

**Minutes of the
City Council Work Session
Eagleville City Hall, Eagleville, TN
Tuesday, September 5, 2023 – 7:00 PM**

1) MAYOR'S WELCOME and CALL TO ORDER

The meeting was called to order by Mayor Chad Leeman at 7:00 p.m.

2) ROLL CALL

Roll was called by City Recorder Christina Rivas.

COUNCIL MEMBERS

PRESENT: Mayor Chad Leeman
Vice-Mayor Bill Tollett
Councilman Jason Blair
Councilman Chris Hendrix
Councilman Brandon Emamalie

ABSENT: Councilman Ryan Edwards
Councilman Craig Campbell

STAFF

Hellyn Riggins, City Manager
Katy Sanderson, City Clerk
Christina Rivas, City Recorder

Jonathan Armstrong, Fire Chief
David Breniser, Police Chief
Stephen Aymett, City Attorney

3) DISCUSSION

City Manager Hellyn Riggins introduced the new City Recorder, Christina Rivas, to Council.

a) Status of Cheatham Springs Road Repairs – Emergency Repair

City Manager Hellyn Riggins informed Council that the bid was under \$6000 and that Council had already approved this item. She explained that the person hired for the repair had informed City Clerk Katy Sanderson that his truck had a mechanical failure and that repairs to the road would ensue this week.

b) Set Date/Time/Location of Special Meeting Regarding Emergency Service Departments, Suggested Date September 25, 6:00 p.m.

City Manager Hellyn Riggins stated that she was directed to review the cost of funding the Police Department, versus contracting Rutherford County to provide coverage. She noted that it was later suggested to add emergency services to the review, in order to address any further questions that may arise. Ms. Riggins requested that this review be conducted during a Special Session of Council.

Mayor Leeman stated that other items could be discussed at this meeting as needed, however Council would need to inform Staff in order to place an item on the agenda.

It was determined that a Special Work Session/Retreat would be held on September 25, 2023 at 6:00 p.m. and at 15430 State Highway 99, Eagleville, TN 37060.

Ms. Riggins stated that she would post a notice for the meeting on the City's website.

- c) **Naming Catherine Sanderson as Assistant City Recorder/City Clerk**
City Manager Hellyn Riggins requested that Acting City Recorder/City Clerk, Catherine Sanderson be named Assitant City Recorder/City Clerk.

- d) **Ordinance 2023-007 Ordinance Amending Ordinances 2014-07 and 2015-05 to Create a Residential Equivalent Unit (REU) Table Requiring Capacity Fees to be Paid According to Use**

City Manager Hellyn Riggins stated that upon reviewing with Engineer Will Owen of Griggs & Maloney, the following changes were added to the ordinance:

- An REU chart was attached
- The original sewer ordinance noted a Capacity Evaluation Fee, however a fee had not been designated.
- The addition of the Capacity Evaluation fee will encompass engineering for this item.

Ms. Riggins noted that Mr. Owen will assist her in determining the REU for each commercial, industrial, and institutional use.

- e) **Update – Interlocal Agreement Between Rutherford County, Tennessee and the City of Eagleville Regarding Medical Response by Eagleville Fire and Rescue Department**
City Manager Hellyn Riggins noted that this item had been approved by Council. She stated that she and Fire Chief Jonathan Armstrong attended Rutherford County's Public Safety Committee meeting where it was voted to recommend approval to the Rutherford County Commission of the amended Interlocal Agreement.

- f) **Update – Interlocal Agreement Between Rutherford County, Tennessee and the City of Eagleville for Building Inspection Services**
City Manager Hellyn Riggins stated that after a meeting with the Federal Emergency Management Agency (FEMA), she will need to confer with a building official from Rutherford County in regard to how structures in a flood plain will be inspected.

- g) **Fall Festival Updates**
City Manager Hellyn Riggins expressed her appreciation for the hard work of staff, in particular Katy Sanderson for her work in coordinating vendors and donations. She specified that this year's festival will have the highest number of vendors and the greatest amount of donations to date. She noted that, as of this date, 100 booths were filled versus 94 booths, last year.

It was noted that a dumpster for use during the festival had been donated and the donor would be noted as such on signage.

Ms. Riggins noted the progress of the following items for the Fall Festival:

- Golf carts and portable bathrooms have been ordered
- A staff meeting has been scheduled to finalize details for the event
- Signs have been ordered and a distribution list has been made

- Colored fliers will be created and distributed to businesses to place in their windows
- Large placards will be placed strategically around town

h) Tree Lighting Ceremony – Suggested Date November 26, Suggested Time 4:00 p.m., Suggested Tree Lighters?

City Manager Hellyn Riggins stated that the date would remain November 26, 2023. She noted that the Event Committee suggested 4:15 p.m. for the tree lighting, as sundown is at 5:00 p.m.

It was determined that the Grand Marshal of the parade would be the 2022 State Champion Softball and Baseball teams of Eagleville High School.

i) Christmas Parade – suggested Date December 9, 2023, Suggested Time 5:00 p.m., Theme Christmas Past and Present (2022 Theme), Grand Marshal?

City Manager Hellyn Riggins noted the theme of Christmas Past and Present and that the parade would start at 5:00 p.m.

It was determined that the Grand Marshal of the parade would be the 2022 State Champion Softball and Baseball teams of Eagleville High School.

j) Special Recognition of Fire Personnel at Regular Meeting

City Manager Hellyn Riggins stated that a citizen has requested to speak at a regular Council meeting to tell of the impact the Eagleville Fire Department has had on their family.

k) City Seal

Councilman Brandon Emamalie stated that he had spoken with local designers noting that some keep the rights to the design, while others charge for the right to the design. He stated that Twine of Franklin, Tennessee would provide pricing for seal, a certain amount of changes and the City would retain the right to the design.

It was noted that the preference is for the City to own the design. Councilman Emamalie explained that the seal would be provided in a PDF format in order for it to be adapted for multiple uses. He stated that a questionnaire with options and preferences would be filled out by the City for the company to prepare a design. He stated that he would follow up with Twine to acquire the questionnaire for Council to review at the next Work Session. He expressed his belief in the importance for the City to have an official seal the need for it to be done properly.

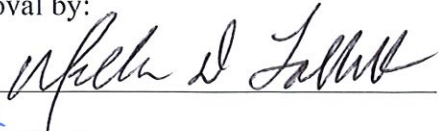
Councilman Jason Blair questioned whether there is intent to use the seal as a City logo for City branding. It was further suggested to request if Twine could create a logo in addition to the seal. Councilman Emamalie stated he would inquire when he next spoke with Twine.

Mayor Leeman noted that the next Regular Council meeting is scheduled for September 19, 2023 at 7:00 p.m.


ADJOURNMENT

Mayor Chad Leeman confirmed there was no further business to address and adjourned the meeting. The meeting ended at 7:15 p.m.

Approval by:



for
Mayor Chad Leeman
Willa D. Fallick



City Recorder Christina Rivas

Date minutes approved: October 26, 2023