



MEETING MINUTES

PUBLIC HEARING AND PUBLIC COMMENT:

Mayor Boaz opened public comment at 5:45PM.

Residents from Northwood Street spoke regarding a petition concerning a double-wide manufactured home that has been placed in their neighborhood. Speakers stated that the property is located within an R-1 zoning district and expressed concerns about the placement of a mobile/manufactured home in that zone.

Mayor Boaz and City Administrator Lee Villaflor addressed the public comments and explained that federal and state laws supersede local regulations and do not allow the city to exclude a double-wide manufactured home through zoning.

Mayor Boaz stated that the Parsons Zoning and Planning Commission will meet to discuss establishing parameters for manufactured homes, like standards used by the City of Dyersburg, which allow double-wide units that meet criteria comparable to site-built homes.

Mayor Boaz closed Public Comment at 6:12 PM to start the City Council Meeting that was scheduled to start at 6:00 PM.

CALL TO ORDER AND ROLL CALL BY THE RECORDER:

Mayor Boaz called the meeting to order at 6:12 PM

Roll was called by the Recorder; All seven councilmembers were present and a quorum was established.

PRESENT:

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

NOT PRESENT

VISITORS:

Lee Villaflor, City Administrator
Colleen Lawlor, City Recorder
Rick Wood, City Attorney
Wes Woodward, Public Safety Director
Natasha Varnick, The Newsleader
Charles Taylor, Chamber of Commerce



MEETING MINUTES

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 7-0

APPROVE FINANCIAL REPORTS THRU OCTOBER 2025:

Motion: Kevin Cagle

Second: Dale Reynolds

Vote: Approved 7-0

REPORTS FROM COMMITTEES, COUNCILMEN, AND OTHER OFFICERS

A) PARSONS LIBRARY UPDATE:

- a. The Parsons Friends of the Library will be hosting a Holiday Bake Sale fundraiser at Food Giant on Friday, December 19th
- b. Santa and the Grinch will be at the library on Saturday, December 20th for pictures

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

- a. ARP Sewer Project (Pipe Bursting): Final punch list complete for this project. Final payment to the contractor has been made and sent out.
- b. ARP Water Plant Project (Drinking water): No new update
- c. TDOT (Multimodal Grant): A ROW meeting was held with the city to walk through the easement acquisition process. TLM requested title opinions from the city's attorney to begin the easement process.
- d. 2024 CDBG (Passive Park): TLM and RSA submitted plans and specifications for ECD review on December 2. TLM submitted the NPDES Construction General.
- e. PHMSA Gas Grant: No new update
- f. SRF - 4th St Lift Station: TLM is continuing to draft the Industrial Discharge Enforcement Policy. TLM received the permit approval from the Army Corps of Engineers for crossing the stream.
- g. FEMA (2019 Hazardous Mitigation) Generator Grant: No new update.
- h. TN Arts Grant (Hanger Roof Repair and Pavillion Installation): City will be approving bids for concrete pad later in this meeting – see “New Business, item A”
- i. BCBS Healthy Place Grant: No new update.



MEETING MINUTES

NEW BUSINESS

- A) Approve Bids for Concrete Pad: Tennessee Arts Grant – Hanger Roof Repair and Pavillion Project
- a. Roof repairs at the Hanger are completed
 - b. Bid announcement for the concrete pad was advertised in the Newspaper
 - c. Five (5) bids were received on time, prior to the bid opening in November 2025
 - i. Lowest bid that came in was \$32,500.00 from Jackson Contractor Services
 - ii. Next best bid was from McKenzie Tree Service and Construction for \$33,000.00
 - iii. Highest bid amount was \$39,600.00
 - d. John Odle made a motion to approve the lowest bid from Jackson Contractor Services pending them submitting a valid contractor's license as required by grant regulations. If they cannot produce their certification, then the award will go to the next lowest bid of \$33,000.00 from McKenzie Tree Service and Construction.
 - e. Dale Reynolds seconded the motion with the same conditions John Odle presented.
 - f. Vote by Roll call: Approved 7-0
 - g. Motion passed

OLD BUSINESS

- A) GSM demolition update: (Emergency purchase)
- a. Demolition is complete. Final inspection will be completed tomorrow, December 9th.
- B) Approve Second Reading of Ordinance No. 431: An Ordinance amending the text of the Zoning Ordinance of Parsons, Tennessee by providing for "Portable Cabin Regulations"
- a. Motion made by Madison Cagle to approve this ordinance as presented
 - b. Motion seconded by Deborah Walker
 - c. Vote by Roll Call: Approved 7-0
 - d. Motion passed
- C) Approve: City of Parsons Hanger for Performing Arts proposed lease to Decatur County Chamber of Commerce
- a. This item was not voted on during this meeting and will be brought back up next month, as the city attorney has not had an opportunity to review this lease.



City of Parsons
Regular Council Meeting
Parsons Municipal Building – City Council Room
Monday, December 8, 2025

MEETING MINUTES

ADJOURN

Motion to adjourn meeting made by Deborah Walker. Second by Dale Reynolds. Vote: All Ayes

Tim David Boaz, Mayor

Colleen Lawlor, City Recorder