



# MEETING MINUTES

## **PUBLIC HEARING AND PUBLIC COMMENT:**

Mayor Boaz and Lee Villaflor for the City of Parsons opened with a moment of silence remembering Wayne Lyles, Public Works Superintendent, who passed away in October. Lee Villaflor spoke after the moment of silence, “We will miss him and there are big shoes to fill after 26 years of service”. Matt Stone has been promoted to the position of Public Works Superintendent after working closely with Wayne for the past few years.

No additional comments.

## **CALL TO ORDER AND ROLL CALL BY THE RECORDER:**

Mayor Boaz called the meeting to order at 6:00 PM  
Roll was called by the Recorder; Quorum established.

### PRESENT:

Kevin Cagle  
Madison Cagle  
John Odle  
Dale Reynolds  
Linda Taylor  
Deborah Walker

### NOT PRESENT

Marty Carrington  
Ricky Wood, City Attorney

### VISITORS:

Lee Villaflor, City Administrator  
Colleen Lawlor, City Recorder  
Wes Woodward, Public Safety Director  
Natasha Varnick, The Newsleader  
Jason and Melissa Harper

## **READING OF THE MINUTES OF PREVIOUS MEETINGS BY RECORDER, FOR APPROVAL OR CORRECTION:**

Motion: Dale Reynolds to dispense with reading of and approve of previous meeting minutes  
Second: Madison Cagle  
Vote: Approved 6-0 (Marty Carrington absent and not voting)

## **APPROVE FINANCIAL REPORTS THRU SEPTEMBER 2025:**

Motion: Kevin Cagle  
Second: Dale Reynolds  
Vote: Approved 6-0 (Marty Carrington absent and not voting)



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## REPORTS FROM COMMITTEES, COUNCILMEN, AND OTHER OFFICERS

### A) COMMUNICATIONS FROM OTHER OFFICERS – WES WOODWARD, Parsons Police and Fire Depts:

- 1) Parsons Police and Fire Department attended an Emergency Services Day event (touch a truck) at Tractor Supply over the weekend and was given \$250.00 each, totaling \$500.00 from Tractor Supply as a token of appreciation to us.
- 2) Parsons Fire Department will be applying again for the Tennessee State Fire Marshall Grant requesting needed items: three sets of fire gear, additional air packs, thermal imaging camera and 5" hose.

### B) COMMUNICATIONS FROM OTHER OFFICERS – Lee Villaflor:

- 3) A total of 3 new to us trucks were purchased through Govdeals.com at discounted rate for half the price of one new truck. Three were already equipped with CNG and are in good to excellent condition.

### C) PROJECT UPDATES: Lee Villaflor gave an update on the current projects.

- a. ARP Sewer Project (Pipe Bursting): Final punch list items remaining, before project closeout.
- b. ARP Water Plant Project (Drinking water): TLM will schedule the final inspection with Contractor.
- c. TDOT (Multimodal Grant): ROW plans have been approved and received notice to proceed with ROW acquisition. Will meet with engineers in November.
- d. 2024 CDBG (Passive Park): TLM and architect continued work on construction plans and specifications. A NPDES construction General Permit is required for this project based on the disturbed area. Due to this, an extension was requested to submit the permit and to cover the necessary review period. The new deadline is December 2, 2025.
- e. PHMSA Gas Grant: No new update
- f. SRF - 4<sup>th</sup> St Lift Station: No new update, still working on Sewer Use Ordinance to present to city council at December's meeting to vote on revisions.
- g. FEMA (2019 Hazardous Mitigation) Generator Grant: No new update.
- h. TN Arts Grant (Hanger Roof Repair and Pavillion Installation): Public notice went in The Newsleader to accept bids for construction of the concrete pad for the pavilion. Bids will be opened on November 20, 2025 at 12:00PM.
- i. BCBS Healthy Place Grant: No new update.
- j. Sanders Property: Equipment has been dropped on this property to get ready to cut down the timber. This project is projected to be completed by middle of November, weather depending.



# MEETING MINUTES

## NEW BUSINESS

- A) Approve First Reading of Ordinance No. 431: An Ordinance amending the text of the Zoning Ordinance of Parsons, Tennessee by providing for “Portable Cabin Regulations”
- Motion made by Kevin Cagle to approve this ordinance as presented
  - Motion seconded by John Odle
  - Vote: Approved 6-0 (Marty Carrington absent and not voting)
  - Motion passed
- B) Approve Resolution No. 11032025-01: A resolution consenting to amending Certificate of Incorporation, consenting to decrease in number of municipalities in the Beech River Regional Airport Authority
- Motion made by John Odle to approve this resolution as presented
  - Motion seconded by Dale Reynolds
  - Vote: Approved 6-0 (Marty Carrington absent and not voting)
  - Motion passed

## OLD BUSINESS

- A) GSM demolition update: (Emergency purchase)
- Demolition in progress (completion progress 25-50% since last Sunday)
  - The main goal is to keep the concrete pad
  - Air Evac wants to be notified when the demolition reached 30-40 yards from their building so they can have a crew come in to prepare for their return to resume normal business at GSM.

## ADJOURN

Motion to adjourn meeting made by Dale Reynolds. Second by Madison Cagle. Vote: All Ayes

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Tim David Boaz, Mayor

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Colleen Lawlor, City Recorder