

**Minutes of the
City Council Work Session
Eagleville City Hall, Eagleville, TN
Thursday, August 11, 2026– 7:00 PM**

1) MAYORS WELCOME and CALL TO ORDER

Mayor Chad Leeman called the meeting to order at 7:04 p.m.

2) ROLL CALL

The roll was called by City Recorder Christina Rivas.

PRESENT:

Mayor Chad Leeman
Vice Mayor William Tollett
Council Member Jason Blair
Council Member Ryan Edwards
Council Member Brandon Emamalie

ABSENT:

Council Member Craig Campbell
Council Member Chris Hendrix

STAFF

City Manager Hellyn Riggins
City Recorder Christina Rivas
Interim Police Chief Isabella Willis

City Engineer Will Owen
Fire Chief Jonathan Armstrong arrived - at
7:09 p.m.

GUESTS

Craig Sewell

3) DISCUSSION

Item 3b was moved ahead of Item 3a.

b) City Hall/Adjacent Property Parking Lot

City Engineer Will Owen drew Council's attention to his rendering of his proposal to add parking for City Hall and the Main Street area, which also changed the flow of traffic on the property. He noted that nine parking spaces were allotted for Staff behind City Hall.

Mr. Owen stated that he adjusted the layout in response to an adjacent property owner's request for an ingress/egress easement to access his property without impacting Cheatham Branch and Cheatham Springs Road. Mr. Owen noted that the bid proposal encompassed City property, with the exception of the area proposed for the easement. He suggested that this area be handled separately or as an additional part of the bid after further negotiations with the property owner.

City Manager Hellyn Riggins stated that she is in favor of economic development, however this would impact the City's rental house, as the access easement would cut through the back yard. She stated that it would need to be determined if renting the house would still be viable and noted that the yard would need to be fenced.

Mayor Leeman concurred that a buffer would be needed, but that the house would still be viable as a rental.

Ms. Riggins emphasized that the proposal is not for a parking lot, but rather a driveway connecting to private property on Cheatham Springs Road.

Discussion clarified that the rental house is connected to the sewer and that the septic tank is inoperable. It was noted that, if necessary, the tank could be filled with crushed gravel.

Mr. Owen stated that the primary goal, this evening, is to consider allowing each project to advance independently.

Ms. Riggins stated that she liked the layout as it required drivers to turn several times which would slow them down, or deter them from cutting through City Hall property. She noted, however, that speed humps would be needed along the back of City Hall to protect employees, since the layout offered a direct line from Allisona Road across the back of City Hall to the proposed access easement. She further stated that the Council could vote on the design subject to a lease.

Mayor Leeman stated that the project needed to move forward.

Mr. Owen stated that the bid could be advertised in four to six weeks and was optimistic about garnering multiple proposals at this time of year.

Discussion clarified that:

- The design will be put to a vote at the next Regular Meeting in two weeks.
- The proposal includes new sidewalks and curbed islands without landscaping.
 - Initially, the curbed landscaping would be empty to reduce costs.

a) Proposed Parking Lot on City Property at 147 N. Main Street

City Manager Hellyn Riggins stated that she met with Cale Kote and told him that the City would entertain his proposal to build a parking lot for the City, on City property, in lieu of building the parking lot on their own property. She noted that she informed him that it would not be considered, until it was clear what type of establishment they were building on their lot.

c) Update on ARP Grant

City Manager Hellyn Riggins noted that the City had received the American Recovery Plan (ARP) grant for revitalizing infrastructure. She explained that the City does not have a STEP system at the southern end of the City and had been in negotiations with a property owner in this part of town. She stated that soil tests were conducted at the City's expense and that the property owner has subsequently withdrawn from negotiations, as they have not responded to any correspondence from the City.

Ms. Riggins emphasized that the deadline for the grant is September 30, 2026, and that another potential property would need to be identified, purchased and closed by that date, or forfeit the funds.

Ms. Riggins continued, noting that the Eagle Crest subdivision has an under-utilized Septic Tank Effluent Pump (STEP) system and that under the terms of the grant, the City could pivot to this option.

Discussion ensued noting the following:

- The City needs more sewer capacity for downtown vitality and growth.
- The system is owned by Consolidated Utility District (CUD).
 - CUD held a meeting on July 28, 2026, and voted in favor of negotiating a sale of the system, land and peripherals.
 - Due to the configuration of Eagle Crest subdivision, full capacity of the STEP system would not be met.

- For a price, similar to the 6 acres of raw land the City was considering to purchase, a complete system could be acquired.
- A Request for Proposal (RFP) for a contractor to run the STEP system could include the City's current system, this system and the new STEP systems at the Stephenson Farms subdivision and Moore Property.
 - It is anticipated that bids to run 3 STEP systems would be competitive.
- It was estimated that the City's sewer fees are \$3.00 higher than CUD's fees.
- Should the City purchase the Eagle Crest STEP system, the City would not incur the fees to install the system, as originally anticipated.
- CUD's lawyers and insurers are reviewing the sale and an agreement with terms is anticipated, shortly.
- Sewer fees will need to be evaluated and validated.

Ms. Riggins relayed Management Consultant Mike Walker's recommendation to review CUD's audit to determine the value of their STEP system and use that value as a starting point for negotiations. She noted that due to the tight timeframe, a special called meeting will likely be required to vote on this item and meet the September 30 deadline.

Mr. Owen noted that the sewer project was the only project eligible for the ARP grant.

d) Peddler's Permits

City Manager Hellyn Riggins stated that the Peddler's Permit Ordinance was included in the packet and that the City currently conducts background checks. She explained that she has received complaints from the community that they have received unwanted solicitors and that they have called late in the evening.

Interim Police Chief Isabella Willis stated that if this takes place within city limits, the Police Department can issue a verbal warning, followed by a citation upon a second infraction. She noted that the City is preparing to issue badges to vetted peddlers to show that they are registered with the City.

Ms. Riggins stated that they are waiting to amend the ordinance until a new Police Chief is hired, as the Police Department will manage these permits.

Interim Chief Willis stated that she will train the new officers to check peddler's badges with what the City has on file when necessary. She also noted that she will introduce the City's new officers at the next Council meeting.

Interim Chief Willis informed Council that she is in Nashville this week, participating in administration training provided by MTAS. She explained that she has gained significant knowledge regarding policies and will share that knowledge with the newly hired officers.

Item g was moved ahead of Item e.

g) Update on Police Department and Search for New Police Chief

Interim Police Chief Isabella Willis stated that 2 new police officers have been hired and have been attending training at Rutherford County. She stated that Officer Brandon Vance has 13 years in law enforcement; serving in the Metropolitan Nashville Police Department and the City of Lebanon's Police Department.

She stated that Officer Seth Mills has 6 years of experience as an officer and came from Watertown – a similarly sized city to Eagleville.

City Manager Hellyn Riggins noted that Officer Mills is able to patrol the City right away. She explained that Officer Vance had been working for a private company the last 3 years and needed recertification.

Ms. Riggins continued, stating that she has advertised for a new Police Chief and that the deadline for applications is October 1, 2026. She noted that the ad has been posted on the City's Facebook page and website, as well as Municipal Technical Advisory Service (MTAS) and the Tennessee Municipal League (TML). She stated that if she does not receive enough applications by September 1st, she will pay to post an ad on the International City/County Management Association's (ICMA) job site.

Ms. Riggins noted that Interim Chief Willis is addressing the community's complaints regarding peddlers.

e) Appointment of Alternate Member to the Park Board

City Manager Hellyn Riggins stated that the Park Board ordinance had been amended to allow for alternate members to enable the board to have a quorum when regular members are unavailable. She informed Council that the first recommended alternate is Nick Kanselaar. She noted that this item will be on the agenda for their consideration in two weeks.

f) Year End Financial Report with Statement from Finance Consultant

City Manager Hellyn Riggins stated that Finance Consultant Mike Walker conveyed that Fiscal Year 2025-2026 ended with \$23,600 more than projected. She said that he noted this is a commendable achievement considering that \$450,000 was appropriated for capital projects. She explained that he attributed the surplus to Council's guidance and budget management by department heads.

Ms. Riggins noted that the current budget is being monitored carefully, due to the fact that the new subdivisions have not begun building yet.

4) NEW BUSINESS

There was no new business.

5) ADJOURNMENT

Mayor Leeman confirmed there was no further business and adjourned the meeting at 7:59 p.m.

Approved by:



Mayor Chad Leeman

Submitted by:



City Recorder Christina Rivas

Date minutes approved: 9/22, 2026