

**Minutes of the  
City Council Work Session  
Eagleville City Hall, Eagleville, TN  
Thursday, November 20, 2025– 7:00 PM**

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

Mayor Chad Leeman called the meeting to order at 7:01 p.m.

**2) ROLL CALL**

The roll was called by City Recorder Christina Rivas.

**PRESENT:**

Mayor Chad Leeman  
Vice Mayor William Tollett  
Councilman Craig Campbell  
Councilman Ryan Edwards  
Councilman Brandon Emamalie  
Councilman Chris Hendrix

**ABSENT:**

Councilman Jason Blair

**STAFF:**

City Manager Hellyn Riggins  
City Recorder Christina Rivas  
Police Chief David Breniser  
Fire Chief Jonathan Armstrong arrived at 7:03 p.m.  
Management Consultant Mike Walker  
City Attorney Stephen Aymett Engineer Will Owen  
City Engineer Will Owen

**GUESTS:**

Jennings Jones	Jessica Wouchek	Sharon de Boer	Jennifer Darnell
Jeanna Loyd	Michael Loyd	Evelyn Guillen	Mandy McPherson
Christina Moody	Jennifer Head		

**3) DISCUSSION**

**a) Presentation by Child Advocacy Center of Rutherford County**

Child Advocacy Center of Rutherford County Director Sharon de Boer thanked Council for allowing her and her team to address Council this evening. She introduced coordinators Christina Moody and Jennifer Head, who provided a brief overview of their services:

- They are the initial responders to reports of child neglect.
- Investigate truancy
- Their goal is to prevent further abuse of children
- Provide a safe space for children to tell their experiences.
- All referrals are processed through a hotline.

Council Member Ryan Edwards asked whether they dealt with child trafficking. Ms. De Boer deferred to Mandy McPherson of the Rutherford County Sherriff's Juvenile Crimes Division. Ms. McPherson stated that they do and that they have people that are trained to question the children so that they information will be admissible in court. She stated that they provide a safe

place for the children to talk with them openly and that their success rate has grown, as a result. She noted that without support, the program would not be as successful.

Ms. De Boer introduced the Child Investigative team: Jennifer Darnell and Evelyn Guillen. It was noted that they work with parents and children and provide support to families for as long as needed. Ms. Guillen, a Forensic Interviewer stated that there are 2 full time bilingual forensic interviewers.

Ms. De Boer introduced Rutherford County District Attorney General Jennings Jones, who prosecutes all of these cases. Mr. Jones informed Council of the following:

- The Department of Children’s Services is funded by the State; whereas the Sherriff’ Juvenile Crimes Division is funded by Rutherford County.
- The Child Advocacy Center receives some funding from the State, but not for a place (the building) to provide services.
  - They have 2 interviewers, but only 1 room for interviews and there is a great need for more.
- His position is funded by the State.
- The program is currently conducting a Capital Campaign and they are requesting help to build a building.

Mr. Jones concluded stating that the Child Advocacy Center does an excellent job interviewing the children which enables his office to prosecute with substantive evidence. He emphasized that because of this service, the children do not have to come to court and face their abuser while testifying.

Mayor Leeman moved Item 3d ahead of Item 3b.

**d) Purchase of Starlink and Annual Fees**

Rutherford County Public Safety Director Chris Clark presented the program to Council. He stated that the County has an opportunity to purchase Starlink mobile units and offer them to cities within the County. He noted that in an emergency, Starlink would provide internet and phone service for the City to continue operations.

Mr. Clark provided a brief overview:

- For the first year, Rutherford County would provide the units and service for the County.
- Eagleville would house it.
- After the first year, the City would pay \$3,800.
- The units are mobile (500Gb) and may be mounted on a car; it could then provide phone access for the community to reach out to loved ones while cellular services are down.
  - If the County were to take the unit to an entity with greater need, and they went over 500Gb, that entity would be charged the difference.

Discussion noted that Starlink is given priority during a crisis.

Council Member Brandon Emamalie stated that he vouches that the system works.

Mr. Clark stated that the County can provide more if necessary and that there are a lot of resources available to the City via the County during an event.

**b) Discussion of Future Main Street Parking Lot**

City Manager Hellyn Riggins stated that there may be more options for the parking lot. She noted that direction was needed and that the flow of traffic around City Hall needed to be reviewed as drivers cut through all sides of the building making conditions unsafe.

Council Member Craig Campbell stated that in his touring experience, every little downtown area had a stage. He offered to fundraise for it, if the City wanted a stage.

Discussion noted the following:

- The area proposed is too close to the road for a stage.
- A bypass should be created to alleviate traffic on Main Street.
- It is not advisable to pave over the pad due to subsurface conditions.
- It may be possible to demolish the pad without disturbing the tanks beneath it.
- Should the City consider selling the property, an inspection would reveal the tanks.
  - Properly sealing off the tanks would mitigate this issue.

Management Consultant Mike Walker questioned subsidizing putting gravel over the pad. City Engineer Will Owen responded that an asphalt binder could be used instead of stone and that he believed funds were available to absorb this cost. Mr. Owen noted, however, that there may be unforeseen issues in New Town neighborhood.

Mr. Owen continued, noting that culvert restoration in New Town is scheduled to begin December 1, 2025: Grading and drainage will be addressed first, followed by paving depending on the weather. He stated that paving should be completed in 2 days' time; however, paving may not begin if the weather is below 40°.

Ms. Riggins informed Council that she is working with all concerned regarding how the timing of these improvements will impact the Christmas parade and that an alternative plan is being prepared.

Discussion ensued, noting:

- It is allowable for the City to receive donations.
- Mayor Leeman prefers the asphalt binder to gravel for the parking area.
- Vice Mayor William Tollett supports utilizing the area for multiple purposes.
- A bypass is needed in the long term; the City needs to use the area to bring traffic into town to support local businesses in the short term.
- The lot should be utilized for multiple purposes in order to accommodate events.
- The City's infrastructure needs to be addressed.
- Bids to remove the concrete pad should be entertained.
- The rental house provides income and will not be torn down.
- The area behind City Hall works well for overflow parking.
- The construction of a public restroom will not be considered at this time.

Mr. Owen stated that he believes the lot will provide no more than 25 parking spaces. He noted that he would develop the concept of having less asphalt and adding landscaping.

Mr. Owen emphasized that, with regard to the New Town neighborhood, changes to drainage patterns, even when they are for the better, complaints should be expected because it is different. He noted that several driveway culverts would be replaced, but that Mr. Stacey of Wiregrass is committed to homeowners not having to do without access to their driveways overnight. He stated that Mr. Stacey works to ensure that homeowners are aware of the situation.

Ms. Riggins stated that the feedback she has received is that the New Town community is happy about the improvements.

**c) Discussion of ARP Grant and Potential Site of Future STEP System**

City Manager Hellyn Riggins explained that multiple businesses need access to a sewer/Septic Tank Effluent Pump (STEP) System. She requested that Council consider granting the City Manager, City Attorney, City Engineer and the City's Management Consultant permission to negotiate a land purchase for a STEP System.

Mayor Leeman clarified that this measure is meant to save time by mitigating the need to bring this item back to Council multiple times. He stated that this would enable this team to find and negotiate a land purchase.

Ms. Riggins emphasized that any agreement would need to be approved by Council.

City Engineer Will Owen stated that a vote allowing them to act on Council's behalf in this manner may be needed due to the uniqueness of the grant funds. He suggested that Council vote on this at the Regular Meeting following this meeting due to the time constraints imposed by the grant.

**e) Impact Fee Ordinance Policy for Both Residential and Non-Residential Structures**

City Manager Hellyn Riggins stated that Management Consultant Mike Walker created an Impact Fee Policy for Council to adopt which outlines how impact fees will be calculated. She stated that while the ordinance has been adopted, the policy is needed to ensure consistent calculations of these fees going forward.

Ms. Riggins continued, noting that there are two policies: one to address residential development and one to address non-residential development. She stated that the key points under the residential policy are:

- If the existing dwelling is demolished, the developer shall pay a fee based on the difference between the square footage of the old structure and increased square footage of the new structure.
  - The square footage is calculated on heated square footage.
- If an existing dwelling has been demolished and a permit has not been issued within 18 months of demolition, it will be treated as a new dwelling and be charged as such.
- The same principle applies to non-residential impact fees for commercial use.
  - If the building is demolished, the fee shall apply to climate controlled square footage added above the old structure.
  - The calculation assumes that the new structure or addition will be utilized for a similar use as the previous structure.
    - If the purpose of the structure changes, a prorated impact fee will be charged for the change in use.

Mr. Walker stated that the policy is needed in order to consistently enforce the ordinance.

It was noted that the percentages assigned to each category (Fire, Police and Parks) are consistent with the percentages outlined in the recent Impact Fee Study. It was further stated that there are also two subcategories per category:

- For Police and Fire, the funds are used for debt reduction for capital expenditures or equipment.
- For Parks, the funds are categorized for land purchases and infrastructure.

**f) Eagleville Christmas Parade Rules**

City Manager Hellyn Riggins stated that the revised parade application is in the packet and notes how the other entities in the area are handling their parades with regard to the disbursement of candy/items.

Ms. Riggins explained that this issue was referenced during the renewal of the City's insurance policy and that these changes were made at the insistence of the City's insurance advisor.

**g) Food Truck(s) for Tree Lighting Ceremony**

City Manager Hellyn Riggins noted that the president of the Merchants Association was in attendance this evening.

Ms. Riggins informed Council that she received a request to have a food truck onsite for the tree lighting ceremony on November 30, 2025. She reminded Council that the City's restaurants were closed on Sunday and that this would provide warm beverages and perhaps something light to eat for the children.

Ms. Riggins stated that this request is for a one-time exception.

**h) Review Planning Commission's Recommendations for Ordinance 2025-009 amending Light Industrial zones**

City Manager Hellyn Riggins stated that this item has been reviewed and that the item has had its first reading. She noted that the public hearing and second reading is scheduled for Council's Regular Meeting that has been moved to December 4, 2025.

**i) Review Council Schedule for 2026 Meetings**

City Manager Hellyn Riggins stated that the schedule is in their packets and so that Council will have time to review the schedule and make changes; therefore, it will be agendaized for approval at the December 4, 2025 Regular Meeting.

**j) Consider re-appointment of Will Vaughn to Park Board with new term through December 31, 2028**

Mayor Leeman noted that Mr. Vaughn has expressed interest in re-appointment.

**4) NEW BUSINESS**

City Manager Hellyn Riggins informed Council that she would be out of the office next week.

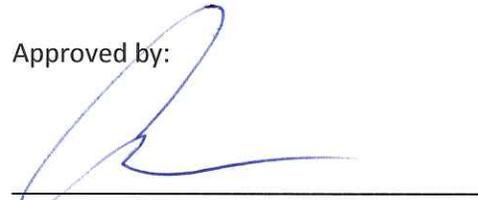
Mayor Leeman stated that gubernatorial candidate, Senator John Rhodes will come to City Hall on Tuesday to meet with constituents. Ms. Riggins stated that Senator Rhodes would be welcome and that the City's conference room would be made available to him.

Vice Mayor Tollett stated that some of the work at the Eagleview Subdivision had been completed. He noted that the developer sent him an email regarding the work and he forwarded that information to the homeowner's association.

5) **ADJOURNMENT**

Mayor Leeman confirmed there was no further business and adjourned the meeting at 8:25 p.m.

Approved by:



Mayor Chad Leeman

Submitted by:



City Recorder Christina Rivas

Date minutes approved:

