

**Minutes of the  
City Council Work Session  
Eagleville City Hall, Eagleville, TN  
Thursday, March 27, 2025 – 7:00 PM**

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

Mayor Chad Leeman called the meeting to order at 7:02 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 Chris Hendrix  
Councilman Brandon Emamalie

**ABSENT:**

Councilman Craig Campbell  
Councilman Ryan Edwards

**STAFF:**

City Manager Hellyn Riggins  
City Recorder Christina Rivas  
Police Chief David Breniser

Management Consultant Mike Walker  
City Attorney Stephen Aymett

**GUESTS:**

Matt Nicks                  Jason Pickering                  Rob Molchan                  Roger Jenkins

**3) DISCUSSION**

**a. Ordinance 2025-003 Amending 2024 2025 Budget Ordinance**

Management Consultant Mike Walker recommended amending the budget for Fiscal Year 2024-2025 for one-time expenses. He listed the items this amendment would encompass:

- Impact Fee Report \$ 29,930
- Transfer to Capital Projects Fund \$166,672
  - Parks improvements
  - Security cameras and portable radios to be purchased in Fiscal Year 2025-2026
  - Police radar detection poles to be purchased in Fiscal Year 2025-2026
  - Fire truck refurbishment
  - Grant match for sidewalk improvements to be spent in Fiscal Year 2025-2026
- Transfer to the Debt Service Fund \$ 55,000

Mr. Walker explained that the transfer to the Debt Service Fund will gradually grow the fund to enable the City to readily afford the mortgage bill for the Public Safety Center. He stated that

this would ease the City in to paying these large payments rather than being faced with a sharp increase.

Mr. Walker stated that the budget for Fiscal Year 2023-2024 experienced a gain of \$75,000. He noted that the current fiscal year has additional costs totaling \$90,000; leaving a gap of \$15,000.

He noted that the City's Fund Balance is \$2.5M and that it should be maintained at a minimum balance of no less than \$1.9M.

City Manager Hellyn Riggins stated that Council would vote on the first reading of this ordinance that amends the current year's budget, this evening.

**b. Ordinance 2025-004 Amending Ordinance 2019-004 Court Fees**

City Manager Hellyn Riggins stated that the current software that the City uses for Court has been discontinued. She stated that the new software system, JusticeOne, costs more to use and that it was necessary to increase the City's fees. She stated that the fee increase would be \$5.00 per citation; raising the fee from \$140.00 to \$145.00

Management Consultant Mike Walker noted that the new system cost a minimum of \$500 per month and that it would be in the City's best interests to not subsidize the increased cost.

**c. Approval of City Manager to Engage with Operators for Public Infrastructure**

City Manager Hellyn Riggins stated that when the Stephenson Farms development was approved by the City, they were going to install a sand filtration Septic Tank Effluent Pumping (STEP) system. She stated that since that time, it has become difficult to find the components for the system and that trend is moving away from this type of system.

Ms. Riggins stated that Salem Creek Properties has requested to, instead, install a Bio Clear system. She noted that the system has not been accepted by Consolidated Utilities District (CUD). She stated that both City Engineer Will Owen and the State of Tennessee approve of the Bio Clear system.

Ms. Riggins requested Council's approval to consent to the Bio Clear system and submit to the State for approval.

**d. Ronnie Hill Park Concession Stand**

City Manager Hellyn Riggins stated that she had received a bid from Brian Eady to run the concession stand. She informed Council that she had countered his offer by accepting \$500 for the first year of the contract and increasing it to \$1,000.00 the second year. She noted that the City is ready to move forward when he signs the counter offer.

Mayor Leeman stated that he would take the contract to Mr. Eady to have him sign the contract.

**e. Monument Signs/Placards**

City Manager Hellyn Riggins informed Council that the City did not have a policy regarding signage to memorialize someone. She noted that Council has handled this on case-by-case basis. She requested guidance from Council as to whether a policy should be created.

Vice Mayor William Tollett stated that the City should have a policy. He explained that it would be helpful to have a timeframe to give the requester some time to think about it as they go through the grieving process.

Ms. Riggins stated that she would compose a policy.

Vice Mayor Tollett stated that the person currently requesting a sign could make a presentation to Council. Ms. Riggins stated that she would convey this to the applicant.

**f. Timeline of Moore Annexation Request with Ordinance 2025-001**

City Manager Hellyn Riggins stated that she was under the impression that the water line capacity would be increased, in order to make fire hydrants operable for the proposed community. She explained that this no longer appears to be the case.

Ms. Riggins recommended that the City wait to move forward with the annexation until executed agreements between property owners and CUD are in place. She noted that, currently, fire hydrants could not be installed north of Harpeth River.

**g. Public Hearing Scheduled for Status of Existing Annexations**

The item was not discussed.

**h. Resolution 2025-003 Amending Resolution No. 2015-015 Record Retention Schedule**

City Recorder Christina Rivas stated that she had reviewed Resolution 2015-015 along with records procedures and found the last paragraph of this resolution to be an inefficient use of Council's and Staff's time. She explained that the paragraph requires Staff to prepare summaries of records, which are at the end of their life cycle, to present to Council prior to destruction. She noted that, in her opinion, the retention schedule should simply be followed and executed accordingly.

Ms. Rivas addressed the additional direction to display the records eligible for destruction for the public. She cited that the length of retention provided ample time for the public to submit a records request to review documents.

Ms. Rivas added that in the amendment she added that records poised for destruction would be reviewed for historical significance, first.

**4) PENDING TOPICS**

**a. Volunteer of the Year**

City Manager Hellyn Riggins stated that Items 4a and 4b were listed should Council have any updates for Staff or wish to discuss.

**b. Appointment to Library Board**

**c. Ordinance 2025-002 Sewer Rates**

Ms. Riggins stated that she and Mr. Walker continue to study this item.

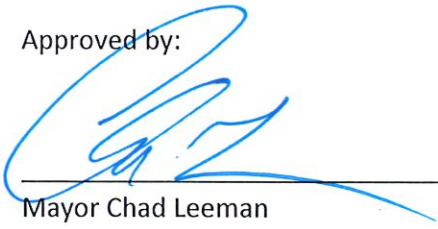
**5) COUNCIL COMMENTS**

There were no comments.

**6) ADJOURNMENT**

Mayor Leeman confirmed there was no further business and adjourned the meeting at 7:20 p.m.

Approved by:



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Mayor Chad Leeman

Submitted by:



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City Recorder Christina Rivas

Date minutes approved: April 24, 2025