



**TOWN OF SMYRNA
STORM WATER ADVISORY COMMITTEE
AGENDA
October 20, 2025
Council Chambers, Town Hall
5:00 PM**



1. Call to Order

2. Citizen Comments

The Town's Public Comment Period shall be reserved for those citizens that have signed up to address a Board or Committee at least 24 hours in advance of the meeting, pursuant to the Town's Public Comment Policy. Speakers are limited to 3 minutes. Additional comments may be submitted in writing.

3. Approval or Correction of Minutes

- a. July 21, 2025 regular meeting

4. Old Business

5. New Business

- a. Consent / Correction Agenda
 - 1. Vacant Account List
- b. Adjustment Applications
- c. Credit Applications

6. Reports of Officers, Committees, or Staff

- a. Discuss Storm Water Utility inquiries to date
- b. Presentation of Progress Report
- c. Miscellaneous

7. Adjournment

MINUTES OF THE TOWN OF SMYRNA STORM WATER ADVISORY COMMITTEE

July 21, 2025

1st Item: Call to Order

The July meeting of the Town of Smyrna Storm Water Advisory Committee was held on Monday, July 21, 2025. Vice Chairman, Bradley Heilwagen, called the meeting to order at 5:03 P.M. at Town Hall, Smyrna, Tennessee.

The following Storm Water Advisory Committee members and staff were present:

Members:

Bradley Heilwagen – Vice Chairman
Adam Miller
Tyler Short
William Shackelford
Charles (Trey) Whitfield

Absent:

Douglas Brown – Chairman
Andrew Eckenrode

Staff:

Jeff Peach, Staff Attorney
Tom Rose
Bradly Jordan
Tammie Mitchell
Patrick Owen
Dorothy Fuhrer

Absent:

Charles King

2nd Item: Vice Chairman Bradley Heilwagen asked if there were any citizen comments to be heard by the Committee. There being none, the Committee proceeded to item #3 of the agenda.

3rd Item: Approval of Minutes of the July 21, 2025 Meeting

The Committee considered a motion by William Shackelford to approve the minutes of the July 21, 2025 meeting as presented. The motion was seconded by Trey Whitfield. The motion was approved unanimously. A copy of the minutes as approved are attached hereto and marked Exhibit “1”.

4th Item: Old Business

There was no old business to discuss at this meeting.

5th Item: New Business

A. Consent/Correction Agenda

1. Vacant / Inactive Account List

The Stormwater Fee Vacant Account List (through 6/30/2025) was presented by staff. The account on the list shall be re-opened with the fee being assessed to the property owner. A copy of the Stormwater Fee Vacant Account List (through 6/30/2024) is attached hereto and marked as Exhibit “2”.

B. Adjustment Applications

There were no adjustment applications to consider at this meeting.

C. Credit Applications

There were no credit applications to consider at this meeting.

6th Item: Reports of Officers, Committees, or Staff

- A. Mr. Jordan reported to the Committee that since the meeting on July 21, 2025, staff received no calls/inquiries about the Storm Water User Fee. No site-specific information packets were mailed.
- B. Mr. Jordan then presented to the Committee the Storm Water Management Program Quarterly Progress Report. This report was for the period of April 1, 2025 through June 30, 2025. A copy of the Storm Water Management Program Quarterly Progress Report is attached hereto and marked as Exhibit "3".
- C. Mr. Jordan then presented the Ordinance TDEC Annual Report for the MS4 Permit covering the period of 7/1/24 - 6/30/25. The annual report must first be reviewed and approved by the SWAC Committee, then by the Town Council, executed by the Mayor, then submitted to TDEC.
- D. Mr. Tom Rose talked about miscellaneous items and Adopt-A-Stream.

7th Item: Adjournment

There being no further business, to come before the committee a motion was made by Adam Miller to adjourn the meeting and seconded by William Shackelford. Without objection, the meeting was adjourned at 5:17 PM.

Submitted by:

Certified by:

Bradly Jordan, Secretary Date

Douglas Brown, Chairman or Date
Bradley Heilwagen, Vice Chairman

Stormwater Fee Vacant Account List (7/01/25 through 9/30/25)

<u>Item</u>	<u>Previous Occupant</u>	<u>Property Address</u>	<u>Account #</u>	<u>Monthly Fee</u>	<u>Vacant Date</u>	<u>Reason For Making Into Stormwater Only Account</u>	<u>Property Owner</u>	<u>Owner's Address</u>
1	None at this time.							
2								

Town of Smyrna
Storm Water Management Program
Progress Report to the
Storm Water Advisory Committee
October 20th, 2025 at 5:00 PM
Smyrna Town Hall / Council Chambers

- I. Discuss the following Storm Water Management (SWM) Program achievements made from: July 1 through September 30, 2025.
- A. 182 certificates of occupancy issued this quarter were assessed for the corresponding SWU fee then reported monthly to CUD and the Town’s Public Utilities Department. In addition, all SWU fee delinquent accounts were also tracked and reported to Utilities.
 - B. Mr. Rose reviewed all grading permits, in tandem with sediment control reviews by the Stormwater Coordinator, and required the submission of as-built drawings for each and every project having its own means of detention as well as all applicable water quantity concerns.
 - C. Received no citizen inquiry about the Storm Water Utility (SWU) user fee.
 - D. The Stormwater Coordinator wrote this quarterly Progress Report. Staff also completed writing the quarterly report. This satisfies an MS4 permit requirement.
 - E. Reviewed 42 newly submitted sets of grading plans for eventual construction projects, during three monthly staff plan review meetings then created project files once each was Planning Commission-approved. This satisfies a MS4 permit requirement.
 - F. Began contacting developers soon after their projects were Planning Commission-approved to encourage them to pass the grading permit procedures (mailed with their Planning Department notice) on to their project manager.
 - G. Corresponded with developers and contractors about several imminent projects concerning grading permit issues. This satisfies a MS4 permit requirement.
 - H. Reviewed, commented, and dated grading plans for 19 sets of newly Planning Commission-approved construction plans in preparation for grading permit issuance. This satisfies a MS4 permit requirement.
 - I. Completed sediment control measure inspections at 15 construction sites. This satisfies a MS4 permit requirement.
 - J. Facilitated grading permit pre-construction meetings for 15 new construction projects once they met all requirements, which are being electronically tracked on the Progress Table. This satisfies a MS4 permit requirement.
 - K. Issued grading permits for 15 new construction projects. This brings the annual cumulative total to 35.
 - L. Investigated 2 Illicit Discharge Detection and Elimination (IDDE) issue.
 - M. Discuss Annual Report to TDEC

No.	Project Name (Imperv. Surf. Area in sf) 1 ERU, equivalent residential unit = 3,543sf	ERU Equivalent $\frac{\text{project sf}}{3,543(\text{sf/ERU})}$	Development Type	Monthly SWU Revenue (\$) (ERU * \$3.47)	Annual SWU Revenue (\$)
1	Leonard Claude Jones Lot 6A 18,748 sf ISA	5.29	Commercial	18.35	220.20
2	Springhouse Church Pavilion 161,975 sf ISA	45.71	Other	158.61	1,903.32
3	Nissan - Test Track & Canopy Addition 6,152 sf ISA	1.74	Commercial	6.04	72.48
			Total	183.00	2,196.00

2025 Monthly Total – 1,588.36 2025 Annual Total – 19,060.32 (\$3.47/ERU, Equivalent Residential Unit)

- N. Patrick Owen, Environmental Tech/Sediment Control Inspector started his employment with the Town of Smyrna in January of 2024. His impressive background combines education in Geology, experience on construction sites, and a strong command of the computer programs used by the Town of Smyrna. Patrick easily got a handle on the job duties and has been performing exceptionally well since being hired.
 - i. Organized and tracked monthly inspection calendar for all construction sites.
 - ii. Conducted semi-weekly construction inspections and electronically recorded them, and worked with supervisors, developers, builders, and engineers during 466 construction site inspections.
 - iii. Completed quarterly review of 98 known outdoor grease receptacles in Town of Smyrna
 - 1. No grease receptacles were found to be in violation
 - iv. Continued to work with business and property owners, et al to educate and enforce detention pond corrections.
 - v. Number of construction lot inspections completed:
 - 1. 156 Initial Erosion Inspections; of which 9 failed
 - 2. 107 Sidewalk and Final Grade Inspections, of which 22 failed
 - vi. Continued to work with the Public Works Director on several ongoing construction projects.
 - vii. Number of Letters of Warning/ NOV / Stop Work Orders Issued:
 - 1. 16 Letters of Warning- Rooker's Bend Subdivision, 15 drainage easement obstruction.
 - 2. 1 Notices of Violation- Olive Branch Subdivision
 - viii. Participated in the annual Stones River Watershed Association's Waterfest
- O. The last SWAC meeting was held during July, with five (5) of the seven (7) members attending.
- P. Fortunately for Smyrna there are several 'active' citizen groups, including businesses and schools that had four (4) either Adopt-A-Roadway or Adopt-A-Highway events this quarter, using twenty-five (25) volunteers and collecting twenty-six (26) bags of litter. These efforts brought their annual total events to eighteen (18) and one hundred and fifty-nine (159) bags of trash.
- Q. Three (3) Adopt-A-Stream events took place this quarter, gathering forty-eight (48) people to collect twenty-six (26) bags of trash. This brings annual totals up to six (6) events using seventy-seven (77) volunteers to collect ninety-one (91) bags of litter.
- R. The Public Works Staff handled twenty-four (24) citizen inquiries regarding storm water drainage issues.