closing at Belshire Village and provided us with an updated property flyer.	
10/22/2014		Introduced Alderman Williams and Zemak to a variety of brokers and retailers at a reception hosted by Retail Strategies at Tin Lizzy in Atlanta at the ICSC 2014. Guest list available upon request.	
10/30/2014		Set up meeting for Kayce & Susan at Atlanta ICSC 2014 to meet with a member of the West TN Retail Alliance who is very well connected in the state of TN.	
10/30/2014		Set up meeting with Kroeger Real Estate Company who has parcels in front of Walmart in Spring Hill, among other land in the city under contract.	
10/30/2014		Ran demos for Colliers on Belshire Village Retail Center to assist in leasing efforts.	
10/31/2014		Had follow up call after Atlanta ICSC 2014 going over all meetings we had on behalf of the city	

10/31/2014		<p>Received letter from Alderman Williams praising our efforts in 2014. "Your guidance through the process, the contacts you set us up with, taking us to the Nashville conference, and Victor's experience in Vegas really gave us a leg up. We would have been so far behind without those insights. And I can't say enough about the whole Retail Strategies team. Truly a phenomenal group of people that have made us feel so welcome and valuable."</p>	
10/31/2014		<p>Compiled Sales Tax, Building Permit Data, and Housing subdivision reports from City per a developers request. Provided the information to the developer.</p>	
10/31/2014		<p>Met with Kabat RE, Collins Commercial Properties, FOUR brokers from TSCG, Travinia Italian Kitchen, regency properties, philips Edison &amp; Co., Krystal, Smoothie King, ALDi, Holrob CRE, Triad Commercial, Sears, Pet Supermarket, Rivercrest Realty</p>	
11/4/2014		<p>Created thematic map based on population annual growth rate. Map featuring major employers, schools, and population density. Demographic and Income Profile- 10 minute drive time. Housing Profile- 10 minute drive time. Retail Goods and Services Expenditures- 10 minute drive time. Retail Market Potential- 10-15-20 minute drive time. GAP Analysis- 3 mile radius ring. Marketing Flyer including a breakdown of the leakage and an aerial map with existing retailers, traffic counts, etc. for Baker Storey McDonald on Spring Hill. They were interested in doing a development in Spring Hill that did not come to fruition.</p>	

11/4/2014		Clothing retailer interested in market. Sent them former dressbarn location.	
11/4/2014		Discount retailer interested in market. Sent them former dressbarn location.	
11/4/2014		Spoke with service oriented retailer and sent city flyer. They are quite interested in the market.	
11/4/2014		QSR has site under contract but apparently having issues. Reached out to try and resolve site issues but still very interested in market.	
11/4/2014		Reached out to Fast Casual with city flyer. Expressed interest in the market but need to follow up	
11/5/2014		Made map showing top employers in the city. Information provided by TN Department of Economic and Community Development.	
11/6/2014		Contacted QSR to discuss expansion plans and present market. They have plans to open 28 new locations in the Southeast and require a franchisee	
11/10/2014		Informed Pride brokerage of an expanding Fast Casual concept that would be a good fit for the market.	
11/10/2014		Sent discount retailer interested in the market property flyers for Crossings Phase I and II. Also provided contact information and informed retailer of exclusions and restrictions for the development.	
11/13/2014		Provided guidance to Triad Commercial in regards to development challenges they faced moving their project forward. Set up a call between the developer and the city to clear up communication. The developer has not only completed their project but is now also looking at additional development in Spring Hill.	

11/19/2014		Facilitated discussions with Mr. Lay and Triad Commercial. Collectively they provided solutions for driveway challenges and revised a site plan for the Shops at Campbell Station development.	
12/9/2014		Provided Turnberry Land Company with strategic plan for Spring Hill and discussed completion dates for Carmike Theater, Hampton Inn, Jonathan's Grille and Phase 2 of the development.	
12/11/2014		Reached out to Cherry & Associates to offer our assistance in the leasing of Crossings of Spring Hill Phase 2. Provided us with marketing flyer of development and an aerial of the project.	
1/6/2015		Added article to basecamp declaring Spring Hill "#4 Best Cities for Young Families in TN"	
1/15/2015		Provided city with information regarding a webinar for potential franchisee's put on by FranNet.	
1/28/2015		Received letter from Victor Lay sent to RealtyLink regarding the milling and paving of Hwy 31 for Shoppes at Campbell Station development. Offered suggestions on how the city could best overcome development hurdles.	
2/2/2015		Received request from EDC for Retail Strategies to attend future meetings and responded offering several dates RS could be available for a call or face to face.	
2/6/2015		Suggested the city hold off on the implementation of impact fees for commercial development per Kroeger Real Estate's request. Decision was based on timing of the economy given the amount of projects that were in the works.	

3/12/2015		Reached out to women's clothing retailer with city flyer. The market does not meet their core customer demographics.	
3/13/2015		Attempted to set meeting with broker from NGKF at New Orleans ICSC and RECon on behalf of city to discuss Spring Hill. Broker has Shoppes at Campbell Station Listing but will not be in attendance at shows.	
3/16/2015		Sent Book Store city flyer to gauge interest in market.	
3/16/2015		Sent city flyer to Health/Beauty Concept to gauge interest in the market.	
3/16/2015		Sent city flyer to QSR. They were not expanding into TN at the time and were focused on markets where they currently have stores.	
3/16/2015		Sent fast casual concept city flyer to see if they had any interest in the market	
3/24/2015		Sent QSR marketing information for another client city. Informed us they were interested in Nashville MSA. Sent marketing information and various sites for consideration.	
3/27/2015		Sent QSR GBT's Crossings of Spring Hill Site.	
4/5/2015		Sent fitness concept city flyer to see if they are interested in the market. No response.	
4/6/2015		Met with Barclay Group East at Carolinas Idea Exchange and provided them with list of client cities if they were to need anything.	
4/12/2015		Networked with broker from CBRE, TVA, and Cumberland Region Tomorrow. Introduced our company and explored opportunities to work together. Article was published in CRT regarding our efforts in Robertson County.	

4/14/2015		Followed up with Baker Storey Mcdonald in regards to consideration of Spring Hill for a development. However, they were not interested.	
4/15/2015		Met with Wolford development to share information. Provided them with a list of our client cities.	
4/15/2015		Contacted pharmacy to see if they were interested in the market. They are currently focused on acquiring existing pharmacies and not opening new stores.	
4/20/2015		Provided a recap of progress made during year 1 and sent invoice for 2nd year of engagement to City of Spring Hill.	
4/30/2015		Updated city flyer	
5/2/2015		Reached out to clothing retailer with city flyer. They do not have interest in opening a store in the market, no specific reason was given.	
5/26/2015		Followed up with fast casual concept after meeting at RECon. Provided them with list of client cities to see if we can be of assistance.	
6/2/2015		Followed up on interest from fast casual concept after RECon.	
6/4/2015		Received praise from Kroeger Real Estate Company. They were very impressed with our booth at RECon 2015 and the number of people working for the company. Also, offered our assistance in the market.	
6/12/2015		Reached out to clothing store with city flyer. Informed us that they have looked at sites in Spring Hill and are interested in the market. They referred us to their Nashville based tenant representation firm for further development. Provided tenant representation broker information on Spring Hill	

6/16/2015		Sent Beauty Store city flyer and available space in the Crossings of Spring Hill. They want to be in the market but the location of the available space wasn't appealing due to visibility issues from Target's front door. However, they want to present market to RE comittee in the future.	
6/19/2015		Had call with a local broker from Sperry Van Ness. Informed them that we were working with city and shared information. Mutually beneficial for both parties.	
6/24/2015		Reached out to Full Service Restaurant with city flyer	
6/30/2015		Sent QSR city flyer. Replied with interest and informed us that they are only looking at end cap drive thrus at this time.	
7/6/2015		Post Recon Notes titled Spring Hill Follow-up	
7/17/2015		Reached out to clothing retailer with city flyer. They are not expanding at this time.	
7/27/2015		Followed up with Pizza Concept we met at TN/KY idea exchange who showed interest in the market.	
7/29/2015		Sent basic demographic information to grocery store. Did not receive any dialouge on market.	
8/11/2015		Sent news about employment growth in the market (ie. GM, Ryder Expansion) to multiple contacts in Spring Hill.	
8/11/2015		Shared article entitled "Governor Haslam, Commissioner Boyd Announce Ryder Supply Chain Solutions to Expand Spring Hill Operations" to network of 282 followers on Twitter.	
8/17/2015		Spoke with expanding FSR and presented market information to them. They informed us that they would be in interested in Spring Hill market. They look for franchisee first and then site.	

8/17/2015		Provided grocery store with city flyer. Turned market down due to lack of population density and lack of businesses nearby.
8/17/2015		Sent grocery store city flyer. They are looking at sites in TN but couldn't seriously look at Spring Hill until next year. Will follow up.
8/18/2015		Sent city flyer to Restaurant/ Family Entertainment concept to gauge interest in market.
8/18/2015		Received appropriate Real Estate contact for market. Sent womens clothing concept city flyer to gauge interest in market.
8/18/2015		Sent city flyer to entertainment retailer. They are familiar with market but it is not on their radar just yet.
8/18/2015		Sent Home Furnishing store city flyer to gauge interest in the market.
8/18/2015		Deep River Partners informed us that they are pursuing a 3.25 acre site in the city. We provided tenant recommendations based on interest to help get development off ground.
8/19/2015		Sent The Shopping Center Group city flyer and site plan for a Development in city boundaries to see if there was any interest in occupying a 10,000 SF space. Responded by saying the concept is not ready for the market yet due to overall retailer performance in the market. Although it is starting to trend up and they might revisit in the future.
8/19/2015		Sent city flyer to department store. Turned down market due to competition from comparable retailers.
8/19/2015		Sent Hardware Store city flyer. They turned down the market due to lack of an owner/operator for the market. If one was found, they would be interested.

8/25/2015		Provided small shop retailers and full service restaurants that are actively looking in the market to Deep River Partners in order to assist them with a proposed layout of a development.	
8/28/2015		Sent Sporting Goods Concept marketing information. Turned down market. Spring Hill is not part of current expansion plans for Nashville MSA	
8/28/2015		Called a Beauty Store concept that has a presence in the Nashville MSA. Referred us to local operators and they said that Spring Hill was not an area of focus but could perhaps be a fill in market in the future.	
8/28/2015		Sent city flyer to QSR. They did not have a franchisee that was interested in the market at the time.	
8/28/2015		Sent city flyer to sporting goods store. They turned market down because they are not expanding in the TN market at this time.	
8/28/2015		Advised city that it is not a good idea for alderman to have access to basecamp due to confidentiality issues and discussed ATL ICSC 2015 attendees.	
8/28/2015		Sent city flyer to sporting goods store. They did not reply regarding interest.	
8/28/2015		Sent city flyer to sporting goods store. No response	
8/28/2015		Sent city flyer to sporting goods stores. Did not receive response.	
8/31/2015		Sent city flyer to big box retailer. They informed us that they were not interested in the market.	
8/31/2015		Sent city flyer to women's clothing retailer. Responded saying they have looked at Spring Hill in the past but their reports do not show enough customers to support a store. Franklin store covers area.	

8/31/2015		Sent city flyer to shoe store to see if interested in market. Never received response.
8/31/2015		Sent city flyer to big box retailer. They were not interested in the market.
9/2/2015		Reached out to fast casual concept to see if they are interested in the market. No response.
9/8/2015		Sent city flyer to auto shop that is interested in expansion in the Nashville MSA.
9/12/2015		Sent jewelry store city flyer to gauge interest in market.
9/14/2015		Discussed market with Baker Storey McDonald. Informed us that market would be a good fit for a clothing concept. Sent 10,000 SF space but concept will not work for anything less than 20,000 SF.
9/14/2015		Sent city flyer to grocery store to see if interested in the market. Never received response.
9/15/2015		Had phone call with Walmart Neighborhood Market to discuss our role and portfolio of client cities.
9/18/2015		Reached out to Shoe store with city flyer. Followed up with a phone call and they would be interested in opening a store in the market.
9/19/2015		Provided Pizza concept with city flyer and marketing information for Shoppes at Campbell Station Phase 2. They have interest in the market and put us in contact with the franchisees who have the development rights for the area.
9/21/2015		Sent Department Store city flyer to see if interested in the market.
9/22/2015		Spoke with Fitness concept who is interested in market and sent appropriate sites.

9/23/2015		Met with FSR and provided them with city client list for portfolio review. Said Spring Hill population may be too light for them at this time.	
9/23/2015		Provided Deep River Partners with multiple retailers that have shown interest in the market for further development	
10/5/2015		Received photos from developer with grocery concept's succesful opening (10/2) in development to help in recruitment efforts.	
10/6/2015		Sent city flyer and attempted to set meeting with Walmart Neighborhood Market at Atlanta ICSC 2015.	
10/6/2015		Attempted to set a meeting in Atlanta ICSC 2015 with fast casual concept.	
10/6/2015		Followed up with discount retailer who was close to a prior LOI in the market. They backed off due to light population numbers and lack of hard evidence of other retailer's sales figures in market. We offered to provide sales volumes in the market.	
10/7/2015		Updated Deep River Partner's site plan with retailers logos for a development in the market.	
10/8/2015		Discussed market and attempted to set meeting with TBC Corp during ATL ICSC 2015.	
10/12/2015		Offered assitance and sent city flyer to fast casual concept after hearing of TN expansion plans.	
10/14/2015		Attempted to set a meeting with QSR at ATL ICSC to discuss market. They were not in attendance. Sent marketing information for Shoppes at Campbell Station Development.	

10/21/2015	Had phone conversation with GJ Grewe Inc discussing market and provided a list of tenants with interest in the market. They were kicking around idea of a development in Spring Hill.
10/22/2015	Updated city flyer
10/31/2015	Had dinner with mayor Graham in Atlanta. Sent him additional 3 acre site next to Campbell Station to pass along to his QSR contacts.
11/5/2015	Met with GBT Development, The Shopping Center Group, and Baker Storey McDonald Properties to discuss Nashville market and perform portfolio review of engaged clients to identify opportunities for retailers.
11/12/2015	Received update from mayor on downtown proposal to keep us informed and help guide recruitment.
11/12/2015	Received youtube video of drone flyover of Spring Hill from Mayor Graham to help with recruiting efforts.
11/13/2015	Reached out to fast casual concept with city flyer. Informed us that they were interested in Nashville only.
12/9/2015	Shared article entitled "BOMA Looks to Future Retail Opportunities in Spring Hill" to network of 282 followers on Twitter.
12/17/2015	Discussed potential development on land across from Home Depot with Clayton Associates who is representing the property owner
12/17/2015	Shared article entitled "5 Reasons Spring Hill Ranks Highly in Tennessee's Top Places for Young Families" to network of over 282 followers on Twitter.
12/22/2015	Met with R.S. Smith and Associates. Have shown interest in a potential development in the market and sent them a site plan for a property.

12/28/2015		Met with and toured facilities of expanding BBQ restaurant who mentioned interest in Spring Hill. Provided city flyer and available sites that fit their criteria. Told them to contact us if they ever need ANYTHING in the market.	
12/30/2015		Retail Strategies provided response to Mr. Fitterer's "items to cure"	
1/10/2016		Received email from Victor Lay, originally from Alderman Johnathan Duda, informing us of a QSR's corporate annual review of future growth areas occurring. We looked into this but never heard back from QSR.	
1/13/2016		Meeting set with Pete Crutcher to discuss how RS can assist with a new development across from HD.	
1/14/2016		Discussed Shops at Campbell Station with Brian Pierce. Two QSR's have interest in one building and he has LOI's from 4 additional tenants for the other building.	

**ORDINANCE 16-03**

**AN ORDINANCE TO AMEND ORDINANCE NO. 86-47, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF SPRING HILL, BY REZONING PROPERTY BEING TAX MAP 153 PARCEL 027.00 FROM R-2, MEDIUM DENSITY RESIDENTIAL TO B-2, LIMITED RETAIL, AND R-4, HIGH DENSITY RESIDENTIAL**

**WHEREAS**, the City of Spring Hill Zoning Ordinance, the same being Ordinance No. 86-47, and the zoning maps therein adopted, should be amended by rezoning the property herein described as Williamson County Tax Map 153 Parcel 027.00 from R-2, Medium Density Residential to B-2, Limited Retail, and R-4, High Density Residential; and

**WHEREAS**, said property to be rezoned from R-2 to B-2 and R-4 is located within the corporate limits of the City of Spring Hill; and

**WHEREAS**, this Ordinance was recommended by the Spring Hill Municipal Planning Commission on February 8, 2016, with notice of said hearing being given fifteen (15) days or more before said approval; and

**WHEREAS**, all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN**, that the Zoning Ordinance 86-47 and the zoning maps therein adopted be, and the same are hereby amended by rezoning the property herein-described as Williamson County Tax Map 153 Parcel 027.00 from R-2, Medium Density Residential to B-2, Limited Retail, to and R-4, High Density Residential, which amendment shall take effect from and after its adoption, the public welfare requiring it, subject to the following conditions:

1. The applicant shall provide additional supporting documentation for the traffic projections presented.
2. Permitted uses in the R-4 shall be limited to the proposed layout and dwelling types, as indicated on the concept plan.
3. Density in the R-4 shall be limited to 5.0 units per acre.

**BE IT FURTHER ORDAINED**, that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

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

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

Passed on First Reading: February 16, 2016

Passed on Second Reading: (on agenda March 21, 2016)

**SUBJECT:** ORD 16-03 (4820 Main Street)

**DATE:** March 7, 2016

**ATTENTION:** Board of Mayor and Aldermen (BOMA)

**DEPARTMENT HEAD:** Dara Sanders, City Planner



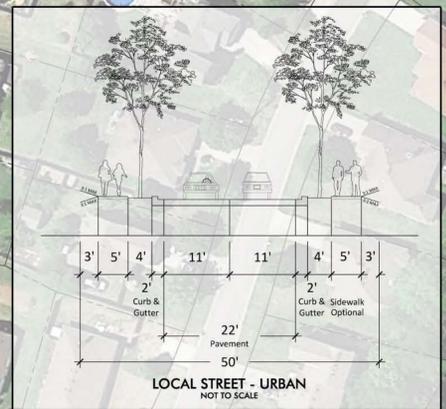
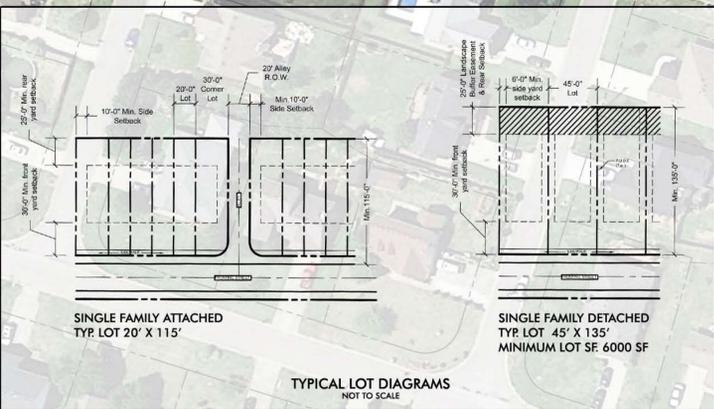
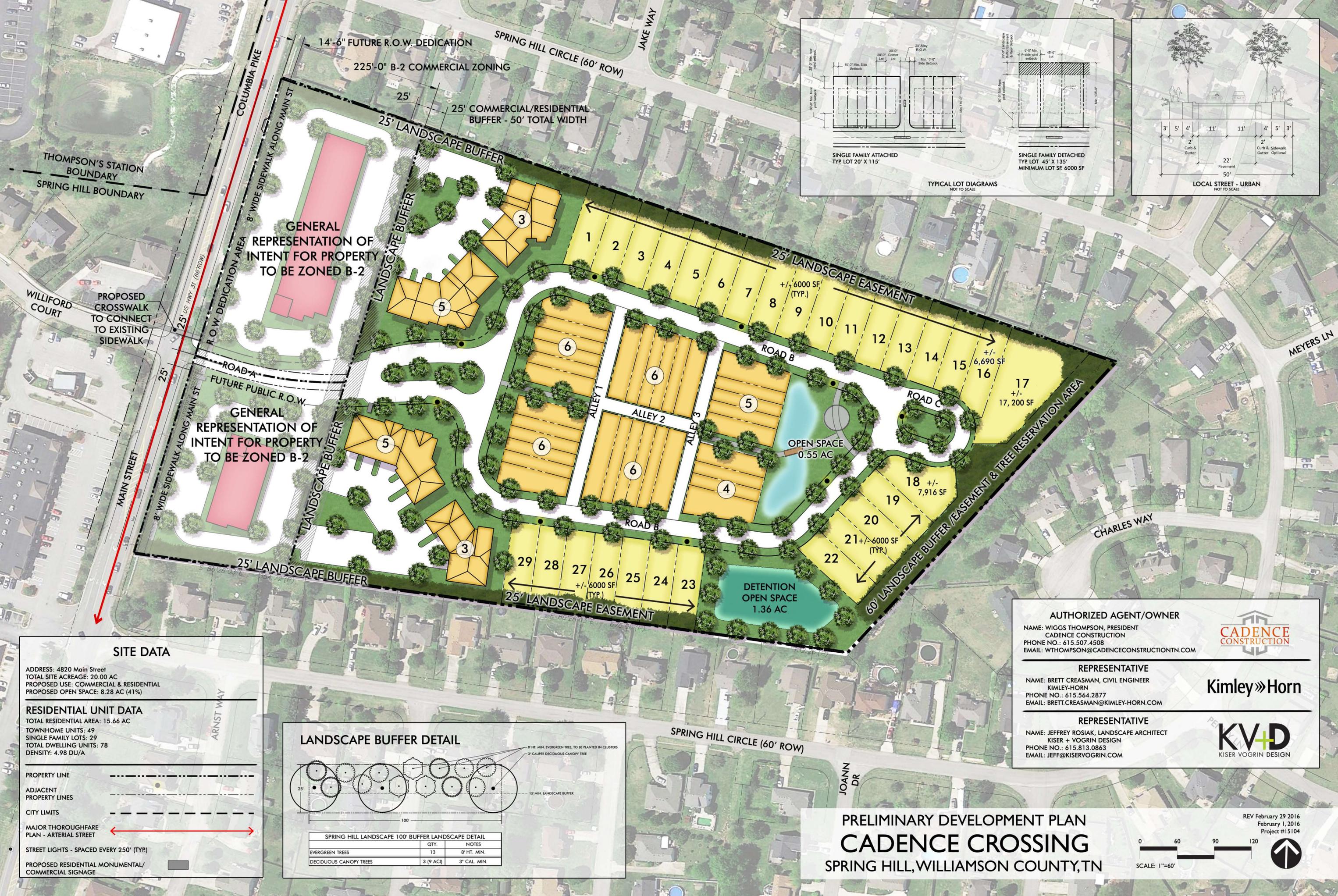
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## STAFF MEMORANDUM

**Property description:** This property, located southeast of the intersection of Main Street (arterial) and Buckner Road (arterial), is currently developed for a single-family dwellings (approximately 4 dwelling units/acre) and is zoned R-2, Medium Density Residential. The properties to the north, east, and south are zoned R-2, Medium Density Residential and developed for single-family residences. The properties to the west within the city limits are zoned B-4, Central Commercial District, and R-2 Planned Unit Development.

**Request:** The applicant requests to rezone the property from R-2, (Medium Density) to B-2 (Neighborhood Shopping District) and R-4 (High Density) to allow for a mixed use development that would include retail and professional offices adjacent to Main Street, transitioning to townhomes and single-family dwellings to the east.

*Since the February meeting of the Board of Mayor and Aldermen (BOMA), the applicant has revised the proposal by decreasing the number of dwelling units by six to achieve a density of five dwelling units per acre, in accordance with the BOMA's conditions of approval. Please see the attached letter and revised plan submitted by the applicant.*



**SITE DATA**

ADDRESS: 4820 Main Street  
 TOTAL SITE ACREAGE: 20.00 AC  
 PROPOSED USE: COMMERCIAL & RESIDENTIAL  
 PROPOSED OPEN SPACE: 8.28 AC (41%)

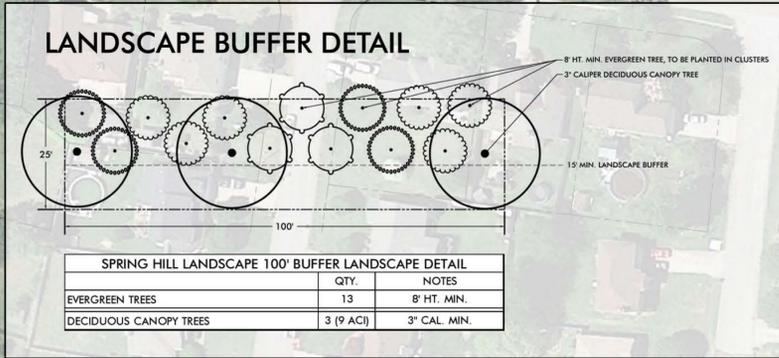
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**RESIDENTIAL UNIT DATA**

TOTAL RESIDENTIAL AREA: 15.66 AC  
 TOWNHOME UNITS: 49  
 SINGLE FAMILY LOTS: 29  
 TOTAL DWELLING UNITS: 78  
 DENSITY: 4.98 DU/A

---

PROPERTY LINE: - - - - -  
 ADJACENT PROPERTY LINES: - · - · - · -  
 CITY LIMITS: - - - - -  
 MAJOR THOROUGHFARE PLAN - ARTERIAL STREET: ← →  
 STREET LIGHTS - SPACED EVERY 250' (TYP.)  
 PROPOSED RESIDENTIAL MONUMENTAL/COMMERCIAL SIGNAGE: ■



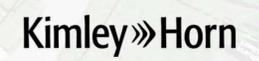
**AUTHORIZED AGENT/OWNER**  
 NAME: WIGGS THOMPSON, PRESIDENT  
 CADENCE CONSTRUCTION  
 PHONE NO.: 615.507.4508  
 EMAIL: WTHOMPSON@CADENCECONSTRUCTIONTN.COM

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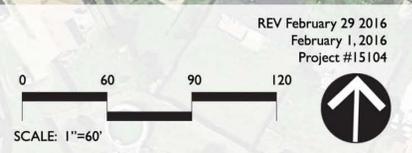
**REPRESENTATIVE**  
 NAME: BRETT CREASMAN, CIVIL ENGINEER  
 KIMLEY-HORN  
 PHONE NO.: 615.564.2877  
 EMAIL: BRETT.CREASMAN@KIMLEY-HORN.COM

---

**REPRESENTATIVE**  
 NAME: JEFFREY ROSIAK, LANDSCAPE ARCHITECT  
 KISER + VOGRIN DESIGN  
 PHONE NO.: 615.813.0863  
 EMAIL: JEFF@KISERVOGRIN.COM



PRELIMINARY DEVELOPMENT PLAN  
**CADENCE CROSSING**  
 SPRING HILL, WILLIAMSON COUNTY, TN





February 29, 2016

15104Dara Sanders, City Planner  
**City of Spring Hill**  
PO Box 789  
Spring Hill, TN 37174

**Re: Cadence Crossing – Rezoning Request**

Ms. Sanders:

On behalf of Mr. Wiggs Thompson of Cadence Construction, please accept this re-submittal of the Preliminary Development Plan portion of the rezoning request for consideration at the BOMA work session scheduled for March 07, 2016. The Cadence Crossing Rezoning Request is scheduled for a public hearing and second reading at the March 21, 2016 BOMA meeting.

Please find included herein:

- Cover letter including summary of revisions.
- Ten (10) Copies of the revised Preliminary Development Plan (cover sheet, existing conditions, rezoning exhibit, and architectural images did not change and a hard copy is not included).
- CD with digital copy of the Rezoning request (including cover sheet, existing conditions, rezoning exhibit, revised Preliminary Development Plan, and Architectural images).

At the first reading of this item, BOMA introduced a condition of approval limiting the Cadence Crossing subdivision to a density of 5.0 Dwelling Units per acre. The intent of this resubmittal is to show how this condition of approval alters the concept plan.

The revised plan has several features that could be considered improvements. The homes along the eastern edge of the property have been pulled away from the property line. While a buffer of the existing drainage swale in this area is not believed to be required (a preliminary hydrologic study has indicated this area is not a stream), the space generated between the lots and the eastern property line is proposed to be left as much in its natural condition to the greatest possible extent. This creates a buffer of between 40 and 60 feet. The planning team has also reduced the number of units immediately adjacent to the proposed detention / storm water treatment area near the southwest corner of the property. This will permit a larger detention area and will facilitate the project's capacity to improve an existing surface water drainage issue from existing off-site developments.

This change has also resulted in a reduction in the number of residential trips generated by the project. Because of the product mix, the proposed 78 units (29 single family homes and 49 townhomes) actually creates less traffic than a 65 single family development as is possible with the existing R-2 zoning. According to the Institute of Traffic Engineers (ITE) trip generation calculator used by traffic engineers across the country, the revised project would generate 682 total daily trips as compared to 707 trips generated by a development under the existing R-2 zoning.

Residential Trip Generation for R-2 (Existing Zoning)	
Land Use:	LUC 210 Single-Family
Number of Units	65
Average Daily Traffic	707
Daily Enter	353
Daily Exit	353
AM Peak Hour Total	55
AM Peak Hour Enter	14
AM Peak Hour Exit	41
PM Peak Hour Total	71
PM Peak Hour Enter	45
PM Peak Hour Exit	26

Residential Trip Generation for R-4 (Proposed Zoning and Concept Plan)			
Land Use:	LUC 210 Single-Family	LUC 230 Townhomes	TOTAL
Size:	29	49	78
Average Daily Traffic	336	346	682
Daily Enter	168	173	341
Daily Exit	168	173	341
AM Peak Hour Total	30	29	59
AM Peak Hour Enter	8	5	12
AM Peak Hour Exit	23	24	47
PM Peak Hour Total	34	33	68
PM Peak Hour Enter	22	22	44
PM Peak Hour Exit	13	11	24

Change vs. Permitted
13
-25
-12
-12
4
-1
5
-3
-1
-3

Trip Generation 9th Edition - equations (adj)

While the previous plan was reasonable, sound, well-planned, and consistent with the goals of the Spring Hill 2040 Land Use Plan, the revised plan has created several improvements that address some of the concerns voiced by the adjacent neighborhood. As before, the plan does not seek maximum densities permitted in the residential zoning classifications sought by the rezoning and, in fact, seeks less density than previous submittals. The plan does not seek commercial zoning as intense as adjacent commercial areas. This plan has generally been received as a good plan and a smart plan. We believe that revisions resulting from the reduction to 5.0 DUA improve the plan even more. We hope that you will weigh the plan and these improvements when considering the approval of the Cadence Crossing rezoning request.

If additional information is required or if you have any questions regarding this application please contact me at [615-813-0863](tel:615-813-0863).

Thank you,



Jeffrey A. Rosiak, RLA  
Kiser + Vogrin Design

### City of Spring Hill, Tennessee Planning Commission Agenda Application

199 Town Center Parkway, Spring Hill TN 37174  
(931) 486-2252 Fax: (931) 486-3596

FOR STAFF USE ONLY	
Date Application submitted: _____	Fee: _____
Date Accepted as complete: _____	Case number: _____
Map/Parcel: _____	Public hearing date: _____

Date: 12/16/2015 Project Name: Cadence Commons

Property Address/Location: 4820 Main St., Spring Hill, TN 37174

Current Zoning District(s): R-2 Property Size: 20.0 Acres

<p><u>Type of request being made —</u></p> <p><input type="checkbox"/> Annexation</p> <p><input checked="" type="checkbox"/> Rezoning</p> <p><input type="checkbox"/> Major Modification</p> <p><input type="checkbox"/> Minor Modification</p> <p><input type="checkbox"/> Easement/Right-of-way Vacation</p> <p><input checked="" type="checkbox"/> Sketch Plan</p> <p><input checked="" type="checkbox"/> Neighborhood Concept Plan</p> <p><input checked="" type="checkbox"/> Lot Split</p> <p><input type="checkbox"/> Property Line Adjustment</p> <p><input type="checkbox"/> Preliminary Plat</p> <p><input type="checkbox"/> Concurrent Plat</p> <p><input type="checkbox"/> Final Plat</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Master Development Plan (PUD) Preliminary/Final</p> <p><input type="checkbox"/> Traditional Neighborhood Development</p> <p><input type="checkbox"/> Other _____</p>	<p><u>Materials required to be submitted with application</u></p> <p><input checked="" type="checkbox"/> Letter of request</p> <p><input checked="" type="checkbox"/> Proof of ownership</p> <p><input checked="" type="checkbox"/> Four (4) hard copies of the proposal, including all required information as outlined in the applicable checklist.</p> <p><input checked="" type="checkbox"/> A CD containing a copy of all required submittal items in PDF format.</p> <p><b>Note to the applicant:</b></p> <ul style="list-style-type: none"> <li>* Applications and all required submittals must be filed with the Planning Department by the established deadline.</li> <li>* Both the applicant/representative and property owner must sign the application. Applications not signed by the property owner <u>will not</u> be accepted.</li> <li>* All applications must be accompanied by completed checklist.</li> </ul>
---	--

**APPLICANT OR REPRESENTATIVE:**

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the submittal misses any of the information listed. I also understand that other information may be requested by staff, Planning Commission and Aldermen during review relevant to the request.

Name (printed): \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) OR AUTHORIZED AGENT:**

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): MARY ANN PLANT

Date: 12-15-15

Address: 4820 MAIN ST  
SPRING HILL TN

Phone number: 615-790-1299

Email: X MARY ANN PLANT

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

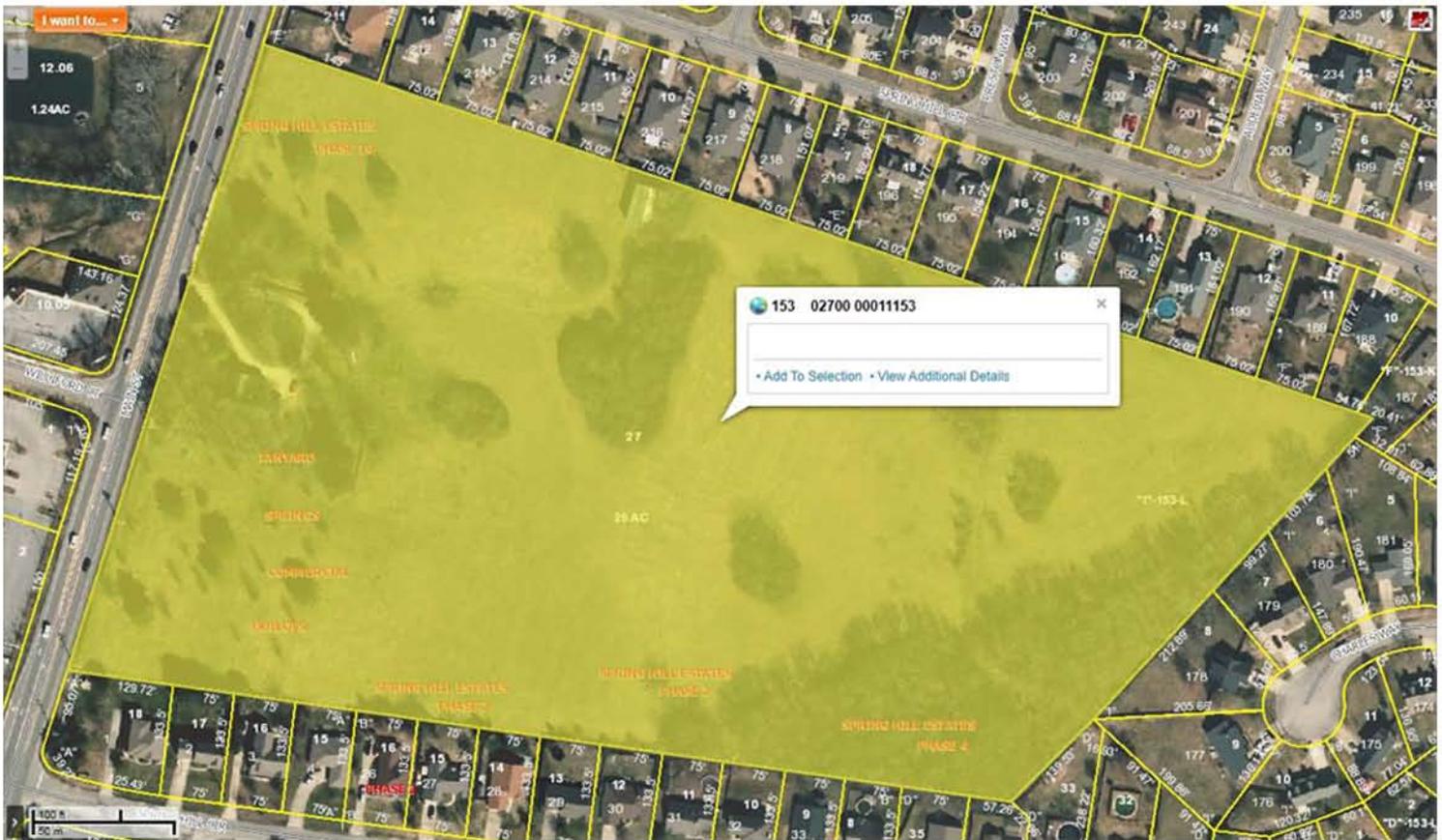
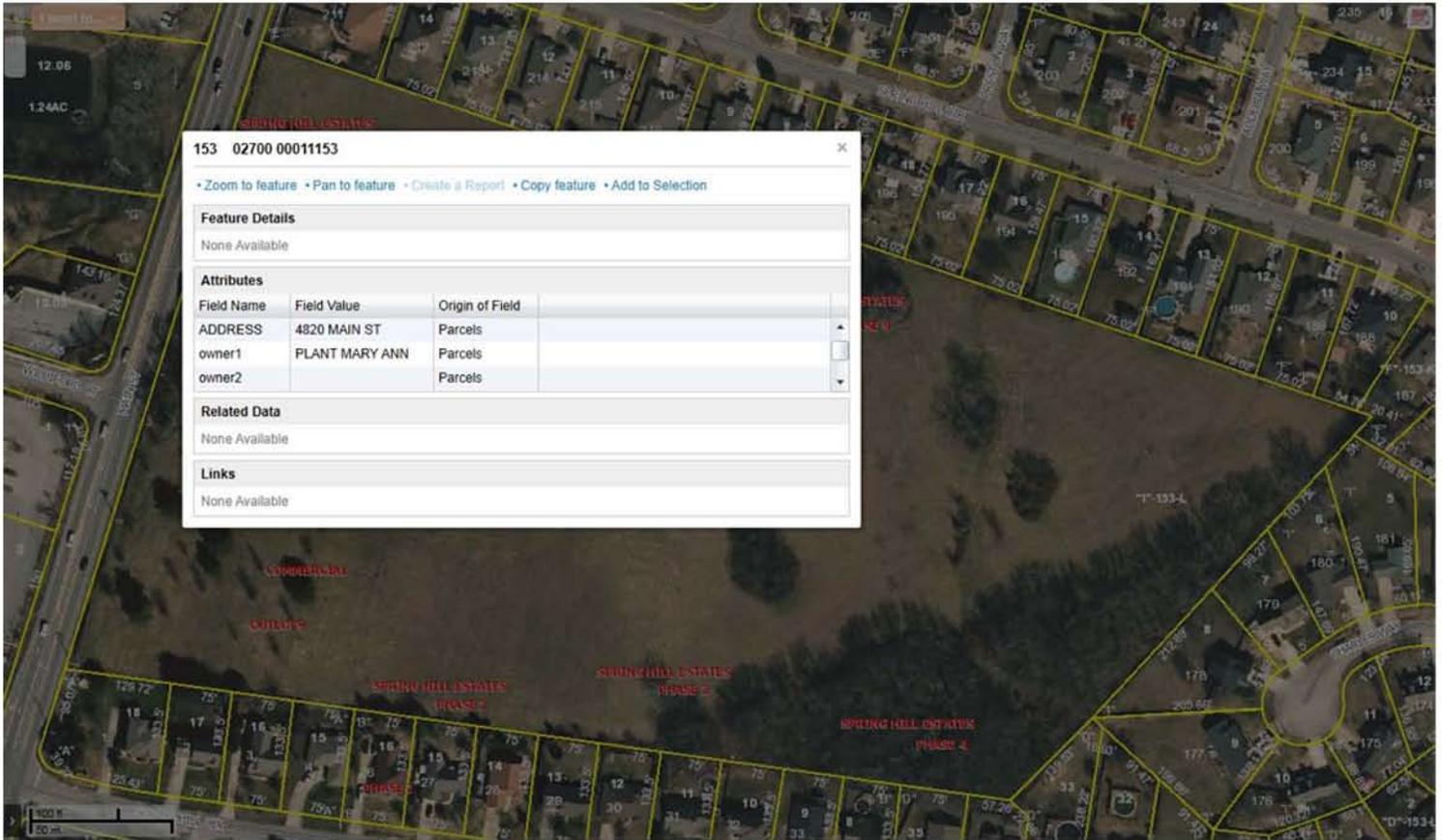
Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



# CADENCE CROSSING REZONING APPLICATION

4820 MAIN STREET  
SPRING HILL, WILLIAMSON CO., TN

**AUTHORIZED AGENT**

Wiggs Thompson  
Cadence Construction  
PO Box 95  
Thompson's Station, TN 37179  
615.507.4508  
wthompson@cadenceconstructiontn.com

**REPRESENTATIVE/  
LANDSCAPE ARCHITECT**

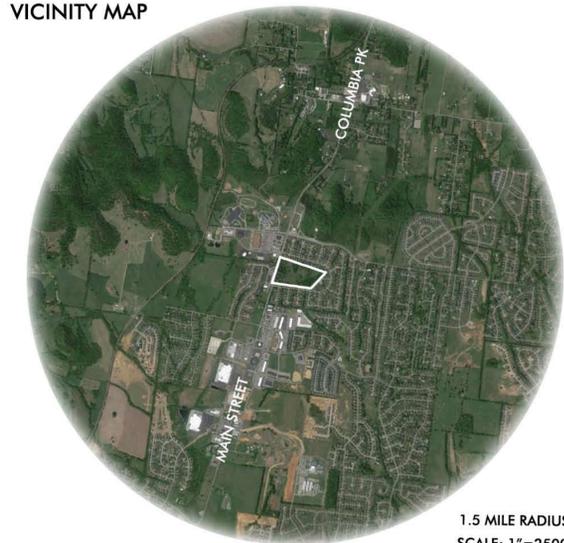
Jeff Rosiak  
Kiser+Vogrin Design  
5005 Meridian Blvd  
Suite 100  
Franklin, TN 37067  
615.813.0863  
jeff@kiservogrin.com

**REPRESENTATIVE/  
CIVIL ENGINEER**

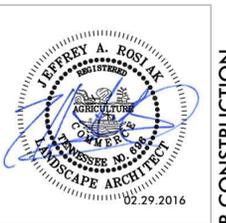
Brett Creasman  
Kimley-Horn  
209 Tenth Avenue South  
Suite 501  
Nashville, TN 37203  
615.564.2877  
brett.creasman@kimley-horn.com

SHEET INDEX:	Initial Submittal	Re-Submittal	2nd Submittal	3rd Submittal
EXISTING CONDITIONS	12.16.2015	12.22.2015	02.01.2016	02.29.2016
REZONING EXHIBIT	12.16.2015	12.22.2015	02.01.2016	02.29.2016
PRELIMINARY DEVELOPMENT PLAN	12.16.2015	12.22.2015	02.01.2016	02.29.2016
ARCHITECTURAL IMAGES	12.16.2015	12.22.2015	02.01.2016	02.29.2016

VICINITY MAP



1.5 MILE RADIUS  
SCALE: 1"=2500'



KVD PROJECT#: 15104

Sheet #:

**CVR**

DATE: 02.29.2016

Rezoning Submittal - NOT FOR CONSTRUCTION



**PROPOSED SITE DATA**

ADDRESS: 4820 Main Street  
ACREAGE: 20.00 AC  
EXISTING ZONING: R2 - MEDIUM DENSITY RESIDENTIAL  
PROPOSED ZONING: LOT 1 - B2 NEIGHBORHOOD SHOPPING  
LOT 2 - B2 NEIGHBORHOOD SHOPPING  
LOT 3 - R4 HIGH DENSITY RESIDENTIAL



14'-6" FUTURE R.O.W. DEDICATION  
225'-0" B-2 COMMERCIAL ZONING

LOT 1  
B2 - NEIGHBORHOOD SHOPPING  
2.55 AC

LOT 2  
B2 - NEIGHBORHOOD SHOPPING  
1.79 AC

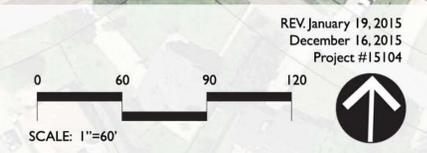
LOT 3  
R4 - HIGH DENSITY RESIDENTIAL  
15.66 AC

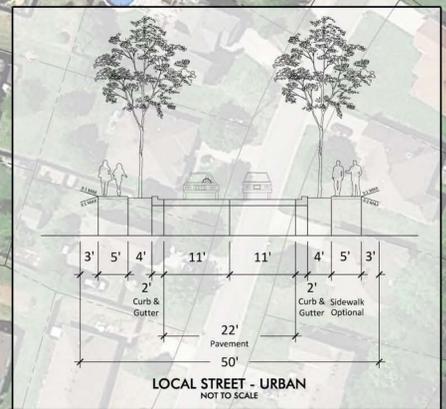
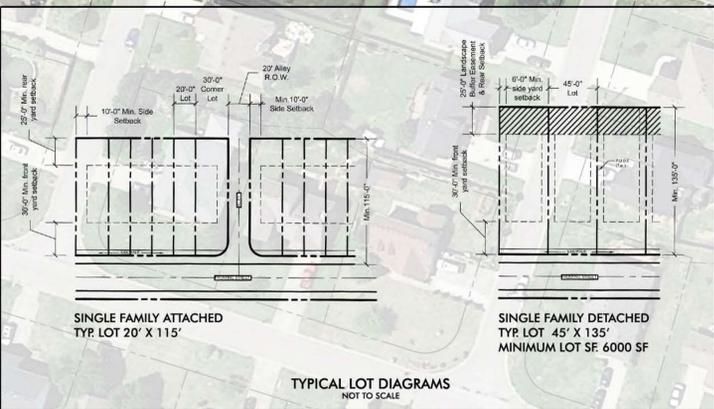
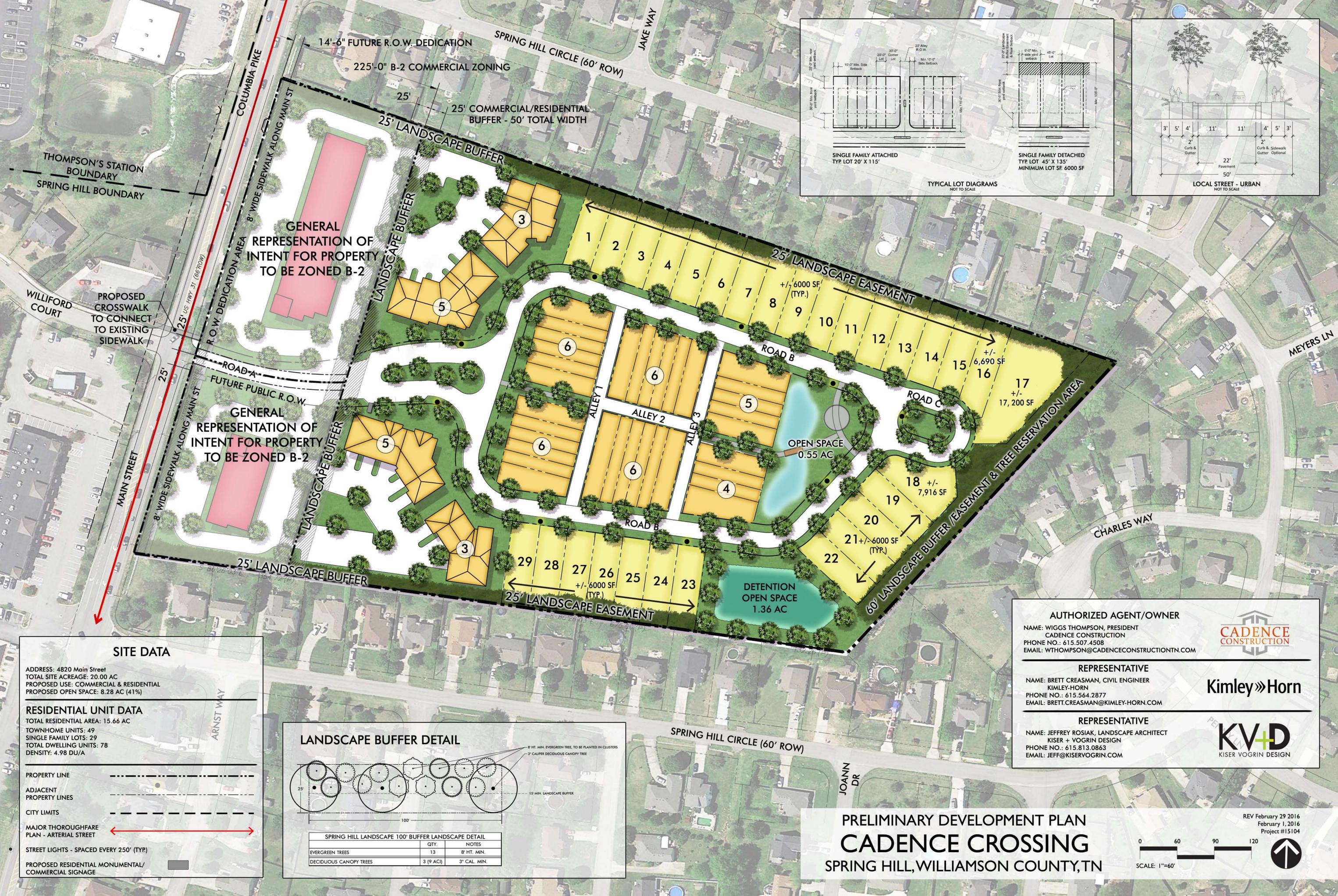
**AUTHORIZED AGENT/OWNER**  
 NAME: WIGGS THOMPSON, PRESIDENT  
 CADENCE CONSTRUCTION  
 PHONE NO.: 615.507.4508  
 EMAIL: WTHOMPSON@CADENCECONSTRUCTIONTN.COM

**REPRESENTATIVE**  
 NAME: BRETT CREASMAN, CIVIL ENGINEER  
 KIMLEY-HORN  
 PHONE NO.: 615.564.2877  
 EMAIL: BRETT.CREASMAN@KIMLEY-HORN.COM

**REPRESENTATIVE**  
 NAME: JEFFREY ROSIAK, LANDSCAPE ARCHITECT  
 KISER + VOGGRIN DESIGN  
 PHONE NO.: 615.813.0863  
 EMAIL: JEFF@KISERVOGRIN.COM

**REZONING PLAN**  
**CADENCE CROSSING**  
SPRING HILL, WILLIAMSON COUNTY, TN





**SITE DATA**

ADDRESS: 4820 Main Street  
 TOTAL SITE ACREAGE: 20.00 AC  
 PROPOSED USE: COMMERCIAL & RESIDENTIAL  
 PROPOSED OPEN SPACE: 8.28 AC (41%)

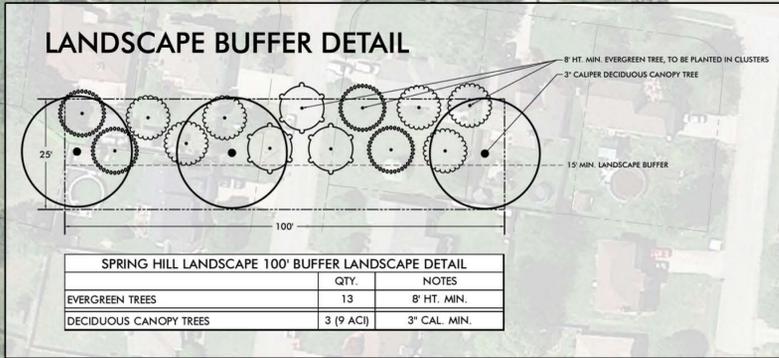
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**RESIDENTIAL UNIT DATA**

TOTAL RESIDENTIAL AREA: 15.66 AC  
 TOWNHOME UNITS: 49  
 SINGLE FAMILY LOTS: 29  
 TOTAL DWELLING UNITS: 78  
 DENSITY: 4.98 DU/A

---

PROPERTY LINE: - - - - -  
 ADJACENT PROPERTY LINES: - - - - -  
 CITY LIMITS: - - - - -  
 MAJOR THOROUGHFARE PLAN - ARTERIAL STREET: ← - - - - - →  
 STREET LIGHTS - SPACED EVERY 250' (TYP.)  
 PROPOSED RESIDENTIAL MONUMENTAL/COMMERCIAL SIGNAGE: ■



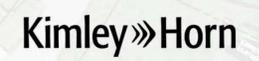
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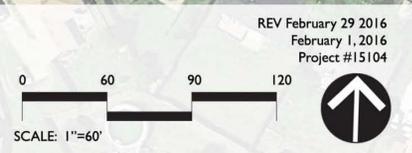
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 NAME: JEFFREY ROSIAK, LANDSCAPE ARCHITECT  
 KISER + VOGRIN DESIGN  
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 EMAIL: JEFF@KISERVOGRIN.COM



PRELIMINARY DEVELOPMENT PLAN  
**CADENCE CROSSING**  
 SPRING HILL, WILLIAMSON COUNTY, TN



POTENTIAL SINGLE FAMILY CHARACTER



POTENTIAL STREETScape CHARACTER



POTENTIAL TOWNHOME CHARACTER



<p><b>AUTHORIZED AGENT/OWNER</b>                  NAME: WIGGS THOMPSON, PRESIDENT                  CADENCE CONSTRUCTION                  PHONE NO.: 615.507.4508                  EMAIL: WTHOMPSON@CADENCECONSTRUCTIONTN.COM</p>	
<p><b>REPRESENTATIVE</b>                  NAME: BRETT CREASMAN, CIVIL ENGINEER                  KIMLEY-HORN                  PHONE NO.: 615.564.2877                  EMAIL: BRETT.CREASMAN@KIMLEYHORN.COM</p>	
<p><b>REPRESENTATIVE</b>                  NAME: JEFFREY ROSIAK, LANDSCAPE ARCHITECT                  KISER + VOGRIN DESIGN                  PHONE NO.: 615.813.0863                  EMAIL: JEFF@KISERVOGRIN.COM</p>	

ARCHITECTURAL IMAGES  
**CADENCE CROSSING**  
 SPRING HILL, WILLIAMSON COUNTY, TN

# NEW BUSINESS

**RESOLUTION 16-22**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF OFFER OF DEDICATION OF ROAD RIGHTS-OF-WAY AND PUBLIC IMPROVEMENTS SHOWN ON THE EXISTING PLAT FOR THE RESERVE AT PORT ROYAL PHASE 1-A**

**WHEREAS**, Developer Tennessee Contractors, Inc. has a recorded Final Plat for The Reserve at Port Royal Phase 1-A in Williamson County Plat Book P16, Page 22; and

**WHEREAS**, said Plat shows public rights-of-way proposed for dedication to the City of Spring Hill; and

**WHEREAS**, an Offer of Dedication, Deeds of Conveyance and a Maintenance Surety have been submitted pursuant to the Subdivision Regulations; and

**WHEREAS**, a Certificate of Satisfactory Completion has been furnished by the City of Spring Hill indicating that through inspections of the road rights-of-way, the design intent has been achieved; and

**WHEREAS**, the developer is required under Section VI, Paragraph 6.3 of the Subdivision Regulations to submit an “as-built” survey of the public improvements including water, sewer and drainage; and

**WHEREAS**, the Board of Mayor and Aldermen deems it in the best interest of the City of Spring Hill that the Offer of Dedication of the Road Rights-of-Way be accepted and the same become a part of the public street system of the City of Spring Hill; and

**NOW, THEREFORE BE IT RESOLVED**, by the City of Spring Hill Board of Mayor and Aldermen that dedication and acceptance of Road Rights-of Way within The Reserve at Port Royal Phase 1-A as shown on the recorded plat is hereby approved.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Acceptance of Road ROW & Public Improvements for The Reserve at Port Royal Phase 1A

**DATE:** March 2, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Thomas S. Wolf, City Engineer *TSW*



---

**STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a resolution to accept and the dedication of road rights-of-way and public improvements for The Reserve at Port Royal Phase 1A, as recommended by the Planning Commission.

**Background:**

The Planning Commission recommends accepting the road rights-of-way and public improvements for The Reserve at Port Royal Phase 1A, per PC Resolution 16-04 that has already been presented at the PC work session on February 22, 2016 and will be voted on at the PC voting session on March 14, 2016. The one year for the maintenance bond has been fulfilled and City staff has issued certificates of satisfaction for this phase .

**Staff Recommendation:**

Staff recommends approval of the request.

**FORM FOR OFFER OF  
IRREVOCABLE DEDICATION**

**AGREEMENT** made this 17 day of July 2014, by and between the City of Spring Hill a municipal corporation, having its office and place of business at 199 Town Center Parkway, Spring Hill, Tennessee, hereinafter designated as the "City" and Tenn Contractors, Inc., a S. Corporation, having its office and place of business at P.O. Box 314 Franklin, TN, 37065 hereinafter designated as the "developer".

**WHEREAS**, the Spring Hill Planning Commission is in the process of approving a subdivision plat entitled The Reserve at Port Royal dated 11-04-05 and prepared by Anderson, Delk, Epps and 1-A accos.

**WHEREAS**, said plat designates certain public improvements consisting of Roads, Right of Way, water lines, sewer lines, storm drain and sidewalks to be dedicated to the City of Spring Hill free and clear of all encumbrances and liens, pursuant to the requirements of the Spring Hill Planning Commission and the City; and

**WHEREAS**, the Developer, simultaneously herewith, shall post a performance surety with the City for the construction, maintenance, and dedication of said improvements, if required;

**WHEREAS**, the Developer is desirous of offering for dedication the said improvements and land to the City more particularly described in Schedule Plat attached hereto;

**WHEREAS**, the Developer has delivered Documents or Deeds of conveyance to the city for the said land and improvements as described herein;

**NOW, THEREFORE**, in consideration of the sum of one dollar (\$1.00) lawful money of the United States paid by the City to the Developer and other good and valuable consideration, it is mutually **AGREED** as follows:

- A. The Developer herewith delivers to the City Documents or Deeds of conveyance for the premises described in Schedule Plat attached hereto, said delivery being a formal offer of dedication to the City until the acceptance or rejection of such offer of dedication by the City.
- B. The Developer agrees that said formal offer of Dedication is irrevocable and can be accepted by the City at any time.
- C. The Developer agrees to complete the construction and maintenance of the land and improvements pursuant to the performance surety and the requirements of the Spring Hill Planning Commission and any ordinances, regulations, requirements, covenants, and agreements that may be imposed by the City with respect thereto and, upon acceptance by the City of the offer of dedication, furnish to the City a sworn statement certifying that the premises are free and clear of all liens and encumbrances and shall furnish to the City a check for all necessary fees and taxes to record the Documents heretofore delivered.

- D. That this irrevocable offer of dedication shall run with land and shall be binding on all assigns, guarantees, successors, or heirs of the Developer.
- E. The City by action of the Board of Mayor and Aldermen on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, accepted the infrastructure as presented in the offer of dedication and directed the governmental representative to sign the offer of dedication on behalf of the City

Developer Company Name:

TENN. CONTRACTORS INC.

7-17 20 14  
Date

[Signature]  
Developer Signature



**(CORPORATE SEAL)**

ATTEST: \_\_\_\_\_

FOR THE CITY OF SPRING HILL:

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**ACKNOWLEDGEMENT:  
COPARTNERSHIP**

**STATE OF TENNESSEE**

(COUNTY OF \_\_\_\_\_) SS: \_\_\_\_\_

On this \_\_\_ day \_\_\_\_\_ of 20\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be one of the firm \_\_\_\_\_, described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed such instrument as and for the act and deed of said firm.

\_\_\_\_\_  
CORPORATE

**STATE OF TENNESSEE**

(COUNTY OF Williamson) SS: Tennessee

On this 17 day of July 2014, before me personally appeared John Ring, to me known, who, being by me first duly sworn, did depose and say that he resides in Tennessee; that he is the President of Tenn Contractors Inc the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he signed his name thereto by like order and authority.

Marcy L Eibel



**RESOLUTION 16-23**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF OFFER OF DEDICATION OF ROAD RIGHTS-OF-WAY AND PUBLIC IMPROVEMENTS SHOWN ON THE EXISTING PLAT FOR THE RESERVE AT PORT ROYAL PHASE 2-A**

**WHEREAS**, Developer Tennessee Contractors, Inc. has a recorded Final Plat for The Reserve at Port Royal Phase 2-A in Williamson County Plat Book P16, Page 175; and

**WHEREAS**, said Plat shows public rights-of-way proposed for dedication to the City of Spring Hill; and

**WHEREAS**, an Offer of Dedication, Deeds of Conveyance and a Maintenance Surety have been submitted pursuant to the Subdivision Regulations; and

**WHEREAS**, a Certificate of Satisfactory Completion has been furnished by the City of Spring Hill indicating that through inspections of the road rights-of-way, the design intent has been achieved; and

**WHEREAS**, the developer is required under Section VI, Paragraph 6.3 of the Subdivision Regulations to submit an “as-built” survey of the public improvements including water, sewer and drainage; and

**WHEREAS**, the Board of Mayor and Aldermen deems it in the best interest of the City of Spring Hill that the Offer of Dedication of the Road Rights-of-Way be accepted and the same become a part of the public street system of the City of Spring Hill; and

**NOW, THEREFORE BE IT RESOLVED**, by the City of Spring Hill Board of Mayor and Aldermen that dedication and acceptance of Road Rights-of Way within The Reserve at Port Royal Phase 2-A as shown on the recorded plat is hereby approved.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Acceptance of Road ROW & Public Improvements for The Reserve at Port Royal Phase 2A

**DATE:** March 2, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Thomas S. Wolf, City Engineer

*Tsw*



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**STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a resolution to accept and the dedication of road rights-of-way and public improvements for The Reserve at Port Royal Phase 2A, as recommended by the Planning Commission.

**Background:**

The Planning Commission recommends accepting the road rights-of-way and public improvements for The Reserve at Port Royal Phase 2A, per PC Resolution 16-05 that has already been presented at the PC work session on February 22, 2016 and will be voted on at the PC voting session on March 14, 2016. The one year for the maintenance bond has been fulfilled and City staff has issued certificates of satisfaction for this phase.

**Staff Recommendation:**

Staff recommends approval of the request.

**FORM FOR OFFER OF  
IRREVOCABLE DEDICATION**

**AGREEMENT** made this 17 day of July, 2014, by and between the City of Spring Hill a municipal corporation, having its office and place of business at 199 Town Center Parkway, Spring Hill, Tennessee, hereinafter designated as the "City" and Tenn. Contractors, Inc., a S. Corporation, having its office and place of business at P.O. Box 314 Franklin, TN, 37065 hereinafter designated as the "developer".

**WHEREAS**, the Spring Hill Planning Commission is in the process of approving a subdivision plat entitled The Reserve at Port Royal dated 11-04-05 and prepared by Anderson, Delk, Epps and 2-A Accos,

**WHEREAS**, said plat designates certain public improvements consisting of Roads, Right of Way, water lines, sewer lines, storm drain and sidewalks to be dedicated to the City of Spring Hill free and clear of all encumbrances and liens, pursuant to the requirements of the Spring Hill Planning Commission and the City; and

**WHEREAS**, the Developer, simultaneously herewith, shall post a performance surety with the City for the construction, maintenance, and dedication of said improvements, if required;

**WHEREAS**, the Developer is desirous of offering for dedication the said improvements and land to the City more particularly described in Schedule Plat attached hereto;

**WHEREAS**, the Developer has delivered Documents or Deeds of conveyance to the city for the said land and improvements as described herein;

**NOW, THEREFORE**, in consideration of the sum of one dollar (\$1.00) lawful money of the United States paid by the City to the Developer and other good and valuable consideration, it is mutually **AGREED** as follows:

- A. The Developer herewith delivers to the City Documents or Deeds of conveyance for the premises described in Schedule Plat attached hereto, said delivery being a formal offer of dedication to the City until the acceptance or rejection of such offer of dedication by the City.
- B. The Developer agrees that said formal offer of Dedication is irrevocable and can be accepted by the City at any time.
- C. The Developer agrees to complete the construction and maintenance of the land and improvements pursuant to the performance surety and the requirements of the Spring Hill Planning Commission and any ordinances, regulations, requirements, covenants, and agreements that may be imposed by the City with respect thereto and, upon acceptance by the City of the offer of dedication, furnish to the City a sworn statement certifying that the premises are free and clear of all liens and encumbrances and shall furnish to the City a check for all necessary fees and taxes to record the Documents heretofore delivered.

- D. That this irrevocable offer of dedication shall run with land and shall be binding on all assigns, guarantees, successors, or heirs of the Developer.
- E. The City by action of the Board of Mayor and Aldermen on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, accepted the infrastructure as presented in the offer of dedication and directed the governmental representative to sign the offer of dedication on behalf of the City

Developer Company Name:

TENN. CENTRAL HILLS INC.

7-17 20 14  
Date

[Signature]  
Developer Signature

**(CORPORATE SEAL)**

ATTEST: \_\_\_\_\_

FOR THE CITY OF SPRING HILL:

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**ACKNOWLEDGEMENT:  
COPARTNERSHIP**

**STATE OF TENNESSEE**

(COUNTY OF \_\_\_\_\_) SS: \_\_\_\_\_

On this \_\_\_ day \_\_\_\_\_ of 20\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be one of the firm \_\_\_\_\_, described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed such instrument as and for the act and deed of said firm.

\_\_\_\_\_  
CORPORATE

**STATE OF TENNESSEE**

(COUNTY OF Williamson) SS: Tennessee

On this 17 day of July 2014, before me personally appeared John Ring, to me known, who, being by me first duly sworn, did depose and say that he resides in Tennessee; that he is the President of Tenn Contractors Inc the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he signed his name thereto by like order and authority.

Marcy L Eibel  
INDIVIDUAL  
MARCY L. EIBEL  
STATE OF TENNESSEE  
NOTARY PUBLIC  
WILLIAMSON COUNTY  
9/29/14

**RESOLUTION 16-24**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF OFFER OF DEDICATION OF ROAD RIGHTS-OF-WAY AND PUBLIC IMPROVEMENTS SHOWN ON THE EXISTING PLAT FOR THE RESERVE AT PORT ROYAL PHASE 2-B**

**WHEREAS**, Developer Tennessee Contractors, Inc. has a recorded Final Plat for The Reserve at Port Royal Phase 2-B in Williamson County Plat Book P17, Page 151; and

**WHEREAS**, said Plat shows public rights-of-way proposed for dedication to the City of Spring Hill; and

**WHEREAS**, an Offer of Dedication, Deeds of Conveyance and a Maintenance Surety have been submitted pursuant to the Subdivision Regulations; and

**WHEREAS**, a Certificate of Satisfactory Completion has been furnished by the City of Spring Hill indicating that through inspections of the road rights-of-way, the design intent has been achieved; and

**WHEREAS**, the developer is required under Section VI, Paragraph 6.3 of the Subdivision Regulations to submit an “as-built” survey of the public improvements including water, sewer and drainage; and

**WHEREAS**, the Board of Mayor and Aldermen deems it in the best interest of the City of Spring Hill that the Offer of Dedication of the Road Rights-of-Way be accepted and the same become a part of the public street system of the City of Spring Hill; and

**NOW, THEREFORE BE IT RESOLVED**, by the City of Spring Hill Board of Mayor and Aldermen that dedication and acceptance of Road Rights-of Way within The Reserve at Port Royal Phase 2-B as shown on the recorded plat is hereby approved.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**SUBJECT:** Acceptance of Road ROW & Public Improvements for The Reserve at Port Royal Phase 2B

**DATE:** March 2, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Thomas S. Wolf, City Engineer *Tsw*



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a resolution to accept and the dedication of road rights-of-way and public improvements for The Reserve at Port Royal Phase 2B, as recommended by the Planning Commission.

### **Background:**

The Planning Commission recommends accepting the road rights-of-way and public improvements for The Reserve at Port Royal Phase 2B, per PC Resolution 16-03 that has already been presented at the PC work session on February 22, 2016 and will be voted on at the PC voting session on March 14, 2016. The one year for the maintenance bond has been fulfilled and City staff has issued certificates of satisfaction for this phase.

### **Staff Recommendation:**

Staff recommends approval of the request.

**FORM FOR OFFER OF  
IRREVOCABLE DEDICATION**

**AGREEMENT** made this 17 day of July 20 14, by and between the City of Spring Hill a municipal corporation, having its office and place of business at 199 Town Center Parkway, Spring Hill, Tennessee, hereinafter designated as the "City" and Tenn Contractors, Inc, a S Corporation, having its office and place of business at P.O. Box 314 Franklin, TN, 37065 hereinafter designated as the "developer".

**WHEREAS**, the Spring Hill Planning Commission is in the process of approving a subdivision plat entitled The Reserve at Port Royal dated 5-25-06 and prepared by Anderson, Delk, Epps and Phase 2-B Accos.

**WHEREAS**, said plat designates certain public improvements consisting of Roads, Right of Way, water lines, sewer lines, storm drain and sidewalks to be dedicated to the City of Spring Hill free and clear of all encumbrances and liens, pursuant to the requirements of the Spring Hill Planning Commission and the City; and

**WHEREAS**, the Developer, simultaneously herewith, shall post a performance surety with the City for the construction, maintenance, and dedication of said improvements, if required;

**WHEREAS**, the Developer is desirous of offering for dedication the said improvements and land to the City more particularly described in Schedule Plat attached hereto;

**WHEREAS**, the Developer has delivered Documents or Deeds of conveyance to the city for the said land and improvements as described herein;

**NOW, THEREFORE**, in consideration of the sum of one dollar (\$1.00) lawful money of the United States paid by the City to the Developer and other good and valuable consideration, it is mutually **AGREED** as follows:

- A. The Developer herewith delivers to the City Documents or Deeds of conveyance for the premises described in Schedule Plat attached hereto, said delivery being a formal offer of dedication to the City until the acceptance or rejection of such offer of dedication by the City.
- B. The Developer agrees that said formal offer of Dedication is irrevocable and can be accepted by the City at any time.
- C. The Developer agrees to complete the construction and maintenance of the land and improvements pursuant to the performance surety and the requirements of the Spring Hill Planning Commission and any ordinances, regulations, requirements, covenants, and agreements that may be imposed by the City with respect thereto and, upon acceptance by the City of the offer of dedication, furnish to the City a sworn statement certifying that the premises are free and clear of all liens and encumbrances and shall furnish to the City a check for all necessary fees and taxes to record the Documents heretofore delivered.

- D. That this irrevocable offer of dedication shall run with land and shall be binding on all assigns, guarantees, successors, or heirs of the Developer.
- E. The City by action of the Board of Mayor and Aldermen on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, accepted the infrastructure as presented in the offer of dedication and directed the governmental representative to sign the offer of dedication on behalf of the City

Developer Company Name:

TENN. CENTRAL HIGHways INC.

7-17 2014  
Date

John R. Ryan  
Developer Signature

**(CORPORATE SEAL)**

ATTEST: \_\_\_\_\_

FOR THE CITY OF SPRING HILL:

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**ACKNOWLEDGEMENT:  
COPARTNERSHIP**

**STATE OF TENNESSEE**

(COUNTY OF \_\_\_\_\_) SS: \_\_\_\_\_

On this \_\_\_ day \_\_\_\_\_ of 20\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be one of the firm \_\_\_\_\_, described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed such instrument as and for the act and deed of said firm.

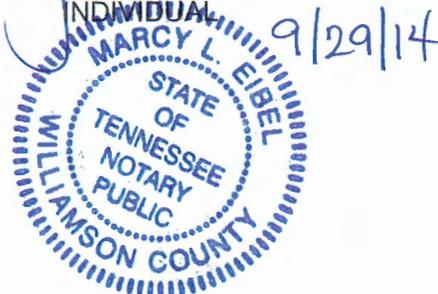
\_\_\_\_\_  
CORPORATE

**STATE OF TENNESSEE**

(COUNTY OF Williamson) SS: Tennessee

On this 17 day of July, 2014, before me personally appeared John Ring, to me known, who, being by me first duly sworn, did depose and say that he resides in Tennessee; that he is the President of Tenn Contractors Inc the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he signed his name thereto by like order and authority.

Marcy L Eibel



**ORDINANCE 16-05**

**AN ORDINANCE TO AMEND ORDINANCE NO. 86-47, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF SPRING HILL, BY AMENDING ARTICLES IV AND XIV AND ADDING ARTICLE XVIII RELATED TO PLANNED ZONING DISTRICTS**

**WHEREAS**, the Board of Mayor and Aldermen for the City of Spring Hill may, pursuant to its charter and the general laws of the State of Tennessee, have the right to enact an amend to the Spring Hill Zoning Ordinance 86-47 with said amendment being within the adopted Comprehensive Plan purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

**WHEREAS**, the Spring Hill Municipal Planning Commission has created a precedent of promoting safe and orderly development standards; and

**WHEREAS**, the Spring Hill Municipal Planning Commission has recommended to the Board of Mayor and Aldermen on the 11<sup>th</sup> day of January, 2016, to amend Zoning Ordinance 86-47 of the City of Spring Hill, as hereafter described;

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

**Section 1.** That Article XVII (Planned Zoning Districts) is added as attached hereto (Exhibit A).

**Section 2.** That Article IV (General Provisions) Section 11.3 is amended to include the following fees for a Planned Zoning District application:

Nonresidential/mixed use

Zoning only:

Five acres or less - \$500

More than five acres - \$800

Zoning and development:

Five acres or less - \$500 + \$0.03/s.f. of g.f.a and \$10 per dwelling unit

More than five acres - \$800 + \$0.03/s.f. of g.f.a and \$10 per dwelling unit

Residential

Zoning only:

20 dwelling units of less - \$400

More than 20 dwelling units - \$600

Zoning and development:

20 dwelling units of less - \$400 + \$20/acre + \$10/lot or dwelling unit  
More than 20 dwelling units - \$600 + \$20/acre + \$10/lot or dwelling unit

**Section 3.** That Article XIV (Amendments), Section 1.1, is amended to include Planned Zoning District applications in all rezoning notification, process, and procedural requirements, as follows:

The Planning Commission shall review and make recommendations to the Board of Mayor and Aldermen on all proposed amendments to this Zoning Ordinance. Prior to this review and recommendation, the Planning Department for the City of Spring Hill shall provide, to each applicant for a rezone, Planned Unit Development (PUD), Planned Zoning District (PZD), or Traditional Neighborhood Development (TND) a sample letter, attached as Appendix XIV - A hereto, for mailing to property owners within five hundred (500) feet from any boundary line of the property presented for re-zone or for a reclassification in use. The letter will be provided upon filing of the application.

The letter shall include upcoming schedules of the Planning Commission and Board of Mayor and Aldermen meetings wherein the request will be considered, along with the location, date and times of such meetings, a specific identification of the property to be considered, the current zoning classification, including a map of the property, the proposed zoning classification, a description of the proposed use, and a proposed sketch plat if the change in use would become a PUD, PZD, or TND.

**BE IT FURTHER ENACTED**, that all ordinances or parts of ordinances in conflict herewith be, and same hereby are repealed or modified as the case may be.

**BE IT FURTHER ENACTED**, that this Ordinance shall take effect from and after its adoption, the public welfare requiring it.

PASSED AND ADOPTED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, this, the 18<sup>th</sup> Day of April 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

Passed on First Reading:

Passed on Second Reading:

# “EXHIBIT A”

## ARTICLE XVIII PLANNED ZONING DISTRICT

### Section 1. Applicability

Any property located within the city limits is eligible for a Planned Zoning District (PZD).

### Section 2. Purpose

The intent of the PZD is to permit and encourage comprehensively planned zoning and developments that cannot be achieved through the current base zoning districts of this Zoning Ordinance and whose purpose is redevelopment, economic development, cultural enrichment, or to provide a single-purpose or mixed-use planned development and to permit the concurrent processing of zoning and development. The Board of Mayor and Aldermen may consider any of the following factors in review of a PZD application:

- A. *Flexibility.* Providing for flexibility in the distribution of land uses, in the density of development and in other matters typically regulated in zoning districts.
- B. *Compatibility.* Providing for compatibility with the surrounding land uses.
- C. *Harmony.* Providing for an orderly and creative arrangement of land uses that are harmonious and beneficial to the community.
- D. *Variety.* Providing for a variety of housing types, employment opportunities or commercial or industrial services, or any combination thereof, to achieve variety and integration of economic and redevelopment opportunities.
- E. *No negative impact.* Does not have a negative effect upon the future development of the area:
- F. *Coordination.* Permit coordination and planning of the land surrounding the PZD and cooperation between the City and private developers in the urbanization of new lands and in the renewal of existing deteriorating areas.
- G. *Open space.* Provision of more usable and suitably located open space, recreation areas and other common facilities that would not otherwise be required under conventional land development regulations.
- H. *Natural features.* Maximum enhancement and minimal disruption of existing natural features and amenities.
- I. *Comprehensive Plan.* Comprehensive and innovative planning and design of mixed use yet harmonious developments consistent with the guiding polices, principles, and recommendations of the Comprehensive Plan.

- J. *Special Features.* Better utilization of sites characterized by special features of geographic location, topography, size or shape.
- K. *Recognized zoning consideration.* Whether any other recognized zoning or municipal code consideration would be violated in this PZD.

Section 3. Rezoning

Property may be rezoned to the PZD by the Board of Mayor and Aldermen in accordance with the requirements of this chapter.

- A. A PZD shall not be used as a refuge from the requirements of an equivalent base zoning district.
- B. Proposed districts shall identify all uses, permitted by right or on appeal, subject to Board of Mayor and Aldermen approval of the PZD request.
- C. Residential densities shall be determined on the basis of the following:
  - 1. The densities of surrounding development;
  - 2. The densities allowed under the current Zoning;
  - 3. The development goals and other polices of the City's Comprehensive Plan;
  - 4. The topography and character of the Natural environment; and
  - 5. The impact of a given density on the specific site and adjacent properties.
- D. *Building setback.* There shall be no minimum building setback requirement except as may be determined by the Planning Commission and the Board of Mayor and Aldermen during review of the zoning plan based on the uses within the development and the proximity of the development to existing or prospective development on adjacent properties.
- E. *Building height.* There shall be no maximum building height except as may be determined by the Planning Commission and Board of Mayor and Aldermen during the review of the zoning plan based on the uses within the development and the proximity of the development to existing or prospective development on adjacent properties. A lesser height may be established by the Planning Commission or Board of Mayor and Alderman when it is deemed necessary to provide adequate light and air to adjacent property and to protect the visual quality of the community.
- F. *Building area.* The Planning Commission and Board of Mayor and Aldermen shall review specific proposed lot coverages with generally correspond to the guidelines for lot coverage in the respective residential, office commercial or industrial district which most depicts said development scheme.

- G. *Design and development.* The Planning Commission and Board of Mayor and Aldermen shall review specific proposed design and development criteria if the proposal intends to incorporate techniques and specifications beyond those permitted in the City's Zoning Ordinance and Subdivision Regulations.
- H. *Maintenance Organization.* In any instance where common open space is to be conveyed to an organization other than a public agency, the Planning Commission and the Board of Mayor and Aldermen shall require that the landholder provide for and establish an organization for the ownership and maintenance of any common open space.
1. Such organization shall not be dissolved nor shall it dispose of any common open space, by sale or otherwise (except to an organization conceived and established to own and maintain the common open space), without first offering to dedicate the same to the City and the said dedication be approved by the Planning Commission.
  2. In the event that the organization established to own and maintain common open space, or any successor organization shall at any time after the establishment of the PZD fail to maintain the common open space in reasonable order and condition in accordance with the final approved plan, the Planning Department may serve written notice upon such organization and/or the owners or residents of the property. Should the organization fail to maintain the common open space thirty (30) days after the issuance of written notice, the Planning Department shall call upon any public or private agency to maintain the common space for a period of one (1) year. When the Planning Department determines that the organization is not prepared for the maintenance for yearly periods. The cost of such maintenance shall be assessed proportionately against the properties within the PZD that have a right to enjoyment of the common open space, and shall become a lien on said properties.

Section 4. Submittal Requirements

An application shall not be considered complete until the required submittal information has been provided to the Planning Department.

- A. Application type.
1. Zoning only. A PZD application may be submitted to establish the zoning criteria of a property, in accordance with Section 3 of this article.
  2. Zoning and development. An applicant may elect to submit a PZD application with a development application, in accordance with the requirements of Article IV, Sections 8.1 and 8.2.

- B. All PZD applications shall include a booklet and concept plan:
  - 1. *Booklet*. Describe the intent of each proposed district and list all zoning, design, and development criteria, as outlined in Section 3 of this Article.
  - 2. *Concept Plan*. Illustrate the general development form and arrangement permitted by the proposed districts.

Section 5.           Phasing

Standard vesting periods shall apply for an application requiring preliminary approval, as outlined in Article IV, Section 8.4.

- A. Exception. The Board of Mayor and Aldermen may approve a phasing plan granting extended vesting periods than the standard. The proposed phasing plan shall include the action that commences the initial vesting period and all subsequent actions that extend the initial vesting period, similar to the organization of Article IV, Section 8.4. The initial vesting period shall not exceed 15 years for undeveloped properties.

**SUBJECT:** ORD 16-05 (Planned Zoning District)

**DATE:** March 7, 2016

**ATTENTION:** Board of Mayor and Aldermen (BOMA)

**DEPARTMENT HEAD:** Dara Sanders, City Planner



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## STAFF MEMORANDUM

**Project description:** As the City of Spring Hill continues to grow in size, our needs and expectations become more intricate, sophisticated, and complex, and our zoning and development tools are not designed to accomplish these needs and expectations. The Spring Hill Board of Mayor and Aldermen have authorized funding to hire a consultant team for the purposes of updating the City’s zoning and subdivision regulations, which will address these needs comprehensively; however, the Administration and staff have identified an immediate need for tool (Planned Zoning District) to address specific needs throughout the City.

A PZD combines the predictability and strict scrutiny of a Planned Unit Development with the flexibility for development afforded with base zoning districts, but it also creates opportunities for creativity and innovation that are not possible under the standard criteria of the City’s zoning and subdivision regulations, such as but not limited to form-based zoning districts, urban sidewalks with tree wells, alternative storm water management techniques, flexible parking standards, and permeable pavement.

A Planned Zoning District is a tool that is used in multiple cities throughout the nation, and Planned Unit Developments are often written to function similarly to a Planned Zoning District. Staff has written a new article of the Zoning Ordinance that combines the best practices of many different models so that this PZD process could be specific to Spring Hill.

**Request:** On January 11<sup>th</sup>, the Planning Commission recommended BOMA approval of staff’s proposal to amend the City’s zoning ordinance to include new provisions that would permit a property owner to submit a new type of zoning and development application. This proposal does not change any existing zoning district or process. The following chart outlines a summary of the attached proposal:

Code Section	Proposal	Purpose
Article 4, General Provisions	Set application fees for a PZD based on the proposal	The proposal permits an applicant to apply for “zoning only” or “zoning and development” with a PZD application. Because the level of review associated with reviewing the two tiers of this type of application, the following fees are recommended:  <u>Nonresidential/mixed use</u> Zoning only: Five acres or less - \$500 More than five acres - \$800 Zoning and development: Five acres or less - \$500 + \$0.03/s.f. of g.f.a and \$10 per dwelling unit More than five acres - \$800 + \$0.03/s.f. of g.f.a and \$10 per dwelling unit

City of Spring Hill, Tenn.

		<p><u>Residential</u> Zoning only: 20 dwelling units of less - \$400 More than 20 dwelling units - \$600 Zoning and development: 20 dwelling units of less - \$400 + \$20/acre + \$10/lot or dwelling unit More than 20 dwelling units - \$600 + \$20/acre + \$10/lot or dwelling unit</p>
Article 14, Amendment	Add "Planned Zoning District" to all notification requirements	A PZD is a rezoning application and requires notice. The City's notification requirements list the type of rezoning application specifically.
Article 18, Planned Zoning District	Create a new article for "Planned Zoning District"	This new article will establish the enabling legislation for a property owner to submit an application for a PZD.
Section 1, Applicability	Make the PZD an option for any property located within the City Limits	
Section 2, Purpose	Identify the purpose of a PZD	<p>A PZD is intended to be a special tool for a property and for the City to permit and encourage projects that cannot be achieved through the standard "base" zoning districts (R-2, R-4, B-2, etc.).</p> <p>This tool is meant to encourage redevelopment, economic development, and cultural enrichment. It may be a single-use development (such as Rippavilla or Northfield Workforce Development and Conference Center) or a mixed-use development (such as that planned for the Children's Home property).</p>
Section 3, Rezoning	Outline the requirements for a PZD	<p>A PZD is designed to be customized zoning, similarly to a Planned Unit Development, but to also provide more flexibility in the development of the property.</p> <p>This section outlines the information that must be submitted for the Planning Commission and Board of Mayor and Aldermen (BOMA) to consider. It also explains that the Planning Commission and BOMA may limit the PZD below the criteria proposed.</p>
Section 4, Submittal Requirements	Establish standard criteria for the submittal of the required information outlined in Section 3	This section permits an applicant to submit an application for zoning only (to create the customized zoning district) or to submit an application for zoning and development (to create the customized zoning district and to subdivide the property by zoning district or develop the property in accordance with the proposed criteria)
Section 5, Phasing	Create flexibility in the phasing or implementation of the project	<p>A PZD can range in scope, complexity, or size. For example, someone could submit a single-use PZD application for a one-acre property that is already developed or a mixed-use PZD application for a 600-acre property that isn't developed. These two examples have different phasing needs.</p> <p>This section sets the standard vesting periods enforced by the City but also permits a property owner to submit a phasing plan that would extend the vesting rights specific to the complexities of the project.</p>

**ARTICLE XVIII**  
**PLANNED ZONING DISTRICT**

Section 1.        Applicability

Any property located within the city limits is eligible for a Planned Zoning District (PZD).

Section 2.        Purpose

The intent of the PZD is to permit and encourage comprehensively planned zoning and developments that cannot be achieved through the current base zoning districts of this Zoning Ordinance and whose purpose is redevelopment, economic development, cultural enrichment, or to provide a single-purpose or mixed-use planned development and to permit the concurrent processing of zoning and development. The Board of Mayor and Aldermen may consider any of the following factors in review of a PZD application:

- A. *Flexibility.* Providing for flexibility in the distribution of land uses, in the density of development and in other matters typically regulated in zoning districts.
- B. *Compatibility.* Providing for compatibility with the surrounding land uses.
- C. *Harmony.* Providing for an orderly and creative arrangement of land uses that are harmonious and beneficial to the community.
- D. *Variety.* Providing for a variety of housing types, employment opportunities or commercial or industrial services, or any combination thereof, to achieve variety and integration of economic and redevelopment opportunities.
- E. *No negative impact.* Does not have a negative effect upon the future development of the area:
- F. *Coordination.* Permit coordination and planning of the land surrounding the PZD and cooperation between the City and private developers in the urbanization of new lands and in the renewal of existing deteriorating areas.
- G. *Open space.* Provision of more usable and suitably located open space, recreation areas and other common facilities that would not otherwise be required under conventional land development regulations.
- H. *Natural features.* Maximum enhancement and minimal disruption of existing natural features and amenities.
- I. *Comprehensive Plan.* Comprehensive and innovative planning and design of mixed use yet harmonious developments consistent with the guiding policies, principles, and recommendations of the Comprehensive Plan.
- J. *Special Features.* Better utilization of sites characterized by special features of geographic location, topography, size or shape.

- K. *Recognized zoning consideration.* Whether any other recognized zoning or municipal code consideration would be violated in this PZD.

Section 3. Rezoning

Property may be rezoned to the PZD by the Board of Mayor and Aldermen in accordance with the requirements of this chapter.

- A. A PZD shall not be used as a refuge from the requirements of an equivalent base zoning district.
- B. Proposed districts shall identify all uses, permitted by right or on appeal, subject to Board of Mayor and Aldermen approval of the PZD request.
- C. Residential densities shall be determined on the basis of the following:
  - 1. The densities of surrounding development;
  - 2. The densities allowed under the current Zoning;
  - 3. The development goals and other policies of the City's Comprehensive Plan;
  - 4. The topography and character of the Natural environment; and
  - 5. The impact of a given density on the specific site and adjacent properties.
- D. *Building setback.* There shall be no minimum building setback requirement except as may be determined by the Planning Commission and the Board of Mayor and Aldermen during review of the zoning plan based on the uses within the development and the proximity of the development to existing or prospective development on adjacent properties.
- E. *Building height.* There shall be no maximum building height except as may be determined by the Planning Commission and Board of Mayor and Aldermen during the review of the zoning plan based on the uses within the development and the proximity of the development to existing or prospective development on adjacent properties. A lesser height may be established by the Planning Commission or Board of Mayor and Alderman when it is deemed necessary to provide adequate light and air to adjacent property and to protect the visual quality of the community.
- F. *Building area.* The Planning Commission and Board of Mayor and Aldermen shall review specific proposed lot coverages with generally correspond to the guidelines for lot coverage in the respective residential, office commercial or industrial district which most depicts said development scheme.
- G. *Design and development.* The Planning Commission and Board of Mayor and Aldermen shall review specific proposed design and development criteria if the

proposal intends to incorporate techniques and specifications beyond those permitted in the City's Zoning Ordinance and Subdivision Regulations.

- H. *Maintenance Organization.* In any instance where common open space is to be conveyed to an organization other than a public agency, the Planning Commission and the Board of Mayor and Aldermen shall require that the landholder provide for and establish an organization for the ownership and maintenance of any common open space.
1. Such organization shall not be dissolved nor shall it dispose of any common open space, by sale or otherwise (except to an organization conceived and established to own and maintain the common open space), without first offering to dedicate the same to the City and the said dedication be approved by the Planning Commission.
  2. In the event that the organization established to own and maintain common open space, or any successor organization shall at any time after the establishment of the PZD fail to maintain the common open space in reasonable order and condition in accordance with the final approved plan, the Planning Department may serve written notice upon such organization and/or the owners or residents of the property. Should the organization fail to maintain the common open space thirty (30) days after the issuance of written notice, the Planning Department shall call upon any public or private agency to maintain the common space for a period of one (1) year. When the Planning Department determines that the organization is not prepared for the maintenance for yearly periods. The cost of such maintenance shall be assessed proportionately against the properties within the PZD that have a right to enjoyment of the common open space, and shall become a lien on said properties.

#### Section 4. Submittal Requirements

An application shall not be considered complete until the required submittal information has been provided to the Planning Department.

- A. Application type.
1. Zoning only. A PZD application may be submitted to establish the zoning criteria of a property, in accordance with Section 3 of this article.
  2. Zoning and development. An applicant may elect to submit a PZD application with a development application, in accordance with the requirements of Article IV, Sections 8.1 and 8.2.
- B. All PZD applications shall include a booklet and concept plan:
1. *Booklet.* Describe the intent of each proposed district and list all zoning, design, and development criteria, as outlined in Section 3 of this Article.

2. *Concept Plan.* Illustrate the general development form and arrangement permitted by the proposed districts.

Section 5.           Phasing

Standard vesting periods shall apply for an application requiring preliminary approval, as outlined in Article IV, Section 8.4.

- A. Exception. The Board of Mayor and Aldermen may approve a phasing plan granting extended vesting periods than the standard. The proposed phasing plan shall include the action that commences the initial vesting period and all subsequent actions that extend the initial vesting period, similar to the organization of Article IV, Section 8.4. The initial vesting period shall not exceed 15 years for undeveloped properties.

**DUPLEX ROAD  
WIDENING  
PROJECT  
LAND  
ACQUISITION  
PURCHASE**



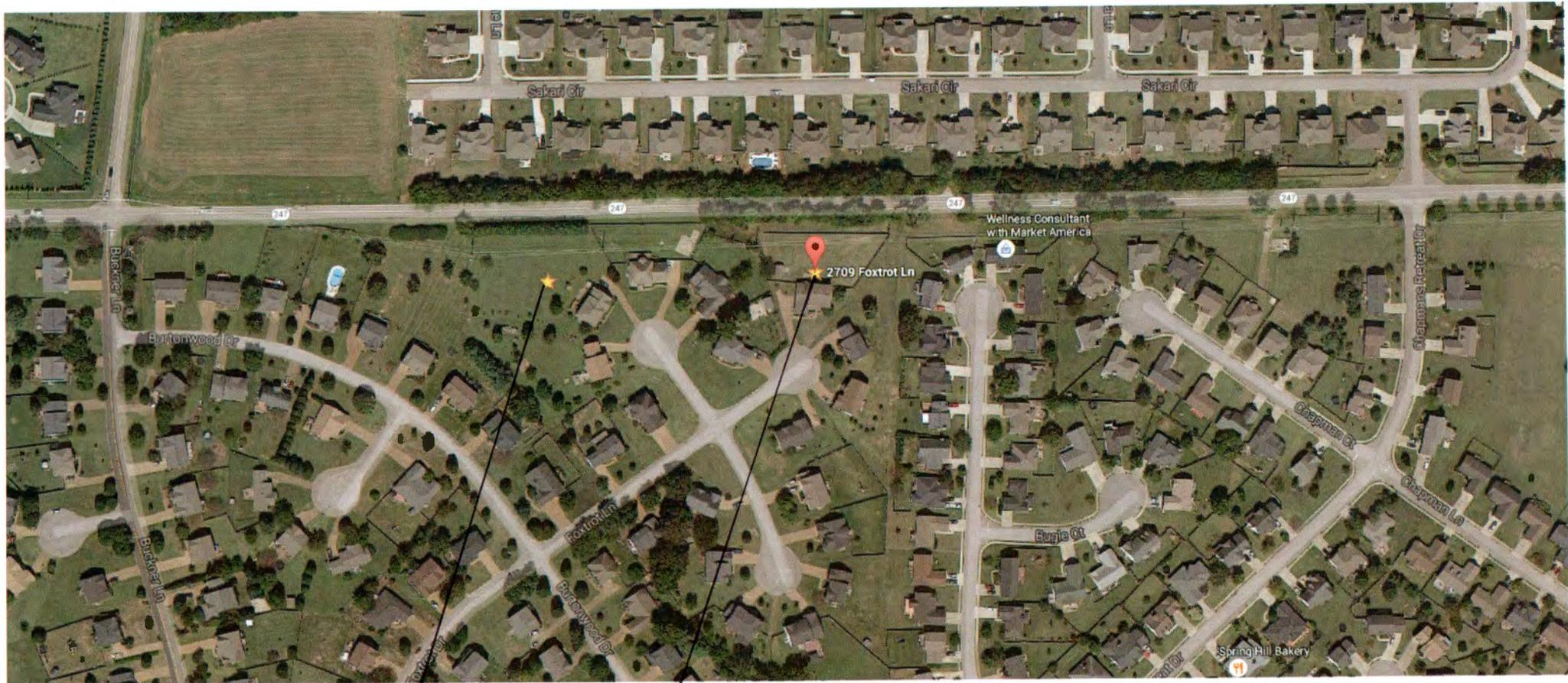
Tr. 121  
2912 Hearthside Dr

Tr 215  
3305 Foxtrot Ct

Tr 224  
2709 Foxtrot Ln

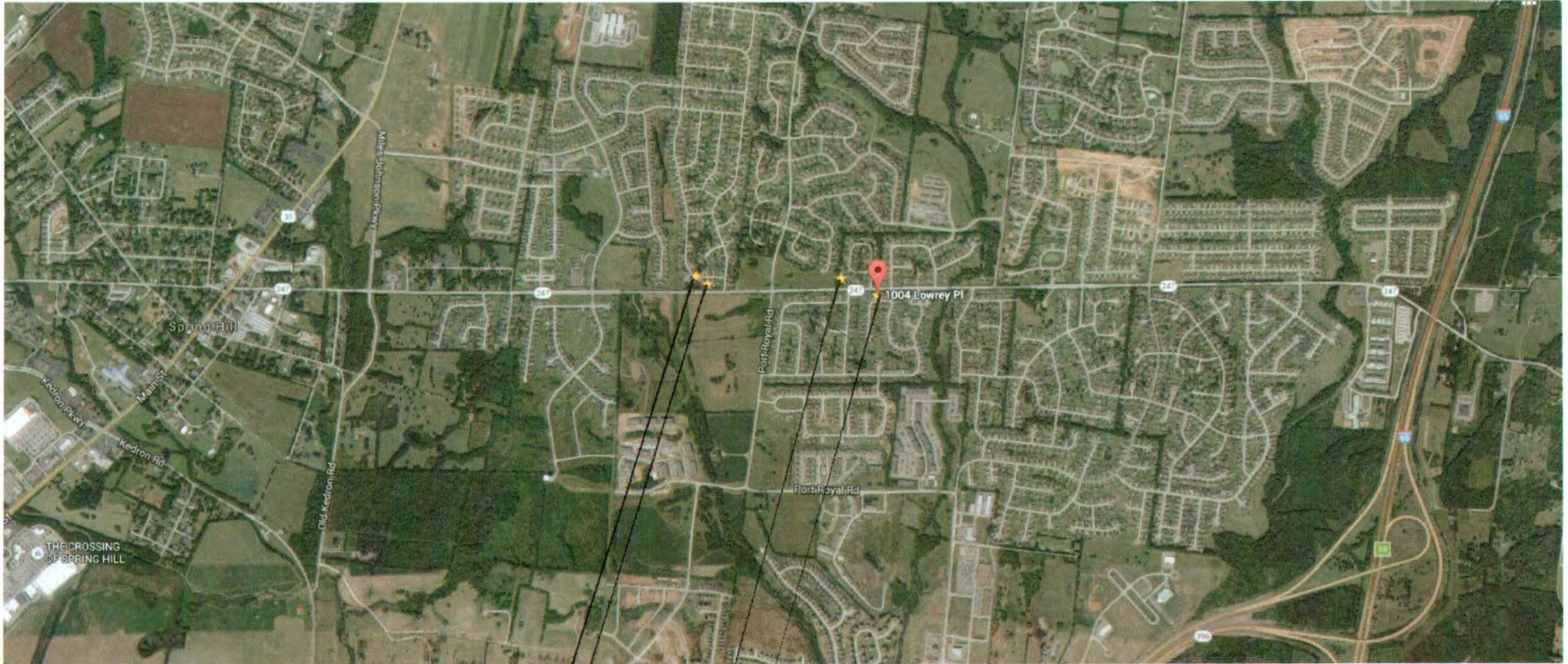


Tr. 121



Tr. 215

Tr. 224

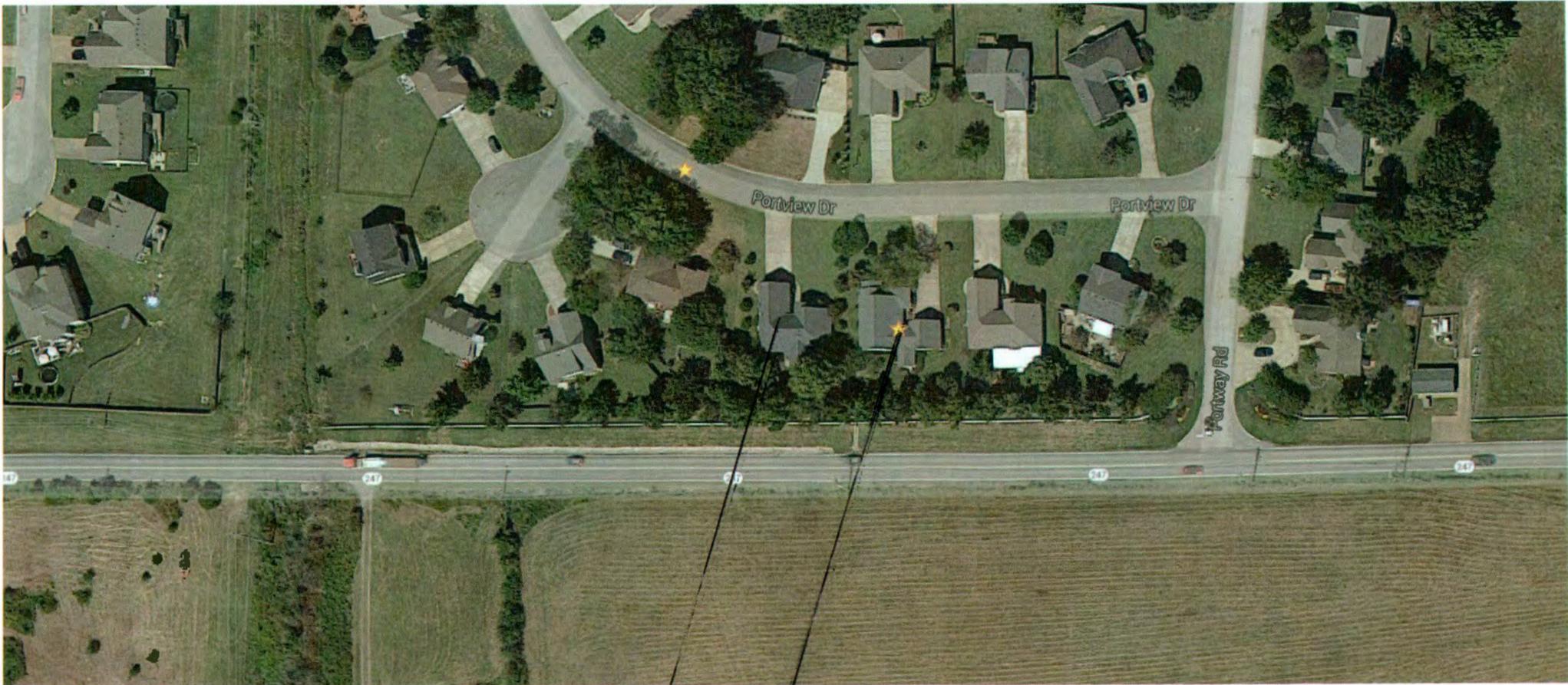


Tr 106  
1813  
Portview  
Dr

Tr 124  
2864  
Duplex  
Rd

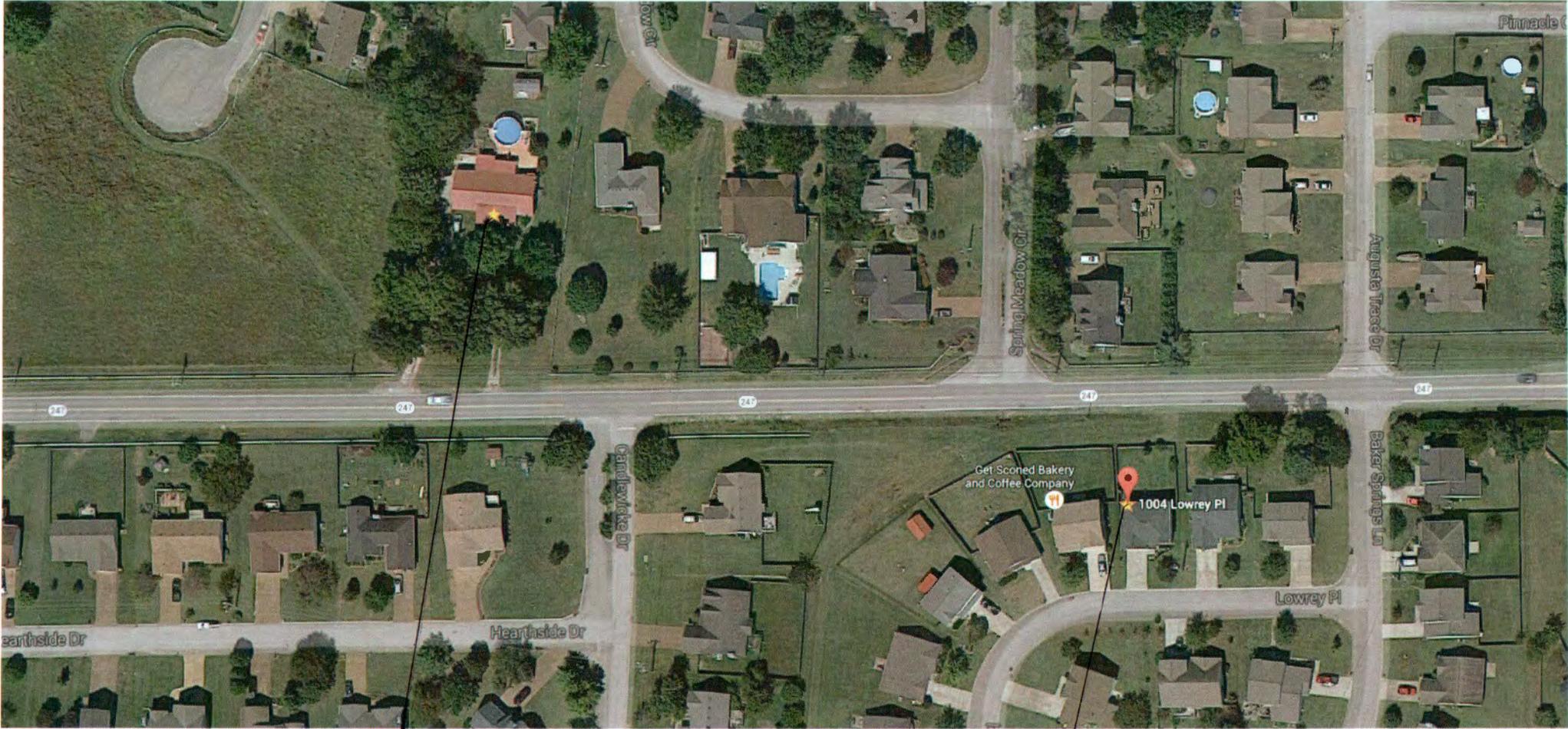
Tr 107  
Portview  
Dr

Tr 139  
1004  
Lowrey Pl



Tr  
106

Tr  
107



TR 124

TR 139

**RESOLUTION 16-422**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 106  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$8,900.00 to the tract owner  
(Sheri Sherrer) and \$500.00 to the closing agent (Southeast Title of Tennessee, Inc.) for  
closing costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$9,400.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 106 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**RESOLUTION 16-423**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 107  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$3,450.00 to the tract owner  
(Whitley Family Trustees) and \$500.00 to the closing agent (Southeast Title of  
Tennessee, Inc.) for closing costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$3,950.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 107 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**RESOLUTION 16-424**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 124  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$2,600.00 to the tract owner (Glen  
Kolva) and \$500.00 to the closing agent (Southeast Title of Tennessee, Inc.) for closing  
costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$3,100.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 124 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**RESOLUTION 16-425**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 139  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$7,400.00 to the tract owner  
(Stephen Austell) and \$500.00 to the closing agent (Southeast Title of Tennessee, Inc.)  
for closing costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$7,900.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 139 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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

ATTEST:

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

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**RESOLUTION 16-426**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 121  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$6,300.00 to the tract owner (Phil  
F. Bagsby, Jr.) and \$500.00 to the closing agent (Southeast Title of Tennessee, Inc.) for  
closing costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$6,800.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 121 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**RESOLUTION 16-427**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 215  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$10,125.00 to the tract owner  
(Gino and Pamela Minutelli) and \$500.00 to the closing agent (Southeast Title of  
Tennessee, Inc.) for closing costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$10,625.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 215 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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

ATTEST:

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

LEGAL FORM APPROVED:

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

**RESOLUTION 16-428**

**TO APPROVE LAND ACQUISITION PURCHASE FOR TRACT 224  
OF THE DUPLEX ROAD WIDENING PROJECT**

**WHEREAS**, the City of Spring Hill is in the process of widening Duplex Road;  
and

**WHEREAS**, in order to complete the project, the City must acquire land in the  
form of right-of-ways and easements from property owners along Duplex Road; and

**WHEREAS**, the City is working with Tennessee Department of Transportation  
on this project, known as State Project Number 60LPLM-F2-019 and Federal Project  
Number STP-M-247(9); and

**WHEREAS**, the cost of the acquisition will be \$5,850.00 to the tract owner  
(James L. and Wanda A. Lovell) and \$500.00 to the closing agent (Southeast Title of  
Tennessee, Inc.) for closing costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Spring Hill, Board  
of Mayor and Aldermen authorizes a total land acquisition purchase in the amount of  
\$6,350.00 to Southeast Title of Tennessee, Inc., 40 Middleton Street, Nashville, TN  
37210 for Tract number 224 of the Duplex Road widening project.

Passed and adopted this 21<sup>st</sup> day of March, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**Please click here for additional  
information on Duplex Road  
Widening Project Land  
Acquisitions**