

**Minutes of the  
City Council Work Session  
Eagleville City Hall, Eagleville, TN  
Thursday, June 13, 2024 – 7:00 PM**

**1) MAYORS WELCOME and CALL TO ORDER**

Mayor Chad Leeman called the meeting to order at 7:03 p.m.

**2) ROLL CALL**

The roll was called by City Recorder Christina Rivas.

**PRESENT:**

Mayor Chad Leeman

Vice Mayor Bill Tollett

Councilman Jason Blair

Councilman Brandon Emamalie arrived at 7:05 p.m.

Councilman Ryan Edwards

Councilman Chris Hendrix

**ABSENT:**

Councilman Craig Campbell

**STAFF:**

City Manager Hellyn Riggins

City Recorder Christina Rivas

Chief David Breniser

Management/Finance Consultant Mike Walker

Fire Chief Jonathan Armstrong

**3) DISCUSSION**

**a. Discussion of Annexation of College Grove Road and Properties along Road**

City Manager Hellyn Riggins stated that City Engineer Will Owen was unable to attend this evening's meeting. She noted that Mr. Owen has been working with Site Engineering Consultant's (SEC) engineering team.

Ms. Riggins informed Council of the applicant's request for the City to annex properties along College Grove Road and to annex the section of the road adjacent to those properties from Rutherford County. She noted that Mr. Owen stated that the required improvements have been largely agreed upon and will address it more in depth at a later date.

Rob Molchan of SEC distributed roadway improvement plans to Council. He stated that as part of the annexation request for property, they will work with Ms. Riggins and the County to take this contiguous piece of land back to the right of way along Highway 41A.

Mr. Molchan stated repairs were necessary in order to bring the roadway up to the City's standards.

He reviewed the following improvements:

- The pavement has to be widened to the correct width and an additional two foot shoulder added.
  - Most of the improvements to expand the pavement have been completed toward the south along their property line, as it was simpler to widen the road into their right of way.
- A three lane cross section on College Grove Road at the intersection will be installed to have dedicated right and left turn lanes.
  - Including a dedicating lane heading west toward the development.
- Tennessee Department of Transportation (TDOT) required a left hand turn lane from the northbound lane on Highway 41A onto College Grove Road.

Mayor Leeman thanked Mr. Molchan for his efforts and stated that this would be turned over to Mr. Owen.

Ms. Riggins stated that the Plan of Services would be reviewed by the Planning Commission and that the months of July and August would be spent working on the annexation. She noted that the annexation would most likely come before Council for approval in August 2024.

**b. Discussion of Ceremonial Opening of Public Safety Complex**

City Manager Hellyn Riggins noted that Item 3k is also part of the timeline. She informed Council that the hope was to have the Police Department completed for occupancy by the end of July 2024; the Fire Department by the end of August 2024.

Councilman Blair suggested that the ceremonial opening coincide with the Fall Festival or First Friday.

Ms. Riggins explained that the Events Committee noted that a lot of visitors come to the Fall Festival and all of the City's staff are tasked with duties for the event. She relayed the committees' suggestion to have the ribbon cutting in October.

Vice Mayor Tollett stated that the sign for the center could be completed by that time.

Management Consultant Mike Walker stated that the sign could be ready by the first or second week of October.

Mayor Leeman stated that Fall Break is the second week of October.

Discussion determined to continue the item at the July 11, 2024 Work Session and review dates in the first week of October.

**c. Discussion of plaque for Fire Station and Police Station**

City Manager Hellyn Riggins stated that she is preparing to order the plaques, but wanted to ensure that they embodied Council's vision for them.

The overall consensus of Council was that they were pleased with the format and wanted to add Financial Consultant Mike Walker's name to the plaques.

Ms. Riggins expressed her gratitude to Mr. Walker for navigating the financing and seeking ways to save the City money.

It was noted that closing on the permanent loan for the Public Safety Center was scheduled for July 8, 2024. Council was further informed that due to the reduced interest rate from 4.83% to 2.125%, savings of \$14,000 per month would be realized.

Mayor Leeman informed Police Chief David Breniser and Fire Chief Jonathan Armstrong that their names would be on the plaques. Chiefs Armstrong and Breniser thanked Council for the honor of the gesture.

**d. Discussion of Digital and Name Sign for Public Safety Complex**

City Manager Hellyn Riggins stated that she and James Kennon of Architect's Workshop reviewed proposals for signs. She explained that Joslin and Son Sign Company had the lowest overall bid and a better understanding of what the City desired.

Councilman Emamalie stated that the company was quite familiar with government.

Ms. Riggins requested direction from Council.

Councilman Emamalie suggested a digital sign be installed on the lower part of the park sign and have the digital display on both sides of the sign.

It was noted that a digital sign would cost \$26,000.

Finance Consultant Mike Walker requested that it should be queried how much more it would to make the sign 3 feet high.

Mayor Leeman expressed his preference that the park and the Public Safety Complex signage be completed concurrently.

Mr. Walker noted his concern that the signs may not be large enough to read while driving passed.

Councilman Emamalie recommended using digital signs without the name of the building, since the name would be listed on the dedication plaques.

Council directed Ms. Riggins to investigate the cost for 2 full digital signs that are 6 inches taller, with letters in brass at the bottom and return with the information to be reviewed and decided at the next regular Council meeting on June 27, 2024.

**h. Discussion of Contract Salary - Item 3h was discussed ahead of item 3e.**

City Manager Hellyn Riggins noted that a salary increase had been budgeted for in the Fiscal Year (FY) 2024-2025 budget. She stated that Judge Catron's salary covered gas and travel time and that the position had not had an increase in salary in some time.

**e. Discussion of Retaining Wall at Public Safety Complex**

City Manager Hellyn Riggins stated that there was an intermittent stream that runs behind the storage garage at the Public Safety Complex. She informed Council that Architect's Workshop offered to install a retaining wall to mitigate potential erosion issues at an additional cost. She noted that City Engineer Will Owen did not recommend a retaining wall at this time, and that rip rap could be used if erosion occurred.

Discussion noted that:

- A retaining wall would cost approximately \$30,000.
- Waiting to see if erosion became an issue would save money during a time of great expenditure.
- As vegetation grows, it will help deter erosion.
- The retention pond is too deep, however the contractor will address it.
- The City Engineer and the contractor concur that the area is sufficiently stable at this time.

**f. Discussion of Entry Signs - This item was addressed under Item 3d.**

**g. Discussion of Park Entry Sign - This item was addressed under Item 3d.**

**i. Discussion of Paving Areas**

City Manager Hellyn Riggins discussed the cost for paving; noting that paving would begin with New Town streets.

Ms. Riggins stated that Hawkins & Price would soon pave the Public Safety Center and were willing to give an estimate to pave the problem area on Cheatham Springs Road and complete the two areas concurrently.

Council consensus expressed a desire to move forward with City Engineer Will Owen developing plans for the repair of New Town streets and return to Council for review and a decision.

Finance Consultant Mike Walker stated that Mr. Owen estimated the cost for New Town to be \$175,000.

Councilman Hendrix stated that there were issues with drainage and flooding at New Town. Ms. Riggins stated that she was not sure that the City could address it, as the problem was due to an intermittent stream that runs across private property and not the City. She stated that she would have Mr. Owen prepare a summary to clarify the issue.

Councilman Edwards asked if this plan addressed the worst paved areas in the City. Mr. Walker and Ms. Riggins confirmed that this plan addressed the "First of the worst." Ms. Riggins also noted that Cheatham Springs Road would be monitored ongoing and that rock would be brought in to help stabilize the road.

Ms. Riggins specified that the Moore's home, in particular, is threatened by flooding when it rains. She stated that the house is located at the corner of Deer Valley and Cheatham Springs Road. She explained that she had conferred with Mr. Owen and will engage Land Pro Construction to address grading issues in an effort to deter further drainage issues.

**j. Discussion of Fire Education Truck**

City Manager Hellyn Riggins stated that the City of La Vergne has offered the Eagleville Fire Department a Fire Education truck that requires some refurbishing. She also informed Council that a vote is needed to accept gifts even if they are free.

Fire Chief Jonathan Armstrong stated that, prior to Covid, fire prevention trucks were used to teach children about fire prevention. Chief Armstrong continued, noting the following:

- The addition of the truck would help the department's ISO (International Organization for Standardization) rating.
- Tennessee has one of the highest rates for fire deaths.
- A new educational trailer would cost between \$150,000 and \$250,000.
- The generator needs a spark plug and coil.
- The sprinkler system needs a \$300-\$400 pump.
- Minor piping and electrical work is needed, though Chief Armstrong felt that could be repaired in house.
- The air conditioning unit needs an inspection.

- Proprietary decals would cost \$200.
- The interior is immaculate.
- Not including the air conditioner, repairs totaled \$1,500.
  - The truck would be used mainly in the Fall.

Mayor Leeman asked if there were any grants to help defray the cost. Chief Armstrong stated that he did not know, but would research it.

Ms. Riggins stated that it would be a nice addition to the Fall Festival for the children.

Chief Armstrong stated that due to its mobility, it could also be used as a command post to operate from in the event of crisis situation.

Councilman Hendrix stated that an air conditioning unit would cost approximately, \$1,500.

Vice Mayor Tollett requested that Chief Armstrong research whether the truck could be wrapped to improve its appearance.

Ms. Riggins stated that this would be brought before Council for a vote and lauded Chief Armstrong for forging good relationships with other fire agencies.

**k. Update on Public Safety Complex Timeline**

Finance Consultant Mike Walker stated that permanent funding from the United States Department of Agriculture (USDA) consisted of 3 loans; two totaling \$4.5M at an interest rate of 2.125%. He further stated that:

- When the City reached expenditures totaling \$4.5M, the USDA would allow the City to secure the loan.
- The interest and debt service begins one year after closing on the loan, which made waiting until FY 2024-2025 began, economical.
  - As of July 1, 2024, \$4,690,000 has been spent on the building. Of this amount:
    - First Horizon Bank is owed \$4,465,000 and
    - Tennessee Municipal Bond Fund is owed \$225,000.
- United States Department of Agriculture (USDA) will close on the loan on July 8, 2024.
  - The City will receive \$4.5M to pay the aforementioned two loans.
  - The City will subsequently pay First Horizon Bank and the Tennessee Municipal Bond Fund, directly, the same day.
- The remaining loan of \$2,126,500 has an interest rate of 3.265%.

- Maximum debt service in fiscal year 2026 will be \$272,000.
  - It is best to maintain a year's worth or more of payments in the Debt Service Fund.
  - It is recommended that the City increase the amount in the Debt Service Fund by \$30,000 per year.
- \$190,000 will be due to First Horizon Bank on July 1, 2024.
- The contractor's balance due is \$1.4M. The retainer of 5% equates to \$272,000.
- Estimated remaining interest is \$120,000; due in October/November 2024.
- \$2,024,000 in expenses for the complex.
  - Anticipates finishing under budget by \$102,000.
  - The sign will add \$30,000.

Mr. Walker stated that the City was in good shape going into this project.

Council stated that Mr. Walker has done an outstanding job for the City of Eagleville.

**I. Reminder of Presentation of Proclamation for Nick Duke**

Mayor Leeman confirmed that the family of Nick Duke would attend the June 27, 2024 Council Meeting.


He stated that he told the Duke family that they could bring anyone they wanted to the ceremony.

Ms. Riggins stated that she would call Representative Robert Stevens to confirm the date.

**4) ADJOURNMENT**

Mayor Leeman acknowledged the Airmed information at the dais and confirmed that there was no further business to discuss. He adjourned the meeting at 8:06 p.m.

Approved by:



Mayor Chad Leeman

Submitted by:



City Recorder Christina Rivas

Date minutes approved: July 25, 2024