



## EAGLEVILLE CITY COUNCIL

### \*AMENDED WORK SESSION AGENDA

Eagleville City Hall

108 South Main Street

Thursday, February 13, 2025

7:00 p.m.

*Prior to meeting, please silence all electronic devices.*

- 1) MAYORS WELCOME and CALL TO ORDER – Mayor Chad Leeman
- 2) ROLL CALL – City Recorder Christina Rivas
- 3) DISCUSSION
- 4) NEW BUSINESS
  - a) Discussion with Park Board Regarding Direction of Park
  - b) Discussion of Hiring Personnel to Assist in Overseeing the Park
  - c) Discussion Regarding Volunteer of the Year Recognition
  - d) Discussion of Sewer Rates
  - e) Discussion of Requested Annexation of Moore Property and Schedule if City Pursues Annexation (Send to Planning Commission, Annexation Resolution, Ordinance Setting Minimum Requirements, and Plan of Service)
  - f) Discussion of TDOT Email Regarding Road Improvements
  - g) Discussion of Appointment to Library Board
  - \*h) Discussion regarding 2025 City events dates for Fall Festival, Tree Lighting Ceremony and Christmas parade
- 5) EXECUTIVE SESSION
  - a) An Executive Session to Discuss Threatened Litigation
- 6) ADJOURNMENT

ITEM 4b Discussion of Hiring Personnel to Assist Overseeing the Park

Job Description  
February 2025

Park Supervisor – Contract Labor  
\$13,000 a year. Paid Monthly  
(Insurance, Retirement, or other benefits not offered by City.)  
Estimated Hours Per Month \_\_\_\_\_

The purpose of this position is to oversee the management of the park staff by working with Park personnel, and to relay to the City Manager and Park Board the current status of the Park. Attendance at some Council meetings may be required.

The hours of the position are flexible, but the Park Supervisor should be able to meet with daytime staff and also be able to attend night and weekend games as needed.

The Park Supervisor will ensure that there is communication between park personnel and the Eagleville Ball Club, along with any teams that may rent the fields.

The Park Supervisor will help set goals for park personnel in order to keep the park in good condition, such as maintaining buildings and fields, keeping the park clean and overseeing repairs as needed.

The Park Supervisor will work with the City Manager, the Park Board and park employees to submit a budget each year to Finance. The budget should be mindful of current needs and to help plan for future needs.

The Park Supervisor will work with the City Manager and the Park Board to set policies on keys, lights, field and pavilion rentals, and other policies as needed.

The position is an evolving one and can be amended as needed.

ITEM 4d Discussion of Sewer Rates

**ORDINANCE NO. 2023-007**

ORDINANCE AMENDING ORDINANCE 2015-05 WHICH AMENDED ORDINANCE 2014-08 AMENDING RATES AND FEES FOR SANITARY SEWER SERVICE CREATING A FLOW RATE CHART WHICH WILL BE USED TO CONVERT TO RESIDENTIAL EQUIVALENT UNIT TABLE REQUIRING CAPACITY FEES TO BE PAID ACCORDING TO USE

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAGLEVILLE, AS FOLLOWS:**

**Section A. Amedment**

Ordinance 2015-05, amending Ordinance 2014-08 to be amended as follows: (Note – This Ordinance Shall Only Apply to Any Lots Not Platted as of the Date of Adoption.)

Section 2. Billing (Strike in its entirety)

Add: Section 2. Billing

The following fees shall be charged for sanitary sewer service:

- Application/Connection Fee \$500.00
- Capacity Fee: (Residential) \$3500 per Single Family Residence
- Capacity Fee: (Comm/Indus) \$3500 per REU Usage Per REU Chart
- Capacity Evaluation Fee \$250.00 (as needed)

In determining capacity for Commercial and Industrial uses, the City Manager and if requested by the City Manager, the City Engineer will review and approve total daily flow rate as presented by applicant, which will then determine the Capacity Fee. Typical Wastewater Flow Rates Chart is attached and will be used as a guide (Attachment A).

Application, Capacity and Capacity Evaluation Fees shall be paid at the time of issuance of the Building Permit.

**Section B. Effective Date**

Be it Ordained by the City of Eagleville, Tennessee that this Ordinance shall become effective on \_\_\_\_\_, in accordance with the Charter of the City of Eagleville, Tennessee, and the public welfare demanding it.

Approved and adopted by the City of Eagleville, Tennessee, Mayor and the Eagleville Councilmembers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chad Leeman, Mayor Tennessee

Attest: \_\_\_\_\_  
Catherine Sanderson, Acting City Recorder

\_\_\_\_\_  
Date of Public Hearing

Ist Reading \_\_\_\_\_

2nd Reading \_\_\_\_\_

\_\_\_\_\_  
Date of Publication of  
Caption and Summary

**Attachment A**  
**Typical Wastewater Flow Rates from Institutional Sources**

<u>Facility</u>	<u>Unit</u>	<u>Flow, Gallons/Unit/Day</u>	
		<u>Range</u>	<u>Typical</u>
Assembly Hall	Seat	2-4	3
Hospital, Medical	Bed	125-240	165
	Employee	5-15	10
Hospital, Mental	Bed	75-140	100
	Employee	5-15	10
Prison	Inmate	80-150	120
	Employee	5-15	10
Rest Home	Resident	50-120	90
	Employee	5-15	10
School, day only			
With cafeteria, gym, showers	Student	15-30	25
With cafeteria only	Student	10-20	15
Without cafeteria, gym or showers	Student	5-17	11
School, boarding	Student	50-100	75

**Typical Wastewater Flow Rates from Multi-Family and Commercial Sources**

<u>Facility</u>	<u>Unit</u>	<u>Flow, Gallons/Unit/Day</u>	
		<u>Range</u>	<u>Typical</u>
Airport	Passenger	2-4	3
Apartment House	Person	40-60	50
Apartment, Resort	Person	50-70	60
Automobile Service Station	Vehicle Served	8-15	12
	Employee	9-15	13
Bar	Customer	1-5	3
	Employee	10-16	13
Boarding House	Person	25-60	40
Bowling Alley	Alley	150-250	200
Cabin –resort	Person	8-50	40
Cafeteria	Customer	1-3	2
	Employee	8-12	10

<u>Facility</u>	<u>Unit</u>	<u>Flow, Gallons/Unit/Day</u>	
		<u>Range</u>	<u>Typical</u>
Camps:			
Pioneer Type	Person	15-30	25
Children's, with toilet/bath	Person	35-50	45
Day, with meals	Person	10-20	15
Day, no meals	Person	10-15	13
Luxury, private bath	Person	75-100	90
Trailer Camp	Person	75-125	125
Campground Developed	Person	20-40	30
Cocktail Lounge	Seat	12-25	20
Coffee Shop	Customer	4-8	6
	Employee	8-12	10
Country Club	Guests on Site	60-130	100
	Employee	10-15	13
Department Store	Toilet Room	400-600	500
	Employee	8-15	10
Dining Hall	Meal Served	4-10	7
Dormitory/Bunkhouse	Person	20-50	40
Fairground	Visitor	1-2	2
Hotel	Guest	40-60	50
	Employee	8-13	10
Industrial Bldg (Sanitary Only)	Employee	7-16	13
Laundrymat (self service)	Machine	450-650	550
	Wash	45-55	50
Office	Employee	7-16	13
Public Restroom	User	3-6	5
Public Park w/Flush Toilets	Visitor	5-10	8
Restaurant			
Conventional	Customer	8-10	9
Short Order/DriveThrough	Customer	3-8	6
Bar/Cocktail Lounge	Customer	2-4	3
Shopping Center	Employee	7-13	10
	Parking Space	1-3	2



<u>Facility</u>	<u>Unit</u>	<u>Flow, Gallons/Unit/Day</u>	
		<u>Range</u>	<u>Typical</u>
Store, resort	Customer	1-4	3
	Employee	8-12	10
Swimming Pool	Customer	5-12	10
	Employee	8-12	10
Theater	Seat	2-4	3
Visitor Center	Visitor	4-8	5

**Once a total daily flow rate is determined, it is to be converted into a Residential Equivalency Unit (REU) by dividing the total daily flow rate by 300 (1 REU equals 300 gallons per day).**

**The capacity fee will then be determined by multiplying the calculated REUs (or portion thereof) by the currently adopted capacity fee per REU.**

**Ordinance No. 2015-05, Amending Ordinance No. 2014-08**

**An Ordinance Fixing Rates and Fees for Sanitary Sewer Service**

BE IT ORDAINED by the city council of the City of Eagleville, as follows:

Section 1. Rates

(a) The rates for sanitary sewer service, computed monthly, are as follows:

	Water Meter Size (inch)				
	1" or less	1.5"	2"	3"	4" or more
Customer Charge (Minimum bill):	\$28.00	\$56.00	\$168.00	\$392.00	\$756.00
Each 1,000 gallons and portion thereof	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25

- (b) Bills must be paid on or before the due date, otherwise a ten percent (10%) penalty will be added. Failure to receive a bill will not release the customer for his payment obligation.
- (c) A leak that is documented by the customer to the potable water supplier and is determined eligible for a leak credit may be eligible for a similar credit for the consumption portion of the sewer bill. Such adjustment(s) shall be considered by the City's contracted billing company (Consolidated Utility District of Rutherford County at present) according to the organization's existing Policy Number 071 as revised September 20, 2012, and as may be revised from time to time, given adequate notice to, and agreement by, the City. The procedure outlined in Policy 071 shall apply, except that the rates used for figuring adjustments shall be substituted for the rates adopted by the City in this ordinance. Adjustments made shall be in the same proportion as those described in Policy 071.
- (d) If a meter fails to register properly, or if a meter is removed to be tested or repaired; or if water is received other than through a meter, the city reserves the right to render an estimated bill based on the best information available. Without more definitive information, houses or units of buildings served with water other than through a meter will be billed on a per bedroom basis, estimating 1,300 gallons consumption per month, and applying the same rate structure as set forth herein for a customer with a water meter one-inch (1") or less.

Section 2. Billing

The following fees shall be charged for sanitary sewer service:

- o Application/connection fee: \$ 250.00
- o Capacity fee: \$3,500.00
- o Billing/Convenience fee: \$ 5.00/mo\*

\*Billing/Convenience fee is charged to properties that have not signed service agreements for billing through the City's contracted provider and which must be billed directly by the City.

Section 3. Waivers, Exemptions, Reductions

- (a) **Billing/Convenience Fee Waiver:** Bills generated directly by the City will include a billing/convenience fee as indicated herein. Those bills will include a specified due date. Should a customer complete a service agreement for billing by the City's contracted billing company prior to the due date, the billing/convenience fee may be waived for the currently due bill. The service agreement must be completed in full and submitted to the City, or proof of submittal to the contracted billing company must be provided to the City prior to close of business on the due date in order to have the billing/convenience fee waived. The billing/convenience fee on prior month's bills, whether current with payment or past due, may not be waived except by City Council action.
- (b) **Full Rate Exemption:** The City recognizes that certain properties are unbuildable due to the size or use of the property. Such properties may be exempt from any sewer fees by the City Council on a case-by-case basis or categorically as may be deemed appropriate. With the right to waive or exempt certain properties or groups of properties also remains the right to reverse such decisions if/when conditions change regarding development potential of such a property.
- (c) **Special Development Consideration:** The City Council reserves the right to consider proposals and negotiate alternate arrangements relative to the capacity fee in considering special residential, commercial, or industrial developments, the terms of which shall be approved by resolution of the Council.

This Ordinance shall become effective upon final passage, the welfare of the city requiring it.

WHEREUPON, Mayor Brown declared the Ordinance adopted, affixed his signature and the date thereto, and directed that the same be recorded.

Approved:



Travis Brown, Mayor

ATTEST:



City Recorder, Kathey Burleson

Passed First Reading: February 26, 2015

Passed Second Reading: March 26, 2015

Passed Third Reading: April 23, 2015

APPROVED AS TO FORM:



City Attorney, Leon Sharber

ITEM 4e Discussion of Requested Annexation of Moore Property

## TIMELINE

Feb 13: Work Session, Alert Council to Annexation Request.

Feb 27: Motion to send Annexation Request to Planning which includes: Resolution, Plan of Service and "pretty" ordinance

March 3: Planning. Goes to PC for recommendation on Annexation, Plan of Service and Pretty Ordinance

March 13: Work Session. On Council Agenda for discussion: Resolution, Plan of Service, Pretty Ordinance

March 27: First reading of Pretty Ordinance

April 10: Work Session Further Discussion

April 24: Second Reading of Pretty Ordinance, Resolution, Plan of Service - Annexed if all pass.

## ORDINANCE 2025-001

### AN ORDINANCE CREATING SPECIFIC CRITERIA IN ANTICIPATION OF ANNEXATION OF PROPERTY KNOWN AS PARCEL 120-023.00-000, APPROXIMATELY 256.7 ACRES, PROPERTY EAST OF JOHN WINDROW ROAD AND 41A INTERSECTION, CURRENTLY OWNED BY JOHN BARCLAY MOORE

Whereas, Section 5.080 of the Eagleville Zoning Ordinance allows for Planned Developments and Section 5.081 specifically addresses Planned Residential Developments; and

Whereas, the Eagleville Planning Commission has reviewed criteria for this property and recommends the following as requirements for any development on this property; and

Whereas, the Eagleville City Council desires to accept the recommendation of the Eagleville Planning Commission by setting specific criteria for “Moore Property” or any future Development located at Parcel 120-023.00-000 as a binding agreement for Annexation;

**NOW THEREFORE, BE IT ORDAINED** by the City of Eagleville Tennessee City Council that the following criteria shall be applied and required when reviewing any subdivision submitted for “Moore Property” or any other future development located on any part of Parcel 120-023.00-000.

#### General Requirements

1. The property is located along the eastern side of Highway 41A near the intersection of John Windrow Road. The site is identified as Rutherford County Tax Map 120 Parcels 23.00 and is approximately 256.7 acres of residential land area.
2. The minimum lot size will be 43,560 square feet.
3. All homes shall be a minimum of 3 bedrooms with a maximum number of 5 bedrooms per house based on STEP capacity.
4. Both entrances off Highway 41A will have new entrance signage consisting of masonry or wood, and may have some metal materials. The signage will be anchored by landscaping.
5. Solid waste collection will be handled by a private company to be paid by the HOA or resident.
6. Mail service will be provided via a Centralized Cluster Box Unit with a roof structure, that is to be approved by the USPS and maintained by the HOA. The Centralized mail kiosk for the development must be completed and operational prior to any homes receiving their certificate of occupancy.
7. The development shall provide access to the existing cemetery on the site. **IS THERE A CEMETERY ON SITE????**
8. Parking areas on common open space lots, including mailbox area, shall be private and maintained by the HOA, and shall be paved unless the Planning Commission grants an exception.
9. Each home shall be on its own lot of record and sold fee simple.
10. This project is anticipated to be built in 3 phases.
11. The first phase will include all roadway improvements proposed for the lots in the first phase, as well as access to the STEP System via a City approved access.
12. The remaining phases will be market driven and dependent upon the absorption of the units in the previous phases.

13. All amenities and open spaces shall be constructed within the phase they are shown and must be operational prior to the recording of the final section's plat.

### **Development Standards**

1. Parking for the residential units will comply with the City of Eagleville requirements, with a minimum of each lot having at least 4 paved parking spaces per lot (outside of garage), with no more than 2 of the outdoor spots being in tandem.
2. Each home shall have a minimum two car side entry (non-street facing) garage with decorative garage doors. In cases of a corner lot, it is understood that one side may have a garage facing one of the streets. Homes with two car garages are also permitted to have a one bay detached or attached garage that is permitted to face the street. The street facing garage shall have a decorative garage door that matches the main side entry garage doors, and the architecture and materials shall be consistent with the house. The secondary garage must be approved by the HOA if not submitted with the original permit.
3. All lots shall have concrete driveways wide enough for 2 vehicles, with a minimum width of 16-feet and a minimum depth of 35-feet.
4. Only in-ground pools shall be permitted on lots, with fencing to meet Development Standards. Pools must meet requirements of the City's Zoning Ordinance pertaining to setbacks.
5. All HVAC units shall be screened from public R.O.W.s with landscaping. HVAC units shall be placed at the side or rear of each residence.
6. Private lots with fences shall only use Estate Style iron or aluminum fencing. Fencing on lots shall only be allowed in the side and rear yards. Corner lots may have a fence on the street side of which the house does not face and shall not exceed into the required front setback.
7. All fencing in the amenity areas and open spaces shall be a painted three-plank, or paddock style fence as installed by the developer, or as otherwise approved by the Planning Commission.

### **Streets and Infrastructure**

1. Decorative streetlights shall be provided along all roadways to add character and continuity to the neighborhood. Adequate lighting for safety will be designed to meet Middle Tennessee Electric (MTE) standards at a minimum for light poles along public streets. Electric billing for lighting, mail kiosks, entrance features, irrigation and other supplemental amenities shall be paid by the HOA.
2. Electric Service will be provided by Middle Tennessee Electric.
3. All electric and communications line extensions constructed to provide service to the development shall be underground.
4. Street signs and traffic signs will be "decorative" and approved by the Planning Commission.
5. The HOA will maintain all common areas.
6. Water service will be provided by Consolidated Utility District. The developer will be responsible for extending the waterline into the site for domestic and fire protection. Water service (availability and pressure) must be approved by the City Planner and/or Eagleville Fire Department. Hydrants are required that meet CUD standards.
7. Sanitary sewer services will be provided by CUD or another Eagleville-Approved Wastewater Company via an on-site STEP System. The developer is responsible for the

installation, and upon its completion, ownership shall be turned over to the City of Eagleville to own and maintain.

8. All streets will be public rights of way, and built with rollover integral curb and gutter, built to City required standards.
9. A portion of the property along Highway 41A lies within a 100-year Floodplain per FEMA Flood Panel 47149C0220J Eff. 05/09/2023. **IS THIS THE CORRECT PANEL??????** BFE's shall be established by developer's engineer and shall be in accordance with TDEC and the Corps of Engineers requirements, along with the City of Eagleville's flood plain ordinance.
10. Prior to construction, a complete and thorough design of the stormwater management system and facilities will be completed.
11. Highway 41A is a State Highway that the development will utilize for access to the property. All roadway connections to Highway 41A shall be coordinated with TDOT.

### **Architecture**

1. Building heights shall not exceed 35 feet in height.
2. Most homes will be 2,500 square feet or greater, and have 1, 2 (or 3) stories. A maximum of one-third of the housing stock may be at 2,000 square feet or greater, and one to one and a half (or two) stories. The smaller (2,000 square feet homes) must be dispersed throughout the neighborhood and not grouped together. No house shall be less than 2,000 square feet. Square footage implies heated and cooled, living areas. A story implies a livable area. All homes will be single family detached homes, and only one dwelling per lot.
3. Single story homes shall have architectural elements which allow the home to blend into the larger homes with peaked roofs, dormers or other elements adding height to the single-story homes.
4. All the homes will have eaves.
5. All homes will have a concrete patio area at the rear of the home.
6. All homes will be located on individual lots of record.
7. Accessory Buildings will complement the house with the same or similar materials. No metal buildings unless they have been supplemented to contain the same materials as the house as an overlay and are approved by the HOA.
8. Buildings will be comprised of alternating home styles and home colors and shall be approved according to the CCRs. Colors shall be "Earth Tones" (browns, grays, earthy greens, blues) with no bright colors such as pinks, etc. that would be inconsistent with other houses in the subdivision. Brick (different colors will be allowed), Fiber Cement Board (different colors will be allowed), Fiber Cement Board and Batten (different colors, cuts, patterns will be allowed), Synthetic Stone Veneer (different colors, cuts, patterns will be allowed).
9. Building Materials – All Elevations: All Masonry (Brick, Stone, Cement Board Siding) and Cement Board Siding in the Dormers/Gables. All Elevations: Vinyl Only Permitted in Trim & Soffit Areas (15% maximum per side and for whole building).
10. Architectural styles shall be or similar to (if approved by HOA and City) the following: Prairie, English Country, Farmhouse, Craftsman, Colonial, and Tudor.

### **Bulk Requirements**

1. Minimum lot size 43,560 square feet.



2. Minimum lot frontage – 90 feet (except lots located within the arc of the cul de sac may be less)
3. Minimum lot width – 90 feet (except lots located within the arc of the cul de sac may be less)
4. Minimum Front Setback – 35 feet – for all structures (except pools – see Eagleville Zoning Ordinance.
5. Minimum Front Setback for corner lots – Both 35 feet - for all structures (except pools – see Eagleville Zoning Ordinance.
6. Minimum Side Setback – 10 feet for all structures (except pools – see Eagleville Zoning Ordinance.
7. Minimum Rear Setback – 20 feet - for all structures (except pools – see Eagleville Zoning Ordinance.

### **Landscaping Characteristics**

1. On common open space lots, a minimum of 10-feet of landscape area shall be provided between a parking area and all adjacent property lines.
2. On common open space lots, parking areas shall be screened from public rights-of-way by use of landscaping and/or berms.
3. The frontage along Highway 41A and John Windrow Road shall be screened (berm, trees, etc) as approved by the Planning Commission. The purpose of this screening is mostly to avoid views to rear yards. Any landscaping provided along Highway 41A shall be designed to not impede the visibility of vehicles entering or exiting the site onto Highway 41A.
4. All above ground HVAC units shall be screened from public R.O.W.'s with landscaping.
5. No utility panels shall be mounted on the front elevation of any home. In cases of two frontages, when no other option is available, the panel may be mounted on the side where the garage is located.
6. On corner lots, builders shall install a minimum of a 3-foot-wide landscape strip along all sides that face/abut a public R.O.W. On lots internal to the street block, builders shall install a minimum of a 3-foot-wide landscape strip at the base of the homes that front onto/abut a public R.O.W.
7. Landscaping will be in conformance with the City of Eagleville's landscaping ordinance.
8. On corner lots, builders shall install sod in all yards that face/abut a public R.O.W.'s to the back of curb along those streets. On lots internal to the street block, builders shall install sod only in the front yard to the back of curb along that street the house front onto.
9. Builders shall install one (1) front yard canopy tree with a minimum of 1.5 caliper inches for each lot. Species of tree to be coordinated with Planning Commission.

**BE IT ENACTED** that this ordinance shall take effect 15-days from and after its final passage, the public welfare requiring it.

Approved:

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Chad Leeman, Mayor

ATTEST:

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Christina Rivas, City Recorder

Passed First Reading:

Passed Second Reading:

Public Hearing Date:

APPROVED AS TO FORM:

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Stephen Aymett, City Attorney

ITEM 4f Discussion of TDOT Road Improvements

Re: [EXTERNAL] Re: SR 99 and 269

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From Zane Pannell <Zane.Pannell@tn.gov>

Date Thu 2/6/2025 4:18 PM

To Hellyn Riggins <hriggins@eaglevilletn.gov>

Cc Stanley Sumner <Stanley.Sumner@tn.gov>; Hellyn Riggins <hriggins@eaglevilletn.gov>

Thank you for the quick response. Yes \$500,000 is correct. Pleasant view is a typo, copy and paste error.

Zane

Sent from my iPhone

On Feb 6, 2025, at 4:13 PM, Hellyn Riggins <hriggins@eaglevilletn.gov> wrote:

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**This Message Is From an External Sender**

This message came from outside your organization.

Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security

Mr. Pannell,

I will need to discuss this with my Mayor and Council. Below, just to clarify, you typed, \$500,00.... Did you mean \$500,000? As of this time we do not have 50% of that in our budget, nor do I anticipate that we would be able to come up with that amount. But I can give you more definitive answers after a work session on Feb 13, 2025 if the Council supports the signal and if we could contribute to the cost.

There was an indirect fatality at this intersection. A woman was severely injured and died within a year of her injuries. If you need that information, I can work to try to find it.

You also state in your letter that you need a letter of support from "you and that Pleasant View agrees to maintain the signal." Is Pleasant View a typo?

So yes, at this time I cannot commit to any funding.

Hellyn R. Riggins  
City Manager

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**From:** Zane Pannell <Zane.Pannell@tn.gov>  
**Sent:** Thursday, February 6, 2025 3:42 PM  
**To:** Hellyn Riggins <hriggins@eaglevilletn.gov>  
**Cc:** Stanley Sumner <Stanley.Sumner@tn.gov>  
**Subject:** SR 99 and 269

Ms. Riggins,

I plan on submitting the attached spot safety application to the TDOT committee tomorrow. The application will signalize SR 99 and SR 269. I will need a small letter of support from you and that Pleasant View agrees to maintain the signal. The committee always ask if there will be any local partnership, meaning is the city/county willing to pay a portion of the cost. I believe this will be around \$500,00 to construct, so if the city is willing to pay 50% please include it in the letter. I'm sure you will have to speak with council and staff on that part, so it is okay to say at this time we cannot commit to any funding.

<image001.png>

Zane Pannell | Traffic Operations Manager  
Region 3 Traffic Operations  
6601 Centennial Blvd. Nashville, TN 37243-0360  
615-679-1645  
[Zane.pannell@tn.gov]Zane.pannell@tn.gov  
[tn.gov/tdot](http://tn.gov/tdot)

<image002.png>



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**REGION 3 TRAFFIC OFFICE**  
6603 CENTENNIAL BOULEVARD  
NASHVILLE, TENNESSEE 37243-0360  
(615) 350-4189

**BUTCH ELEY**  
DEPUTY GOVERNOR &  
COMMISSIONER OF TRANSPORTATION

**BILL LEE**  
GOVERNOR

**MEMORANDUM**

**TO:** Michelle Nickerson, P.E.  
Traffic Design Division, Work Zone & Safety Office

**FROM:** Zane Pannell, P.E. *ZP*  
Region 3 Traffic Operations Manager

**DATE:** 2-6-2025

**SUBJECT:** **Spot Safety Project Request**  
SR 269 at SR 99 Eagleville, Rutherford County

Enclosed is a Spot Safety Request for the subject location. The Regional Traffic Office recommends improvement at the referenced locations.

If I can be of further assistance, please let me know.

Enclosure: (Please see Spot Safety Packet Check List)

**CC:** Nathan Vatter, Region 3 Director of Operations  
Jay Norris, Assistant Chief Engineer



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

REGION 3 TRAFFIC OFFICE  
6603 CENTENNIAL BOULEVARD  
NASHVILLE, TENNESSEE 37243-0360  
(615) 350-4189

BUTCH ELEY  
DEPUTY GOVERNOR &  
COMMISSIONER OF TRANSPORTATION

BILL LEE  
GOVERNOR

7/26/2024

TO: Helyn Riggins,  
Eagleville City Manager

FROM: Jordan Burress, P.E.  
Region 3 Traffic Engineer

Dear Ms. Riggins,

Region 3 Traffic has conducted a traffic study at the intersection of SR-269 and US-41A. Our analysis shows that a traffic signal is warranted at this intersection as Warrant 1B was met. At this time, State Spot Safety funding is not available. We will add this intersection to our list of candidate Spot Safety locations for future funding opportunities. This location does not qualify for HSIP funding due to no severe injury or fatality crashes in the past 3 years. Please feel free to contact me or Zane Pannell, P.E. with any questions.

Sincerely,

*Jordan Burress*

Jordan Burress, P.E.  
Region 3 Traffic Engineer

CC:

Zane Pannell, P.E.  
Region 3 TSMO Manager  
[Zane.Pannell@tn.gov](mailto:Zane.Pannell@tn.gov)  
(615) 679-1645

## Rutherford County SR99&HWY41A Spot Study

### Contents:

- Count Location
- ETRIMS Map
- Streetview
- ETRIMS Crash Report
- Yellow Sheet
- AASHTOWare
- Traffic Signal Warrant Analysis
- Traffic Count Data
- Proposal



ITEM 4g      Discussion of Appointment to Library Board



Outlook

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Re: Library Board Rep for Eagleville

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From Donna Jordon <[djordon@rclstn.org](mailto:djordon@rclstn.org)>

Date Mon 2/3/2025 12:58 PM

To Hellyn Riggins <[hriggins@eaglevilletn.gov](mailto:hriggins@eaglevilletn.gov)>

Cc Mindy Barrett <[mbarrett@rclstn.org](mailto:mbarrett@rclstn.org)>; Christina Rivas <[crivas@eaglevilletn.gov](mailto:crivas@eaglevilletn.gov)>

Thanks for the update Hellyn! If I find someone, I'll send that person to City Hall to talk to you!

On Fri, Jan 31, 2025 at 8:13 PM Hellyn Riggins <[hriggins@eaglevilletn.gov](mailto:hriggins@eaglevilletn.gov)> wrote:

I'm sorry to say we do not have a replacement as of yet. I keep it on their agenda as a reminder but they are having a hard time finding someone interested in serving. I will add your letter to the next packet so that they have heard directly from you.

hellyn

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**From:** Donna Jordon <[djordon@rclstn.org](mailto:djordon@rclstn.org)>

**Sent:** Friday, January 31, 2025 5:54 PM

**To:** Hellyn Riggins <[hriggins@eaglevilletn.gov](mailto:hriggins@eaglevilletn.gov)>

**Cc:** Mindy Barrett <[mbarrett@rclstn.org](mailto:mbarrett@rclstn.org)>

**Subject:** Re: Library Board Rep for Eagleville

Hi Hellyn,

I hope you are doing well and things at City Hall are going smoothly!! I just want to follow-up with you to see if you and the City Council have found an Eagleville representative for the Library Board. This is the only vacant seat on the Board that needs to be filled as quickly as possible. The next Board meeting is this coming Monday, February 3rd, and I would like to be able to report the good news that someone has been found to fill the opening.

I look forward to hearing back from you.

Appreciatively,

Donna

Branch Supervisor

Eagleville Public Library

On Tue, Oct 22, 2024 at 4:15 PM Hellyn Riggins <[hriggins@eaglevilletn.gov](mailto:hriggins@eaglevilletn.gov)> wrote:

Thank you. Very helpful. I'll send out an emai.

hellyn

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**From:** Donna Jordon <[djordon@rclstn.org](mailto:djordon@rclstn.org)>

**Sent:** Tuesday, October 22, 2024 4:05 PM

**To:** Hellyn Riggins <[higgins@eaglevilletn.gov](mailto:higgins@eaglevilletn.gov)>

**Cc:** Mindy Barrett <[mbarrett@rclstn.org](mailto:mbarrett@rclstn.org)>; Chad Leeman <[LeemanCh@rcschools.net](mailto:LeemanCh@rcschools.net)>

**Subject:** Re: Library Board Rep for Eagleville

The meeting schedule is as follows:

- March, April, July, August, September and October - meets on the 3rd Monday of each month
- February, June and December - meets on the 1st Monday of each month
- No meetings in the months of January, May and November
- The meetings start at 5:00pm
- The length of the meeting ranges from 30 minutes to an hour, depending on what's on the agenda
- The 2024 meetings have taken place at the Rutherford County Courthouse on the Murfreesboro Square or Murfreesboro City Hall. The Board is considering moving the 2025 meetings back to the library branches.

Let me know if you need any further information.

Thanks

Donna

On Tue, Oct 22, 2024 at 3:33 PM Hellyn Riggins <[higgins@eaglevilletn.gov](mailto:higgins@eaglevilletn.gov)> wrote:

I had no idea Cindy and her husband moved, and I hate to hear you lost such a promising candidate for the Board.

I will forward your email to the Council, and see if they have thought of any names. But before I do, can you tell me the time commitments? When are meetings? How many etc?

Thank you.

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**From:** Donna Jordon <[djordon@rclstn.org](mailto:djordon@rclstn.org)>

**Sent:** Tuesday, October 22, 2024 2:39 PM

**To:** Hellyn Riggins <[higgins@eaglevilletn.gov](mailto:higgins@eaglevilletn.gov)>

**Cc:** Mindy Barrett <[mbarrett@rclstn.org](mailto:mbarrett@rclstn.org)>

**Subject:** Library Board Rep for Eagleville

Hi Hellyn,

I just wanted to let you know my hopes of getting Jonathan Richardson (Cindy Morgan's husband) to be the Library Board representative for Eagleville did not work out. They just recently moved into their new home in Springfield, TN.

A representative for Eagleville is the only vacant position on the Library Board at this time. I'm hoping you or any of the City Council members might have a recommendation to fill this vacancy. The Board Chairman wants to have a full panel of board members before instigating a

nationwide search for a new library system Director (which has temporarily been filled by our Interim Director Mindy Barrett since March 1, 2024 upon Rita's retirement).

Thanks Hellyn for your attention and assistance in this matter.

Donna Jordon, CPLM  
Branch Supervisor  
Eagleville Bicentennial Public Library

ITEM 4h Discussion Regarding 2025 City Events

# Proposed Event Schedule

**Fall Festival:** First Saturday of Fall

Setup 7:00 am, Festival 9:00 am – 3:00 pm

**Christmas Tree Lighting & Wreath Ceremony:** Sunday after Thanksgiving

To begin slightly before sunset (approximately 4:15 pm)

**Christmas Parade:** Second Saturday of December

Time to be confirmed by Council

## 2025 Event Dates

**Fall Festival:** September 27th

**Christmas Tree Lighting & Wreath Ceremony:** November 30th

**Christmas Parade:** December 13th