

**Minutes of the
City Council Work Session
Eagleville City Hall, Eagleville, TN
Thursday, October 17, 2024 – 7:00 PM**

1. MAYORS WELCOME and CALL TO ORDER

Mayor Chad Leeman called the meeting to order at 7:00 p.m.

2. ROLL CALL

The roll was called by City Manager Hellyn Riggins.

PRESENT:

Mayor Chad Leeman
Vice Mayor Bill Tollett
Councilman Jason Blair
Councilman Ryan Edwards
Councilman Brandon Emamalie

ABSENT:

Councilman Craig Campbell
Councilman Chris Hendrix

STAFF:

City Manager Hellyn Riggins
Chief David Breniser

Management Consultant Mike Walker
Fire Chief Jonathan Armstrong

GUESTS:

Will Vaughn

3. DISCUSSION

a) Discussion of Rental House and Contract for Management

City Manager Hellyn Riggins explained that she has an appointment with the rental agent, tomorrow; October 18, to sign a new contract with the agency. Also, the current tenants have given notice.

Mayor Chad Leeman stated that the agent continually contacts Ms. Riggins with questions which the agent was hired to field and manage. He noted that he had spoken with the agent and informed her that she and her agency were hired to manage the property for the City and that the constant involvement of the City to handle situations, was unacceptable. He further noted that a contract had been signed for a 12-month lease and that the full amount of rent had been built in to the City's budget and could not be dismissed.

Mayor Leeman stated that, subsequent to this conversation, the agent sent an email to the City stating that she had complied with the tenants' request to be released from their lease early, without penalty. He informed Council that he had spoken with other lease agents and that they found these practices to be unusual. He stated that he believed a letter outlining what the City expects should be drafted and included in the with the new contract.

Mayor Leeman noted that he confirmed that 10% was the appropriate rate to pay a rental agent, which is what the City has been paying.

Discussion ensued noting the following:

- The contract is with Maples Realty & Auction Co.
- The current lease notes that the renter's deposit is forfeited if the lease is broken early.
 - The City lost one month's rent.
 - The agent believes the property will be rented before December.
- The current tenants will vacate in mid-November.

Ms. Riggins stated that her opinion was to renew the contract; noting however, that there is a clause in the lease which states that if the property is not rented within 30 days, the City could opt out of the contract. She further stated that the City could also cancel the contract due to dissatisfaction with the agent's lack of upholding the terms of the lease.

Councilmember Jason Blair recommended requesting a different agent from Maples Realty to handle the City's account.

Ms. Riggins stated that she would compose a letter for Mayor Leeman to sign that outlines the expectations of the City and would request a new agent to handle the property going forward.

b) Discussion of Park Board Recommendation of Park Fees

City Manager Hellyn Riggins introduced Park Board Chairman, Will Vaughn, to discuss the Board's recommendation.

Chairman Vaughn stated that upon reviewing the current fees for Parks and Recreation, the Board believed that most of the fees were outdated. He reviewed the changes as follows:

1. Pavilion rental for 4 hours is \$25; recommending \$50.
2. All Day Pavilion rental is \$50; recommending \$100.
3. Recommended maintaining field rental at \$100 per day.
 - a. Add a fee of \$25 per hour, up to 4 hours.
4. Recommended removing the mound and temporary fencing fees due to a lack of staffing.
 - a. It was suggested to maintain the ability to charge for these items if the service was necessary.
5. Increase the fee for field conditioner from \$10 to \$25 per bag.
6. Recommended increasing the Ball Club fees before their next season; from \$10 per child to \$20 per child.
7. Due to the increase in costs for signage, an increase for sponsorship sign fees would increase from \$250 to \$350 for the first year.
 - a. Renewals would increase from \$150 to \$200.

Chairman Vaughn explained that the increase for the Ball Club would generate approximately \$2000 for the City. He noted that despite such an increase, it would cover almost half of the cost for water and electricity at the ball field.

Ms. Riggins stated her appreciation for Chairman Vaughn's efforts to research the City's cost prior to addressing the Ball Club, to prepare this fee schedule.

Chairman Vaughn informed Council that the Park Board had discussed having the Ball Club president serve on the Park Board. He noted that business that impacts the Ball Club often arises and that if a member of the Ball Club were present at meetings, items could be addressed more expediently.

Discussion ensued regarding:

- An effort could be made invite the Ball Club to Park Board meetings; allowing the Ball Club the opportunity to attend and be represented.
- Chairman Vaughn suggested charging a fee of \$500 which would cover 2 years for sponsorship signage to help defray the cost to the City.
- Charging for admission to the ball games.
 - Chapel Hill no longer charges admission for their ball club.
 - The entrance to the ball field is not controlled.
 - It would be difficult to ensure that all attendees paid admission.
 - Vice Mayor William Tollett suggested, in lieu of admission, to add another \$5-\$10 to the sign-up fee, per child.
 - Councilmember Blair stated that admission fees were in the purview of the Ball Club.

c) Discussion of Pickle Ball Courts

Vice Mayor William Tollett stated that he requested this item as he has found there was significant interest in the sport. He questioned if there was an area that would be suitable for Pickle Ball Courts.

Mayor Chad Leeman asked Park Board Chairman Will Vaughn if there was an area at the park that would be suitable.

Chairman Vaughn stated that it would require some work, but there is suitable space available.

Discussion suggested that Field 3 would be suitable if some of the fencing were moved and that the lighting from the parking lot would be sufficient.

Chairman Vaughn noted that part of the larger plan is to add batting cages between Fields 1 and 2. He further estimated that it would cost approximately \$30,000 for the concrete slab.

City Manager Hellyn Riggins stated that this item could be submitted to the Park Board to determine the layout and then submitted to City Engineer Will Owen. She noted that Pickle Ball Courts were not in the current fiscal year's budget.

Vice Mayor Tollett stated that it could be slated for fiscal year 2025-2026.

Ms. Riggins informed Council that the park has inadequate parking for the activities it currently offers. She asked Council to consider the following:

- Should the City query property owners if they are willing to sell their land to the City, in order to expand the park for new facilities?
- Should the City consider purchasing property in a different area and create an additional park?
- The park is at capacity.

Chairman Vaughn added that it had been mentioned that the City could host tournaments at the park. He noted that it would be a considerable investment to develop the park in order to hold tournaments. He further concurred that when games are held that the park is completely full and that the overflow parking area is packed with cars.

Chairman Vaughn stated that the Board wants to be informed of the plan that Council has for the park: whether they should plan to grow the park or keep it small and maintained for minimal use.

Vice Mayor Tollett stated his desire that the batting cages, Pickle Ball Courts, and placement of the fence be researched.

Discussion noted that this area was the simplest place to install Pickle Ball Courts. It was noted that it offered something new that could appeal to more residents.

Council thanked Chairman Vaughn for his contributions and efforts.

Ms. Riggins stated that the Park Board would meet again and return to Council with their findings.

d) Discussion of City Manager Time Off

City Manager Hellyn Riggins informed Council that she would be out of the office for two weeks in November. She noted that she would have access to City email in the evening. She stated that Management Consultant Mike Walker would be available to Council and Staff in her absence.

e) Discussion of October 24 Meeting

City Manager Hellyn Riggins noted that all of the items agendaized this evening were topics for discussion; none of which were substantive to require action taken at the scheduled October 24th meeting. She stated that, as such, Council could opt to cancel the meeting.

Mayor Leeman and Council agreed to cancel the October 24, 2024 Regular meeting.

Ms. Riggins stated that she would post a notice to that affect.

f) Discussion of TN Highway Safety Officer F\FY 2025 Grant

City Manager Hellyn Riggins informed Council that Police Chief David Breniser is in the process of applying for this grant and that it is the same grant the City applied for, last year.

Chief Breniser stated that this was an alcohol enforcement and education grant and that the award amount increased from a maximum of \$5,000 last year to \$10,000 this year. He noted that these funds would allow him to spend \$8,000 on equipment and \$2,000 for overtime spent on Driving Under the Influence enforcement.

He continued, noting that the grant was specified the type of equipment he could purchase. He reviewed the items that he would purchase, if approved:

- In-car camera system to replace an aging system currently in use.
- Laptop computers to replace old ones.
- Reflective gloves, a flashlight, cones and signage for traffic safety duties.

Ms. Riggins noted that the grant was not a matching grant and covered 100% of the cost up to \$10,000.

g) Updates of Annexed Properties or Properties to be Annexed

City Manager Hellyn Riggins stated that Salem Creek Properties had filed a request for annexation. She explained that the area consisted of 98 acres and that the developer was considering to designate some of the lots for equestrian purposes. She noted their intention to defer development of a corner of the property, in order to develop it for commercial use, potentially in future.

Ms. Riggins stated that there would need to be stipulations in place regarding the property's use, prior to bringing it before Council for consideration. She stated her preference to wait to address this, until the Council meeting in December, when she returns. She noted that she further wants to determine the property improvements and compose the improvement into an agreement, rather than an ordinance.

Ms. Riggins continued, noting that the developer for the College Grove property was preparing the site plan. She informed Council that she may not see this plan until the Planning Commission meeting in December.

Ms. Riggins stated that Salem Creek Properties also planned to submit an annexation request for the Moore property.

Ms. Riggins state that the Scales property abuts areas the City had previously annexed.

It was noted that this property:

- Would be separate from Stephenson Farms, though the developer would be the same.
- The long narrow lots originally proposed would now have flexibility in the shape of the lot, due to the ability to tie into the Step Sewer System.
 - Before they were limited due to the designated perk sites.
- The lots are 5 acre lots.

h) Updates of Development Fee Study

City Manager Hellyn Riggins stated that she met with Tischler Bise and that at this time, they are working to ascertain the type of impact fees the City can require. She emphasized that the study is progressing forward.

i) Updates of Engineering Items (Paving, Demolition, etc.)

City Manager Hellyn Riggins stated that she requested that City Engineer Will Owen establish start dates for these projects. She emphasized that she conveyed to Mr. Owen that the demolition of the safety building was a priority for Council.

Ms. Riggins informed Council that the two phases (demolition and paving) would be conducted by separate companies. She noted that she also requested that he work with her to compose the Request for Proposal (RFP); particularly since there may be tanks beneath the building that could pose issues.

Ms. Riggins addressed that the paving aspect would also need to be written and will include the New Town neighborhood and Cheatham Springs Road. She stated that this would be a separate bid for these three projects and that she hoped it would garner more proposals, as it was a larger project overall.

Discussion ensued, attempting to discern if the tanks were onsite and what type of material they had contained. It was determined that further investigation and direction from Mr. Owen was needed.

Councilmember Ryan Edwards questioned whether the parking lot would be beautified with trees and minor landscaping in order to increase curb appeal.

Ms. Riggins stated that once the parking lot is mapped out, the City could manage the landscaping. She noted that as it is required of the businesses, that the City should follow suit.

Vice Mayor William Tollett stated that lighting should be included.

Management Consultant Mike Walker stated that the number of spaces and the flow of traffic needed to be determined.

It was noted that the handicapped parking spaces was determined by the parameters set in the Building Code.

Ms. Riggins informed Council that the insurance on the building was canceled when the Fire and Police departments moved to their new facilities. She stated that liability, however had been maintained, though the structure was no longer covered.

j) Updates of Public Safety Center

City Manager Hellyn Riggins stated that preparations for the grand opening of the new Public Safety Center (PSC) were underway. She noted that invitations had been sent and the responses have been favorable. She stated that cake and punch would be served and that the ribbon cutting would commence after the speeches.

Ms. Riggins stated that speakers still needed to be determined and that she was reviewing the people/entities than needed to be thanked in the speeches. She reminded those in attendance that the ribbon cutting would be from 2:00 p.m. to 4:00 p.m. Sunday, October 27, 2024.

Management Consultant Mike Walker emphasized that the ribbon cutting ceremony was an opportunity for the Police and Fire Chiefs to promote their departments to children, by having them sit in the fire trucks and police cars. Discussion noted that fire hats and stickers had been ordered for distribution.

Mr. Walker informed Council that the final request for funding for the PSC was submitted on October 16, 2024. He stated that the funding would pay off the interim loan, some financing costs, legal fees and the sign for the PSC. He noted that the City was awaiting approval by the United States Department of Agriculture (USDA) for \$2,009,000 in reimbursements to pay these bills. Mr. Walker stated that on the same day that funds are received, the contractors and vendors would be paid. He noted that the original loan was for \$2,126,500 and that the City's final tally came in under budget by \$116,900. He accentuated that the City spent the funds wisely and that this was accomplished even with having to absorb unforeseen expenses.

Ms. Riggins interjected that money had been saved by Mr. Walker's management of the financing. She noted that his negotiations with the USDA to allow the City to close on the first loan in July 2024 saved a substantial amount of interest costs.

Ms. Riggins informed Council that the first payment on the \$4.5M loan financed at 2.125% would not be due until July 2025. Mr. Walker confirmed this and explained that the first payment on the second loan, financed at 3.625% would be due November 2025.

Mayor Leeman asked if a walk through of the PSC could be conducted after the meeting this evening.

Council thanked Mr. Walker for his hard work and efforts on behalf of the City. Council also thanked Ms. Riggins for efforts as well.

Councilmember Emamalie asked for an update on the hole in the roof of the cabinet shop. Ms. Riggins stated that a contractor is supposed to begin repair work on Monday, October 21 or the

City will impose fines starting on that day. She stated that she has been to the shop several times and is trying to bring the property into compliance.

4. ADJOURNMENT

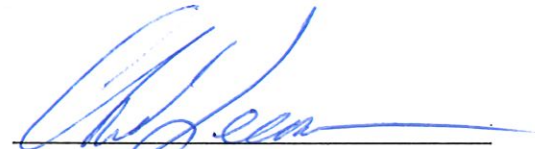
Mayor Leeman confirmed that there was no further business and adjourned the meeting at 8:25 p.m.

Submitted by:

Approved by:



City Recorder Christina Rivas



Mayor Chad Leeman

Date minutes approved: 12/19/2024