

**Minutes of the
City Council Work Session
Eagleville City Hall, Eagleville, TN
Tuesday, September 6, 2022**

COUNCIL MEMBERS

Mayor Chad Leeman	P	Vice-Mayor Bill Tollett	P
Councilman Chris Hendrix	P	Councilman Ryan Edwards	A
Councilman Brandon Emamalie	P	Councilman Jason Blair	P
Councilman Heath Garner	P		

STAFF

Hellyn Riggins, City Manager

Jonathan Armstrong, Fire Chief

GUESTS

CALL TO ORDER

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

MAYORS WELCOME

Mayor Leeman welcomed everyone in attendance to the meeting.

ROLL CALL

Roll was called by Acting City Recorder Katy Sanderson with quorum present.

DISCUSSION

Finance Update/Year End Closing.

City Manager Hellyn Riggins stated that the 2021-2022 fiscal year books are closed and the city made a profit of \$600,000. The closing statement will be sent to our auditor. The increase in sewer is due to the addition of many houses added this last year. Councilman Jason Blair asked how soon we may be able to take over the sewer. Ms. Riggins stated that we are not in a position to do it at this time and won't be until we build up significant reserves due to the cost of taking it on.

Ms. Riggins stated that there had been a successful interview for the Finance Director position but hours prior to the second interview, the candidate emailed and said she found another position. Councilman Blair stated he had a recruiting firm the city could use if it decided to go that route to find a Finance Director. Ms. Riggins stated the City Recorder aspect of the position can be taught if we can find someone with the financial qualifications.

Update on David W. Rigsby Sr Public Safety Facility

City Manager Hellyn Riggins stated that she had a Zoom meeting with USDA, the bond council and architects. The city may be able to put bids out in October and award the bid to someone in November. There is slight concern about the prices given for the project as they are from a year ago so the bids may come in higher than originally thought. There may be a need to supplement from the city's funds on hand. This will be discussed once bids are received.

Resolutions for USDA: Initial Resolution and Bond Resolution

City Manager Hellyn Riggins stated that there is at least one resolution in the packets stating the council members are okay with putting the Public Safety Building out for bid. The second possible resolution says that the council will be releasing bonds as is required by the state. The resolutions were written by the bond council and are as required. The notice has been run in the paper already as is required before the resolutions are done.

Regular Meeting Protocols

City Manager Hellyn Riggins stated she will be working to get the City Manager reports to the council earlier so she may just ask for questions regarding the report in the council meeting. She would also like to get things out sooner in case there is a property referred to in the report so the council could go drive said property. For example, Ms. Riggins stated she will be meeting with the Webb Road developers soon to discuss the different requirements they would like to have on the property. Ms. Riggins stated the reports are also for any guests at the meeting and Councilman Jason Blair stated copies could be provided if there are guests. Ms. Riggins also stated she would like to start putting the reports on the revised website once it goes live.

Street Banners and City Seal/Design Review Committee

City Manager Hellyn Riggins stated that after listening to council suggestions, she would like to use the Architectural Review Board to come up with the new City Seal designs based on ideas previously discussed with the council. The Architectural Review Board would also pick out future street banners. Once they have decided on several options, those suggestions would be presented to the council for approval.

Fall Festival Updates


Acting City Recorder Katy Sanderson stated that they are getting close to having final numbers on vendors and the number this year is a bit down from last year. There will be two lots of inflatables for a larger age range of kids. Sponsor donations are up over \$2000 from last year. The musical entertainment has been solidified by Fire Chief Armstrong. Ms. Sanderson will not be attending the Fall Festival due to a family obligation.

Merchant Group Checks


City Manager Hellyn Riggins spoke with the comptroller and auditor and was told it would be better if the Merchant Association became a 5013c in order for the city to give them financial support. Otherwise, any money given to the Merchant Association should be done as the city being part of the Merchant Association so events would be city sponsored events. For example, the city could sponsor the entertainment on the stage and be considered The Stage Sponsor.

ADJOURNMENT

Call to adjourn: Mayor Chad Leeman
The meeting ended at 7:28 p.m.

Approval by: 

Mayor Chad Leeman



Assistant City Recorder Katy Sanderson

Date minutes were approved: 10/27/22