

**Minutes of the
City Council Work Session
Eagleville City Hall, Eagleville, TN
Thursday, May 8, 2025– 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
Councilman Chris Hendrix

ABSENT:

Councilman Craig Campbell

STAFF:

City Manager Hellyn Riggins
Fire Chief Jonathan Armstrong

Management Consultant Mike Walker

GUESTS:

Derrick Lynch

3) **DISCUSSION**- There were no items for discussion.

4) **NEW BUSINESS**

a. **Tischler Bise Impact Fees Presentation with Pending Ordinance 2025-006 Impact Fees**

City Manager Hellyn Riggins introduced Carson Bise to present his findings regarding the City's Impact Fee Schedule. She noted that Council had received Mr. Bise's report.

Mr. Bise began his presentation stating that his company focused on the cost of growth-related issues. He noted the following regarding impact fees:

- A single precursory payment to defray the cost for infrastructure growth.
- These fees are not a tax, nor could it be used for operations, maintenance or replacement.
- Must be accounted for, separately, from the General Fund.
 - Requires an annual report.
- Must provide a benefit.
- Fees are calculated by examining the past, studying the present growth and preparing to support plans for the future.

Mr. Bise explained the need to avoid charging new developments twice. He noted that his company's methodology accounts for this by building debt service and dedicated revenues into their formula.

Mr. Bise stated that, using the City's current statistics, such as population and number of housing units, he formed the following projections for growth:

- 460 additional housing units over the next ten years.
- 1,350 people added to the population.
- 200 new jobs.
- 84,000 square feet of non-residential activity.

He continued with Impact Fees for Parks. He stated that in ten years, public demand would require an additional 9.4 acres at a cost of \$159,000. He noted that his study identified 162 improvements that would cost \$978,000. Mr. Bise referred to his PowerPoint slide, noting all of the City's amenities and the cost to replace them, which is how the level of service was calculated per person. He proposed a Park Impact Fee of \$3,657 per single family unit and \$1,649 per multi-family unit. He stated that, over the next ten years, the projected demand for infrastructure would be \$1.1M. Mr. Bise noted that the proposed impact fee revenue comes within \$18,000 of that amount. He stated that, using the consumption based approach, the City would build according to growth.

Mr. Bise discussed the Fire Impact Fee. He stated that the methodology for this fee was based on "Buy-in" versus Parks consumption based methodology. He stated that the components of this fee were station space and apparatus. He noted that over a 15 year period, \$3.2M would be recouped in the Fire Department's investment in apparatus and infrastructure. Mr. Bise emphasized that the principal payments for the United States Department of Agriculture (USDA) loans for the Fire station were included. He concluded that the proposed impact fee would be \$6,300 per single family home and \$2,840 per multi-family unit. He noted that commercial generated the highest fees per 1,000 square feet at \$5,566. Over a 15 year period, the impact fee revenue would recoup \$3.1M.

Mr. Bise noted that the Police Department's methodology included Buy-in for the infrastructure and incremental expansion for the ongoing addition of vehicles. He stated that over 15 years, \$306,000 would be recovered for the Police station, while new growth would realize \$200,000 for three additional Police vehicles. He further noted that principal payments for the USDA loans were factored in to these projections. Mr. Bise stated that the proposed impact fee for single family units would be \$1,011 and for multi-family units the fee would be \$456. He noted that Commercial development had a proposed fee of \$724 per 1,000 square feet. He stated that the projected fee revenues at \$502,000.

Mr. Bise concluded that, altogether should the fees be adopted as presented, would generate \$10,968 per single family unit; \$4,945 per multi-family unit and commercial development would be calculated at \$6,290 per 1,000 square feet.

It was noted that duplexes were classified as multi-family units. Subsequently, it was clarified that each unit of a duplex and each apartment of an apartment building would pay \$4,945.

Mr. Bise referred to a slide, which demonstrated that the proposed residential impact fees of \$10,968 fell in the middle when compared to surrounding cities' fees: The lowest being \$3,269 and the highest at \$18,052.

Management Consultant Mike Walker noted that the City of Brentwood's charter limited the amount the City could charge for impact fees. He explained that without that limitation, the fee would likely be significantly higher.

It was clarified that the impact fees for commercial development were calculated per 1,000 square feet.

Ms. Riggins noted that the dentistry building is 4,500 square feet, as an example of office development fees.

Ms. Riggins informed Council that she and Mr. Walker have composed the ordinance for development fees and that the first reading would be conducted at Council's Regular Meeting on May 22, 2025. She stated that adjustments to the ordinance could be made prior to that meeting and that a draft had been included in their packets. She noted that the second reading and public hearing would be held in June.

Councilmember Jason Blair questioned that if the ordinance is passed as written, would this impact the developments in progress at Webb Road and College Grove Road. He further asked City Attorney Stephen Aymett whether the City could be sued if it did impact those developments. Mr. Aymett stated he needed time to consider it.

Mr. Bise stated that many jurisdictions that increase impact fees by a large amount, choose to phase the fees in over time.

Mr. Walker drew Council's attention to spreadsheets he submitted; detailing how the fees, once collected, would be dispersed. He noted that his computations assumed 30 houses built per year for five years, beginning with the 2025-2026 fiscal year. He noted that the Parks Department does not have debt; therefore impact fees could be use to pay for equipment and fences. He stated that funds would also be set aside for land purchase; noting that it may not be enough to pay for the land in full, but would substantially cover most of the cost.

Mr. Walker reviewed the Police and Fire departments. He stated that these departments were built to handle the new subdivisions, which allows the city to recoup some funds to apply toward the Debt Service Fund and put toward the USDA loans on these buildings.

He noted that if his assumptions were realized, there would be \$714,000 available for fire apparatus in five years.

Mr. Walker gave the example that a 4,500 square foot office building would have an impact fee of \$12,560, based on the calculations submitted by Mr. Bise.

Discussion clarified that:

- Retail generated more calls for public safety services than offices.
- If allocated based on employment, offices would have the highest fee.
- Vehicle trip generation rates include trips to the business for the employee as well as visitors. This is why commercial has the highest fee.
- Commercial does not collect impact fees for parks, as the users of the parks are mainly residents, whereas businesses would be far less likely to have a demand for parks.

Mr. Walker informed Council that the Tennessee General Assembly passed a law that will take effect July 1, 2026, citing that every development related fee over \$250 must have a cost analysis documenting justification for the fee. He stated that this report will provide that for the City. He cautioned that the City will likely need to conduct a similar study for the sewer capacity fee.

In response to Councilmember Edwards' question, Mr. Walker explained that these development fees could not be used for the sewer system as by law, they had to be maintained separately from all other funds.

Mr. Walker stated that an ordinance would be necessary to adopt this impact fee study. He drew Council's attention to the following points in the ordinance:

- The impact fee is collected at the time of the issuance of the building permit.
- Need to create an accounting system for an impact fee fund with subsections for components.
- These funds cannot be spent on anything else.
- Additions to a house will not incur an additional fee.
- A fee is not imposed on a building erected in the same place where a building had been demolished.
 - Should the new building be larger than the previous building, a fee would be collected for the difference in square footage.
- For commercial buildings: If the business documents how much they have generated sales tax during the first 2 years, they could use their sales tax as a credit toward the payment of their impact fee.

Discussion noted that:

- An annual report regarding collected impact fees would note the earnings, interest earned and the amount in the fund at that time.
 - The report would be made available to the auditor.
- The ordinance addressed that interest must remain in the impact fee fund.
- Police, Fire and Parks should have separate accounts.
- The ordinance will be on the agenda in two weeks.

b. Business Recognition

Vice Mayor William Tollett stated that Mary Neille Ghee is retiring from the Just Like Home daycare center after 35 years of service to Eagleville's children. He explained that he wanted to make Council aware of this and recognize her contribution to the community.

Mayor Leeman stated that if Eagleville citizen and American Idol contestant Mattie Pruitt wins, the parade will be held in the afternoon. He noted that the parade would not be held if she were to lose, however the City would do something to recognize her accomplishment.

5) TOPICS ALREADY SCHEDULED FOR MAY 22 AGENDA

- a. **Approve or Deny Ordinance 2025-002 Deleting Ordinances 2023-007, 2017-001, 2015-05, and 2014-08, Rates and Fees for Sanitary Sewer Service and replacing with Ordinance 2025-002 (Public Hearing and Second Reading)**

Mayor Leeman moved this item ahead of Item 4c.

City Manager Hellyn Riggins stated that these ordinances were placed on the agenda to remind Council that these items would be on the May 22, 2025 Public Hearing and Regular Meeting agendas. She noted that these topics had been discussed at previous Work Sessions and to see if there were any further questions.

- b. Approve or Deny Ordinance 2025-005 An Ordinance of the City of Eagleville, Tennessee Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 (Public Hearing and Second Reading)

4) c. Food Trucks in City Limits

City Manager Hellyn Riggins stated that food trucks are not permitted under Design ordinance. She noted that Design Review Board Chairman Derrick Lynch was in attendance this evening.

Ms. Riggins explained that her understanding was that Council did not want food trucks, in order to support the City's restaurants. She noted that exceptions were made for the Fall Festival and First Fridays during the summer months. She stated that an additional allowance occurred after the Fall Festival had been canceled due to weather, at the request of the City's merchants.

Ms. Riggins stated that the City recently had two retail businesses close: All Things Home and Revive Us Again. She noted that two boutique businesses remained: the antique store, which is only open on weekends and the Mercantile. Ms. Riggins informed Council that the Planning Commission has approved a new boutique to replace Aislinge, called The Nest. She stated that it will carry vintage and new clothing, gifts, accessories and snacks.

Mayor Leeman stated that the ball club had asked have a food truck, since they were unable to have concessions.

Discussion determined that the ball club would need to find someone to run the concession stand if they wanted food available at their games. Further, Council did not wish to alter the City's policy to allow food trucks beyond the exceptions for First Fridays and the Fall Festival.

6) ADJOURNMENT

Mayor Leeman confirmed there was no further business and adjourned the meeting at 8:14 p.m.

Approved by:



Mayor Chad Leeman

Submitted by:



City Recorder Christina Rivas

Date minutes approved: June 26, 2025